

## INITIAL STATEMENT OF REASONS

### Amend Training Standards of Investigative Report Writing Procedure B, Regulations 1070 and 1082

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At the February 2012 meeting, the Commission approved amendments to Learning Domain 18-Investigative Report Writing of the *Training and Testing Specifications for Peace Officer Basic Courses*. This change, which became effective on July 1, 2012, contains a standardized and validated testing procedure for the subject of Investigative Report Writing. Test materials and grading methods on report writing were introduced to the academies. Along with the new testing procedures, POST developed the Investigative Report Writing for Instructors Course in order to update the new and current report writing instructors of the test materials and grading methods. POST is proposing to modify the POST Administrative Manual to include the Investigative Report Writing for Instructors class under the 1070 and 1082 regulations.

Given the significant and important changes to the evaluation and training processes on the subject, POST staff and subject matter experts feel that it is necessary to formally train report writing instructors on the teaching and testing methods, standards, and regulations associated with Investigative Report Writing. To ensure the content validity, integrity, and consistency in training and testing of Investigative Report Writing, it is recommended that section B-1070 and 1082 of the POST Administrative Manual be revised to include Investigative Report Writing for Instructors class.

#### Justification for Proposed Revisions

##### 1070. Minimum Training Standards for Instructors of POST-Certified Specialized Training.

- (a) **Minimum training standards.** [...]
- (b) **Specialized Subjects and Training Course Requirement.** The specialized subjects listed in the left column may be the subject of a stand-alone course or a specialized subject taught within a larger course.

To satisfy the training course requirement, a POST-certified course must be a foundational-type instructor course and must meet the minimum content requirements specified in Regulation 1082 [unless exempted by subsection 1082(c)]. For example, an “advanced” or “update” course will not satisfy the requirement. Generally, the POST-certified course must be the same title as the instructor course title listed in the “Training Course” column. The minimum content requirements for the training courses listed in the right column below are specified in Regulation 1082.

##### • Added Investigative Report Writing under “Specialized Subject” and “Investigative Report Writing for Instructors” under “Training Course”

<i>Specialized Subject</i>	<i>Training Course (must meet minimum content requirements specified in Regulation 1082.)</i>
Arrest and Control Techniques	Arrest and Control Instructor or Defensive Tactics Instructor
Baton/Impact Weapons	Baton/Impact Weapons Instructor or Defensive Tactics Instructor
Chemical Agents	Chemical Agents Instructor
Defensive Tactics	Defensive Tactics Instructor or Arrest and Control Instructor

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Diversionsary Devices	Diversionsary Devices Instructor
Driver Training	Driver Training Instructor and Driver Awareness Instructor
Driver Training-Simulator	Driver Training Simulation Instructor and Driver Training Instructor
Electronic Weapons	Electronic Weapons Instructor
Firearms (all firearms types)	Firearms Instructor ( <i>corresponding firearm type</i> )
First Aid/CPR	First Aid/CPR Instructor
Force Options Simulator	Force Options Simulator Instructor
Hazardous Materials	Hazardous Materials Train-the-Trainer
Institute of Criminal Investigation	Institute of Criminal Investigation Instructor
<u>Investigative Report Writing</u>	<u>Investigative Report Writing for Instructors</u>
Less Lethal Weapon	Less Lethal Force Instructor
Motorcycle Training	Motorcycle Training Instructor
Physical Training ( <i>Basic Course</i> )	Physical Training Instructor
Supervisory Course	Supervisory Course Instructor Training
Supervisory Leadership Institute	Supervisory Leadership Institute Instructor
Racial Profiling	Racial Profiling Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Basic Course for Response Personnel (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	ICS 300 & 400 Train-the-Trainer (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Law Enforcement Response to Terrorism (LERT) Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Public Safety Communications Terrorism Awareness Course Instructor (PSC-TAC)

[(c) – (d) Proof of Completed Training Course...remains unchanged\*\*\*]

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#### 1082. Minimum Content Requirements for Instructor Courses.

[(a) – (c) POST-certified Courses...remains unchanged\*\*\*]

(d) **Instructor Courses and Minimum Content.** The instructor courses listed below (either POST-certified and beginning after July 1, 2002, or courses used in an equivalency process), shall meet minimum content requirements as follows:

[**Arrest and Control Instructor** through **Institute of Criminal Investigation (ICI) Instructor**... remains unchanged\*\*\*]

- **Added the Investigative Report Writing for Instructors title and course content under “Instructor Courses and Minimum Content.”**

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### Investigative Report Writing for Instructors

- (1) Course Overview and Objectives
- (2) Training and Testing Specifications
- (3) Expanded Course Outline
- (4) Lesson Planning
- (5) Basic English Composition
- (6) Note Taking and Outlining
- (7) Scenario and Script Development
- (8) Presentation Skills
- (9) Legal Issues
- (10) Performance Evaluation Methods & Techniques
- (11) Practical Application and Testing
- (12) Adult Learning Concepts
- (13) Written, Oral, and/or Demonstration Assessment (in each topic area)

[Arrest and Control Instructor through Institute of Criminal Investigation (ICI) Instructor...  
remains unchanged\*\*\*]

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### **Business Impact/Small Businesses**

The Commission has made an initial determination that this regulatory proposal would have no significant statewide adverse economic impact directly affecting California businesses, including the ability of California businesses to compete with businesses in other states. The proposal does not affect small businesses, as defined by Government Code section 11342.610, because the Commission sets selection and training standards for law enforcement and does not have an impact on California businesses, including small businesses.

### **Cost Impacts on Representative Private Persons or Businesses**

The Commission on Peace Officer Standards and Training is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with this proposed action.

### **Assessment**

The adoption of the proposed regulation amendments will neither create nor eliminate jobs in the State of California, and will not result in the elimination of existing businesses or create or expand businesses in the State of California.

### **Consideration of Alternatives**

To take this action, the Commission must determine that no reasonable alternative considered by the Commission or that has otherwise been identified and brought to the attention of the Commission would be more effective in carrying out the purpose for which the

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action is proposed, would be as effective as and less burdensome to effected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provisions of the law.

#### **Benefits Anticipated**

The specific benefits anticipated by the proposed amendments to the regulation will improve the consistency and utility of entry-level law enforcement investigative report writing training and testing procedures for training presenters. The improved training and testing procedures may improve on-the-job performance of new peace officers and may reduce the frequency of errors in reports produced by new peace officers. Thus, the regulation change may have a small indirect benefit to public safety and worker safety of newly hired peace officers. There would be no affect to benefits in regard to public health, worker safety, or environment, the prevention of discrimination, or the increase in openness and transparency in business and government.

#### **Economic Impact Analysis**

Because the Commission on Peace Officer Standards and Training sets selection and training standards for law enforcement, adoption of the proposed amendments of regulations will neither create nor eliminate jobs in the state of California nor result in the elimination of existing businesses or create or expand businesses in the state of California.

There would be no benefits of the proposed amendments of regulations to the health and welfare of California residents or any impact which would affect worker safety or the states' environment.