

Commission on Peace Officer Standards and Training

Commission Meeting
AGENDA

April 24-25, 1975

Quality Inn/Woodlake
Sacramento

April 24: 10 a. m. to 5 p. m.
Empire Room A

April 25: 9 a. m. to 3 p. m.
Camellia Room A

CONVENE: 10 a. m.

Call to order and introduction of guests.

- | | | |
|----|--|------------------|
| A. | Approval of Minutes of January 23-24 Commission Meeting | Action |
| B. | Budget Progress Report | Information Only |
| C. | Financial Quarterly Report | Information Only |
| D. | Reimbursement Plans (Financial Impact) | Action |
| | 1. Reimbursement Plan -- Staff Recommendation | |
| | 2. Recommendations of the Advisory Committee | |
| | Chief M. V. Duncan, Orange Police Department, representing the Orange County Chiefs of Police and Sheriff's Association, will address the issue. | |
| E. | Certification of Courses (Financial Impact) | Action |
| | Recommendations of Course Certification Committee and staff for Commission action. | |
| F. | Tuition Guidelines Amendment (Financial Impact) | Action |
| | Recommendation to amend clerical hourly rate. | |
| G. | Approval of Contracts (Financial Impact) | Action |
| | Executive Development Course Contract | |
| | Basic Course Revision Contract | |
| H. | Requests to Participate in the POST Specialized Program (Financial Impact) | Action |
| | 1. East Bay Municipal Utility District | |
| | 2. Lawrence Radiation Laboratory | |

- I. Regional Criminal Justice Training Systems (Financial Impact) Action
Adoption of Commission position regarding Regional Criminal Justice Training.
Advisory Committee Recommendation.
- J. Resolution Commending Los Angeles Sheriff's Department and Basic Course Revision Research Staff Action
- K. Executive Session (to be called at 4 p. m.)
At the request of Legal Adviser, Deputy Attorney General DaVigo.
--- Recess at 5 p. m. to reconvene at 9 a. m., April 25 ---
RECONVENE, April 25, 9 a. m.
- L. Advisory Committee Report (Minutes) Status Report
Mission, Goals, Objectives and Major Priorities Study
- M. Administrative Counseling Committee Report (Minutes) Status Report
- N. Administrative Counseling Division Status Report
- O. Standards and Training Division Status Report
- P. Technical Services Division Status Report
- Q. Project STAR Implementation Status Report
- R. Appeal - James Bratton (11 a. m.) Action
- S. Legislative Report Action
- T. Old/New Business
Definition of "Financial Impact".
- U. Next Commission Meeting Action
July 31 - August 1, Southern California; joint meeting of Commission and Advisory Committee.

ADJOURNMENT

Commission on Peace Officer Standards and Training

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- C. Financial Quarterly Report Information Only
- D. Reimbursement Plans (Financial Impact) Action

reference material included

Handout at meeting.

Not included. Will be mailed 4/14.

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- 2. Recommendations of the Advisory Committee

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Executive Development Course Contract
Basic Course Revision Contract

- H. Requests to Participate in the POST Specialized Program Action
(Financial Impact)

reference material included

- 1. East Bay Municipal Utility District
- 2. Lawrence Radiation Laboratory

reference material included

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RECONVENE, April 25, 9 a. m.

reference material included

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Mission, Goals, Objectives and Major Priorities Study

reference material included

M. Administrative Counseling Committee Report (Minutes) Status Report

no reference material

N. Administrative Counseling Division Status Report

O. Standards and Training Division Status Report

P. Technical Services Division Status Report

Q. Project STAR Implementation Status Report

reference material included

R. Appeal - James Bratton (11 a. m.) Action

reference material included

S. Legislative Report Action

T. Old/New Business

Definition of "Financial Impact".

U. Next Commission Meeting Action

July 31 - August 1, Southern California; joint meeting of Commission and Advisory Committee.

ADJOURNMENT

State of California
Department of Justice.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

April 24-25, 1975
Quality Inn/Woodlake
Sacramento, California

The meeting was called to order at 10 a. m. by Chairman Barrett. A quorum was present.

Commissioners Present:

| | |
|-----------------------|--|
| Wesley R. Barrett | - Chairman |
| Loren W. Enoch | - Commissioner (April 24 only) |
| William J. Anthony | - Commissioner |
| Floyd O. Barton | - Commissioner |
| Jack G. Collins | - Commissioner |
| Robert F. Grogan | - Commissioner |
| Edwin R. McCauley | - Commissioner |
| Donald F. McIntyre | - Commissioner |
| Jay R. Stroh | - Commissioner |
| Herbert E. Ellingwood | - Representative of the Attorney General |

Advisory Committee Representative:

| | |
|---------------------|------------------------------|
| Robert E. Blanchard | - American Justice Institute |
|---------------------|------------------------------|

Staff Present:

| | |
|----------------------|---|
| Gene S. Muehleisen | - Executive Director |
| Glen E. Fine | - Assistant to the Executive Director |
| Austin W. Smith | - Special Assistant to the Executive Director |
| David Y. Allan | - Bureau Chief, Standards and Training |
| Ronald T. Allen | - Bureau Chief, Standards and Training |
| Jackson W. Beecham | - Consultant, Standards and Training |
| Fravel S. Brown | - Consultant, Standards and Training |
| John B. Davidson | - Consultant, Standards and Training |
| Lloyd L. DeVore | - Consultant, Standards and Training |
| Michael S. Freeman | - Consultant, Technical Services |
| Bradley W. Koch | - Director, Technical Services |
| Otto H. Saltenberger | - Director, Administrative Counseling |
| Edward M. Toothman | - Director, Administration |
| Gerald E. Townsend | - Director, Standards and Training |
| George W. Williams | - Bureau Chief, Administrative Counseling |
| Imogene Kauffman | - Recording Secretary |
| George Estrada | - Consultant, Standards and Training |
| Harold Snow | - Consultant, Standards and Training |

Staff Training:

Donna Brown
 Beverley Clemons
 Margie Fujii
 Kathy Jackson
 Cathy Souders
 Irene Thorsteinson
 Kathy Tsukamoto
 Marcia Wallace
 Margaret Williams

Visitors:

| | |
|---------------------|---|
| Jackie Baird | - California State University, Long Beach |
| Gilbert Baker | - Sacramento Sheriff's Department |
| Harold Becker | - California State University, Long Beach |
| Dorothy Berry | - California State University, Long Beach |
| Ray Birge | - Oakland Police Department |
| Mike Bonnie | - San Mateo Police Department |
| Frank Budd | - Riverside City College |
| Mike Burkenfield | - Huntington Beach Police Department |
| Donald V. Chaney | - Orange County Sheriff's Department |
| Bob Cress | - Stockton Police Department, PORAC |
| M. V. Duncan | - Chief, Orange Police Department |
| Joe Enloe | - Sacramento Police Department |
| Joel Greenfield | - NCCJTES - Sacramento Center, CAAJE |
| Jim Hall | - Chief, Roseville Police Department |
| Jim Hill | - California Highway Patrol |
| Jim Hober | - NCCJTES |
| Bill Koontz | - Office of Criminal Justice Planning |
| Cal Krosch | - San Diego Police Department |
| Bill Larimor | - Clayton Police Department |
| James Latimer | - California Highway Patrol Academy |
| Duane Lowe | - Sheriff, Sacramento Sheriff's Department |
| Zane Mannering | - Sacramento Sheriff's Department |
| Jack McArthur | - Modesto Regional Criminal Justice Training Center |
| Joe McKeown | - Los Medanos College - CAAJE |
| Manuel M. Medeiros | - California Rural Legal Assistance |
| R. W. Pritchard | - Lawrence Livermore Laboratory, University of California |
| George H. Puddy | - Department of Justice, Division of Law Enforcement |
| Richard Rhodes | - Modesto Regional Criminal Justice Training Center |
| Earle W. Robitaille | - Chief, Huntington Beach Police Department |

| | |
|--------------------|---|
| Jerry Saulter | - Sacramento Sheriff's Department |
| Philip Schuyler | - San Bernardino Sheriff's Department |
| Robert Southworth | - Lawrence Livermore Laboratory, University of California |
| Dale H. Speck | - Department of Justice, Division of Law Enforcement |
| Bruce Thayer | - Sacramento Police Department |
| Jo Wallach | - Office of Criminal Justice Planning |
| Frank E. Walsh | - Department of Justice |
| Ralph H. Woodworth | - Riverside County Sheriff's Department |
| Shelby Worley | - Academy of Justice/Riverside |

The Executive Director introduced the distinguished visitors, one of whom was Dale Speck, the newly appointed director of the Law Enforcement Division, Department of Justice.

Approval of Minutes

MOTION by Commissioner Grogan, seconded by Enoch, motion carried that the minutes of the meeting of January 23-24, 1975, be approved as mailed.

Budget Progress Report

Relative to the F.Y. 1975/76 budget, Mr. Toothman reported on the following events occurring subsequent to the January Commission meeting:

Report of Legislative Analyst

The legislative analyst in his report to the Joint Legislative Budget Committee recommended:

1. Standards and Training Division conduct an in-depth review of the course content of all Supervisory and Middle Management courses and seminars to ascertain relevance and applicability to functional needs of police officers, and report thereon to the Joint Legislative Budget Committee by June 30, 1976.
2. One law enforcement consultant II added for one year to Standards and Training Division to carry out the project.
3. One senior law enforcement consultant, one law enforcement consultant II, one senior steno and one clerk typist II to be approved for the Standards and Training Division to sustain ongoing workload.

Budget Progress Report - cont.

4. Pending additional information, withheld recommendation on the proposed transfer of Administrative Counseling Personal Services monies to the Contractual Services category for purposes of hiring private consultants.

Senate Finance Subcommittee approved the legislative analyst's recommendations at the February 19, 1975, meeting. The present status quo of the personnel in the Administrative Counseling Division is to remain unchanged for the 1975-76 F. Y. with the stipulation that the POST Advisory Committee make a study of the Division and submit a report to the Joint Legislative Budget Committee by December 15, 1975. A "change letter" was submitted by the Department of Finance to the Senate Finance Subcommittee to confirm the agreement and provide for formal change in the Governor's Budget.

Assembly Ways and Means Subcommittee met on March 4, 1975, and also approved the above, with the same stipulations.

Financial Report

Highlights of the Financial Report presented by Mr. Toothman were as follows:

Revenue - First nine months of F. Y. 1974-75:

| | |
|---------------------------|------------------|
| Traffic Fine Assessments | \$ 8,324,793 |
| Criminal Fine Assessments | <u>2,803,429</u> |
| Total Revenue to 3-31-75 | \$ 11,128,222 |

Mr. Toothman stated this amount is approximately 42% above the projected figure for the period. The projected figure was an amount agreed upon by the agency, Department of Finance and the legislative analyst to be used for budget preparation. The magnitude of the increase was not predicted by these sources because the 55 MPH limit was a new phenomenon without historical experience.

Reimbursement - From current funds:

| | |
|--|---------------|
| Reimbursement for training given in 1st nine months of F. Y. 1974-75 | \$ 4,341,400 |
| Reimbursement for training given in F. Y. 1973-74 | 1,428,272 |
| Reimbursement for training given in F. Y. 1972-73 | <u>19,666</u> |
| Total reimbursement, 1st 9-month period | \$ 5,789,338 |

Revenue and Reimbursement

Mr. Toothman reported that as of March 31, 1975, revenue was more than \$3,000,000 over the projected amount. Projected expenditures and revenue for F. Y. 1974-75 and F. Y. 1975-76 were presented.

Projected Expenditures, F. Y. 1974-75

| | |
|----------------|----------------|
| Administration | \$ 1,770,000 |
| Reimbursements | 8,000,000 |
| Contracts | <u>490,000</u> |
| Total | 10,260,000 |

Projected Expected Revenue, F. Y. 1974-75

| | |
|-------------------|---------------------|
| Expected revenue | \$ 14,837,000 |
| Less expenditures | <u>- 10,260,000</u> |

Anticipated reserve as of
June 30, 1975 \$ 4,577,000

Projected Revenue and Expenditures, F. Y. 1975-76

| | | |
|--|-------------------|---------------|
| Accumulated reserve, July 1, 1975 | 4,577,000 | |
| Estimated revenue 1975-76 | <u>10,500,000</u> | |
| Total available revenue for 1975-76 | \$ 15,077,000 | \$ 15,077,000 |

Estimated Expenditures:

| | | |
|----------------------|----------------|--------------------|
| Administrative Costs | \$ 1,810,187 | |
| Reimbursements | 11,072,377 | |
| Contracts | <u>500,000</u> | |
| Total expenditures | 13,382,564 | <u>-13,382,564</u> |

Estimated reserve as of June 30, 1976 \$ 1,694,436

Mr. Toothman stated that several factors over which POST has no control influences the amount of revenue. Although there has been a substantial increase in the revenue in the current fiscal year, month to month figures have been very erratic compared with previous years. In this unsettled situation, staff recommended to address the reimbursement policy for the next fiscal year with caution to insure against the possibility of a downward adjustment during the fiscal year.

Commissioners McCauley and McIntyre suggested staff try to gather information, on a sampling basis, from the largest agencies as to sources of revenue to the P. O. T. F. The Commission could then be assisted in making projections based on these findings. The Executive Director stated the staff would attempt to gather this information for reference when making decisions on reimbursement schedules in the future.

Reimbursement Plans

In adherence with the POST Administrative Manual which calls for the Commission to adopt and announce, at least 60 days prior to the next fiscal year, the reimbursement plans to be effective in that year, Mr. Townsend presented the proposal setting forth the staff recommendations and verbally summarized the recommendations made by the Advisory Committee, as follows:

1. Implement courses which have been identified by POST as having high priority. It was also felt by the Advisory Committee that direct financial aid should be provided to regional training programs.
2. All direct "out-of-pocket" expenses, including tuition for most technical/special courses should be reimbursed.
3. There should continue to be a limit on the number of students per year who attend high fiscal impact courses.
4. Limit the number of new courses that may be certified to insure adequate funding is available and to further facilitate quality control.
5. Training by assignment should be strongly emphasized.
6. Any reimbursement plan adopted by the Commission for 1975/76 should be retained for the entire fiscal year.
7. Increase the reserve account to a sum which will adequately cover the fluctuations which normally occur in the P. O. T. F.
8. Encourage and assist local agencies in the development of yearly departmental training plans.

Commissioners McCauley and McIntyre referred to the projected revenue figure of \$10,500,000 for F. Y. 1975-76 presented by Mr. Toothman in the Financial Report, stating it was felt to be far too conservative. Following discussion, a motion was made:

MOTION by Commissioner McIntyre, seconded by Enoch, motion carried, that the projected revenue for F. Y. 1975-76, shown on the staff analysis memorandum to the Commissioners as \$10,500,000, be increased to \$15,000,000.

Prior to discussion of the staff recommendations on reimbursement plans, Mr. Townsend apprised the Commission of a major problem that may occur in the funding of the POST program delivery system in the next fiscal year as a result of SB 1414 which was signed into law in 1974 and changed the accounting system in community colleges from average daily attendance to percentage accounting. Under the former ADA system, a typical Basic Course would generate approximately \$37,000, while under the positive attendance system, approximately \$25,000 -- a difference of about \$12,000. An average 40-hour Technical Course for 30 students under the census ADA would generate approximately \$37,325; under positive ADA it would amount to \$2,473 -- a loss of \$34,850. This may impact dramatically in the delivery system for particular courses and should be considered in any deliberations relative to reimbursement levels. The Executive Director pointed out that it was not being recommended that POST start a subvention program within the community college system, but that the problem must be studied; POST must work closely with the community college system and the regional systems to ensure adequate quality and quantity of courses.

Chief Merrill V. Duncan, Orange Police Department, representing the Orange County Chiefs of Police and Sheriff's Association, addressed the Commission and presented the following requests, in summary:

- That the Commission reimburse tuition for Technical Courses.
- That an Academy of Defensive Driving be established.
- That a presentation be made to the Orange County Training Committee in the near future on the training packages, curriculum and end products of Project STAR.
- That a concern be voiced with regard to the POST Management Center being used for training as opposed to use of local resources, thus creating the possibility of the Center growing into a large training organization.

The Executive Director described the functions and purpose of the POST Management Center as being the resource center for police managers and trainers. Although several problem solving seminars relating to functions of the Center have been presented, training is not the function of the Center.

Mr. Townsend presented, for Commission action, the following staff recommendations regarding a proposed reimbursement plan for F. Y. 1975-76:

1. Retain the current reimbursement plan designations of Plans I, II, III, and IV.

No Commission action was taken. Staff will coordinate this recommendation to the needs of the reimbursement schedule that is adopted.

2. Retain salary support for reimbursement at the level of 60% for the Basic, Supervisory, and Advanced Officer Courses.
3. Add salary support at the 60% level for all other courses except the Executive Development Course.

During discussion, the Executive Director recalled the basic concept that the Advisory Committee and staff recommended -- that whatever percentage of salary reimbursement was established, it should be uniform for all courses.

Commissioner McCauley stressed the philosophy that as much revenue as possible should be returned to cities and counties and the mandatory courses should be reimbursed at the highest possible percentage. After amendments were offered, the following motion carried:

MOTION by Commissioner Enoch, seconded by Grogan, (Anthony - nay) that all mandated courses -- Basic, Advanced Officer, Supervisory and Middle Management -- be reimbursed at 85% of salary. All other courses, excepting Executive Development, be reimbursed at 60% of the salary for F. Y. 1975-76, effective July 1, 1975.

Staff was requested to compute the total reimbursement schedule based on these percentages for verification that the adopted schedule would be in line with the projected revenue for F. Y. 1975-76. On the second meeting day, this schedule was presented to the Commission and approved. This schedule is set forth as Attachment "A". This action will require the Governor's approval for a budget augmentation increasing the local assistance portion of the F. Y. 1975-76 budget from \$9,152,392 to \$14,487,963.

4. In all cases where tuition is an appropriate charge in Technical Courses, reimburse such tuition. In the area of extreme cost, identify an appropriate maximum number to be trained.

MOTION by Commissioner McIntyre, seconded by Collins, (Nays: McCauley, Enoch and Grogan) motion carried for approval of the staff recommendation.

5. Increase the per diem rate from \$24 per day to \$30 per day, and the mileage rate from 10¢ per mile to 15¢ per mile.

MOTION by Commissioner McCauley, seconded by Barton, carried unanimously for approval of staff recommendation.

6. Provide conceptual approval for the allocation of \$250,000 for reimbursements and start-up activities addressing Project STAR, Basic Course revision, regional training, and course evaluations. Specific contract provisions to be provided for approval at subsequent meetings.

MOTION by Commissioner McIntyre, seconded by McCauley, carried unanimously for approval of staff recommendation.

| <u>CERTIFICATION OF COURSES</u> | <u>Title</u> | <u>Reimbursement Plan</u> | <u>Stipulations</u> |
|---------------------------------|-------------------|---------------------------|---|
| 1. Oakland Police Dept. | Middle Management | I | \$330 tuition 1st presentation; \$260 thereafter |

MOTION by Commissioner McIntyre, seconded by Ellingwood, motion carried (McCauley - Nay) for approval of the staff recommendation for certification with the stipulation that there will be an evaluation made with all other Middle Management Courses at October 1975 Commission meeting.

There followed a discussion on the variances of instructor costs up to the \$50 allowed in the Guidelines and the problems Los Angeles Police Department experiences in not being paid instructional costs. Commissioner Enoch suggested this be put on the next agenda, that there be a full staff report dealing with the root of the problem rather than trying to relate it to this particular situation. The Chairman provided staff direction to that effect.

Technical Courses

| | | | |
|----------------------------------|---------------------------------|-----|---|
| 2. CHP | Commercial Enforcement Training | IV | Certify for one year only |
| 3. Academy of Justice, Riverside | Cost Analysis and Budgeting | IV | " |
| 4. " | Crisis Intervention | IV | " |
| 5. " | Rape Investigation | III | \$72 tuition 1st presentation; \$52 thereafter |
| 6. Northern California CJTES | Field Evidence Technicians | IV | |
| 7. USC | Juvenile Justice Update | III | \$95 tuition 1st presentation; \$72 thereafter |
| 8. Dept. of Justice | Organized Crime Informant | IV | |

Technical Courses - Continued

9. Dept. of Justice Economic Crime Investigation "

MOTION by Stroh, seconded by Barton, motion carried for approval of the staff recommendation to certify the above Technical Courses.

Recertification Requests of Previously Certified Courses

| | | | | |
|-----|------------------|---------------------------------------|----|---|
| 10. | Dept. of Justice | Advanced Bloodstain Analysis | IV | Retroactive to 1/24/75 |
| 11. | " | Chief Executive Criminal Intelligence | IV | |
| 12. | " | Control Substances Analysis | IV | |
| 13. | " | Criminal Intelligence Commanders | IV | |
| 14. | " | Criminal Intelligence Data Analyst | IV | |
| 15. | " | Criminal Intelligence Data Collector | IV | |
| 16. | " | Firearms and Toolmark Identification | IV | |
| 17. | " | Forensic Alcohol Supervisor | IV | Retroactive to 1/24/75 |
| 18. | " | Forensic Microscopy | IV | Retroactive to 1/24/75; increase course length to 40 hrs. |
| 19. | " | Protective Services Techniques | IV | Retroactive to 1/24/75; increase course to 28 hrs. |
| 20. | " | Specialized Surveillance Equipment | IV | |

MOTION by Collins, seconded by Stroh, motion carried for approval of staff recommendation on recertification of courses numbered 10 through 20 on course agenda.

Commissioner Grogan, Chairman of the Course Certification Committee, moved for approval on behalf of the Committee of all staff recommendations on courses number 21 through 80. McCauley seconded and the motion carried. Exceptions are underlined.

Continuance of Interagency Agreement

| | | | |
|----------------------|---|--------------------------|---|
| 21. Dept. of Justice | Narcotic Investigation for Patrolmen | Interagency Agreement | For provision of instructional costs not to ex- ceed \$101,921 for both courses |
| 22. Dept. of Justice | Narcotic Investigation | Interagency Agreement | |

Contract Request for Per Diem Expenses

| | | | |
|----------------------|------------------------|--------------------------|--|
| 23. Dept. of Justice | Five specified courses | Interagency Agreement | Per diem ex- penses not to exceed \$ 164,849.00 |
|----------------------|------------------------|--------------------------|--|

Certification Modifications - Effective July 1, 1975, unless noted otherwise.

Middle Management Course

| | | | |
|---------------------------------|-------------------|---|------------------------------|
| 24. CSU - Humboldt | Middle Management | I | Tuition \$305 from \$250. |
| 25. CSU - Long Beach | Middle Management | I | Tuition \$255 from \$334 |
| 26. Los Angeles Police Dept. | Middle Management | I | Tuition \$91 from \$145 |
| 27. San Jose State Univ. | Middle Management | I | Tuition \$294 from \$300 |
| 28. UC Santa Cruz | Middle Management | I | Tuition \$333 from \$350 |

Middle Management Course - Continued

| | | | |
|---------------------------------------|-------------------|---|--------------------------|
| 29. University of Southern California | Middle Management | I | Tuition \$266 from \$350 |
|---------------------------------------|-------------------|---|--------------------------|

Supervisory Seminars

| | | | |
|-----------------------------------|---------------------|----|---|
| 30. Los Angeles Police Department | Supervisory Seminar | IV | Reclassify as Tech. Course, "Supervisory Update". |
|-----------------------------------|---------------------|----|---|

Middle Management Seminars

| | | | |
|--------------------|---------------------------|-----|---|
| 31. CSU - Humboldt | Middle Management Seminar | III | Tuition \$120; topic specific - "Management Control". |
|--------------------|---------------------------|-----|---|

Executive Development Seminars

| | | | |
|---------------------------------------|-------------------------------|-----|--|
| 32. CSU - Humboldt | Executive Development Seminar | III | Tuition \$155 from \$175; topic specific - "Communication Problems". |
| 33. Golden Gate University | Executive Development Seminar | III | Tuition \$68 from \$200; topic specific - "Planning". |
| 34. University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Organizational Development". |
| 35. University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Personal Growth". |
| 36. University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Change Agent". |

Technical Courses

| | | | | |
|-----|--|---|------------|--|
| 37. | Academy of Justice - Riverside | Jail Operations | IV | Transfer from Riverside City College. |
| 38. | California Highway Patrol | Motorcycle Training | III | Tuition \$487 from \$588. |
| 39. | CPOA | Upgrading Instructors | III | Tuition \$119; reduce course length to 40 hrs. |
| 40. | Cal-Poly Pomona | Jail Management | III | Tuition \$130 from \$220. |
| 41. | Cal-Poly Pomona | Research and Development | III | Tuition \$163 for first pres. ; \$135 for all subsequent presentations. |
| 42. | Cal-Poly Pomona | Traffic Program Manage- ment Institute | III | Tuition \$122 from \$165. |
| 43. | CSU - Long Beach | Criminal Justice Informa- tion Systems | III | Tuition \$83 from \$133. |
| 44. | CSU - Long Beach | Field Evidence Technician | III | Tuition \$285 from \$320. |
| 45. | CSU - Long Beach | Law Enforcement Legal Education Program | | Tuition \$122. |
| 46. | CSU - Long Beach | Organizational Development | III | Tuition \$115. |
| 47. | CSU - Long Beach | School Resource Officer | III | Tuition \$102 from \$100. |
| 48. | CSU - Long Beach (Staff recommendation: | Workshop on the Mentally III Reimbursement Plan IV) | <u>III</u> | Tuition \$100. |
| 49. | Los Angeles Police Department | Basic Car Plan Leadership | IV | Name change to "Team Policing Leadership". |
| 50. | Los Angeles Police Department | Investigator School | IV | Increase course length to 120 hrs. |

Technical Courses - Continued

| | | | |
|---------------------------------------|------------------------------------|-----|--|
| 51. Los Angeles Police Department | Municipal Jail and Property School | IV | Name change to "Jail Operations and Property Procedures" and increase hours. |
| 52. Los Angeles Police Department | Supplemental Management Training | III | Tuition \$88. |
| 53. Oakland Police Department | Communication/ Dispatcher Course | IV | Reduce course length to 45 hrs. |
| 54. University of Southern California | Team Building Workshop | III | 1)Retroactive to 1/24/75. 2)Tuition \$115. |

Decertifications

| | | | |
|--------------------------------------|---------------------------------------|--|--|
| 55. Ventura County Sheriff's Academy | Basic | | |
| 56. Pasadena City College | Specialized Basic Course for Marshals | | |
| 57. Monterey Community College | Advanced Officer Course | | |
| 58. Yuba Community College | Advanced Officer Course | | |
| 59. El Camino College | Supervisory Course | | |
| 60. CSU - Los Angeles | Middle Management Course | | |
| 61. CSU - Sacramento | Middle Management Course | | |
| 62. CSU - Long Beach | Executive Development Seminar | | |

Technical Courses

| | | | |
|------------------------------|---|--|--|
| 63. Moorpark College | Auto Theft Investigation Institute | | |
| 64. Fullerton Junior College | Crime Scene Techniques and Scientific Investigation | | |

- | | | |
|-----|-----------------------|--|
| 65. | Cal-State Los Angeles | Law Enforcement Agencies and the Retarded Citizen |
| 66. | El Camino College | Police-Community Relations |
| 67. | Golden West College | Advanced Officer Course (24-hour format variable) |

Mr. Townsend stated this course is presently certified as a 40-hour course. The 24-hour variable being requested would require 5 months for completion.

Chief Earle Robataille, Huntington Beach Police Department, addressed the Commission on concerns of the reasons for denial of the request. In substance, the definition of the word "intensive" in the Advanced Officer Course was confusing. Further, the 24-hour variable format at Golden Gate would accommodate the police department's desire to have every officer receive 8 hours straight refresher training every 6 weeks, and also accommodate bookkeeping demands of the college.

The Executive Director stated that unless the Commission directs staff to change the concept and guidelines for Advanced Officer Courses, the proposed variation would be in conflict.

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|-----|-------------------------------|---|
| 68. | College of San Mateo | Dispatch/Complaint Desk Operator |
| 69. | Academy of Justice, Riverside | Complaint Desk/Dispatcher |
| 70. | Academy of Justice, Riverside | Fiscal Management |
| 71. | Academy of Justice, Riverside | Graphic Presentations for Criminal Justice Personnel |
| 72. | Academy of Justice, Riverside | High Risk Driver Training |
| 73. | Academy of Justice, Riverside | Program Planning and Budgeting Systems |
| 74. | Academy of Justice, Riverside | Systems Analysis for Criminal Justice Personnel |

Shelby Worley, Academy of Justice, Riverside, requested the rationale be read of the POST staff negative recommendations for the 6 technical courses presented for certification, agenda items 69, 70, 71, 72, 73 and 74.

Mr. Townsend responded, in substance, that agenda item 69, Complaint

Tuition Guidelines Amendment

In October 1974, the Commission adopted guidelines to apply to certified course budgets. Mr. Townsend reported that experience had shown that these guidelines are satisfactory with the exception of clerical support which is deemed to be insufficient.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the following staff recommendation:

Effective July 1, 1975, the maximum amount allowed for clerical support as shown on the adopted guidelines to apply to certified course budgets, will be increased from \$4 to \$5.

Further, staff is authorized to adjust those budgets currently certified and administratively report back to the Commission the action taken.

Approval of Contracts

Executive Development Course and Basic Course Revision

The Commission previously approved the development of a contract for the revision and presentation of the Executive Development Course. Mr. Townsend reported that negotiations had been completed with the selected contractor, Thomas A. Anderson. The contract permits an expenditure of \$6,450 maximum in F. Y. 1974-75 and \$25,420 maximum in F. Y. 1975-76. Contractor is to develop the curricula and all teaching aids for the 80-hour course. The course is to be presented from August 1, 1975 through April 1976.

Mr. Townsend reported that negotiations had been initiated with the contractor for the Basic Course Revision Project which had also been previously approved by the Commission. The proposed contract calls for a maximum expenditure of \$56,000 exclusive of necessary travel for an 11-month, full-time effort to design, develop, and validate the proposed guidelines to implement the Basic Course as revised.

MOTION By Commissioner Stroh, seconded by Grogan, carried unanimously for approval of both the Executive Development Course contract and the Basic Course Revision contract, at the maximum amounts indicated.

Interagency Agreement - Course Evaluation System

Mr. Townsend reported that, as a result of action taken by the Commission on March 29, 1974, a course evaluation instrument had been developed. The Commission directed staff, on July 18, 1974, to explore sources and costs for data processing for this instrument. A proposal has been received from General Services for the data processing service at a cost of approximately \$10,625 for the first year, with an annual processing cost, based on training activity, to be negotiated annually, probably not to exceed \$6,000.

MOTION by Commissioner Grogan, seconded by McCauley, carried unanimously that the staff be authorized to negotiate an interagency agreement with General Services for data processing services of the course evaluation instrument for a first year outlay of \$10,625 with annual processing costs, to be negotiated annually, not to exceed \$6,000.

Rape Investigation Training

Mr. Townsend stated that as a result of the Legislature's request that the Commission prepare a course of instruction and assist local agencies in implementing special rape investigative units, a request was made in the February issue of POST Scripts for any program plans that have been developed by local agencies. Several items were received, including a proposal from Management Services Company to fulfill, under contract, all the requirements of the Legislature. Their proposal and capabilities have been investigated, and it is believed that a contract with them would provide the required program more economically than could be developed with staff resources.

MOTION by Commissioner Collins, seconded by McCauley, carried unanimously to authorize staff to negotiate a contract with Management Services Company in an amount not to exceed \$18,000 to develop courses for operational and management personnel, including at least five regional conferences with police and local women's groups, for input to curricula development. This amount to be paid from contract funds available in F. Y. 1974-75. Commissioner Collins stipulated that the length of the course would be left open as well as who would present the course.

Developing Baseline Data for POST

Mr. Koch stated that there is a need to develop a processing system whereby information can be gathered to establish the necessary baseline data to forecast training demand and other required activities. It is felt this

would eventually develop "up front controls" and "training by assignment" capabilities.

To accomplish this, it was proposed that General Services be requested to evaluate POST records system and make recommendations on procedure in developing a system for processing information and records.

To implement the study by General Services and the processing of in-house information, along with a questionnaire to the field requesting the needed information, it is expected that \$16,000 to \$20,000 would be required. Not all the funds would be expended if, after the initial study by General Services, alternative methods of data gathering were proposed.

MOTION by Commissioner McIntyre, seconded by Stroh, carried unanimously, to allocate an expenditure of no more than \$20,000 from the currently available contract funds to implement a records study by General Services and, following their recommendations, if applicable, process in-house records and information gathered in a questionnaire from law enforcement.

Requests to Participate in the POST Specialized Program

East Bay Municipal Utility District

Mr. Townsend stated that the East Bay Municipal Utility District had passed a resolution to participate in the POST Specialized Program as a result of A. B. 3797 which added Penal Code Section 830.12. This section expanded the definition of peace officer to include designated security officers of a municipal utility district provided they adhere to POST standards for recruitment and training.

The district is developing an open recreational area for public use. In order to provide the means for the district to provide security, maintain order and protect the public's safety and welfare, it was necessary that this act go into effect immediately. Currently there are 24 employees who will be involved in the program. The utility district currently coordinates its law enforcement services with surrounding law enforcement agencies, and they indicated they intended to continue with this procedure.

Lawrence Radiation Laboratory

Mr. Townsend reported that a letter of intent had been received from the Vice-President of the University of California, Berkeley, for participation of the above agency to participate in the POST Specialized Program. A number of the security employees of the Lawrence Radiation Laboratory were reclassified last year from sworn peace officers to civilian protective service officers. Certain classifications remain that are peace officer

positions, and it is these employees who are proposed to be considered for participation in the Specialized Program.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the staff recommendation that the East Bay Municipal Utility District and those officers who are sworn peace officers of the Lawrence Radiation Laboratory be included in the POST Specialized Program.

Regional Criminal Justice Training Systems

Mr. Townsend stated that during the development of the initial phase of regional training systems, the staff and Advisory Committee developed guidelines which are utilized in encouraging these activities. At the January meeting of the Advisory Committee, it was proposed that the Commission reactivate the staff recommendation policy statements regarding the regionalized training system concept and establish a well-defined position and master plan concerning this rapidly developing training system.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the following recommendations for the POST position relative to regional criminal justice training systems. Commissioner Ellingwood requested two amendments which have been underlined.

POST supports prerogative of local area determinations.

POST supports the goal of regionalization to provide better means of delivering training and education.

POST supports functioning or existing training institutions to actually conduct and coordinate instruction.

POST shall pursue an active leadership role towards implementing regionalization of education and training.

POST supports each system, once developed and operational, by encouraging each to consider and resolve its own area training-related problems.

POST encourages the development of intra-system mechanisms to resolve jurisdictional disputes, planning for curriculum development, and provide input to POST on training matters.

POST take an active role in stimulating adequate funding for regionalization of education and training.

POST give consideration to permit course certification to establish regional training systems rather than particular institutions within such systems when procedural safeguards developed by the particular system demonstrate there will be compliance with POST Guidelines, course quality control, and continuity of offering.

POST strongly supports regionalized training, but also recognizes the continuing need for certain training courses requiring highly technical and unique expertise to be certified to non-regionalized system components such as federal and state agencies, private organizations, and others. Although not a requirement, encouragement will be given to coordinate these programs with regional training systems.

Resolution Commending Los Angeles Sheriff's Department and Basic Course
Revision Research Staff

At the January Commission meeting, the Basic Course Revision Research staff of the Los Angeles County Sheriff's Department were recognized as deserving special commendation for their efforts in behalf of the Project. Mr. Townsend stated that it was the consensus of staff that the efforts of the following personnel had been of such significance as to merit a special written documentation of the appreciation of the Commission:

Lt. Charles D. Emerson
Lt. Mark Squiers
Sgt. Jerry Skaggs
Deputy Fred Becker
Dr. John P. Moore II
Dr. Robert Beacon
Dr. Evelyn Rossi

MOTION by Commissioner McIntyre, seconded by Stroh, motion carried for adoption of the proposed resolution for each of the identified individuals for special commendation for their efforts in behalf of the Basic Course Revision Project.

The proposed Resolution is set forth as Attachment 'B'.

Executive Session - Legal Advisor, Deputy Attorney General Anthony S. DaVigo

The Executive Director reported that a law suit had been filed by Harry J. Phillips on behalf of himself and all others similarly situated, as plaintiffs, against the Commission on POST and the City of Newman, defendants. The Complaint stated that it is a class action suit which challenges the provisions of Section 1002 (a) (2) of the POST Regulations.

Deputy Attorney General DaVigo accepted service of the Complaint on behalf of POST and the Department of Justice, and was assigned to serve as POST's attorney in the matter. A copy of the Complaint was forwarded to the Commissioners for information purposes on February 27, 1975.

Following an executive session the public meeting was reconvened on April 25th.

To avoid conflict with provisions of existing laws and guidelines, the following action was taken:

MOTION by Commissioner Collins, seconded by McIntyre, motion carried that Section 1002 (a) (2) of the POST Regulations be amended as follows:

From: Not have been convicted by any state, the federal government, or by a foreign government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or state prison.

To: Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.

Further, that this amendment be handled as an emergency Regulation change, for emergency filing, effective May 1, 1975.

Advisory Committee Report

Chairman pro tem, Robert Blanchard, presented the following report on the activities of the Advisory Committee.

As a result of the assignment given to the Committee by the Commission at its January 1975 meeting, the following "Goals of POST" were recommended by the Advisory Committee with the stipulation they could be further modified if necessary at a later meeting:

1. Establish minimum standards for the selection of law enforcement personnel.
2. Develop guidelines and programs for the selection of law enforcement personnel.
3. Establish standards for the training of law enforcement personnel.

4. Develop guidelines and programs for the training of law enforcement personnel.
5. Establish and maintain quality training courses designed to meet the needs of law enforcement.
6. Assure adherence by participating agencies to minimum standards of selection and training of law enforcement personnel.
7. Improve management and operational practice in law enforcement agencies.
8. Conduct research in selected areas of law enforcement.
9. Encourage and promote cooperation and coordination between all components of the criminal justice system.

(Note: Since report of April 25th, the statement of Mission and Goals of POST were revised by the Advisory Committee's Subcommittee on April 29 and June 19, 1975.)

Mr. Blanchard stated the second interim report of the Advisory Committee will be presented to the Commission at the July 31 Commission meeting.

Mr. Blanchard reported on the following action adopted by the Advisory Committee on March 20, 1975:

1. That Commission consideration be given to the following 8 areas of concern:
 - a. Implement priority courses:
 - (1) Basic Course revision
 - (2) Directly fund regionalized training
 - b. Pay out-of-pocket expenses for all technical courses.
 - c. Set limit on number of students who may attend high fiscal impact courses.
 - d. Limit new courses to be certified. Set priority on technical courses.
 - e. Emphasize training by assignment.
 - f. Retain adopted pay plan for entire fiscal year.
 - g. Increase the reserve account limit.
 - h. Emphasize development of department training plans on a yearly basis.

2. That the reimbursement plan for F. Y. 1975-76 be the same as the present plan, taking into consideration the recommendations to return technical courses to Plan III from Plan IV where tuition is charged; to retain this plan for a full year, and that salary reimbursement be no less than 60% where applicable.
3. That the following optional programs be considered if funds become available in F. Y. 1975-76:
 - a. Implement Project STAR findings on a selective basis.
 - b. Implement computerization of all appropriate POST support activities.
 - c. Develop a program to improve communications with the field.
4. That the minimum basic training course hours be increased to 400 hours. This would include 200 core hours and 200 elective.

During Commission discussion of Item 4, there was consensus that this shall go to public hearing and will be included on a future public hearing agenda.

5. That the matter of Advanced Officer training for specialized peace officers be referred to staff for further study.

The next Advisory Committee meeting is scheduled for June 18-19.

Administrative Counseling Committee Report

Commissioner Barton, Chairman of the Administrative Counseling Committee, reported that he and two other members of the Committee, Commissioners McCauley and McIntyre, had met on April 2. The 5 problem areas that had been requested to be included for discussion in the in-depth study to be made of the Administrative Counseling Division were covered.

1. What is the function of the Administrative Counseling Division.
2. Should there be a charge for administrative counseling services.
3. Is there a proper role for the sharing of funds with private consultants.
4. Are we able to respond quickly enough to field requests.
5. Should POST be in the administrative counseling business at all.

Commissioner Barton reported all items excepting #2 and #3 had been resolved. A meeting for final decision on the two problem areas will be scheduled in June. Recommendations will be presented to the Commission at the July 31 meeting.

Administrative Counseling Division

Mr. Saltenberger reported that 14 units of work on management studies are in progress for local agencies; 32 agencies are currently awaiting surveys; 69 general surveys and 27 special surveys have been completed in the past 5 years. The detailed progress report was presented to the Commission and is set forth as Attachment "C".

The Executive Director commended Mr. Saltenberger and the staff for taking a very hard look at different ways to make the consulting service more cost-effective. He stated the percent of implementation of recommendations at 77% is the envy of the consulting field. Better ways to upgrade the type of service given are continually being considered.

Standards and Training Division

Mr. Townsend reported on the following informational items:

- Santa Barbara Judicial Marshal District and Santa Maria Judicial District have been accepted in the POST Specialized Certification Program.
- 72 Field Training Programs have been approved in response to the requirements of P. C. 832.3, which requires completion of the POST Basic Course, except while participating in a field training program approved by POST. The division has been working with academies to increase basic training offerings. For example, Modesto Regional Criminal Justice Training Center will be starting a course every 6 weeks.
- In response to the responsibility for revocation of POST certificates, 6 certificates have been recalled as a result of reviewing approximately 5,000 arrest records.
- June 30 will end the first full four-year period for advanced officer compliance. 130 letters were mailed to determine if the training compliance was being met. The letters were well received as the intent of the letter was to assist.
- Standards compliance inspections of 4 checks per month per consultant is being maintained. The stress is in training records and new hires. Some noncompliance has been found in the larger agencies. The consultants continue to work with these agencies to bring them into compliance.

Technical Services Division

Mr. Koch reported on the following divisional activities:

- Center for Police Management: Recently completed publications developed and ready for dissemination include:

The Summary Publication of the POST Seminar on Confidentiality of Police Personnel Records. (This publication has been in wide demand.)

The Police/Public Contacts Involving Hearing, Speech and Language Disorders; and Legal Problems of Law Enforcement

The Records Management Study is being finalized. It is believed an acceptable document will soon be available and will fill the needs of law enforcement agencies in the records management area.

- Crime Prevention Project: The first California Crime Prevention Institutes were held February 9 and March 9 at Kellogg-West in Pomona, and was attended by 60 students and 6 monitors -- 2 of whom were from Canada. Twenty-two instructors, including project staff, were utilized. Student critiques were good. Many students expressed the need for an advanced training seminar, designed in a workshop format, to facilitate an exchange of information and problems encountered. It was suggested that the same students in each class return after 6 months to exchange ideas and discuss common problems. There was agreement that the facilities were excellent.

At the present time, the status of second year funding for the Project is unknown. If the grant is terminated, the Commission will be asked to provide monies from the contract category of Aid to Local Government Budget.

- "Minority Recruitment" Handbook: This publication has been completed and will be disseminated within two weeks.
- Validation Studies: The Selection Validation Studies will be presented to the Commission and POST Advisory Committee in a joint meeting on June 13, 1975.
- Internal Support Activities: The Internal Support Bureau is involved in 3 major projects: Preparation of the sight and sound presentation of the POST Program, the control of project assignment procedures and a study on the control of correspondence. There has been a high continuing demand for the publications "Employment Opportunities in California Law Enforcement" and the model "Field Training Guide". Since the last Commission meeting, over 560 copies of these reports have been requested by the field.

Police Role Training Implementation

Dave Allan, Coordinator for the Police Role Training Project (developed through the Project STAR research), reported on the progress being made in accordance

with the resolution adopted by the Commission at the January 1975 meeting which directed staff to continue to seek grant funds relative to the implementation of the Project.

Ben Clark, Chairman of the National Advisory Council, Dr. Charles Smith, Project Director, and Mr. Allan met in Washington, D. C. with the L. E. A. A. Director of Project Programs to explain the Project and grant request and were subsequently advised in April 1975 that the grant application had been rejected, setting forth four lengthy and complex reasons, including lack of available funds. It was suggested that a possible alternative might be entertained to approve a grant application for money for one state, but it would not be California. Implementation efforts of the Project in the four participating states will be discussed at the upcoming NASDLET meeting in Quantico, Virginia, the last week in April.

Mr. Allan stated that copies of the three role training products of the Project had been hand-delivered to CCCJ to the attention of Acting Director Gray Davis. The package included Police Officer Role Training Program; Role Training Program -- Judge, Defense Attorney, and Prosecuting Attorney; and Role Training Program -- Caseworker and Correctional Worker.

Mr. Allan stated that it is anticipated that at the July 31 Commission meeting, a tentative plan will be presented for Commission approval for the implementation in California of the Police Officer Role Training Program.

Appeal - James M. Bratton

Pursuant to Section 1011 (b) of Title 11 of the California Administrative Code, the POST Basic Certificate issued to James M. Bratton was recalled for the reasons set forth as follows: "You did, on or about the 30th day of April 1974, commit the crime of 'presenting false certificate or writing by an officer', violating Section 6203 of the California Government Code. You did make, deliver or present a certificate of the Oakland Police Academy showing that Bernard E. Schneider had completed 580 hours, from March 2, 1972 to June 12, 1972, knowing the same to be false. The illegal action caused a Basic Certificate, property of the Commission on POST, to be issued in the name of Bernard Schneider, itself a fraudulent act".

Mr. Bratton requested to appeal this action, and addressed the Commission in his own behalf. Assistant Attorney General Willard Shank represented POST during the proceedings. After hearing Mr. Bratton's testimony, Chairman Barrett called an executive session for purposes of Commission discussion.

Having heard all testimony, the following action was taken:

MOTION by Commissioner Collins, seconded by Anthony, carried unanimously that Mr. Bratton's appeal be denied.

All exhibits and taped transcript of testimony are on file at POST headquarters.

Legislative Report

Austin Smith gave the following report on current legislation:

A. B. 251 - Department of Justice: Law Enforcement Total Service Project

Would create in the Department of Justice a Law Enforcement "Total Service Project" and the development of techniques to be used in the implementation. Such a service could duplicate various POST services. POST staff has proposed a clause to assure a coordinated effort between POST and DOJ.

Recommendation: Oppose unamended. No opposition if amended.

A. B. 302 - Safety Employees - Overtime

Would provide overtime rather than emergency overtime be paid at time and a half for safety personnel.

The author has discussed the possibility of amending the bill to exclude training time and avoid any jeopardy to the POST program.

Recommendation: Further study.

A. B. 960 - Criminal Justice and Delinquency Prevention

Under existing law the composition of the California Council on Criminal Justice includes POST representation. This bill deletes POST representation.

Recommendation: Oppose unamended. No opposition if amended to leave POST representative on the Council.

A. B. 1127 - Peace Officers: Specific Assignments

This bill would prescribe specific qualifications and training requirements for reserves.

PORAC is amending the bill to make it acceptable to POST.

Recommendation: Oppose unamended. Support if acceptably amended.

A. B. 1334 - Vehicle Offenses: Accident Investigation

Would permit peace officers, certified by POST, to issue citations at the scene of an accident.

Is an extension of S. B. 2232, chaptered in 1974, which allows a peace officer to issue a citation at the scene of an accident after completion of a POST 80-hour course in accident investigation.

Recommendation: Oppose as presently written. Seek amendments to A. B. 1334 and seek new legislation to eliminate POST from the law created by S. B. 2232.

S. B. 21 - Correctional Personnel

Would establish a Commission on Correctional Standards.

Amended on March 20, 1975, to delete law enforcement from the Commission composition, raise the initial appropriation from General Fund to \$150,000 and add a paragraph to assure a concerted effort between POST and the proposed corrections commission.

Recommendation: Staff recommended no opposition.

The Commission felt they should be consistent with previous action taken on this bill at the January meeting (supportive of a criminal justice commission concept without opposing the legislation). It was requested that this position be reaffirmed with regards to this bill.

S. B. 189 - Vehicle Offenses: Mailed Bail Deposits

Proposes a system of posting bail by mail. Amended version would repeal the system of penalty assessments and establish a deduction from the fines imposed and make changes in minimum and maximum penalties.

Recommendation: Oppose unamended. No opposition if amended to indicate a 20% increase in bail schedule fines. (Following the meeting it was determined that such an amendment is not legal.)

S. B. 461 - Peace Officers

Would provide for licensing of peace officers and create a Peace Officer Hearing Board within the Commission. Removes the suggested language approved by the Commission at the April meeting and replaces it with the original language which proposes licensing and mandating the program. Provides that no reimbursement or appropriation to local agencies will be made.

S. B. 461 Recommendation: Oppose as presently written. Approve if amended to include Commission recommendation.

It was the consensus of the Commission that all staff recommendations in the legislative report be approved.

Old/New Business

Definition of Financial Impact

As requested by the Commission at the January 1975 meeting, the following definition of "financial impact" was presented for approval:

Financial impact occurs when new activities or programs are implemented which require the allocation of funds or related budget accommodation, or ongoing programs are expanded for which actual and measurable expenditures, program adjustments or additional manpower is required over and above that which has been budgeted or allocated.

Authorized adjustment of programs without an actual increase of expenditure does not constitute financial impact. When, in the opinion of staff, an increased workload necessitates a significant neglect of current programs, hiring of additional personnel, or purchasing materials or services, the additional expenditure shall be considered financial impact.

It was the consensus of the Commission that the definition as applied in compiling the information was excellent. Commissioner Grogran requested that in the future, requests for course recertification should also state the costs involved.

Presentation of Special Awards

The responsibility of determining the appropriateness of presentation of a special award from POST was discussed. It was the consensus of the Commission that a proposed policy will be prepared for Commission approval at the next meeting.


Future Commission Meeting

Chairman Barrett announced the date of the next Commission meeting will be July 31-August 1 in San Diego. (It has since been confirmed the Commission will meet at the Sheraton Inn - Airport, San Diego.) This will be a joint meeting of the Commission and POST Advisory Committee.

Adjournment

There being no further business, the meeting was adjourned at 12:15 p. m.

Respectfully submitted,


GENE S. MUEHLEISEN
Executive Director

Commission on Peace Officer Standards and Training

Projected Cost for Reimbursement for Fiscal Year 1975-76

| COURSE | NUMBER OF TRAINEES | PAY PLAN | TOTAL REIMBURSEMENT | Percent of Salary |
|-------------------------------|--------------------|----------|---------------------|-------------------|
| Basic | 3,050 | II | \$ 7,243,807 | 85% |
| Advanced Officer | 6,070 | II | 1,491,823 | 85% |
| Supervisory Course | 700 | II | 534,453 | 85% |
| Supervisory Seminar | 250 | II | 51,225 | 60% |
| Middle Management Course | 375 | I | 558,895 | 85% |
| Middle Management Seminar | 1,500 | I | 417,600 | 60% |
| Executive Development Course | 80 | IV | 14,720 | 0 |
| Executive Development Seminar | 500 | I | 228,640 | 60% |
| Technical/Special | 8,000 | I | 3,196,800 | 60% |
| TOTAL REIMBURSEMENT | | | \$13,737,963 | |

| | |
|-------------|----------------------|
| Projects | 250,000 |
| Contracts | 500,000 |
| GRAND TOTAL | <u>\$ 14,487,963</u> |

State of California

Commission on Peace Officer Standards and Training

Resolution

WHEREAS, _____, Los Angeles County Sheriff's Department, has made significant research contributions to the POST Basic Course Revision Project; and

WHEREAS, _____ has served with distinction on this Project from July 1973 to January 1975; and

WHEREAS, the findings of this Project promise to make a valuable contribution toward upgrading the quality of law enforcement; now therefore be it

RESOLVED: That the Commission on Peace Officer Standards and Training assembled in Sacramento on April 24, 1975, does acknowledge with sincere thanks and appreciation the efforts of _____, and be it further

RESOLVED: That _____ is commended for exemplifying the spirit and dedication of California law enforcement personnel in striving for professionalization.



April 24, 1975
Date

Wesley R. Barrett
Chairman

Gene S. Muehleisen
Executive Director

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
ADMINISTRATIVE COUNSELING DIVISION**

April 24, 1975

WORK IN PROGRESS

| Log # | Agency | Start Date |
|-------|--------------------|------------|
| G-70 | Santa Barbara P.D. | 7-74 |
| G-71 | Laguna Beach P.D. | 11-74 |
| G-72 | Escondido P.D. | 12-74 |
| G-73 | Turlock P.D. | 11-74 |
| G-74 | Watsonville P.D. | 3-75 |
| G-75 | Coachella P.D. | 3-75 |
| G-76 | Claremont P.D. | 3-75 |
| S-25 | Compton P.D. | 11-73 |
| S-28 | Banning P.D. | 2-75 |
| S-29 | Butte S.D. | 4-75 |
| P-7 | Redlands P.D. | 2-75 |
| P-10 | Manteca P.D. | 3-75 |
| P-11 | Montague P.D. | 3-75 |
| P-13 | Lake S.D. | 4-75 |

MANAGEMENT COUNSELING PENDING

| Agency | Request Date |
|-------------------|--------------|
| Grover City P.D.* | 11-07-72 |
| Firebaugh P.D.* | 11-28-72 |
| Butte S.D. | 2-18-73 |
| La Mesa P.D. | 5-23-73 |
| Fortuna P.D. | 5-29-73 |
| Kings S.D. | 6-11-73 |
| Irwindale P.D. | 6-27-73 |
| Anaheim P.D. | 7-11-73 |
| Larkspur P.D. | 7-25-73 |
| Napa S.D. | 8-02-73 |
| Pacific P.D. | 10-09-73 |
| Walnut Creek P.D. | 12-18-73 |
| Patterson P.D. | 2-04-74 |
| Reedley P.D. | 2-28-74 |
| Campbell P.D. | 3-18-74 |
| Cotati P.D. | 3-29-74 |
| Clayton P.D. | 4-30-74 |
| Santa Rosa P.D. | 7-16-74 |
| Foster City P.D. | 11-07-74 |
| Redlands P.D. | 12-23-74 |
| Cakdale P.D. | 12-23-74 |
| Oceanside P.D. | 12-30-74 |
| Petaluma P.D. | 1-03-75 |
| Live Oak P.D. | 1-06-75 |
| Kern S.D. | 1-09-75 |
| Manteca P.D. | 1-10-75 |
| Rio Vista P.D. | 2-14-75 |
| Imperial S.D. | 2-19-75 |
| St. Helena P.D. | 3-03-75 |
| Lake S.D. | 3-23-75 |
| Richmond P.D. | 4-03-75 |
| Belvedere P.D. | 4-21-75 |

SPECIAL SURVEYS

| Log # | Agency | Completion Date |
|-------|----------------------|-----------------|
| S-1 | Parke and Recreation | -68 |
| S-2 | Hermosa Beach P.D. | 3-69 |
| S-3 | Humboldt S.D. | 11-69 |
| S-4 | Fremont P.D. | 11-70 |
| S-5 | Colusa P.D. | 11-71 |
| S-6 | Paso Robles P.D. | 10-72 |
| S-7 | Santa Ana P.D. | 3-73 |
| S-8 | Coronado P.D. | 4-73 |
| S-9 | Half Moon Bay P.D. | 5-73 |
| S-10 | Bakersfield P.D. | 7-73 |
| S-11 | La Mesa P.D. | 8-73 |
| S-12 | Watsonville P.D. | 9-73 |
| S-13 | Irwindale P.D. | 10-73 |
| S-14 | Modesto P.D. | 10-73 |
| S-15 | Kings S.D. | 12-73 |
| S-16 | Butte S.D. | 3-74 |
| S-17 | Napa S.D. | 3-74 |
| S-18 | Fountain Valley P.D. | 4-74 |
| S-19 | Santa Clara P.D. | 5-74 |
| S-20 | Newman P.D. | 9-74 |
| S-21 | Patterson P. | 9-74 |
| S-22 | Garden Grove P.D. | 9-74 |
| S-23 | Walnut Creek P.D. | 11-74 |
| S-24 | Santa Rosa P.D. | 1-75 |
| S-26 | Bakersfield P.D. | 3-75 |
| S-27 | San Jose P.D. | 1-75 |

SELECTED STUDIES

| Log # | Agency | Completion Date |
|-------|------------------------|-----------------|
| P-1 | Torrance P.D. | 3-70 |
| P-2 | Patterson P.D. | 2-72 |
| P-3 | Isleton P.D. | 11-72 |
| P-4 | So. San Francisco P.D. | 11-72 |
| P-5 | Dorris P.D. | 2-75 |
| P-6 | Half Moon Bay P.D. | 1-75 |
| P-8 | San Bernardino P.D. | 2-75 |
| P-9 | Live Oak P.D. | 3-75 |
| P-12 | Rio Vista P.D. | 3-75 |

GENERAL SURVEYS

| Log # | Agency | Completion Date | Log # | Agency | Completion Date |
|-------|----------------------|-----------------|-------|--------------------|-----------------|
| G-1 | Brawley P.D. | 2-69 | G-41 | Oxnard P.D. | 2-73 |
| G-2 | Pacific P.D. | 3-69 | G-42 | Lodi P.D. | 3-73 |
| G-3 | San Marino P.D. | 5-69 | G-43 | Gardena P.D. | 3-73 |
| G-4 | Lompoc P.D. | 5-69 | G-44 | Fontana P.D. | 4-73 |
| G-5 | Cypress P.D. | 8-69 | G-45 | Willits P.D. | 5-73 |
| G-6 | Los Alamitos P.D. | 8-69 | G-46 | Tulare S.D. | 5-73 |
| G-7 | La Palma P.D. | 8-69 | G-47 | Newark P.D. | 6-73 |
| G-8 | Huntington Park P.D. | 6-69 | G-48 | Mono S.D. | 7-73 |
| G-9 | Ontario P.D. | 9-69 | G-49 | Tracy P.D. | 8-73 |
| G-10 | Monterey P.D. | 1-70 | G-50 | Seal Beach P.D. | 8-73 |
| G-11 | Novato P.D. | 3-70 | G-51 | Antioch P.D. | 9-73 |
| G-12 | Madera S.D. | 4-70 | G-52 | Modesto P.D. | 10-73 |
| G-13 | Ukiah P.D. | 6-70 | G-53 | Buena Park P.D. | 11-73 |
| G-14 | Chowchilla P.D. | 6-70 | G-54 | Gilroy P.D. | 12-73 |
| G-15 | San Bruno P.D. | 7-70 | G-55 | Inyo S.D. | 1-74 |
| G-16 | San Rafael P.D. | 9-70 | G-56 | Placencia P.D. | 2-74 |
| G-17 | Amador S.D. | 1-71 | G-57 | Grass Valley P.D. | 2-74 |
| G-18 | Calaveras S.D. | 2-71 | G-58 | Crescent City P.D. | 2-74 |
| G-19 | Suisun P.D. | 2-71 | G-59 | Bishop P.D. | 3-74 |
| G-20 | Cloverdale P.D. | 3-71 | G-60 | Fairfax P.D. | 4-74 |
| G-21 | Sonoma P.D. | 4-71 | G-61 | Santa Cruz S.D. | 4-74 |
| G-22 | Madera P.D. | 5-71 | G-62 | Clovis P.D. | 5-74 |
| G-23 | Sacramento P.D. | 6-71 | G-63 | Placerville P.D. | 9-74 |
| G-24 | Healdsburg P.D. | 3-71 | G-64 | El Segundo P.D. | 10-74 |
| G-25 | Santa Paula P.D. | 7-71 | G-65 | Tustin P.D. | 12-74 |
| G-26 | Stockton P.D. | 9-71 | G-66 | Mendocino S.D. | 12-74 |
| G-27 | San Jose P.D. | 11-71 | G-67 | Corte Madera P.D. | 12-74 |
| G-28 | Fairfield P.D. | 11-71 | G-68 | Lynwood P.D. | 1-75 |
| G-29 | Eureka P.D. | 12-71 | G-69 | Marin S.D. | 2-75 |
| G-30 | Siskiyou S.D. | 12-71 | | | |
| G-31 | Chula Vista P.D. | 12-71 | | | |
| G-32 | Arroyo Grande P.D. | 2-72 | | | |
| G-33 | Marysville P.D. | 6-72 | | | |
| G-34 | Livermore P.D. | 6-72 | | | |
| G-35 | Tuolumne S.D. | 6-72 | | | |
| G-36 | Angels Camp P.D. | 8-72 | | | |
| G-37 | Sonora P.D. | 10-72 | | | |
| G-38 | Pismo Beach P.D. | 10-72 | | | |
| G-39 | Woodlake P.D. | 12-72 | | | |
| G-40 | Pittsburg P.D. | 12-72 | | | |

Legend

G = General Survey numbers
S = Special Survey numbers
P = Selected Study numbers
* = Pending at agency request

POST
LIBRARY

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 23-24, 1975
Hilton Inn
San Diego, California

The meeting was called to order at 10 a.m. by Chairman Barrett. A quorum was present.

Commissioners Present:

| | |
|-----------------------|--|
| Wesley R. Barrett | - Chairman |
| Loren W. Enoch | - Commissioner |
| William J. Anthony | - Commissioner |
| Floyd O. Barton | - Commissioner |
| Jack G. Collins | - Commissioner |
| Robert F. Grogan | - Commissioner |
| Edwin R. McCauley | - Commissioner |
| Donald F. McIntyre | - Commissioner |
| Jay R. Stroh | - Commissioner |
| Herbert E. Ellingwood | - Representative of the Attorney General |

Special Guest:

| | |
|------------------|-------------------------------------|
| Robert S. Seares | - Retired, Chief of Police, Arcadia |
|------------------|-------------------------------------|

Advisory Committee Representative:

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|-----------------|---|
| Jerome E. Lance | - Peace Officers' Research Association of California Representative |
|-----------------|---|

Staff Present:

| | |
|----------------------|---|
| Gene S. Muehleisen | - Executive Director |
| Jewell L. Ross | - Assistant to the Executive Director |
| Austin W. Smith | - Special Assistant to the Executive Director |
| David Y. Allan | - Bureau Chief, Standards and Training |
| Ronald T. Allen | - Bureau Chief, Standards and Training |
| Bradley W. Koch | - Director, Technical Services |
| Otto H. Saltenberger | - Director, Administrative Counseling |
| Edward M. Toothman | - Director, Administration |
| Gerald E. Townsend | - Director, Standards and Training |

George W. Williams
 Brooks W. Wilson
 Gene K. Cartwright
 Imogene Kauffman

- Bureau Chief, Administrative Counseling
- Bureau Chief, Standards and Training
- Consultant, Technical Services
- Recording Secretary

Visitors:

M. R. Ames
 Jackie S. Baird
 Hal Becker
 Dorothy Berry
 R. E. Blanchard
 John Calderwood
 Don Chaney
 Don Collinske
 John F. Duffy
 Chuck Ellison
 Sam B. Evans
 Stan Everett
 David S. Fairbairn
 M. T. Gonzalez
 R. Gunzenhauser
 D. A. Hall
 Robert Hammond
 George Hernandez
 Chris Hickox
 Jim Hober
 William Hudgeons
 Milt Hunter
 Arleigh Jiminez
 Joe Jones
 T. Kaucher
 Carl Krosch
 Roy Kundtz
 Kenny Lee
 Norm Lloyd
 W. M. Mahuin
 Jim Manolis
 Bill Martin
 Ken Martin
 Ed McKay
 Joe McKeown
 John Metcalf
 Lawrence Nash
 Mike O'Kane
 Bob Phillips

- La Mesa Police Department
- California State Universities and Colleges
- California State University, Long Beach
- California State University, Long Beach
- NCCJTES - CAAJE
- Inglewood Police Department
- Sheriff, Orange County
- Brawley Police Department
- Sheriff, San Diego County
- San Diego Police Department
-
- Riverside City College
- Bahn-Fair, Inc.
- Montabello Police Department
- Imperial County Sheriff's Department
- San Diego Police Department
- Torrance Police Department
- Grossmont College
- Imperial County Sheriff's Department
- Coordinator, NCCJTES
- Gardena Police Department
- National City Police Department
- California State University, Long Beach
- Phillips High Performance Driving
- Signal Hill Police Department
- San Diego Police Department
- Carlsbad Police Department
- Phillips High Performance Driving
- California State Universities and Colleges
- Academy of Defensive Driving
- La Verne College
- South Gate Police Department
- Montabello Police Department
- Deputy Chief, San Jose Police Department
- Los Medanos College - CAAJE
- Rio Hondo College
- San Diego County Sheriff's Department
- Sacramento Police Department
- Phillips High Performance Driving

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|--------------------|--|
| Bruce Randall | - El Monte Police Department |
| Cliff Reed | - National City Police Department |
| Howard T. Rogers | - University of California at Los Angeles |
| Richard Rhodes | - Regional Criminal Justice Training Center, Modesto |
| Jerry Saulter | - Sacramento County Sheriff's Department |
| Philip K. Schuyler | - San Bernardino County Sheriff's Department |
| Raymond Silopy | - Torrance Police Department |
| Darwin Sinclair | - El Cajon Police Department |
| George P. Tielsch | - Santa Monica Police Department |
| Larry Vaughn | - Academy of Defensive Driving |
| Frank E. Walsh | - Budget Analyst, Department of Justice |
| H. White | - Imperial Valley College |
| Bob Wiles | - El Monte Police Department |
| Ted Wilson | - Chula Vista Police Department |
| S. L. Wolsey | - Escondido Police Department |

Introduction of Guests and Announcement of New Appointments to the Commission

The Executive Director welcomed the new members to the Commission and presented the following brief backgrounds:

COMMISSIONER WILLIAM "TONY" ANTHONY, Assistant Sheriff, County of Los Angeles, was appointed to fill the vacancy resulting from the retirement of Dan Kelsay, Sheriff of Stanislaus County. Commissioner Anthony received his BA from CSU, Los Angeles, and MS from USC. He holds the silver star, purple heart and Presidential Citation for his Marine Corps service in World War II. He is a graduate of the FBI National Academy and has taught in numerous colleges in the Southern California area. His career in law enforcement started in 1946 and has since served in various assignments in the Los Angeles Sheriff's Department and was appointed Assistant Sheriff in 1972. He also serves on advisory boards of CCCJ and Project STAR.

COMMISSIONER JAY R. STROH, Chief of Police, Inglewood Police Department, was appointed to the Commission to fill the vacancy created by the retirement of Robert Seares, Chief of Police of Arcadia. Jay has been a member of the POST Advisory Committee since 1969 and served as Chairman in 1974. He served on the Torrance Police Department, Los Angeles Sheriff's Department, and was Chief of Police at El Segundo for six years. He has been the Chief of Inglewood Police Department since 1971. He is the 1974-75 President, California Police Chiefs' Association; Executive Board Member, California Peace Officers' Association; and Past President, Los Angeles County Peace Officers' Association.

HERBERT E. ELLINGWOOD, Assistant Attorney General, has been selected by Attorney General Evelle Younger to serve as his representative on the Commission, replacing Jack Winkler, Chief Assistant Attorney General.

New Commissioners - continued

Commissioner Ellingwood received his BA from Yale University and his LLD from Stanford University Law School. Formerly an Assistant District Attorney in Alameda County, he also served as Legislative Advocate for the CPOA and District Attorneys' Associations; representative to the State Bar of California from 1966 to 1969; and was appointed in 1969 to serve as the Legal Affairs Secretary to Governor Reagan.

Approval of Minutes

MOTION by Commissioner Collins, seconded by Grogan, motion carried that the minutes of the meeting of October 31 - November 1, 1974 be approved as mailed.

COMMISSION ISSUES

Certification of Courses

Commissioner Grogan, Chairman of the Certification Committee, reported that the Committee had reviewed the certification recommendations of POST staff and moved for approval, excepting those courses to be reviewed individually.

Following discussion, Commissioner Ellingwood moved to amend the motion to exclude action on the modification of driver training courses until the second day, thus enabling the Commission to hear all testimony from the field.

Correspondence which had been received opposing the modification of certification of some Technical Courses, specifically driver training courses, was read into the record from the following 24 jurisdictions:

Albany Association of Insurance Agents, Clark Armstrong, Secretary
 Burbank Police Department, Chief R. C. Loranger
 California Association of Police Training Officers, Reno A. Piccinini, President,
 Northern Region
 California Association of Police Training Officers, John S. Locker, President,
 Southern Region
 Chino Police Department, Chief Frank V. Meehan
 Chowchilla Police Department, Chief Gary E. Brown
 Compton Police Department, Chief T. W. Cochee
 Concord Police Department, Chief James L. Chambers
 Costa Mesa Police Department, Chief R. E. Neth
 Department of Public Safety, East Bay Regional Park District, Chief L. G. Olson
 Huron Police Department, Chief John A. Barker
 Mountain View Police Department, Chief Robert K. Schatz
 Newark Police Department, Chief William S. Morrison
 Oceanside Police Department, Chief Ward Ratcliff

Certification of Courses - Continued

Petaluma Police Department, Chief Larry D. Higgins
 Pismo Beach Police Department, Chief James C. Keane, Jr.
 Riverside Police Department, Chief Fred Ferguson
 Sacramento Police Department, Chief William J. Kinney
 Sacramento Sheriff's Department, Sheriff Duane Lowe
 San Jose Police Department, Chief Robert B. Murphy
 Santa Ana Police Department, Chief Raymond C. Davis
 Seaside Police Department, Administrative Commander William Gullett
 Sonoma Sheriff's Department, Commander Services Division, James Caulfield
 Stanislaus County Sheriff's Department, Undersheriff Fred Woods

The correspondence is on file at POST headquarters.

The following individuals spoke in behalf of departments and vendors in support of non-modification of reimbursement for Technical Courses.

Captain Jerry Saulter, Sacramento County Sheriff's Department
 W. M. Mahuin, Academy of Defensive Driving, Santa Ana
 Joe Jones, Instructor - Phillips High- Performance Driving Academy
 John Duffy, Sheriff of San Diego County, spoke in behalf of 100% reimbursement for the Basic Course.
 Lt. Lance, Chairman of the Advisory Committee, recommended further action on course certification be delayed until the reimbursement policy was discussed.

Reimbursement Policy

In response to the request for a background of the history of the Commission's reimbursement policy, the Executive Director reported as follows:

The original reimbursement plan was spelled out in the law -- 50% for salary and 50% for living costs. The law also provided that if there was not sufficient funds, the Commission could annually proportionately reduce the reimbursement by whatever was necessary. Penalty assessments were comparatively predictable; the historical prediction on revenue changed in 1966, and it was necessary to **reduce** reimbursement to cities and counties by 22%. The law was then changed to give the Commission much more latitude in reimbursement plans.

A sizable surplus accumulated in 1968/69, and a five-year plan to use the surplus was adopted. It called for a staff build-up to accommodate quality control of the large increase in courses. Pressure was asserted by other state agencies for diversion of the POST "surplus", and the Commission decided, effective July 1, 1972, to temporarily increase the reimbursement to 100% for one year only. The Commission was able to extend that time limit until October 1, 1973. It was then necessary to reduce the level of reimbursement to 60% for most training courses. The necessity to reduce the percentage of reimbursement had a traumatic affect upon local government in spite of several bulletins that explained that the 100% was a temporary measure to reduce the reserve.

Reimbursement Policy - continued

Training needs in California and appropriate reimbursement allocations to meet those needs were reviewed. Project STAR was a subsequent investment to determine by research methodology if any training needs were missing or inappropriate.

The reduction in reimbursement resulted in many contacts to the Commission requesting continuation of 100% reimbursement for the Basic Course. Reimbursement is intended to assist local government in providing "bodies on the street for release time for people in a training status". Acting in good faith as to what a majority of Commissioners felt the field wanted, the Commission changed the reimbursement program. Many departments then expressed a desire for a reimbursement plan that would support a "balanced" training program. There are still conflicting views on what the reimbursement plan should provide. It is uncertain as to what is wanted by local government from the POST program. The hearing process has not resolved the question, although the hearing concept is used extensively.

Many local police planners have not had the opportunity to take a look at the total training problems as they exist throughout the state. The staff position has been in support of a balanced training program across the board, and the Commission has agreed with the staff recommendation in part and adopted a report recommending the concept of training by assignment. (POST Training Program by B. Wilson, 1972)

Lieutenant Lance reported that at its meeting on January 9, 1975, the Advisory Committee adopted the following recommendation;

"The Advisory Committee recommend to the Commission that a committee, comprised of the Chairman of the Commission, two Commissioners, Chairman of the Advisory Committee, two Advisory Committee members, be appointed to reassess the goals, objectives and priorities of the Commission and POST for 1975 and to submit a report at the joint Commission-Advisory Committee meeting in July."

Discussion followed and a consideration was given to taking the reimbursement policy issue to public hearing in conjunction with the CPOA annual conference in May. Because of the collective knowledge of what is wanted throughout the state, as represented on the Advisory Committee and the Commission, it was felt not to be worthwhile. Also suggested was to make inquiry by questionnaire as to how the funds could best serve law enforcement.

MOTION by Commissioner Enoch, seconded by McIntyre, motion carried that the Advisory Committee be given the assignment to review the POST mission, goals, objectives and major priorities. With available staff input, a document will be developed setting forth specific recommendations resulting from the review. The document will be presented to the Commission at a future quarterly meeting. If a special session with the Commission is warranted, it should be sought through the POST Chairman.

Reimbursement Policy - continued

In the discussion that followed, it was stated that it is not advisable for Commission members to be involved in the process when they will later be called upon to make a decision. After receiving the recommendations, if the Commission feels it does not have sufficient information upon which to base a decision, further input from the Advisory Committee may be requested. There was general concurrence that the process of review and recommendation should be carried out by the Advisory Committee without direct participation by the Commissioners.

- Recessed for lunch -

Upon reconvening, Chief George Tielsch, Santa Monica Police Department, addressed the Commission regarding the reimbursement policy and continuation of reimbursement for technical courses under Plan III.

Chief Tielsch suggested that staff might devise an instrument that could be used in contacts with the field to poll all reactions when proposed changes are being considered, especially changes as important as reimbursements. Further, consultants should meet with local and regional groups to obtain from city, county and law enforcement administrators as much input as possible and report, through channels, back to the Commission.

He also very strongly stressed that it should be reiterated that the concept behind reimbursement is not that it go into a jurisdiction's general fund for basic training. There would be greater impact on training if reimbursement continued for technical courses.

Following discussion, it was felt that, until completion of the Advisory Committee study of POST's mission, goals and priorities, the reimbursement policy should be reaffirmed, and the following motion was made:

MOTION by Commissioner McIntyre, seconded by Collins, motion carried to maintain the present reimbursement policy.

Certification of Courses - Continued

Having ascertained all concerned parties present had been heard during the session's discussions of January 23-24, Commissioner Grogan's motion of January 23 was carried for approval of staff recommendations on the course certification agenda; each exception with consequential Commission action is stated following course titles, as follows:

Decertifications:

Berkeley Police Department
Shasta College

Advanced Officer Course
Advanced Officer Course

Decertifications - continued

| | |
|---|---------------------------|
| College of Marin | Supervisory Course |
| Oakland Police Department | Supervisory Seminar |
| USC - Career Development in Law Enforcement | Middle Management Seminar |
| USC - Police Planning and Research | Middle Management Seminar |
| USC - Grantsmanship in Law Enforcement | Middle Management Seminar |
| UC Berkeley | Middle Management Seminar |
| CSU, Long Beach - Collective Negotiations | Middle Management Seminar |
| CSU, Long Beach - Regionalization | Middle Management Seminar |

- Commissioner Anthony requested the two Middle Management Seminar Courses of CSU, Long Beach be discussed prior to voting.

Discussion conceded the merit of the courses and current need; however, Commissioners stated that many universities have excellent courses in public management that cover the subject matter, and these two courses did not fall into the category of top priority police training.

MOTION by Commissioner Collins, seconded by Enoch, motion carried to approve staff recommendation for decertification.

| | |
|---|------------------|
| Department of Justice - Practical Criminalistics Course | Technical Course |
| FBI - Basic Police Photography Course | Technical Course |
| Fullerton College - Community Police Relations | Technical Course |
| Los Angeles Police Department - Traffic Control Course | Technical Course |

- Commissioner Collins questioned the decertification of the Traffic Control Course. Mr. Townsend responded that Bob Vernon had been contacted and had advised that this course was designed for civilians and there was no objection to having it decertified.

| | |
|--|------------------|
| CSU, Los Angeles, - Administrative Analysis for Police Personnel | Technical Course |
|--|------------------|

Modification of Certification - Technical Courses

| | |
|--------------------------------|--|
| LAPD - Juvenile Officer Course | 1. Name change to "Juvenile Procedures School" |
| | 2. Reduce hours from 40 to 24 |

Modification of Certification - Technical Courses (continued)

- Phillips-Horwege - Advanced Driver
1. Certify only to Robert Phillips as "Advanced Driver Training".
 2. Reimbursement change from Plan III to Plan IV, effective 1-24-75.
 3. Remove 500 trainee per year restriction.

- Three driver training courses (Phillips-Horwege, Santa Ana College and C.H.P.) were set forward for final action on the second day of the meeting. A motion was made as follows:

MOTION by Commissioner Ellingwood, seconded by Collins, motion defeated that the driver training courses be allowed to train a limited number, not to exceed 50 trainees per month, until July 1, 1975, under Plan III, with the application of the new guidelines.

Ayes: Collins, Ellingwood, Enoch

Noes: Barrett, Stroh, Anthony, Barton, Grogan, McCauley and McIntyre

It was requested that individual action be taken on each traffic training course.

MOTION by Commissioner Grogan, seconded by McIntyre, motion carried that the Phillips-Horwege Technical Course "Advanced Driver Training Program" be certified only to Robert Phillips as "Advanced Driver Training"; that reimbursement continue under Plan III for training up to 500 trainees, or until July 1, 1975, after which Plan IV reimbursement will be in effect; that the new guidelines will be applied to the tuition that would be effective when a consensus is reached between the vendor and POST staff.

- Santa Ana College - Advanced Driver Training
1. Reimbursement change from Plan III to Plan IV, effective 1-24-75.
 2. Remove 500 trainee per year restriction.

MOTION by Commissioner McCauley, seconded by McIntyre, motion carried to approve the staff recommendation that the Advanced Driver Training Course presented at Santa Ana College be reimbursed under Plan IV, effective January 24, 1975, and that the 500 trainee per year restriction be removed.

Noes: Stroh and Collins

Modification of Certification - Technical Courses (continued)California Highway Patrol - Driver Training
for Allied Agencies

MOTION by Commissioner Ellingwood, seconded by Collins, motion carried for approval of the staff recommendation that the California Highway Patrol Technical Course "Driver Training for Allied Agencies" be changed from reimbursement Plan III to Plan IV, effective January 24, 1975.

UC, Davis - Technical Course, "Total Immersion Spanish" Reimbursement change from Plan III to Plan IV, effective 7-1-75

CSU, Long Beach, "Crime Specific" Middle Management Seminar
1. Reclassify as a technical course.
2. Reimbursement to be Plan III, tuition \$85, until 7-1-75. Plan IV thereafter.

CSU, Long Beach, "Grantsmanship" Middle Management Seminar
1. Reclassify as a technical course.
2. Reimbursement to be Plan III, tuition \$85, until 7-1-75. Plan IV thereafter.

CSU, Long Beach, "PERT" (Program Evaluation and Review Techniques) Middle Management Seminar
1. Reclassify as a technical course.
2. Reimbursement to be Plan III, tuition \$85, until 7-1-75. Plan IV thereafter.

- Commissioner Anthony requested discussion prior to voting. It was stated this is a good course but could not be classified as a top-priority training need.

MOTION by Commissioner McIntyre, seconded by Collins motion carried for approval of the staff recommendation to reclassify as a technical course; reimbursement Plan III, tuition \$85, until July 1, 1975. Plan IV thereafter.

CSU, Long Beach, "Research Design" Middle Management Seminar
1. Reclassify as a technical course.
2. Reimbursement to be Plan III, tuition \$85, until 7-1-75. Plan IV thereafter.

CSU, Long Beach, "Internal Affairs" Middle Management Seminar
1. Reclassify as a technical course.
2. Reimbursement to be Plan III, tuition \$85, until 7-1-75. Plan IV thereafter.

Modification of Certification - continued

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|---|---|
| CSU, Long Beach, "MBO, Stress - Problem Solving" Middle Management Seminar | 1. Topic specific certification as a MMS 2. Certify for one year 3. Reimbursement Plan III with tuition set at \$85, effective 1-24-75. |
| Academy of Justice/Riverside "School Resource Officer Institute" Technical Course | Continue certification for two years. |
| California Military Department "Civil Emergency Management" Technical Course | Continue certification for two years. |
| Imperial Valley College Advanced Officer Course | Present in a semester-length format: 3 hrs. per day, 1 day per week for 14 weeks; 2 presentations a year (30 students) |

MOTION by Commissioner Stroh, seconded by Anthony, motion carried for approval of the staff recommendation that the course not be modified as requested.

Initial Certification Requests

| | |
|---|---|
| Rio Hondo College Investigators Course | 200 hours No Reimbursement |
| Los Angeles Police Department "Team Management" Middle Management Seminar | 24 hours Plan III 1. Tuition for initial presentation - \$109 2. Tuition for subsequent presentations - \$96 |
| Golden Gate University "Police Training Managers Course" Technical Course | 80 hours Plan III (tuition \$325) |

- Discussion addressed the considerable sum of money this would cost and therefore should be watched. Commissioner Stroh stated he would be in favor of the certification only if it could also be presented on a "travel show" basis.

MOTION by Commissioner Anthony, seconded by McIntyre, motion carried to certify the Police Training Managers Course, Golden Gate University, for a period of one year only.

Initial Certification Requests - continued

| | | |
|--|----------|---------|
| Los Medanos College | | |
| "Field Training Officer Course" | 40 hours | Plan IV |
| NCCJTES | | |
| "Field Training Officer Course" | 40 hours | Plan IV |
| Rio Hondo College | | |
| "Field Training Officer Course" | 21 hours | Plan IV |
| NCCJTES | | |
| "Underwater Search and Recovery" | 52 hours | Plan IV |
| FBI | | |
| "Hostage Negotiations" Technical Course | 16 hours | Plan IV |

Motion by Commissioner Grogan, seconded by Collins, motion carried for disapproval of the staff recommendation for certification.

Commissioner Ellingwood queried if training points could be given for the course although it was not certified. Upon the Executive Director's affirmative response, Commissioner Ellingwood requested that a future agenda item for Commission discussion should be the possibility of setting a precedent for course approval for training points credit; take a look at it; have a budgetary request and have it priced out. Enoch stated he supported the idea for a staff report at a future meeting. There was concurrence.

State Fire Marshal's Request

In response to the request by the State Fire Marshal, Arson Unit, for entry into the POST Specialized Program, the following action was taken:

MOTION by Commissioner Anthony, seconded by Grogan, motion carried for approval of the entry of the State Fire Marshal, Arson Unit, into the POST Specialized Law Enforcement Program.

Commissioner Anthony requested, and there was consensus, that a future procedure be to add a brief statement to the Agenda Item Summary Sheet which would address the financial impact of the action to be taken. If no financial impact is involved, it should be so stated.

Contractual Adjustment Policy

At the July 18-19, 1974 Commission meeting, staff was directed to formulate a policy statement to allow flexibility for staff to handle exceptional contractual

Contractual Adjustment Policy - continued

adjustments.

MOTION by Commissioner Anthony, seconded by Ellingwood, motion carried to adopt the proposed policy on contracts as shown below, amendment italicized.

Contract Policy

All contracts or interagency agreements in excess of \$5,000 shall be approved by the Commission.

Contracts or interagency agreements approved by the Commission which, subsequent to implementation, require:

1. an extension of time,
2. an increase of cost,
3. a modification of contractual services or solutions to other technical problems

shall be discussed with the Commission Chairman or his designee. When, in the opinion of the Chairman, the alteration constitutes a material change in the contract, action shall be subject to review by the Commission prior to such change or modification. In all other circumstances, the Chairman, in his judgment, may authorize the Executive Director to make such modifications as may be deemed appropriate by the Chairman. *Modifications of any contract shall be brought to the attention of the Commission at the next meeting.*

In unusual cases where circumstances do not permit delay until a Commission meeting and the Chairman does not wish to assume responsibility for the modification, he may seek individual counsel or call a meeting of additional Commissioners.

Contracts or interagency agreements of \$5,000 or less may be entered into upon the authority of the Executive Director without approval of the Commission.

The Executive Director shall periodically report to the Commission on all contracts, and once each year shall submit a written report to the Commission which enumerates the contracts and interagency agreements entered into during the year, and the status of each, showing the amount of money encumbered for contracts.

Increased Workloads Resultant From Legislative Action

Mr. Townsend advised that five specific legislative actions that have been passed, either as statute or as concurrent resolutions, call upon the Commission to

Increased Workloads - continued

perform the following tasks:

1. A. B. 1670: Requires a draft of an English/Spanish Guidebook be submitted to the Legislature by July 1, 1975, if funds other than General Fund or POTF are provided. OCJP and LEAA have advised funds are not available for this project.
2. A. B. 4487: Amends 832.3 P.C. for agencies of 10 or less personnel and calls for issuance of individual peace officer permits if the Commission desires to issue them.
3. S. B. 1740: Private Security Officers may carry batons only after completion of a course approved by POST. No such course has been approved.
4. S. B. 2232: Allows "Reasonable Cause" traffic citations to be issued by officers that have completed at least 80 hours of instruction in accident investigation in course(s) approved by POST. No such course has been approved.
5. ACR 217 & 218: Calls for POST to develop training courses relative to rape investigation units, in cooperation with women's groups throughout the State.

Mr. Ellingwood stated that the Commission should inform the legislative leadership and the Attorney General's Office that these have been legislative requirements placed upon POST that can be performed only if the money is budgeted. Further, POST should give an accounting of the tasks that were placed upon them. Legislative committees will be considering the budget and hearing that POST was mandated to do things and money was blue-lined. They should have this information in the event it is reasserted that these things are not being done.

Discussion followed, and the following action was taken:

MOTION by Commissioner Ellingwood, seconded by McCauley, motion carried that the Commission shall contact the leadership of the Legislature to convey that the specific legislative mandates placed upon POST in 1974 can only be performed if the necessary funds are provided.

Lieutenant Lance stated his department, as well as others, will have legal problems in the court process as judges soon will not allow misdemeanor citations if departments don't have the 80-hour legislated POST-approved course. It was suggested that POST inform the field this course was non-existent and encourage concerned agencies to develop appropriate courses to fill the identified needs.

UCLA - Community-Police Relations Leadership Training Program Account

Dave Allan presented to the Commission a chronology of events which led to the billing by UCLA of \$24,256 for preparation of the Community-Police Relations Leadership Training Program Course during 1972/73, which was never presented.

Howard Rogers, Assistant Director, Contracts and Grants, UCLA, appeared before the Commission to state that the course had been prepared under the assumption that the contract had been approved.

Following discussion, Commissioner Ellingwood stated that in view of the opinion received from the Attorney General which stated that no contractual relationship was established with UCLA, and POST had not incurred a liability, the action should now be between the Attorney General and the University. The case before the Commission was consequently moot.

In view of investigative attempts for justification and the fact no deliverable product could be identified and the opinion of the Attorney General that POST had incurred no legal liability, the following action was taken:

MOTION by Commissioner McIntyre, seconded by Anthony, motion carried to accept the opinion received from the Office of the Attorney General and expend no money to UCLA for the contractors invoice of \$24,256.56.

Basic Course Revision Recommendations

Mr. Townsend reported that the first phase of the Basic Course Revision Project had resulted in a report identifying 522 performance objectives for which the revised POST Basic Course will develop capabilities.

To ensure that the objectives were comprehensive and universally applicable, a statewide consensus review was held. Every California police and sheriff's department and agency with a certified basic course was invited to participate. The final step was a review by the concerned professional associations in California: the California Association of Police Training Officers, California Association of Administration of Justice Educators, California Peace Officers' Association, California Police Chiefs' Association, and the California Sheriffs' Association. The final version has not yet been formally endorsed by these groups; reactions were favorable in each of them.

The report, "Behavioral Objectives for POST Basic Course," had been submitted to the Commission for review in advance of the meeting, and the following action was taken:

MOTION by Commissioner Collins, seconded by Enoch, motion carried for approval of the following staff recommendation:

1. The Commission approve the performance objectives based on the revised basic training program report.
2. Approve, for implementation and evaluation, the revised Basic Course on a limited staff approval basis effective July 1, 1975.
3. Authorize staff to explore a contract with an outside agency or individual to develop the training materials, success criteria, and testing techniques and materials necessary for total implementation of the revised basic course.

Commissioner Collins asked that the staff be commended for the excellent work that had been done on the "Behavioral Objectives for POST Basic Course" document. It had also been reviewed by the Deputy Chief in charge of Personnel and Training Bureau and another Assistant Chief of the Los Angeles Police Department; both had indicated it is an outstanding piece of work.

Commissioner Stroh added that the Advisory Committee and the ad hoc committee, the participating staff of the Los Angeles Sheriff's Department and the POST staff all worked hard and diligently to produce this excellent work.

Project STAR Implementation

Dave Allan, Project Coordinator, reported on Project STAR, a multimillion dollar, three-and-one-half year effort of the Commission, four states, and the Federal government. It has identified appropriate roles, tasks, and performance objectives for key criminal justice system positions and developed appropriate selection, education, and training materials based upon the findings of the research.

The Project STAR National Advisory Council has adopted a plan that provides for validation and preliminary implementation of role-training programs throughout the United States for operational police, judicial process and corrections.

In accordance with the implementation plan, Project STAR Corporation, a non-profit corporation devoted to the implementation of Project STAR end products, has been established. This Corporation has submitted a grant application to the Law Enforcement Assistance Administration for the core funds to initiate the validation and preliminary implementation of the role-training programs.

Mr. Allan stated that with the dynamic conditions within the Law Enforcement Assistance Administration relative to policy and administrative personnel, there are no assurances that a grant award will be forthcoming. The reality of long delays or absence of grant funds and alternate methods for implementation

of Project STAR end products were discussed, and the following action was taken:

MOTION by Commissioner Collins, seconded by Barton, motion carried for approval of the staff recommendation that the Commission adopt a Resolution urging LEAA to favorably consider the grant request for validation and preliminary implementation of Project STAR Role Training Programs. Further, that the Commission direct staff to explore and identify alternate methods for the implementation of the Project STAR Police Officer Role Training Program in California and report its progress with further recommendations at the next Commission meeting.

Appeals

James M. Bratton, Dunsmuir Police Department

Consistent with the provisions of Section 1011(b), POST Regulations, the POST Basic Certificate of James M. Bratton of the Dunsmuir Police Department was cancelled and recalled. He was so notified by mail August 1, 1974. Mr. Bratton requested to appeal this action on September 4, 1974, and was notified that his appeal had been placed on the January 24 Commission meeting agenda. Mr. Bratton did not respond, and the item was removed from the agenda.

Should Mr. Bratton desire to pursue the appeal at the next Commission meeting April 24-25, he will be heard at that time.

Richard E. Burke, Undersheriff, Yolo County

An application dated September 12, 1974 was received from Richard Burke, Undersheriff of Yolo County, in which he requested the award of the POST Advanced Certificate. Lacking two years and nine month's experience, the request was denied. Mr. Burke appealed the decision contending his employment of two years as an Intermediate Modus Operandi Technician and 15 years as a Senior Modus Operandi Technician with California State Department of Justice should be counted as sufficient to make up for the lacking experience.

Discussion disclosed that the scope of his work as a Modus Operandi Technician was confined to a technician role which did not expose him to the varieties of activities experienced by a law enforcement officer, and the following action was taken:

MOTION by Commissioner Stroh, seconded by McIntyre, motion carried for approval of the staff recommendation that Undersheriff Burke's request for award of the Advanced Certificate be denied.

Advanced Officer Course Guidelines

Mr. Townsend stated that the change in reimbursement plans had made the Advanced Officer Course subject to use for other than its intended purpose. In order to obtain salary reimbursement, many presentations of technical courses were being disguised as Advanced Officer Courses.

In response to the need to establish workable guidelines on content or minimum hours for the subjects that are required, the following action was taken:

MOTION by Commissioner Grogan, seconded by Stroh, motion carried for adoption of the staff recommendation to adopt the proposed Commission Procedure D-2 of PAM, to add the following:

Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training for law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs and yet remain consistent with the updating-refresher concept.

Course Content

2-3. Advanced Officer Course Content:

Required General Updating-Refresher Subject Matter: The content shall devote no less than 10 hours to any combination of the following subjects:

New Laws
Recent Court Decisions and/or Search and Seizure Refresher
Officer Survival Techniques
New Concepts, Procedures, Technology
Discretionary Decision Making (Practical Field Problems)

Elective Subject Matter: The course may contain such other currently needed subject matter which falls within the topical areas of the Basic Course Commission Procedure D-1. It is suggested elective subjects focus on current and local problems or needs of a general, rather than specific, nature.

Rio Hondo College Proposals

John Metcalf, Director of Rio Hondo Administration of Justice Center, representing Alex Pantaleoni, Chairman of Public Services Department, addressed the Commission on a number of items of concern.

Rio Hondo College Proposals - continued

In summary, Mr. Metcalf referred to the following problems:

- Need for financial support to implement POST Bulletin 75-1, "Certified Course Tuition Guidelines".
- Need for POST subvention of administrative expenses, i.e., high-caliber instructors, printing costs, clerical help, instructional materials, mailing and facility use.
- Lack of timely response to agencies' training needs which makes it difficult to plan training programs in advance.
- POST reimbursement policy, i.e., continued reimbursement for specialized courses that are job-related.

Commissioner Enoch requested staff to make a complete report of the implied problems, file the report with the Commission and the Advisory Committee, and the Advisory Committee will report its reactions to the Commission.

It was so ordered by the Chairman.

STATUS REPORTS

Advisory Committee Report

Jerome Lance, Chairman of the Advisory Committee, reported on the motions adopted by the Advisory Committee at the last meeting on January 9, 1975, in addition to the action addressed under item "Reimbursement Policy," (p. 5).

- "It is to be recommended to the Commission that formal pressure be asserted to the Selection Consulting Center for completion of Component A, Validation of Job-Related Selection Standards, and Component F, Validation of Physical Performance Tests, of the Selection Validation Studies Project which the State Personnel Board is presently completing under contract with POST."
- "An attempt will be made during 1975 to meet the objectives of the principles adopted by the Advisory Committee and approved by the Commission in 1972. The statement was presented to the Commission at that time."
- "It is requested that the Commission reiterate the staff recommendation policy statements regarding the regionalized training system concept and establish a well-defined position and master plan concerning this system."

The Executive Director responded that the Advisory Committee could be assured

Advisory Committee Report - continued

there had been no slackening of pace in completing the recommendations set forth at the April 1974 Commission meeting. Regional projects must be developed and all regions must be involved as well as Office of Criminal Justice Planning. Hal Snow of the Standards and Training staff, one of the most knowledgeable persons on regional training in the State, is still assigned to the project.

It was stated that some specificity to the request from the Advisory Committee would be helpful, and Chairman Lance said it would be provided.

Administration DivisionBudget - Revenue and Reimbursements

Mr. Toothman reviewed the semi-annual report on revenue and reimbursements for the first half of Fiscal Year 1974-75.

Revenue for the first six months of the 1974-75 F. Y. was as follows:

| | | | |
|--------------------------------|----|---------------------|---------|
| Traffic fine assessments | \$ | 4,580,576.13 | (71.7%) |
| Criminal fine assessments | | <u>1,810,797.73</u> | (28.3%) |
| Total revenue first six months | \$ | 6,391,373.86 | (100%) |

For the first half of the fiscal year period, revenue reached an all-time high. It was 21% above the projected figure for the period. The greater part (71%) came from traffic fine assessments. This is an indication that POST is now benefiting from the 25% increase in traffic fine assessments. In comparison, revenue during the first six months of 1973-74 was \$4,394,209, substantially lower than the current year.

A comparison table of revenue received for 1973-74 and the first six months of 1974-75 is set forth as Attachment "A."

Reimbursements for current and prior years' training:

| | | |
|---|----|------------------|
| Reimbursement for training first half of 1974-75 | | 2,307,341.12 |
| Reimbursement for training in 1973-74 paid from current funds | | 1,387,841.41 |
| Reimbursement for training in 1972-73 paid from current funds | | <u>18,631.25</u> |
| Total | \$ | 3,713,813.78 |

Mr. Toothman stated that the present rate of reimbursements is following

Reimbursements - continued

relatively close to the projected figure of \$7,750,000 for the current fiscal year. The Commission regulations, effective January 1, 1975, requiring submission of claims within 90 days, should reduce the backlog of late claims.

Reimbursement Categories

In the first six months of 1974-75, reimbursement for the Basic Course amounted to \$1,492,999.20 -- 65% of the total reimbursement for training. 11% was for out-of-pocket expense for subsistence and travel. The remaining 89% reimbursed trainee salaries.

The second highest allocation of \$447,368 (19%) was reimbursed for Technical/Special courses. The remaining 16% was distributed between five training categories.

The quarterly training summary chart showing a breakdown of reimbursements by course, number of trainees, cost per trainee, man-hours of training and course presentations was provided to each Commissioner.

POST Budget F. Y. 1975-76

Significant actions as shown in the Governor's Budget were as follows:

| | |
|---|----------|
| One clerk-typist position for Records Section (Administration) | Approved |
| EDP Study for \$25,000 | Denied |
| One consultant and one stenographer (Standards & Training) | Denied |
| Two consultants and one stenographer (Standards & Training to be paid from the General Fund) | Denied |
| One Consultant (Technical Services) | Denied |

As provided in the Governor's Budget, the positions in the Administrative Counseling program would terminate on December 31, 1975, and POST funds would be utilized as grants to local agencies requesting counseling services. Under the plan, local agencies could exercise an option of selecting a private consulting firm or utilizing POST staff.

The Executive Director stated that, in response to the program of the Administrative Counseling Division having been arbitrarily changed, the POST Budget Committee and the Administrative Counseling Committee had held separate meetings and discussed the action in detail. The following action was taken:

MOTION by Commissioner Enoch, seconded by Barton, motion carried that the following action be taken:

1. The Commission express opposition to the concept, and
2. Through the appropriate offices, committees and the Legislature, the Commission seek the deletion of the rewritten paragraph and restoration of the original wording with respect to the Administrative Counseling program.

POST Budget F. Y. 1975-76, continued

Commissioner Enoch made the following recommendation for later consideration of the Commission:

"It is proposed that the Administrative Counseling service is an area that does need study, and the POST Chairman is requested to designate a study group for the purpose of making an in-depth study so that when we get into the next fiscal year, 1976-77, we will know where we are with this program."

Chairman Barrett stated that the standing committee of the Commission, the Administrative Counseling Committee, would be utilized for the purpose of the study. It was the consensus of the Committee that the report should be presented to the Commission at the July Commission meeting, if possible.

Commissioner Ellingwood responded to a request for a plan of action by stating,

"I would recommend that contact be made with the Governor's Legal Affairs Secretary, the Attorney General, and legislative committees. Formal communication should be made to the Governor's Office and the Department of Finance."

Commissioner Enoch referred to action taken at the October 31 Commission meeting which directly related to the Administrative Counseling Division, and the following motion was made:

MOTION by Commissioner Enoch, seconded by McCauley, motion carried that the action taken by the Commission on October 31, 1974, which directed the Commission to seek an appropriate amendment to P. C. Section 13513 to allow that fees may be charged for counseling services, be held in abeyance and made a part of the Administrative Counseling Committee study.

Standards and Training Division

Status of Projects

Mr. Townsend reported on the status of the following Standards and Training projects:

- Field Training Programs: In response to the legislative mandate of Section 832.3 P. C., many Field Training Programs have been submitted and 21 have been approved. An adaptable model Field Training Guide will be available for distribution upon request within a few weeks. It appears that officers are being sent to academies contingent with their date of hire and there are no difficulties in complying with the requirements.

Status of Projects - Continued

- Executive Development Course Revision: Staff is presently engaged in finalizing the selection of a coordinator to present the Course. The coordinator will be hired by contract process.
- Compliance Inspections: Compliance inspections are being maintained at four inspections per consultant per month.
- Course Evaluation Instrument: Negotiations have been in progress to obtain data processing service by contract from the State Department of General Services. When operational, after July 1975, student evaluations for each course and each instructor in every certified course presented can be electronically tabulated.

Technical Services Division

Mr. Koch reported on the following divisional activities:

- a. Status of Projects: The Minority Recruitment Research Program has completed the development of the "Minority Recruitment Handbook." Considerable staff assistance has been expended to agencies contemplating minority recruitment programs by way of conferences and developing PERT charts on minority recruitment program techniques.

All developmental work on the Crime Prevention Training Program has been completed. The first two 80-hour courses will be presented in February and March 1975 on the Kellogg-West Campus in Pomona.

Center for Police Management: Recently completed publications developed with considerable cooperation from the field include:

1. Uses of Law Enforcement Management Information
2. Arrest Warrants - A System for Manual Processing
3. Law Enforcement Personnel Records Management
4. Patrol Manpower Allocation and Distribution System

Major projects currently being developed include:

1. A model system of directives and a manual for local law enforcement.
2. A model system for identifying and budgeting for training needs.
3. A publication on law enforcement records management.
4. A publication on legal services for law enforcement agencies.

Technical Services Division - continued

b. Reserve Training Program - Questionnaire Data Base

In 1974, staff was authorized by the Commission, using limited staff efforts, to prepare a questionnaire to submit to law enforcement administrators to compile base-line data on reserve officer training. Mr. Koch reported that as of this date 339 agencies have responded. The information will be finalized when it is felt the response is as complete as possible. The information will then be made available to the Advisory Committee, as well as other interested agencies including PORAC (Peace Officers Research Association of California), as they will be submitting legislation this year to mandate selection and training standards for reserve officers. PORAC will be in contact with POST on the makeup of the bill.

c. POST Services Information Brochure

In response to the Commissioners request that staff prepare a brochure on services available from POST for dissemination to California law enforcement, Mr. Koch reported that a draft copy has been developed and is now being reviewed by staff. It will be shortly made available to the field.

d. Selection Standards Validation Study

Mr. Koch reported that little progress has been made toward finalization of Component A, "Validation of Job-Related Selection Standards," and Component F, "Validation of Physical Performance Tests." Component A, having undergone major revision by the Selection Center staff, will be submitted to POST staff by January 28. Component F has not yet been submitted for review due to the Court Case in San Francisco. It is anticipated a meeting will be requested with the Commission and Advisory Committee to discuss Components A and F in the near future.

The following research documents will be reviewed by staff and presented to the Commission with recommendations when they are received:

- Component B - Job Analysis for Promotional Examinations
- Component C - Content Valid Oral Interview for Entry Level Peace Officers
- Component D - Model Career Ladders and Job Restructuring Plan
- Component E - Operational Performance Evaluation

Administrative Counseling Division

Mr. Saltenberger reported that 12 management studies of local agencies are in progress; 30 agencies are awaiting service; 67 general surveys and 23 special surveys have been completed in the past 5 years. Attachment "B"

LEGISLATIVE REPORT

Austin Smith presented a brief report on the following legislative bills:

A. B. 251 Ralph (Criminal Justice) - Department of Justice: Law Enforcement Total Service Project

Commissioner Ellingwood stated that staff should prepare the language for suggested changes.

A. B. 302 Kapiloff (Public Employees and Retirement) - Safety Employees - Overtime

Commissioner McIntyre requested more input on the implications of this bill. Staff is to do more study and report at the next Commission meeting.

S. B. 21 Nejedly Corrections Personnel: Training Aid - Would establish a Commission on Correctional Standards that would be separate from the Commission on POST.

The Executive Director stated it was felt testimony from the Commission would be requested on this bill, and Commission guidance was needed.

Following discussion, there was concurrence that the Commission should support legislation on the concept but oppose a separate Commission on Correctional Standards. Commissioner Enoch felt the Commission should not take any position at this time but see what happens on this bill. In order to address the complexities of a Criminal Justice Standards and Training Commission in sufficient depth, a separate session of the Commissioners should be spent studying the whole concept.

Commissioner Ellingwood stated that testimony should be in accordance with philosophy that had been expressed without being opposed to the bill. This would be reasonable and show POST has good perspective on a Criminal Justice Commission. A problem may be with designating a satisfactory composition for a Criminal Justice Standards and Training Commission.

The Executive Director reviewed past Commission philosophy. The sense of the Commission when Mr. Ellingwood appeared before them on February 20, 1974, was that there were no objections to the concept of a Commission on Criminal Justice. Testimony could state that the Commission is opposed to an entirely separate Corrections Commission; there is consensus that POST supports a Commission on Criminal Justice in the future, but as an interim step add three Corrections-type persons to the POST Commission; make certain there are adequate funds and that the Peace Officers Training Fund is protected and used only for the current purpose, removing the chance that an amendment could be inserted to eliminate General Fund money from the bill.

S.B. 21 --continued

Commissioner McCauley requested that it should be stated that the Commission supports the concept of a Criminal Justice Commission and that it should have fair representation of all elements of the criminal justice system -- Judiciary, Corrections and law enforcement, clarifying that the Judiciary representation would be in the distant future.

In response to the Chairman's query if adequate guidance had been received for future testimony, the Executive Director stated he would take the same position that was taken when testifying before the Senate Select Committee on Penal Institutions on March 3, 1972 and on S.B. 705 which would have established a Commission on Correctional Standards in 1973.

OLD/NEW BUSINESS

Commission Committee Appointments

Chairman Barrett announced the following Commission Committee appointments:

Course Certification Committee

Robert F. Grogan - Chairman
 Jay R. Stroh
 Floyd O. Barton
 Rank and File Representative
 Edwin R. McCauley (Alternate)

Administrative Counseling Committee

Floyd O. Barton - Chairman
 Donald F. McIntyre
 Jay R. Stroh
 Edwin R. McCauley

Legislative Committee

Wesley R. Barrett - Chairman
 Robert F. Grogan
 Loren W. Enoch
 William J. Anthony

Budget Screening Committee

Loren W. Enoch - Chairman
 Jack G. Collins
 William J. Anthony
 Donald F. McIntyre
 Wesley R. Barrett (Ex-Officio)

Licensing of Police

The Executive Director reported that during the 1974 session of the Legislature, S. B. 2408 was introduced by Senator Behr, a bill to license certain classes of peace officer in the State and provide for the revocation of such licenses for stated causes. The bill died in Senate Finance. It is anticipated that the sponsors of the bill, Peace Officers Research Association of California (PORAC), will have a similar bill introduced in 1975.

The Chairman of Governor Reagan's Safety Planning Council, Ed Meese, appointed a Task Force on Licensing of Police to review the history of state minimum standards and licensing concepts; break out major sub-issues developed in S. B. 2408, and address each from the standpoint of necessity in upgrading police personnel in the interest of public safety and job effectiveness.

The recommendations of the Task Force were submitted to the Public Safety Planning Council in December 1974. The Council approved the report and recommended that it be forwarded to the Commission for further action and implementation.

Commissioner Enoch stated that, to set forth principles for the purpose of drafting legislation, he would propose as follows:

MOTION by Commissioner Enoch, seconded by McIntyre, motion carried (Noes: Grogan and McCauley) that the following recommendation be approved, with amendments as shown:

It is recommended that the Commission accept the report and direct staff to coordinate with appropriate professional associations, the Legislature and the Administration in implementing the recommendations of the Public Safety Planning Council, with the amendments as shown:

1. That a ~~mandatory~~ certification program is desirable.

(Commissioner Enoch stated if this is to be mandatory, it should be so stated separately, therefore, amend this recommendation by deleting "mandatory".)

2. The process should be termed "certification" rather than licensing.
3. Limited enabling legislation is required, and those sections of the various codes dealing with mandated standards for peace officers should be grouped together and placed within one code.

Licensing of Police - continued

4. In addition to statutory changes, the POST regulation changes will be necessary to more effectively administer the certification program.
5. Certain offenses concerning certification declared to be misdemeanors in S. B. 2408 should be enacted into legislation.
6. The certificate revocation and appeal process should be amended and detailed within the POST regulations through the administrative hearing process.
7. A hearing appeals board ~~should~~ may be appointed by the Commission on POST. The board would concern itself with certificate revocation hearings, thus relieving the Commission of a time-consuming function.

(Commissioner Enoch requested changing "should" to "may" so the Commission is not pushed into a position without having discretion at a later date.)

NEXT COMMISSION MEETING

Chairman Barrett announced the date of the next Commission meeting would be April 24-25 in Sacramento. Exact location to be announced at a later date. (It has since been established the Commission will meet at the Quality Inn-Woodlake, Sacramento.)

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:45 p. m.

Respectfully submitted,

GENE S. MUEHLEISEN
Executive Director

State of California
Department of Justice
Commission on Peace Officer Standards and Training

ADMINISTRATION DIVISION

Comparison of Revenue received from Peace Officer Training Fund
for 1973-74 and first six months of 1974-75 Fiscal Year.

| | | 1973-74 Fiscal Year | | 1974-75 Fiscal Year | |
|-----------|----------|---------------------|-----------------------|--|----------------|
| July | Traffic | \$175,698.52 | \$ 293,853.33 | \$930,085.19 | \$1,264,774.26 |
| | Criminal | <u>118,154.81</u> | | <u>334,689.07</u> | |
| August | Traffic | \$565,319.60 | \$ 839,035.84 | \$457,617.42 | \$ 604,369.82 |
| | Criminal | <u>273,716.24</u> | | <u>146,752.40</u> | |
| September | Traffic | \$397,063.37 | \$ 604,359.74 | \$587,614.85 | \$ 809,697.41 |
| | Criminal | <u>207,296.37</u> | | <u>222,082.56</u> | |
| October | Traffic | \$705,737.35 | \$1,046,228.06 | \$1,146,132.01 | \$1,604,993.37 |
| | Criminal | <u>340,490.71</u> | | <u>458,861.36</u> | |
| November | Traffic | \$598,378.05 | \$ 879,934.74 | \$ 947,728.45 | \$1,478,484.38 |
| | Criminal | <u>281,556.69</u> | | <u>530,755.93</u> | |
| December | Traffic | \$504,162.21 | \$ 730,799.19 | \$ 511,398.21 | \$ 629,054.62 |
| | Criminal | <u>226,636.98</u> | | <u>117,656.41</u> | |
| SUB TOTAL | | | <u>\$4,394,210.90</u> | (First six months) <u>\$6,391,373.86</u> | |
| January | Traffic | \$432,912.83 | \$ 627,536.86 | | |
| | Criminal | <u>194,624.03</u> | | | |
| February | Traffic | \$453,889.72 | \$ 683,234.72 | | |
| | Criminal | <u>229,345.00</u> | | | |
| March | Traffic | \$486,062.49 | \$ 656,414.78 | | |
| | Criminal | <u>170,352.29</u> | | | |
| April | Traffic | \$594,068.15 | \$ 809,703.29 | | |
| | Criminal | <u>215,635.14</u> | | | |
| May | Traffic | \$651,739.44 | \$ 923,822.29 | | |
| | Criminal | <u>272,082.85</u> | | | |
| June | Traffic | \$622,658.71 | \$ 860,170.29 | | |
| | Criminal | <u>237,511.58</u> | | | |
| TOTAL | | | <u>\$6,955,093.13</u> | | |

January 22, 1975

WORK IN PROGRESS

| Log # | Agency | Start Date |
|-------|---------------------|------------|
| G-68 | Lynwood P. D. | 7-74 |
| G-69 | Marin S. D. | 7-74 |
| G-70 | Santa Barbara P. D. | 7-74 |
| G-71 | Laguna Beach P. D. | 11-74 |
| G-72 | Escondido P. D. | 12-74 |
| G-73 | Turlock P. D. | 11-74 |
| S-24 | Santa Rosa P. D. | 10-74 |
| S-25 | Compton P. D. | 11-73 |
| S-26 | Bakersfield P. D. | 11-74 |
| S-27 | San Jose P. D. | 5-74 |
| P-5 | Dorris P. D. | 10-74 |
| P-6 | Half Moon Bay P. D. | 12-74 |

MANAGEMENT COUNSELING--PENDING

| Agency | Request Date |
|----------------------|--------------|
| Grover City P. D.* | 11-07-72 |
| Firebaugh P. D.* | 11-28-72 |
| Watsonville P. D. | 1-16-73 |
| Butte S. D. | 2-18-73 |
| Claremont P. D. | 4-12-73 |
| Coachella P. D. | 4-20-73 |
| La Mesa P. D. | 5-23-73 |
| Fortuna P. D. | 5-29-73 |
| Kings S. D. | 6-11-73 |
| Irwindale P. D. | 6-27-73 |
| Anaheim P. D. | 7-11-73 |
| Larkepur P. D. | 7-25-73 |
| Napa S. D. | 8-02-73 |
| Pacifica P. D. | 10-09-73 |
| Walnut Creek P. D. | 12-18-73 |
| Bell Gardens, et al. | 1-16-74 |
| Patterson P. D. | 2-04-74 |
| Reedley P. D. | 2-28-74 |
| Campbell P. D. | 3-18-74 |
| Cotati P. D. | 3-29-74 |
| Clayton P. D. | 4-30-74 |
| Santa Rosa P. D. | 7-16-74 |
| Foster City P. D. | 11-07-74 |
| San Bernardino P. D. | 12-16-74 |
| Redlands P. D. | 12-23-74 |
| Oakdale P. D. | 12-23-74 |
| Petaluma P. D. | 1-03-75 |
| Live Oak P. D. | 1-06-75 |
| Oceanside P. D. | 12-30-74 |
| Kern S. D. | 1-09-75 |

SPECIAL SURVEYS

| Log # | Agency | Completion Date |
|-------|-----------------------|-----------------|
| S-1 | Parks and Recreation | -68 |
| S-2 | Hermosa Beach P. D. | 3-69 |
| S-3 | Humboldt S. D. | 11-69 |
| S-4 | Fremont P. D. | 11-70 |
| S-5 | Colusa P. D. | 11-71 |
| S-6 | Paso Robles P. D. | 10-72 |
| S-7 | Santa Ana P. D. | 3-73 |
| S-8 | Coronado P. D. | 4-73 |
| S-9 | Half Moon Bay P. D. | 5-73 |
| S-10 | Bakersfield P. D. | 7-73 |
| S-11 | La Mesa P. D. | 8-73 |
| S-12 | Watsonville P. D. | 9-73 |
| S-13 | Irwindale P. D. | 10-73 |
| S-14 | Modesto P. D. | 10-73 |
| S-15 | Kings S. D. | 12-73 |
| S-16 | Butte S. D. | 3-74 |
| S-17 | Napa S. D. | 3-74 |
| S-18 | Fountain Valley P. D. | 4-74 |
| S-19 | Santa Clara P. D. | 5-74 |
| S-20 | Newman P. D. | 9-74 |
| S-21 | Patterson P. D. | 9-74 |
| S-22 | Garden Grove P. D. | 9-74 |
| S-23 | Walnut Creek P. D. | 11-74 |

GENERAL SURVEYS

| Log # | Agency | Completion Date | Log # | Agency | Completion Date |
|-------|-----------------------|-----------------|-------|---------------------|-----------------|
| G-1 | Brawley P. D. | 2-69 | G-41 | Oxnard P. D. | 2-73 |
| G-2 | Pacifica P. D. | 3-69 | G-42 | Lodi P. D. | 3-73 |
| G-3 | San Marino P. D. | 5-69 | G-43 | Gardena P. D. | 3-73 |
| G-4 | Lompoc P. D. | 5-69 | G-44 | Fontana P. D. | 4-73 |
| G-5 | Cypress P. D. | 8-69 | G-45 | Willits P. D. | 5-73 |
| G-6 | Los Alamitos P. D. | 8-69 | G-46 | Tulare S. D. | 5-73 |
| G-7 | La Palma P. D. | 8-69 | G-47 | Newark P. D. | 6-73 |
| G-8 | Huntington Park P. D. | 6-69 | G-48 | Mono S. D. | 7-73 |
| G-9 | Ontario P. D. | 9-69 | G-49 | Tracy P. D. | 8-73 |
| G-10 | Monterey P. D. | 1-70 | G-50 | Seal Beach P. D. | 3-73 |
| G-11 | Novato P. D. | 3-70 | G-51 | Antioch P. D. | 9-73 |
| G-12 | Madera S. D. | 4-70 | G-52 | Modesto P. D. | 10-73 |
| G-13 | Ukiah P. D. | 6-70 | G-53 | Buena Park P. D. | 11-73 |
| G-14 | Chowchilla P. D. | 6-70 | G-54 | Gilroy P. D. | 12-73 |
| G-15 | San Bruno P. D. | 7-70 | G-55 | Inyo S. D. | 1-74 |
| G-16 | San Rafael P. D. | 9-70 | G-56 | Placentia P. D. | 2-74 |
| G-17 | Amador S. D. | 1-71 | G-57 | Grass Valley P. D. | 2-74 |
| G-18 | Calaveras S. D. | 2-71 | G-58 | Crescent City P. D. | 2-74 |
| G-19 | Suisun P. D. | 2-71 | G-59 | Bishop P. D. | 3-74 |
| G-20 | Cloverdale P. D. | 3-71 | G-60 | Fairfax P. D. | 4-74 |
| G-21 | Sonoma P. D. | 4-71 | G-61 | Santa Cruz S. D. | 4-74 |
| G-22 | Madera P. D. | 5-71 | G-62 | Clovis P. D. | 5-74 |
| G-23 | Sacramento P. D. | 6-71 | G-63 | Placerville P. D. | 9-74 |
| G-24 | Healdsburg P. D. | 3-71 | G-64 | El Segundo P. D. | 10-74 |
| G-25 | Santa Paula P. D. | 7-71 | G-65 | Tustin P. D. | 12-74 |
| G-26 | Stockton P. D. | 9-71 | G-66 | Mendocino S. D. | 12-74 |
| G-27 | San Jose P. D. | 11-71 | G-67 | Corte Madera P. D. | 12-74 |
| G-28 | Fairfield P. D. | 11-71 | | | |
| G-29 | Eureka P. D. | 12-71 | | | |
| G-30 | Siskiyou S. D. | 12-71 | | | |
| G-31 | Chula Vista P. D. | 12-71 | | | |
| G-32 | Arroyo Grande P. D. | 2-72 | | | |
| G-33 | Marysville P. D. | 6-72 | | | |
| G-34 | Livermore P. D. | 6-72 | | | |
| G-35 | Tuolumne S. D. | 6-72 | | | |
| G-36 | Angels Camp P. D. | 8-72 | | | |
| G-37 | Sonora P. D. | 10-72 | | | |
| G-38 | Pismo Beach P. D. | 10-72 | | | |
| G-39 | Woodlake P. D. | 12-72 | | | |
| G-40 | Pittsburg P. D. | 12-72 | | | |

Legend

G = General Survey numbers
 S = Special Survey numbers
 P = Project numbers
 * = Pending at agency request.

Memorandum

: Gene S. Muchleisen
Executive Director

Date : January 6, 1975

STAFF RECOMMENDATIONS

Concur
Do not concur _____
Conditions (see attached) _____
Gene S. Muchleisen 1-7-75
Signature date

From : *MS* Director, Standards and Training Division
Commission on Peace Officer Standards and Training

Subject: MODIFICATION OF ADVANCED OFFICER COURSE

PROBLEM: The change in reimbursement plans make the Advanced Officer Course subject to use for other than its intended purpose. In order to obtain salary reimbursement many presentations of technical courses are being disguised as Advanced Officer Courses.

ANALYSIS: POST has not established workable guidelines on content or minimum hours for the subjects that are required.

Additionally we need to recognize that local agencies are faced with legislatively imposed training requirements, such as the yet to be determined cardio pulmonary resuscitation courses that must be accomplished within severe time, and consequently, budget constraints.

RECOMMENDATION: Adopt the attached proposal modifying Commission Procedure D-2.

Attachments: 1. Proposed Procedure
2. Current Procedure

ADVANCED OFFICER COURSE

Purpose

2-1. Specification of Advanced Officer Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(d) of the Regulations which relate to Advanced Officer Training.

Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training for law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs and yet remain consistent with the updating-refresher concept.

Course Content

2-3. Advanced Officer Course Content:

Required General Updating-Refresher Subject Matter: The content shall devote at least 10 hours to the following subjects:

- New Laws
- Recent Court Decisions and/or Search and Seizure Refresher
- Officer Survival Techniques
- New Concepts, Procedures, Technology
- Discretionary Decision Making (Practical Field Problems)

Elective Subject Matter: The course may contain such other currently needed subject matter which fall within the topical areas of the Basic Course Commission Procedure D-1. It is suggested elective subjects focus on current and local problems or needs of a general, rather than specific, nature.

2-4. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented to the Commission for approval.

2-5. Minimum Hours: The Advanced Officer Course shall consist of a minimum of 20 hours.

July 1, 1974

Training

ADVANCED OFFICER COURSE

Purpose

2-1. Specifications of Advanced Officer Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005 (d) of the Regulations which relate to Advanced Officer Training.

Course Content

2-2. Advanced Officer Course Content: The Advanced Officer Course shall contain subject matter such as: new laws, new court decisions and arrest search and seizure, changes in law enforcement policy, new concepts of police technology, advanced techniques, police community relations, law enforcement ethics in maintaining police integrity and such other training as may be necessary.

2-3. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented for approval by the Commission.

2-4. Minimum Hours: The Advanced Officer Course shall consist of a minimum of 20 hours.

Memorandum

GENE S. MUEHLEISEN
Executive Director

Date : January 3, 1975
STAFF RECOMMENDATIONS

Via: Gerald E. Townsend *GT*
Director
Standards and Training Division Conditions (see attached)

Concur
Do not concur

Harold L. Snow, Senior Consultant *HS*

Gene S. Muehleisen / 1-7-75
Signature date

From : Commission on Peace Officer Standards and Training
Northern Bureau

Subject: STATE FIRE MARSHAL, ARSON UNIT, ENTRY INTO THE POST SPECIALIZED PROGRAM

BACKGROUND:

Mr. Albert E. Hole, State Fire Marshal, has requested entry of the State Fire Marshal, Arson Unit, into the POST Specialized Program.

ANALYSIS:

The request from the Office of the State Fire Marshal makes specific reference to only the Arson Unit at this time. Even though future requests may include other classifications of peace officers, this request is restricted to the "Fire Investigator" and "Supervising Fire Investigator" peace officer classifications of the Arson Unit. Such fire investigators of the State Fire Marshal, Arson Unit, derive their peace officer powers under Penal Code Section 830.3. Arson investigators enforce Penal Code sections related to arson and destructive devices as well as Health and Safety Code sections relating to fireworks. There are approximately 11 such fire investigators or supervising fire investigators employed by the State Fire Marshal, Arson Unit. Because the fire investigator classification have full peace officer powers, individual investigators carry badges and identification cards as well as weapons. Such investigators make arrests, take initial crime reports, and serve warrants. A detailed description of the fire investigators duties as well as entry requirements are on file.

Staff of the Office of the State Fire Marshal are familiar with the requirements for participation in the POST Specialized Training Program. They have indicated their willingness and capability to adhere to all POST standards.

RECOMMENDATION:

It is recommended the POST Commission approve entry of the State Fire Marshal, Arson Unit, into the POST Specialized Law Enforcement Program.

Memorandum

Commissioners

Date : January 6, 1975

Executive Director

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

Subject: Suggested Policy on Contracts

BACKGROUND

At the July 18-19, 1974, Commission Meeting staff was directed to develop a policy statement for Commission approval that would serve to guide the staff in the handling of exceptional contractual adjustments relating to time extensions, increased or modified contractual agreements, or change in contractual costs. In response, the following policy is recommended.

RECOMMENDATION

Policy on Contracts: All contracts or interagency agreements in excess of \$5,000 shall be approved by the Commission.

Contracts or interagency agreements approved by the Commission which, subsequent to implementation, require:

1. An extension of time,
2. An increase of cost,
3. A modification of contractual services or solutions to other technical problems

shall be discussed with the Commission Chairman or his designee. When, in the opinion of the Chairman, the alteration constitutes a material change in the contract, action shall be subject to review by the Commission prior to such change or modification. In all other circumstances, the Chairman, in his judgment, may authorize the Executive Director to make such modifications as may be deemed appropriate by the Chairman.

In unusual cases where circumstances do not permit delay until a Commission meeting and the Chairman does not wish to assume responsibility for the modification, he may seek individual counsel or call a meeting of additional Commissioners.

Contracts or interagency agreements of \$5,000 or less may be entered into upon the authority of the Executive Director without approval of the Commission.

The Executive Director shall periodically report to the Commission on all contracts and once each year shall submit a written report to the Commission which enumerates the contracts and interagency agreements entered into during the year, and the status of each, showing the amount of money encumbered for contracts.

Gene S. Muehleisen
GENE S. MUEHLEISEN

Memorandum

: Commissioners

Date : January 8, 1975

Executive Director

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

Subject: INCREASED WORKLOADS DUE TO LEGISLATIVE ACTION

BACKGROUND

The Commission is called on to do additional activities as a result of the passage of several bills and concurrent resolutions of the 1974 legislative session. Additional staff resources have not been provided to accomplish these activities.

ANALYSIS

1. A.B. 1670 requires a draft of an English/Spanish Guidebook be submitted to the Legislature by July 1, 1975 if funds other than General Fund or POTF are provided. OCJP and LEAA have advised us they do not have funds available for this project.
2. A.B. 4487 amends 832.3 P. C. for agencies of 10 or less personnel and calls for issuance of individual peace officer permits if the Commission desires to issue them. (NOTE - 832.3 was a product of the 1973 legislative session with an implementation date of January 1975. At that time we reported to the Legislature, Finance, and Analyst that the increased workload could be accommodated with the staff level then existent. However, effective July 1, 1974, the Governor eliminated 6 professional and 4 support positions from the Standards and Training Division).
3. S.B. 1740 - Private Security Officers may carry batons only after completion of course approved by POST. No such course has been approved.

January 8, 1975

4. S.B. 2232 - Allows "Reasonable Cause" traffic citations to be issued by officers that have completed at least 80 hours of instruction in accident investigation in course(s) approved by POST. No such course has been approved.
5. ACR 217 & 218 - Calls for POST to develop training courses, etc., relative to rape investigation units, in cooperation with women's groups throughout the State. Time limit is "as soon as practicable".

The Commission has adopted the policy of opposing additional workloads externally imposed that do not concurrently provide resources to accomplish them. As reflected in the attached memo to the Department of Finance, we are pursuing additional resources for the budget year beginning July 1, 1975.

To accomplish the above without additional resources would cause other priority work to be deferred.

RECOMMENDATIONS

1. Do not devote staff resources to developmental activities for the above at this time.
2. Encourage concerned agencies to seek legislative amendments as necessary.
3. Encourage concerned agencies to develop appropriate courses to fill the identified needs.

Gene S. Muehleisen
GENE S. MUEHLEISEN

Attachment

Memorandum

To : Ron Lucero
Budget Analyst
Budget Division
Department of Finance
1025 P Street, Rm. 330
Sacto., Ca. 95814

Date : November 20, 1974

From : Commission on Peace Officer Standards and Training

Subject: INCREASED WORKLOADS - GENERAL FUND REQUEST

1. The continuing requirements of the 832 P.C. Program indicate our estimate of 4,000 trainees per year beginning July 1974 may be too conservative. Incomplete results for the first quarter of this fiscal year (July, August, September) show 1,396 graduates in 63 presentations with 26 rosters still not received. Historically the first quarter is usually the smallest in terms of training. Even at this level an extension would show 5,600 trainees in 356 separate presentations. Just the processing of announcements, rosters, and follow ups (without evaluations and course inspections for quality maintenance) requires approximately $\frac{1}{4}$ of a man year. The initial legislation and S.B. 1803 is the source.
2. S.B. 1740 stipulates that private security officers may not carry a baton unless they complete a course of instruction, approved by the Commission, in the carrying and use of batons. Such a course does not now exist. The development, adoption, publication, and approval of such a course could require approximately $\frac{1}{12}$ of a man year.
3. S.B. 2232 requires peace officers to complete an 80 hour course in accident investigation, approved by the Commission, if the officers are to be allowed to issue traffic citations at the scene of accidents they investigate. Such a course does not now exist. Such a course, as above, could also require approximately $\frac{1}{12}$ of a man year.
4. A.C.R. 217/218 relative to rape training and units has previously been reported to your office at a cost of \$78,000 including $1\frac{1}{2}$ professional man years and $1\frac{1}{2}$ support years.
5. A.B. 1670 requires the development of an English/Spanish Guidebook. We have previously reported a cost of at least \$35,000 which would include $\frac{1}{2}$ man year of our staff effort with the remainder under contract outside our staff resources.

6. A.B. 2205 added the University of California and California State Colleges and Universities peace officers to the Reimbursement Program. These 28 campuses are conservatively estimated to require $\frac{1}{4}$ of a man year just in inspection and counseling to maintain compliance.
7. A.B. 2135 added 832.3 to the Penal Code. It is not effective until January 1, 1975 but has already required $\frac{1}{2}$ a man year just in preparation for implementation. At least $\frac{1}{2}$ a man year will be required to continue its implementation.
8. A.B. 2136 added 832.4 to the Penal Code. It was effective January 1, 1974 but has only a limited impact until July 1, 1975. Approximately $\frac{1}{2}$ of a man years effort will probably be necessary here.
9. A.B. 4487 amends 832.3 P.C. and could add as much as 2 man years effort if every agency eligible utilized its provisions and we had to do all of the work attendant to issuing individual permits to exercise peace officer powers. Realistically, we believe only $\frac{1}{2}$ man year will be required.

Totals of the above are 4 professional and $1\frac{1}{2}$ support positions or equivalent years of effort.

Would you like any additional information?

Lucero
GERALD E. TOWNSEND
Director
Standards and Training Division

Memorandum

GENE S. MUEHLEISEN
Executive Director

Date : January 8, 1975

VIA: Gerald E. Townsend, ^{XX} Director
Standards and Training Division

David Y. Allan, Chief, Southern Bureau ^{DS}
From : Commission on Peace Officer Standards and Training

STAFF RECOMMENDATIONS

Subject: COMMUNITY-POLICE RELATIONS LEADERSHIP
TRAINING PROGRAM / 1972-1973 - UCLA

Concur _____
Do not concur _____
Conditions (see attached) _____

Gene S. Muehleisen / 1-7-75
Signature date

BACKGROUND

This item was scheduled to be considered by the Commission at its meeting on October 31 - November 1, 1974, but was withdrawn for further investigation.

Cronology of events relative to this program follows:

May 1, 1972 - Letter from John C. Ries and Alex J. Norman, Principal Investigators, Department of Urban Affairs, UCLA, requesting the Commission's views on the continuation of the CPRLTP at UCLA following termination of Standard Agreement 147-P on June 30, 1972.

June 5, 1972 - Letter from Ries and Norman, UCLA, requesting refunding of CPRLTP from July 1, 1972 to June 30, 1973. Budget Estimate, Course Outline and Overview, Detailed Lesson Plans, Tentative Schedule, and Team Workshop Formats attached.

June 8, 1972 - Response by Gerald Townsend, POST, to Ries and Norman advising that the Commission is interested in continuing the Program at UCLA, San Jose State, and San Diego State. The budget would be presented for informational purposes at a joint meeting of the Commission and the POST Advisory Committee on June 15, 1972.

July 10, 1972 - Memo from Brooks Wilson, POST, to Carl R. Ball, POST, recommending that the CPRLTP at UCLA not be funded due to excessive costs.

August 16, 1972 - Brooks Wilson and Dave Allan, POST, met with Ries, Norman, Rhodes, and Dillard, UCLA, in Los Angeles and advised them that costs were excessive; therefore, we would recommend to the Commission it should not be funded.

Gene S. Muehleisen
via:
Gerald E. Townsend

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August 22, 1972 - Letter from Ries, UCLA, attempting to justify costs of \$112,000 to train 45 students.

August 31, 1972 - POST Advisory Committee considered proposals from UCLA and San Jose State and recommended funding only San Jose State.

September 5, 1972 - Letter from Brooks Wilson, POST, to Norman, UCLA, advising the staff recommendation to the Commission would be to fund only the San Jose State CPRLTP.

September 15, 1972 - Commission approved the UCLA CPRLTP for 1972-1973 at the funding level proposed by UCLA.

September 20, 1972 - Letter from John Fabbri, Commission Chairman, to Norman, UCLA, advising that the Commission approved the proposal and authorizing UCLA to proceed with the Program and commit appropriate staff and other resources.

November 30, 1972 - Memo from Allan, POST, to Ball, POST, outlining student recruitment efforts for CPRLTP at UCLA and San Jose State. Only seven possible students had submitted applications for the UCLA Program. Due to lack of enrollments, the recommendation was made to the Commission to cancel the UCLA Programs.

December 14, 1972 - Commission elected not to enter into a contract with UCLA to present CPRLTP as previously proposed.

January 5, 1973 - Letter from Gene S. Muehleisen, POST, to Norman, UCLA, advising of Commission action.

January 10, 1973 - Letter from Terry Feuerborn, Assistant Director, Office of Extramural Support, UCLA, inquiring as to when they would receive a contract.

January 19, 1973 - Letter from Gerald Townsend, POST, to Feuerborn, UCLA, advising there will be no contract for the previously envisioned programs.

April 11, 1973 - Letter from Feuerborn attaching contractor's invoice in the amount of \$25,462.74 for reimbursement for services rendered in connection with the project entitled, "CPRLTP", under the direction of Ries.

July 10, 1973 - Memo from Muehleisen to Evelle J. Younger setting forth circumstances and requesting an opinion as to whether POST had incurred a financial obligation; if so, what was that obligation; and did the Commission enter into a contractual relationship on the basis of letters of commitment.

Gene S. Muehleisen
via:
Gerald E. Townsend

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August 7, 1973 - Letter from Townsend, POST, to Feuerborn, UCLA, providing updated status report on request for payment in the amount of \$25,462.74 for expenditures from September 20, 1972 through January 10, 1973. Additionally advised the State Controller will conduct audit. Expressed the Commission's concern as to what deliverable product resulted from the preparational activities.

August 27, 1973 - Letter from Attorney General indicating no contractual relationship was established and POST did not incur liability.

August 30, 1973 - Controller's Audit Report prepared and submitted to POST indicating that the amount claimed by UCLA included expenditures from July 1, 1972 through January 10, 1973 rather than September 20, 1972 through January 10, 1973; that the University actually claimed \$25,515.81 of which audit adjustments of \$1,259.25 were made reflecting allowable costs of \$24,256.56; and that it was the Controller's opinion that payment of the latter amount was proper.

October 29, 1974 - Memo from Allan, POST, to Townsend, POST, recommending further investigation and negotiation.

November 13, 1974 - Meeting at UCLA with Allan, POST, Feuerborn, UCLA, and six members of his staff. It became clear that there was little communication between the now non-existent Department of Urban Affairs and the Office of Extramural Support at UCLA. The meeting was informational without meaningful negotiation regarding payment of the claim.

November 15, 1974 - Memo from Allan, POST, to Townsend, POST, reflecting results of the above meeting.

November 26, 1974 - Letter from Allan, POST, to Feuerborn, UCLA, providing copy of Audit Report and asking for inventory of purchased texts as well as billing invoices. No response to date.

ANALYSIS

In view of the opinion of the Attorney General, it is evident that POST has not incurred a legal obligation to pay any costs reflected in UCLA's contractor's invoice.

Clearly, half the costs incurred by UCLA involved the period of July 1, 1972 to September 20, 1972 while the POST staff repeatedly advised the Department of Urban Affairs that budget estimates were

Gene S. Muehleisen
via:
Gerald E. Townsend

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excessive and the recommendation to the Commission would be negative. During this period of time the proposed staff of the Program in the Department of Urban Affairs led Feuerborn to believe that funding was assured and continued to draw their salaries, purchase supplies, and engage in unknown activities which produced no deliverable products. This course of action enabled the Department of Urban Affairs' staff to encumber monies against a non-existent contract.

A moral obligation may exist to pay a greatly reduced portion of UCLA's expenses following delivery of some useful product. The Commission may wish to consider this approach at a later date.

In addition to the inappropriate time span on alleged work accomplishment, there are other problems regarding budget estimates and expenditures. Budgeted texts were purchased and apparently are in storage but the inventory has experienced considerable "shrinkage". The entire budgeted amount for supplies was expended but UCLA is unable to locate any supplies.

The staff engaged in the CPRLTP effort has now departed UCLA and is unavailable.

RECOMMENDATION

In view of the opinion of the Attorney General that POST has no legal liability and the fact that no deliverable product can be identified, it is recommended that no monies from the Peace Officer Training Fund be paid to UCLA for expenditures associated with this project.

Memorandum

: COMMISSIONERS

Date : January 8, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: BASIC COURSE REVISION

BACKGROUND

The curriculum for the existing POST Basic Course has not been changed since 1964. In March 1972, staff was directed by the Commission to review and make appropriate modifications in the course. In October 1972, the POST Advisory Committee, at the direction of the Commission, was asked to serve the project in an advisory capacity and to approve a tentative research design. The Advisory Committee recommended that the Commission obtain outside consulting services to conduct the research under the direction of regular staff.

The training staff of the Los Angeles Sheriff's Department, about to embark on a similar project, suggested an arrangement utilizing their staff in the research with travel expenses and clerical support being provided by the Commission. With approval by the Commission in June 1973, research began in July 1973. The Training Division of the Los Angeles Sheriff's Department assigned three staff members full-time and a project director who contributed approximately one-third of his time. A five-man subcommittee of the POST Advisory Committee was selected to oversee the project.

ANALYSIS

Project staff begin their research with an exhaustive review of literature on training technology and of the application of these general principles to specific significant projects. Among these projects were Project MILE; similar studies for the Washington, D.C. Metropolitan Police Department and the Police Training Institute at the University of Illinois; and Project STAR.

On-site interviews were conducted with coordinators of each certified basic course in the State of California and with key personnel of several notable training locations throughout the

United States. Out of state visits were to the Washington, D.C. Metropolitan Police Department, the New York Police Department, the University of Illinois at Champaign, the FBI National Academy, the Training Center for the Kansas City Police Department, and the Royal Canadian Mounted Police Training Center in Saskatchewan, Canada.

After thorough familiarization with the more notable related research, an exhaustive group of behavioral objectives were developed that were believed applicable to the basic police officer function of all general law enforcement agencies in the State. The preliminary version of these behavioral objectives were based on job analyses of the basic police officer for Projects such as MILE, STAR, and the Washington, D. C. Study; and were augmented by numerous review sessions by project staff and other members of the Los Angeles Sheriff's Department Training Division. The nature of behavioral objectives and the general organization within "learning goals" and "functional areas" are discussed in the introduction of the final report.

Technical editing was provided by several highly qualified reserve deputies who are employed full-time as training and educational technologists. One was actively involved in the formative period of Project MILE and both are very familiar with Project STAR.

To ensure that the objectives were comprehensive and universally applicable, a statewide "consensus review" was held. Every California police and sheriff's department and every agency with a certified basic course was invited to participate in the consensus review. In all, more than 40 law enforcement agencies and training institutions were represented by more than 100 people in the consensus review. This process consisted of careful evaluation of each of the 522 behavioral objectives for clarity, attainability, and applicability to their agency. Appropriate modifications were made and additional objectives were included as indicated by the participants in this phase.

The final step in the Project was a review by the concerned professional associations in California. These were the California Association of Police Training Officers, California Association of Administration of Justice Educators, California Peace Officers Association, California Police Chiefs Association, and the California Sheriffs Association. While the final version of the revised course has not as yet been formally endorsed by these groups, reactions were favorable in each of them. The training committee of the California Peace Officers Association indicated that they would recommend endorsement by their Exec-

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utive Board, and the CAAJE Board of Directors reported that they will send a letter of endorsement with some suggestions for implementation. The remaining three groups are expected to endorse the revision.

It is important to note that the Project at this stage is far from complete. The Project staff, the Advisory Committee, and the Standards and Training staff feel that the new basic course should be adopted as an optional alternative for a period of at least one year. During this period, some of the more affluent training agencies will probably convert to the new basic course; some have indicated that they are beginning this process already. During the transitional period the Commission could evaluate the effectiveness and value of this revised course and support activities that would enable less sophisticated training agencies to more readily make the transition. The Project Advisory Committee has recommended that an outside agency be retained to undertake final development of evaluation and implementation during this period. The objective and activities in the Project will be as follows:

OBJECTIVE

Complete training package designed to develop new behavioral objectives utilizing most effective training techniques and material which is consistent with capabilities of less affluent academies. Package should stress:

- . Simulated situational training
- . Minimized lecture
- . /Minimized training time
- . Maximization of individualized, self-paced, programs

And include:

- . Estimated training time (average) for completion
- . Test techniques and material
- . For more sophisticated academies, description and source of any available, more sophisticated, training material which is recommended

ACTIVITIES

1. Develop research design with timetable (PERT chart)
2. Contact academies
 - . Determine likelihood and timing for conversion
 - . Establish identity and liaison
3. Determine most effective training groupings of objectives

January 8, 1975

4. Review existing programs and materials for applicability - include tests
 - . MILE
 - . STAR
 - . Commercial
 - . Modify for statewide application
5. Establish success criteria (POST staff assistance)
6. Offer coordination assistance to converting academies
7. Identify unaddressed objectives
8. Develop remaining training

While the exact cost of this Project is unknown, it is considered essential by staff. When completed it could provide California with the finest and most highly standardized basic training program in the world. An estimate of staff requirements is two man years with concomitant travel expenses and clerical support.

RECOMMENDATIONS

It is recommended that:

1. The Commission approve the performance objectives based on the revised basic training program report.
2. Approve, for implementation and evaluation, this revised basic course on a limited staff approval basis effective July 1, 1975.
3. Authorize staff to explore a contract with an outside agency or individual to develop the training materials, success criteria, and testing techniques and materials necessary for total implementation of the revised basic course.

Memorandum

To : Gene S. Muehleisen
Executive Director

Date : January 8, 1975

Via: Gerald E. Townsend
Director
Standards and Training Division

From : David Y. Allan, Chief, Southern Bureau
Commission on Peace Officer Standards and Training

STAFF RECOMMENDATIONS

Subject: IMPLEMENTATION OF PROJECT STAR

Concur
Do not concur
Conditions (see attached)

Gene S. Muehleisen 1-7-75
Signature date

BACKGROUND

Project STAR has been a multimillion dollar, three-and-one-half year effort of the Commission, four states, and the Federal government to identify appropriate roles, tasks, and performance objectives for key criminal justice system positions and to develop appropriate selection, education, and training materials based upon the findings of this research.

As part of this Project, Role Training Programs were developed for operational police, judicial process, and corrections positions. Results of preliminary testing on representative criminal justice personnel indicated that these Programs should have the desired impact.

The Project STAR National Advisory Council has adopted a plan that provides for validation and preliminary implementation of these Role Training Programs throughout the United States. The plan includes the distribution of program materials, training of instructors, validation of the training programs on a large multi-state sample, technical assistance in program adaptation and conduct, and program revision as required.

In accordance with the implementation plan, Project STAR Corporation, a non-profit corporation devoted to the implementation of Project STAR end products, has been established. In turn, this Corporation has submitted a grant application to the Law Enforcement Assistance Administration for the core funds to initiate the validation and preliminary implementation of the Role Training Programs. The grant application assumes utilization of technical assistance allocations which do not require match funds.

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PROBLEM

With the dynamic conditions within the Law Enforcement Assistance Administration relative to policy and administrative personnel, we have no assurances that a grant award will be forthcoming.

Assuming the reality of long delays or absence of grant funds it appears that alternate methods for implementation of Project STAR end products should be explored.

RECOMMENDATION

It is recommended that the Commission adopt the Resolution urging LEAA to favorably consider the grant request for validation and preliminary implementation of Project STAR Role Training Programs.

It is further recommended that the Commission direct Staff to explore and identify alternate methods for the implementation of the Project STAR Police Officer Role Training Program in California and report its progress with further recommendations at the next regular Commission meeting.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

WHEREAS, Project STAR has been a successful multimillion dollar, three-and-one-half year effort by four states and the Federal government to identify appropriate roles, tasks, and performance objectives for key criminal justice system positions and to develop appropriate selection, education, and training materials based upon the findings of this research; and

WHEREAS, the Commission on Peace Officer Standards and Training has, during the course of the Project, contributed approximately \$700,000 in direct and in-kind matching funds; and

WHEREAS, as part of this project, Role Training Programs were developed for operational police, judicial process, and corrections positions with results of preliminary testing and evaluation indicating a desired impact on representative criminal justice personnel; and

WHEREAS, the high quality and positive reception of the programs thus far have been the result of the remarkable cooperation and dedication of the 1500 agencies and 6000 individuals who participated in the Project research and development effort; and

WHEREAS, camera-ready production copies of the Role Training Programs have been delivered to the Commission by the American Justice Institute; and

WHEREAS, the Project STAR National Advisory Council has adopted a plan which provides for validation and preliminary implementation of these Role Training Programs throughout the United States; and

WHEREAS, in accordance with the implementation plan, Project STAR Corporation, devoted to the implementation of Project STAR end products, has been established; and

WHEREAS, this non-profit Corporation has submitted a grant application to the Law Enforcement Assistance Administration for the core funds to initiate the validation and preliminary implementation of the Role Training Programs; and

WHEREAS, the overall objective of the implementation effort is to establish the desired attitudes and behavior among criminal justice personnel to enable the system to achieve the goals for which it was created; now therefore be it

RESOLVED: That the Commission on Peace Officer Standards and Training assembled in San Diego, California on January 24, 1975 supports and endorses Project STAR Corporation in its efforts toward validation and implementation of Project STAR Role Training Programs, and be it further

RESOLVED: That the Commission urges the Law Enforcement Assistance Administration to carefully evaluate and provide favorable consideration to the grant application submitted by Project STAR Corporation relative to the establishment of the desired attitudes and behavior among criminal justice personnel and the ultimate achievement of the goals of the criminal justice system; and be it further

RESOLVED: That a suitable copy of this Resolution be submitted to the Law Enforcement Assistance Administration.

Memorandum

To : POST Commissioners

Date : August 9, 1974

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: Informational Report - Cancellation and Recall of POST Basic Certificates from Two Former City of Dunsmuir Police Officers

This is to inform you that the POST Basic Certificates of former City of Dunsmuir police officers Bernard E. Schneider and James M. Bratton are being cancelled and recalled consistent with the provisions of Section 1011(b), POST Regulations, and Procedure F-3, POST Administrative Manual.


The basis for the action in the case of Schneider was his preparation of false evidence of completion of a Basic Course and its presentation to POST with his application to obtain a POST Basic Certificate which was issued. Bratton was responsible for obtaining a blank Basic Course completion certificate and assisting Schneider to complete and submit it.

Both men pleaded guilty and were sentenced in the Justice Court of Dunsmuir for a misdemeanor violation of Section 6203 Government Code - Presenting False Certificate Or Writing By An Officer. (See copy of clippings attached.)

This information is provided to you because it concerns the first application of the Cancellation and Recall procedure since it was adopted by the Commission and became effective on July 1, 1974.

Legal advice from a Deputy Attorney General was obtained and followed in this precedent-setting case.

Information only. No action requested.


GENE S. MUEHLEISEN
Executive Director

Attachment

August 1, 1974

James M. Bratton
Castella, California 96017

Dear Mr. Bratton:

Pursuant to Section 1011 (b) of Title 11 of the California Administrative Code, the POST Basic Certificate issued in your name, on October 16, 1969, has been cancelled and is recalled for the reasons set forth, to wit: You did, on or about the 30th day of April 1974, commit the crime of "Presenting False Certificate or Writing by an Officer," violating Section 6203 of the California Government Code. You did make, deliver or present a certificate of the Oakland Police Academy showing that Bernard Edward Schneider had completed 580 hours, from March 2, 1972 to June 12, 1972, knowing the same to be false.

That you did plead guilty to said charge in the Justice Court of Dunsmuir on or about July 17, 1974, were fined and placed on probation.

Further, your illegal action caused a basic certificate, property of the Commission on Peace Officer Standards and Training, to be issued in the name of Bernard Edward Schneider, itself a fraudulent act.

It is required that you surrender the certificate to Everett Holladay, Chief of Police, Dunsmuir Police Department, 5902 Dunsmuir Avenue, Dunsmuir, California 96025 immediately upon receipt of this letter or it may be returned directly to the Commission in the enclosed postage-paid envelope by return mail.

August 1, 1974

To appeal this action, you must notify the Commission, in writing of your intention to appeal within 30 days of receipt of this notice of suspension.

Should you appeal, within 30 days of receipt of the appeal notification, POST will provide you with an extract of Section 1011 (b) of POST Regulations, and the POST Directives covering your certificate. In addition, you will be notified of the date, time, and location of the Commission hearing on the cancellation and recall action.

Sincerely,

GENE S. MUEHLHISEN
Executive Director

Attachment

cc: Everett Holladay

EDP:kyt
file:

8-5-74 Mailed Registered, Certified Mail
Return Receipt Requested

Sept 4, 1974

DEAR SIRs :

REGARDING YOUR CERTIFIED
LETTER NOTIFYING ME OF YOUR
CANCELLATION OF MY BASIC POST,
CERTIFICATE. PLEASE BE INFORMED THAT
I REQUEST AN APPEAL SESSION
WITH YOUR COMMISSION.

WITHOUT GOING INTO PARTICULARS I
CONSIDER YOUR ACTIONS TO BE POLITICALLY
MOTIVATED, ARBITRARY IN NATURE, AND
COMPLETELY BEYOND ANY CONCEPTION OF
~~THE~~ PROCESS OF LAW. FURTHERMORE,
IF YOU WOULD, ALLOW ENOUGH TIME
FOR ME TO SUBPENA SUCH NOTABLES

AS UNDERSHERIFF FOSTER, CHIEF HALLIDAY,
ETC -

ACTUALLY, IF YOU CARE TO, LOOK UP
LORD ACTON'S FAMOUS QUOTE, IT IS
ONE OF THE MANY FACETS OF MY
"DEFENSE".

ACTUALLY I HAVE NO INTENTION
OF SURRENDERING MY CERTIFICATE
WHATEVER THE OUTCOME OF THE
HEARING. I FULLY INTEND ON APPLYING
FOR EMPLOYMENT WITH ANOTHER P.D.
WHEREUPON I WILL PROBABLY HAVE TO
HAVE THIS ARBITRARY DECISION OVERTURNED
IN COURT. I'll SHOW UP FOR YOUR

HEARING SO THAT EVENTUALLY THE
COURTS CAN TAKE PROPER JUDICIAL
ACTION.

GLAD TO SEE YOU FELLAS FIGHTING
FOR LAW ENFORCEMENT IN AN
EQUALLY DISPENSIVE MANNER.

James Michael Dalton

24 Oct 74

DEAR SIRS :

DUE TO UNAVOIDABLE
EMPLOYMENT OBLIGATIONS I AM UNABLE
TO PARTICIPATE IN THE APPEAL THAT
HAD BEEN SCHEDULED FOR NOV 8TH

PLEASE RE-SCHEDULE THE APPEAL FOR A
DIFFERENT DATE, PREFERABLY ONE THAT
DOES NOT DIRECTLY PRECEED A
HOLIDAY.

IT WAS VERY ENCOURAGING TO SEE
AN EXTRACT OF SECTION 1011 OF
THE COMMISSIONS REGULATIONS, SUBSECTION
"E" OF CANCELLATION & RECALL WILL
SHORTLY BE OUT OF YOUR BOOK OF
TRICKS. MY ATTORNEY WILL SHORTLY BE
ASKING A SUPERIOR COURT JUDGE TO
DECLARE THAT SECTION TO BE

UNLAWFUL DUE TO REASONS THAT WILL
BE STATED IN THE BRIEF.

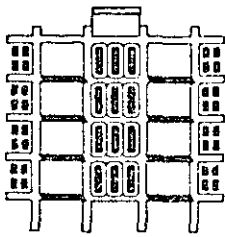
I'll LOOK FORWARD TO YOUR HEARING
IF THIS BLATENTLY UNLAWFUL AND POWER
GRABBING SECTION IS DECLARED
UNCONSTITUTIONAL.

MEANWHILE I'M SURE YOU WILL BE BUSY
RECALLING THE CERTIFICATES OF POLICE
OFFICERS WHO HAVE BEEN DISCHARGED
IN THE PAST FEW MONTHS IN CALIF.

- FOR
- ① FILING FALSE POLICE REPORTS
 - ② BURGLARY WHILE ON DUTY
 - ③ DEFRAUDING A WIDOW OF FUNERAL
BENEFITS (WIDOW OF POLICEMAN)
 - ④ BEATING HANDCUFFED PRISONERS
 - ⑤ SHOOTING A SHOTGUN WITHOUT
REASONABLE CAUSE AT 17 YEAR OLD
FOR 484 PC

WOON'T YOU ?

JAMES M. BRATTON
P.O. Box 162 CASTELLA, CALIF.



RH/CO

WALTER M. GARCIA
DISTRICT SUPERINTENDENT
PRESIDENT

LEONARD A. GRANDY
ASSISTANT SUPERINTENDENT
VICE PRESIDENT
ADMINISTRATIVE AFFAIRS

RIO HONDO COLLEGE

3600 WORKMAN MILL ROAD • WHITTIER, CALIFORNIA 90608 • PHONE 692-0921

December 8, 1974

Gene Muehleisen, Executive Director
Commission on Peace Officer Standards
and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Attention: Mr. Gerald Townsend

Dear Gene:

I am herewith requesting permission to appear before the Commission at its January meeting. There have been several items that have been gestating for quite some time. The problems have recently become more acute and I feel warrant direct presentation to the Commission.

The Commission historically has requested and received outstanding education and training programs from the various colleges and agencies. Unified cooperation has been exemplified by all of the institutions, agencies and P.O.S.T. In July of this year the personnel reassignments and budget cut-back of your staff was viewed by many with great apprehension.

We have recently specifically planned two years of Advanced Officer courses and Technical Institutes so that agencies may properly plan and schedule attendance for their personnel (see attached brochure). Some of the courses still are pending certification but are needed as demonstrated by the request of the agencies and the acknowledgment of the P.O.S.T. representatives who regularly attend the Rio Hondo Administration of Justice Advisory Committee meetings. We were informed that in all likelihood there would not be sufficient staff time to process the requests for certification and we take exception to this. If courses cannot be presented by the latter part of November, it will then take approximately five months in order to receive certification. This then means the course in all likelihood could not be offered for another month or two thereafter, a total of nearly six months from the time we, as an institution, receive the request to the time we present the course.

Another item for concern involves specifically the Defensive Driving Course. This course is offered for a fee of \$20 which covers the soap, gasoline and skid car as well as tuition. When we discussed possible certification as a Technical Institute, I was informed that technical courses in all likelihood would no longer be reimbursed for salaries and that the \$20 fee would cause more paper work expense for the agencies and the Commission than it would in fact recover. On this basis, it appeared certification was being

BOARD
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RICHARD A. MYERS

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CARLOS RODRIGUEZ

WILLIAM M. LASSLEBEN, JR.

December 8, 1974

hampered by the fact we were unable to charge enough. Other private institutions who can charge high tuition fees are accommodated by virtue of that fact and this dilemma, therefore, presented itself. We feel this course still merits P.O.S.T. certification without regard to reimbursements.


You will note that we had tentatively scheduled the Field Training Officer Course (pending certification on the January agenda), the Defensive Driving Course, Crisis Intervention, Station Personnel Duties, Interpersonal Relationships for Supervisors, Special Weapons and Tactics class and Advanced Techniques for Female Officers all of which would take place possibly prior to the next Commission meeting. I can only hope that the Commission may give interim authority to the staff so that we may proceed as scheduled or provide for more staff time to be assigned the Training and Education Section with temporary implementing authority.

The last concern that we would like to present to the Commission for consideration is that of the increasing clerical responsibilities and costs which are ever increasing. Good law enforcement training programs are unfortunately expensive to operate. The number of staff and faculty that are required is considerably above the average of the student educational course. Special equipment and facilities are often needed. There have been absolutely no provisions for underwriting of these costs to public institutions who continually present the programs. I hope the Commission will implement a program that will actively study possible solutions to this inequity. Whenever the day arrives that the Basic Course Revisions Objectives are adopted and implemented, the current inequity will be dramatically and drastically increased to a level which may force discontinuance to many of our existing programs.

At the January Commission meeting, Mr. John Metcalf, Director of the Administration of Justice Center, will represent me as I will be out of town. I anticipate the likelihood that several of our police administrators will also be present to further address the Commission on some of these problems.

May I take this opportunity to wish you a Happy Holiday Season.

Yours very truly



C. A. PANTALEONI
Professor and Coordinator
Administration of Justice

CAP:fh

Enclosures

COMMISSION ON POST

Committees and Appointed Members
January 1975

Course Certification Committee

Bob Grogan - Chairman
Jay Stroh
Floyd Barton
Rank and File Representative
Ed McCauley (Alternate)

Administrative Counseling Advisory Committee

Floyd Barton - Chairman
Don McIntyre
Jay Stroh
Ed McCauley

Legislative Committee

Wes Barrett - Chairman
Bob Grogan
Loren Enoch
William Anthony

Budget Screening Committee

Loren Enoch - Chairman
Jack Collins
William Anthony
Don McIntyre
Wes Barrett (Ex-Officio)

(Alternate shall normally be of the same professional category
as the committee member for whom he is serving.)

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

| | | |
|--|---|---|
| Agenda Item Title Progress Report - POST Budget 1975-76 Fiscal Year | | Meeting Date April 24-25, 1975 |
| Division Administration | Division Director Approval Edward M. Toothman | Researched By |
| Executive Director Approval <i>Gene S. Muehlestein</i> | Date of Approval 4-4-75 | Date of Report April 1, 1975 |
| Propose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> | | Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/> |

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

Significant highlights of actions taken concerning the POST budget requests for the 1975-76 Fiscal Year.

Background.

The following are actions relating to the 1975-76 budget which occurred prior to the January 24-25 Commission Meeting. They are restated to give continuity and to clarify subsequent events.

The provisions in the Governor's Budget 1975-76 Fiscal Year for POST were as follows:

Administration Division.

| | |
|------------------------------------|-----------|
| Request one clerical position. | Approved. |
| Request for \$25,000 E.D.P. Study. | Denied. |

Standards and Training Division.

| | |
|---|---------|
| Request for positions of one law enforcement consultant and one stenographer to be paid from Peace Officer Training Fund. | Denied. |
| Request for two positions of law enforcement consultant and one stenographer to be paid from General Fund. | Denied. |

Technical Services Division.

| | |
|--|---------|
| Request for one position of law enforcement consultant for publications functions. | Denied. |
|--|---------|

Administrative Counseling Division.

A change not foreseen by POST was an action to modify the Commission's presently approved Administrative Counseling program. As stated in the Governor's Budget, "Positions in this program have been budgeted to terminate on December 31, 1975. Funds which have been budgeted

for these positions for the remaining six months of the year will be available July 1, 1975, for use as grants to local agencies requesting counseling services. Local agencies may elect to use POST staff or the equivalent in funds as a direct grant to be used by them for a consultant of their choice. To the extent that local agencies elect to use POST staff, instead of outside consultants, positions will be continued after December 31, 1975."

In connection with the above, the proposed 1975-76 budget allocation of \$597,664 requested by POST for operation of the Administrative Counseling Division was divided into two equal parts, of which \$298,832 was earmarked as grants to local agencies. The remaining \$298,832 was retained in the budget for operating costs of the division.

Events relative to the budget occurring subsequent to the January 24-25 Commission Meeting.

Report of Legislative Analyst.

The legislative analyst in his report to the Joint Legislative Budget Committee recommended:

- (1) Standards and Training Division conduct an in-depth review of the course content of all Supervisory and Middle Management courses and seminars to ascertain their relevance and applicability to the functional needs of police officers, and report thereon to the Joint Legislative Budget Committee by June 30, 1976.
- (2) One Law Enforcement Consultant II added for one year to Standards and Training Division to carry out project. See Legislative Analyst's Report, Page 9.
- (3) One Senior Law Enforcement Consultant, one Law Enforcement Consultant II, one Senior Stenographer, and one Clerk Typist II to be approved for the Standards and Training Division to sustain ongoing workload. See Legislative Analyst's Report, Page 11.
- (4) Pending additional information, withheld recommendation on the proposed transfer of Administrative Counseling Personal Services monies to the Contractual Services category for purposes of hiring private consultants. See Legislative Analyst's Report, Page 11.

Meeting - Senate Finance Subcommittee.

On February 19, 1975, the Senate Finance Subcommittee met to consider POST budget requests. It approved legislative analyst's

recommendations of two consultants and two support staff for the Standards and Training Division, and one Consultant II position for one year to review the Supervisory and Middle Management courses, with a report to be submitted to the Joint Legislative Budget Committee by June 30, 1976.

In conformance with an agreement with POST and the Department of Finance, the subcommittee approved the present status quo of personnel in the Administrative Counseling Division, which is to remain unchanged for the 1975-76 Fiscal Year with the stipulation that the POST Advisory Committee make a study of the Administrative Counseling Division and submit a report to the Joint Legislative Budget Committee by December 15, 1975. In connection with this, a "change letter" was submitted by the Department of Finance to the Senate Finance Subcommittee to confirm the agreement and provide for formal change in the Governor's Budget.

Meeting - Assembly Ways and Means Subcommittee.

On March 4, 1975, the Assembly Ways and Means Subcommittee met to consider POST budget requests. As recommended by the legislative analyst, the subcommittee approved the four positions for the Standards and Training Division, as well as one consultant position for one year to review Supervisory and Middle Management training courses. The subcommittee also approved maintaining the personnel status quo of the Administrative Counseling Division, with the same stipulation of the submission of a report to the Joint Legislative Budget Committee by June 30, 1976.

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823

February 5, 1975

EXECUTIVE OFFICE
(916) 445-4515ADMINISTRATION
Certificates
Reimbursements
(916) 322-2235STANDARDS AND TRAINING
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345TECHNICAL SERVICES
(916) 445-4515Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol

Sacramento, California 95814

Dear Governor Brown:

Upon receipt of the printed F. Y. 1975-76 budget, our Commission and staff learned for the first time that a highly significant change in one of the Commission's most important programs had been made without notice or consultation with the Commission or its staff.

Our deep concern relates to the drastic revisions of the Commission's highly successful Administrative Counseling program wherein it is proposed to eliminate a highly skilled and carefully trained staff, and in lieu thereof provide grants to local government for the hiring of consultants of their own choice.

While at first glance this may sound plausible, the plan proposed on page 55, line 1 in the budget is unworkable and would destroy a program that the Commission has carefully developed over the past six years.

The program blends the work of our administrative counseling consultants with the latest research and techniques developed in our Standards and Training Division, Technical Services Division, and the Center for Police Management. Research findings at the state, national and international level are regularly reviewed by POST for possible use in field programs. The program has frequently been described as a national model. The popularity of the Administrative Counseling program speaks for itself; thirty local jurisdictions presently desire surveys.

If private consulting firms are used, the carefully developed in-house expertise and coordinated system will vanish, the dollars proposed to be spent for funding private consultants will purchase less than one-half of what the present system can deliver. Consequently, the waiting list would double if equivalent services are offered. The ongoing "close as your telephone" service

Enclosure A

February 5, 1975

provided on a daily basis to assist in implementation of recommendations, the key to success in any consulting program, will no longer be provided. The remarkable 77% implementation record of POST surveys is directly attributable to the combination of practical, no-nonsense solutions to seemingly complex management problems, plus the availability of consultants to continually assist in ongoing problem-solving.

The Commission has recently requested its 13-member Advisory Committee to review the entire POST program, including the administrative counseling function. The Committee is composed of lay persons of minority backgrounds, a student, police professionals, criminal justice educators, and employee group representatives.

By unanimous action, the Commission respectfully requests that a Governor's letter be written authorizing restoration of the Administrative Counseling program as it was developed by the Commission in cooperation with the Department of Finance as set forth in the original rough draft of the budget for F. Y. 1975-76. During the Fiscal Year 1975-76, you can be assured that the Commission, with the assistance of the Advisory Committee, will have reevaluated its entire program and will report its findings for such action as may be deemed appropriate.

Sincerely,

Wesley R. Barrett

WESLEY R. BARRETT
Chairman

bcc: J. Anthony Kline
R. M. Bell
A. Alan Post
H. E. Ellingwood

Commission on Peace Officer Standards and Training

| AGENDA ITEM SUMMARY SHEET | | |
|--|---|--|
| Agenda Item Title Progress Report - POST Budget 1975-76 | | Meeting Date July 31, August 1, 1975 |
| Division Administration | Division Director Approval Edward M. Toothman | Researched By |
| Executive Director Approval <i>Gene S. Muehleisen</i> | Date of Approval July 16, 1975 | Date of Report July 10, 1975 |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/> | | |
| In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____). | | |
| <p>The following actions have been taken on the POST 1975-76 Budget since the April 24-25 Commission Meeting.</p> <p style="text-align: center;"><u>Action by the Joint Legislative Budget Committee</u></p> <p>The Joint Legislative Budget Committee approved recommendation made by the Senate Finance Budget Subcommittee and the Assembly Ways and Means Budget Subcommittee, as follows:</p> <p>Standards and Training Division conduct an in-depth review of the course content of all Supervisory and Middle Management courses and seminars to ascertain their relevance and applicability to the functional needs of police officers, and report thereon to the Joint Legislative Budget Committee by <u>June 30, 1976</u>.</p> <p>One Law Enforcement Consultant II added for one year to Standards and Training Division to carry out project. (Cost \$25,200)</p> <p>One Senior Law Enforcement Consultant, one Law Enforcement Consultant II, one Senior Stenographer and one Clerk Typist II to be approved for the Standards and Training Division to sustain ongoing workload. (Cost \$89,747)</p> <p>In conformance with an agreement with POST and the Department of Finance, the Joint Legislative Budget Committee approved the present status quo of personnel in the Administrative Counseling Division, which is to remain unchanged for the 1975-76 Fiscal Year with the stipulation that the POST Advisory Committee make a study of the Administrative Counseling Division and submit a report to the Joint Legislative Budget Committee by December 15, 1975.</p> <p style="text-align: center;"><u>Governor's Action on Budget, June 30, 1975</u></p> <p>In the Governor's review of the budget prior to signing it he took the following action:</p> <p>Approved one position of consultant for the Standards and Training Division to conduct study of Supervisory and Middle Management Courses. (Allocated \$25,200)</p> <p>Denied funds for the addition of two consultants and two clerical positions for the Standards and Training Division. (Reduced budget by \$89,747)</p> | | |
| Utilize reverse side if needed | | |

The following shows reduction in Budget Request:

Governor's Reduction of 1975-76 POST Budget

| | |
|--|------------------|
| POST Administration Request for 1975-76 Budget | \$1,925,134 |
| POST Administration Allotment for 1975-76 | <u>1,835,387</u> |
| Amount reduced by Governor's action | \$ 89,747 |

Detail of Reduction by Category of Expenditure

Personal Services

| | | |
|----------------------------|------------------|----------|
| Request | \$1,549,262 | |
| Reduced to | <u>1,487,590</u> | |
| Amount reduced by Governor | | \$61,672 |

Operating Expense and Equipment

| | | |
|----------------------------|----------------|---------------|
| Request | \$ 632,855 | |
| Reduced to | <u>604,780</u> | |
| Amount reduced by Governor | | <u>28,075</u> |

| | |
|----------------------------------|-------------------------|
| Total Amount Reduced by Governor | \$ <u><u>89,747</u></u> |
|----------------------------------|-------------------------|

Action on Federally Funded Grant Projects

The two federally funded grant projects; Center for Police Management and Crime Prevention Institute, which are under the direction of the Technical Services Division, were disapproved for 1975-76 Fiscal Year funding. Inasmuch as both projects were ongoing, the Commission, at its June 13 meeting, approved allocation from the Peace Officer Training Fund for continuation of the projects for the current year. The Department of Finance concurred in this action.

The Center for Police Management project is funded for \$98,243. Carry-over grant monies from the previous fiscal year are sufficient to fund the project for the months of July and August.

The Crime Prevention Institute is funded for \$67,502 from Peace Officer Training Funds. The program will terminate as of June 30, 1976.

The amount of \$165,745 for the two projects is added to the total of POST Administrative Costs.

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823

February 6, 1975

EXECUTIVE OFFICE
(916) 445-4515ADMINISTRATION
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Reimbursements
(916) 322-2235STANDARDS AND TRAINING
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345TECHNICAL SERVICES
(916) 445-4515

Roy M. Bell
Director, Department of Finance
State Capitol Room 1145
Sacramento, California 95814

Dear Mr. Bell:

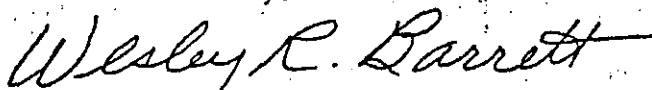
We greatly appreciate the time that you and Mr. Ed Beach spent in discussion with Gene Muehleisen, our Executive Director, regarding the providing of law enforcement administrative counseling services to local government.

Pursuant to yesterday's discussion, be assured that the Advisory Committee will thoroughly consider the following plan as part of its in-depth audit of the POST mission:

1. Establish a funding system based upon a jurisdiction's police-per-capita share of the training funds allocated for each fiscal year.
2. After compliance with the POST minimum training standards, the jurisdiction could elect to spend the remainder of their training fund allocation on additional non-mandated training courses certified by POST, or they may choose to use any or all of the remainder of such funds to employ management consultants of their choice for the purpose of acquiring any of the administrative counseling services normally provided by POST.
3. As traditionally determined through the budget process, POST administrative counseling staff would continue to be maintained at a level adequate to provide administrative counseling services to local agencies which elect to use POST staff.

As Chairman of the Commission, I assure you that the above described alternative will be given serious consideration by the Commission.

Sincerely,



WESLEY R. BARRETT
Chairman

Enclosure B

DEPARTMENT OF FINANCE
SACRAMENTO



March 10, 1975

COMMISSION ON POST
MAR 18 9 29 AM '75

Honorable John Francis Foran, Chairman
Assembly Ways and Means Committee

Honorable Anthony C. Beilenson
Senate Finance Committee

Gentlemen:

Subject: Amendment to Budget Bill Item 39, Support of Commission on Peace Officer Standards and Training

It is requested that Item 39 of the Budget Bill be amended to provide for full-year funding of 21 positions in the Administrative Counseling Program.

The budget, as proposed, provides that positions budgeted for the program would terminate on December 31, 1975, and that the remaining funds would be used to provide local agencies an opportunity to receive a direct subvention for the purpose of an administrative study rather than relying solely on POST staff for this service.

The intent of this shift was to provide a market mode which would allow the local agency the option of using POST staff or contracting with a consultant. To the extent that local agencies elected to use POST staff, funds would have been used to continue the Administrative Counseling staff positions.

The Commission on Peace Officer Standards and Training has now assured us that their Advisory Committee will consider, as part of its in-depth audit of the POST mission, the following:

1. Establishment of a funding system based upon a jurisdiction's police-per-capita share of the training funds allocated for each fiscal year.
2. After compliance with the POST minimum training standards, the jurisdiction could elect to spend the remainder of their training fund allocation on additional nonmandated training courses certified by POST, or they may choose to use any or all of the remainder of such funds to employ management consultants of their choice for the purpose of acquiring any of the administrative counseling services normally provided by POST.
3. As traditionally determined through the budget process, POST administrative counseling staff would continue to be maintained at a level adequate to provide administrative counseling services to local agencies which elect to use POST staff.

Honorable John Francis Foran
Honorable Anthony C. Beilenson

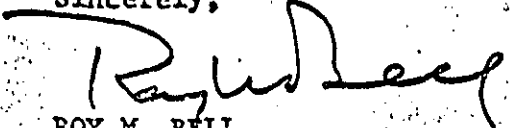
-2-

March 10, 1975

These actions will serve the same purpose intended in our budget presentation. Therefore, we no longer feel it is necessary to terminate Administrative Counseling positions in midyear and respectfully request that these positions be continued for the full budget year.

The effect of my requested action on the categories in this item is reflected on the attached form.

Sincerely,


ROY M. BELL
Director of Finance

RMB:mmm

Attachment

cc: Honorable John Francis Foran, Chairman, Assembly Ways and Means Committee
Honorable Frank Lanterman, Vice Chairman, Assembly Ways and Means Committee
Honorable Pauline L. Davis, Chairman, Assembly Subcommittee No. 4
Honorable Alfred E. Alquist, Chairman, Senate Subcommittee No. 4
Mr. A. Alan Post, Legislative Analyst (2)
Mr. J. Anthony Kline, Legal Affairs Secretary, Governor's Office
✓ Mr. Gene S. Muchleisen, Director, Peace Officer Standards and Training

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Joint Legislative Budget Committee

GOVERNMENT CODE SECTIONS 9140-9143

ASSEMBLYMEN
EUGENE A. CHAFFIE
PAULINE L. DAVIS
JOHN FRANCIS FORAN
FRANK LANTERMAN
J. K. (KEN) MACDONALD
ERNEST N. MOBLEY

California Legislature

LEGISLATIVE ANALYST
A. ALAN POST

925 L STREET, SUITE 650
SACRAMENTO, CALIFORNIA 95814

April 21, 1975

Mr. Don Beauchamp
Senior Consultant
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Room 400
Sacramento, CA 95823

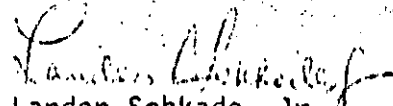
Dear Mr. Beauchamp:

In reply to your request for written confirmation of the actions of the legislative subcommittee regarding the administrative counseling program, the following are provided:

1. Funding for the program in its present format is to be continued through the budget year 1975-76.
2. The Commission on POST is to conduct an in-depth review of the program and evaluate possible alternatives for delivering administrative counseling services to local police agencies. To be specifically included within the range of possible alternatives is a "market mode" concept, e.g., direct grants for contractual consultant services.
3. The Commission on POST is to report to the Legislature (Attention: A. Alan Post, Legislative Analyst) with its findings and recommendations on or before December 15, 1975.

I will be glad to meet with you at your convenience to discuss the study.

Sincerely,


Landon Schkade, Jr.
Administrative Analyst

COMMISSION ON POST
APR 22 10 01 AM '75

CALIFORNIA LEGISLATURE
1975-76 Regular Session

ANALYSIS OF THE BUDGET BILL

of the

STATE OF CALIFORNIA

for the

Fiscal Year July 1, 1975, to June 30, 1976

Report of the Legislative Analyst

to the

Joint Legislative Budget Committee

COMMISSION ON PEACE OFFICER STANDARDS AND
TRAINING

Items 39 and 40 from the Peace
Officers' Training Fund

Budget p. 53.

| | |
|--|--------------|
| Requested 1975-76 | \$10,962,579 |
| Estimated 1974-75..... | 9,530,606 |
| Actual 1973-74 | 11,875,354 |
| Requested increase \$1,431,973 (15.0 percent) | |
| Total recommended augmentation (Item 39) | \$104,850 |
| Total recommended reduction (Item 40) | \$104,850 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued
1975-76 FUNDING BY ITEM AND SOURCE

| Item | Description | Fund | Amount | Analysis page |
|------|--|-------------------------------|--------------|------------------|
| 39 | Commission on Peace Officer Standards and Training (support) | Peace Officers' Training Fund | \$1,610,187 | 41 |
| 40 | Assistance to Cities and Counties for Peace Officer Training | Peace Officers' Training Fund | 9,152,392 | 44 |
| | | | \$10,962,579 | |

| SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS | | | | Analysis page |
|---|---------------------------------|---|--|------------------|
| 1. | <i>Course Curriculum.</i> | Augment Item 39 by \$15,103. Recommend addition of one law enforcement consultant II to review and report on course content of all supervisory and middle management courses. | | 41 |
| 2. | <i>PC 832 Training Program.</i> | Augment Item 39 by \$89,747. Recommend addition of one senior law enforcement consultant, one law enforcement consultant II, one senior stenographer and one clerk-typist II for workload. | | 43 |
| 3. | <i>Contract Consultants.</i> | Recommendation withheld pending receipt of additional information. | | 43 |
| 4. | <i>Local Assistance.</i> | Reduce Item 40 by \$104,650. Recommend (a) reduction to offset cost of augmentations and (b) reevaluation of revenues and, if necessary, additional reduction to reflect more realistic revenue projection. | | 44 |

GENERAL PROGRAM STATEMENT

The Commission on Peace Officer Standards and Training (POST), a nine-member body appointed by the Governor, is responsible for raising the level of professional competence of city, county and special-district peace officers by establishing minimum recruitment and training standards. These standards apply to all police jurisdictions pursuant to Chapters 477 and 478, Statutes of 1973, and to those jurisdictions which receive state financial aid (administered by the commission) for peace officer training pursuant to Chapter 1823, Statutes of 1959.

The commission and its local assistance program are supported by the Peace Officers' Training Fund, which derives its revenues from a penalty assessment of \$5 for each \$20, or fraction thereof of criminal fines, and \$1 for each \$20, or fraction thereof, of traffic fines levied by municipal and justice courts. Chapter 1059, Statutes of 1973, also provides revenue to the fund by allocating to it 25 percent of juvenile traffic fines obtained from specified traffic violations. Table 1 illustrates the revenues derived from the preceding sources.

The commission is currently authorized an administrative and support staff of 82 positions in the following programs.

Table 1
Peace Officers' Training Fund
Revenues

| | 1969-70 | 1970-71 | 1971-72 | 1972-73 | 1973-74 | 1974-75 | 1975-76 |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Penalties on criminal fines | \$3,165,376 | \$3,096,643 | \$3,492,361 | \$3,226,272 | \$2,764,714 | \$3,275,000 | \$3,295,000 |
| Penalties on traffic fines * | 5,114,229 | 5,022,075 | 5,368,079 | 5,438,132 | 6,189,025 | 7,000,000 | 7,700,000 |
| Total | \$8,279,605 | \$8,118,718 | \$8,860,440 | \$8,465,410 | \$8,953,740 | \$10,275,000 | \$10,995,000 |

* Recent increases in traffic assessments are attributable to adoption of Chapter 1069, Statutes of 1973, and to tighter enforcement of traffic laws due to energy crisis and 55 m.p.h. speed limit.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued**ADMINISTRATION DIVISION PROGRAM**

This division includes the executive section element, which provides overall direction and supervision to the POST program. It administers the training reimbursements to participating police agencies and issues "general certificates" (basic, intermediate, advanced, management and executive) for attaining specified levels of college credits, POST-course credits and years of law enforcement experience. The division also maintains records of education, training and experience on all participating law enforcement personnel.

STANDARDS AND TRAINING DIVISION PROGRAM

This division monitors the quality and suitability of commission (POST) certified courses. Division consultants evaluate course content and preparedness of instructors of some 128 educational institutions and police academies sponsoring approximately 480 certified courses. The division also recommends certification of training institutions and courses, provides training and educational counseling to some 405 participating local law enforcement agencies, formulates and proposes improved instructional techniques, reviews qualifications of candidate instructors, coordinates with local advisory committees to identify needs for new and diversified police training and recommends decertification of institutions and courses failing to meet commission standards.

TECHNICAL SERVICES DIVISION PROGRAM

This division is the research arm of POST. It engages in management research and development directed towards improving organization, administration, operations and personnel practices of local law enforcement agencies. It researches management models applicable in a general way to all local law enforcement agencies and disseminates this research information to all interested police agencies.

The division also maintains a resource library, and through its center for police management provides local law enforcement with publications on the solutions of specific management questions or problems.

ADMINISTRATIVE COUNSELING DIVISION PROGRAM

This division conducts surveys, makes recommendations, provides implementation assistance and prepares special studies to improve management and operational techniques of local law enforcement agencies. It differs from the technical services function by dealing with individual police agencies and their problems, whereas the former deals with the entire field of police management.

ASSISTANCE TO CITIES AND COUNTIES PROGRAM

This item provides assistance to all police agencies for mandatory training of peace officers pursuant to Chapters 477 and 478, Statutes of 1973, and to cities and counties that qualify for state aid for peace officer training pursuant to Chapter 1823, Statutes of 1959. Each jurisdiction participating in the program is reimbursed by the commission from the Peace Officers' Training Fund for the cost of training all personnel, except volun-

teers and those employed on a part-time basis. Such reimbursements, presently consisting of up to 60 percent of peace officer's salary and up to 100 percent of per diem, tuition and travel costs, may be made for not more than 400 hours of training for the basic course, 100 hours for the supervisory course and 40 hours for the advanced officer course. Also reimbursed are the costs of such additional training (up to 120 hours each) as the middle management and executive development courses, and certain technical courses involving training in riot control, narcotics investigation and other areas.

ANALYSIS AND RECOMMENDATIONS

Table 2 summarizes the commission's budget request, indicating sources of funding by category, expenditure levels by program area and proposed dollar and position changes from the current year. Increases in the administration program reflect salary adjustments and increased operating expenses.

Decreases in the standards and training program reflect the deletion of three positions resulting from the termination of the federally funded Project STAR (Systems and Training Analysis of Requirements for Criminal Justice Participants) and the minority recruitment project.

Increases in the technical services program reflects receipt of a federal grant for a crime prevention institute, which is scheduled to terminate on May 31, 1976. There is also an increase of one position for the center for police management (discussed earlier), which is offset by the deletion of one position from technical services due to workload adjustments.

Increases in the administrative counseling program reflect primarily salary adjustments and increased operating and in-state travel expenses. One position has been eliminated through administrative adjustments. One-half of the personal services moneys for this program has been transferred to the contractual services category to allow local agencies requesting counseling services either to utilize POST staff or the equivalent in funds as a direct grant for a consultant of their choice, subject to approval of POST. As noted later in this Analysis, we are withholding our recommendation relative to the use of private consultants pending further review of this proposal. Almost all remaining anticipated revenues above that needed for commission support is allocated to the local assistance program.

Course Curriculum and Evaluation

1. We recommend that the Standards and Training Division conduct an in-depth review of the course content of all supervisory and middle management courses and seminars to ascertain their relevance and applicability to the functional needs of police officers and report thereon to the Joint Legislative Budget Committee by December 31, 1975.

2. We recommend that one law enforcement consultant II be added for a six-month period to the Standards and Training Division at a cost of \$15,103, consisting of \$10,103 for one-half year salary and \$5,000 for in-state travel, to carry out this project. (Item 39).

Table 3 illustrates the broad categories of courses comprising the POST program.

*Increased to one year at request of legislative analyst.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

Table 2
Budget Summary

| Funding | Proposed | Change From Current Year | |
|---|--------------|--------------------------|---------|
| | | Amount | Percent |
| Peace Officers' Training Fund | \$10,952,579 | \$1,431,973 | 13.0 |
| Reimbursements | 256,983 | 27,563 | 12.0 |
| Federal Funds | — | -28,321 | -100.0 |
| | \$11,219,562 | \$1,431,221 | 14.6 |
| Programs | | | |
| Administration | \$474,443 | \$25,632 | 5.7 |
| Man-years | 24 | — | — |
| Standards and Training | \$471,651 | \$-73,433 | -13.5 |
| Man-years | 18 | -3 | — |
| Technical Services | \$523,412 | \$37,551 | 12.4 |
| Man-years | 19 | — | — |
| Administrative Counseling | \$597,654 | \$18,918 | 3.3 |
| Man-years | 20 | -1 | — |
| Subtotal | \$2,067,170 | \$28,678 | 1.4 |
| Total Man-years | 81 | -4 | — |
| Assistance to cities and counties | \$9,152,392 | \$1,402,543 | 18.1 |
| Total Expenditures | \$11,219,562 | \$1,431,221 | 14.6 |
| Total Man-years | 81 | -4 | — |

Table 3
Certified Course Categories, POST

| Course | Minimum Hours of Training | Number of Courses Certified | Completion Requirements |
|--|---------------------------|-----------------------------|--|
| Basic | 200 | 43 | Prior to exercise of peace officer powers ^a |
| Advanced Officer | 20 | 60 | Once every four years |
| Supervisory | 80 | 40 | Within 18 months of promotion |
| Middle Management | 100 | 24 | Within 18 months of promotion |
| Executive development ^b | 100 | 7 | Optional |
| Technical/special ^b | Unlimited | 252 ^c | Optional |

^a Chapter 477, Statutes of 1973, operative January 1, 1975^b Optional courses^c Includes 75 courses established pursuant to Penal Code Section 832 (known as PC 832 program).

Supervisory and middle management courses constitute 15 percent of total certified courses and apply, respectively, to first level supervisors and mid-management personnel. Both categories of courses were certified in 1964 and have not had extensive revision to this date. There has been criticism that (1) much of the course material is not applicable to practical police situations, (2) course content is often redundant and could be covered in less time and (3) teaching material is outdated. Combined expenditures for these two categories of courses were \$880,353 in 1973-74, with 1,943 police professionals receiving instruction.

We believe these courses are necessary and desirable for new supervisors and middle managers and the commission should place a high priority

on their review, evaluation and updating. Last year we made a similar recommendation, which the Legislature adopted; however, due to budget reductions by the Governor, POST, was unable to conduct the evaluation.

PC 832 Training Program has Continuing Staffing Needs

We recommend the addition of one senior law enforcement consultant, one law enforcement consultant II, one senior stenographer and one clerk-typist II to the Standards and Training Division to sustain the ongoing workload of this program for an added cost of \$89,747, consisting of \$61,572 for salaries and \$28,075 for in-state travel. (Item 39).

Chapter 1594, Statutes of 1971, (Penal Code Section 832) requires all peace officers (including auxiliary reserve forces and special purpose officers such as aviation security officers) to take POST-certified training in the exercise of powers of arrest and the use of firearms by July 1, 1974, or within 12 months of employment. In addition to regular officers, some 40,000 auxiliary and special purpose officers had received such training by the July 1 date. The commission was authorized ten positions for 1973-74 to handle that heavy, one-time certification workload. In the 1974-75 Analysis, we recommended that four of these positions be retained (1) to handle continuing certification workload estimated at 4,000 auxiliary and special purpose officers annually (regular full-time officers receive the equivalent PC 832 training through the basic and advanced officer courses), and (2) to implement Chapter 477, Statutes of 1973, which requires specified peace officers (city police, sheriff deputies and special district policemen) employed after January 1, 1975, to complete a course approved by the commission before exercising peace officer powers. The Legislature approved these positions, but the Governor eliminated them from the budget.

Our review of the PC 832 training program, based on the first six months' experience of the current year, indicates the commission could process in excess of 6,000 certifications annually for auxiliary and special purpose officers, but this work is being accomplished currently at the expense of other commission operations. The workload from Chapter 477 is not expected to diminish from previous estimates, and, additional workload is anticipated from Chapter 1397, Statutes of 1974 (effective January 1, 1975, for a one-year period), which permits police departments employing ten or fewer sworn law enforcement officers to apply to the commission for a six-month waiver of Chapter 477 training requirements. To receive such a waiver, the requesting department must submit an application, including a plan showing the officer's proposed alternate training schedule, which must be evaluated and approved by commission staff.

In light of the above, we believe the additional staff is needed to sustain the program and allow currently diverted program staff to return to their other duties.

Need Additional Study of Proposal for Contract Consultants

We withhold recommendation on the proposed transfer of administrative counseling personal services monies to the contractual services category for the purpose of hiring private consultants pending receipt of additional information.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

As indicated earlier, one-half of the personal services budget for the administrative counseling program has been transferred to the contractual services category so that local agencies may utilize POST staff or a private consultant of their choice. Additional information is needed relative to the disposition of the current staff of 20, proposed quality controls over outside consultants and the cost-benefit relationship between the current and proposed manner of providing administrative counseling services. We have discussed the proposal with both Department of Finance staff and with POST personnel and have received conflicting information.

Assistance to Cities and Counties for Training Peace Officers (Item 40)

We recommend (1) a reduction of \$104,850 in Item 40 to offset the cost of our recommended augmentation to Item 39 and (2) an appropriate reduction in this item following the May Revision of Revenue Estimates to reflect a more realistic projection of available resources.

Table 4 shows budgeted amounts and expenditures for local assistance.

Table 4
Aid to Cities and Counties Program

| | 1972-73 | 1973-74 | 1974-75 | 1975-76 |
|------------|--------------|--------------------------|--------------------------|-------------|
| Budgeted | \$12,170,000 | \$12,650,000 | \$8,936,054 | \$9,152,392 |
| Expended | 10,503,497 | 10,531,325 | 7,749,849 | — |
| Difference | \$1,666,503 | \$2,618,674 ^a | \$1,206,205 ^b | — |

^a Net Peace Officers' Training Fund accumulated surplus on June 30 was \$-115,127.

^b Net Peace Officers' Training Fund Accumulated surplus on June 30 estimated at \$29,167.

As shown in Table 4, it has been necessary to reduce local assistance expenditures for the prior and current years because revenues to the Peace Officers' Training Fund have been overestimated. The proposed local assistance expenditure of \$9,152,392 for the budget year is \$1,402,543 above the estimated \$7,749,849 expenditure for the current year. In view of this experience, we believe the commission and the Department of Finance should, based on the May Revision of Revenue Estimates, propose (if necessary) a more realistic funding level for the local assistance program.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

| | | |
|--|---|--|
| Agenda Item Title Quarterly Financial Report | | Meeting Date April 24-25, 1975 |
| Division Administration | Division Director Approval Edward M. Toothman | Researched By |
| Executive Director Approval <i>Gene S. Muehleisen</i> | Date of Approval 4-18-75 | Date of Report April 17, 1975 |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/> | | |

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

This report covers the first nine months of the 1974-75 Fiscal Year, showing the revenue for the Peace Officer Training Fund and reimbursements made by POST for training costs to cities, counties, and districts in California. Included is a breakdown of training costs by category of expense, i.e. subsistence, travel, tuition, and trainee's salary.

At the back of the report is a 3rd Quarterly Summary of Reimbursements from the Peace Officer Training Fund, which provides detailed information on:

- Reimbursements for each category of training
- Number of trainees
- Cost per trainee
- Man hours of training
- Number of training courses presented.

REVENUE

Revenue for the first nine months of the 1974-75 Fiscal Year (July 1, 1974 - March 31, 1975) was as follows:

| | |
|----------------------------|---------------------|
| Traffic Fines Assessments | \$ 8,324,793.18 |
| Criminal Fines Assessments | <u>2,803,429.49</u> |
| Total Revenue | \$11,128,222.67 |

Revenue for the first three quarters of the 1974-75 Fiscal Year reached an all time high. It was approximately 42% above the projected figure for the period. The greater part, \$8,324,793.18, came from the traffic fine assessments. (See chart on Page 4).

REIMBURSEMENTS

In addition to reimbursements made for training which was given in the current year, reimbursements are also made from current funds for training given in previous years. This occurs when agencies fail to submit claims at time of first eligibility for reimbursement.

Listed below are reimbursements made for current training and training given in previous years.

| | |
|---|----------------|
| Reimbursement for training given in first nine months of 1974-75 Fiscal Year | \$4,341,400.43 |
| Reimbursement paid from current funds for training given in 1973-74 Fiscal Year | 1,428,272.76 |
| Reimbursement paid from current funds for training given in 1972-73 Fiscal Year | 19,666.48 |
| Total - | \$5,789,339.67 |

See charts on Pages 9, 10 and 11 showing detailed information on reimbursements for current and two previous years.

Revenue and Reimbursement

As of March 31, 1975, revenue of \$11,128,222.67 was more than \$3,000,000 over the projected amount. If revenue maintains the present monthly average, the total for the current year will be approximately \$14,837,000. (See chart on Page 5.)

Projected POST Expenditures 1974-75 Fiscal Year.

| | |
|---|-------------------|
| Administration | \$ 1,770,000 |
| Reimbursements | 8,000,000 |
| Contracts | <u>490,000</u> |
| Total expenditures for 1974-75 | \$10,260,000 |
| Expected Revenue 1974-75 | \$14,837,000 |
| Expenditures | <u>10,260,000</u> |
| Anticipated Reserve as of June 30, 1975 | \$ 4,577,000 |

Projected Revenue for 1975-76 Fiscal Year

Several factors over which POST has no control may influence the amount of revenue in the coming months. Consideration must be given to such factors as:

Enforcement level of local and state law enforcement agencies

Changing world conditions relating to the energy crisis

Continuing tension or possible war in the Middle East.

In this unsettled situation, revenue projection for the Peace Officer Training Fund should be conservative. Although there has been a substantial increase in the revenue in the current fiscal year, month to month figures have been very erratic compared with previous years. (See chart on Page 6.)

A conservative estimate of revenue for 1975-76 should not exceed \$10,500,000.

Projected Revenue and Expenditures 1975-76 Fiscal Year

REVENUE

| | |
|-------------------------------------|-------------------|
| Accumulated Reserve, July 1, 1975 | \$ 4,577,000 |
| Estimated Revenue 1975-76 | <u>10,500,000</u> |
| Total available Revenue for 1975-76 | \$15,077,000 |

EXPENDITURES

| | | |
|---------------------------------------|----------------|-------------------|
| Administrative Costs | \$ 1,810,187 | |
| Reimbursement (Schedule A) | 11,072,377 | |
| Contracts | <u>500,000</u> | <u>13,382,564</u> |
| Estimated Reserve as of June 30, 1976 | | \$ 1,694,436 |

Commission on Peace Officer Standards and Training

ADMINISTRATION DIVISION

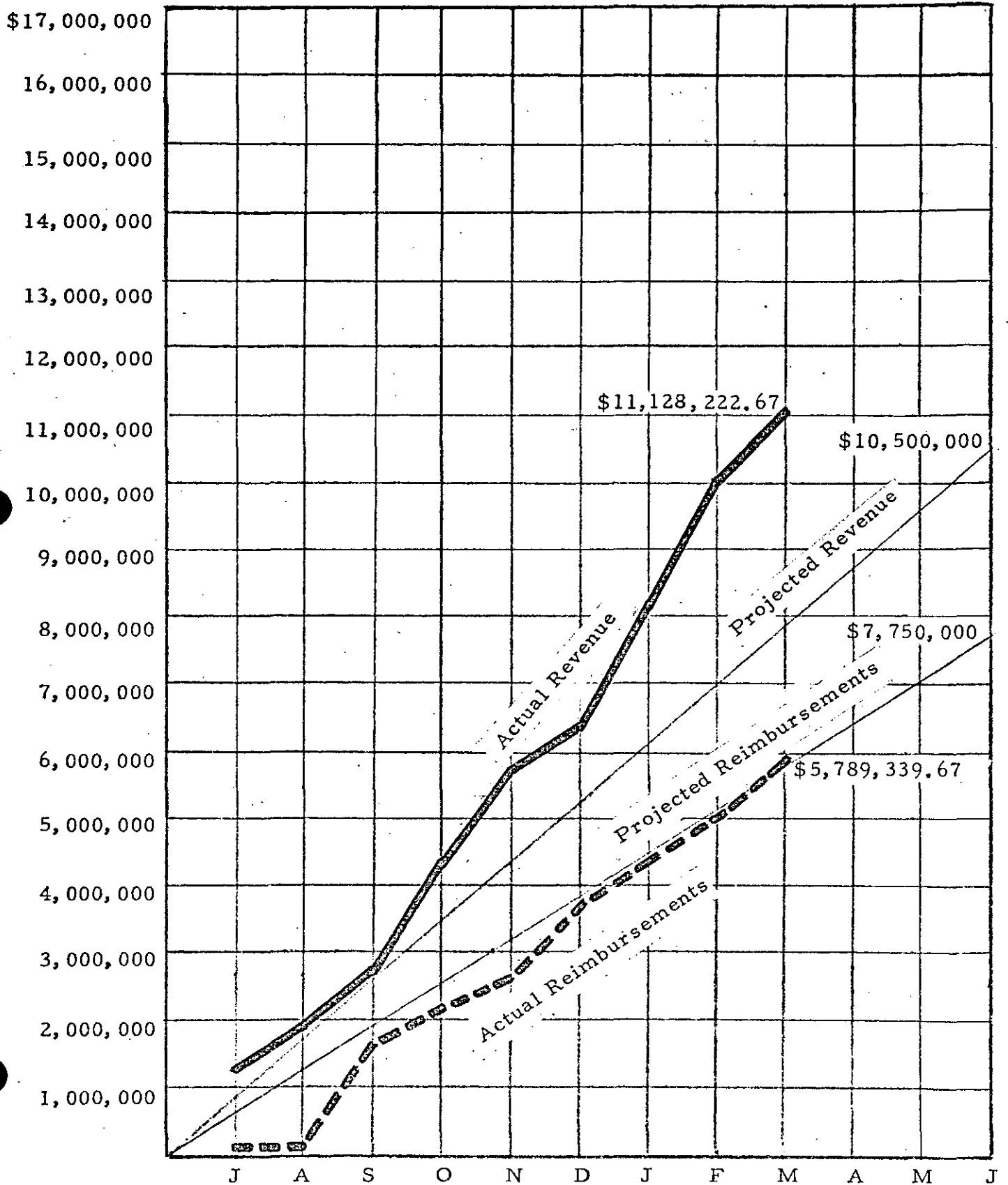
Amount of Revenue Received for the
Peace Officer Training Fund for the Fiscal Year 1974-75

| <u>Month</u> | <u>Traffic</u> | <u>Criminal</u> | <u>Total</u> |
|------------------------------|----------------|-----------------|-----------------|
| July | \$ 930,085.19 | \$ 334,689.07 | \$ 1,264,774.26 |
| August | 457,617.42 | 147,752.40 | 605,369.82 |
| September | 587,614.85 | 222,082.56 | 809,697.41 |
| October | 1,146,132.01 | 458,861.36 | 1,604,993.37 |
| November | 947,728.45 | 530,755.93 | 1,478,484.38 |
| December | 511,398.21 | 171,656.41 | 683,054.62 |
| January | 1,508,249.41 | 320,484.01 | 1,828,733.42 |
| February | 1,584,257.06 | 367,076.88 | 1,951,333.94 |
| March | 651,710.58 | 250,070.87 | 901,781.45 |
| Total - | \$8,324,793.18 | \$2,803,429.49 | \$11,128,222.67 |
| April | | | |
| May | | | |
| June | | | |
| Total Revenue for 1974-75 | | | |

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training

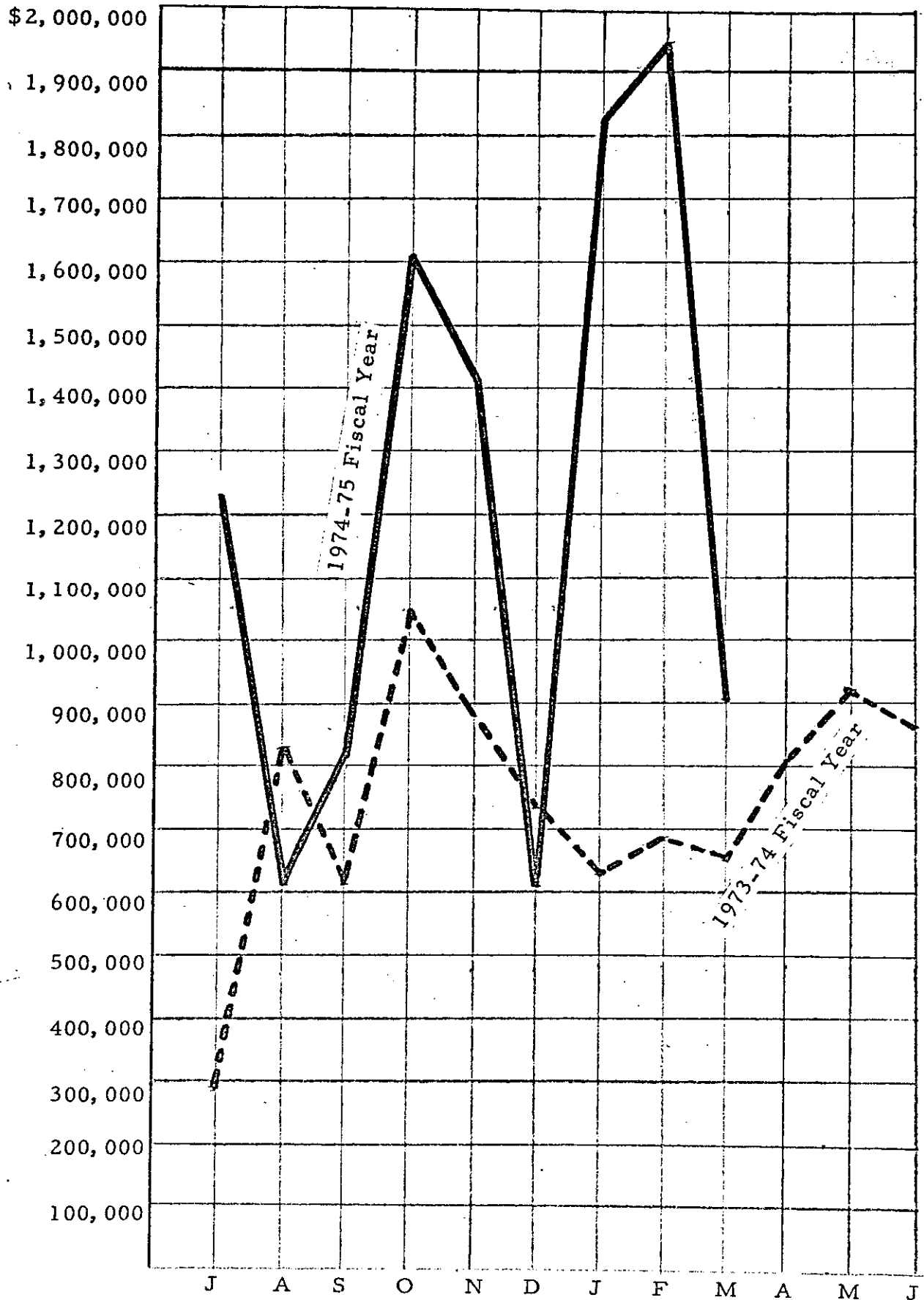
REVENUE AND REIMBURSEMENT

Comparison of Revenue and Reimbursement for 1974-75 Fiscal Year



State of California
Department of Justice
Commission on Peace Officer Standards and Training

COMPARISON OF REVENUE BY MONTH
1973-74 and 1974-75 Fiscal Years



Reimbursement - By Category of Training

Basic Course - In the first nine months of 1974-75 reimbursement for the Basic Course amounted to \$2,866,359, which was 66% of reimbursement costs for all training. Of Basic Course reimbursement, 10% was for out-of-pocket expense for subsistence and travel. The remaining 90% was reimbursed for trainees' salaries.

Technical Special Courses - The second highest allocation was \$706,972, reimbursed for Technical Special Courses, which was 16% of training reimbursements. This amounted to a 55% reduction over the comparable period of 1973-74 because the Commission eliminated reimbursement for trainees' salaries in July 1974 for Technical Special Courses.

Other Reimbursements for Training - The remaining 18% of reimbursements was distributed between five training categories of:

- Advanced Officer (7.5%)
- Supervisory Course (4.5%)
- Middle Management Course (4.5%)
- Middle Management Seminar (1.5%)
- Executive Development Seminars (less than 1%)

Two categories, Executive Development Course and Supervisory Seminars, were not presented in the first three quarters of the current year. (See chart on Page 8, showing distribution of reimbursements by type of training and category of training costs.) The chart on Page 12 compares 1973-74 and 1974-75 reimbursements by training course, for first nine months of fiscal years.

Distribution by Category of Reimbursement
from Peace Officer Training Fund
Fiscal Year 1974-75

July 1, 1974 to March 31, 1975
(First, Second and Third Quarters)

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administration Division - Claims Audit Section

| Course | Subsistence | % | Travel | % | Tuition | % | Salary | % | Total |
|-------------------------------|-------------|----|------------|----|------------|----|--------------|----|---------------------|
| BASIC | 234,540.55 | 8 | 57,470.18 | 2 | - | | 2,574,348.76 | 90 | 2,866,359.49 66% |
| ADVANCED OFFICER | 13,830.01 | 4 | 6,022.61 | 2 | - | | 297,242.86 | 94 | 317,095.48 7.5% |
| SUPERVISORY COURSE | 22,926.45 | 12 | 8,054.38 | 4 | - | | 158,179.26 | 84 | 189,160.09 4.5% |
| SUPERVISORY SEMINAR | - | | - | | - | | - | | - |
| MIDDLE MANAGEMENT COURSE | 37,689.15 | 20 | 5,426.98 | 3 | 44,208.99 | 24 | 97,105.26 | 53 | 184,430.38 4.5% |
| MIDDLE MANAGEMENT SEMINAR | 8,916.18 | 14 | 7,525.25 | 12 | 46,255.00 | 74 | - | | 62,696.43 1.5 |
| EXECUTIVE DEVELOPMENT COURSE | - | | - | | - | | - | | - |
| EXECUTIVE DEVELOPMENT SEMINAR | 2,963.00 | 20 | 2,458.50 | 17 | 9,265.00 | 63 | - | | 14,686.50 0% |
| TECHNICAL/SPECIAL | 250,162.98 | 35 | 80,758.89 | 11 | 371,476.02 | 53 | 4,574.17 | 1 | 706,972.06 16% |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | 571,028.32 | 13 | 167,716.79 | 4 | 471,205.01 | 11 | 3,131,450.31 | 72 | 4,341,400.43 |

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training
 Administration Division

QUARTERLY REIMBURSEMENTS - Fiscal Year 1974-75

| Course | First Quarter | Second Quarter | Third Quarter | Fourth Quarter | Fiscal Year Total |
|---|---------------|----------------|----------------|----------------|-------------------|
| Basic | \$289,639.99 | \$1,203,359.21 | \$1,373,360.29 | | \$2,866,359.49 |
| Advanced Officer | 17,920.57 | 111,814.78 | 187,360.13 | | 317,095.48 |
| Supervisory Course | 14,868.78 | 82,022.03 | 92,269.28 | | 189,160.09 |
| Supervisory Seminar | | | | | |
| Middle Management Course | 9,321.67 | 87,708.11 | 87,400.60 | | 184,430.38 |
| Middle Management Seminar | 19,748.08 | 26,574.87 | 16,373.48 | | 62,696.43 |
| Executive Development Course | | | | | |
| Executive Development Seminar | | 1,803.20 | 12,883.30 | | 14,686.50 |
| Technical/Special Courses (Detail list attached) | 129,590.61 | 317,778.10 | 259,603.35 | | 706,972.06 |
| Sub-Total | \$481,089.70 | \$1,831,060.30 | \$2,029,250.43 | | \$4,341,400.43 |
| Claims for prior years paid from current FY funds | 69-70 | (+) 4,239.00 | | | (+) 4,239.00 |
| | 70-71 | (+) 11,314.40 | | | (+) 11,314.40 |
| | 71-72 | (+) 418.80 | (+) 324.00 | | (+) 742.80 |
| Adjustments on prior payments | (-)1,104.60 | (-) 18,671.21 | (+) 6,409.45 | | (-) 13,366.36 |
| Audit adjustments by Controller | (-) 433.86 | (-) 895.41 | | | (-) 1,329.27 |
| | | | | | |
| GRAND TOTAL | \$479,970.04 | \$1,827,371.08 | \$2,035,659.88 | | \$4,343,001.00 |

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training

Administration Division

QUARTERLY REPORT - Supplement for Fiscal Year 1973-74

Reimbursement to local jurisdiction for training which occurred during the Fiscal Year 1973-74, but presented for reimbursement in the 1974-75 Fiscal Year.

| | |
|--|-----------------|
| Total Reimbursement for the Fiscal Year 1973-74, as of June 30, 1974 | \$ 8,561,768.53 |
| Reimbursement for the Fiscal Year 1973-74 made during the First, Second, and Third Quarters of the 1974-75 Fiscal Year | 1,424,667.11 |
| Total Reimbursement for the Fiscal Year 1973-74, as of March 31, 1975 | \$ 9,986,435.64 |

Distribution of reimbursements by course category and fiscal quarter

| Course | First Quarter | Second Quarter | Third Quarter | Fourth Quarter | Fiscal Year Total |
|-------------------------------|----------------|----------------|---------------|----------------|-------------------|
| Basic | \$ 654,572.30 | \$124,508.30 | \$23,852.34 | | \$ 802,932.94 |
| Advanced Officer | 91,204.19 | 5,024.46 | 860.80 | | 97,089.45 |
| Supervisory Course | 40,366.66 | 18,802.59 | 1,471.36 | | 60,640.61 |
| Supervisory Seminar | 7,231.32 | | | | 7,231.32 |
| Middle Management Course | 99,843.02 | 5,011.87 | 841.60 | | 105,696.49 |
| Middle Management Seminar | 54,847.84 | 925.53 | 1,496.27 | | 57,269.64 |
| Executive Development Course | 1,351.40 | | 1,536.26 | | 2,887.66 |
| Executive Development Seminar | 8,605.98 | 5,488.54 | | | 14,094.52 |
| Technical/Special Courses | 262,212.45 | 11,454.26 | 6,763.42 | | 280,430.13 |
| Adjustments to Prior Payments | (+) 1,801.46 | (+) 4,179.24 | (+) 3.65 | | (+) 5,984.35 |
| Audit Adjustments | (-) 9,590.00 | | | | (-) 9,590.00 |
| Total | \$1,212,446.62 | \$175,394.79 | \$36,825.70 | | \$1,424,667.11 |

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training

Administration Division

QUARTERLY REPORT - SUPPLEMENT FOR FISCAL YEAR 1972-73

Reimbursements to local jurisdictions for training which occurred during the Fiscal Year 1972-73, but presented for reimbursement in the 1974-75 Fiscal Year.

| | |
|---|------------------|
| Total Reimbursement for the Fiscal Year 1972-73, as of June 30, 1974 | \$ 11,751,556.86 |
| Reimbursement for the Fiscal Year 1972-73 made during the First, Second, and Third Quarters of Fiscal Year 1974-75. | 20,446.61 |
| Total Reimbursement for the Fiscal Year 1972-73, as of March 31, 1975 | 11,772,003.47 |

Distribution of reimbursements by course category and fiscal quarter

| Course | First Quarter | Second Quarter | Third Quarter | Fourth Quarter | Fiscal Year Total |
|-------------------------------|---------------|----------------|---------------|----------------|-------------------|
| Basic | \$ 1,508.52 | \$ 12,492.00 | \$ | | \$ 14,000.52 |
| Advanced Officer | | | | | |
| Supervisory Course | 746.00 | 1,823.00 | 330.96 | | 2,899.96 |
| Supervisory Seminar | | | | | |
| Middle Management Course | | | 1,484.40 | | 1,484.40 |
| Middle Management Seminar | | | | | |
| Executive Development Course | | | | | |
| Executive Development Seminar | | | | | |
| Technical/Special Courses | 1,281.60 | | | | 1,281.60 |
| Adjustment to Prior Payments | (+ 780.13 | | | | (+ 780.13 |
| Total | \$ 4,316.25 | \$ 14,315.00 | \$ 1,815.36 | | \$ 20,446.61 |

State of California
Department of Justice
Commission on Peace Officer Standards and Training

First Nine Months Report of Reimbursement Comparison - 1973-74 vs. 1974-75 Fiscal Years

| Title of Course | Reimbursement | | Percent of Change | No. of Trainees | | Cost per Trainee | | Man Hours | | Presentations | |
|-------------------------------|----------------|----------------|-------------------|-----------------|---------|------------------|------------|-----------|---------|---------------|---------|
| | 1973-74 | 1974-75 | | 1973-74 | 1974-75 | 1973-74 | 1974-75 | 1973-74 | 1974-75 | 1973-74 | 1974-75 |
| Basic | \$3,028,495.63 | \$2,866,359.49 | - 5% | 1,594 | 1,937 | \$1,899.93 | \$1,479.79 | 573,927 | 717,286 | 84 | 76 |
| Advanced Officer | 429,937.87 | 317,095.48 | -26% | 2,760 | 2,017 | 155.77 | 157.21 | 86,995 | 69,013 | 228 | 236 |
| Supervisory Course | 140,987.70 | 189,160.09 | +34% | 263 | 373 | 536.07 | 507.13 | 24,672 | 34,125 | 32 | 36 |
| Supervisory Seminars | 13,463.40 | - | -100% | 64 | - | 210.37 | - | 1,920 | - | 4 | 4 |
| Middle Management Course | 175,054.05 | 184,430.38 | + 5% | 160 | 181 | 1,094.09 | 1,018.95 | 16,104 | 17,918 | 14 | 14 |
| Middle Management Seminar | 297,515.72 | 62,696.43 | -79% | 907 | 382 | 328.02 | 164.13 | 22,576 | 9,258 | 104 | 36 |
| Executive Development Course | 47,913.20 | - | -100% | 34 | - | 1,409.21 | - | 2,770 | - | 3 | - |
| Executive Development Seminar | 131,937.58 | 14,686.50 | -89% | 313 | 66 | 421.53 | 222.52 | 7,591 | 1,680 | 27 | 7 |
| Technical Special Courses | 1,558,242.93 | 706,972.06 | -55% | 5,940 | 3,026 | 262.33 | 233.63 | 251,112 | 141,103 | 879 | 763 |
| TOTAL | \$5,823,548.08 | \$4,341,400.43 | | 12,035 | 7,982 | \$ 483.89 | \$ 543.90 | 987,667 | 990,383 | 1,375 | 1,172 |
| % OF CHANGE | | | -25% | | -34% | | +12% | | +27% | | -15% |

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

| Course | Amount of Reimbursement | | | | | Number of Trainees | | | | | Cost Per Trainee | | | | | Man Hours of Training | | | | | Course Presentations | | | | |
|---|-------------------------|---------------|----------------|-------------|----------------|--------------------|------|------|-----|-------|------------------|------------|------------|-----|------------|-----------------------|---------|---------|-----|---------|----------------------|-----|-----|-----|-------|
| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Average | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Total |
| 1. Basic | \$ 289,639.99 | \$ 203,359.21 | \$1,373,360.29 | | \$2,866,359.49 | 163 | 780 | 994 | | 1937 | \$1,776.93 | \$1,542.76 | \$1,381.65 | | \$1,479.79 | 62,090 | 293,959 | 361,237 | | 717,286 | 19 | 35 | 22 | | 76 |
| 2. Advanced Officer | 17,920.57 | 111,814.78 | 187,360.13 | | 317,095.48 | 146 | 691 | 1180 | | 2017 | 122.74 | 161.81 | 158.78 | | 157.21 | 3,700 | 24,090 | 41,223 | | 69,013 | 58 | 96 | 82 | | 236 |
| 3. Supervisory Course | 14,868.78 | 82,022.03 | 92,269.28 | | 189,160.09 | 30 | 158 | 185 | | 373 | 495.63 | 519.12 | 498.75 | | 507.13 | 2,795 | 14,636 | 16,694 | | 34,125 | 3 | 20 | 13 | | 36 |
| 4. Supervisory Seminar | | | | | | | | | | | | | | | | | | | | | | 4 | | | 4 |
| 5. Middle Management Course | 9,321.67 | 87,708.11 | 87,400.60 | | 184,430.38 | 9 | 88 | 84 | | 181 | 1,035.74 | 996.68 | 1,040.48 | | 1,018.95 | 880 | 8,764 | 8,274 | | 17,918 | 3 | 8 | 3 | | 14 |
| 6. Middle Management Seminar | 19,748.08 | 26,574.87 | 16,373.48 | | 62,696.43 | 122 | 156 | 104 | | 382 | 161.87 | 170.35 | 157.44 | | 164.13 | 2,928 | 3,792 | 2,538 | | 9,258 | 19 | 9 | 8 | | 36 |
| 7. Executive Development Course | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Executive Development Seminar | | 1,803.20 | 12,883.30 | | 14,686.50 | | 6 | 60 | | 66 | | 300.53 | 214.72 | | 222.52 | | 240 | 1,440 | | 1,680 | | 3 | 4 | | 7 |
| 9. TECHNICAL SPECIAL COURSES Administrative Analysis for Police Personnel | 129,590.61 | 317,778.10 | 259,603.35 | | 706,972.06 | 505 | 1247 | 1274 | | 3026 | 256.62 | 254.83 | 203.77 | | 233.63 | 21,210 | 61,775 | 58,118 | | 141,103 | 204 | 295 | 263 | | 763 |
| 11. Advanced Accident Investigation Advanced Auto Theft Investigation | | | 1,883.10 | | 1,883.10 | | | 17 | | 17 | | | 110.77 | | 110.77 | | | 419 | | 419 | | | 3 | | 3 |
| 13. Advanced Bloodstain Analysis Advanced Community-Police Relations | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. Advanced Criminal Investigation | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Advanced Driver Training | 58,218.20 | 119,631.94 | 53,565.71 | | 231,415.85 | 210 | 439 | 193 | | 842 | 277.23 | 272.51 | 277.54 | | 274.84 | 5,040 | 10,488 | 4,576 | | 20,104 | 34 | 31 | 14 | | 79 |
| 17. Advanced Investigation for Coroners Case | | 1,232.00 | 616.35 | | 1,848.35 | | 6 | 3 | | 9 | | 205.33 | 205.45 | | 205.37 | | 480 | 240 | | 720 | | 1 | 1 | | 2 |
| 18. Advanced Investigative Photog. Advanced Latent Fingerprint School | 496.50 | 456.63 | 248.50 | | 1,201.63 | 6 | 7 | 7 | | 20 | 99.30 | 65.23 | 35.50 | | 60.08 | 240 | 280 | 280 | | 800 | 1 | 2 | 1 | | 4 |
| 20. Advanced Narcotic Enforcement (Investigation) | | | 65.33 | | 65.33 | | | 3 | | 3 | | | 21.78 | | 21.78 | | | 80 | | 80 | | 1 | | | 1 |
| 21. Advanced Patrol & Special Enforcement Training | | | | | | | | | | | | | | | | | | | | | | 1 | | | 1 |
| 22. Advanced Traffic Accident Investigation | 915.00 | | 31.90 | | 946.90 | 7 | | 1 | | 8 | 130.71 | | 31.90 | | 118.36 | 280 | | 40 | | 320 | 1 | | 1 | | 2 |
| 23. Auto Theft Investigation | | | 3,741.63 | | 3,741.63 | | | 32 | | 32 | | | 116.93 | | 116.93 | | | 1,120 | | 1,120 | | | 1 | | 1 |
| 24. Basic Car Plan Leadership School (Investigation) | | | | | | | | | | | | | | | | | | | | | | 2 | 2 | 2 | 6 |
| 25. Basic Narcotic Enforcement | | 5,832.36 | 8,756.36 | | 14,588.72 | | 21 | 30 | | 51 | | 277.73 | 291.88 | | 286.05 | | 1,680 | 2,400 | | 4,080 | 1 | 3 | 2 | | 6 |
| 26. Basic Police Photography | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27. Boating Safety & Enforcement | | | | | | | | | | | | | | | | | | | | | | | 2 | | 2 |
| 28. Bombing Matters | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29. Breathalyzer Course | | 68.00 | 29.40 | | 97.40 | | 11 | 5 | | 16 | | 6.18 | 5.88 | | 6.09 | | 99 | 45 | | 144 | | 1 | 2 | | 3 |
| 30. | | | | | | | | | | | | | | | | | | | | | | | | | |

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

| Course | Amount of Reimbursement | | | | | Number of Trainees | | | | | Cost Per Trainee | | | | | Man Hours of Training | | | | | Course Presentations | | | | |
|---|-------------------------|-------------|-------------|-------------|--------------|--------------------|-----|-----|-----|-------|------------------|-----------|-----------|-----|-----------|-----------------------|-------|-------|-----|--------|----------------------|-----|-----|-----|-------|
| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Average | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Total |
| 1. California Civil Disorder Management | \$ | \$ 5,723.07 | 9,866.07 | | \$ 15,589.14 | | 36 | 66 | | 102 | \$ | \$ 158.97 | \$ 149.49 | | \$ 152.83 | | 1,692 | 3,088 | | 4,780 | | 4 | 7 | | 11 |
| 2. Chief Executive Criminal Intelligence Seminar | 74.00 | 510.05 | 766.41 | | 1,350.46 | 1 | 8 | 13 | | 22 | 74.00 | 63.75 | 58.95 | | 61.38 | 16 | 96 | 208 | | 320 | 1 | 2 | 1 | | 4 |
| 3. Chemical Agents Instructor's Course | 303.31 | 979.54 | | | 1,282.85 | 6 | 13 | | | 19 | 50.55 | 75.34 | | | 67.52 | 144 | 312 | | | 456 | 1 | 1 | | | 2 |
| 4. Civilian Security Officer School | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Civilian Supervisory School | | | | | | | | | | | | | | | | | | | | | 1 | | | | 1 |
| 6. Communications Dispatchers Schl. Complaint Dispatchers, etc. | | 2,067.35 | 1,699.00 | | 3,766.35 | | 27 | 34 | | 61 | | 76.56 | 49.97 | | 61.74 | | 2,160 | 1,360 | | 3,520 | | 2 | 2 | | 4 |
| 7. Community Police Relations | | 66.50 | 159.00 | | 225.50 | | 6 | 7 | | 13 | | 11.08 | 22.71 | | 17.35 | | 270 | 315 | | 585 | 4 | 4 | 9 | | 17 |
| 8. Controlled Substances Analysis | | | 901.20 | | 901.20 | | | 3 | | 3 | | | 300.40 | | 300.40 | | | 240 | | 240 | | 1 | 1 | | 2 |
| 9. Coroners Course | 79.80 | 23.10 | 427.00 | | 529.90 | 6 | 1 | 2 | | 9 | 13.30 | 23.10 | 213.50 | | 58.88 | 336 | 56 | 112 | | 504 | 1 | | | | 1 |
| 10. Crime Scene Investigation | | | | | | | | | | | | | | | | | | | | | 1 | | 2 | | 3 |
| 11. Crime Scene Investigation & Physical Evidence Presentation | 8,695.09 | 35,103.64 | 33,352.01 | | 77,150.74 | 12 | 54 | 50 | | 116 | 724.59 | 650.06 | 667.04 | | 665.09 | 1,044 | 4,344 | 4,021 | | 9,409 | 2 | 6 | 6 | | 14 |
| 12. Criminal Justice Information Systems | 2,596.06 | 592.70 | 2,329.12 | | 5,517.88 | 12 | 3 | 12 | | 27 | 216.34 | 197.56 | 194.09 | | 204.37 | 288 | 72 | 264 | | 624 | 1 | | 2 | | 3 |
| 13. Criminal Intelligence Commander's Course | | 325.89 | 147.00 | | 472.89 | | 2 | 1 | | 3 | | 162.94 | 147.00 | | 157.63 | | 72 | 36 | | 108 | | 1 | | | 1 |
| 14. Criminal Intelligence Data Analyst | | 1,584.98 | 2,465.90 | | 4,050.88 | | 5 | 9 | | 14 | | 316.99 | 273.99 | | 289.35 | | 400 | 725 | | 1,125 | 1 | 3 | 3 | | 7 |
| 15. Criminal Intelligence Data Analyst Workshop | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Criminal Intelligence Data Collectors | | 2,810.71 | 5,668.86 | | 8,479.57 | | 9 | 20 | | 29 | | 312.30 | 283.44 | | 292.40 | | 720 | 1,600 | | 2,320 | | 3 | 3 | | 6 |
| 17. Criminal Intelligence Data Collectors Workshop | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. Criminal Investigation Defensive Tactics | | 370.93 | 107.00 | | 477.93 | | 6 | 4 | | 10 | | 61.82 | 26.75 | | 47.79 | | 1,320 | 160 | | 1,480 | | 2 | 1 | | 3 |
| 19. for Policewomen | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. Delinquency Control Institute | | 12,058.01 | 8,207.09 | | 20,265.10 | | 16 | 15 | | 31 | | 753.62 | 547.14 | | 653.71 | | 6,400 | 5,280 | | 11,680 | | 1 | 2 | | 3 |
| 21. Desk Management School | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Disaster & Riot Control | 1,437.48 | | | | 1,437.48 | 17 | | | | 17 | 84.56 | | | | 84.56 | 680 | | | | 680 | 2 | | | | 2 |
| 23. Driver Training | 1,945.03 | 18.00 | 806.88 | | 2,769.91 | 18 | 3 | 13 | | 34 | 108.06 | 6.00 | 62.07 | | 81.47 | 344 | 48 | 224 | | 616 | 27 | 17 | 27 | | 71 |
| 24. Driver Training Instructor's Course | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. Evidence Workshop | | | 72.70 | | 72.70 | | | 3 | | 3 | | | 24.23 | | 24.23 | | | 120 | | 120 | | | 1 | | 1 |
| 26. Family Crisis Intervention | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27. Field Command Post Cadre School | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28. Field Evidence Technician | 8,587.60 | 29,348.44 | 14,734.30 | | 52,670.34 | 11 | 45 | 25 | | 81 | 780.69 | 652.18 | 589.37 | | 650.25 | 1,320 | 5,360 | 2,880 | | 9,560 | 2 | 2 | 2 | | 6 |
| 29. Field Management Training | 589.26 | 1,189.99 | 1,224.60 | | 3,003.85 | 4 | 12 | 12 | | 28 | 147.32 | 99.16 | 102.05 | | 107.28 | 138 | 288 | 315 | | 741 | | | | | |
| 30. Drug Control | | 859.66 | 1,380.50 | | 2,240.16 | | 13 | 8 | | 21 | | 66.12 | 172.56 | | 106.67 | | 312 | 192 | | 504 | | 2 | 2 | | 4 |

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

| Course | Amount of Reimbursement | | | | | Number of Trainees | | | | | Cost Per Trainee | | | | | Man Hours of Training | | | | | Course Presentations | | | | |
|--|-------------------------|-------------|-------------|-------------|-------------|--------------------|-----|-----|-----|-------|------------------|--------|-----------|-----|-----------|-----------------------|-------|-------|-----|-------|----------------------|-----|-----|-----|-------|
| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Average | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Total |
| 1. Field Probation Training | \$ | \$ | \$ 1,902.40 | | \$ 1,902.40 | | | 15 | | 15 | \$ | \$ | \$ 126.83 | | \$ 126.83 | | | 675 | | 675 | | | 1 | | 1 |
| 2. Field Training Officer | | | 327.24 | | 327.24 | | | 15 | | 15 | | | 21.82 | | 21.82 | | | 596 | | 596 | | | 6 | | 6 |
| 3. Fingerprint School | | 44.30 | 84.25 | | 128.55 | | 2 | 3 | | 5 | | 22.15 | 28.08 | | 25.71 | | 80 | 120 | | 200 | 4 | 7 | 1 | | 12 |
| 4. Firearms Instructor's Course | 77.00 | 1,156.10 | 2,440.68 | | 3,673.78 | 4 | 9 | 23 | | 36 | 19.25 | 128.45 | 106.12 | | 102.05 | 176 | 396 | 1,028 | | 1,600 | 2 | | 4 | | 6 |
| 5. Firearms and Toolmark Identification | 704.60 | 329.50 | | | 1,034.10 | 3 | 1 | | | 4 | 234.87 | 329.50 | | | 258.52 | 240 | 80 | | | 320 | 1 | | | | 1 |
| 6. Forensic Alcohol Supervisor | | | 720.36 | | 720.36 | | | 2 | | 2 | | | 360.18 | | 360.18 | | | 240 | | 240 | | 1 | | | 1 |
| 7. Forensic Microscopy | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Homicide Institute | 4,818.50 | 488.50 | 265.00 | | 5,572.00 | 33 | 3 | 2 | | 38 | 146.02 | 162.83 | 132.50 | | 146.63 | 2,640 | 200 | 160 | | 3,000 | 1 | | | | 1 |
| 9. Institute on Law Enforcement and the Retarded Citizen | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Investigator's School | 95.10 | 355.20 | 354.10 | | 804.40 | 1 | 1 | 1 | | 3 | 95.10 | 355.20 | 354.10 | | 268.13 | 80 | 80 | 120 | | 280 | 1 | 1 | 2 | | 4 |
| 11. Jail Management | | 8,510.82 | 19,632.62 | | 28,143.44 | | 22 | 52 | | 74 | | 386.85 | 377.55 | | 380.32 | | 968 | 2,244 | | 3,212 | | 3 | 4 | | 7 |
| 12. Jail Operations | 1,087.00 | 6,760.11 | 3,944.92 | | 11,792.03 | 28 | 96 | 122 | | 246 | 38.82 | 70.41 | 32.34 | | 47.94 | 1,120 | 3,890 | 4,905 | | 9,915 | 8 | 9 | 7 | | 24 |
| 13. Juvenile Crisis Intervention | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. Juvenile Law Enforcement Officer | 1,707.35 | 3,415.15 | 5,340.18 | | 10,462.68 | 8 | 16 | 25 | | 49 | 213.42 | 213.44 | 213.61 | | 213.52 | 408 | 816 | 1,275 | | 2,499 | 1 | | 5 | | 6 |
| 15. Juvenile Program Management Institute | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. Law Enforcement Legal Education | 4,079.60 | 17,670.12 | 7,315.30 | | 29,065.02 | 17 | 98 | 33 | | 148 | 239.98 | 180.30 | 221.68 | | 196.39 | 680 | 3,920 | 1,280 | | 5,880 | 3 | 2 | 1 | | 6 |
| 18. Law of Search & Seizure | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. Media Production for Law Enforcement | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. Motorcycle Training | 13,589.12 | 21,532.24 | 5,677.33 | | 40,798.69 | 20 | 31 | 10 | | 61 | 679.46 | 694.58 | 567.73 | | 668.83 | 1,676 | 2,564 | 665 | | 4,905 | 4 | 3 | 3 | | 10 |
| 21. Municipal Jail and Property Course (Basic) | | | | | | | | | | | | | | | | | | | | | | 1 | | | 1 |
| 22. Narcotics & Dangerous Drugs | 1,223.70 | 1,419.20 | 882.40 | | 3,525.30 | 8 | 7 | 22 | | 37 | 152.96 | 202.74 | 40.11 | | 95.28 | 640 | 1,840 | 1,760 | | 4,240 | 1 | 1 | 1 | | 3 |
| 23. Narcotic Investigation for Beat Patrolmen | | | 33.45 | | 33.45 | | | 2 | | 2 | | | 16.73 | | 16.73 | | | 40 | | 40 | 2 | 8 | 2 | | 12 |
| 24. Non-Sworn Police Personnel Training | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. Officer Survival and Internal Security | | 12,406.95 | 18,586.01 | | 30,992.96 | | 84 | 131 | | 215 | | 147.70 | 141.88 | | 144.15 | | 3,938 | 6,032 | | 9,970 | | 4 | 5 | | 9 |
| 26. Organizational Development | | | 494.80 | | 494.80 | | | 4 | | 4 | | | 123.70 | | 123.70 | | | 96 | | 96 | | | 1 | | 1 |
| 27. P.C. 832 Arrest & Firearms | | 157.95 | 27.50 | | 185.45 | | 3 | 1 | | 4 | | 52.65 | 27.50 | | 46.36 | | 1,200 | 40 | | 1,240 | 73 | 149 | 87 | | 309 |
| 28. P.C. 832.1 Aviation Security | 191.00 | | | | 191.00 | 2 | | | | 2 | 95.50 | | | | 95.50 | 40 | | | | 40 | 2 | | | | 2 |
| 29. Grantsmanship | | | 1,456.45 | | 1,456.45 | | | 11 | | 11 | | | 133.22 | | 133.22 | | | 264 | | 264 | | | 2 | | 2 |
| 30. Instructor Development Course | | 507.75 | 312.00 | | 819.75 | | 10 | 5 | | 15 | | 50.77 | 62.40 | | 54.65 | | 800 | 400 | | 1,200 | | 1 | 1 | | 2 |

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

| Course | Amount of Reimbursement | | | | | Number of Trainees | | | | | Cost Per Trainee | | | | | Man Hours of Training | | | | | Course Presentations | | | | |
|---|-------------------------|-------------|-------------|-------------|--------------|--------------------|-----|-----|-----|-------|------------------|-----------|-----------|-----|-----------|-----------------------|-----|-------|-----|-------|----------------------|-----|-----|-----|-------|
| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Average | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Total |
| 1. (Police) School Resource Officer Seminar | \$ 3,664.62 | \$ 4,026.31 | \$ 3,175.98 | | \$ 10,866.91 | 23 | 25 | 20 | | 68 | \$ 159.33 | \$ 161.05 | \$ 158.80 | | \$ 159.81 | 552 | 600 | 480 | | 1,632 | 4 | 3 | 2 | | 9 |
| 2. Police Self Defense Advanced Course for Instructors | 683.30 | | 315.00 | | 998.30 | 7 | | 3 | | 10 | 97.61 | | 105.00 | | 99.83 | 280 | | 120 | | 400 | 1 | | | | 1 |
| 3. Police Self Defense Instructors Institute | 3,978.95 | | 3,340.32 | | 7,319.27 | 8 | | 5 | | 13 | 497.37 | | 668.06 | | 563.02 | 640 | | 400 | | 1,040 | 1 | | | | 1 |
| 4. Police Training Officer | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. POST Seminar | | | 684.40 | | 684.40 | | | 13 | | 13 | | | 52.65 | | 52.65 | | | 180 | | 180 | | | 1 | | 1 |
| 6. Practical Criminalistics | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| 7. Practical Investigative Case | | | 66.80 | | 66.80 | | | 4 | | 4 | | | 16.70 | | 16.70 | | | 154 | | 154 | | 1 | | | 1 |
| 8. Protective Services Training | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| 9. Report Writing | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. (Planning, Research & Develop.) Research & Development (Design) | | | | | | | | | | | | | | | | | | | | | | | 2 | | 2 |
| 11. Security for Law Enforcement | 586.00 | 1,219.57 | | | 1,805.57 | 4 | 9 | | | 13 | 146.50 | 135.50 | | | 138.89 | 192 | 380 | | | 572 | 1 | 1 | 1 | | 3 |
| 12. Sex Crime Investigation | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. Spanish for Police Officers | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. Spanish, Total Immersion | 6,569.25 | 2,598.40 | 511.00 | | 9,678.65 | 13 | 5 | 1 | | 19 | 505.33 | 519.68 | 511.00 | | 509.40 | 1,560 | 600 | 120 | | 2,280 | 3 | | 1 | | 4 |
| 15. Specialized Surveillance Equipment | 160.00 | 2,312.02 | 2,774.23 | | 5,246.25 | 2 | 24 | 28 | | 54 | 80.00 | 96.33 | 99.08 | | 97.15 | 48 | 576 | 672 | | 1,296 | 1 | 3 | 3 | | 7 |
| 16. Spec. Prob. in Accident Invest. & Detection of Drunk Drivers | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. Speed from Skidmarks | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. Supplemental Management Training | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. Teaching Law to the Police Officer | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. Team Building Workshop | | | 7,172.50 | | 7,172.50 | | | 47 | | 47 | | | 152.61 | | 152.61 | | | 1,128 | | 1,128 | | | 8 | | 8 |
| 21. Television Instruction Techniques | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Traffic Control Course | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. Traffic Program Management Institute | | 5,640.05 | 7,964.25 | | 13,604.30 | | 17 | 26 | | 43 | | 331.76 | 306.32 | | 316.38 | | 748 | 1,104 | | 1,852 | | | 1 | | 2 |
| 24. Training and Education Officer Development | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. Undercover Narcotic Enforcement | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26. Unusual Incidence Tactics | | 1,818.58 | | | 1,818.58 | | 14 | | | 14 | | 129.90 | | | 129.90 | | 462 | | | 462 | 1 | 1 | | | 2 |
| 27. Upgrading Instructors Program | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| 28. Vehicle Theft Investigation | | | | | | | | | | | | | | | | | | | | | | 1 | | | 1 |
| 29. Vice School | 137.69 | 72.50 | 129.50 | | 339.69 | 2 | 1 | 1 | | 4 | 68.85 | 72.50 | 129.50 | | 113.23 | 80 | 40 | 40 | | 160 | 1 | 1 | 2 | | 4 |
| 30. Crime Specific | | | 2,040.91 | | 2,040.91 | | | 14 | | 14 | | | 145.78 | | 145.78 | | | 336 | | 336 | | | 1 | | 1 |

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

| Course | Amount of Reimbursement | | | | | Number of Trainees | | | | | Cost Per Trainee | | | | | Man Hours of Training | | | | | Course Presentations | | | | |
|--|-------------------------|----------------|----------------|-------------|----------------|--------------------|-------|------|-----|-------|------------------|--------|--------|-----|---------|-----------------------|---------|---------|-----|---------|----------------------|-----|-----|-----|-------|
| | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | 1st | 2nd | 3rd | 4th | Total | 1st | 2nd | 3rd | 4th | Average | 1st | 2nd | 3rd | 4th | Tptal | 1st | 2nd | 3rd | 4th | Total |
| 1. Violent Crimes Seminar Weaponless Defense and 2. Baton Instructor's Institute | \$ | \$ | \$ | | \$ | | | | | | \$ | \$ | \$ | | \$ | | | | | | | | | | |
| 3. Workshop on the Mentally Ill | 2,300.50 | 4,483.29 | 6,149.00 | | 12,932.79 | 12 | 26 | 29 | | 67 | 191.71 | 172.43 | 212.03 | | 364.14 | 288 | 648 | 720 | | 1,656 | 2 | 2 | 3 | | 7 |
| 4. Internal Affairs Program Evaluation and 5. Review Techniques | | | 1,029.00 | | 1,029.00 | | | 8 | | 8 | | | 128.63 | | 128.63 | | | 192 | | 192 | | | 1 | | 1 |
| | | | 1,200.55 | | 1,200.55 | | | 8 | | 8 | | | 171.51 | | 171.51 | | | 192 | | 192 | | | 2 | | 2 |
| 6. TOTAL REIMBURSEMENT | 481,089.70 | 1,831,060.30 | 2,029,250.43 | | 4,341,400.43 | 975 | 3,126 | 3881 | | 7982 | | | | | | 93,603 | 407,256 | 489,524 | | 990,383 | 306 | 470 | 396 | | 1,172 |
| 7. Adjustments on Prior Payments (No breakdown on courses) | (-) 1,104.60 | (-) 18,671.21 | (+) 6,409.45 | | (-) 13,353.06 | | | | | | | | | | | | | | | | | | | | |
| 8. Claims from Prior Years Paid From Current Year Funds (7/1/72) | (+) 418.80 | (+) 15,877.40 | | | (+) 16,296.20 | | | | | | | | | | | | | | | | | | | | |
| 9. Audit Adjustments | (-) 433.86 | (-) 895.41 | | | (-) 1,329.27 | | | | | | | | | | | | | | | | | | | | |
| 10. GRAND TOTAL | \$479,970.04 | \$1,827,371.08 | \$2,035,659.88 | | \$4,343,001.00 | 975 | 3,126 | 3881 | | 7982 | | | | | | 93,603 | 407,256 | 489,524 | | 990,383 | 306 | 470 | 396 | | 1,172 |
| 11. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30. | | | | | | | | | | | | | | | | | | | | | | | | | |

Memorandum

: COMMISSIONERS

Date : April 15, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: REIMBURSEMENT PLAN - STAFF RECOMMENDATION 75-76 FISCAL YEAR

BACKGROUND

The POST Administrative Manual calls for the Commission to adopt and announce, at least 60 days prior to the next fiscal year, the reimbursement plans to be effective in that year. Staff has considered Advisory Committee recommendations, revenue projections, training experiences of prior fiscal years, and probable training patterns to be expected.

ANALYSIS

Simplicity of the system and local agency confidence that it will exist for the entire fiscal year is essential. Revenues accruing to the Peace Officer Training Fund are estimated at \$17 million for fiscal 75-76. This is anticipating \$10,500,000 in revenue during the course of the fiscal year, plus approximately \$6,500,000 in unallocated reserve at the end of fiscal 74-75. Of the total, approximately \$2 million is committed to administrative costs and staff operations. The maintenance of a balanced program is a desirable product that has been articulated recently by both consumers and presentors. Perceived inadequacies, such as in per diem rates, have been addressed in the staff recommendations. The attached chart allows an analysis to be made of various combinations of reimbursement plans and the fiscal impact each would have.

RECOMMENDATIONS

1. Retain the current reimbursement plan designations of I, II, III, and IV.
2. Retain salary support for reimbursement at the level of 60% for the Basic, Supervisory, and Advanced Officer courses.
3. Add salary support at the 60% level for all other courses, except the Executive Development course.

4. In all cases where tuition is an appropriate charge in technical courses, reimburse such tuition. In the area of extreme cost, identify an appropriate maximum number to be trained.
5. Increase the per diem rate from \$24 per day to \$30 per day, and the mileage rate from 10¢ per mile to 15¢ per mile.
6. Provide conceptual approval for the allocation of \$250,000 for reimbursements and start-up activities addressing Project STAR, Basic Course revision, regional training, and course evaluations. Specific contract provisions to be provided for approval at subsequent meetings.

The combination of each of the above recommendations would result in approximately \$11 million in reimbursements.

COMMENT

It is recommended that the Commission increase the amount held in reserve to \$3 million, due to the dramatic fluctuation experienced recently in the income reported to the Peace Officer Training Fund, as future activities may just as dramatically reverse the current trend.

Adoption of these staff recommendations will directly reimburse \$11 million from the Aid to Local Government budget, will support staff operations at a \$2 million level, will maintain an adequate reserve of \$3 million, and will provide the current level of \$500,000 in the Aid to Local Government budget for interagency agreement, while providing an additional \$500,000 to meet needs that may develop during fiscal 75-76.

Attachment

Commission on Peace Officer Standards and Training

COST FACTORS FOR PROJECTED REIMBURSEMENT

| Course | No. of Trainees | No. of Training Hrs. | Per Diem Per Hour | Travel Cost per Hour | Tuition Cost per Hour | Salary per Hour 60% | Total Cost Per Hr. @ 60% of Sal. | Total Reimb. @ 60% of Sal. | Total Cost Per Hr. @ 100% Sal. | Total Reimb. @ 100% Sal. | Reimb. @ 0% Salary | Total Reimb. @ 0% Salary |
|-------------------------------|-----------------|----------------------|-------------------|----------------------|-----------------------|---------------------|----------------------------------|----------------------------|--------------------------------|--------------------------|--------------------|--------------------------|
| Basic | 3,050 | 1,180,350 | .41 | .10 | - | 3.98 | 4.49 | 5,229,771 | 7.13 | 8,415,895 | | |
| Advanced Officer | 6,070 | 212,450 | .23 | .06 | - | 4.76 | 5.05 | 1,072,872 | 8.21 | 1,744,214 | | |
| Supervisory Course | 700 | 64,400 | .78 | .26 | - | 5.14 | 6.18 | 397,992 | 9.58 | 616,952 | | |
| Supervisory Seminar | 250 | 7,500 | .63 | .22 | - | 5.98 | 6.83 | 51,225 | 10.05 | 75,375 | .85 | 6,375 |
| Middle Management Course | 375 | 41,250 | 2.78 | .35 | 2.48 | 5.62 | 11.23 | 463,237 | 14.95 | 616,687 | | |
| Middle Management Seminar | 1,500 | 36,000 | 1.20 | .93 | 5.49 | 3.98 | 11.60 | 417,600 | 14.22 | 511,920 | 7.62 | 274,320 |
| Executive Development Course | 80 | 6,400 | 1.25 | 1.05 | - | - | - | - | - | - | 2.30 | 14,720 |
| Executive Development Seminar | 500 | 16,000 | 2.99 | .82 | 4.73 | 5.72 | 14.26 | 228,160 | 18.04 | 288,640 | 8.54 | 136,640 |
| Technical/Special | 8,000 | 360,000 | 2.13 | .61 | 3.37 | 2.77 | 8.88 | 3,196,800 | 10.71 | 3,855,600 | 6.11 | 2,199,600 |
| Technical/Special | 5,000 | 225,000 | 2.13 | .61 | 3.37 | - | - | - | - | - | 6.11 | 1,374,750 |
| TOTAL | | | | | | | | 11,057,657 | | 16,125,283 | | 3,970,677 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
ADVISORY COMMITTEE

First Interim Report

March 31, 1975

Introduction

On January 24, 1975 at the regular meeting of the Commission on Peace Officer Standards and Training, the Commission gave the Advisory Committee the following charge:

"To review the POST mission, goals, objectives and major priorities. With available staff input, the Committee will develop a document setting forth specific recommendations resulting from the review."

To achieve this goal, the Committee has met on two different occasions and plans to devote substantial future time and effort to this very worthwhile task.

In developing a work plan to address this complex assignment, the Committee identified three subject areas that should be addressed by individual reports containing specific recommendations. These are:

1. Recommendations concerning the 1975/76 fiscal year reimbursement policy (first interim report).
2. Recommendations concerning the Administrative Counseling Division (first final report).
3. Remaining final recommendations (final report).

It is with this plan in mind that we submit this first interim report which outlines our recommendations concerning POST reimbursement policies for fiscal 1975/76.

Recommendations

1. Implement courses which have been identified by POST as having high priority. This would include a pilot program implementing the concepts developed in the basic course revision project recently completed. Additionally, the Advisory Committee felt that direct financial aid should be provided to regional training programs.
2. All direct "out of pocket" expenses, including tuition for most technical/special courses, incurred by personnel attending POST certified technical courses should be fully reimbursed.
3. There should continue to be a limit on the number of students per year who attend high fiscal impact courses. This would insure that excessive amounts of funds are not expended in any one course area.
4. Limit the number of new courses that may be certified to insure adequate funding is available and to further facilitate quality control. Additionally, a priority system should be initiated concerning the certification of all new technical courses.
5. Training by assignment should be strongly emphasized to insure the POST training monies are being expended in areas of greatest need.
6. Any reimbursement plan adopted by the Commission for 1975/76 should be retained for the entire fiscal year. This would greatly assist local agencies in planning and budgeting for their training program.
7. Increase the reserve account to a sum which will adequately cover the fluctuations which normally occur in the Peace Officer Training Fund.
8. Encourage and assist local agencies in the development of yearly departmental training plans. This would help both the agency and POST in predicting the amount of training monies which will be needed to fund the identified programs.

Optional Programs

In addition to the eight recommendations listed above, the Committee identified three additional areas where funds could be expended should they become available. These three programs are not prioritized and if they were to be considered by the Commission, the Committee would like further input prior to implementation.

These optional programs are:

- Implement STAR project findings on a selective basis.
- Implement computerization of all appropriate POST support activities.
- Develop a program to improve POST communication with the field.

Summary

The Committee recognized that the time element precluded any in-depth evaluation of what the reimbursement program is, or should be. It is anticipated the final reports will contain a more complete evaluation with recommendations that address the total POST program. We do, however, strongly endorse these interim suggestions and hope the Commission will thoroughly review each before acting on the 1975/76 reimbursement schedule.

Respectfully submitted,

Jerome E. Lance

Jerome E. Lance, Chairman
POST Advisory Committee

MEMORANDUM

TO: COMMISSIONERS

DATE: April 3, 1975

FROM: Executive Director

SUBJECT: COURSE CERTIFICATION AGENDA, APRIL 24 and 25, 1975

| | <u>COURSE CATEGORY</u> | <u>REIMBURSEMENT PLAN</u> | <u>COMMENTS</u> |
|--|---------------------------------|-------------------------------|---|
| <u>INITIAL CERTIFICATION REQUESTS:</u> | | | |
| <u>MIDDLE MANAGEMENT COURSE</u> | | | |
| 1. Oakland Police Department | Middle Management | I | Tuition \$330 for first presentation; \$260 for all subsequent presentations. |
| <u>TECHNICAL COURSES</u> | | | |
| 2. California Highway Patrol | Commercial Enforcement Training | IV | |
| 3. Academy of Justice - Riverside | Cost Analysis and Budgeting | IV | |
| 4. Academy of Justice - Riverside | Crisis Intervention | IV | |
| 5. Academy of Justice - Riverside | Rape Investigation | III | Tuition \$72 for first presentation; \$52 for all subsequent presentations. |
| 6. Northern California CJTES | Field Evidence Technicians | IV | |
| 7. University of Southern California | Juvenile Justice Update | III | Tuition \$95 for first presentation; \$72 for all subsequent presentations. |

INITIAL CERTIFICATION REQUESTS (Continued):TECHNICAL COURSES

- | | | | |
|----|-----------------------|------------------------------|----|
| 8. | Department of Justice | Organized Crime Informant | IV |
| 9. | Department of Justice | Economic Crime Investigation | IV |

RECERTIFICATION REQUESTS OF PREVIOUSLY CERTIFIED COURSES

- | | | | | |
|-----|-----------------------|---------------------------------------|----|--|
| 10. | Department of Justice | Advanced Bloodstain Analysis | IV | Retroactive to 1/24/75. |
| 11. | Department of Justice | Chief Executive Criminal Intelligence | IV | |
| 12. | Department of Justice | Control Substances Analysis | IV | |
| 13. | Department of Justice | Criminal Intelligence Commanders | IV | |
| 14. | Department of Justice | Criminal Intelligence Data Analyst | IV | |
| 15. | Department of Justice | Criminal Intelligence Data Collector | IV | |
| 16. | Department of Justice | Firearms and Toolmark Identification | IV | |
| 17. | Department of Justice | Forensic Alcohol Supervisor | IV | Retroactive to 1/24/75. |
| 18. | Department of Justice | Forensic Microscopy | IV | Retroactive to 1/24/75; increased course length to 40 hours. |

RECERTIFICATION REQUESTS OF PREVIOUSLY CERTIFIED COURSES (Continued)

| | | | | |
|-----|-----------------------|---------------------------------------|----|--|
| 19. | Department of Justice | Protective Services Techniques | IV | Retroactive to 1/24/75; increased course length to 28 hours. |
| 20. | Department of Justice | Specialized Surveillance Equipment | IV | |

CONTINUANCE OF INTERAGENCY AGREEMENT

| | | | | |
|-----|-----------------------|---|--------------------------|--|
| 21. | Department of Justice | Narcotic Investigation for Patrolmen | Interagency Agreement | For provision of instruc- tional costs not to exceed \$101,921.00 for both courses. |
| 22. | Department of Justice | Narcotic Investigation | Interagency Agreement | |

CONTRACT REQUEST FOR PER DIEM EXPENSES

| | | | | |
|-----|-----------------------|------------------------|--------------------------|--|
| 23. | Department of Justice | Five specified courses | Interagency Agreement | Per diem expenses not to exceed \$164,849.00. |
|-----|-----------------------|------------------------|--------------------------|--|

CERTIFICATION MODIFICATIONS - Effective July 1, 1975, unless noted otherwise.MIDDLE MANAGEMENT COURSE

| | | | | |
|-----|--------------------------------------|-------------------|---|---------------------------|
| 24. | CSU - Humboldt | Middle Management | I | Tuition \$305 from \$250. |
| 25. | CSU - Long Beach | Middle Management | I | Tuition \$255 from \$334. |
| 26. | Los Angeles Police Department | Middle Management | I | Tuition \$91 from \$145. |
| 27. | San Jose State Univ. | Middle Management | I | Tuition \$294 from \$300. |
| 28. | UC Santa Cruz | Middle Management | I | Tuition \$333 from \$350. |
| 29. | University of Southern California | Middle Management | I | Tuition \$266 from \$350. |

CERTIFICATION MODIFICATIONS (Continued)SUPERVISORY SEMINARS

| | | | | |
|-----|----------------------------------|---------------------|----|---|
| 30. | Los Angeles Police Department | Supervisory Seminar | IV | Reclassify as Technical Course, "Supervisory Update". |
|-----|----------------------------------|---------------------|----|---|

MIDDLE MANAGEMENT SEMINARS

| | | | | |
|-----|----------------|---------------------------|-----|---|
| 31. | CSU - Humboldt | Middle Management Seminar | III | Tuition \$120; topic specific - "Management Control". |
|-----|----------------|---------------------------|-----|---|

EXECUTIVE DEVELOPMENT SEMINARS

| | | | | |
|-----|--------------------------------------|----------------------------------|-----|--|
| 32. | CSU - Humboldt | Executive Development Seminar | III | Tuition \$155 from \$175; topic specific - "Com- munication Problems". |
| 33. | Golden Gate University | Executive Development Seminar | III | Tuition \$68 from \$200; topic specific - "Planning". |
| 34. | University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Organiza- tional Development". |
| 35. | University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Personal Growth". |
| 36. | University of Southern California | Executive Development Seminar | III | Tuition \$92; topic specific - "Change Agent". |

TECHNICAL COURSES

| | | | | |
|-----|-----------------------------------|---------------------|-----|--|
| 37. | Academy of Justice - Riverside | Jail Operations | IV | Transfer from Riverside City College. |
| 38. | California Highway Patrol | Motorcycle Training | III | Tuition \$487 from \$588. |

CERTIFICATION MODIFICATIONS (Continued)TECHNICAL COURSES

| | | | | |
|-----|-------------------------------|---|-----|---|
| 39. | CPOA | Upgrading Instructors | III | Tuition \$119; reduce course length to 40 hours. |
| 40. | Cal-Poly Pomona | Jail Management | III | Tuition \$130 from \$220. |
| 41. | Cal-Poly Pomona | Research and Development | III | Tuition \$163 for first presentation; \$135 for all subsequent presentations. |
| 42. | Cal-Poly Pomona | Traffic Program Management Institute | III | Tuition \$122 from \$165. |
| 43. | CSU - Long Beach | Criminal Justice Information Systems | III | Tuition \$83 from \$133. |
| 44. | CSU - Long Beach | Field Evidence Technician | III | Tuition \$285 from \$320. |
| 45. | CSU - Long Beach | Law Enforcement Legal Education Program | III | Tuition \$122 from |
| 46. | CSU - Long Beach | Organizational Development | III | Tuition \$115. |
| 47. | CSU - Long Beach | School Resource Officer | III | Tuition \$102 from \$100. |
| 48. | CSU - Long Beach | Workshop on the Mentally Ill | IV | From Plan III. |
| 49. | Los Angeles Police Department | Basic Car Plan Leadership | IV | Name change to "Team Policing Leadership". |
| 50. | Los Angeles Police Department | Investigator School | IV | Increase course length to 120 hours. |
| 51. | Los Angeles Police Department | Municipal Jail and Property School | IV | Name change to "Jail Operations and Property Procedures" and increase hours. |

CERTIFICATION MODIFICATIONS (Continued)TECHNICAL COURSES

| | | | | |
|-----|-----------------------------------|----------------------------------|-----|---|
| 52. | Los Angeles Police Department | Supplemental Management Training | III | Tuition \$88. |
| 53. | Oakland Police Department | Communication/Dispatcher Course | IV | Reduce course length to 45 hours. |
| 54. | University of Southern California | Team Building Workshop | III | 1) Retroactive to 1-24-75. 2) Tuition \$115. |

DECERTIFICATIONS

| | | | | |
|-----|----------------------------------|---------------------------------------|--|--|
| 55. | Ventura County Sheriff's Academy | Basic | | |
| 56. | Pasadena City College | Specialized Basic Course for Marshals | | |
| 57. | Monterey Community College | Advanced Officer Course | | |
| 58. | Yuba Community College | Advanced Officer Course | | |
| 59. | El Camino College | Supervisory Course | | |
| 60. | CSU - Los Angeles | Middle Management Course | | |
| 61. | CSU - Sacramento | Middle Management Course | | |
| 62. | CSU - Long Beach | Executive Development Seminar | | |

TECHNICAL COURSES

| | | | | |
|-----|--------------------------|---|--|--|
| 63. | Moorpark College | Auto Theft Investigation Institute | | |
| 64. | Fullerton Junior College | Crime Scene Techniques and Scientific Investigation | | |

DECERTIFICATIONS (Continued)TECHNICAL COURSES

65. Cal-State Los Angeles Law Enforcement Agencies
and the Retarded Citizen
66. El Camino College Police-Community Relations

NEGATIVE STAFF RECOMMENDATIONS

67. Golden West College Advanced Officer Course Deny 24-hour variable
format.
68. College of San Mateo Dispatch/Complaint Desk Do not certify.
Operator
69. Academy of Justice - Complaint Desk/Dispatcher Do not certify.
Riverside
70. Academy of Justice - Fiscal Management Do not certify.
Riverside
71. Academy of Justice - Graphic Presentations for Do not certify.
Riverside Criminal Justice Personnel
72. Academy of Justice - High Risk Driver Training Do not certify.
Riverside
73. Academy of Justice - Program Planning and Budgeting Do not certify.
Riverside Systems
74. Academy of Justice - Systems Analysis for Criminal Do not certify.
Riverside Justice Personnel
75. California Highway Patrol Cardio-Pulmonary Resuscitation Do not certify.
Instructor
76. California Highway Patrol Weapons and Tear Gas Instructors Do not certify.

POLICY CONSIDERATIONS

- | | | |
|-----|--|--|
| 77. | Department of Justice | 832 P.C. Arrest and Firearms for State Fire Marshal |
| 78. | Sacramento Law Enforcement Training Center | Length of Instructional Day |
| 79. | Standards and Training Staff | Negative Recommendations |
| 80. | Standards and Training Staff | Schedule for Automatic Course Review (Decertification/Recertification) |

REIMBURSEMENT PLANS

| | | |
|------|-----------------|------|
| I. | Meals & Lodging | 100% |
| | Travel | 100% |
| | Tuition | 100% |
| | Salary | 60% |
| II. | Meals & Lodging | 100% |
| | Travel | 100% |
| | Salary | 60% |
| III. | Meals & Lodging | 100% |
| | Travel | 100% |
| | Tuition | 100% |
| IV. | Meals & Lodging | 100% |
| | Travel | 100% |

COURSE CATEGORIES PLANS

| | |
|-------------------------------|----------------------------------|
| Basic | Plan II |
| Advanced Officer | Plan II |
| Supervisory | Plan II |
| Middle Management Course | Plan I |
| Middle Management Seminar | Plan III |
| Executive Development Course | Plan III |
| Executive Development Seminar | Plan III |
| Technical/Special | Plan III or IV (as specified) |

Memorandum**1.**

: Commissioners

Date : March 31, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: OAKLAND POLICE DEPARTMENT - MIDDLE MANAGEMENT COURSE -
REQUEST FOR CERTIFICATIONBACKGROUND

Many complaints have recently been expressed regarding poor quality of some of our Middle Management Courses. This has been confirmed by POST staff members who have monitored some of the presentations.

The Oakland Police Department, in an effort to remedy this situation, has prepared and submitted the necessary material for a Middle Management Course and is requesting certification.

ANALYSIS

The Oakland Police Department has a very high regard for training, and this is borne out by the reputation they have based upon their past training performance record.

The curriculum has been examined and exceeds the requirements of the POST Administrative Manual relative to Middle Management Courses.

The budget has been analyzed and adjusted to conform to our guidelines. For the first presentation, because of course preparation, purchase of texts and other material (which will be used for subsequent presentations and remain the property of POST), the total cost will be \$6,586 with a class maximum of 20 students; the tuition is \$330. Subsequent presentations will have a total cost of \$5,186 or a tuition of \$260.

March 31, 1975

This course will be conducted in a "live in" seminar style atmosphere where participants can enjoy useful exchanges among themselves and course instructors. The instructors for this course were chosen because of their recognized excellence and experience. Their expertise covers the fields of education, behavioral science, training and development, plus management and labor relations.

Fiscal Impact:

POST Staff Time - 100 hours
Reimbursement Costs - \$44,200

RECOMMENDATION

It is recommended this 100-hour Middle Management Course be certified with estimated presentations twice yearly, reimbursable under Plan I and a maximum enrollment of 20.

Memorandum

2.

: COMMISSIONERS

Date : March 27, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CALIFORNIA HIGHWAY PATROL - COMMERCIAL ENFORCEMENT TRAINING -
REQUEST FOR NEW COURSE CERTIFICATIONBACKGROUND:

A course certification request has been received from the California Highway Patrol for a Basic Commercial Enforcement Training Course.

ANALYSIS:

The request calls for the certification of an 80-hour Technical Course under Reimbursement Plan IV with a format of 8 hours per day, 5 days per week for 2 weeks. Even though no survey of agencies establishing need and justification was submitted with the application, the application specifies approximately 100 trainees will annually receive the training or four presentations of 24 students each.

The course outline specifies appropriate content to meet stated course objectives of providing experienced local traffic officers with the knowledge to become a qualified expert in commercial enforcement and an advisor on causative factors of accidents involving commercial type vehicles. Major topics to be covered in the course include: Size, Weight Loading, Vehicle Equipment Requirements, Registration, Special Vehicles, Hazardous Materials Transportation and Statewide Commercial Program. Practical application exercises will be conducted at a local inspection scale.

The qualifications of the assigned instructors appear to be more than satisfactory. The California Highway Patrol is in a unique position to offer this training to local law enforcement personnel assigned to traffic enforcement. It would be safe to say there probably is no other source more qualified to present such instruction.

The enforcement of commercial vehicle traffic laws has often been neglected by local law enforcement agencies for one reason or another. Perhaps one of the reasons to account for this may be the lack of adequate training. To support the need, the California Highway Patrol conducted a survey of California's 450 local law enforcement agencies and found that with incomplete returns on a questionnaire 73 trainees had been committed to attend the course as of March 25, 1975.

Due to budgetary cutbacks in new recruit training for the California Highway Patrol, the department is seeking to train allied agencies using their own agency's staff without cost to POST for instructional costs.

Fiscal Impact (Annually)

POST Staff Time - 70 hours
Reimbursement Costs - \$21,050

RECOMMENDATION:

It is recommended the Commercial Enforcement Training Course be certified to the California Highway Patrol under Plan IV.

CALIFORNIA HIGHWAY PATROL
COMMERCIAL ENFORCEMENT COURSE

(List of Agencies Committed to Send Personnel)*

1. Arvin Police Department
2. Baldwin Park Police Department
3. Bell Gardens Police Department
4. Calipatria Police Department
5. Clayton Police Department
6. Clovis Police Department
7. Compton Police Department
8. Concord Police Department
9. Contra Costa County Sheriff's Department
10. Garden Grove Police Department
11. Guadalupe Police Department
12. Huntington Beach Police Department
13. Inglewood Police Department
14. Laguna Beach Police Department
15. Martinez Police Department
16. Modesto Police Department
17. Oakland Police Department
18. Ontario Police Department
19. Redlands Police Department
20. Rio Dell Police Department
21. San Jose Police Department
22. San Leandro Police Department
23. South Gate Police Department
24. Stanton Police Department
25. Suisun City Police Department
26. Twelfth Coast Guard District - San Francisco
27. Union City Police Department

* As of April 4, 1975

Memorandum

3.

: COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE
(COST ANALYSIS AND BUDGETING FOR CRIMINAL JUSTICE PERSONNEL)

BACKGROUND:

More and more, there is a demand for law enforcement managers to acquire cost analysis and budgeting skills and, for this reason, the Law Enforcement Training Committee of the Academy of Justice, Riverside, is requesting that this course be certified. The academy will use the services of Dr. John McKee, a well-known expert in the law enforcement community on fiscal matters, to instruct in the course, should it be certified. Responsibility for coordination of the course will be fixed with the Academy of Justice.

ANALYSIS:

The objectives of this course are to impart to the student a working knowledge of a police department budget, how it is formulated, how to recognize and correct problems, and how to manage the finalized budget.

The course is designed to be presented on a 24-hour, eight hour a day, three consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

Fiscal Impact:

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$5,715.00 |

April 24, 1975

RECOMMENDATION:

It is recommended that the technical course entitled, "Cost Analysis and Budgeting for Criminal Justice Personnel" be certified under Plan IV, with no tuition cost. It is further recommended that the course be presented on a 24-hour, eight hour a day, three consecutive day format; the maximum enrollment per presentation be 20 students; and that responsibility for coordination of the course be fixed with the Academy of Justice, Riverside.

Memorandum

4

: COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE
(CRISIS INTERVENTION FOR PEACE OFFICERS)

BACKGROUND:

The Law Enforcement Committee of the Academy of Justice, Riverside, has identified a training need in the subject area of crisis intervention and are requesting the certification of this course. They feel they can meet the training needs in this subject area for 60 field officers in the Riverside County, San Bernardino County, Orange County, and Imperial County geographical areas. The responsibility for coordination of the course would be fixed with the staff of the Academy of Justice, Riverside.

ANALYSIS:

The course is designed for peace officers responding to calls for intervention in crisis situations. The course includes study of the approach to crisis intervention; the psychology^{ICAL} components of a crisis situation; the type of conflicts into which the officers may be drawn; and techniques for handling crisis situations.

The course will be presented on a 40-hour, eight-hour a day, five consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

Fiscal Impact:

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$7,150.00 |

RECOMMENDATION:

It is recommended that the technical course entitled, "Crisis Intervention for Peace Officers" be certified under Plan IV, with no tuition cost. It is further recommended that the course be presented on a 40-hour, eight hour a day, five consecutive day format; the maximum enrollment per presentation be 20 students, and the responsibility for coordination of the course be fixed with the Academy of Justice.

Memorandum

5

: Commission on Peace Officer
Standards and Training

Date : March 20, 1975

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

Subject: CERTIFICATION / TECHNICAL COURSE -
ACADEMY OF JUSTICE, RIVERSIDE (RAPE INVESTIGATION SEMINAR)

BACKGROUND

Due to recent changes in societal views concerning the investigation of rape cases, the Academy of Justice Advisory Committees have identified a priority need and are hereby requesting that a Technical Course entitled, "Rape Investigation Seminar" be certified.

ANALYSIS

This 16-hour intensive seminar is designed to acquaint law enforcement personnel with new legislation regarding rape law and rape investigation techniques. Special attention is given to changing police and public attitudes concerning the victim and the crime and developing sensitivity to the trauma suffered by rape victims.

The curriculum for this program has been developed with the assistance of a committee of interested law enforcement personnel, representatives of local women's groups in the Riverside and San Bernardino areas, and the University of California at Riverside, Extension.

The presentation will be in a 16-hour intensive format, certified under Plan III, with an initial tuition cost of \$72.00 per student (including development cost) and \$52.00 per student for subsequent presentations. There will be a maximum enrollment of 25 students per course presentation.

FISCAL IMPACT

POST Staff Time - 67½ hours
Reimbursement Cost - \$6,680.00

RECOMMENDATION:

It is recommended that the 16-hour intensive format Technical Course entitled, "Rape Investigation Seminar" be certified under Plan III; the maximum enrollment for presentation be 25 students; and the tuition cost per student be \$72.00 for the first presentation and \$52.00 per student for each presentation thereafter.

Memorandum

6

: Commissioners

Date : March 19, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CERTIFICATION OF TECHNICAL COURSE: "FIELD EVIDENCE TECHNICIANS COURSE,"
NORTHERN CALIFORNIA CRIMINAL JUSTICE TRAINING AND EDUCATION SYSTEMBACKGROUND

The Northern California Criminal Justice Training and Education System (NCCJTES) requests certification of a new course entitled "Field Evidence Technicians Course." The course is designed to improve the evidence collection and preservation techniques of law enforcement personnel whose assignments are primarily those of the evidence gathering function. The course was cooperatively designed by the California Department of Justice (DOJ) and the staff of NCCJTES.

Instructors and instructional materials will come primarily from the DOJ Regional Laboratories at Redding and Santa Rosa as well as the central facility in Sacramento. This instructional staff will be augmented by specialists from local agencies. Similar courses are currently certified to and offered at the Modesto Regional Academy and the Academy of Justice at Riverside.

ANALYSIS

The course is designed in an 80 hour intensive format, 8 hours per day, 5 days per week for two weeks. For 1975, the System plans the first presentation late this spring at the Redwoods Center (Eureka) and a subsequent offering at the Butte Center (Oroville). These two presentations will be offered for 20 students each. Similar presentations are tentatively planned for 1976 with additional offerings at these two or other centers should local interest warrant. The planned enrollment will come from approximately 5400 sworn personnel from 150 jurisdictions in Northern California. There is no tuition.

Fiscal Impact:

POST Staff Time - 46 hours
Reimbursements Costs - \$15,240

RECOMMENDATION

That the technical course entitled "Field Evidence Technicians Course" be certified by the Commission for two years, that the maximum number of students per presentation be 20 in an intensive 80 hour format, and that the course be reimbursed under Plan IV.

Memorandum

7.

: COMMISSIONERS

Date : March 27, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION - TECHNICAL COURSE -
UNIVERSITY OF SOUTHERN CALIFORNIA

BACKGROUND

Dr. Robert Carter of the Delinquency Control Institute, University of Southern California has requested certification of a 40-hour Technical Course entitled, "Juvenile Justice Up-Date".

ANALYSIS

The program is designed for presentation in a 40-hour intensive format. The course is designed to examine emerging legal trends in juvenile justice; to review diversion programming as a major thrust in system improvement; and to generate more effective means of dealing with such problems as hard core offenders, school violence, runaways, child abuse, and other current issues.

While the program may find its major appeal to graduates of the Delinquency Control Institute, it will also be relevant to juvenile assistant supervisors and officers assigned to diversion and juvenile counseling details.

The course will be presented at the Delinquency Control Institute site which is excellent.

Fiscal Impact:

2 Presentations
Staff Time - 40 hours
Reimbursement - \$7,500

RECOMMENDATION

That the Technical Course, "Juvenile Justice Up-Date" be certified to the University of Southern California,

March 27, 1975

Delinquency Control Institute subject to the following conditions:

1. A prerequisite for attendance be: a) participant must be a DCI graduate; or b) participant must have juvenile case follow-up responsibilities (diversion/counseling, etc.); or c) participant must supervise a unit with juvenile justice responsibilities.
2. Course format must be 40 hours in length in the intensive format.
3. Class size be limited to 30 participants.
4. Tuition be set at \$95 for the first presentation with tuition for all future presentations set at \$72.
5. Reimbursement under Plan III.

Memorandum

8

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: ORGANIZED CRIME INFORMANT DEVELOPMENT AND MAINTENANCE - DEPARTMENT
OF JUSTICE - CERTIFICATIONBACKGROUND:

The Organized Crime and Criminal Intelligence Branch (OCCIB) of the State Department of Justice receives LEAA grant funds for instructional costs for this course. This course was developed with advice of an advisory group known as the Organized Crime Training Advisory Committee (OCTAC) whose membership consists of intelligence commanders from the 18 largest local law enforcement and district attorney agencies in California.

ANALYSIS:

This course is 40 hours presented 8 hours per day for 5 consecutive days. The primary objective of this course is to enhance the capabilities of local law enforcement investigators to develop and maintain human information sources in the course of investigation and criminal intelligence operations against organized crime. The course will provide law enforcement investigators and intelligence personnel with the methods of defining, identifying, developing, controlling and capitalizing on human information sources. Specific content will include administrative and legal considerations, utilizing external agency informants, covert human resources, uncommon informants, common informants, police undercover officer, human resource management tools, targeting and planning the recruited penetration agent, etc.

Applications for participation in the course are closely screened by the Department of Justice staff. The course location will be the Department of Justice Advanced Training Center in Broderick.

Fiscal Impact

4 Presentations Per Year
Staff Time: 54 hours
Reimbursement: \$13,035

df

RECOMMENDATION:

It is recommended this course be certified under Plan IV.

Memorandum

9.

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **ECONOMIC CRIME INVESTIGATION TRAINING COURSE - DEPARTMENT OF JUSTICE - TECHNICAL COURSE - CERTIFICATION**BACKGROUND

The Organized Crime and Criminal Intelligence Branch (OCCIB) of the State Department of Justice presently receives LEAA grant funds for instructional costs for this course. This course was developed with the support and advice of an advisory group known as the Organized Crime Training Advisory Committee (OCTAC) consisting of intelligence commanders from the 18 largest local law enforcement and district attorney agencies in California.

ANALYSIS

This course is 80 hours presented 8 hours per day, 5 days per week for 2 weeks. It provides investigators background in the methods of identification, investigation and evaluation of information and evidence, and presentation of economic crime cases. Content includes laws, business structures, case examples and practical exercises in indicators of criminal activity, as well as investigative/analytical tools and techniques.

Examples of economic crimes include planned bankruptcy, land sales fraud, fraudulent institutions, shell corporations, advanced fee schemes, false ownerships, skimming operations, bunco schemes, commercial bribery between suppliers and retailers, ponzi schemes, use of stolen or forged securities, false documents as loan collateral, sweetheart contracts with labor unions, misuse of union funds, etc. No known courses currently exist that meet this highly technical training need.

Applications for trainee participation are closely screened by the Department of Justice staff. The course location will be at the Department of Justice's Advanced Training Center in Broderick.

Fiscal Impact

5 Presentations Per Year
POST staff time: 68 hours
Reimbursement costs: \$32,105.

RECOMMENDATION

It is recommended this course be certified under Plan IV.

Memorandum

10.

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: ADVANCED BLOODSTAIN ANALYSIS - DEPARTMENT OF JUSTICE - RECERTIFICATION

BACKGROUND

This is an 80-hour course presented 8 hours per day, 5 days per week for 2 weeks. Instructional costs are provided by the Department of Justice. Due to POST staff oversight, this course automatically became decertified January 24, 1975. Therefore, this memo requests retroactive recertification from January 24, 1975.

ANALYSIS

Of the 14 course participants who are criminalists, 7 are from local POST reimbursable agencies with the remainder from the non-reimbursable Department of Justice Investigative Services Branch. The course will continue to be coordinated through the Department of Justice's Advanced Training Center.

Fiscal Impact

POST staff time: 7 hours
Reimbursement costs: \$1,545

RECOMMENDATION

Continue certification under Plan IV retroactive to January 24, 1975.

11.

Memorandum

: Commissioners

Date : March 20, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **CHIEF EXECUTIVE CRIMINAL INTELLIGENCE SEMINAR - DEPARTMENT OF JUSTICE - RECERTIFICATION**BACKGROUND

This Plan IV course is a 16-hour Technical Course presented 8 hours/day for two consecutive days. Instructional costs and trainee per diem costs have been and will continue to be provided by way of an LEAA grant. Travel costs will continue to be provided by POST under Plan IV.

ANALYSIS

This course has been active with four presentations made for 1974-75 Fiscal Year. Reports on course quality from the Organized Crime Training Advisory Committee indicate the course is well received by the law enforcement trainees. The course will be presented at Monterey. Approximately 10% of the course attendees are from out-of-state; thus, POST reimbursable students will total approximately 50. The course will continue to be coordinated through the Department of Justice Advanced Training Center.

Fiscal Impact: 1975-76 Fiscal Year

POST Staff Time - 29 hours
Reimbursement Costs - \$2,000

RECOMMENDATION

It is recommended the Commission continue the course certification under Plan IV.

Memorandum

12.

: Commissioners

Date : March 21, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CONTROL SUBSTANCES ANALYSIS COURSE - DEPARTMENT OF JUSTICE -
RECERTIFICATION

BACKGROUND

This is an 80-hour course presented 8 hours per day, 5 days per week for 2 weeks. Instructional costs are provided by the Department of Justice.

ANALYSIS

Of the 30 course participants, 10 will be from POST reimbursable local agencies with the remainder from the Department of Justice Investigative Services Branch. The course will continue to be coordinated through the Department of Justice Advanced Training Center.

Fiscal Impact

POST Staff Time - 8 hours
Reimbursement Costs - \$2,207

RECOMMENDATION

Continue course certification under Plan IV.

Memorandum

13.

To : COMMISSIONERS

Date : March 20, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CRIMINAL INTELLIGENCE COMMANDERS COURSE - DEPARTMENT OF JUSTICE -
RECERTIFICATIONBACKGROUND

This Plan IV course is a 36-hour Technical Course presented for 4½ days, 8 hours per day. Instructional costs have been and will continue to be provided by way of an LEAA grant.

ANALYSIS

This course has been active with four presentations made for 1974-75 Fiscal Year. Reports on course quality from the Organized Crime Training Advisory Committee indicate the course is well received by the law enforcement trainees. The course will be presented at the Department of Justice's Advanced Training Center in Broderick. Approximately 20%-25% of the course attendees are from out-of-state; thus, POST reimbursable students will total approximately 44. The course will continue to be coordinated through the Department of Justice's Advanced Training Center.

Fiscal Impact

POST staff time: 26 hours
Reimbursement costs: \$5,735

RECOMMENDATION

It is recommended the Commission continue the course certification under Plan IV.

Memorandum

14

: Commissioners

Date : March 20, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CRIMINAL INTELLIGENCE DATA ANALYST - DEPARTMENT OF JUSTICE -
RECERTIFICATION

BACKGROUND

This Plan IV course is an 80-hour Technical Course presented 5 days per week, 8 hours per day for 2 weeks. Instructional costs have been and will continue to be provided by way of an LEAA grant.

ANALYSIS

This course has been active with 11 presentations made for 1974-75 Fiscal Year. Reports on course quality from the Organized Crime Training Advisory Committee indicate the course is well received by the law enforcement trainees. The course will be presented in Santa Barbara. Approximately 25% of the 132 course attendees are from out-of-state; thus, POST reimbursable trainees will be approximately 100.

Fiscal Impact: 1975-76 Fiscal Year

POST Staff Time - 56 hours
Reimbursement Costs - \$28,000

RECOMMENDATION

It is recommended the Commission continue the course certification under Plan IV.

Memorandum

15

: COMMISSIONERS

Date : March 20, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CRIMINAL INTELLIGENCE DATA COLLECTOR - DEPARTMENT OF JUSTICE -
RECERTIFICATIONBACKGROUND

This Plan IV course is an 80-hour Technical Course presented five days per week, eight hours per day for two weeks. Instructional costs have been and will continue to be provided by way of an LEAA grant.

ANALYSIS

This course has been active with 11 presentations made for 1974-75 Fiscal Year. Reports on course quality from the Organized Crime Training Advisory Committee indicate the course is well received by the law enforcement trainees. The course will be presented at the Department of Justice's Advanced Training Center in Broderick. Approximately 25% of the 132 course attendees are from out-of-state; thus, POST reimbursable students will be approximately 100.

Fiscal Impact

POST staff time: 56 hours
Reimbursement costs: \$22,070

RECOMMENDATION

It is recommended the Commission approve the continued course certification under Plan IV.

Memorandum

16

COMMISSIONERS

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: FIREARMS AND TOOLMARK IDENTIFICATION - DEPARTMENT OF JUSTICE -
RECERTIFICATION

BACKGROUND

This is an 80-hour course presented 8 hours per day, 5 days per week for 2 consecutive weeks. Instructional costs are provided by the Department of Justice.

ANALYSIS

Of the 18 criminalists participating in the course, 6 are from POST reimbursable local agencies and 12 are from the Department of Justice's Investigative Services Branch. The course will continue to be coordinated through the Department of Justice's Advanced Training Center.

Fiscal Impact

POST staff time: 6 hours
Reimbursement costs: \$1,324

RECOMMENDATION

Continue course certification under Plan IV.

Memorandum

17

: Commissioners

Date : March 21, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: FORENSIC ALCOHOL SUPERVISOR - DEPARTMENT OF JUSTICE -
RECERTIFICATIONBACKGROUND

This is a 120-hour Technical Course presented 8 hours per day, 5 days per week for three weeks. Instructional costs are provided by the Department of Justice. Due to POST staff oversight, this course automatically became decertified January 24, 1975. Therefore, this memo requests retroactive recertification from January 24, 1975.

ANALYSIS

This course has been active with one presentation made for 1974-75 Fiscal Year. The course is presented at Department of Justice's Advanced Training Center in Broderick. Of the 25 course participants, 10 are from POST reimbursable agencies (usually criminalists classification) and 15 are non-POST reimbursable criminalists from Department of Justice's Investigative Services Branch. The course will continue to be coordinated through the Department of Justice's Advanced Training Center.

Fiscal Impact

POST Staff Time - 7 hours
Reimbursement Costs - \$3,110

RECOMMENDATION

Approve continued certification under Plan IV retroactive to January 24, 1975.

Memorandum

18

: COMMISSIONERS

Date : March 20, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: FORENSIC MICROSCOPY -- DEPARTMENT OF JUSTICE -- RECERTIFICATION AND
MODIFICATION

BACKGROUND:

This Plan IV course was previously a 32-hour technical course. Mr. George Puddy, Acting Director of the Division of Law Enforcement, requested in a memorandum on January 29, 1975, an increase in course hours from 32 to 40. Circumstances outlined in his communication required a presentation be given April 7 - 11, 1975. Therefore, staff approval with Commission Chairman concurrence was given for the modification on a one time basis only. The Department of Justice has indicated a desire for approval of a permanent modification.

Instructional costs have been and will continue to be provided by the Department of Justice.

ANALYSIS:

The course has been active with one presentation made for the 1974-75 Fiscal Year. The course is presented at two locations--Department of Justice Advanced Training Center and Department of Justice Crime Lab in Sacramento. Of the total 20 course participants, 10 are from local POST reimbursable agencies and 10 from the Department of Justice Investigative Services Branch. Due to POST staff oversight, this course became automatically decertified on January 24, 1975.

The modification request for increased course length appears to be justified for the reasons given by the Department of Justice.

Fiscal Impact

POST staff time: 8 hours
Reimbursement costs: \$1,600

RECOMMENDATION:

1. It is recommended the Commission approve the continued course certification under Plan IV, retroactive to January 24, 1975.
2. It is recommended the Commission approve a permanent course modification of increased course length to 40 hours, retroactive to April 7, 1975.

Memorandum

19

: Commissioners

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: PROTECTIVE SERVICES TECHNIQUES - DEPARTMENT OF JUSTICE -
MODIFICATION

BACKGROUND

This Plan IV course was previously a 20-hour Technical Course. The Department of Justice on January 29, 1975, requested an increase in course hours from 20 to 28. Circumstances outlined by the Department of Justice required a presentation be given March 10-13, 1975. Therefore, staff approval with Commission Chairman concurrence was given for the modification on a one-time basis. The Department of Justice has requested the modification be permanently approved.

Instructional costs are to be provided by the Department of Justice.

ANALYSIS

The course has been active with 4 presentations made for 1974-75 Fiscal Year. The course is presented at Department of Justice's Advanced Training Center in Broderick. Due to POST staff oversight, this course became automatically decertified on January 24, 1975.

The modification request for increased course length to 28 hours (7 hours/day for 4 days) appears desirable.

Fiscal Impact

POST Staff Time - 56 hours
Reimbursement Costs - \$13,056

RECOMMENDATION

It is recommended the Commission approve the continued course certification retroactive to January 24, 1975, under Plan IV. It is recommended the Commission approve a permanent course modification to increase the course length to 28 hours retroactive to January 24, 1975.

Memorandum

20

: COMMISSIONERS

Date : March 20, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: SPECIALIZED SURVEILLANCE EQUIPMENT - DEPARTMENT OF JUSTICE -
RECERTIFICATIONBACKGROUND

This Plan IV course is a 24-hour Technical Course presented three consecutive days, eight hours per day. Instructional costs have been and will continue to be provided by way of an LEAA grant.

ANALYSIS

This course has been active with 12 presentations made for 1974-75 Fiscal Year. Reports on course quality from the Organized Crime Training Advisory Committee indicate the course is well received by the law enforcement trainees. The course will be presented at the Department of Justice's Advanced Training Center in Broderick. The course will continue to be coordinated by the Department of Justice's Advanced Training Center. There will be approximately 192 POST reimbursable trainees for per diem and travel under Plan IV.

Fiscal Impact

POST staff time: 102 hours
Reimbursement costs: \$18,088

RECOMMENDATION

It is recommended the Commission continue the course certification under Plan IV.

Memorandum

21 AND 22

: COMMISSIONERS

Date : March 31, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CALIFORNIA STATE DEPARTMENT OF JUSTICE - REQUEST FOR RECERTIFICATION AND FUNDING OF INSTRUCTIONAL COSTS FOR DEPARTMENT OF JUSTICE'S TWO NARCOTIC COURSES

BACKGROUND:

The California State Department of Justice (DOJ) for the past two years has received direct POST funding (approximately \$99,000 for 1974-75 Fiscal Year) for instructional costs on three certified courses--Narcotic Investigation (80 hours), Narcotic Investigation For Patrolmen (20 hours), and Protective Services Techniques (20 hours). POST funds were used to pay for the salaries of instructors, program coordinators, and clerical support personnel.

DOJ has submitted a third year proposal requesting recertification of the two narcotic courses and funding from POST for \$101,921 for 1975-76 Fiscal Year to directly pay for, through an interagency agreement, instructional costs on:

| <u>Presentations</u> | <u>Course</u> | <u>Hours</u> |
|----------------------|--------------------------------------|--------------|
| 20 | Narcotic Investigation For Patrolmen | 20 |
| 10 | Narcotic Investigation | 80 |

ANALYSIS:Recertification

These courses have been active with 20 presentations made or scheduled to be presented before June 30, 1975, for the Narcotic Investigation For Patrolmen and 10 for the Narcotic Investigation Course. Audits and evaluations of these courses have revealed them to be of outstanding quality.

Instructional Costs

The request for a third year interagency agreement between POST and DOJ for the instructional costs appears to be in order. The request for \$101,921 for the 12 month period, July 1, 1975 to June 30, 1976, has been examined and found to comply with POST tuition guidelines.

Narcotic Investigation

The 80-hour Narcotic Investigation Course is quite costly, \$7,306/presentation, due to the high instructor-student ratio. Nine or ten instructors are used for some segments of instruction like Surveillance Techniques, Undercover Exercises and Casemaking Exercises. The 80-hour course requires 331 hours of instruction (see attached chart showing course topics and the number of instructors required). In addition, the necessary preparation time is budgeted at $\frac{1}{2}$ hour per hour of instruction. Thus, instruction costs were arrived at by:

$$\$13.43/\text{hour} \times 1\frac{1}{2} = \$20.14 \text{ per hour}$$

$$331 \text{ hours} \times \$20.14 \text{ per hour} = \$6,666.30$$

The coordination costs are in conformance with POST Guidelines. Total Narcotic Investigation Course costs requested from POST are:

$$\$7,306 \times 10 \text{ presentations} = \underline{\$73,063}$$

Narcotic Investigation For Patrolmen

The 20-hour Narcotic Investigation For Patrolmen Course also utilizes multiple instructors requiring 48 hours of instruction per presentation. Instruction costs are arrived at by:

$$\$13.43 \text{ per hour} \times 1\frac{1}{2} = \$20.14 \text{ per hour}$$

$$48 \text{ hours} \times \$20.14 = \$966.70$$

Coordination and clerical costs are in order. The total course costs are computed at:

$$\$1,266.70 \times 20 \text{ presentations} = \underline{\$28,858}$$

With the same number of presentations for 1974-75 Fiscal Year as projected for 1975-76 Fiscal Year, DOJ has calculated the actual hours spent for instruction, preparation, coordination, travel and clerical during 1974-75 Fiscal Year and determined that the actual costs totaled \$114,483. DOJ has indicated it will absorb

the difference between actual costs of \$114,483 and allowable POST funding of \$101,921 which is \$12,562. In addition, DOJ provides all supplies, equipment, instructor travel, etc. DOJ also points out that in only two of 16 certified courses is it seeking instructional costs from POST. DOJ has provided for instructional costs for the remaining 14 courses from other sources in the amount of \$696,804 at no cost to POST. DOJ has attempted for three years without success to receive general funding or Federal funding for the instructional costs on the narcotic courses.

RECOMMENDATION:

1. It is recommended the Narcotic Investigation and Narcotic Investigation For Patrolmen Courses continue to be certified to the Department of Justice for Fiscal Year 1975-76 subject to the attached conditions of certification in Attachment A.
2. It is recommended the Commission approve an interagency agreement between POST and DOJ for instructional costs on the two narcotic courses in the amount of \$101,921 subject to the attached conditions of certification in Attachment A.

| <u>Segment Title</u> | <u>Segment Length (Hours)</u> | <u>Number of Instructors</u> | <u>Instructor Hours</u> |
|---|-------------------------------|------------------------------|-------------------------|
| Introduction & Orientation | 1 | 2 | 2 |
| Drug & User Identification | 8 (Total) | 3 | 24 |
| 1. Opiates | 2 | 3 | 6 |
| 2. Marijuana | 2 | 3 | 6 |
| 3. Stimulants | 2 | 3 | 6 |
| 4. Depressants | 1 | 3 | 3 |
| 5. Hallucinogens | 1 | 3 | 3 |
| Health & Safety Code | 2 | 2 | 4 |
| Professional Cases | 1 | 2 | 2 |
| Street Cases | 2 | 2 | 4 |
| Evidence Handling and Search Techniques | 1 | 2 | 2 |
| Developing Informants By Patrolmen | 2 | 2 | 4 |
| Officer Survival and Raids | 2 | 2 | 4 |
| Summary and Critique | <u>1</u> | <u>2</u> | <u>2</u> |
| | 20 | | 48 |

NARCOTIC INVESTIGATION

COURSE OUTLINE

| <u>Segment Title</u> | <u>Segment Length(Hours)</u> | <u>Number of Instructors</u> | <u>Instructor Hours</u> |
|--|------------------------------|------------------------------|-------------------------|
| Orientation and Pre-evaluation Testing | 2 | 1 | 2 |
| Drug and User Identification | 7 | 2 | 14 |
| Expert Witness | 2 | 1 | 2 |
| Health and Safety Code | 3 | 1 | 3 |
| Informants | 2 | 1 | 2 |
| Sources of Narcotic Information | 1 | 1 | 1 |
| Arrest, Search and Seizure | 3 | 1 | 3 |
| Search Warrants | 3 | 1 | 3 |
| Surveillance Lecture | 4 | 1 | 4 |
| Surveillance Exercises | 9 | 9 | 81 |
| Entry and Search Techniques | 3 | 1 | 3 |
| Undercover Techniques | 5 | 1 | 5 |
| Undercover Exercises | 12 | 9 | 108 |
| Registrants and Licentiates | 2 | 1 | 2 |
| Interrogations and Interviews | 2 | 1 | 2 |
| Introduction to Casemaking | 1 | 2 | 2 |
| Casemaking Exercises | 8 | 10 | 80 |
| Conspiracy | 2 | 1 | 2 |
| Smuggling Investigations | 3 | 1 | 3 |
| Illicit Laboratories | 3 | 2 | 6 |
| Final Examination and Critique | 3 | 1 | 3 |
| | 80 | | 331 |

1975-76 FISCAL YEAR STIPULATIONS

1. That the interagency agreement between DOJ and POST shall be considered only a one-year continuation of previous agreements with no commitment for continuing beyond 1975-76 Fiscal Year.
2. That the Department of Justice coordinate with POST staff the location of presentations for the Narcotic Investigation For Patrolmen in advance of presentation.
3. That the Department of Justice provide POST on a quarterly basis an accounting of actual instructional costs incurred.
4. That the Peace Officers' Training Fund in this agreement be used only for the training of local police and sheriff personnel.
5. That the Department of Justice adhere to the below minimum and maximum number of students from reimbursable agencies:

| <u>Course</u> | <u>Hours</u> | <u>Presentations</u> | <u>Minimum Students</u> | <u>Maximum Students</u> |
|---|--------------|----------------------|-------------------------|-------------------------|
| Narcotic Investigation | 80 | 10 | 15 | 20 |
| Narcotic Investigation For Patrolmen | 20 | 20 | 20 | 35 |

6. Any unused funds revert to the Peace Officers' Training Fund.

Memorandum

23

: COMMISSIONERS

Date : March 31, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CALIFORNIA STATE DEPARTMENT OF JUSTICE - REQUEST FOR CONTRACT FOR
STUDENT PER DIEM EXPENSESBACKGROUND:

During 1973-74, the first contract year between POST and the Department of Justice (DOJ), POST provided DOJ with \$257,573 for student per diem and travel costs so that participating local agencies would not have to advance these costs from their training budgets. Travel costs were reimbursed by DOJ after agency submission of a claim. For 1974-75 Fiscal Year DOJ's request to continue this relationship was denied due primarily to the duplication with POST's Administration Division functions. Other reasons considered by the Commission to discontinue the practice were the added cost to POST from DOJ's accounting section and the unequal "most favored" treatment of DOJ's courses.

In the latest (March 7, 1975) proposal, DOJ due to recently experienced problems with the normal POST reimbursement under Plan IV, requests another contract (interagency agreement) for student per diem expenses on a limited basis to include only these courses:

1. Narcotic Investigation
2. Criminal Intelligence Data Analyst
3. Criminal Intelligence Data Collector
4. Specialized Surveillance Equipment
5. Criminal Intelligence Commander's Course

ANALYSIS:

Various advantages for this suggested procedure of arranging for meals and lodging of course participants without the necessity for agencies having to advance the money was cited by DOJ in their proposal. The procedure when previously employed enabled a wider range of agencies to participate in DOJ's programs and thus enhanced the cross-fertilization and exchange of information between students. DOJ points out that with

the current normal POST reimbursement system under Plan IV, several large agencies (Los Angeles Police Department, Los Angeles Sheriff's Department, San Diego Police Department, Sacramento Police Department, San Bernardino Sheriff's Department, San Francisco Police Department and Palm Springs Police Department) have been unable to attend because of the impossibility of obtaining per diem expenses from their jurisdictions even though these costs are reimbursed after the fact. DOJ, with justification, makes the point that for many of these highly technical courses in criminal intelligence or organized crime, it is crucial that participants from all size agencies attend the course.

DOJ also suggests this procedure will not only contribute to having a better mix of students, but also enable a sizeable savings to POST during the Fiscal Year 1975-76 due to DOJ's ability to contract with a hotel at a lower rate. DOJ has arranged for per diem expenses of \$18.07 per student per day under contract for the first four courses and \$24.00 per student per day for course number five. The total student per diem cost for 1975-76 under the "POST-DOJ contract approach" would be \$164,849. Conversely, DOJ has estimated the total student per diem cost under Reimbursement Plan IV would be \$196,104. Thus, the contract approach according to DOJ will save the POST fund \$31,255. The breakdown of per diem costs per course are shown on the enclosed DOJ proposal.

DOJ has indicated the suggested procedure will be no more expensive to administer than the normal POST reimbursement system since DOJ and POST use the same accounting office and the same accounting system. DOJ Advanced Training Center staff has indicated POST will not be charged for DOJ clerical-accounting costs.

DOJ's proposal requests \$164,849 be provided under contract or interagency agreement to directly pay for student per diem expenses without being reimbursed to local agencies. DOJ has indicated either POST or DOJ could administer the room and board arrangements. DOJ's proposal is a limited one in the respect that the contractual relationship would apply only to five courses and that travel expenses would be reimbursed by POST as normally done under Reimbursement Plan IV.

It appears this suggested procedure has the support of many agencies, will result in a cost savings to POST, and will help ensure better program effectiveness.

RECOMMENDATION:

It is recommended the Commission approve an interagency agreement between POST and the Department of Justice for student per diem expenses in the amount of \$164,849 for the 1975-76 Fiscal Year for the below courses:

1. Narcotic Investigation
2. Criminal Intelligence Data Analyst
3. Criminal Intelligence Data Collector
4. Specialized Surveillance Equipment
5. Criminal Intelligence Commander's Course

Accounting to be maintained by the Department of Justice Advanced Training Center and any unused amount to be retained in the Peace Officers' Training Fund.

CONTRACT FOR STUDENT PER DIEM EXPENSES

The Department of Justice is requesting a return to the contract approach for providing students their per diem allotments upon arrival rather than reimbursements through POST Plan IV. This request is for per diem expenses only, and not travel. DOJ proposes to remain on Plan IV for student travel expenses. Also, DOJ is requesting this approach for only five of its sixteen programs. The programs are as follows:

1. Two-Week Narcotic Investigation
2. Criminal Intelligence Data Analyst
3. Criminal Intelligence Data Collector
4. Specialized Surveillance Equipment
5. Criminal Intelligence Commanders' Course

The Department of Justice experimented with the procedure of advancing, through cash allotment, POST money to participating students for their consumer costs. This procedure made it unnecessary for police and sheriff agencies to advance money from their limited training line budgets. The procedure was successful not only in enabling a wider range of agencies to participate in DOJ's advanced training programs, but it also enabled a sizeable savings during fiscal year 1973/74 due to DOJ's ability to contract with hotels and restaurants for lower living expenses.

The advantages of this contract approach are as follows:

1. It enables wider variety of agencies to participate, this enhances the total goals and effectiveness of the training through cross-fertilization and exchange.

When DOJ returned to the reimbursement plan IV, the following agencies found it necessary to cancel their intended participation:

| | |
|---------------------------------|---------------------------------|
| Los Angeles Police Department | San Francisco Police Department |
| San Diego Police Department | Palm Springs Police Department |
| Sacramento Police Department | Los Angeles Sheriff's Office |
| San Bernardino Sheriff's Office | |

2. Local police and sheriff agencies are not required to use their scarce budget resources to issue cash advances to their officers attending DOJ training courses. Advances, which are reimbursed by the POST fund, are often reimbursed to the jurisdiction's general fund rather than to the police or sheriff agency's training fund.
3. The contract procedure is inexpensive for DOJ to administer because POST and DOJ use the same accounting office and same accounting system.
4. It allows DOJ to arrange for high quality living plans at a minimum cost.

March 7, 1975

DOJ's proposal for student per diem expenses under contract would amount to \$18.07 per student per day for the first four courses listed above and \$24.00 per student per day for course number 5. The total student per diem cost for 1975/76 under the contract approach would be \$164,849. Conversely, the total student per diem cost under reimbursement plan IV would be \$196,104. The contract approach will save the POST fund \$31,255.

Past participants in DOJ's advanced training programs are vocal in supporting the contract approach and praise the Commission for its use.

This package is our final submission for those programs agreed to be included in package number 4.

PROPOSED STUDENT CONSUMER COST CONTRACT

| COURSE | Per Diem *1 | | Number of Presentations | Number of Students | Days of Per Diem Presentation | Per Diem/ Presentation | Total Number of Students | Total Per Diem *2 |
|---------------------------------------|-------------|---------|-------------------------|--------------------|-------------------------------|------------------------|--------------------------|-------------------|
| | Meals | Lodging | | | | | | |
| Narcotic Investigation | 10.65 | 7.42 | 10 | 20 | 13 | 4,698.20 | 200 | 46,982 |
| Criminal Intelligence Commanders | 10.65 | 7.42 | 3 | 18 | 4.5 | 1,463.67 | 54 | 4,391 |
| Specialized Surveillance Equipment | 10.65 | 7.42 | 12 | 16 | 3 | 867.36 | 48 | 10,408 |
| Criminal Intelligence Data Collector | 10.65 | 7.42 | 12 | 25 | 12 | 5,421.00 | 300 | 65,052 |
| Criminal Intelligence Data Analyst *3 | 9.15 | 14.85 | 12 | 11 | 12 | 3,168.00 | 132 | 38,016 |

*1 Total per diem/day/student = \$18.07

*2 Total annual per diem expenditure @\$18.07 = \$126,833

*3 Per Diem rate @\$24.00/day due to location

Total annual per diem expenditure = \$164,849

Total annual per diem expenditure @\$24.00 = \$196,104

Total annual saving through contract approach = \$31,255

Memorandum

24

: Commissioners

Date : April 1, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **CERTIFICATION MODIFICATION (TUITION, NUMBER OF STUDENTS) - MIDDLE
MANAGEMENT COURSE - CALIFORNIA STATE UNIVERSITY, HUMBOLDT**BACKGROUND

California State University, Humboldt was first certified to present a 150-hour middle management course on December 1, 1969. Tuition was set at \$350. Original certification was modified on September 13, 1973 to reduce hours to 100 and tuition to \$250, maximum of 25 students.

ANALYSIS

It has been general experience that 25 students in the middle management course over-extends the capacity of offering institutions and dilutes and attenuates the instructor-student relationship. The Humboldt State Middle Management Course should be brought in line with the general maximum of 20 students permitted other institutions certified for the course. This necessitates increasing the tuition to \$305 to meet the \$6,100 course budget under the guidelines of Bulletin 75-1.

Fiscal Impact

Staff Time - 48 hours
Reimbursement Costs - \$65,160

RECOMMENDATION

The certification be modified to reduce the maximum number of students to 20 and to increase the tuition to \$305.

Memorandum

25

: COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION OF MIDDLE MANAGEMENT COURSE -
CALIFORNIA STATE UNIVERSITY, LONG BEACH

BACKGROUND:

This course was first certified by the Commission to California State University, Long Beach, on December 19, 1968 (effective February 13, 1968). A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$334.00 to \$255.00.

The course objectives and description remain the same, and the tuition reduction will not affect the optimum quality of the course.

ANALYSIS:

The course meets the minimum standards for the middle management training set forth in Section 1005(c) of the Commission Regulations. The program is to be presented on a 100-hour intensive format at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 20 students, the tuition cost per student is \$255.00, and reimbursement will be under Plan I.

Fiscal Impact:

| | |
|--------------------|--------------|
| POST Staff Time | 125 hours |
| Reimbursement Cost | \$155,575.00 |

RECOMMENDATION:

It is recommended the Middle Management course be granted a modified certification, with the maximum number of students to remain 20 per presentation, the course be presented in its present intensive format, and be reimbursed under Plan I at a tuition cost of \$255.00 per student.

Memorandum

26

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - MIDDLE MANAGEMENT COURSE - LOS ANGELES
POLICE DEPARTMENTBACKGROUND

The 105-hour Middle Management Course was first certified to Los Angeles Police Department/California State University at Northridge on December 14, 1972. On January 24, 1974, the course was certified solely to the Los Angeles Police Department; at that time tuition was set at \$145 with reimbursement under Plan E (same as Plan I).

At staff request the Los Angeles Police Department has now submitted a new budget in compliance with POST Bulletin 75-1.

ANALYSIS

The 105-hour course is presented in an intensive format with 38 hours of instruction being presented by California State University, Northridge faculty. Sixty-seven hours of instruction are provided by on-duty Los Angeles Police Department personnel.

Fiscal Impact

3 Presentations
POST staff time: 50 hours
Reimbursement costs: \$40,000

RECOMMENDATION

That the Middle Management Course presented by the Los Angeles Police Department be granted on-going certification. That the budget be amended to reflect a tuition of \$91. Class size limited to 20 participants with reimbursement under Plan I.

Memorandum

27

: Commissioners

Date : March 31, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: MODIFICATION - MIDDLE MANAGEMENT COURSE - SAN JOSE STATE
UNIVERSITY

BACKGROUND

This course was originally certified by the Commission in June 1970 with a \$300 tuition charge per student. (Course budget based on 22 students)

In conformance with POST Bulletin 75-1, Certified Course Tuition Guidelines, the tuition should be changed to \$294 per student with a maximum of 20 students.

ANALYSIS

A member of the POST staff met with the coordinator of this program and members of his staff to develop a budget conforming to the new guidelines. Agreement has been reached regarding a new budget.

Fiscal Impact:

For year 75/76 (3 presentations per year)
Staff Time - 68 hours
Reimbursement Costs - \$73,464

RECOMMENDATION

Recertify with tuition cost per student \$294 and the maximum number of students, 20 per presentation.

Memorandum

28

: Commissioners

Date : March 31, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: MODIFICATION - MIDDLE MANAGEMENT COURSE - UNIVERSITY OF CALIFORNIA, SANTA CRUZ

BACKGROUND

This course was originally certified by the Commission in June 1969 with a \$300 charge per student. Effective July 1970 the Commission increased the tuition to \$350 per student. (Course budget based on 23 students)

In conformance with POST Bulletin 75-1, Certified Course Tuition Guidelines, the tuition should be reduced to \$333 per student. (Course budget based on 20 students)

ANALYSIS

A member of the POST staff met with the coordinator of the program to develop a budget conforming to the new guidelines. Agreement has been reached regarding a new budget.

Fiscal Impact:

For year 75/76 (3 presentations per year)
Staff Time - 65 hours
Reimbursement Costs - \$92,760

RECOMMENDATION

Recertify with tuition cost per student \$333 and maximum number of students per presentation at 20.

Memorandum

29

: COMMISSIONERS

Date : March 27, 1975

Executive Director
From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - MIDDLE MANAGEMENT COURSE -
UNIVERSITY OF SOUTHERN CALIFORNIA

BACKGROUND:

The University of Southern California was first certified to present a middle management course on February 25, 1969. The course is currently certified as a 100-hour intensive format presentation, with tuition set at \$350.00.

At staff request, USC has now submitted a new budget in conformance with Commission guidelines.

ANALYSIS:

The course content remains as certified. A live-in coordinator is provided for in the budget to provide for quality control. The proposed budget will lower tuition for the course to \$266.00 per participant.

Fiscal Impact:

| | |
|--------------------|-------------|
| POST Staff Time | 60 hours |
| Reimbursement Cost | \$80,000.00 |

RECOMMENDATION:

That the Middle Management Course certified to the University of Southern California be granted ongoing certification for a period of one year. Tuition to be set at \$266.00 with reimbursement under Plan I, effective July 1, 1975. The 100-hour program to be presented in the intensive format, retreat setting, 20 students maximum each presentation.

Memorandum

30.

: Commissioners

Date : March 28, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - SUPERVISORY SEMINAR - LOS ANGELES
POLICE DEPARTMENTBACKGROUND

The "Supervisory Seminar" was first certified to Los Angeles Police Department on December 14, 1972, as a separate category with reimbursement under Plan I (lodging and meals plus 100% salary). On July 1, 1974, the reimbursement plan was changed to Plan IV (meals, lodging and travel). Los Angeles Police Department is now requesting recertification as a Middle Management Seminar with reimbursement under Plan III retroactive to July 1, 1974.

ANALYSIS

The 30-hour intensive format is designed to provide sergeants, lieutenants, and supervisory investigators with instruction regarding recent changes in departmental rules and procedures; refresher training in internal discipline, shooting policy, decision making and the behavioral sciences.

Twelve hours of instruction are provided by faculty at California State University, Northridge and 18 hours of instruction are provided by on-duty Los Angeles Police Department personnel.

Fiscal Impact:

10 presentations per year
Staff Time - 160 hours
Reimbursement Costs - Less than \$1,000 under Plan IV

RECOMMENDATION

That the Supervisory Seminar certified to Los Angeles Police Department be reclassified as a Technical Course with reimbursement under Plan IV. That participation be set at 20 per presentation for the 30-hour course. Name changed to "Supervisory Update".

Memorandum

31.

: Commissioners

Date : April 1, 1975

Executive Director

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

Subject: CERTIFICATION MODIFICATION (TOPIC SPECIFIC) - MIDDLE MANAGEMENT SEMINAR - CALIFORNIA STATE UNIVERSITY, HUMBOLDT

BACKGROUND

California State University, Humboldt was first certified to present a 30 hour middle management seminar on December 14, 1972 with the selected topic of initial offering as "Program Budgeting." At the request of the institution, a certification modification was approved by the Commission on January 24, 1974 to increase the hours to 36 at a tuition of \$120 for a maximum of 20 students. Two presentations of the 36 hour seminar have been made, both on the selected topic of "Control as a Function of Management."

ANALYSIS

No change in hours, format, number of students, or tuition is requested. Current tuition is within guidelines of Bulletin 75-1.

Fiscal Impact

Staff Time - 40 hours
Reimbursement Costs - \$14,200

RECOMMENDATION

The certification be modified to the topic specific of "Control as a Function of Management", 36 hours intensive format, Plan III, 20 student maximum, tuition \$120.

Memorandum

32

: Commissioners

Date : April 1, 1975

Executive Director

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

Subject: CERTIFICATION MODIFICATION (TOPIC SPECIFIC, TUITION) - EXECUTIVE DEVELOPMENT SEMINAR - CALIFORNIA STATE UNIVERSITY, HUMBOLDT

BACKGROUND

California State University, Humboldt was first certified to present a 34 hour Executive Development Seminar on February 10, 1971 with the selected topic of initial offering as "Communication Problems of the Law Enforcement Administrator." At the request of the institution, a certification modification was approved by the Commission on January 24, 1974 to increase the hours to 40 at a tuition of \$175 for a maximum of 20 students. Two presentations of the 40 hour seminar have been made on the selected topic of "Administrative Problems in Communications." An additional presentation is approved for June 1975.

ANALYSIS

No change in hours, format, or number of students is requested. Current tuition of \$175 is reduced to \$155 to fall within the guidelines of Bulletin 75-1.

Fiscal Impact

Staff Time - 40 hours
Reimbursement Costs - \$14,200

RECOMMENDATION

The certification be modified to the topic specific of "Administrative Problems in Communication", 40 hour intensive format, Plan III, tuition \$155, 20 student maximum.

Memorandum

33.

To : Commission on Peace Officer
Standards and Training

Date : March 19, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: GOLDEN GATE UNIVERSITY - EXECUTIVE DEVELOPMENT SEMINAR -
REQUEST FOR MODIFICATION

BACKGROUND

On June 18, 1971, Golden Gate University was certified to present Executive Development Seminar (Grantsmanship). Since that time there have been many offerings with a very positive feedback from class participants. The original certification was approved with a tuition of \$200.

ANALYSIS

The title, Grantsmanship, does not properly explain the subject matter that is currently offered and it is suggested Planning would be the alternative.

The entire budget has been reviewed and it appears a total cost of \$1,350 is proper.

Fiscal Impact

4 presentations per year
Staff Time - 80 hours
Reimbursement Costs - \$15,360

RECOMMENDATION

Recommend this Executive Development Seminar be modified and certified as Plan III with a topic specific - Planning, tuition \$68.

Memorandum

34

: COMMISSIONERS

Date : March 27, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - EXECUTIVE DEVELOPMENT SEMINAR -
UNIVERSITY OF SOUTHERN CALIFORNIA

BACKGROUND:

The University of Southern California was first certificated to present Executive Development Seminars on February 26, 1969. On July 18, 1974, topic specific certification was granted for the Executive Development Seminar entitled, "Organizational Development". At that time, tuition was set at \$115.00, with reimbursement under Plan III.

At staff request, USC has now submitted a new budget in compliance with Commission guidelines.

ANALYSIS:

The 24-hour intensive format remains as previously certified. Presentations are made at various retreat settings. Previous presentations have been rated as highly successful by participants.

Fiscal Impact:

| | |
|--------------------|-------------|
| POST Staff Time | 50 hours |
| Reimbursement Cost | \$20,000.00 |

RECOMMENDATION:

That the Executive Development Seminar, "Organizational Development" be granted continuing certification. Tuition to be set at \$92.00 per participant, effective July 1, 1975. Reimbursement to be under Plan III. Class size to remain at 20 for the 24-hour intensive format presentations.

Memorandum

35

: COMMISSIONERS

Date : March 27, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - EXECUTIVE DEVELOPMENT SEMINAR -
UNIVERSITY OF SOUTHERN CALIFORNIA

BACKGROUND:

The University of Southern California was first certified to present Executive Development Seminars on February 26, 1969. On July 18, 1974, topic specific certification was granted for the Executive Development Seminar entitled "Personal Growth". At that time, tuition was set at \$115.00, with reimbursement under Plan III.

At staff request, USC has now submitted a new budget in compliance with Commission guidelines.

ANALYSIS:

The 24-hour intensive format remains as previously certified. Presentations are made at various retreat settings. Previous presentations have been rated as highly successful by participants.

Fiscal Impact:

| | |
|--------------------|-------------|
| Staff Time | 50 hours |
| Reimbursement Cost | \$20,000.00 |

RECOMMENDATION:

That the Executive Development Seminar, "Personal Growth", be granted continuing certification. Tuition to be set at \$92.00 per participant, effective July 1, 1975, with reimbursement under Plan III. Class size to remain at 20 for the 24-hour intensive format presentations.

Memorandum

36

: Commissioners

Date : March 27, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - EXECUTIVE DEVELOPMENT SEMINAR -
UNIVERSITY OF SOUTHERN CALIFORNIABACKGROUND

The University of Southern California was first certified to present Executive Development Seminars on February 26, 1969. On July 18, 1974, topic specific certification was granted for the Executive Development Seminar entitled "The Change Agent"; at that time, tuition was set at \$115 with reimbursement under Plan III.

At staff request, University of Southern California has now submitted a new budget in compliance with Commission Guidelines.

ANALYSIS

The 24-hour intensive format remains as previously certified. Presentations are made at various retreat settings. Previous presentations have been rated as highly successful by participants.

Fiscal Impact:

3 Presentations
Staff Time - 50 Hours
Reimbursement - \$20,000

RECOMMENDATIONS

That the Executive Development Seminar "The Change Agent" be granted continuing certification. Tuition to be set at \$92 per participant effective July 1, 1975, with reimbursement Plan III. Class size to remain at 20 for the 24-hour intensive format presentations.

Memorandum**37**

To : COMMISSIONERS

Date : April 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION/TECHNICAL COURSE, ACADEMY OF JUSTICE,
RIVERSIDE (JAIL OPERATIONS)BACKGROUND:

Riverside City College was first certified to present this course on December 14, 1972. Since that time, the Riverside City College Criminal Justice Program has affiliated with the Academy of Justice, Riverside, to present POST-certified courses.

A problem has arisen in that the Academy of Justice cannot meet the needs of the eastern county agencies and sheriff's deputies by presenting this course at the Riverside County Counseling and Rehabilitation Center in Banning, which is in the Mt. San Jacinto Community College District. To accommodate this need, the Academy of Justice is asking that the certification be changed from Riverside City College to the Academy of Justice, Riverside. Riverside City College officials are in agreement with the change.

The course objectives will remain the same, and the quality of the course will not be changed by the transfer of certification.

ANALYSIS:

The course is designed on a 40-hour, eight-hour day, five consecutive day format. The maximum number of students is 40 per presentation, and it is expected there would be four presentations per year. The course would be certified under Plan IV, with no tuition change.

Fiscal Impact:

| | |
|--------------------|-------------|
| POST Staff Time | 100 hours |
| Reimbursement Cost | \$13,200.00 |

April 24, 1975

RECOMMENDATION:

It is recommended that certification modification for the technical course entitled, "Jail Operations" be granted as requested. The course will be presented on a 40-hour intensive format, maximum enrollment per presentation will be 40 students, and responsibility for coordination of the course will be fixed with the Academy of Justice.

Memorandum

38

: COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: MOTORCYCLE TRAINING COURSE (CALIFORNIA HIGHWAY PATROL) -
TUITION MODIFICATION

BACKGROUND:

The tuition for the currently certified 84-hour Plan III Motorcycle Training Course was reviewed to determine if the \$588.00 tuition conforms to the guidelines. Previously established maximum students to be trained were established by the Commission at 210, of which only approximately 136 were POST reimbursable students. The California Highway Patrol was given POST staff approval for a reduction in tuition in December of 1974.

ANALYSIS:

The revised budget submitted by the California Highway Patrol calls for a reduced tuition of \$487.00 (a reduction of \$101.00 per student), with 233 trainees as a maximum to be trained. This projected total number will include reimbursable members of local agencies, out of state law enforcement personnel, and California Highway Patrol personnel for which the California Highway Patrol and out of state personnel will share proportionately in the instructional costs.

Estimated personnel to be trained:

- 25% - 30% California Highway Patrol Personnel
- 5% - 10% Out of State Personnel
- Approx. 70% POST Reimbursable Personnel (161)

April 24, 1975

FISCAL IMPACT:

POST Staff Time 88 hours
Reimbursement Costs \$165,307.00

The California Highway Patrol indicates the budget is by necessity determined for the 1975 calendar year, but that future budgets will be submitted on a fiscal year basis.

RECOMMENDATION:

Approve a tuition of \$487.00 with an estimated 161 reimbursable students under Reimbursement Plan III.

Memorandum

39

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: UPGRADING INSTRUCTORS COURSE - CALIFORNIA PEACE OFFICERS ASSOCIATION -
MODIFICATIONSBACKGROUND

The Upgrading Instructors Course was certified April 25, 1974, to the California Peace Officers Association under reimbursement Plan III with a tuition of \$145.

ANALYSIS

The course coordinator, Mr. Rodney Blonien, Executive Director of CPOA, requests hours be reduced from 42 to 40, to be presented 8 hours per day, 5 days per week.

A budget review results in the tuition being reduced from a previous \$145 to \$119 with a maximum class size of 18. The course may be presented up to six times per year.

Fiscal Impact

POST staff time: 70 hours
Reimbursement costs: \$28,072

RECOMMENDATION

1. Reduce course length from 42 to 40 hours.
2. Reduce tuition from \$145 to \$119 per presentation. Limit presentations to six per fiscal year.
3. Continue certification under Plan III.

Memorandum

40

: COMMISSIONERS

Date : March 31, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE-
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA -
"JAIL MANAGEMENT"BACKGROUND

The Technical Course entitled, "Jail Management" was first certified by the Commission to California State Polytechnic University, Pomona, on June 14, 1972. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$220 to \$130.

The course objectives and description remain the same and the tuition reduction will not affect the quality of the course. Due to rising need, Dr. John Burma, Course Coordinator, has requested that the student maximum enrollment be increased to 25 students per presentation.

ANALYSIS

The program is to be presented on a 44-hour intensive format, 8 hours per day for 1 week at Kellogg West, which is approved by POST to meet the needs of local law enforcement. Maximum enrollment will be 25 students, the tuition cost per student is \$130 and reimbursement will be under Plan III.

Fiscal Impact

POST Staff Time - 100 hours
Reimbursement cost - \$30,200

RECOMMENDATION

It is recommended that the Technical Course entitled, "Jail Management" be granted a modified certification with the maximum number of students increased to 25 per presentation, 4 presentations per year, the course be presented in its present 44-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$130 per student.

Memorandum

41

: COMMISSIONERS

Date : March 31, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE -
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA -
"RESEARCH AND DEVELOPMENT COURSE"

BACKGROUND

The Technical Course entitled, "Research and Development Course" was first certified by the Commission to California State Polytechnic University, Pomona, on January 25, 1974.

The course was certified to the University in affiliation with the Los Angeles County Sheriff's Department. Because of a number of organizational changes within the Sheriff's Department, the course was not presented. A budget review of the course, according to Commission tuition guidelines, indicates that the course should now be presented with a first time presentation tuition of \$163 and ensuing presentations with a tuition of \$135.

ANALYSIS

Because of the organizational changes within the Sheriff's Department, certification should only be to the University.

Dr. John Burma, Director, Criminal Justice Department, will be the course coordinator and will appoint an on-site, full-time coordinator which the course will require.

The course will be presented no more than 4 times per year. The tuition for the first presentation will reflect the cost of books which will be purchased and retained by the school for all future presentations.

Fiscal Impact

POST Staff Time - 60 hours
Reimbursement Cost - \$24,920

RECOMMENDATION

It is recommended that the Technical Course entitled, "Research and Development Course" be granted a modified

certification with the maximum number of students to remain at 20 per presentation, the course be presented in its present 40-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$163 initial presentation and \$135 for ensuing presentations.

Memorandum

42

: COMMISSIONERS

Date : March 28, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION / TECHNICAL COURSE -
POLYTECHNIC UNIVERSITY, POMONA - "TRAFFIC PROGRAM
MANAGEMENT INSTITUTE"BACKGROUND

The Technical Course entitled, "Traffic Program Management Institute" was first certified by the Commission to California State Polytechnic University, Pomona, on June 14, 1972. A budget review of the course in compliance with the Commission certified courses tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$165 to \$122.

The course objectives and description remain the same and the tuition reduction will not affect the quality of the course.

ANALYSIS

The program is to be presented on a 44-hour intensive format, 8 hours per day for 1 week at Kellogg West, which is approved by POST to meet the needs of local law enforcement. Maximum enrollment is 30 students, the tuition cost per student is \$122 and reimbursement will be under Plan III.

Fiscal Impact

POST Staff Time - 100 hours
Reimbursement Cost - \$34,580

RECOMMENDATION

It is recommended that the Technical Course entitled, "Traffic Program Management Institute" be granted a modified certification with the maximum number of students to remain at 30 per presentation, 4 presentations per year, the course be presented in its present 44-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$122.00 per student.

Memorandum

43

: COMMISSIONERS

Date : March 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "CRIMINAL JUSTICE INFORMATION SYSTEMS"

BACKGROUND

The Technical Course entitled, "Criminal Justice Information Systems", was first certified by the Commission to California State University, Long Beach, on December 10, 1970. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$133 to \$83.

The course objectives and description remain the same and the tuition reduction will not effect the quality of the course.

ANALYSIS

The program is to be presented on a 24-hour intensive format, 8 hours per day for 3 consecutive days at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 20 students, the tuition cost per student is \$83 and reimbursement for travel, per diem, and tuition will be under Plan III.

Fiscal Impact

POST staff time: 50 hours
Reimbursement cost: \$8,576

RECOMMENDATION

It is recommended that the Technical Course entitled, "Criminal Justice Information Systems", be granted a modified certification; the maximum number of students remain 20 per presentation, the course be presented in its present 24-hour intensive format, and be reimbursed under Plan III at a tuition of \$83 per student.

Memorandum

44

: COMMISSIONERS

Date : March 24, 1975

Executive Director

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

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "FIELD EVIDENCE TECHNICIAN COURSE"

BACKGROUND

The Technical Course entitled, "Field Evidence Technician Course", was first certified by the Commission to California State University, Long Beach, on December 19, 1968. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$320 to \$285.

The course objectives and description remain the same and the tuition reduction will not effect the quality of the course.

ANALYSIS

The program is to be presented on a 120-hour intensive format, 8 hours per day for 3 consecutive weeks at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 25 students, the tuition cost per student is \$285 and reimbursement will be under Plan III.

Fiscal Impact

POST staff time: 105 hours
Reimbursement cost: \$117,825.00

RECOMMENDATION

It is recommended that the Technical Course entitled, "Field Evidence Technician Course", be granted a modified certification with the maximum number of students to remain at 25 per presentation, the course be presented in its present 120-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$285 per student.

Memorandum

45

: COMMISSIONERS

Date : March 25, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "LAW ENFORCEMENT LEGAL EDUCATION PROGRAM"

BACKGROUND

The Technical Course entitled, "Law Enforcement Legal Education Program", was first certified by the Commission to California State University, Long Beach, on December 12, 1969. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be reduced from \$140 to \$122.

The course objectives and description remain the same and the tuition reduction will not effect the quality of the course.

ANALYSIS

The program is to be presented on a 40-hour intensive format, 8 hours per day for 5 consecutive days at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 30 students, the tuition cost per student is \$122 and reimbursement for travel, per diem and tuition will be under Plan III.

Fiscal Impact

POST staff time: 150 hours
Reimbursement cost: \$45,357.50

RECOMMENDATION

It is recommended that the Technical Course entitled, "Law Enforcement Legal Education Program", be granted modified certification with the maximum number of students to remain at 30 per presentation, the course be presented in its present 40-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$122 per student.

Memorandum

46

: COMMISSIONERS

Date : March 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "ORGANIZATIONAL DEVELOPMENT SEMINAR"

BACKGROUND

The Technical Course entitled, "Organizational Development Seminar", was first certified by the Commission to California State University, Long Beach, on September 16, 1971. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student will remain the same; however, there will be internal budgetary adjustments made to conform with the guidelines.

The course objectives and description remain the same.

ANALYSIS

The program is to be presented on a 24-hour intensive format, 8 hours per day for 3 consecutive days. Maximum enrollment is 15 students, the tuition cost per student is \$115 and reimbursement for travel, per diem, and tuition will be under Plan III.

Fiscal Impact

POST staff time: 45 hours
Reimbursement cost: \$7,350

RECOMMENDATION

It is recommended that the Technical Course entitled, "Organizational Development", be granted a modified certification; the maximum number of students remain 15 per presentation; the course be presented in its present 24-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$115 per student.

Memorandum

47

: COMMISSIONERS

Date : March 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "SCHOOL RESOURCE OFFICER COURSE"

BACKGROUND

The Technical Course entitled, "School Resource Officer Course", was first certified by the Commission to California State University, Long Beach, on September 15, 1972. A budget review of the course in compliance with the Commission certified course tuition guidelines (Bulletin 75-1) indicates that the tuition cost per student be increased from \$100 to \$102.

The course objectives and description remain the same.

ANALYSIS

The program is to be presented on a 24-hour intensive format, 8 hours per day for 3 consecutive days at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 20 students, the tuition cost per student is \$102 and reimbursement for travel, per diem, and tuition will be under Plan III.

Fiscal Impact

POST staff time: 95 hours
Reimbursement cost: \$24,040.50

RECOMMENDATION

It is recommended that the Technical Course entitled, "School Resource Officer Course", be granted a modified certification with the maximum number of students to remain at 20 per presentation, the course be presented in its present 24-hour intensive format, and be reimbursed under Plan III at a tuition cost of \$102 per student.

Memorandum

48

To : COMMISSIONERS.

Date : March 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - CALIFORNIA STATE UNIVERSITY, LONG BEACH - "WORKSHOP ON THE MENTALLY ILL"

BACKGROUND

The Technical Course entitled, "Workshop on the Mentally Ill", was first certified by the Commission to California State University, Long Beach, on December 14, 1972. In accordance with the Commission's direction on priorities for specific job related training, the reimbursement plan will be changed from Plan III to Plan IV. Current tuition is \$125.

The course objectives and description remain the same and the plan change will not effect the optimum quality of the course.

ANALYSIS

The program is to be presented on a 24-hour intensive format, 8 hours per day for 3 consecutive days at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 20 students, the tuition cost per student is \$100 and the course reimbursement be changed from Plan III to Plan IV.

Fiscal Impact

POST staff time: 70 hours
Reimbursement cost: \$9,410.00

RECOMMENDATION

It is recommended that the Technical Course entitled, "Workshop on the Mentally Ill", be granted a modified certification with the number of students to remain at 20 per presentation, the course be presented in its present 24-hour intensive format, and be reimbursed under Plan IV at a tuition cost of \$100 per student.

Memorandum

49

: COMMISSIONERS

Date : April 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE -
LOS ANGELES POLICE DEPARTMENT - "BASIC CAR PLAN
LEADERSHIP SCHOOL" (TEAM POLICING LEADERSHIP SCHOOL)

BACKGROUND

"Basic Car Plan Leadership School" was first certified on March 15, 1973. Los Angeles Police Department is now requesting a name change to "Team Policing Leadership School".

ANALYSIS

The 24-hour course is presented in an intensive format and is intended to assist officers assigned to the team policing concept understand their role in the community. Content is modified slightly, with two hours devoted to management principles.

Fiscal Impact

12 Presentations
Staff Time - 200 hours
Reimbursements - none

RECOMMENDATION

That the Technical Course, "Basic Car Plan Leadership School" be renamed "Team Policing Leadership School". Reimbursement to remain under Plan IV, with class size set at 30. The 24-hour presentation is to remain in the intensive format.

Memorandum

50

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **CERTIFICATION MODIFICATION -- TECHNICAL COURSE -- LOS ANGELES POLICE DEPARTMENT**BACKGROUND

The Technical Course "Investigator School" was first certified on June 12, 1970, as a 40-hour course. On April 25, 1974, this course was modified to allow an 80-hour presentation. The Los Angeles Police Department is now requesting modification to allow a 120-hour format.

ANALYSIS

As proposed, the 120-hour course will be in the intensive format with the final 40 hours consisting of simulation training. The addition of the simulation training, which is designed to provide application of the material presented during the first 80 hours, is seen as extremely useful in the training of new investigators.

Fiscal Impact

4 Presentations
POST staff time: 50 hours
Reimbursement costs: \$1000

RECOMMENDATION

The Technical Course "Investigator School" be modified to allow a 120-hour format. Reimbursement will remain under Plan IV, course size at 40 with existing conditions of certification to remain the same.

Memorandum

51

: Commissioners

Date : March 21, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: MODIFICATION - TECHNICAL COURSE - LOS ANGELES POLICE DEPARTMENT

BACKGROUND

The Technical Course "Municipal Jail and Property School" was first certified as a 40-hour course on December 14, 1972. The course was designed to meet the training needs of divisional jailers for LAPD. Due to the mandate of Section 831 PC, which became law January 1, 1975, LAPD is now required to provide specific training to those jailers defined as custodial officers. LAPD is requesting modification of the course curricula to conform with the mandates of the law.

ANALYSIS

The "Jail Operations and Property Procedures Course" will be presented in an 80-hour intensive format. The curricula includes 26 hours of arrest, search and seizure training (PC 832 mandate) and 44 hours of jail operations training which conforms to the suggested curriculum of the U.S. Bureau of Prisons.

Fiscal Impact:

3 presentations
POST Staff Time - 15 hours
Reimbursement - None

RECOMMENDATION

1. Name change to be "Jail Operations and Property Procedures"
2. Course length 80 hours, intensive format
3. Maximum number of participants set at 30
4. Reimbursement under Plan IV.

Memorandum

52

: Commissioners

Date : March 21, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE - LOS ANGELES
POLICE DEPARTMENTBACKGROUND

"Supplemental Management Training" was first certified as a Middle Management Seminar December 14, 1972. On January 24, 1974, the Commission recertified the course as a Technical Course. At staff request, pursuant to Commission Guidelines, LAPD is now submitting a new course budget. LAPD is also requesting that the course be reclassified as a Middle Management Seminar.

ANALYSIS

The course is designed for presentation in a 60-hour intensive format. Thirty-six hours of instruction are presented in affiliation with California State University, Northridge with the remaining 24 hours being given by on-duty LAPD personnel.

Budget items reflect only those costs incurred for the instruction given by other than LAPD personnel.

The course is designed to provide LAPD division commanders with instruction in departmental management philosophy, attitudes and procedures, as well as law enforcement's role and relationships in a changing society.

Fiscal Impact:

2 presentations per year
Staff Time - 40 hours
Reimbursement Costs - \$4,000

RECOMMENDATION

That the 60-hour course "Supplemental Management Training" be granted continuing certification as a Technical Course. That tuition be set at \$88 with the number of participants set at 20 per class. Reimbursement under Plan III with presentations to be in the intensive format.

Memorandum

53

: COMMISSION ON PEACE OFFICER STANDARDS
AND TRAINING

Date : March 18, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: OAKLAND POLICE DEPARTMENT - COMMUNICATION/DISPATCHER COURSE -
REQUEST FOR MODIFICATIONBACKGROUND

This 120-hour Technical Course was certified by the Commission on December 14, 1972. Since that date they have not presented the course. On April 27, 1974, this was brought to their attention for possible decertification. They responded they definitely wanted continued certification to ensure the proper training of all new dispatcher personnel.

On January 6, 1975, we received Course Announcements for two 45-hour courses, (1) December 10, 1974 to January 14, 1975 and (2) January 21, 1975 to February 25, 1975. They were not approved because of the change in hours and insufficient time to process the announcements.

ANALYSIS

Captain McArthur is now requesting the original certification be reduced in hours to 45. All of the supportive documentation has been reviewed and appears to be in conformance.

Fiscal Impact

POST Staff Time - 50 hours
Reimbursement Costs - \$750.00

RECOMMENDATION

Modify this course from a 120-hour course to a 45-hour course reimbursable under Plan IV.

Memorandum

54

: COMMISSIONERS

Date : March 27, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION - TECHNICAL COURSE -
UNIVERSITY OF SOUTHERN CALIFORNIA - "TEAM BUILDING
WORKSHOP"BACKGROUND

The University of Southern California was first certified to present "Team Building Workshops" in March of 1969. On January 24, 1974, the certification was modified, setting tuition at \$115 for the 24-hour technical course. Continuing certification was to be considered at the January 1975 Commission Meeting.

At staff request, USC has now submitted a new budget in compliance with Commission guidelines.

ANALYSIS

The 24-hour intensive format workshops are designed for in-house presentations using a retreat setting. The programs have been rated as extremely beneficial for those departments which have had team building workshop presentations. Through an administrative oversight, staff neglected to submit for continuing certification at the January 1975 Commission Meeting.

Fiscal Impact

20 Presentations
Staff Time - 175 hours
Reimbursements - \$52,500

RECOMMENDATION

That the Technical Course "Team Building Workshop" be certified for a period of one year. That retroactive certification be granted beginning January 24, 1975. That the tuition for the course be set at \$115 per participant for the period January 24, 1975, with reimbursement to continue under Plan III. The program to be presented in the 24-hour intensive format, retreat setting. That class size be limited to 15.

Memorandum

55

: COMMISSIONERS

Date : April 2, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION: BASIC COURSE, VENTURA COUNTY SHERIFF'S ACADEMY

BACKGROUND

The Ventura County Sheriff's Basic Academy was certified by Commission action on February 6, 1963. The Academy affiliated with Moorpark College in September 1968.

ANALYSIS

During a special joint meeting of the Advisory Committees of the Ventura County Sheriff's Academy and the Ventura College Police Academy, it was decided that the Ventura Police Academy would be the only basic recruit training in the County of Ventura. It was agreed that the basic course would be conducted at the Sheriff's facilities on Oxnard Air Force Base and be staffed by instructors from both academies.

The Ventura County Sheriff's Department was advised by POST that their Basic Course would be decertified because they would no longer be offering the course. The Sheriff's Department requested that their basic course remain certified for a while to see whether the new academy will work out to everyone's satisfaction. They are hopeful that it does work but still would like a little insurance in case it does not. The Sheriff's Department was advised that decertification of their basic course would not prevent them from seeking recertification at a later date if the need was demonstrated.

RECOMMENDATION

The Ventura County Sheriff's Academy be decertified.

Memorandum

56

COMMISSIONERS

Date : March 28, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: DECERTIFICATION / BASIC COURSE FOR SPECIALIZED
LAW ENFORCEMENT PERSONNEL-"MARSHAL'S BASIC COURSE" -
PASADENA CITY COLLEGEBACKGROUND

The Marshal's Basic Course was initially certified by the Commission on December 14, 1972. Certification was for 520 hours on an intensive format. Presentations were to be conducted twice yearly for a maximum enrollment of 35 students each class. Reimbursement is not applicable to this course.

ANALYSIS

The last course presented was September 10, 1974. The Marshals attending that course did not complete the 520 hours. Contact with the Los Angeles County Marshal's Office revealed that they had enrolled for the entire course, but upon completing 400 hours they decided to complete the remaining 120 hours of "Civil Procedures" at Rio Hondo College. Furthermore, Los Angeles County Marshal's Office now intends to enroll all personnel in future Rio Hondo College Marshal's Basic Courses. They no longer intend to use the Pasadena City College Marshal's Course. Contact with Mr. Vincent Hughes, Coordinator, Pasadena City College, indicates that he concurs with decertification of this course as a need for it does not now exist.

RECOMMENDATION

Decertification.

Memorandum

57

Commissioners

Date : April 7, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION - ADVANCED OFFICER COURSE - MONTEREY PENINSULA COLLEGE

BACKGROUND

This course was originally certified by the Commission in October, 1969.

ANALYSIS

The course coordinator states there is no longer a need for continued certification.

RECOMMENDATION

Decertify.

Memorandum

58

Commissioners

Date : March 18, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: YUBA COMMUNITY COLLEGE, ADVANCED OFFICER COURSE

BACKGROUND

The Yuba College Advanced Officer Course was certified on December 9, 1971. The course was certified to be presented two hours per day, five days per week for two weeks.

Since its certification, the course has been presented only once, in October 1973. Only 10 students attended that presentation. The coordinator agrees that other institutions in the area have filled the Advanced Officer Course need.

ANALYSIS

This course is no longer necessary.

RECOMMENDATION

It is recommended that this course be decertified.

Memorandum

59

: COMMISSIONERS

Date : March 28, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION / SUPERVISORY COURSE -
"SUPERVISORY TRAINING" - EL CAMINO COLLEGE

BACKGROUND

This Supervisory Course was initially certified by the Commission on June 4, 1964. Certification was for an 80-hour course to be presented over two semester periods. Maximum enrollment of 14 students, one presentation yearly with reimbursement provided for law enforcement personnel when applicable.

ANALYSIS

This course has been presented a number of times over the past several years. Due to the format, numerous problems have been encountered with course announcements and rosters. Of late, very few requests have been received by law enforcement personnel to attend the course. The last presentation was conducted on September 1973.

Mr. John Hampton, Course Coordinator, was contacted and does not concur with decertification.

RECOMMENDATION

Decertification.

Memorandum

60

To : COMMISSIONERS

Date : March 28, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION / MIDDLE MANAGEMENT COURSE-
CAL-STATE UNIVERSITY, LOS ANGELES

BACKGROUND

This Middle Management Course was initially certified by the Commission on December 19, 1968. Presentations were conducted 8 hours per day, 1 day per week for 12 weeks. Maximum enrollment is 25 students, with a tuition of \$300. The course was to be presented at least twice yearly. The last presentation was conducted in March 1974.

ANALYSIS

In response to Commission guidelines on tuition and policy for intensive format presentations, Mr. Peter Madsen, Director of Community Services, was contacted to discuss ensuing changes. Mr. Madsen stated he did not wish to change course format nor could he justify an impending decrease in tuition. Mr. Madsen further expressed a desire to decertify the course.

RECOMMENDATION

It is recommended that this Middle Management Course be decertified.

Memorandum

61

: COMMISSIONERS

Date : March 21, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: MIDDLE MANAGEMENT COURSE - CALIFORNIA STATE UNIVERSITY, SACRAMENTO -
DECERTIFICATIONBACKGROUND:

This request seeks Commission approval for the decertification of the Middle Management Course now certified to California State University, Sacramento. This course has been certified to California State University, Sacramento since 1969. Some coordination and instructional quality problems have been experienced with recent presentations. Mr. William Melnicoe, Chairman of the Criminal Justice Department, has communicated the desire of California State University, Sacramento to decertify the course for various reasons cited in his March 10, 1975 letter.

ANALYSIS:

The request to decertify appears to be justified. Other existing middle management courses are capable of accommodating additional presentations to meet the training demand.

RECOMMENDATION:

It is recommended the Commission decertify the Middle Management Course now certified to California State University, Sacramento.

Memorandum

62

To : COMMISSIONERS

Date : April 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION - EXECUTIVE DEVELOPMENT SEMINAR -
CAL-STATE UNIVERSITY, LONG BEACHBACKGROUND:

This Executive Development Seminar was first certified by the Commission to California State University, Long Beach, December 12, 1969. The course does not conform to the topic specific guidelines established by the Commission, nor has there been a presentation of the course in the last two years.

ANALYSIS:

The basic goal of this course is identifying a different theme derived from an analysis of the interest and concerns of police executives. After the goal has been identified, the objectives are to 1) clarify the problem area; 2) select an alternative for the solution of the problem; 3) examine the utility of the alternative; and to 4) design and develop the means for its implementation.

The program is to be presented on a 24-hour intensive format, 8 hours a day for three consecutive days, at various locations approved by POST to meet the needs of local law enforcement. Maximum enrollment is 20 students, the tuition cost per student is \$84.00, and the requested reimbursement would be under Plan III.

Fiscal Impact If Certified:

| | |
|--------------------|------------|
| POST Staff Time | 10 hours |
| Reimbursement Cost | \$7,790.00 |

RECOMMENDATION:

It is recommended the course entitled, "Executive Development Seminar" be decertified because it is not in conformance with topic specific guidelines, and the course has not been presented in the past two years.

Memorandum

63

To : COMMISSIONERS.

Date : April 1, 1975

Executor Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION: MOORPARK COLLEGE - AUTO THEFT INVESTIGATION INSTITUTE COURSE

BACKGROUND

The Auto Theft Investigation Institute Course was certified as a Technical Course by Commission action on June 12, 1970, effective June 9, 1970. The course was certified to Moorpark College.

ANALYSIS

This course has not been presented since it has been certified. Mr. Jack Fleming, Police Science Coordinator, Moorpark College, advised he would not contest the Commission's action to decertify this course.

RECOMMENDATION

The course be decertified.

Memorandum

64

COMMISSIONERS

Date : March 14, 1975

From : Gene S. Muehleisen, Executive Director
Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION / FULLERTON JUNIOR COLLEGE -
TECHNICAL COURSE

BACKGROUND

In a letter dated February 7, 1975, Mr. N.F. Iannone, Chairman, Police Science Department, Fullerton Junior College, requested decertification of the Technical Course entitled, "Crime Scene Techniques and Scientific Investigation".

ANALYSIS

The 108 hour course is designed to be presented in a two semester format and is not being utilized by participants or agencies seeking reimbursement.

RECOMMENDATION

The Technical Course, "Crime Scene Techniques and Scientific Investigation" be decertified.



Memorandum

65

: COMMISSIONERS

Date : March 28, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION / TECHNICAL COURSE - "LAW ENFORCEMENT
AGENCIES AND THE RETARDED CITIZEN" / CAL-STATE, LOS ANGELESBACKGROUND

This Technical Course was initially certified by the Commission on April 25, 1974 for a period of two years. Certification was for a 24-hour intensive format, no tuition, and a maximum enrollment of 50 students. Presentations were to be conducted twice yearly, under Plan B which provided for reimbursement for meals, lodging, and travel.

ANALYSIS

This course has never been presented. One course announcement was submitted in June 1974, but cancelled due to lack of student enrollment. Mr. Peter Madsen, Director of Community Services, California State University at Los Angeles, was contacted and concurs with decertification.

RECOMMENDATION

The course "Law Enforcement Agencies and the Retarded Citizen" be decertified.

Memorandum

66

To : COMMISSIONERS

Date : March 28, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: DECERTIFICATION / TECHNICAL COURSE - "POLICE-COMMUNITY
RELATIONS" / EL CAMINO COLLEGE.

BACKGROUND

This Technical Course was initially certified by the Commission on June 12, 1970. Certification was for a semester length format, with reimbursement under Plan D. Course length is 54 hours, maximum enrollment of 50 students. Ten presentations were to be conducted yearly.

ANALYSIS

The course has been presented frequently and initially served the needs of a number of law enforcement agencies. Mr. John Hampton, Coordinator, El Camino College, was contacted and he expressed a desire to decertify the course as it is no longer being attended by law enforcement officers. The course has apparently met the needs originally certified for.

RECOMMENDATION

Decertification.

Memorandum

67

18 : COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION MODIFICATION -- ADVANCED OFFICER COURSE --
GOLDEN WEST COLLEGE

BACKGROUND:

Golden West College was first certified to present Advanced Officer training on May 25, 1970. As originally certified, the Advanced Officer Course is to be presented in a 40-hour, intensive format. Golden West College is now requesting (at the request of the Huntington Beach Police Department) certification modification to present Advanced Officer training in a variable format of either 24 or 40 hours.

ANALYSIS:

As proposed, the 24-hour format would be scheduled on a one day (eight hours) per month, every other month basis over a five-month period (i.e., January, March, May). This scheduling would accommodate the "training days" provided for in Huntington Beach's "ten-hour" manpower scheduling plan.

It is anticipated that each man attending the class would be able to attend twice in one year (approximately 150 men per class). If salary reimbursement were provided, it is anticipated that annual reimbursement would be approximately \$50,000.00. It is also anticipated that approximately 125 hours of staff time would be expended on this course over a 12-month period.

On an experimental basis, staff approved one presentation of this program (September 1974 through January 1975). A second presentation is currently underway. Class participants rated the class as pertinent and successful.

RECOMMENDATION:

That the proposed variable format (24-hour presentation) of the Advanced Officer Training Course at Golden West College be denied.

That Golden West College be granted continuing certification for the 40-hour format.

That the reimbursement claims for the first and second 24-hour presentation of the Advanced Officer Training Course be approved.

Memorandum

68

: Commission on Peace Officer Standards
and Training

Date : March 18, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: COLLEGE OF SAN MATEO - DISPATCHER/COMPLAINT DESK OPERATOR COURSE
REQUEST FOR CERTIFICATION

BACKGROUND

The College of San Mateo has employed two local police middle managers to develop new and meaningful Administration of Justice Programs.

In conducting a survey of the law enforcement needs in San Mateo County, it was ascertained they want and need the above course certified.

ANALYSIS

Law enforcement administration in San Mateo County report they cannot afford to send trainees to currently certified courses because of travel, time, and tuition constraints. Additionally, they report they have local problems, unique local systems, and local concerns which could not be properly addressed at other Communication/Dispatcher Courses. They feel their mutual aid program is different, their computer system is different, that their Police Identification Network (PIN) is only concerned with Bay Area Counties regarding warrants.

The San Mateo County Communications Officers Association is composed of the person in charge of each agency communication function and they are 100% supportive of certification.

It is planned for these courses to be presented at the San Mateo Police Department where they have a good classroom and that practice terminals will be installed to facilitate training. They anticipate two presentations per year with a maximum enrollment of 30 trainees.

Fiscal Impact

Staff Time - 50 hours
Reimbursement Costs - \$1,755

RECOMMENDATION

It is recommended this 40-hour Technical Course be denied certification because there are now sufficient courses to meet the needs.

Memorandum

69

: COMMISSIONERS

Date : March 27, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION / TECHNICAL COURSE - ACADEMY OF
JUSTICE, RIVERSIDE (COMPLAINT DESK/DISPATCHER
TRAINING COURSE)

BACKGROUND

The Law Enforcement Committee of the Academy of Justice, Riverside, has identified a training need for complaint desk/dispatcher training and is hereby requesting certification of this course.

ANALYSIS

This course is designed to train complaint desk and/or dispatcher personnel in the necessary skills and techniques to enable them to efficiently and effectively operate all radio, teletype, telephone systems commonly used in modern police agencies.

The program will be presented on a 16-hour intensive format, eight hours per day for two consecutive days. They expect to make four presentations of this course per year, training 15 students per presentation. The course would be certified under Plan IV, with no tuition charge.

After reviewing the course outline, it is staff's opinion that the subject matter being proposed could not adequately be covered in a 16-hour presentation. Furthermore, the San Bernardino County Sheriff's Academy offers a 56-hour Complaint Dispatchers certified course which covers the same subject matter. This course is available upon request to be presented at anytime.

Fiscal Impact

| | |
|--------------------|------------|
| POST Staff Time | 50 hours |
| Reimbursement Cost | \$2,340.00 |

March 27, 1975

RECOMMENDATION

It is recommended that the Technical Course entitled, "Complaint Desk/Dispatcher Training Course" not be certified for the reasons stated previously.

Memorandum

70

: COMMISSIONERS

Date : April 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE (FISCAL MANAGEMENT FOR CRIMINAL JUSTICE PERSONNEL)

BACKGROUND


Due to the increasing need for police managers to be knowledgeable in fiscal matters, the Law Enforcement Committee of the Academy of Justice, Riverside, is requesting that this course be certified. The academy will use the services of Dr. John McKee, a well-known expert in the law enforcement community on fiscal matters, to instruct in the course should it be certified. Responsibility of the coordination of this course will be fixed with the Academy of Justice.

ANALYSIS

The objectives of this course are to introduce the manager to the public financial structure; make the student aware of revenue problems and income-producing methods; teach public finance accountability and budgeting practices; and develop a group of managers trained to solve fiscal management problems.

The course is designed to be presented on a 24-hour, eight hour a day, three consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

After reviewing the course outline, it is staff's opinion that the course is very similar to another course which is being submitted by the Academy of Justice: "Cost Analysis and Budgeting", which is being recommended by staff for certification. Furthermore, it is staff's opinion that unlike the Cost Analysis and Budgeting course, this course is too broad in scope.



Fiscal Impact

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$5,715.00 |

RECOMMENDATION

It is recommended that the Technical Course entitled, "Fiscal Management for Criminal Justice Personnel" not be certified for the reasons stated previously.

Memorandum

71

: COMMISSIONERS

Date : April 24, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE
(GRAPHIC PRESENTATION FOR CRIMINAL JUSTICE PERSONNEL)BACKGROUND:

The Law Enforcement Committee of the Academy of Justice, Riverside, is requesting that this course be certified. The academy would use the services of Dr. John McKee, a well-known expert in this field, to instruct in this course, should it be certified. The Academy of Justice staff would be responsible for the coordination of the course.

ANALYSIS:

This course is designed to develop the students ability to create graphic data presentations in a more professional and effective manner.

After reviewing the course outline, it is staff's opinion there is not a demonstrated need for such a course. This type of training can be obtained without the use of the Peace Officers Training Fund for those few who might desire such training.

The course is designed to be presented on a 24-hour, eight hour a day, three consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

Fiscal Impact in the Event of Certification:

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$5,715.00 |

RECOMMENDATION:

It is recommended that the course entitled, "Graphic Presentation for Criminal Justice Personnel" not be certified for the reasons stated previously.

Memorandum

72

: COMMISSIONERS

Date : March 27, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CERTIFICATION - TECHNICAL COURSE - ACADEMY OF JUSTICE,
RIVERSIDE (HIGH-RISK DRIVER TRAINING)BACKGROUND

The Law Enforcement Committee of the Academy of Justice, Riverside, has identified a training need for High-Risk Driver Training and is hereby requesting certification of this course. They feel that they can meet the needs of 12 law enforcement agencies in the greater Riverside area by training 80 officers in this course.

ANALYSIS

The course is designed to provide the student with the knowledge and skills necessary to achieve maximum efficiency and ability within the limits of safety. The student is given instruction in roadway and traffic hazards, recognition of potential accident situations, and conditioning of accident avoidance reflexes.

The program will be presented on a 16-hour intensive format, eight hours per day for two consecutive days. The course will be presented at the Riverside International Raceway and taught by professional driving instructors. The Academy of Justice expects to make 10 presentations of this course per year, with a maximum of eight students per presentation. The course would be certified under Plan IV, with tuition cost of \$150.00 per student.

It is staff's opinion that the certified Driver Training Course at Orange County Raceway can adequately meet the needs for this type of training in the Southern California area.

Fiscal Impact

POST Staff Time - 60 hours
Reimbursement Cost \$4,330.00

RECOMMENDATION

It is recommended that the Technical Course entitled, "High-Risk Driver Training" not be certified for the reasons stated previously.

Memorandum

73

: COMMISSIONERS

Date : April 24, 1975

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

Subject: **CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE
(PROGRAM PLANNING AND BUDGETING SYSTEMS FOR CRIMINAL
JUSTICE PERSONNEL)**

BACKGROUND:

The Law Enforcement Committee of the Academy of Justice, Riverside, is requesting that this course be certified. The academy would use the services of Dr. John McKee, a well-known expert in this field, to instruct in this course, should it be certified. The Academy of Justice staff would be responsible for the coordination of the course.

ANALYSIS:

This course is designed to impart to the student knowledge of program budgeting; it allows the student to make valid comparisons between line-item budgets and program budgeting as applied to criminal justice system use; and gives some practical work in applying these techniques and methods.

The subject matter of this course elaborates on one of many fiscal management techniques developed in the private sector to account for fiscal responsibility. It is staff's opinion, after reviewing the course outline, that the course would only give the student a cursory knowledge of the subject matter and would not provide the knowledge required to institute such a technique effectively. For this reason, the course would not be cost effective. Also, there has not been a demonstrated need for this course.

This course is designed to be presented on a 24-hour, eight hour a day, three consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

April 24, 1975

Fiscal Impact in the Event of Certification:

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$5,715.00 |

RECOMMENDATION:

It is recommended that the course entitled, "Program Planning and Budgeting Systems for Criminal Justice Personnel" not be certified for the reasons stated previously.

Memorandum

74

: COMMISSIONERS

Date : April 24, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: CERTIFICATION/TECHNICAL COURSE - ACADEMY OF JUSTICE, RIVERSIDE
(SYSTEMS ANALYSIS FOR CRIMINAL JUSTICE PERSONNEL)

BACKGROUND:

The Law Enforcement Committee of the Academy of Justice, Riverside, is requesting that this course be certified. The academy would use the services of Dr. John McKee, a well-known expert in this field, to instruct in this course, should it be certified. The Academy of Justice staff would be responsible for the coordination of the course.

ANALYSIS:

The course is designed to teach the student the use of the systems analysis technique. The system is used in planning work flow; to understand the components of their organization; illustrate the importance of the effective use of the dollar in determining performance; and insure effective use of operative plans and procedures with regard to the use of money.

This subject matter elaborates on one of many fiscal management techniques that have been introduced in the private sector to help control large-scale projects. It is staff's opinion, after reviewing the course outline, that the course would only give the student a cursory knowledge of the subject matter and would not provide the knowledge required to institute such a technique effectively. For this reason, the course would not be cost effective. Also, there has not been a demonstrated need for this course.

The course is designed to be presented on a 24-hour, eight hour a day, three consecutive day format. The maximum number of students is 20 per presentation, and it is expected there would be three presentations per year. The course would be certified under Plan IV, with no tuition charge.

Fiscal Impact in the Event of Certification:

| | |
|--------------------|------------|
| POST Staff Time | 45 hours |
| Reimbursement Cost | \$5,715.00 |

RECOMMENDATION:

It is recommended that the course entitled, "Systems Analysis for Criminal Justice Personnel" not be certified for the reasons stated previously.

Memorandum

75

: COMMISSIONERS

Date : April 3, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: CALIFORNIA HIGHWAY PATROL - CARDIO-PULMONARY RESUSCITATION INSTRUCTOR
COURSE - REQUEST FOR COURSE CERTIFICATIONBACKGROUND:

A course certification has been received from the California Highway Patrol for a Cardio-Pulmonary Resuscitation Instructor Course.

ANALYSIS:

The request calls for the certification of a 16-hour technical course under Reimbursement Plan IV with a format of 8 hours per day for 2 consecutive days. Even though no survey of agency need and commitment of trainees was submitted with the request and application, the California Highway Patrol projects 30 maximum students per presentation with 8 presentations made per year.

The course outline specifies what appears to be acceptable course content. The California Highway Patrol request states that it has assurances from the California Department of Health that "this course will meet the requirements of Section 217 of the Health and Safety Code since it is conducted according to the standards and recommendations of the American Heart Association". There is no reason to question the expertise of the California Highway Patrol to conduct this type of instruction. However, Mrs. Lorraine Jeitner, Training Coordinator for the State Department of Health, stated that her communication to the California Highway Patrol assumed that the California Highway Patrol was going to train in-house their own personnel. No mention was made about training outside local agencies. Secondly, since her office has had the responsibility for developing the administrative regulations for Health and Safety Code Section 217, she is very familiar with the availability of these courses by community colleges and volunteer organizations. She believes there are sufficient courses locally available.

There is good reason to question the need for this course in view of the numerous locally available cardio-pulmonary resuscitation instructor courses which are currently not certified by POST. Most counties have a Chapter of the American Red Cross and/or American Heart Association which periodically conduct such courses for interested persons. It is believed very few agencies exist in California who do not already have sufficient in-house or readily available cardio-pulmonary resuscitation trained instructors. In fact, Health and Safety Code Section 217 specifies that each county shall provide the training at no cost to the trainee. Most county health and/or fire departments are fully capable and willing to conduct the instruction free of charge. In addition, many local community colleges have both the basic and instructor cardio-pulmonary resuscitation courses available.

Information has been received from the State Headquarters of the American Red Cross and American Heart Association which supports the staff position that the need for training cardio-pulmonary resuscitation instructors is being met by numerous locally available non-POST certified courses. In California, there are 20 Chapters of the American Heart Association which conduct at no cost to local agencies instructor training courses as local needs are identified. Each of the 20 Chapters conduct no less than two cardio-pulmonary resuscitation instructor training courses per year. These courses are presented in both concentrated (8 hours/day) and extended (3 hours/day) formats. Annually, the American Heart Association alone trains approximately 5,579 instructors of which only a portion are from law enforcement agencies. See attached chart showing geographical chapter breakdown of instructors per year trained.

In addition, the Director of Safety Programs for the California Headquarters of the American Red Cross has indicated his organization is now embarking on a cardio-pulmonary resuscitation instructor training program for 70 Red Cross Chapters in California. The cardio-pulmonary resuscitation instructor training program will take the form of courses ranging from 4-6 hours for previously certified cardio-pulmonary resuscitation instructors to 10-12 hours for a novice person who desires to teach cardio-pulmonary resuscitation. The proposed California Highway Patrol course does not take into account the previous experience and training of course participants. In addition to the 70 Chapters which can arrange to conduct the instruction, the Headquarters of the American Red Cross has several traveling field representatives to conduct cardio-pulmonary resuscitation instructor training at no cost to local agencies. Between the community colleges, the American Heart Association, American Red Cross, and other sources, there appears to be sufficient cardio-pulmonary resuscitation instructor training available.

April 3, 1975

Representatives of the California Highway Patrol when confronted with the above facts insisted upon the course being submitted to the Commission even with the negative staff recommendation. The California Highway Patrol representatives in a survey of local law enforcement agencies in California determined that as of March 31, 1975, with 26% of the responses returned 27 agencies had committed 117 trainees.

With the many training priorities the Commission must be concerned with, it would seem unwise to attempt to duplicate what is already locally available for agencies. Also, to certify this course would only stimulate many other similar requests for certification.

RECOMMENDATION:

It is recommended the Commission not certify the Cardio-Pulmonary Resuscitation Instructor Course to the California Highway Patrol.

Attachment

American Heart Association
Cardio-Pulmonary Resuscitation Instructor Training
(Approximate Annual Trainees/Chapter)

| <u>Chapter</u> | <u>Approx. Trainees</u> |
|-----------------------------|-------------------------|
| Alameda | 300 |
| Central California-Stockton | 200 |
| Salinas | 70 |
| Central Valley-Fresno | 170 |
| Walnut Creek | 100 |
| Sacramento | 200 |
| Kern | 200 |
| Long Beach | 150 |
| Marin County | 150 |
| Santa Ana | 125 |
| Santa Rosa | 200 |
| Riverside | 300 |
| San Bernardino | 300 |
| San Diego | 200 |
| San Francisco | 60 |
| San Mateo | 125 |
| Santa Barbara | 1619 |
| Santa Clara | 350 |
| Camarillo | 200 |
| Chico | 210 |
| El Centro | 150 |
| Los Angeles | <u>250</u> |
| Total | 5579 |

Memorandum

76

: COMMISSIONERS

Date : March 25, 1975

Executive Director.

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

Subject: CALIFORNIA HIGHWAY PATROL - WEAPONS AND TEAR GAS INSTRUCTOR COURSE -
REQUEST FOR CERTIFICATION

BACKGROUND:

A course certification request has been received from the California Highway Patrol for a Weapons and Tear Gas Instructor Course.

ANALYSIS:

The request calls for the certification of a 44-hour Technical Course under Reimbursement Plan IV with a format of 8 hours per day for 5 days. Even though no survey of agencies establishing need and justification was submitted with the application, the application specifies a maximum of 25 students per presentation and projects 12 presentations.

The course outline specifies the kind of curriculum one would normally expect to find in such a course. There is also no reason whatever to question the competency and capability of the California Highway Patrol to present quality instruction.

However, there is sufficient justification to question the need for an additional course of this kind. The Federal Bureau of Investigation's four field officers (San Francisco, Sacramento, Los Angeles, and San Diego) are all certified to present a Firearms Instructor's Course anywhere in the state. Since the initial certification on September 14, 1972, 17 presentations have been made by the Federal Bureau of Investigation with 374 student participants.

FBI Presentations

| <u>Location</u> | <u>Date</u> | <u>Graduates</u> |
|-----------------|-------------|------------------|
| Soledad | 11-27-72 | 30 |
| Eureka | 1-8-73 | 22 |
| Ventura | 1-22-73 | 15 |
| Eureka | 6-25-73 | 20 |
| San Luis Obispo | 7-9-73 | 17 |
| Santa Rosa | 9-17-73 | 30 |
| Oroville | 5-20-74 | 31 |
| Eureka | 2-25-74 | 28 |
| Santa Rosa | 5-13-74 | 21 |
| Martinez | 6-3-74 | 10 |
| San Bernardino | 3-4-74 | 17 |
| San Bernardino | 4-1-74 | 24 |
| Fountain Valley | 5-6-74 | 21 |
| Monrovia | 7-22-74 | 16 |
| Santa Barbara | 1-27-75 | 19 |
| Corona | 2-10-75 | 27 |
| Eureka | 1-20-75 | <u>23</u> |
| | Total | 374 |

Note that these presentations are well distributed throughout California, thus, reducing POST travel and per diem expenses.

In addition, the Stockton Police Department is certified for the Firearms Instructor's Course which has had at least 5 presentations with 173 students trained since its certification on June 20, 1969.

Stockton Police Department Presentations

| <u>Location</u> | <u>Date</u> | <u>Graduates</u> |
|-----------------|-------------|------------------|
| Stockton | 11-16-72 | 30 |
| " | 6-18-73 | 39 |
| " | 9-24-73 | 29 |
| " | 6-24-74 | 33 |
| " | 9-9-74 | <u>42</u> |
| | Total | 173 |

The coordinator of the Stockton course has indicated his course has openings for students in the upcoming presentation and that he has the capability of offering more presentations to meet the need if such materializes, which there is reason to question.

Representatives of the California Highway Patrol when confronted with the above facts insisted upon the course being submitted to the Commission even with the negative staff recommendation. The California Highway Patrol representatives in a survey of local law enforcement agencies in California determined that as of March 31, 1975, with 26% of the responses returned 35 agencies had committed 75 trainees for this course.

Thus, there are approximately 300 police firearms instructors being trained annually at POST expense. No demonstrated need exists for more firearms instructors or courses and, if such materializes, the existing certified organizations are fully capable of meeting the need. To certify an additional course would have a deleterious effect on existing courses.

RECOMMENDATION:

It is recommended the Commission not certify the Firearms Instructor's Course to the California Highway Patrol.

Memorandum

78

: COMMISSIONERS

Date : April 11, 1975

Executive Director

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

Subject: LENGTH OF INSTRUCTIONAL DAY

BACKGROUND

For several years the Commission has been concerned with the length of an instructional day and the total length of the workday of students attending certified courses. A particular area of concern was students being in class 8 hours a day and then being worked in a duty assignment for an additional 4 hours in the same day. More recently the Commission directed staff to investigate problems of overtime pay and the Fair Labor Standards Act application relative to the length of instruction in certified courses. We have received complaints from administrators concerning courses that exceed a total of 8 hours per day.

ANALYSIS

The entire issue was brought to a head by a current letter from the Sacramento Police Department. It addresses specific needs relative to total instructional days and classroom activity differentiated from non-classroom activity. At the July 18, 1974, Commission meeting, the Commission reaffirmed their position on an 8-hour day and received a staff informational report on some preliminary research relative to a 6-hour instructional day. Due to staff constraints this study was not carried to conclusion. Compounding factors are of relatively recent origin including the 10-hour workday adopted by some agencies. The attached chart reflects a typical basic course training day by day of the week. Even though there are breaks at appropriate points for the three meals, the day in toto runs from 6 AM to 8:30 PM on at least one day per week.

We believe that there are many factors to be considered including educational quality, training comprehension and retention, reimbursement, instructor methodology, and several other areas that should be addressed in detail.

RECOMMENDATION

Continue the general policy of an 8-hour instructional day that has presently been articulated but allow for staff discretion to approve variations until the July Commission meeting. At the July Commission meeting consider and adopt a well designed policy based on a staff report to be prepared on this subject.

Typical Sacramento Law Enforcement Training Center

Basic Course Training Days

Monday, Wednesday, Friday

Tuesday, Thursday

6 a.m. - 7 a.m.

Phy. Trng. - 1 hr.

6 a.m. - 7 a.m.

Phy. Trng. - 1 hr.

7 a.m. - 8 a.m.

Break - 1 hr.

7 a.m. - 8 a.m.

Break - 1 hr.

8 a.m.
↓
12:00 noon

Classroom
Instruction - 4 hrs.

8 a.m.
↓
12:00 noon

Classroom
Instruction - 4 hrs.

12 noon - 1 p.m.

Break - 1 hr.

12 noon - 1 p.m.

Break - 1 hr.

1 p.m.
↓
3 p.m.

Classroom - 2 hrs.

1 p.m.
↓
5 p.m.

Application Type
Instruction
(Range, Driver Trng.,
Weaponless Defense)
- 4 hrs.

3 p.m.
↓
5 p.m.

Application Type
Instruction (Arrest
& Control Technique,
Baton) - 2 hrs.

6:30 p.m.
↓
8:30 p.m.

Tours, Pracial
Appl., Role Playing
Demonstration
(Remedial)

6:30 p.m.
↓
8:30 p.m.

Tours, Practical
Application, Role
Playing-Demonstra-
tion - 2 hrs.

$\frac{1}{2}$ class every other
week, other $\frac{1}{2}$ on
liberty.

* Monday & Friday -
No evening instr.

?

Notebook Prep.

?

Notebook Prep.

Anytime

Anytime

Averages 1 hr/day, but usually done on weekends.

*
Wed.
Only



CITY OF SACRAMENTO

DEPARTMENT OF POLICE

813 Sixth Street

WILLIAM J. KINNEY
CHIEF OF POLICE

SACRAMENTO, CALIFORNIA

95814

March 24, 1975

Mr. Gene S. Muehleisen
Executive Director
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Dear Mr. Muehleisen:

We have been recently advised by Consultant Harold Snow that the Sacramento Law Enforcement Training Center must limit, to a maximum of eight, the hours of training offered each day at the Basic Recruit Academy. Mr. Snow stated that this restriction was mandated in the minutes of a P.O.S.T. Commission meeting, in which the Commissioners expressed concern over an excessive number of training hours being presented daily at the various basic academies. We, the administrators, of the Sacramento Law Enforcement Training Center share this concern and appreciate the Commission's intentions. However, we are suggesting that strict adherence to such hourly restrictions is detrimental to our training program.

According to Mr. Snow, it is the consensus of opinion among the Commissioners that the maximum hours of training per day, to be offered each recruit for optimum learning potential, is six to eight hours. Based upon personal experience, as well as experience gained in the field of training, we concur with this opinion. As a matter of fact, we saw fit to add an additional week of training to the basic course without benefit of P.O.S.T. reimbursements to facilitate a reduction in the training hours previously offered.

Our current program, which we are prepared to present, pending disposition of this matter, for the Commission's approval, is based on a maximum of eight hours of classroom instruction (with an average of 5.5 hours) offered per day. We are, of course, differentiating between those hours of classroom instruction and the hours of manipulative skills, practical application, or demonstrations. We think that this distinction is proper for the purpose of interpreting the formula for optimum learning potential, as defined earlier. Portions of the manipulative skills, i.e. firearms training and practical application, such as "Tactics for Crimes in Progress," are required subjects. However, we think it

Mr. Gene Muehleisen
Executive Director

March 24, 1975
Page Two

is necessary to offer more than the minimum requirements. We also think it is necessary to further supplement this training with demonstrations, problem solving, or practical application, and tours. This supplemental training would be limited to two-hour sessions, three days per week.

We are asking the Commission to appreciate the difference between a classroom, instructional hour and an hour of practical application, or demonstration. We ask that the need for supplemental training be recognized, and that we be allowed a liberal interpretation of the training hour, as used for the basis for reimbursement.

We are convinced that the program we are prepared to present, offers the trainee a complete, competent training experience with no compromise of the basic rules of learning.

We thank you for your consideration in this matter.

Sincerely,



WILLIAM J. KINNEY
Chief of Police

WJK:JE:crs

Memorandum

79

: Commissioners

Date : April 11, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **NEGATIVE RECOMMENDATIONS**BACKGROUND

The Standards and Training Division staff historically screens out approximately 10 certification requests for each affirmative recommendation brought before the Commission. The proponent of these rejected requests normally accept the staff decision and the reasons for the staff decision. It has also been the policy that the Commission is the final authority on certification or non-certification.

ANALYSIS

As is apparent with this agenda, there is a marked increase in the number of staff rejections in which the proponent desires to have an audience with the Commission. The development of the formal memo involves a considerable expenditure of staff time. In some cases, it is conceivable that the negative recommendation will be reversed by the Commission based on local needs and the Commission's desire to meet them which may result in a policy position change. On the other hand, many presentations cannot be supported by the Commission and the staff's position is adopted. Due to the fact that the Commission considers courses for certification only each three months, considerable detriment could be done to a particular course if it receives a negative staff recommendation and did not get to the Commission for consideration for an additional three month period.

RECOMMENDATION

The course certification committee be contacted by telephone for guidance in the areas of rejection that staff feels may result in a Commission policy change to determine the desirability of a formal memo to be presented at the next Commission meeting.

In all other cases where the staff feels a rejection is based on formally articulated policy such as no demonstrated need, the course certification committee should be contacted for a consensus to determine if they wish a formal memo prepared for the next Commission meeting.

It should be noted that neither of these actions would preclude a proponent of a particular course from making an oral or written presentation to the Commission.

Memorandum

80

: COMMISSIONERS

Date : April 9, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: AUTOMATIC COURSE REVIEW SCHEDULE

BACKGROUND:

An objective of the Standards and Training Division is to provide an automatic review for recertification or decertification of every POST certified course at least once every two years.

ANALYSIS:

We have concluded that such a review could be accomplished most effectively if all the courses within a designated category were reviewed at the same time. This system would facilitate the review process since each consultant would be dealing with the same type of course and comparisons could be made of the weak and strong points in individual courses.

For review purposes it is proposed that certified courses be grouped in four categories:

- I. Basic and Specialized Basic Courses.
- II. Supervisory, Middle Management, and Executive Development Courses.
- III. Seminars and Special Courses.
- IV. Technical and Advanced Officer Courses.

Categories I, II, and III generate approximately the same consultant workload. Category IV generates more than twice the workload of any of the others.

Each of the categories with the exception of Category IV has been assigned to a specific Commission meeting for recertification beginning with the July 1975 meeting. Category IV has been scheduled 9 months later, in order to provide a sufficient amount of time in which to accomplish the review of the Advanced Officer and Technical Courses.

April 9, 1975

It is anticipated that recertification will be accomplished by means of a memorandum to the Commission with blanket approval sought for all courses listed on the memorandum for a two-year period. Exceptions will be individually noted.

RECOMMENDATION:

Adopt the following schedule for automatic certification review:

| Commission Meetings | 1975 | 1976 | 1977 | 1978 | 1979 |
|---------------------|------------------------|----------------|------------------------|----------------|------------------------|
| January | - | Sem. & Special | - | Sem. & Special | - |
| April | - | - | - | - | - |
| July | Basic & Spec. Basic | - | Basic & Spec. Basic | - | Basic & Spec. Basic |
| October | Sup., MM & ED | Tech. & AO | Sup., MM & ED | Tech. & AO | Sup., MM & ED |

Memorandum

: COMMISSIONERS

Date : April 9, 1975

Executive Director

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

Subject: **CERTIFIED COURSE TUITION GUIDELINES**

BACKGROUND

In October, 1974, the Commission adopted guidelines to apply to certified course budgets. Our experience shows that these guidelines are practical in implementation with the exception of clerical support which is reported as insufficient. We agree that there is a need for increase.

RECOMMENDATION

Effective July 1, 1975, increase the maximum amount allowed for clerical support from \$4 to \$5 per hour.

Memorandum

: COMMISSIONERS

Date : April 9, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: APPROVAL OF CONTRACTS - EXECUTIVE DEVELOPMENT COURSE AND BASIC COURSE REVISION

The Commission has previously approved the development of a contract for the revision and presentation of the Executive Development Course in concept. Negotiations have been completed with the selected contractor, Thomas A. Anderson, with the result that contract #67-P has been forwarded to the Department of Finance for arrangements. This contract calls for an expenditure of \$6,450 maximum in Fiscal Year 1974/75 and an expenditure of \$25,420 maximum in 1975/76. Contract is to develop the curricula and all teaching aids necessary for the 80-hour Executive Development Course. Mr. Anderson is also to have arrangements completed to present the completed courses from August 1, 1975, through April, 1976.

The Basic Course Revision Project has also been approved in concept by the Commission. Negotiations have been initiated with the contractor. The proposed contract calls for a maximum expenditure of \$56,500 exclusive of necessary travel for an eleven month full-time effort to design, develop, and validate the proposed guidelines to implement the Basic Course as revised.

Draft contract is available for review.

RECOMMENDATION

Approve both contracts at the maximum amount indicated.

Memorandum

To : COMMISSIONERS

Date : April 11, 1975

Executive Director

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

Subject: INTERAGENCY AGREEMENT - COURSE EVALUATION SYSTEM

BACKGROUND

On March 29, 1974, we completed a study which developed a course evaluation instrument designed to be completed by every trainee of every presentation of each certified course. The instrument was designed to lend itself to data processing. On July 18, 1974, the Commission directed staff to explore alternate sources and costs for data processing.

At the last Commission meeting, we reported that staff had been negotiating with General Services for this service.

ANALYSIS

We now have a proposal from General Services for the data processing service recommended in the report of the project developing this system. In addition to tabulating responses, it will provide, when evaluations are low or disagreement by students is high, an in-depth analysis of the responses, relating student perceptions to key demographic and biographic characteristics. Annual reports will provide statistical summaries of activity and comparative average ratings.

Cost of the service for the first year will be approximately \$9,730. Annual processing cost depends on training activity. Based on our current level of activity, it would be approximately \$6,346. This amounts to approximately \$3 per presentation.

RECOMMENDATION

It is recommended that the Commission authorize staff to negotiate an interagency agreement with General Services for a first year outlay of \$9,730 with annual processing costs, based on training activity, to be negotiated annually.

Memorandum

: COMMISSIONERS

Date : February 25, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: EAST BAY MUNICIPAL UTILITY DISTRICT - REQUEST TO PARTICIPATE
IN THE POST SPECIALIZED PROGRAM

BACKGROUND

On January 14, 1975, the above agency passed a resolution (#27177) to participate in the POST Specialized Program. This resolution was passed as a result of AB 3797 which added 830.12 to the Penal Code (expanding the definition of peace officer to include designated security officers of a municipal utility district provided they adhere to standards for recruitment and training established by POST).

One of the main reasons for this new law is that the EBMUD is developing an open recreational area for public use. In order to provide the means for the district to provide security, maintain order, and protect the public's safety and welfare, it is necessary that this act go into effect immediately. Currently, there are 24 employees who will be involved in the program.

ANALYSIS

On December 10, 1974, a meeting was held with the following people from the EBMUD: Leroy Jorgensen, Manager, Land Division; W. T. Hartman, Land Management and Recreation Superintendent; Thomas W. Berry, Senior Personnel Analyst; and Wayne Witchez, Attorney for the utility district.

The purpose of the meeting was to explain the operation of POST and to inform the aforementioned individuals of the regulations concerning entry into the Specialized Program.

February 25, 1975

This utility district currently uses the services of surrounding law enforcement agencies, such as the Contra Costa Sheriff's Department, and they indicated they intended to continue with this procedure.

Fiscal Impact: Estimated 8 hours of consultant time per year.

RECOMMENDATION

It is recommended this agency be approved for participation in the Specialized Program.

Memorandum

: Commission on Peace Officer Standards
and Training

Date : March 18, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: LIVERMORE RADIATION LABORATORY - REQUEST TO PARTICIPATE IN THE
SPECIALIZED PROGRAM

BACKGROUND

On March 4, 1975, an official request and letter of intent from the vice president, John A. Perkins, of the University of California at Berkeley was received for participation of the above agency to participate in the POST Specialized Program.

On September 1, 1968, this agency became affiliated with POST because it was a part of the University of California - Berkeley Police Department. Subsequent to that time in a reorganization, the officers of the Lawrence Radiation Laboratory were determined not to be within the "single entity" of the University of California Police Department.

A year ago another reorganization took place at the Laboratory. A number of the security employees were reclassified from sworn peace officers to civilian protective service officers. Certain classifications remain that are peace officer positions and it is these employees who should be considered for participation in the POST Specialized Program.

ANALYSIS

Visitations have been made with Robert Southworth, Security Manager for the Lawrence Radiation Laboratory, and he is most desirous of the agency's inclusion in the program. He is very familiar with our rules and regulations and he has stated all POST selection and standards requirements will be met.

Fiscal Impact

Staff Time - 23 hours
Reimbursement Costs - None

March 18, 1975

RECOMMENDATION

It is recommended those officers who are sworn peace officers of the Lawrence Radiation Laboratory be included in the POST Specialized Program.

Memorandum

: Commissioners

Date : April 11, 1975

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **REGIONAL CRIMINAL JUSTICE TRAINING SYSTEMS**

BACKGROUND

During the development of the initial phase of regional training systems, the staff and the Advisory Committee developed guidelines which is utilized in encouraging these activities. This resulted in a formal presentation to the Commission at the April 1974 meeting. At that time the Commission accepted their report for information purposes. The Advisory Committee brought our attention to the fact that formal adoption of a POST position had never been completed. As a result of this, at their January 1975 meeting, the staff has researched development since the informational report was initially presented.

ANALYSIS

The following guidelines were suggested relative to the OCJP plan:

POST supports OCJP program guidelines for regionalization with two exceptions:

1. Guideline requiring 5,000 criminal justice personnel be flexible with the retention of the 5,000 official figure.
2. OCJP program guidelines requiring all regional systems conform to their eight geographical areas be modified to include more numerous planning efforts.

Developments show that OCJP now requires at least 12 regional areas which more closely parallel POST staff recommendations.

Recommendations for our policy at that time were:

POST officially support prerogative of local area determinations.

POST supports the goal of regionalization to provide better means of delivering training and education.

POST supports functioning or existing training institutions to actually conduct and coordinate instruction.

POST pursue an active leadership role towards implementing regionalization.

POST supports each system, once developed and operational, by encouraging each to consider and resolve its own area training-related problems.

POST encourages the development of intra-system mechanisms to resolve jurisdictional disputes, planned for curriculum development, and provide input to POST on training matters.

POST take an active role in stimulating adequate funding for regionalization in general.

POST give some in-depth consideration to permitting course certifications going to established regional training systems rather than particular institutions within such systems when procedural safeguards developed by the particular system demonstrate there will be compliance with POST Guidelines, course quality control, and continuity of offering.

POST staff experience with assisting regional systems recommends we should add the following:

POST, even with its support of regionalized training, recognizes the continuing need for certain training courses requiring highly technical and unique expertise to be certified to non-regionalized system components such as federal and state agencies, private organizations, and others. Although not a requirement, encouragement will be given to coordinate these programs with regional training systems.

RECOMMENDATION

Adopt the above recommendations as the POST position relative to regional criminal justice training systems.

OLD AND NEW BUSINESS

Regional Training Concept. Robert Blanchard stated that he was concerned that inadequate support was being provided to the concept of regionalized training systems and believes that POST must exercise leadership in achieving this goal. He reviewed the history, as follows: November 1973 - Information briefing of the Advisory Committee; April 1974 - Advisory Committee recommended support; April 1974 - Commission provided an informational briefing; April 1974 - Staff recommendation for acceptance of the concept made to the Commission. He state that nothing has developed since that time. Jerry Townsend stated that it was his recollection that the Commission adopted the staff recommendation as a statement of policy at the April 1974 meeting. Blanchard stated that his source of information reported to the contrary.

MOTION by Robert Blanchard, seconded by Robert Cress, that the Advisory Committee request that the Commission reactivate the staff recommendation policy statements regarding the regionalized training system concept and establish a well defined position and master plan concerning this rapidly developing training system. MOTION carried.

Memorandum

To : COMMISSIONERS

Date : April 9, 1975

Executive Director

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

Subject: RESOLUTIONS COMMENDING BASIC COURSE REVISION RESEARCH STAFF

BACKGROUND

At the January Commission meeting the Basic Course Revision staff of the Los Angeles County Sheriff's Department were singled out for special commendation for their efforts in behalf of the Project.

ANALYSIS

It is the consensus of staff that the efforts of these personnel have been of such significance as to merit a special written documentation of the appreciation of the Commission. Attached is a sample resolution to be forwarded to the following:

Lt. Charles D. Emerson
Lt. Mark Squiers
Sgt. Jerry Skaggs
Deputy Fred Becker
Dr. John P. Moore II
Dr. Robert Beacon
Dr. Evelyn Rossi

RECOMMENDATION

Adopt the proposed resolutions for each identified individual.

Attachment

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823



R E S O L U T I O N

WHEREAS, LIEUTENANT MARK SQUIERS has made significant research contributions to the POST Basic Course Revision Project; and

WHEREAS, LIEUTENANT MARK SQUIERS has served with distinction on this Project from July 1973 to January 1975; and

WHEREAS, the findings of this Project promise to make a valuable contribution toward upgrading the quality of law enforcement; now therefore be it

RESOLVED: That the Commission on Peace Officer Standards and Training assembled in Sacramento on April 24, 1975, does acknowledge with sincere thanks and appreciation the efforts of LIEUTENANT MARK SQUIERS, and be it further

RESOLVED: That LIEUTENANT MARK SQUIERS is commended for exemplifying the spirit and dedication of California law enforcement personnel in striving for professionalization.

WESLEY R. BARRETT
Chairman

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administrative Counseling Committee Meeting
Minutes

April 2, 1975 - Sacramento, California

The meeting was convened at 10:30 a.m. by Chairman Floyd O. Barton.

Present:

Floyd O. Barton
Edwin R. McCauley
Donald F. McIntrye

Sheriff, Inyo County
Chief Administrative Officer,
Monterey County
City Manager, Pasadena

Absent:

Jay R. Stroh

Chief, Inglewood Police Department

POST Staff Present:

Don Beauchamp

Senior Consultant, Administrative
Counseling Division

Sherry Boone

Recording Secretary

Glen E. Fine

Assistant to Executive Director

Gene S. Muehleisen

Executive Director

Bob W. Richardson

Bureau Chief, Admin. Couns. Division

Otto H. Saltenberger

Director, Admin. Couns. Division

William N. Stahr

Bureau Chief, Admin. Couns. Division

George W. Williams

Bureau Chief, Admin. Couns. Division

INTRODUCTORY STATEMENTS

After introductions, Chairman Barton requested the Executive Director and staff to briefly review the history and role of the Administrative Counseling Committee, including events which precipitated the present studies being conducted of the Administrative Counseling activities by the Commission and by the Advisory Committee.

Mr. Muehleisen reiterated the role of the Commission's Administrative Counseling Committee as adopted at the January Commission meeting. The difference between the study being done by the Advisory Committee and the Commission's Committee concerns was explained. The Administrative Counseling Committee will provide assistance to the Commission regarding the program objectives, issues, and policy of the Administrative Counseling Division, as well as providing direction to staff in carrying out Commission objectives.

The Executive Director provided a historical overview of the recognized need for management counseling. He commented on recommendations made in various government reports (Wickersham Committee, President's Crime Commission, National Standards and Goals Report), and stressed the importance of Administrative Counseling activities as part of a balanced program for increasing the effectiveness of California law enforcement. (Appendix A provides additional information concerning this subject.)

Mr. Saltenberger gave the committee a brief background on what led up to the current meeting. He pointed out that during the budget preparation for fiscal 1975/76, staff was directed to prepare a status report regarding Administrative Counseling activities for the October 1974 Commission meeting. As a result of this request, staff developed an analytical paper containing specific recommendations, and the Commission directed the implementation of 10 recommendations to assist in improving Administrative Counseling operations. (A list of these 10 items is included as Appendix B.) A progress report on implementing the recommendations was made at the January 1975 Commission meeting.

Mr. Saltenberger also reported that during the discussion of the Administrative Counseling budget problem at the January meeting Commissioner Enoch recommended that the Administrative Counseling Committee of the Commission be assigned to make an in-depth study of the Administrative Counseling Division prior to the beginning of the fiscal 1976/77 budget process. Commissioner McIntyre at that time requested that the following five points be included in this study:

1. What is the function of the Administrative Counseling Division?
2. Should there be a charge for Administrative Counseling services?
3. Is there a proper role for the sharing of funds with private consultants?
4. Are we able to respond quickly enough to field requests?
5. Should POST be in the Administrative Counseling business at all?

The Executive Director briefed the committee regarding details leading to the current status of the Administrative Counseling Division budget. He stated the matter had been resolved for fiscal 1975/76 with full restoration of the original program. Funding for 1976/77 will depend to a great deal on a program review and the required submission of a report to the Legislature by December 15, 1975.

In response to a question posed by Commissioner McCauley as to how the Governor's office got involved in the 1975/76 Administrative Counseling budget process, Mr. Muehleisen responded that Governor Brown employed private consultants to provide executive input into a budget developed by the previous administration. It was indicated Governor Brown, on assuming office, was presented the option of accepting the budget as prepared by former Governor Reagan or writing a new one. Governor Brown chose the latter option.

GENERAL DISCUSSION

Chairman Barton led off the discussion by stating he was opposed in principle to the use of POST funds to hire private consultants to conduct management surveys. Commissioners McCauley and McIntyre generally agreed with this statement.

Commissioner McIntyre commented that he felt the response time for administrative assistance was a critical issue. He requested staff comment on how emergency problems in this area are handled.

Mr. Saltenberger explained the process for evaluating assistance requests, and commented that the division is geared up to respond within two weeks of the initial contact. The division organization and the programs were reviewed. These include:

1. Preliminary evaluations
2. General surveys
3. Special surveys
4. Selected studies
5. Field management training
6. Field and office counseling
7. Implementation assistance

Commissioner McIntyre asked how requests for management surveys are initiated and how POST consultants know what projects were funded by the Office of Criminal Justice Planning (OCJP). Mr. Muehleisen commented that he was on the CCCJ Board and routinely received copies of grants. He routes these to the appropriate division within POST. Mr. Richardson stated that consultants also check with OCJP area representatives when beginning a survey to see if any grant is active in the recipient agency.

In response to the first part of Commissioner McIntyre's question, Mr. Saltenberger stated that survey requests usually come from the

agency head, with concurrence by city/county administrators. A recently modified POST agreement for management surveys now requires signatures of the agency head, city/county administrators, and POST supported by documented ratification by the legislative body of the recipient agency. A certified copy of the resolution by the legislative body expressing concurrence is kept on file. This procedure insures that the people who are involved in potentially funding some of the recommended changes are aware of the survey.

Commissioner McIntyre asked who controls the dissemination of the surveys and whether they are considered public documents. Mr. Muehleisen responded that POST delivers all copies to the head of the agency being surveyed and he handles all requests for copies. It was agreed these were public documents.

Mr. Saltenberger, in discussing the many services of the division, pointed out that POST is available at any time for management assistance. The organization prides itself on being able to provide continuity of assistance from the first contact through (and beyond) implementation. It is not felt private consulting firms are able to duplicate this service due to contract duration, turnover of personnel who conduct survey, etc.

It was emphasized the POST's implementation record is impressive, with over 77% of the recommendations being implemented. This is thought to be directly related to the continuing interest by POST in assisting the agency to carry the recommendations through to completion.

Mr. Saltenberger stated that a new time accounting procedure had been initiated in the division to provide more factual data concerning costs, personnel time usage, etc. He also displayed a recently completed flow chart depicting the steps necessary to plan and complete a survey. Appendix C is a copy of this chart.

Commissioners McIntyre and McCauley wanted to know if pressures from the top administrators sometimes resulted in POST compromising its original recommendations. Mr. Saltenberger responded by saying that the surveys include POST recommendations founded on accepted managerial principles which are felt necessary for the efficient operation of the client agency and they have the option of whether or not to implement these changes. Recommendation changes do not normally occur in this process.

Commissioner McIntyre expressed some general views on the measuring of police productivity (do we really need more police) and the reservations he has about police types conducting surveys of police agencies.

Commissioner Barton responded by stating that radical changes must be carefully weighed against the consequences which could result. He stated his personal opinion is that lives are at stake and reducing the number of street policemen does not appear to be the answer.

Mr. Muehleisen stated that POST is well aware of the problems associated with "police inbreeding." It is for this reason the organization has hired several non-police specialists to insure a harmonious blend of professionals. Additionally, POST is continually exchanging information with various management sources throughout the nation to insure the latest concepts are considered prior to the finalization of any recommendations.

Commissioner McCauley commended POST on the "fantastic" job he feels the organization has done since its inception. He does however, think that consideration should be given to including corrections and other elements of the Criminal Justice System if crime is to be truly impacted.

SUMMARY OF DISCUSSION

Commissioner McIntyre stated he was satisfied with the answers to his original five questions listed earlier in the meeting with the exception of #2 which read:

"Should there be a charge for Administrative Counseling services?"

Executive Director Muehleisen responded by asking if charging a fee would improve the system.

Commissioner McIntyre felt agencies would be more likely to implement recommendations if they were financially involved (paying a fee) in the survey. Also the fees charged could assist in providing additional surveys for other agencies.

Staff replied that IACP surveys, which are entirely paid for by the requesting agency, do not have a higher implementation rate than POST. It was felt the monies brought in by charging fees (unless the percentage were relatively high, such as 50%) would not provide enough additional resources to conduct a greater number of surveys. In fact, the fees would most likely result in fewer requests due to the costs.

Both Commissioner McCauley and Commissioner McIntyre stated they wanted to explore the possibility of a fee system further.


ACTION ITEMS

The committee asked that staff prepare a summary statement of the five issues discussed at this meeting.


Committee members stated they will be meeting with various groups prior to the April 24-25, 1975, Commission meeting regarding the fee system.

The next committee meeting will be held in conjunction with the April Commission meeting.

Meeting adjourned at 4 p.m.


SHERRY BOONE
Recording Secretary

Reviewed by:


FLOYD O. BARTON, Chairman
Administrative Counseling Committee

Background Information on the
Administrative Counseling Division

Law enforcement agencies require a high degree of operational and management expertise in order to provide the most effective and efficient police service possible.

The Wickersham Commission Report on Police, published in 1931, stated "Not infrequently the Chief is wholly incompetent to discharge the onerous duties of his position. He may lack experience, executive ability, character, integrity, or the confidence of his force, or all of them put together". Even at this early date it was recognized that management in law enforcement agencies left a lot to be desired.

The President's Commission on Law Enforcement and Administration of Justice Task Force Report of 1967, entitled "The Police", carried this one step further by recommending that periodic surveys of the organization, management, personnel standards, and operations of all law enforcement agencies should be conducted by recognized consulting experts at least once every five years. The report indicates this effort should focus attention on the State government as the catalyst for improving local law enforcement.

The National Advisory Commission on Criminal Justice Standards and Goals report of January 1973, entitled "The Police", provides an additional insight when they recommend "every state should immediately establish a police management consultation service to make technical assistance available at no cost to every police agency within the state".

Law enforcement agencies need periodic examinations and evaluations to determine if their organizational structures, operations, and management procedures can be improved so as to provide more effective service more efficiently. Most of the over four hundred agencies within the State do not have the time or money to conduct such examinations and to develop recommendations for solutions to their problems. POST provides the needed expertise and manpower at no cost to the local agency and assists in implementing its recommendations.

Although POST was originally established by legislation in 1959, it was not until 1967 when Section 13513 was added to the Penal Code that the Administrative Counseling concept came into being. As a result of this new law, the POST Regulations were modified on June 27, 1968, to include the objective of providing "such services to local law enforcement as are authorized by law".

Senate Bill 585, the 1967 legislation that added Section 13513 to the Penal Code, also included a provision to finance the Administrative Counseling service from the general fund. This later provision was eliminated with the passage of Assembly Bill 1203 in 1967, adding the traffic fine assessment as a revenue source for the Peace Officers Training Fund.

The first survey conducted was a special survey for the State Department of Parks and Recreation, begun in late 1968, and completed in 1969, by Edward M. Toothman, former Oakland Chief of Police and now Director of the POST Administration Division. As of February 1975, 69 general surveys, 27 special surveys, and 8 selected studies have been completed for law enforcement agencies ranging in size from six employees to Police Departments such as Sacramento and San Jose.

At the present time, 7 general surveys, 2 special surveys, and 5 selected studies are in progress. Additionally, 30 agencies are on the waiting list to receive management counseling in the future.

Recommended Action for
ADMINISTRATIVE COUNSELING DIVISION

Commission Meeting
October 31 - November 1, 1974

1. MOTION by Commissioner McCauley, seconded by Seares, motion carried that the Commission budget shall be presented to the Department of Finance to reflect the general overhead of administrative costs separately from administrative counseling services which shall be shown as "Aid to Local Government."
2. MOTION by Commissioner Enoch, seconded by McCauley, motion carried that an appropriate amendment be instituted to P.C. Section 13513 to establish permissive authority to the Commission to determine whether there will or will not be fees charged to jurisdictions for counseling services.

MOTION by Commissioner Seares, seconded by Winkler, motion carried for approval of the following recommendations:
3. Continue to provide Administrative Counseling Services on a non-fee basis.
4. Adopt grant-in-aid concept for provision of services where applicable.
5. Develop and implement a procedure to more precisely account for, record and reflect divisional costs by jurisdictions receiving services.
6. Reflect appropriate costs as Aid to Local Government.
7. Develop and implement a feasibility study procedure to be undertaken prior to the provision of survey services.
8. Continue to offer the full range of Administrative Counseling Services ranging from the comprehensive survey to limited, short-term field management counseling.
9. Continue the evaluation of the vehicles used in providing Administrative Counseling Services to maximize program effectiveness. Evaluation would include, but not be limited to, additional inquiries into survey recommendation implementation, implementation assistance methodology and the possibility of personnel resource diversion to accelerate the preparation of standardized management counseling materials.
10. Further, that there be a written statement of conditions under which the survey will be conducted, to be ratified by way of a resolution by the legislative body of the jurisdiction to receive counseling services.

Memorandum

TO : COMMISSIONERS

Date : April 9, 1975

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: APPEAL OF REVOCATION OF POST CERTIFICATE

As previously reported, the Basic Certificate of James Bratton was revoked in accordance with the provisions of the POST Administrative Manual. His appeal of this action was scheduled to be heard by the Commission at the January 1975 meeting. Due to a communications misunderstanding Mr. Bratton appeared in Sacramento rather than San Diego.

Attached is the latest letter from Mr. Bratton to be considered as part of the package previously furnished to you. His appeal is now scheduled to be heard at 11 AM on Friday, April 25.

A Deputy Attorney General will be present to assist us on any legal points that may be raised in this, our first hearing on appeal of a certification revocation action.

Attachment

Memorandum

: Commissioners

Date : April 11, 1975

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: Legislative Report

The following shows the present status of all bills of interest to the Commission, that we are aware of, at this stage of the 1975-76 legislative session and staff recommendations regarding each.

AB 251 - Department of Justice: Law Enforcement Total Service Project

Would create in the Department of Justice a Law Enforcement Total Service project and the development of techniques to be used in the implementation of the program.

POST staff has proposed a clause to assure a coordinated effort between POST and DOJ.

Recommendation - Oppose unamended. No opposition if amended.

AB 302 - Safety Employees - Overtime

Would provide overtime other than emergency overtime be paid at time and a half for safety personnel.

Assemblyman Kapiloff's office has discussed the possibility of amending the bill to exclude training time and avoid any jeopardy to the POST program.

Recommendation - Further study.

AB 633 - Discrimination in Employment

Would permit homosexuals to become police officers.

AB 633 (Continued)

Recommendation - Seek Attorney General's opinion to determine the legality of prohibiting employment as a peace officer due to homosexuality.

AB 960 - Criminal Justice and Delinquency Prevention

Under existing law the composition of the California Council on Criminal Justice includes the Commission on Peace Officer Standards and Training. This bill deletes POST from the Council.

Communications have been sent to the Governor's office from the Commission, seeking to keep POST on the California Council on Criminal Justice.

Recommend - Oppose unamended. No opposition if amended to leave POST on the Council.

AB 1127 - Peace Officers: Specific Assignments

This bill would prescribe specific qualifications and training requirements for reserves.

FORAG is amending the bill to make it acceptable to POST.

Recommendation - Oppose unamended. Support if acceptably amended.

AB 1334 - Vehicle Offenses: Accident Investigation

Would permit peace officers, certified by POST, to issue citations at the scene of an accident.

Is an extension of SB 2232, chaptered in 1974, which allows a peace officer to issue a citation at the scene of an accident after completion of a POST 80-hour course in accident investigation.

Recommendation - Oppose as presently written. Seek amendments to AB 1334 and seek new legislation to change the law created by SB 2232 that will eliminate POST from each.

SB 21 - Correctional Personnel

Would establish a Commission on Correctional Standards.

Amended on March 20, 1975, to delete law enforcement from the commission composition, raise the initial appropriation from General Fund to \$150,000, and add a paragraph to assure a concerted effort between POST and the proposed corrections commission.

Recommendation - No opposition.

SB 189 - Vehicle Offenses: Mailed Bail Deposits

The original bill proposed a system of posting bail by mail.

The amended version includes this, but also would repeal the system of penalty assessments.

Would instead establish a deduction from the fines imposed and makes changes in minimum and maximum penalties.

If the bail schedules increase the fines by 20%, no monetary change will occur with the POTF. If the penalty assessment is repealed with no increase in fines, it would reduce traffic revenues to the POTF by 20%.

Recommendation - Oppose unamended. No opposition if amended to indicate a 20% increase in bail schedule fines.

SB 461 - Peace Officers

Would provide for licensing of peace officers and create a Peace Officer Hearing Board within the Commission.

Provides that no reimbursement or appropriation to local agencies will be made.

The bill removes the suggested language approved by the Commission at the April meeting and replaces it with the original language which proposes licensing and mandating the program.

Staff is working on an amended version to comply with the Commission decision.

Recommendation - Oppose as presently written. Approve if amended to include Commission recommendation.


GENE S. MUEHLEISEN

Memorandum

To : Commissioners

Date : April 10, 1975

Executive Director

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

Subject: Definition of Financial Impact

Financial impact occurs when new activities or programs are implemented which require the allocation of funds or related budget accommodation, or ongoing programs are expanded for which actual and measurable expenditures, program adjustments or additional manpower is required over and above that which has been budgeted or allocated.

Authorized adjustment of programs without an actual increase of expenditure does not constitute financial impact. When, in the opinion of staff, an increased workload necessitates a significant neglect of current programs, hiring of additional personnel, or purchasing materials or services, the additional expenditure shall be considered financial impact.