

MEMORANDUM

Department of Justice

*Rep to Com.
Sent List "A" and
those attending
meeting. 11/24/61*

TO: All Commissioners

AT Sacramento

FROM: Executive Officer

DATE November 21, 1961

SUBJECT: Proposed Agenda
Commission Meeting - December 8, 1961
Biltmore Hotel, Los Angeles - 10:00 A.M.

1. Call to order.
2. Approval of Minutes of September 9, 1961.
3. Approval of expense claims.
4. Financial Report.
5. Discussion and action on "Credit for prior training."
6. Occupational selection of Peace Officers.
 - (a) Dr. Ruth J. Levy.
7. Operation P. O. S. T. - Status report.
 - (a) George H. Puddy
8. Executive Officer's report.
 - (a) Briefing on Montreal and New York trip.
 - (b) Status report on program.
 - (c) Executive Officer assignments.
 - (1) Tenure of Peace Officers trained under program.
 - (2) Request cooperation of League of California Cities.
 - (3) Draft of proposed regulations, "Each and Every Rule".

9. Certification of Schools.

(a) Santa Rosa Junior College Law Enforcement Academy.

(b) Oceanside-Carlsbad Junior College

(c) Feather River Peace Officer Academy.

10. Election of Chairman and Vice Chairman.

11. Date and place of next meeting.

12. Adjourn.

Gene
GENE S. MUEHLEISEN

14th
State of California
Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

December 8, 1961
Los Angeles

Chairman Ficklin called the meeting to order at 10:00 A.M. A quorum was present:

LOHN R. FICKLIN, Chairman
MARTIN C. MCDONNELL, Vice Chairman
ROBERT T. ANDERSEN
HOWARD CAMPEN
ALLEN B. COTTAR
DAN KELSAY
ROBERT S. SEARES

Absent: JAMES V. HICKS
GEORGE H. BRERETON, representing the Attorney General

Also Present: GENE S. MUEHLEISEN, Executive Officer
GEORGE H. PUDDY, Assistant to the Executive Officer

DERALD D. HUNT, Coordinator, Department of Police
Science, Orange Coast College
A. C. GERMANN, Department Head, Department of Police
Science and Administration, Long Beach
State College
G. D. GOURLEY, Department Head, Department of Police
Science and Administration, Los Angeles
State College
C. E. GRANT, Coordinator of Police Training, Diablo
Valley College

JAMES GLAVAS, Chief of Police, Newport Beach
ARTHUR R. MCKENZIE, Chief of Police, Costa Mesa
CLINTON H. WRIGHT, Chief of Police, Huntington Beach
(Representing Orange County Chiefs
of Police and Sheriffs' Association)

MRS. RUTH LEVY, Clinical Psychologist, San Jose

MRS. ESTHER LEVIN, Stenographer

APPROVAL OF MINUTES

There being no objections, the Chairman declared the minutes of the meeting of September 9, 1961 approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

The following travel expense claims of the Executive Officer were declared approved by the Chairman upon the motion of McDonnell, seconded by Cottar:

Sept. 6-22, 1961	Turlock, Santa Rosa, San Francisco, Burlingame, Pacific Grove, Madera, Los Angeles, San Diego, & Long Beach.	\$152.03
Sept. 29 - Oct. 11, 1961	Montreal, Ottawa, Binghamton, Albany, New York.	654.60
Oct. 16-28, 1961	Oroville, San Francisco, Los Angeles, Costa Mesa, & L. A. Vicinity.	65.41
Nov. 3-18, 1961	Modesto, Los Angeles & Vicinity.	57.26

FINANCIAL REPORT

<u>Revenue</u>	
Balance September 30, 1961	\$436,408.02
Revenue - October	<u>31,201.03</u>
Total Revenue	\$467,609.05
<u>Expenditures</u>	
Salaries	\$2,489.09
Travel & Commissioner Expense	524.05
Other Operating Expense	<u>75.93</u>
Total Expenditures	<u>3,089.07</u>
BALANCE OCTOBER 31, 1961	\$464,519.98

Incumbrances 1962 Period of Allocation

Balance of Fund - October 31, 1961 \$464,519.98

Incumbrances July, 1961	\$48,960.10	
August, 1961	38,173.33	
September, 1961	21,879.18	
October, 1961	<u>59,042.28</u>	<u>168,054.89</u>

NET BALANCE OF FUND - October 31, 1961 \$296,465.09

Revenue Comparison

July thru October - 1960 July thru October - 1961

\$105,772.18 \$125,845.45

Incumbrance Comparison

July thru October - 1960 July thru October - 1961

.00 \$168,054.89

The Executive Officer pointed out that the addition to the report was suggested by Seares at the last meeting. Motion by Andersen, seconded by Seares, and unanimously carried that the financial report be approved.

PEACE OFFICER TRAINING FUND - STATUS REPORT

Mr. Puddy presented the following report which predicted that the gross expenditures could exceed the gross revenue on approximately May 15, 1963, if the present rate of entry into the program is maintained by the non-complying cities and counties.

Gross Revenue

Beginning with Fiscal Year 1960-61 July 1, 1960 the Fund had a net balance of \$146,205.02. By July 1, 1961, gross revenue totaled \$468,596.77. Allowing for an annual growth rate of 10%, the Fund's gross revenue should amount to \$864,600 at the end of Fiscal Year 1961-62 July 1, 1962. Continuing the same growth rate, the gross revenue should reach \$1,300,000 by July 1, 1963. By May 15, 1963 the Fund's gross revenue will be exceeded by Gross Expenditures to the extent that on July 1, 1963 a deficit of more than \$100,000 will be realized, reducing the proportionate allocations to cities and counties by at least 20%.

Gross Expenditures

Incumbrances and expenditures from the Fund amounted to \$124,312 on July 1, 1961. With increased operating expense and participation by cities and counties, the gross expenditures will reach approximately \$708,000 by July 1, 1962. With 100% participation by cities and counties in training recruits at the estimated hiring rate of 8.3% of total strength (approximately 24,000 local

law enforcement officers) gross expenditures will exceed gross revenue by May 15, 1963. This would necessitate a reduction in proportionate allocations at the end of Fiscal Year 1962-63. At that present rate, a 35% reduction in proportionate allocations would be necessary by July, 1964.

Expenditure and incumbrance growth rate is based on participation by agencies employing 83.7% of total law enforcement officers on January 1, 1962; 90% by July 1, 1962; and 100% by May, 1963. The latest available figures by the Bureau of Criminal Statistics show that on July 1, 1960, 22,774 sworn officers were employed by local law enforcement agencies in California. The rate of turnover, plus newly created positions during the Fiscal Year 1960 for agencies employing 45% of the State's local officers, shows a hiring rate of 8.3% that would require recruit training. Thus, out of 10,117 of the State's local officers, 841 were replaced or newly hired, requiring training in Fiscal Year 1960-61 at the rate of 8.3%.

Following a discussion emphasizing the possible pro rating of the Fund to the detriment of the Standards and Training Program, a motion was made by Campen, seconded by Seares, and unanimously carried that the Executive Officer be authorized and instructed to present factual material relating to the operating expenses and revenues of the Commission and its Fund to Legislative Committees and other interested groups.

CREDIT FOR PRIOR TRAINING

At the Commission meeting held on September 9, 1961, the Executive Officer was directed to confer with the Attorney General's Office and come to the meeting of December 8, 1961 with a final draft to be considered by the Commission as a policy for awarding credit for prior training.

The Executive Officer stated that he had conferred with Ray Momboisse, Deputy Attorney General, and it was recommended that, if the Commission decided to adopt such a policy, it be included in the Rules and Regulations as follows:

1006 CREDIT FOR PRIOR TRAINING

- (a) When the Commission determines that a recruit has previously acquired all or a portion of the prescribed training by reason of past training, it may award constructive credit for such training which need not be undertaken a second time.

- (b) When requesting constructive credit for prior training, evidence of the successful completion of the subjects claimed shall be forwarded to the Commission.
- (c) The Commission may determine whether the recruit has acquired adequate knowledge in the training claimed through written examinations. Constructive credit may be awarded for those subjects in which the minimum prescribed score is achieved.

In anticipation of the possible adoption of a policy awarding credit for prior training, the following Police Science Educators and Administrators presented testimony to the Commission:

Dr. A. C. Germann, Department Head, Department of Police Science and Administration, Long Beach State College

Dr. Germann is in agreement with the Commission policy requirement that all newly hired recruit law enforcement officers undergo the basic recruit training course. He recommends that an A. A. Degree could be accepted in lieu of the basic course requirement at the discretion of the department head.

He feels that in the future the Commission should consider the issuance of "basic, intermediate and advanced credentials" to be awarded to officers who have completed the P. O. S. T. basic recruit course or who are recently graduated with an A. A. Degree from a Commission approved Junior College course, and who complete at least one year of satisfactory police service. The decision to send a Junior College graduate recruit to a training school after appointment (with reimbursement) would be left up to the department head.

If a jurisdiction had only a six-month probationary period, the recruit officer would still have to complete a year of satisfactory police service in one or more local law enforcement agencies before becoming eligible to receive the proposed basic credential.

Standards for the intermediate and advanced credentials would require further training, education and police service experience.

Dr. Germann proposed that the completion of courses missing from a Junior College curriculum, such as Firearms, Public Relations, First Aid and others be the responsibility of the department head. He would see that any "gaps" in a man's training be closed with appropriate in-service training within his department.

Clinton H. Wright, Chief of Police, Huntington Beach, representing Orange County Chiefs of Police and Sheriffs' Association.

Chief Wright agreed with Germann on some points, but the sense of his remarks was to **support** and require that the full content of the 160 hour basic course be taught, regardless of pre-service college education or training.

The recruit who leaves the police service before serving his year of qualifying experience should be required to undergo the entire training and experience cycle if he re-enters the police field as an officer. To avoid weakening the selection or training process should be the prime consideration in any plan adopted. The value of the 160 hour basic course as a criterion of work performance potential has been established, in his judgment, and to delete any part of the course would weaken it as an aid to a law enforcement department head.

Views and Comments of James Glavas, Chief of Police, Newport Beach; and Arthur R. McKenzie, Chief of Police, Costa Mesa.

Both Chiefs supported Chief Wright's view that the 160 hour basic course should be required now and in the foreseeable future without exception. McKenzie reported that department heads have had instilled in them that the 160 hour course is required training and that the addition of the A. A. substitute at this time may be premature. Ultimately, this alternative procedure should be developed, but he doubts if the time is ripe for this expansion.

Chief Glavas expressed the philosophy of the Orange County Peace Officers' Association in that the consensus of the members dislike merging education and training. There is a place for both and both are in existence now in Orange County.

G. D. Gourley, Department Head, Department of Police Science and Administration, Los Angeles State College.

Professor Gourley generally supported Germann's contention that an Associate of Arts Degree should be considered the equivalent of the required 160 hour basic recruit course, if a year of satisfactory service is served. He would allow the recruit's Chief to decide if the 160 hour basic course is necessary for a man possessing an Associate of Arts Degree from a Junior College recognized by the Western College Association.

Professor Gourley would not dictate to the college as to the content of their curriculum.

To relieve the Commission and its staff from the task of evaluating each individual recruit's training background, an easily identified symbol, such as the A. A. "or its equivalency" should be accepted in lieu of the 160 hour course.

Gourley recommended that the recruit's Chief certify that his officer had completed all of the subjects in the Commission required 160 hour basic course. If deficiencies in the recruit's college training exist, the Chief should utilize local school facilities to make up his recruit's deficiencies and later certify him as having the equivalency of the basic recruit course.

Charles E. Grant, Coordinator of Police Training, Diablo Valley College.

Although often identified as synonymous, police training and education are two distinct areas of discussion. Education consists of courses in history, theory, philosophy and trade appreciation information.

Training is the practical "how to" information, practice and on-the-job experience regardless at what work level (recruit or supervisory) performed.

Instructors in Police Education are frequently men who have been out of active law enforcement for considerable periods; whereas, police training is most often presented by men who are active and experienced field police officers aware of current rules and practices.

A four-year college graduate may have completed many of his "how to" practical courses in police training during the early part of his college course, and coupled with the distractions of general education and extra-curricular activities, he has lost much of the job skills learned in his earlier training. Recruit training, after appointment to a department, would therefore seem highly desirable to restore his needed skills.

Application or field work in law enforcement is offered at some two and four-year colleges. This is of some value, but it is the application of trade school technique to the field which we are trying to raise to a professional level.

Not only should the basic training requirement be retained, but it is the consensus of many department heads using the Northern California Peace Officers' Training School that, regardless of the educational level of a newly appointed recruit officer, he should undergo the basic training course after appointment to a department. This is Mr. Grant's firm opinion as well.

Derald D. Hunt, Police Science Coordinator, Orange Coast College.

Mr. Hunt favors Commission approval of Junior College and State College pre-employment training programs providing the Commission inspects, supervises and delineates course content as carefully and specifically as they now do the 160 hour in-service program.

Pre-employment training should basically be an expanded recruit school curriculum enriched as the police science department of the school sees fit. The present 20-unit major in the Junior College constitutes approximately 360 hours of training. By doubling the present 160 hours to 320, ample time is still left for trade appreciation topics.

He does not recommend Commission adoption of any regulation which permits or requires the department head to determine who should attend a recruit school and who should receive constructive credit.

He is opposed to a written examination to determine constructive credit. Such an examination would not be valid and reliable enough to be equitable and dependable. Administration of such an examination would be difficult and expensive.

Summation:

General Agreement appeared among the two Junior College representatives, Messrs. Grant and Hunt, and the three Chiefs of Police that now and in the foreseeable future the 160 hour basic course should remain a requirement for all recruit officers employed by jurisdictions participating in the P. O. S. T. Program.

Arguments were presented for and against an examination procedure to be taken in lieu of the recruit taking the full course.

The two representatives of the four-year State Colleges generally agreed that a two-year Junior College course, including 20 units of required police subjects leading to an A. A. Degree, would more than meet the Commission's requirements in the existing 160 hour basic course and should be acceptable. If deficiencies or gaps exist in the recruit's Junior College training, this should be determined by the recruit's Chief and additional training would be undertaken at a local school. One witness proposed this be optional and the other proposed that all required subjects must be completed, after which the Chief would certify that the recruit had completed the 160 hour course requirements.

Dr. Germann proposed that the Commission adopt a plan whereby progressively higher credentials of basic, intermediate and advanced be awarded to:

1. Basic - A recruit officer after completion of the 160 hour basic course or the proposed two-year A. A. Degree; and after completion of one year of satisfactory police service.
2. Intermediate - A supervisory officer, after completion of certain training and a specified number of years of service.
3. Advanced - A senior supervisor, commander or administrator who had achieved a specified educational level, advancement in rank and years of varied experience.

All of the witnesses presenting testimony were questioned during their presentations by various members of the Commission. A transcript of the questions and answers is on file in the Commission office. The answers given by the witnesses did not deviate from their basic summaries.

After hearing the testimony, some of the Commissioners expressed the opinion that they did not favor the awarding of credit for prior training at this time and felt action should be postponed until a future meeting.

Hearing no objections, Chairman Ficklin directed the Executive Officer to prepare a summary on each presentation for review by the Commissioners in anticipation of final action at a future meeting. (The summaries appear on pages 5 through 9.)

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Vice Chairman McDonnell was nominated by Andersen to be Chairman for the calendar year 1962. Unanimously elected.

Kelsay nominated Andersen for Vice Chairman. Unanimously elected.

CERTIFICATION OF SCHOOLS

Upon recommendation of the Executive Officer and hearing no objections, the following three schools were declared certified by the Chairman:

Santa Rosa Junior College Law Enforcement Academy, Santa Rosa.
Oceanside-Carlsbad Junior College, Oceanside.
Feather River Peace Officer Academy, Oroville.

MONTREAL-NEW YORK TRIP

A copy of the Executive Officer's report on his trip to Montreal was distributed to the Commissioners. The Chairman ordered that the report be accepted and filed.

POSSIBLE LACK OF ADHERENCE
TO RECRUIT STANDARDS

The Executive Officer briefed the Commission on the case of a Deputy Sheriff's recruit recently employed by a northern California County. A recruit verification revealed the trainee had been convicted of drunk driving in 1956 and for petty theft in 1957 and had received a \$100 fine in each case. It was pointed out that the arrest record placed the "good moral character" of the recruit in doubt.

It was also reported that an opinion had been requested from the Attorney General regarding the authority of the Commission in cases of this nature.

The Executive Officer was directed to:

1. Place the County on notice that the case would be discussed at the next meeting of the Commission to be held in Sacramento March 2, 1962.
2. Notify the County concerned that if on March 2, 1962, the Commission determines that the jurisdiction has failed to adhere to the minimum standards for recruitment, the Commission must reject the claims from that County throughout the entire period of allocation. In this case the period of allocation is from July 1 through June 30, 1962.
3. To invite the Sheriff concerned or his representatives to attend the meeting and be heard.

Details of this case are on file in the Commission office.

STATUS REPORT ON PROGRAM

The Executive Officer gave a status report on the program as of November, 1961. The statistics discussed are set forth as follows:

<u>Cities</u>	<u>No.</u>	<u>Population</u>	<u>Percent of total Population</u>
Cities which meet P.O.S.T. standards	188	9,756,500	86.9%
Cities which do not meet P.O.S.T. standards	183	1,468,053	13.1%
Cities which have raised standards	127	2,816,257	25.1%
<u>Counties</u>	<u>No.</u>	<u>Population</u>	<u>Percent of total Population</u>
Counties which meet P.O.S.T. standards	21	3,299,335	73.2%
Counties which do not meet P.O.S.T. standards	37	1,208,840	26.8%
Counties which have raised standards	10	922,633	20.5%
<u>Total Jurisdictions</u>			
Total jurisdictions which meet P.O.S.T. standards	209	13,055,835	83.0%
Total jurisdictions which do not meet P.O.S.T. standards	220	2,676,893	17.0%
Total jurisdictions which have raised standards	137	3,738,890	23.8%

TENURE OF PEACE OFFICERS
TRAINED UNDER PROGRAM

The Executive Officer reported that a survey is being conducted in compliance with a motion by Commissioner Leask at the meeting of March 29, 1961 to review the experience of tenure of peace officers for whom Commission funds

were granted for the period October, 1960 to October, 1961. The survey is being conducted by Deputy Sheriff Russell McComb, a Police Science major at Sacramento State College and the son of the Public Information Officer of the California Highway Patrol. The survey is a college class project and is being conducted without charge to the Commission.

LEAGUE OF CALIFORNIA CITIES

In compliance with a directive given to the Executive Officer at the last meeting, he reported that we have requested the staff of the League of California Cities to mention the program in talks given at League Division meetings by their staff.

OCCUPATIONAL SELECTION OF PEACE OFFICERS

Ruth Jacobs Levy, Ph. D., Clinical Psychologist, City of San Jose, presented a report on her proposal to conduct research to identify the emotional traits which make an individual unsuited for law enforcement work. She stated that the project has been a joint undertaking with Dr. Dwight M. Bissell, City Health Officer, Health Department, San Jose.

Dr. Levy discussed the proposed method of procedure covering the following steps:

1. Collection of Raw Data.
2. Development of a Hypothesis.
3. Selection or Development of a Screening Device.
4. Application of the Device to Applicants, Recruits, those with Long and Successful Careers in Law Enforcement and Intermediary Groups.
5. Results.

Doctors Bissell and Levy are attempting to obtain a grant of approximately \$150,000 to extend over a period of five years to cover the necessary research. She thanked the Commission for their past support of the project, but asked that more positive action be taken by the Commission.

A discussion between Dr. Levy and various Commissioners followed her presentation. A partial transcript of the discussion is available in the Commission office, as well as a detailed report covering her presentation. Copies will be forwarded to Commissioners and other persons upon request.

Because of prior commitments, it was necessary for Commissioners Cottar and Campen to leave the meeting shortly before the conclusion of Dr. Levy's presentation. At 2:15 P.M. it was necessary for the Chairman to depart and Vice Chairman McDonnell presided. Ficklin gave Andersen his vote by proxy to maintain a quorum for the transaction of business.

OPERATION P. O. S. T. - STATUS REPORT

The Executive Officer reported that the initial phase of the "Operation P. O. S. T." plan had been executed. It was reported that Puddy contacted various officials in 26 jurisdictions to determine the reasons for not meeting the Commission's standards and/or entering the Program.

Following is an analysis of the sampling of jurisdictions:

The jurisdictions contacted represented police and sheriff agencies serving approximately 1,000,000 people. This is one-third of the total population served by agencies not meeting the standards and should represent a substantial sample for evaluation purposes.

Nineteen cities, ranging in population from 1,800 to 93,000 were contacted in the survey.

Seven county jurisdictions ranging in population from 65,000 to 168,000 were contacted for a total of 26 jurisdictions.

Copies of enacted ordinances were obtained signifying the jurisdictions' intention of participating in the program from nine of the 19 police departments surveyed (Santa Clara, Burlingame, Sebastopol, Fontana, Monterey Park, Chino, Hollister, Porterville, and Lompoc), thus accomplishing one important objective of the Commission.

Reasons Given for Failure to Take Immediate Advantage of P. O. S. T. Program

Lack of initiative of law enforcement agency, legislative body, and/or executive in enacting or ordinance:

City	8
County	7

Initiative taken on enacting ordinance by city or county, but no notice sent to Commission on P. O. S. T.: City 6

Apparent objection to Program by Department Chief, legislative body, or executive of the city or county: City 8
County 4

1. Fear of loss of home rule:

San Luis Obispo
Chico

2. Fear of loss of personnel to higher paying agencies:

San Luis Obispo County
Fresno County

3. Requirement that recruits be sent out of jurisdiction to school; or lack of local school:

Tulare County
Shasta County
San Bernardino
Santa Maria
Willows
Hermosa Beach
Porterville
Santa Barbara

Promises of action on the ordinance and subsequent participation in the Program as soon as possible were given by nine of the city agencies and six of the county agencies. The Chief of one city agency (Chico) indicated that the City Manager was against participation in the P. O. S. T. Program and suggested that a letter be sent him further explaining the details of the Program. This city had two officers in training in a certified school in November.

Slow turnover - no hiring within a year: City 6
County 2

Lack of clear understanding of Program requirements: City 5
County 1

The most commonly encountered reason for not entering the Program was the lack of personnel. "I just can't spare men."

The second most common was the apparent lack of communication or liaison between the law enforcement agency and the executive and/or legislative bodies which produced inaction or lack of understanding of the Program.

One factor responsible for almost half of the receptive agencies' urgent interest in entering the Program soon was the publicity given the issuance of the first year's subvention checks at the Attorney General's Zone Meetings in September.

To aid in the staff's continuing efforts to achieve the objective of 100% state-wide participation in the P. O. S. T. Program, we have established a list of the "Ten Most Wanted Cities and Counties". The name of an additional city or county will be added to this list as quickly as one of the "Ten Most Wanted" is removed from the list for the reason of having joined the Program or met the standards. The "Ten Most Wanted" List will be forwarded to Commissioners but will not be recommended for publication.

The next phase of Operation P. O. S. T. will be a meeting of representatives from the League of California Cities, The County Supervisors' Association, The Peace Officers' Association, PORAC and the Commission.

PROPOSED REGULATION - REQUIREMENT THAT EACH
AND EVERY RECRUIT EMPLOYED COMPLY WITH THE STANDARDS

At the Commission meeting held on September 9, 1961, an opinion of the Attorney General, dated July 11, 1961, was reviewed. The opinion states, in substance, that to be eligible for aid a jurisdiction must adhere to the recruitment and training standards for each and every recruit employed during the period of allocation for which aid is requested.

By action of the Commission on September 9, the Executive Officer was directed to prepare a draft of a proposed regulation and distribute it to Commission members for action at the meeting of December 8, 1961.

The Executive Officer reported that the following proposed regulation had been forwarded to all Commissioners on November 29, 1961. He further stated that the Attorney General's office had reviewed the proposed regulation and approves of the language as drafted:

1009 EACH RECRUIT EMPLOYED MUST COMPLY WITH THE STANDARDS

- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in these regulations for each and every officer employed during the period of allocation in which the jurisdiction applies for aid.

- (b) In the event one or more officers are employed who do not meet the minimum standards for recruitment and training as defined in these regulations, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which the ineligible officers were employed.

A motion was made by Seares that, in view of the limited attendance at this portion of the Commission meeting, this item be placed on the agenda for the next meeting. Seconded by Kelsay and unanimously carried.

APPROVAL OF THE PROPOSED 1962-63 BUDGET

Following is a copy of the proposed 1962-63 Budget:

	<u>ACTUAL</u> 1960-61	<u>ESTIMATED</u> 1961-62	<u>PROPOSED</u> 1962-63
<u>Salaries and Wages</u>			
Commissioners (9)	-	-	-
Executive Officer	\$12,600	\$12,600	\$12,600
Ass't. to Executive Officer	-	8,620	9,774
Senior Stenographer	4,092	4,296	4,512
Intermediate Stenographer-Clerk	<u>4,296</u>	<u>4,512</u>	<u>4,740</u>
Totals, Salaries and Wages	\$20,988	\$30,028	\$31,626
<u>Operating Expenses</u>			
Travel	\$13,858 ^{4,888}	\$15,000 ^{7,615}	\$10,000
Out-of-State Travel	-	1,000	1,000
<u>General Expense</u>			
Pro-rata, Dep't. of Justice	\$2,404		
Pro-rata, Controller	1,787		
Freight, Cartage & Express	151		
Miscellaneous	<u>1,039</u>		
Total General Expense	5,381	5,400	5,600
Printing	231	500	1,000
Communications	1,304	1,500	1,700
Rent - building space	<u>2,282</u>	<u>2,282</u>	<u>2,282</u>
Totals, Operating Expenses	\$23,056	\$25,682	\$28,582 ✓ ^{21,582}
<u>Equipment</u>			
Contributions to State Employees' Retirement Fund	\$ 875	\$ 2,100	\$ 2,362
<u>Total Expenditures</u>	<u>\$47,483</u>	<u>\$58,410</u>	<u>\$56,010</u> ^{56,070}

The Executive Officer answered questions relating to the items of travel, printing, salary and others. Motion by Kelsay that the budget be adopted with the amendment that the Executive Officer's salary be raised to \$13,500. Seconded by Seares and unanimously carried.

DATE AND PLACE OF NEXT MEETING

Motion by Andersen that the next meeting be held at Sacramento on Friday, March 2, 1962, at 9:00 A. M., place to be decided by the Executive Officer. Duly seconded and unanimously carried.

ADJOURNMENT

The meeting was adjourned at 2:35 P. M.

Respectfully submitted,

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Officer