

Commission on Peace Officer Standards and Training

Commission Meeting

AGENDA

July 29, 10 a. m. to 5 p. m.

July 30, 9 a. m. to 3 p. m.

Red Lion Inn - Siskiyou Room
2001 Point West Way, Sacramento
Phone: (916) 929-8855

A. Public Hearing

Proposed amendment of Regulation Sections 1002, 1004, 1005, 1010, and 1011. Also, Conflict of Interest Code.

After all testimony is taken, the hearing will adjourn.
Commission will reconvene to act on the proposed amendments and Conflict of Interest Code.

Action

Convene Joint Meeting of Commission and Advisory Committee

CALL TO ORDER and Introduction of Guests

B. Approval of Minutes of April 22-23, 1976, Quarterly Meeting

Action

C. Appointment of Executive Director

Action

To confirm executive session action of Commission
on 6-10-76

D. Appeal of City of Rocklin

Action

E. Financial Reports

Information

1. Budget Report for 1976-77 Fiscal Year
2. Take-Over of Accounting Services from Dept. of Justice
3. Budget Review Committee, 1977-78
 - a. Appointment of
 - b. Meeting date
4. Fiscal Report, 1975-76 Fiscal Year
5. Contracts -- Summary Report for 1975-76 Fiscal Year

F. Certificates -- Summary Report for 1975-76 Fiscal Year

Information

G. Contracts Proposed for Commission Approval

Action

1. State Controller - Interagency Agreement
2. Executive Development Course
3. Management Course
4. Training Program Evaluation
5. Role Training Instructors Course

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|----|--|-------------|
| H. | Certification of Courses and Policy Determinations | Action |
| I. | U. S. School of Law Enforcement (L. E. Mattice, District Mgr.) | Action |
| | A request for modification of Commission policy on institutions approved to present Security Officers' Baton Training Courses. | |
| J. | Operational Plan - Status Report | Action |
| K. | Supervisory/Management Courses Revisions | Action |
| L. | Basic Course Revision - Progress Report | Information |
| M. | Community College Financial Support of POST Certified Courses | Action |
| N. | CORO Foundation Report | Action |
| | -- Recess until Friday, July 30 at 9 a. m. -- | |
| O. | Legislation | |
| | 1. Legislative Report | Information |
| | 2. Action Items | |
| | a. A. B. 2977 | |
| | b. A. B. 4249 | |
| P. | Validation Studies - Progress Report | Information |
| Q. | Advisory Committee Report | Information |
| R. | Appointment to Advisory Committee | Action |
| S. | Ad Hoc Committee Appointments - Advisory Committee Role Study | Action |
| T. | POST Mission, Goals, and Objectives Recommendations | Information |
| U. | Administrative Counseling Report | Information |
| V. | Old/New Business | |
| | Past Chairman Awards | |
| W. | Date of Next Meeting: Nov. 4-5-, Southern California | |
| X | Adjournment | |

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- only* J. Operational Plan - Status Report Action
- K. Supervisory/Management Courses Revisions Action
- L. Basic Course Revision - Progress Report Information
- M. Community College Financial Support of POST Certified Courses Action
- Hold to Nov. mtg* N. CORO Foundation Report Action

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- W. Date of Next Meeting: Nov. 4-5-, Southern California
- X. Adjournment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

June 28, 1976

BULLETIN: 76-3

Subject: NOTICE OF PUBLIC HEARING

In accordance with the provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training. This hearing will be concerned with the following POST Regulation changes and the adoption of a POST Conflict of Interest Code, as required by the Political Reform Act of 1974.

Section 1002 Minimum Standards for Employment

Amend subsection (a) (3) by adding underlined statement:

Be of good moral character as determined by a thorough background investigation as prescribed in PAM, Section C, "The Personal History Investigation." The background investigation shall be completed on or prior to the appointment date.

Delete subsection (a) (7). This subsection to become 1004 (b).

Section 1004 ~~Probationary Period~~

Delete old Section 1004. Add new subsections as follows:

Conditions for Continuing Employment

- (a) Every officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

Section 1005 Minimum Standards for Training

Amend subsections (b) (1) and (c) (1) as follows:

- (b) (1) ~~Each and Every~~ officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course ~~before or prior to promotion~~ or within 12 months after ~~his~~ the initial promotion, appointment or transfer to such position. ~~This section applies to officers promoted or transferred to a first-level supervisory position within a department, and to officers employed from outside a department and appointed to a first-level supervisory position without having completed the Certified Supervisory Course.~~
- (c) (1) ~~Each and Every~~ officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed the Certified ~~Middle~~ Management Course ~~before or prior to promotion~~ or within 12 months after ~~his~~ the initial promotion, appointment or transfer. ~~This section applies to officers promoted or transferred to a Middle Management position within a department and to officers from outside a department and appointed to a Middle Management position without having completed the course.~~

Section 1010 Eligibility for Reimbursement

Amend subsection (a) (3) as follows:

- (a) (3) Has in its employ any officer hired after January 1, 1971, who has not acquired the Basic Certificate within 6 months after date of completion of his probationary period 12 months of satisfactory service as attested to by the department head,

Section 1011 Certificates and Awards

Add new subsection (e) as follows:

- (e) Prior to the issuance of certificates by the Commission, the department head shall attest that every trainee/officer employed by the department has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to officers who enter a department laterally.

The above action was deemed essential by the Commission to reflect the continuity of Commission procedures and current Commission Policy.

POST Conflict of Interest Code

The Political Reform Act of 1974, Government Code Section 81,000 et seq., enacted June 1974, requires POST to develop a Conflict of Interest Code. The Code will be included in the POST Internal Procedures Manual.

A proposed Conflict of Interest Code has been developed from an example draft prepared by the Attorney General's Office. Because of the extensive content, it has not been included with this bulletin. Persons interested in receiving complete copies of the Code should contact Technical Services Division, 7100 Bowling Drive, Sacramento, CA 95823. The Code provides that persons holding the following positions or appointments within or on the Commission on Peace Officer Standards and Training are designated employees and must file financial disclosure statements pursuant to this Code: Commissioners, Executive Director, and Assistant Directors.

Written suggestions for changes to the proposed regulation changes or Conflict of Interest Code will be accepted only prior to the hearing. No other regulation changes can legally be considered at the July hearing. Whenever a change in the Regulations is deemed advisable, please forward the suggested change to the Commission for consideration at future hearings.

Hearing Date: THURSDAY, JULY 29, 1976
10 a. m. - Siskiyou Room
Red Lion Motor Inn
2001 Point West Way, Sacramento

The proposed changes have been submitted to all law enforcement organizations. All interested persons are cordially invited to attend the hearing.


WILLIAM J. ANTHONY
Chairman

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

April 22-23, 1976
San Diego

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

Commissioners present:

Robert F. Grogan	- Acting Chairman (10 a. m. - 10:30 a. m.)
William J. Anthony	- Commissioner (Elected Chairman at 10:30 a. m.)
Brad Gates	- Commissioner (Present on April 22 only)
Luella K. Good	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Donald F. McIntyre	- Commissioner
Louis L. Sporrer	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General

Commissioners absent:

Loren W. Enoch - Excused
Edwin R. McCauley - Excused

Advisory Committee Representative:

Robert Cress, Committee Chairman and representative of the Peace Officers
Research Association of California (PORAC)

Staff present:

Gene S. Muehleisen	- Executive Director
Dave Allan	- Bureau Chief, Standards and Training
Ron Allen	- Bureau Chief, Standards and Training
Glen Fine	- Assistant to the Executive Director and Executive Secretary to the Advisory Committee
Mike Freeman	- Project Coordinator, Medical and Background Validation Project
Bradley Koch	- Director, Technical Services
Otto Saltenberger	- Director, Administrative Counseling
Harold Snow	- Legislative Liaison and Special Assistant, Executive Director's Office
Edward Toothman	- Director, Administration
Gerald Townsend	- Director, Standards and Training
Brooks Wilson	- Bureau Chief, Standards and Training
Imogene Kauffman	- Recording Secretary

Visitors:

Bob Gray	Department of Finance
Larry Ard	John F. Kennedy University
Dorothy Berry	California State University, Long Beach
Doug Cunningham	Director, Office of Criminal Justice Planning
Colonel L. O. Giuffrida	California Specialized Training Institute
Jim Hober	Northern California Criminal Justice Training and Education System (NCCJTES)
Robert F. Katz	Deputy Attorney General, Department of Justice
Carol Kizziah	Alameda Regional Criminal Justice Planning Board
Gary Kuwabara	Department of Justice
Jerry Lance	Long Beach Police Department
Gerald S. Martin	California Specialized Training Institute
John A. Metcalf	Rio Hondo College
Lawrence Nash	San Diego County Sheriff's Department
C. A. Pantaleoni	Rio Hondo Police Academy/College
Raul Ramos	Orange County Sheriff's Department
Mike Rice	San Diego Police Department
Palmer Stinson	Alameda Regional Criminal Justice Planning Board
Odell H. Sylvester	Deputy Chief, Oakland Police Department
R. J. Thorburn	San Diego Police Department
M. O. Townsend	California State Police
Larry Vaughn	Advanced Officer Driving Program
Jack Winkler	Chief Assistant Attorney General, Department of Justice
S. L. Wolsey	Escondido Police Department
Ralph H. Woodworth	Chief Deputy, Riverside Sheriff's Department

A. Introduction of New Commissioners

Doug Cunningham, Executive Director of O. C. J. P., representing Governor Brown, was present to introduce the recently appointed Commissioners, who are:

William J. Anthony, Assistant Sheriff, Los Angeles Sheriff's Department
(previously appointed by Governor Reagan but not confirmed by the Senate.)
Brad Gates, Sheriff, Orange County Sheriff's Department
Luella K. Good, Chief of Police, Coalinga Police Department
Jacob J. Jackson, Sergeant, Sacramento Police Department
William B. Kolender, Chief of Police, San Diego Police Department
Louis L. Sporrer, Assistant Chief, Los Angeles Police Department

The appointment of Commissioner Jackson fills, for the first time, the rank-and-file representation created by legislation in 1974. The Commission now consists of ten appointed members and the Attorney General.

B. Election of Officers for 1976

Acting Chairman Grogan called for nominations for the position of Chairman for 1976. Commissioner Good nominated Commissioner Anthony; the nomination was seconded by Commissioner Gates; Commissioner

McIntyre moved that the nominations be closed. A unanimous vote was cast, and Commissioner Anthony was declared elected.

Commissioner Anthony nominated Donald McIntyre for Vice-Chairman, nomination seconded by Commissioner Kolender. A unanimous vote was cast, and Commissioner McIntyre was declared elected.

C. Approval of Minutes of January 22 Quarterly Commission Meeting

MOTION by Commissioner Ellingwood, seconded by Grogan, carried unanimously for approval of the minutes of the January 22, 1976 quarterly Commission meeting.

D. Budget Report - Status of F. Y. 1976/77 Budget

Mr. Toothman reported on the four major issues on which the Legislative Analyst had commented and made recommendations.

I. Out-of-State Travel

"We recommend a reduction of \$4,890 in out-of-state travel costs to (1) reflect the lower expenditure level proposed by the Commission (\$2,240 less than the amount contained in the Governor's Budget), and (2) eliminate multiple attendance at conferences in Miami and Washington, D. C. (\$2,650)."

Action: The Executive Director accepted the recommended reduction to \$10,190, with the provision that we retain discretion in the numbers and destination of staff assigned to out-of-state trips.

II. Staff Realignment Needs Justification

"We withhold recommendation on the retention of five positions which are proposed to be transferred from Administrative Counseling to Standards and Training, pending submission of workload data."

Action: Legislative Analyst has now recommended the transfer of three consultants from Administrative Counseling to Standards and Training; also the elimination of two clerical positions. At the time of this writing, the Department of Finance has withheld recommendations pending further study.

III. Reimburse Out-of-Pocket Expenses

"We recommend that the Commission reimburse local law-enforcement agencies for all out-of-pocket expenses (travel, subsistence and tuition fees) incurred in sending peace officers to POST-certified courses.

Action: POST staff was in accord with the concept of this recommendation and advised it would forward a proposal to the Commission for their consideration. The Executive Director commented this was in concert with the direction the Commission has been moving in the last year in reimbursing for job-related training; decertifying inactive courses, establishing needed controls, and placing emphasis on basics. Because of the actions, POST may be in a position to provide reimbursement for all out-of-pocket costs.

IV. Specialized Training Above the Basic Course

"We recommend that the Commission study methods for increasing participation in specialized courses and report recommendations to the Joint Legislative Budget Committee by November 1, 1976."

Action: The POST staff agreed that the subject should be studied, and further advised the concept was in concert with the Commission's emphasis on specific job training.

E. Quarterly Financial Report

Mr. Toothman presented the Financial Report - first nine months of 1975/76 F. Y. showing revenue, reimbursements and a breakdown of training costs. Highlights of the report were:

Revenue- First Quarter	\$ 2,960,810
Second Quarter	2,733,570
Third Quarter	<u>2,996,343</u>
Total	8,690,723

Reimbursements made for current training and for training given in previous years:

1975-76 First Quarter	\$ 1,502,370
Second Quarter	2,031,545
Third Quarter	<u>1,941,289</u>
Total	\$ 5,475,204

Financial Statement

Reserve as of July 1, 1975	\$ -115,421
Revenue through March 31, 1976	<u>8,690,723</u>
Total Revenue	\$ 8,575,302
Administrative costs	\$1,611,834
Reimbursements	5,475,204
Contracts	<u>446,944</u>
Total Expense - Third Quarter	<u>\$ 7,533,982</u>
Reserve as of March 31, 1976	\$ 1,041,320

Mr. Toothman reported that the reimbursement for the first nine months is \$314,135 below the 1974-75 figure for the same period. Although a \$1,041,320 surplus is shown at this time, it is anticipated that the money will be needed to meet the heavy reimbursement claims for the last three months of the fiscal year.

F. Proposed Reimbursement Plan - F. Y. 1976/77

Mr. Toothman stated that in view of the possible over-expenditure of the P. O. T. F. during F. Y. 1976/77, some adjustments in the reimbursement schedule were recommended. Following discussion, the following action was taken:

MOTION by Commissioner Grogan, seconded by Ellingwood motion carried (Nöes: Gates, Jackson) to adopt the following staff recommendation:

- Continue 100% reimbursement for subsistence, travel and tuition, within the provisions established by the Commission.
- Provide 40% reimbursement of salary for mandated courses.

There was consensus that the total financial plan would be carefully studied at a future meeting when data is available from the final report on the Department of Finance Audit Study and the Training Needs Assessment Study being done by POST.

G. Certification of Courses

Each item on the Course Certification Agenda was addressed individually, as follows:

<u>Certification Requests</u>	<u>Course Category or Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
1. Private Security Licensees	Security Guard Baton Training	N/A	

MOTION by Commissioner Ellingwood, seconded by McIntyre, (Grogan, No) motion carried for approval of the following staff recommendations:

- That the following selected presenters that currently present other certified courses be certified to present the Technical Course "Security Guard Baton Training".

Chabot College	N/A	12/16
Allan Hancock College	"	16

<u>Certification Requests</u>	<u>Course Category or Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
1. Private Security Licensees - cont.			
	Los Medanos College	N/A	8
	Monterey Peninsula College	"	16
	Northern California Criminal Justice Training & Education System	"	8/16
	Rio Hondo College	"	8/16
	San Joaquin Delta College	"	12
	State Center Peace Officer Academy	"	9
	Yuba Community College	"	15

- That an amendment be sought to P. C. 12002 to place responsibility for individual presentations in the Department of Consumer Affairs, Bureau of Collection and Investigative Services.

2. California Specialized Training Institute	Technical Course: "Political Violence and Terrorism"	IV	47
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MOTION by Commissioner Gates, seconded by Grogan, carried unanimously for approval of the staff recommendations on Course Certification Agenda items 2, 4 and 5.

Commissioner Grogan requested that the action taken by the Commission on August 1, 1975, be re-iterated as still in effect: "Effective August 1, 1975, there be declared a moratorium on the certification of new courses. If it is found that a course is needed on an emergency basis, it may be brought before the Commission." Further, it should be noted that money is being received from other sources, making the "Political Violence and Terrorism" certification an exception.

Colonel Giuffrida, Director of the California Specialized Training Institute, stated it appears he will be able to respond to the direction given by the Commission at the January 22, 1976 meeting, which stated in part, ". . . the remainder of \$61,928 will be held in reserve for use if necessary. If the Director is able to obtain the \$61,928 from other sources, he will do it." Giuffrida reported that if everything goes the way it is felt it will, it will be possible to return some of the funded money to POST.

Certification Requests - continued

	Course Category or Title	Reimbursement Plan	Hours
3. San Bernardino County Sheriff's Office	Technical Course: "Accident Investigation Training"	IV	40

MOTION by Commissioner Ellingwood, seconded by McIntyre, carried unanimously for approval of the staff recommendation for certification of the Accident Investigation Training Course certified to the San Bernardino Sheriff's Department in affiliation with the San Bernardino Valley College under reimbursement Plan IV.

4. State Police	Technical Course: "Protective Services Operation Briefing"	IV	40
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The following staff recommendation approved with agenda item 2:

Certify the course entitled, "Protective Services Operation Briefing" as a Technical Course, reimbursable under Plan IV. The certification is to be for one year to allow POST to properly evaluate the course for future needs.

5. California Specialized Training Institute	Executive Development Seminar: "Political Violence and Terrorism Executive Seminar"	IV	18
6. Commission on POST	Management Course	I	80

MOTION by Commissioner Kolender, seconded by Grogan, carried unanimously for approval of the staff recommendation to certify POST to present pilot presentations of the revised Management Course for critique purposes until July 29, 1976.

Certification Modifications

7. Modesto Regional Criminal Justice Training Center	Advanced Officer Course	II	24/40 variable 24 or 40-hr. format
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MOTION by Commissioner Grogan, seconded by Ellingwood, carried unanimously that the certification of Advanced Officer training for Modesto Regional Criminal Justice Training Center be modified to permit them to offer both the 24-hour and 40-hour program formats.

Certification Modifications - cont.

	<u>Course Category or Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
8. Northern California Criminal Justice Trng. & Ed. System	Supervisory Course	II	Fm. 80 to 120 hrs.

MOTION by Commissioner Jackson, seconded by Kolender, carried unanimously that the certified Supervisory Course of the Northern California Criminal Justice Training and Education System be modified from its present 80 hours of instruction to 120 hours.

9. U.C. -Santa Cruz	Executive Development Seminar	III	Tuition - \$85 Topic-specific: "Assessment Center Methods"
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MOTION by Commissioner Sporrer, seconded by Grogan, carried unanimously that the Executive Development Seminar be modified by the Commission for the topic specific of "Assessment Center Methods"; that the maximum number of students per presentation be limited to 20 in an intensive 20-hour format; and that the course be reimbursed under Plan III, tuition \$85 (first presentation, \$103).

Decertifications

10. Cerritos College Advanced Officer Course

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously that due to lack of demand, this course should be decertified.

11. John F. Kennedy
University Middle Management Course

Larry Ard of the University staff addressed the Commission regarding the impossibility of presenting the course within POST tuition guidelines. The University is desirous of continuing with presentations and would like to continue to work with staff for solutions.

MOTION by Commissioner Gates, seconded by Kolender, carried unanimously for acceptance of the staff recommendations for decertification with the understanding that if they can work out their problems they can request reconsideration.

Decertifications - continued

12 Napa College Police Community Relations

MOTION by Commissioner Grogan, seconded by Jackson, carried unanimously to decertify the course as the coordinator had stated the course will not be presented in an intensive format and the coordinator had agreed to decertification.

13. Phillips Driving School Advanced Driver Training

MOTION by Commissioner Gates, seconded by McIntyre, carried unanimously to decertify the Advanced Driver Training Course.

Negative Recommendations14. Attorney General Legal Information
for Law Enforcement
Program

Mr. Jack Winkler, Chief Assistant Attorney General, Division of Criminal Law, California Attorney General's Office, addressed the Commission in support of approval of a \$350,000 interagency agreement to fund one year's production of the LILE (Legal Information for Law Enforcement) Program. Mr. Cunningham and Commissioner Ellingwood also spoke in support of the request.

MOTION by Commissioner Gates, seconded by Good, motion carried (Ellingwood - No), for denial of the request for funding of the LILE Program as it is felt it is an in-service or roll call type training delivery system and utilization of the Peace Officer Training Fund for this program would not be consistent with either the practical or philosophical intent of Penal Code Section 13523.

15. Los Angeles County Sheriff's Office Middle Management Course

Course certification request withdrawn.

H. Standards and Training Projects Report

1. Operation Plan

Mr. Townsend presented a progress report of activities undertaken since the last Commission meeting when it was reported that the experience survey had been completed and a timetable for completion of the descriptive phase of the project was provided.

Operation Plan - cont.

The Training Needs Assessment Survey was mailed on March 10 to:

All California Police Departments
 All California Sheriffs' Departments
 All State College Police Agencies
 All University Police Agencies
 California Highway Patrol
 California State Police

Because of printing and mailing delays, the results of the Training Needs Assessment Survey were not available for the April Commission meeting; however, the results will be provided with the final report at the next quarterly meeting July 29-30.

2. Supervisory/Management Course Revision

Mr. Townsend reported that, as directed by the State Legislature in July 1975, the curriculum for the Middle Management Course has been reviewed to ensure continued relevancy. The final report of the revision project will be presented to the Commission at the next Commission meeting in July; however, the following staff recommendations were presented and approved as a part of item number 6 on the Course Certification Agenda:

Recommendations

1. Change the title from "POST Middle Management Course" to "POST Management Course". The term "Middle Management" is unnecessarily constraining.
2. Certify a pilot program to POST for three presentations of the POST Management Course. The terms of the limited certification to be as follows:
 - a. Period of certification to be from May 1, 1976 through July 29, 1976.
 - b. Course curriculum to address the identified behavioral objectives.
 - c. Length of course shall not exceed two weeks and must be presented in an intensive format.
 - d. Course budget and tuition must be within present Certified Course Tuition Guidelines established by the Commission.
3. The pilot program presentations to be "dual track" with the current Middle Management Course, and to satisfy the requirements established in the POST Administrative Manual for completion of a POST Middle Management Course.

Supervisory/Management Course Revision - cont.

An optimum number and location of future POST Management Course presenters will be based on the Standards and Training Operational Plan, which will be addressed at the July Commission meeting.

H. 3. Basic Course Revision

Mr. Townsend reported on the Basic Course Revision Project which began in June 1973. He stated there has been a great deal of success to date. The second phase of the project, the development of the required training material, is currently in progress through a consortium of POST staff, law enforcement trainers, and technical experts. The final product will be a guideline implementation system which will consist of a series of documents containing the required instructional material and references. It is believed this will be available by August 30, 1976. At the October Commission meeting, the Commission will be able to direct further activities and implementation.

The success criteria has been identified and it was found that in the pilot presentations at the Los Angeles Sheriff's Department, all existent records, academic and otherwise, have been broken. It is felt the performance objectives format has been a contributing factor.

The project is moving along satisfactorily, and the contractors are meeting their responsibilities. The product will be available on schedule.

H. 4. Publication of the Final Documents of Project STAR and Role Training Integration

Mr. Dave Allan stated that Project STAR final documents have been available for publication since mid 1975. The grant funds for Project STAR did not provide for reproduction, publication, or distribution of the final documents.

During 1975 inquiries were sent to 10 publishers in the criminal justice field to determine their interest in publishing the documents. Positive responses were received from three companies. Davis Publishing Company, Inc. of Santa Cruz and the W. H. Anderson Company of Cincinnati have agreed to enter into a joint venture in the publication of all seven documents at prices considered to be reasonable and appropriate.

It was recommended that the Commission adopt a resolution approving a publishing agreement between the two publishing companies and the Commission, and that the Commission authorize the Executive Director to execute the Agreement on behalf of the Commission.

This agreement involves no cost to POST nor to the State.

Publication - cont.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for adoption of a resolution approving a publishing agreement between the Davis Publishing Company, Inc., W. H. Anderson Company, and the Commission and authorizing the Executive Director to Execute the Agreement on behalf of the Commission to enter into a joint venture in the publication of the seven document products of Project STAR.

Mr. Townsend reported regarding the agenda item, "Role Training Integration", that staff is working to integrate role training activities into the Basic Course Revision, as well as looking ahead to additional validation of these activities. The progress in this regard will be reported at the July Commission meeting.

I. Reserve Training Legislation

At the January 1976 Commission meeting, the following motion carried:

"Motion carried unanimously that the Commission take no position on A. B. 1127 (the 'reserve training' bill) at this time and that the decision of a Commission position be put over until the next Commission meeting. Standards and Training Division is to research the training and fiscal implications of the bill and make a report at the next Commission meeting."

The preliminary report on the research of the training was presented to the Commission. Following discussion of the financial impact report on reserve training legislation, the following action was taken by the Commission:

MOTION by Commissioner Jackson, seconded by Kolender, that the Commission position on A. B. 1127 be to "support in concept."

Substitute MOTION by Commissioner Gates, seconded by Grogan, motion failed that the Commission position should be neutral on A. B. 1127. (Ayes: Gates and Grogan, Noes: Jackson, Ellingwood, Good, Kolender, McIntyre and Sporrer.)

Vote on original motion carried.

Ayes: Jackson, Ellingwood, Good, Kolender, McIntyre and Sporrer.

Noes: Anthony, Gates and Grogan.

MOTION by Commissioner McIntyre, seconded by Sporrer, carried unanimously for approval of the following staff recommendations:

Reserve Training Legislation - cont.

1. Continue to monitor A. B. 1127 and continue staff study to identify alternatives.
2. Study the need for selection standards for reserves.
3. Identify fiscal impact for use of POTF and potential staff requirements.

Direction: Due to a misunderstanding resulting from a hearing on A. B. 1127, the Chairman directed that a communication be submitted to CPOA and the State Sheriffs' Association, primarily, explaining what transpired at the Senate Judiciary Hearing when a POST staff member spoke, as a resource person, to the Committee.

- - - Meeting recessed until 9 a. m. , April 23 - - -

J. Amador County - Compliance Report

At the January 1976 Commission meeting, the Amador County Sheriff's Office was advised that, due to non-compliance with selection standards, they were suspended from participation in the POST program unless full compliance had been attained.

An inspection on February 26, 1976, revealed that the Sheriff's Office had corrected all of the identified deficiencies in the background investigations of their personnel.

MOTION by Commissioner McIntyre, seconded by Grogan, carried unanimously that Amador County Sheriff's Department be reinstated in the POST program as of March 1, 1976.

K. Merced Irrigation District - Specialized Program Qualification

On November 16, 1971, by resolution, the Merced Irrigation District entered the POST Specialized Program.

A compliance inspection on February 26, 1976, revealed this agency has 12 employees designated as Park Rangers but who are not considered deputy sheriffs, although they had been sworn in as non-paid deputies by the prior Sheriff of Mariposa County.

MOTION by Commissioner McIntyre, seconded by Sporrer, carried unanimously that the Merced Irrigation District be removed from the POST Specialized program.

L. Proposed Regulation and Procedure Changes

It was reported by Mr. Koch that several Commission regulations and procedures must be revised to clarify a process, reflect current practices and to comply with changes in various laws affecting POST. The proposed regulation changes will go to public hearing July 29, 1976, to become effective October 1, 1976.

Proposed Regulation Changes - cont.

MOTION by Commissioner Kolender, seconded by Sporrer, carried unanimously that the following proposed regulation changes be approved for the public hearing agenda on July 29, 1976, in Sacramento.

1002. Minimum Standards for Employment

(a) -(7) - Delete. Becomes new Section 1004 (b)

1004. Probationary Period -

Section (a), (b), (c) - Delete old section. Replace with new section:

Conditions for Continuing Employment

- (a) Every officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

Old section
1002(a)(7)

1005. Minimum Standards for Training

(b)(1) ~~Each and Every~~ officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course before or prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. ~~This section applies to officers promoted or transferred to a first-level supervisory position within a department and to officers employed from outside a department and appointed to a first level supervisory position without having completed the Certified Supervisory Course.~~

Amend

(c)(1) Each and Every officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed the Certified Middle Management Course before or prior to promotion or within 12 months after the initial promotion, appointment or transfer. ~~This section applise to officers promoted or transferred to a middle management position within a department and to officers from outside a department and appointed to a middle management position without having completed the course.~~

Proposed Regulation Changes - cont.

1010. Eligibility for Reimbursement

Amend

- (a)(3) Has in its employ any officer hired after January 1, 1971, who has not acquired the Basic Certificate within 6 months after date of completion of his probationary period- 12 months of satisfactory service as attested to by the department head, or

1011. Certificates and Awards

New

- (e) Prior to the issuance of certificates by the Commission, the department head shall attest that every trainee/officer employed by the department has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to officers who enter a department laterally.

The following revisions of Commission Procedures in the POST Administrative Manual were presented for Commission approval. It was stated that these procedural changes can be made administratively with Commission approval and do not require public hearing.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously that the following proposed procedure change be made in the POST Administrative Manual (PAM):

- C-1 Personal History Investigation
- C-4-3
- D-10-26i Use of Social Security Number
- E-4-3K
- E-1 Processing of reimbursement claims
- E-2 Simplifying reimbursement application procedures.
- E-3 Clarifying late claim policy.
- E-4 Reimbursement Form instruction.
- E-5 Clarifying and simplifying reimbursement claim procedure.
- F-1-5(a) The Basic Certificate
- F-2-6(a) The Specialized Law Enforcement Basic Certificate

It was announced that the revised sections will be disseminated about the middle of June.

M. Proposed Conflict of Interest Code

Mr. Koch stated that the Political Reform Act of 1974 Government Code, Section 81,000 et seq., enacted June 1974, requires all state agencies to develop a conflict of interest code. Regarding POST, the persons in positions or appointments who apparently must file financial disclosure statements pursuant to this code are Commissioners, the Executive Director and Assistant Directors

The proposed POST Conflict of Interest Code, developed from an example draft prepared by the Attorney General's Office, was presented to the Commission for their consideration, and the following action was taken:

MOTION by Commissioner McIntyre, seconded by Jackson, carried unanimously for adoption of the following staff recommendations:

1. Approve in concept the proposed Conflict of Interest Code to be included in POST Internal Procedures Manual.
2. Hold a hearing on the Conflict of Interest Code at the next Commission meeting July 29.

N. Validation Studies - Progress Report

Mr. Koch reported that in 1975 the Commission approved funding of two projects designed to establish the job-relatedness of the medical examination and the background investigation (total budget of \$110,000). Both projects will be completed at the end of August 1976. Mike Freeman, Project Coordinator, gave a report on the progress that has been made in the area of establishing job-related standards, and stated that the following products are nearing completion and will be available for Commission review and approval by September 1976: A Questionnaire, Manual, Course, Training Materials for the Course, and the Course Specifications.

MOTION by Commissioner Grogan, seconded by Kolender, carried unanimously that the Project staff be officially commended for the outstanding work that has been done in the completion of the Validation Studies Project.

Mr. Koch stated that in reviewing the total system of recruitment and selection standards, there is a need to address hearing, vision, physical agility, job announcements, application forms, educational requirements, and the use of reading and writing skills. To address these important

Validation Studies - continued

areas (except visual acuity), a project to develop a Recruitment and Selection Manual was proposed. The proposed starting date of the project would be June 1, 1976, with an approximate expenditure of from \$126,700 to \$146,000, depending on 1976/77 salary increases, of POST contract monies. The resulting manual will consist of seven sections entitled Recruiting, Pre-Screening, Testing, Background Investigation, Medical Examination, Supplementary Information, and Final Employment Decisions.

Mr. Koch stated the project can be accomplished with the hiring of one additional staff member, an associate personnel analyst. The present project staff should be retained and will begin work on the project in September 1976. All positions will be filled by contract for the specified length of the project.

MOTION by Commissioner McIntyre, seconded by Grogan, carried unanimously, for approval of the staff recommendation for approval of the expenditure of approximately \$126,700 from POST contract monies to develop the project as proposed, with an additional request that the possibility of copyrighting, or somehow protecting California's investment in this material, be explored.

O. Advisory Committee Report

1. POST Mission, Goals and Objectives Study

The fourth report on the "Review of POST Mission, Goals and Objectives" and summary sheet of recommended changes, dated March 25, 1976, was submitted to the Commission. On April 5, 1976, the Commission received a request for Commission direction from the Advisory Committee Chairman, Bob Cress, which stated as follows:

"You have received for review the Advisory Committee's status report on POST's Mission, Goals and Objectives. By consensus, the Committee decided at its March meeting to continue this study with an in-depth review of the Standards and Training Division's programs and activities.

"There exists, however, some confusion as to the lengths to which the Committee should go in pursuing this study. In a broad sense, the study may be considered completed. That is, the Committee has concurred on a matrix of Mission, Goals and Objectives. Further work on the study will, as stated, be in program, activity and organizational areas.

"As Chairman, I feel compelled to seek further guidance from the Commission by asking the following questions:

- Does the Commission desire that the Advisory Committee

Advisory Committee Report - cont.

continue the Mission, Goals, Objectives and Priorities study in greater depth and detail?

- Does the Commission desire that the Committee's study include evaluation and recommendations on POST's organizational structure? "

The following action was taken:

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously that the Advisory Committee be complimented and thanked for the work that they have done on the review of the POST Mission, Goals and Objectives study, and that the report be received as of this date for further study by the Commission.

Commissioner Ellingwood requested information on when the recommendations of the Advisory Committee will be addressed by the Commission. The Executive Director stated that some of the recommendations may be of a procedural nature rather than of a goal or objective nature. With some minor revision, they could be available for the next Commission meeting.

In response to the question, "Does the Commission desire that the Committee's study include evaluation and recommendations on POST's organizational structure?", it was felt that with the present composition of the Commission and with the advent of a new Executive Director, it would be appropriate to table any further action, and the following action was taken:

MOTION by Commissioner McIntyre, seconded by Good, carried unanimously to table any further action on the study of Mission and Goals pending the appointment of the new Executive Director, thus allowing him as well as the new Commission members sufficient time to become acclimated.

Advisory Committee Chairman, Bob Cress, questioned the Commissioners regarding what they would like the Advisory Committee to do now. There were several suggestions:

- Continue efforts to stay briefed on what is happening within the POST organization by attending the meetings and briefing the organization representative to report back to the proper sources. It is very valuable to have the representatives of the various groups kept well-informed and have them report to the Commission on what they are thinking and recommending.
- The staff suggestion made in January 1975 should be implemented to provide the Advisory Committee with more guidance on their role.

Advisory Committee Report - cont.

Although they have sought guidance in the past, the Commission has never responded with specifics; therefore, an ad hoc committee made up as suggested by the Advisory Committee in January 1975 be appointed to study the role of the Advisory Committee and develop a role guidance document. The committee make-up recommended by the Advisory Committee at that time comprised of the Chairman of the Commission, two Commissioners, Chairman of the Advisory Committee, two Advisory Committee members, the Executive Director, and possibly two staff resource persons.

MOTION by Commissioner McIntyre, seconded by Jackson, carried unanimously that Chairman Anthony be authorized to appoint an ad hoc committee to study the role and alternatives that had been advanced regarding the structure of the Advisory Committee.

Chairman Anthony suggested that the appointment of the ad hoc committee be an item of business for the next Commission meeting in July.

2. Advisory Committee March Meeting

Bob Cress, Chairman of the Advisory Committee, reported that the following issues were discussed at the March meeting and requested that the following motions be presented to the Commission:

- a. Reimbursements: That there be no change in the status of the reimbursement plan for the next fiscal year.

Mr. Cress concurred that the earlier action of the Commission had made this issue mute.

- b. Officer Survival Course - Specialized Training Institute: That the Executive Secretary contact the Director, Standards and Training Division, and have the San Luis Obispo Specialized Training Institute monitored prior to the next Advisory Committee meeting and report back to the Committee at the June meeting.

Mr. Townsend reported that the Course has been reviewed, and there appears to be no problems with subject content. It is oriented to making the officer aware and "keeping him alive".

Colonel Giuffrida, Director of the Specialized Training Institute, described the philosophy upon which the course curriculum is designed and stated the Survival Course was built to train the policeman to do his job effectively and acceptably to the total community.

Chairman Anthony suggested that Colonel Giuffrida arrange to contact Chief Tielsch, Advisory Committee member, to respond to the concerns that had been expressed.

Advisory Committee Report - cont.

- c. National Guard "LEAF" Training: That the Executive Secretary contact the Commission and recommend that we put an information bulletin out on the role POST has played in the training of the National Guard.

The Executive Director stated that the "Fact Sheet" put out by the Military Department was inadvertently misleading as they talk about members of the LEAF program completing the POST training. What they were talking about was the P.C. 832 training of 40 hours which is a "course approved by POST". The Guard has been contacted; they agree that it is misleading and are revising all fact sheets as was suggested by POST. The language will not infer that they are taking the POST Basic Course. Putting a clarifying article in the next issue of POST Scripts was discussed, and the following action was taken:

MOTION by Commissioner Kolender, seconded by Grogan, carried unanimously that an article be included in the next issue of POST Scripts that would clarify what the National Guard "LEAF" Training consists of.

P. Advisory Committee Appointment

The Executive Director reported that Charles Oliver, Program Manager, California State Employees' Association, has resigned from the POST Advisory Committee because in his present position he no longer represents specialized law enforcement.

Wayne C. Caldwell, State Department of Fish and Game Warden and currently Chairman of the Law Enforcement and Public Safety Council, was recommended by the General Manager of C. S. E. A., Dan Western, as Mr. Oliver's replacement. The following action was taken:

MOTION by Commissioner Ellingwood, seconded by Good, carried unanimously to approve the appointment of Wayne C. Caldwell to the Advisory Committee to replace Charles Oliver.

Q. Legislative Report

Hal Snow presented a summary of current legislation of interest to the Commission, as follows:

- A.B. 1127: Peace Officers - Specific Assignments (Suitt)

Would provide specific qualifications and training requirements for reserves.

Legislative Report - cont.

A. B. 1127 - cont.

Passed by the Assembly June 12, 1975; passed out of the Senate Judiciary Committee on March 16, 1976; still in Senate third reading. It is probable the bill will pass.

At the January 22-23, 1976 meeting, the Commission requested further study by staff on this bill, which has been accomplished.

As shown under the agenda item I. -- Reserve Training Legislation -- the following action was taken:

MOTION by Commissioner Jackson, seconded by Kolender, motion carried (Noes: Gates, Grogan, Anthony) that the Commission position on A. B. 1127 be to support in concept.

A. B. 2977: District Attorney Investigators and Inspectors (Lockyer)

Would include peace officer members of a District Attorney's office under P. C. Section 13510 for the purpose of receiving state aid.

On March 31, 1976, the Assembly Criminal Justice Committee approved an amendment which would remove the requirement that District Attorney personnel would be eligible for reimbursement from the Peace Officer Training Fund. Instead, language was substituted which would appropriate funds from the State General Fund and transfer such funding to POST for reimbursement. The bill is presently in the Assembly Ways and Means Committee; has not been set for hearing.

MOTION by Commissioner McIntyre, seconded by Grogan, carried unanimously that the Commission position be "further study."

S. B. 575: Training for Sex Crime Investigation (Robbins)

Requires POST to develop guidelines for sex crime investigation and to develop a special course of instruction relating to the investigation of sexual assault cases. Legislation currently carries no increase for POST staff to undertake the required activities.

Legislative Report - cont.

S.B. 575 - cont.

Passed the Assembly Criminal Justice Committee on March 7, 1976; presently in Assembly Ways and Means.

MOTION by Commissioner McIntyre, seconded by Kolender, carried unanimously for approval of the staff recommendation to request support of the Legislature and Administration for budget augmentation to permit sufficient staff to implement and maintain the program.

Information Items - No Commission action necessary.

A.B. 1384: Marshals of the Municipal Court (Tucker)

Would include peace officer members of the Marshal's Department of the Municipal Court under P.C. Section 13510 for the purposes of receiving state aid.

Received a "do pass" on March 30 from Senate Judiciary Committee; set for hearing on May 10 in Senate Finance.

Previous Commission position: Oppose

S.B. 189: Vehicle Offenses: Mailed Bail Deposits (Roberti)

Proposes a system of posting bail by mail.

Passed Senate January 28, 1976; will be heard on Assembly floor on April 19, 1976.

Previous Commission position: Neutral

S.B. 1550: Repeal of Penalty Assessment System (Roberti)

Would repeal the penalty assessment system and substitute a percentage of fines. Provisions of this bill were previously included in S.B. 189.

On March 30, 1976 this bill failed to pass out of Senate Judiciary Committee. Reconsideration was granted; the bill set for a "vote only" on April 20.

Previous Commission position: Neutral

S.B. 1232: Bay Area Rapid Transit District (Nejedly)

Proposes that the Bay Area Rapid Transit District should

Legislative Report - cont.

S. B. 1232 cont.

employ a "police department" rather than a "security force" thereby making it a "District" as defined in Section 13507 of the Penal Code and eligible for reimbursement of training costs from the Peace Officer Training Fund.

Before the Assembly Ways and Means Committee; has not been set for hearing.

Previous Commission position: Neutral

R. Executive Director Selection Committee - Status Report

The Executive Director reported on the profile of applications received for consideration for the position of POST Executive Director:

Total Number of Applications Received 76

Management or Professional Experience:

<u>Number</u>	<u>Type</u>
7	Chief of Police
14	Middle Manager (medium or large department)
8	Non-Administrative level law enforcement
10	Private industry
16	College professor or Academy Coordinator
6	Other Criminal Justice (other POST Commissions, Corrections, etc.)
8	Federal Employment (LEAA, IACP, Treasury, FBI, Military)
6	POST Staff

Educational Level:

11 PhD's, 36 MA's or MS's, 24 BA's, 6 AA's, 1 less

California vs. Out-of-State

17 Out-of-State, 59 from California

In the selection process, the resumes will be screened by preliminary screening interviews and background inquiries. The finalist will be selected by the full Commission.

S. Administrative Counseling Report

Mr. Saltenberger provided an update on the Administrative Counseling Division's activities since October 1974 when the Commission requested there be a general change in scope of the service. Based on the audits done by the Department of Finance, the Commission's Administrative Counseling Committee and the POST Advisory Committee, in January 1976 there was concurrence there should be a 25% reduction in the Divisions staff for F. Y. 1976/77, that these staff members be transferred to the Standards and Training Division.

Two other Commission decisions were that Commission approval be required before engaging in any general survey work, and work on any project be limited to 240 consultant hours. Any work which exceeds 240 hours must be reported to the Commission.

As of the end of F. Y. 1974/75, 25 specific kinds of work detail have been undertaken. Nine general surveys; 8 selected studies and 8 special surveys. There was a waiting list of 22 requests for service. As of January 31 of this year, 5 general surveys, 11 special surveys, and 10 selected studies have been completed -- totaling 36 pieces of work. A waiting list of 18 agencies existed. As of March 31, 1976, 34 particular pieces of work have been completed -- 7 general surveys, 18 special surveys and 19 selected studies and a waiting list of 13 agencies. An evaluation process is presently underway in 5 agencies to determine what type of service is needed.

It appears that one of these jurisdictions may require a general survey. If so, the request will be presented to the Commission at the July meeting.

Recap of work to date:

78	General Surveys
44	Special Surveys
30	Selected Studies

30% of the California population has been served to date.

76 General Surveys served 3.1 million people.

40 Special Surveys served 2.4 million people.

24 Selected Studies served 3/4 million people.

Current work reflects 6% of the California population is now being served.

The Executive Director commended Mr. Saltenberger and his staff for being very responsive to the directions of the Commission. There was concurrence by the Chairman who stated that staff had done a good job.

T. Commission Meeting Calendar

For the benefit of the new Commissioners, the meeting calendar for 1976 was reviewed. There being no conflicts of dates, the meeting calendar will be left as previously approved.

U. Old/New Business

Peace Officer Research Association of California (PORAC) Resolutions

The Executive Director reported that in December 1975, four resolutions adopted at PORAC's November 1975 Annual Conference were received from PORAC President, Joe Aceto. The resolutions urged the Commission to take action on each of four subjects, as follows:

1. Establish and maintain an accountability system of issued certificates.

Staff Response:

Staff concurs with the need for stronger control over professional certificates. A number control system has been initiated. Each certificate now being issued has a control number. Further steps to tighten control over certificates will be considered by staff as a part of an overall review of the certificate program.

The Executive Director added there is no real evidence that certificates are being misused. All rumors have been investigated, and nothing of a serious nature has been found.

It was the sense of the Commission to concur with the staff position.

2. Reopen the "grandfather" clause for issuance of certificates.

Staff Response:

Staff is of the opinion that there are significant and controversial issues involved with this request. Reopening the "grandfather" clause could, for example, be unfair to those officers who have acquired the certificates by undergoing training, attending college courses, and completing equivalency examinations. If Advanced Certificates were awarded as in the past, city and county administrators could object to blanket awards that would qualify additional personnel for bonus pay.

It is recommended that the POST Advisory Committee review this resolution, with input from associations represented, and make appropriate recommendations to the Commission.

PORAC Resolutions - cont.

Reopen the "grandfather" clause - cont.

There was Commission concurrence that the request to reopen the "grandfather" clause not be approved.

3. Identify, classify, train and certify Field Training Officers

Staff Response:

The Commission has certified courses for Field Training Officers, and pursuant to 832.3 P.C. has set requirements for the selection of Field Training Officers. POST Bulletin 74-16 states, in part:

"Designated field training officers shall be carefully screened and selected. Selection standards include:

- a. Possession of a POST Basic Certificate.
- b. Supervisor's nominations based upon the officer's
 - (1) Past and present performance;
 - (2) Skill in inter-personal relationships;
 - (3) Knowledge of training responsibilities;
 - (4) Verbal and teaching techniques;
 - (5) Comprehension of coach-pupil check sheet or field training guide.

Field training officers shall be periodically evaluated by trainees and supervisors."

Maintaining initial and continuing certification of "qualified" field training officers from the state level would be costly and time-consuming. Such certification could also lead to demands to certify other functions of police categories.

There are many other problems which must be considered as higher priorities for consideration at this time.

It is recommended that PORAC be advised that due to lack of manpower the Commission cannot undertake this task at this time.

It was the sense of the Commission that they concur with the staff position and recommendation.

4. Undertake a study to provide the definition of a peace officer.

PORAC Resolutions - cont.

Definition of a peace officer - cont.

Staff Response:

This is a greatly needed study for which interest seems to be growing in several quarters. Under present staffing priorities the POST staff does not have the capacity to provide a study of this depth. It must, however, be viewed as a high priority item of great interest to all peace officer groups, to the Public Employees' Retirement System, and especially the Legislature. If and when the study is undertaken, it will be an extremely controversial issue. It is a "no win" issue for whom-ever or whatever agency or group conducts the research. The mere mention of the issue raises suspicion, challenges and mistrust by many peace officer groups who fear they will be reshuffled to a less prominent or more restrictive category.

Staff recommends the Commission take the following action:

- a. Endorse the need for a study;
- b. Confer with the Senate Judiciary Committee and CPOA, who have recently expressed interest in developing such a study;
- c. Keep the Commission advised on the problem for any action deemed appropriate.

MOTION by Commissioner Kolender, seconded by Grogan, carried unanimously for approval of the above staff recommendation.

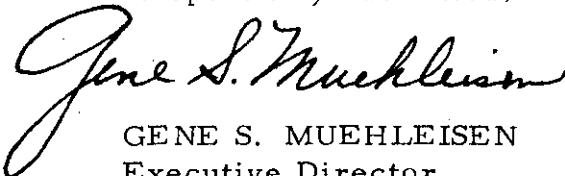
V. Next Commission Meeting/Hearing, July 29-30, 1976

The next regular quarterly meeting of the Commission and public hearing is scheduled for July 29-30 at the Red Lion Inn in Sacramento.

W. Adjournment

There being no further business the meeting was adjourned at 12 noon.

Respectfully submitted,


 GENE S. MUEHLEISEN
 Executive Director

Agenda Item C

Appointment of Executive Director

For the record, the Commission Chairman will make a formal announcement that the Commission has selected William R. Garlington, former Chief of Police of Vallejo, as Executive Director, Commission on Peace Officer Standards and Training. The appointment is effective August 2, 1976.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET																			
Agenda Item Title Appeal - Reimbursement Claim, City of Rocklin		Meeting Date July 29-30, 1976																	
Division Administration	Division Director Approval Edward M. Toothman	Researched By																	
Executive Director Approval <i>[Signature]</i>	Date of Approval June 28, 1976	Date of Report June 28, 1976																	
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>																			
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).																			
<p><u>Issue</u></p> <p>Two claims for reimbursement of training costs were submitted to POST by the Rocklin Police Department.* However, both were late, exceeding the 180 day time-frame, as provided by Commission Regulation 1015(b). Payment of the claims was rejected by POST.</p> <p>Mr. Clinton G. Malloy, City Manager of the City of Rocklin, is appealing to the Commission for a reversal of the decision and the reimbursement of the claims.</p> <p><u>Background</u></p> <p>The City of Rocklin submitted two claims for reimbursement of costs of training. In both cases the time of submission extended beyond the 180 day limitation as established by Section 1015(b) of the Commission Regulation, as follows:</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: left;"><u>Supervisory Course</u></td> <td style="text-align: right;">\$325.67</td> </tr> <tr> <td colspan="2">Course ended May 2, 1975</td> </tr> <tr> <td colspan="2">180 day limitation - October 29, 1975</td> </tr> <tr> <td colspan="2">Claim received January 21, 1976 (84 days over limitation)</td> </tr> <tr> <td style="text-align: left;"><u>Basic Course</u></td> <td style="text-align: right;">\$2,330.87</td> </tr> <tr> <td colspan="2">Course ended June 20, 1975</td> </tr> <tr> <td colspan="2">180 day limitation - December 17, 1975</td> </tr> <tr> <td colspan="2">Claim received January 21, 1976 (35 days over limitation)</td> </tr> </table> <p>The claims were voided and returned to the City of Rocklin with a letter of explanation dated January 30, 1976.</p> <p>On February 17, 1976, a letter was received from Mr. Clinton G. Malloy, City Manager of Rocklin, requesting reconsideration of POST action.</p> <p>POST responded in letter dated March 1, 1976, explaining that more than 180 days had elapsed before the claims were submitted to POST.</p>				<u>Supervisory Course</u>	\$325.67	Course ended May 2, 1975		180 day limitation - October 29, 1975		Claim received January 21, 1976 (84 days over limitation)		<u>Basic Course</u>	\$2,330.87	Course ended June 20, 1975		180 day limitation - December 17, 1975		Claim received January 21, 1976 (35 days over limitation)	
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Utilize reverse side if needed																			

March 26, 1976, a letter from Richard Batt, Chief of Police of Rocklin, was directed to the Governor's Office and forwarded to POST for response to Chief Batt. Chief Batt's letter indicated only that his office had a heavy workload. He did not state that he was not aware of the Commission requirement relative to the submission of claims.

POST responded in letter dated April 9, 1976, explaining Regulation 1015(b).

On April 23, 1976, a letter was received from Mr. Malloy, in which he advised that he wished to appeal the matter to the Commission.

POST responded May 6, 1976.

Analysis

When any new policy or procedural change is made by POST, local law enforcement agencies are notified by bulletins and through Post Scripts. This was done in disseminating information relative to the addition of Commission Regulation 1015(b). The following cites a series of publications in which the information concerning the regulation was published.

When PAM was first issued in 1974, manuals were sent to all agencies. POST records show that the Rocklin Police Department was issued Manual No. 226 in July of 1974.

On July 26, 1974, Notice of Hearing on Commission Regulation (1015(b) was sent to all agencies.

On October 1, 1974, a POST Bulletin was issued to all law enforcement agencies advising of time limitations for submission of claims, to be effective January 1, 1975.

November, 1974, Post Scripts publicized the information of Commission Regulation 1015(b).

January, 1975. Revision of Section 1015(b), implementing the Regulation, was sent to all agencies.

February, 1975. The information was again published in Post Scripts.

May, 1975. The information was again published in Post Scripts.

February, 1976. The information was again published in Post Scripts.

Before and after the effective date of the Commission Regulation 1015(b), POST circulated the information numerous times to all law enforcement agencies to assure that everyone was well informed. It is presumed that the information was received by the Rocklin Police Department.

The time lapse from the ending date of the Supervisory Course until submission of claim was 264 days, 84 days past the deadline; and for the Basic Course 215 days, 35 days past the deadline.

Attached are all letters and other pertinent documents relative to this matter.

Recommendation

It is recommended that the Commission adhere to the requirements as established by Commission Regulation 1015(b) and not reimburse the claims.

City of Rocklin

EDMUND G. BROWN JR., Governor

EVELLE J. YOUNGER, Attorney General



STATE OF CALIFORNIA

DEPARTMENT OF JUSTICE
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823

EXECUTIVE OFFICE
(916) 445-4515

ADMINISTRATION
Certificates
Reimbursements
(916) 322-2235

STANDARDS AND TRAINING
(916) 322-2180

ADMINISTRATIVE COUNSELING
(916) 445-0345

TECHNICAL SERVICES
(916) 445-4515

January 30, 1976

Richard O. Batt
Chief of Police
City Hall
3980 Rocklin Road
Rocklin, CA 92502

Dear Chief Batt:

As you know, the POST Regulations were revised effective January 1, 1975, regarding the limitations of time for the submission of reimbursement claims. Claims submitted to POST for reimbursement must be received within 90 days of the completion date of the course in order to receive the full amount of reimbursement. Claims received after 90 days are reduced by 25%; claims received after 180 days from the completion date of the course are not reimbursed.

We have claims from your department that exceed the 180-day limitation. These claims have been voided and are being returned to your department unpaid.

If you desire any information relative to POST reimbursement or have any questions, please do not hesitate to contact our office.

Sincerely,

Beverley Clemons
Beverley Clemons, Supervisor
Staff Services Bureau
Administration Division

cc: Don Meyers
Standards and Training Division



City of Rocklin

CITY HALL
3980 Rocklin Road
Rocklin, CA 95677
(916) 624-2441

February 17, 1976

Commission on Peace Officers Standards
7100 Bowling Drive
Sacramento, California 95823

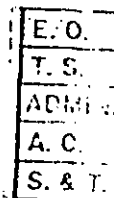
Attention: Mr. Edward Toothman

We are appealing our claims submitted for Post reimbursement since we had not received the Post Administrative Manual until recently. As far as I know the notification regarding recuded claims after 90 days by 25% and reimbursement after 180 days was only by the mailing of the Post Manual. We therefore did not have knowledge of this requirement until we received our copy.

Our claims should be fully paid. It is quite important that this be done since we are extremely dependant upon reimbursement funds for the operation of the Law Enforcement Department.

Very truly yours,

Clinton G. Malloy
Clinton G. Malloy
Cuty Manager



FEB 18 9 52 AM '76

COMMISSION ON POS.

March 1, 1976

Clinton C. Malloy
City Manager
City Hall
3980 Rocklin Road
Rocklin, CA 95677

Dear Mr. Malloy:

Your request for reconsideration of the action taken by the Commission to disallow payment of reimbursement claims has been received. We regret to inform you that in establishing the Regulation the Commission made no provisions for any exceptions in order to approve reimbursement for claims received 180 days after the completion of the course.

The POST Administrative Manual was issued in June, 1974 to all POST participating agencies in the State, which included Rocklin Police Department. January, 1975, the Regulations were revised to include the Statute of Limitation regarding the submission of reimbursement claims. Not only was the revision sent to all agencies having POST Administrative Manuals, but separate POST Bulletins and POSTscripts articles were issued. The subject was covered in great detail in 4 issues of POSTscripts which spanned a full year. Extensive measures were taken to assure all jurisdictions were informed of the revised Commission Regulation.

We are unable to reconsider the action taken relative to the non-payment of those reimbursement claims submitted in excess of 180 days from the completion date of the course.

Sincerely,

Edward M. Toothman
Director
Administration Division

cc: Rocklin Police Dept.
D. Meyers, Standards and Training

City of Rocklin



CITY HALL
3980 Rocklin Road
Rocklin, CA 95677
(916) 624-2441

March 18, 1976

Honorable Governor Edmund G. Brown, Jr.
State Capitol
Sacramento, California 95814

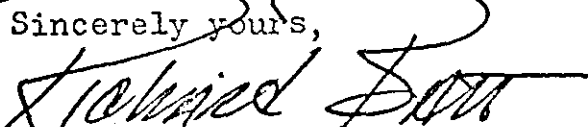
Dear Governor Brown:

Our claim for reimbursement of training expenses was submitted to P.O.S.T. in excess of 180 days, the allowed limit after completion of the course, and disallowed on the following training expense claims:

(1) Francis Keith Thomas, Basic Recruit	\$2,330.87
(2) Ronald N. Reynolds, Supervisory Course	<u>325.67</u>
TOTAL CLAIM	\$2,656.54

Due to the fact that we are a small city and our book-keeper was not in possession of the P.O.S.T. Administrative Manual with the revised Statute of Limitations, and was very busy with a heavy work load; and also, due to the fact that the total sum means a great deal to me, since I operate on a limited budget, I will appreciate any assistance you can give in this matter of a request for reconsideration of payment of a late claim.

Sincerely yours,


Richard Batt, Chief of Police
Rocklin Police Department
3980 Rocklin Road
Rocklin, California 95677

RB:aw

April 9, 1976

Dear Chief Batt:

April 9, 1976

Richard Batt, Chief of Police
Rocklin Police Department
3980 Rocklin Road
Rocklin, California 95677

Dear Chief Batt:

This is in response to your letter, which you had directed to the office of Governor Brown, concerning reimbursement of late claims for training costs.

The Commission Regulation, which became effective January 1, 1975, provides for a 25% reduction of a claim submitted more than 90 days following the end of the training course, and the voiding of the claim after 180 days.

To assure that all law enforcement agencies were advised of the intent to implement Commission Regulation 1010(b), POST Bulletin 74-14 was sent to all agencies on October 1, 1974. Our records indicate that your department was included in the mailing. On January 1, 1975, all agencies were sent a revised page of the POST Administrative Manual, containing the new Commission Regulation. There followed in four issues of POST Scripts reminders of the new regulation published November 1974, February 1975, May 1975 and February 1976.

While it would appear that all reasonable steps have been taken to inform your City of the time limitations, it is deeply regretted that, for the reasons stated in your letter, your City was unable to comply.

We also regret POST is unable to accommodate your request due to the need to be consistent with previous decisions on this policy, however, you have the right to appeal to the

Richard Batt, Chief of Police

-2-

April 9, 1976

Commission by means of a letter directed to the Commission. Should you do so, you will be advised of a date set for hearing, at which time you may present your appeal in person or by representatives of your City if you wish.

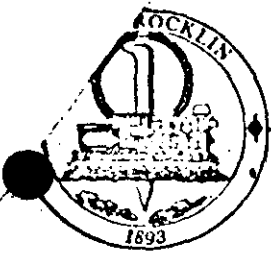
We look forward to continuing our good relationships with your department and will serve you with our utmost efforts. If you desire additional information, please let us know.

Sincerely,

GENE S. MUEHLEISEN
Executive Director

HLS:gb
Enclosure - Enc. 74-17

cc: Governor's Office



City of Rocklin

CITY HALL
3980 Rocklin Road
Rocklin, CA 95677
(916) 624-2441

April 23, 1976

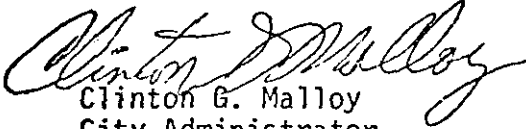
Mr. Gene S. Muehleisen
Executive Director
Commission On Peace Officer Standards And Training
7100 Bowling Drive, Suite 250
Sacramento, California

Dear Mr. Muehleisen:

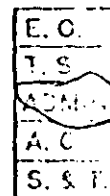
We would like to appear before the Commission to appeal their decision relating to the City of Rocklin's request for reimbursement for training costs.

Please advise us of a hearing date so we may present our case.
Thank you for your cooperation in this matter.

Very truly yours,


Clinton G. Malloy
City Administrator

CGM: da



APR 23 9 50 AM '76

COMMISSION ON POST

A-0127

GSM:4

May 6, 1976

Clinton G. Malloy
City Administrator
City of Rocklin
City Hall
2980 Rocklin Road
Rocklin, California 95677

Dear Mr. Malloy:

This is to acknowledge your request to appear before the Commission to appeal the denial of reimbursement claims for training costs submitted in excess of the 180-day time limitation as established by the Commission.

The next Commission Meeting is scheduled to be held July 29-30, 1976, at the Red Lion Inn in Sacramento. Your appeal will be placed on the agenda and you will be notified of the specific time your case is scheduled to be heard.

Be assured of our continued interest in assisting you in any way that we can. If you have any questions relative to this matter, please let me know.

Sincerely,

11/csm

GENE S. MUEHLEISEN
Executive Director

GSM:EMT/cn

The following are notices implementing
Commission Regulation 1015(b), and
reminders of the effective date.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

July 26, 1974



BULLETIN: 74-11

Subject: NOTICE OF PUBLIC HEARING

After proceedings held in accordance with the provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training. This hearing will be concerned with a change in the POST Regulations, as follows:

Section 1015 Reimbursements

Amend (b) Claims must be forwarded on forms provided by the Commission no later than ~~14~~ 90 days after completion of a certified course.

Add All claims eligible for reimbursement from the Peace Officers' Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims forwarded more than 90 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims forwarded more than 180 days following the completion of a certified training course shall not be reimbursed.

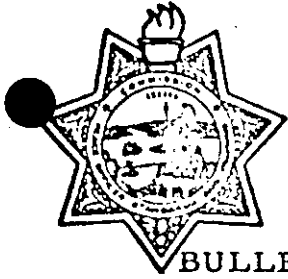
The hearing will be held at POST Headquarters, as follows:

WEDNESDAY, AUGUST 28, 1974, 10 a.m.
POST Headquarters - Conference Room
7100 Bowling Drive (Florin Road West area)
Sacramento, California 95823

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

October 1, 1974



BULLETIN: 74-14

Subject: Time Limitation on Submission of Reimbursement Claims

Following a public hearing held in Sacramento on August 28, 1974, the Commission amended Section 1015 of the Regulations, effective January 1, 1975.

Under previous regulations, the submission of unanticipated, past-due claims made accurate fiscal planning impossible. The following regulation change will alleviate the problem.

Section 1015 - Reimbursements

Amend (b) Claims must be forwarded on forms provided by the Commission no later than 90 days after completion of a certified course.

Add All claims eligible for reimbursement from the Peace Officers' Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims forwarded more than 90 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims forwarded more than 180 days following the completion of a certified training course shall not be reimbursed.

The amended resolution affects all training courses ending on or after January 1, 1975.

It is suggested that any outstanding claim for completed training courses be submitted to POST as soon as possible. Your cooperation and assistance is appreciated.


ROBERT F. CROGAN
Chairman

REIMBURSEMENT INFORMATION

REIMBURSEMENT INFORMATION is regularly provided as a detachable last page of POST Scripts. The information is intended to supplement that given in the POST Administrative Manual (PAM) and is to be used by those responsible for submitting agency reimbursement claims to POST. If you would like a question answered or a reimbursement procedure discussed, please contact Claims Audit Section (916) 322-2235.

Time Limitation on Submission of Reimbursement Claims

Section 1015 (b) of the Commission Regulations has been amended effective January 1, 1975. The amendment extends the time limit for the submission of reimbursement claims from 14 to 90 days. After 90 days a 25% penalty will be assessed against the reimbursable amount of the claim, and after 180 days the claim will not be reimbursed. The amended Regulations affects all training courses ending on or after January 1, 1975.

In order to receive the full, approved reimbursable amount, the claim must be received by POST within 90 days following the completion date of the course. If the reimbursement claim is received after 90 days, the claim will be reduced by 25% of the approved reimbursable amount.

If the claim is received by POST after 180 days following the completion date of the certified training course, the time limitation will have been exceeded and the claim will not be reimbursed.

The Commission has not provided for any exceptions or special considerations to the above revision of the Regulations.

It is suggested that all claims for reimbursement be submitted to POST as soon as possible after the completion date of the course.

Reimbursement Plans

The following is a summary breakdown of the POST reimbursement plans as they apply to specific courses:

<u>Plan</u>	<u>Reimbursable Items</u>	<u>Course</u>
I	* Subsistence Travel Tuition Salary (60%)	Middle Management Course



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

January 1, 1975

REVISION NOTICES

Subject: POST Administrative Manual Revisions

Attached is Page Revision Notice Number I and appropriate page revisions, effective January 1, 1975, for the POST Administrative Manual (PAM). After old pages are removed and replaced, it is suggested that the Page Revision Notice be maintained in back of the manual in order to historically identify changes.

Due to the pending extensive review of courses at the January 1975 Commission meeting, a new section on POST Certified Courses (Section D pages 14-3 through 14-53) will not be prepared until after that meeting.

In order to provide current information on course offerings we have included a "Revision Notice II" which identifies decertifications, recent Commission action on content changes, reimbursement plan changes, and new course offerings pending completion of the new section.

If you have any questions regarding these changes please contact Technical Services Division 916-445-4515.

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Director

Attachments

1015. Reimbursements

(a) Proportionate Reimbursement

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, and district which has applied and qualified for aid pursuant to the chapter, an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts.

"In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the Commission as applicable to such city, county, or district."

(b) Claim for Reimbursement

Claims must be forwarded on forms provided by the Commission no later than ninety days after the completion of a certified course.

All claims eligible for reimbursement from the Peace Officers' Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims forwarded more than 90 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims forwarded more than 180 days following the completion of a certified training course shall not be reimbursed.

(c) Trainees May Be Claimed Only Once

When a trainee has attended a course certified by the Commission for which reimbursement has been legally claimed or paid, an employing jurisdiction may not submit a claim for reimbursement for repetition of the same course unless the course is authorized to be repeated periodically, such as Seminars or Advanced Officer Courses. Exceptions may be authorized by the Commission.

(d) Reimbursement Limited to Actual Expenses

Reimbursement is limited to actual expenses or any portion thereof actually incurred by a jurisdiction and approved by the Commission. Reimbursement may be provided only for training acquired in an on-duty status.

(e) A schedule setting forth reimbursements allowed for each course or program certified by the Commission is set forth in PAM, Section E, "Reimbursement Schedule."

1016. Services Provided by the Commission

(a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdictions for the purpose of improving the administration, management, or operations of a police agency, and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.

(b) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement, and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.

(c) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the Act.

REIMBURSEMENT INFORMATION

REIMBURSEMENT INFORMATION is regularly provided as a detachable last, page of POST Scripts. The information is intended to supplement that given in the POST Administrative Manual (PAM) and is to be used by those responsible for submitting agency reimbursement claims to POST. If you would like a question answered or a reimbursement procedure discussed, please contact Claims-Audit Section, (916) 322-2235.

TIME LIMITATION ON SUBMISSION OF REIMBURSEMENT CLAIMS

REMINDER - Effective January 1, 1975, Section 1015(b) of the Commission Regulations was amended, extending the time limitation for the submission of reimbursement claims from 14 to 90 days. The amended Regulations affect all training courses ending on or after January 1, 1975. If the claim is received by POST more than 90 days after the completion date of a course, a 25% penalty will be assessed against the total reimbursable amount of the claim. If the claim is received more than 180 days after the completion date of the course, the claim will not be reimbursed. The Commission has not made allowance for any exceptions or extensions to this Regulation.

COMMUTER ALLOWANCE

Allowance for meal costs for commuter trainees is authorized for all reimbursable training courses. The maximum allowance is \$2.50 per day for each day of course instruction. Recently, several agencies have submitted claims for commuter trainee meal costs in excess of the allowable amount. Please refer to PAM, Section E-4.

AUTHORIZED SIGNATURES ON CLAIMS SUMMARY, POST 2-102

The State Controller's Office requires that the authorized persons for the claiming agency or jurisdiction sign the completed Claims Summary form, POST 2-102.

Line 13 is to be signed by the authorized official of the agency or jurisdiction.

Line 14 is to be signed by the authorized person responsible for the examination and settlement of accounts for the agency or jurisdiction.

REIMBURSEMENT/CERTIFICATE INFORMATION

REIMBURSEMENT/CERTIFICATE INFORMATION is regularly provided as a detachable last page of POST Scripts. The information is intended to supplement that given in the POST Administrative Manual (PAM) and is to be used by those responsible for submitting agency reimbursement claims and those responsible for submitting applications for the award of POST certificates.

If you would like a question answered or a reimbursement or certification procedure discussed, please contact the Administration Division of POST (916) 322-2235.

TIME LIMITATION ON SUBMISSION OF REIMBURSEMENT CLAIMS

REMINDER - Effective January 1, 1975, Section 1015(b) of the Commission Regulations was amended extending the time limitation for the submission of reimbursement claims from 14 to 90 days. The amended Regulations affect all training courses ending on or after January 1, 1975. If the claim is received by POST more than 90 days after the completion date of a course, a 25% penalty will be assessed against the total reimbursable amount of the claim. If the claim is received more than 180 days after the completion date of the course, the claim will not be reimbursed. The Commission has not made allowance for any exceptions or extensions to this Regulation.

CERTIFIED COURSE TITLE

Frequently, agencies do not correctly record the certified title of the training course when preparing the Training Expense Claim (POST 2-101) and Claims Summary (POST 2-102). This most often occurs when the course title is copied from the brochure distributed by the training school rather than from the POST Certified Course Catalog. It is essential that the title of the course be the same on the POST reimbursement claims as that shown in the POST Certified Course Catalog to assure that the trainee(s) is credited with the correct training course.

The title of the course as certified by POST is to be entered in Item C on both the Training Expense Claim and the Claims Summary. In order to make sure this information is correct, refer to the Certified Course Catalog in PAM.

RANK/CLASSIFICATION DESIGNATION ON TRAINING EXPENSE CLAIM POST 2-101

Many agencies are neglecting to complete the Rank/Classification, Item H, on the Training Expense Claim. If the information is not given, it is necessary for a POST staff member to re-contact the agency to determine whether trainee is a sworn officer or non-sworn employee, and to update trainee's training record.

REIMBURSEMENT/CERTIFICATE INFORMATION

REIMBURSEMENT/CERTIFICATE INFORMATION is regularly provided as a detachable last page of POST Scripts. The information is intended to supplement that given in the POST Administrative Manual (PAM) and is to be used by those responsible for submitting agency reimbursement claims and those responsible for submitting applications for the award of POST certificates.

If you would like a question answered, or a reimbursement or certification procedure discussed, please contact the Administration Division of POST (916) 322-2235.

REIMBURSEMENTS

TIME LIMITATION ON SUBMISSION OF REIMBURSEMENT CLAIMS

This is a reminder that Commission Regulation Section 1015(b) affects all training courses ending on or after January 1, 1975. If a claim for reimbursement is received by POST more than 90 days after the completion date of a course, a 25% penalty is assessed against the total reimbursable amount of the claim. If the claim is received by POST more than 180 days after the completion of the course, the claim will not be reimbursed. The Commission has not made allowance for any exceptions or extensions to this Regulation. Therefore, please submit all claims for reimbursement immediately upon completion of a course.

POST CERTIFICATES

AWARD OF CERTIFICATES

At the time the officer applies for the award of a POST Certificate, he will be issued all certificates for which he is eligible. For example, if he is eligible for an Advanced Certificate and has not received a Basic or Intermediate Certificate, these certificates will also be issued.

The officer who already possesses the Intermediate and/or Advanced Certificate but does not have the Basic and/or Intermediate, may request the issuance of all certificates for which he is eligible. The request should be submitted on the "Application for Award of POST Certificate" (POST 2-116), and directed to the Certificate Section of POST, 7100 Bowling Drive, Suite 620, Sacramento, California 95823.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title 1976-77 Budget Final Report		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Edward M. Toothman</i>	Date of Approval July 8, 1976	Date of Report July 8, 1976
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 _____).

The following reflects a summary of final actions relating to the 1976-77 POST Budget.

- I. Out-of-State travel for POST staff was reduced by \$4,890; from \$15,080 to \$10,190.
- II. Two clerical positions were deleted in the Administrative Counseling Division. Three positions of Consultant, which were also at issue, were permitted to remain in the Budget. The Department of Finance, who recommended deletion of the three positions, acquiesced on retention of the positions for one year pending further study of POST personnel use. It will be necessary for Standards and Training Division to justify retention of the three positions in the 1977-78 Budget.

The budget approval of the positions now permits the transfer of three consultants from the Administrative Counseling Division to the Standards and Training Division.

- III. One position of Analyst for the Technical Services Division was approved and appointment has been made.
- IV. It will be necessary for the Commission to respond to the following recommendation made by the legislative analyst, and concurred in by the Joint Legislative Budget Committee, as follows:

It is recommended that:

The Commission study methods for increasing participation in Specialized Courses and report recommendations to the Joint Legislative Budget Committee by November 1, 1976.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Take-over of Accounting Services from Dept. of Justice		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Edward M. Toothman</i>	Date of Approval June 29, 1976	Date of Report June 29, 1976
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>As of July 1, 1976, POST initiated the discontinuance of an interagency agreement with the Department of Justice in which Department of Justice, over the years, had provided accounting and personnel services to POST.</p> <p>The cost of services, which was prorated by Department of Justice on a "per employee" basis, had been increasing drastically over the last several years. In 1974-75 the charge was \$32,628 and in 1975-76, \$53,155. Although figures for 1976-77 were not yet established, they would undoubtedly have been higher. Even though Department of Justice was providing these services, it was necessary for POST to duplicate much of the information provided by Department of Justice.</p> <p>The take-over by POST of the accounting and personnel work necessitated the hiring of one Accounting Officer. All other work has been accommodated with current staff. The overall savings to POST in 1976-77 will range between \$40,000 and \$45,000, and it is expected that there will be a substantial improvement in services.</p>		
Utilize reverse side if needed		

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823EXECUTIVE OFFICE
(916) 445-4515ADMINISTRATION
Certificates
Reimbursements
(916) 322-2235STANDARDS AND TRAINING July 6, 1976
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345TECHNICAL SERVICES
(916) 445-4515

William J. Anthony
Assistant Sheriff
Los Angeles Sheriff's Department
211 W. Temple Street
Los Angeles, California 90012

Re: Commission Budget Review Committee


Dear Tony:

The Budget Review Committee, appointed by the Chairman, should meet if possible during the third or fourth week of August for review of the proposed 1977-78 POST budget with staff. Last year members of the Budget Review Committee were:

Loren W. Enoch, Chairman
Jack G. Collins
William J. Anthony
Donald F. McIntyre

Possibly, an update of the committee can be made at the July 29-30 Commission Meeting and a meeting date set. It would be desirable to have the meeting in Sacramento, because of the quantity of budget reference documents needed.

Sincerely,


Edward M. Toothman
Director
Administration Division

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report for 1975-76 Fiscal Year		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval <i>July 14, 1976</i>	Date of Report July 12, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input 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 1975-76 Fiscal Year, showing revenue for the Peace Officers 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 salary of trainee. At back of the report is the quarterly summary of reimbursements made from Peace Officers Training Fund. The summary provides detailed information on:

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

Revenue

Revenue of \$1,523,718.06 for the month of June was exceedingly high, raising the total for the year ending June 30, 1976, to \$11,810,650.77, compared to \$11,239,523 for the previous year, an increase of \$571,127 (5%). See Pages 3 and 4, showing detail of revenue by month, and graph showing revenue for last eight fiscal years.

Reimbursements

Although there were 6,917 reimbursement claims processed for the 1975-76 Fiscal Year, the largest number received in a single year, the total amount reimbursed for the year was \$7,911,353.69, a reduction of \$499,961 (-5%) below 1974-75 Fiscal Year of \$8,411,314. See Page 5, showing summary of all reimbursements paid during 1975-76 Fiscal Year.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

FUND CONDITION
Peace Officer Training Fund

Accumulated Surplus July 1, 1975	\$ -115,421.00	
<u>Revenue</u>	<u>11,810,650.77</u>	
Total Resources -		\$11,695,229.77
<u>Expenditures</u>		
*Administration	\$ 2,214,007.39	
Aid to Local Government -		
Reimbursements	7,911,353.69	
Contracts	<u>459,547.00</u>	
Total Expenditures -		<u>10,584,908.08</u>
Surplus July 1, 1976		\$ 1,110,321.69

*In order to provide the figure at this time for Administration expenditures, it was necessary to estimate costs on some outstanding bills for the last quarter, such as telephone and similar services. However, adjustments will be relatively minor.

Commission on Peace Officer Standards and Training

ADMINISTRATION DIVISION

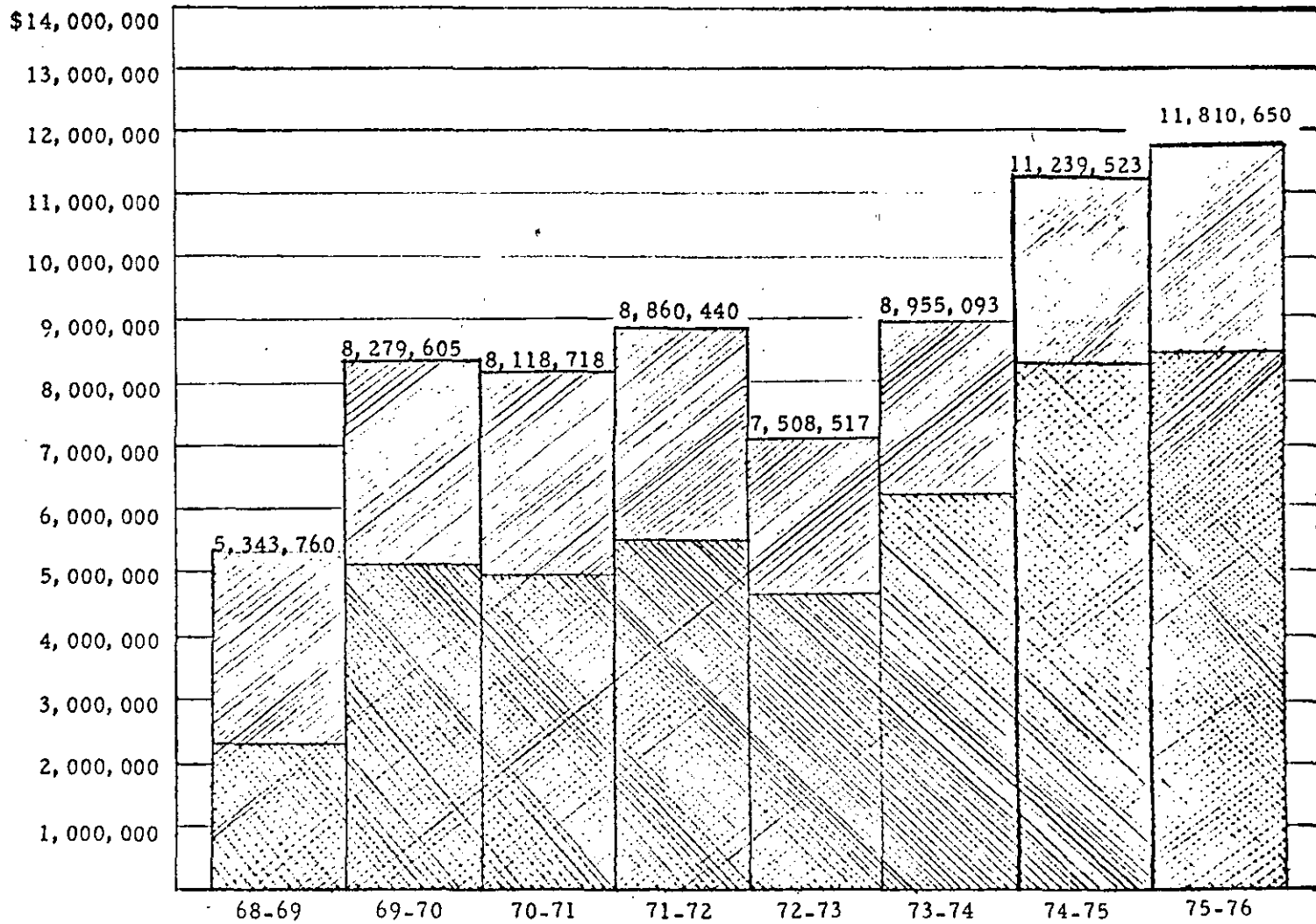
Amount of Revenue Received for the
Peace Officer Training Fund for the Fiscal Year 1975-76


<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July	\$ 715,579.42	\$ 279,561.31	\$ 995,140.73
August	301,953.00	112,377.39	414,330.39
September	504,838.59	170,023.70	674,862.29
<i>Adjustments to Revenue for Current Year</i>	639,828.38	236,648.85	876,477.23
October	682,480.18	273,515.90	955,996.08
November	660,703.05	226,033.80	886,736.35
December	661,419.00	229,418.28	890,837.28
January	672,187.72	271,037.09	943,224.81
February	619,409.16	224,870.82	844,279.98
March	877,302.59	331,535.04	1,208,837.63
April	635,482.82	318,390.26	953,873.08
May	446,972.89	194,240.97	641,213.86
June	1,023,905.64	499,812.42	1,523,718.06
	<hr/>	<hr/>	<hr/>
	\$8,442,062.44	\$3,367,465.83	\$11,809,528.27
May 12	Escheat of unclaimed warrants		1,122.50
			<hr/>
Total Revenue for 1975-76			\$11,810,650.77

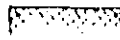
Commission on Peace Officer Standards and Training

PEACE OFFICER TRAINING FUND

Revenue by Fiscal Year.



 Criminal Fine Assessments

 Traffic Fine Assessments

REIMBURSEMENTS - BY MONTH		Commission On Peace Officer Standards and Training Administration Division - Claims Audit Section		
MONTH	1973-74	1974-75	1975-76	TOTAL
July	\$ 5,406.23	\$ 535,785.09	\$ 10,525.32	\$ 551,716.64
August	0	234,896.48	122,390.47	357,286.95
September	0	214,873.64	412,669.65	627,543.29
October	0	81,538.47	464,756.83	546,295.30
November	0	70,770.69	446,941.83	517,712.52
December	1,733.04	16,491.47	1,020,585.05	1,038,809.56
January	296.17	4,156.41	485,259.73	489,712.31
February	0	14,326.51	1,020,085.93	1,034,412.44
March	0	3,087.26	423,031.51	426,118.77
April	0	781.20	870,381.01	871,162.21
May	0	0	858,595.48	858,595.48
June	0	0	718,879.59	718,879.59
Total Before Adjustments	\$ 7,435.44	\$1,176,707.22	\$6,854,102.40	\$8,038,245.06
Adjustments on Prior Reimb.	6,380.00	(-) 5,431.58	(-) 6,811.42	(-) 5,863.00
Audit Adjustments by Controller	2,552.10	(-) 4,533.38	(-)119,047.09	(-)121,028.37
Total After Adjustments	\$16,367.54	\$1,166,742.26	\$6,728,243.89	\$7,911,353.69

Reimbursement by Course and Category of Expense

There are four categories of training which the Commission requires to be taken, and for which the major part of POST funds are expended. They are Basic, Advanced Officer, Supervisory and Middle Management Courses.

Basic Course

For the fiscal year ending June 30, 1976, a total of \$3,733,668 was paid for the training in the Basic Course. The total expended amounted to 54% of all reimbursements made for training. Of that amount, \$3,161,619 (85%) went for trainee's salary, \$485,885 (13%) for subsistence, and \$86,692 (2%) for travel.

In 1975-76 there was a substantial reduction compared with 1974-75, in the number of officers for which reimbursement was made for Basic Training. There were 3,047 trained in the Basic Course in 1974-75, compared with 2,320 in 1975-76, a drop of 727 trainees. In 1974-75, \$4,521,451 was reimbursed, compared to \$3,733,668 in 1975-76, which is \$787,783 more than was expended for the Basic Course in 1975-76.

There was a total of 1,337,724 training hours given for the Basic Course. Of that number, POST reimbursed 879,338 hours. There were 458,386 hours of Basic training for which POST did not reimburse.

Advanced Officer Course

A total of \$1,038,976 was reimbursed for Advanced Officer training. Of that amount, \$859,969 (83%) went for trainee's salary, while \$144,569 (14%) was reimbursed for subsistence and \$34,436 (3%) for travel. In 1974-75, 3,646 officers were trained, compared to 5,248 in 1975-76, an increase of 44%. In 1974-75, \$517,567 was expended, compared to \$1,038,976 in 1975-76, an increase of more than 100%.

Supervisory Course

A total of \$358,351 was reimbursed for the Supervisory Course, of which \$277,849 (77%) was paid for trainee's salary, \$55,987 (16%) for subsistence, and \$24,531 (7%) for travel. There were 602 trainees, only three more than for the previous year.

In 1974-75, \$309,619 was expended for Supervisory training, compared with \$358,351 for the current year, an increase of 12%.

Middle Management Course

A total of \$351,174 was reimbursed for Middle Management training for 321 trainees, of which \$185,027 (53%) was paid for trainee's salary, \$71,567 (20%) for subsistence, and \$15,091 (4%) for travel. In 1974-75, \$290,121 was reimbursed for 281 trainees.

Total Expenditures for Training required by the Commission.

	<u>1974-75</u>	<u>1975-76</u>
Basic Course	\$4,521,451.24	\$3,733,668.21
Advanced Officer Course	571,567.50	1,038,976.14
Supervisory Course	309,619.72	358,351.26
Middle Management Course	<u>290,121.87</u>	<u>351,174.41</u>
	\$5,692,760.33	\$5,482,170.02

Although there was variation in the amount reimbursed for the various required courses, only \$210,590 (03.7%) more was expended in 1974-75 Fiscal Year than in 1975-76.

There were 8,491 trainees in 1975-76 compared to 7,574 in 1974-75. The real measurement, though, is in the number of training hours. In 1974-75, there were 1,328,430 training hours, while in 1975-76 there were 1,149,257, a decline of 179,173 training hours (-13%).

Courses Not Required by the Commission

Middle Management Seminar

\$37,121 was reimbursed for 224 trainees. The number trained was less than half of the 593 for 1974-75, in which \$86,359 was expended.

Executive Development Course

\$20,996 was reimbursed in the training of 58 trainees. No course was offered in 1974-75.

Executive Development Seminar

There were 265 trainees who participated in the Executive Development Seminar, for an expenditure of \$61,481. The previous year \$32,289 was expended for 145 trainees.

Technical Special Courses

There were 110 categories of courses listed in 1975-76 under Technical Special Courses, covering many phases of police training. In 1975-76, \$1,252,334 was expended for 6,079 trainees. In 1974-75, \$1,116,048 was expended for 5,053 trainees.

For detailed information on training, see chart on Page 8, 9, and 10, and the Spread Sheet at back of report.

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

QUARTERLY REIMBURSEMENTS - Fiscal Year 1975-76

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic	\$327,055.08	\$ 1,021,013.33	\$ 1,033,761.72	\$ 1,351,838.08	\$ 3,733,668.21
Advanced Officer	84,459.48	269,383.17	323,584.67	361,548.82	1,038,976.14
Supervisory Course	-0-	116,453.57	95,591.67	146,306.02	358,351.26
Supervisory Seminar	-0-	-0-	-0-	-0-	-0-
Middle Management Course	38,629.72	107,241.58	94,907.30	110,395.87	351,174.47
Middle Management Seminar	6,743.82	10,036.55	5,364.25	14,976.58	37,121.20
Executive Development Course	765.21	3,140.65	6,496.66	10,593.48	20,996.00
Executive Development Seminar	-0-	12,481.57	17,975.40	31,024.04	61,481.01
Technical/Special Courses	87,932.13	392,533.29	350,695.50	421,173.19	1,252,334.11
Sub-Total	\$545,505.44	\$ 1,932,283.71	\$ 1,928,377.17	\$ 2,447,856.08	\$ 6,854,102.40
Claims for prior years paid from current FY funds					
Adjustments on prior payments	(-) 151.75	(-) 2,420.68	(-) 10,328.92	(+) 6,089.93	(-) 6,811.42
Audit adjustments by Controller	(-)37,131.82	(-) 53,112.03	(-) 10,225.29	(-) 18,577.95	(-) 119,047.09
GRAND TOTAL	\$508,301.87	\$ 1,876,751.00	\$ 1,907,822.96	\$ 2,435,368.06	\$ 6,728,243.80

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

Administration Division

QUARTERLY REPORT - Supplement for Fiscal Year 1974-75

Reimbursement to local jurisdiction for training which occurred during the Fiscal Year 1974-75, but presented for reimbursement in the 1975-76 Fiscal Year.

Total Reimbursement for the Fiscal Year 1974-75 as of June 30, 1975	\$ 6,919,163.31
Reimbursement for the Fiscal Year 1974-75 made during the 1975-76 Fiscal Year	\$ 1,166,742.26
Total Reimbursement for the Fiscal Year 1974-75 as of June 30, 1976	\$ 8,085,905.57

Distribution of reimbursements by course category and fiscal quarter

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic	\$ 594,510.50	\$ 126,407.12	\$ 17,027.52	\$	\$ 737,945.14
Advanced Officer	134,619.74	1,699.11	-0-		136,318.85
Supervisory Course	57,499.32	15,946.49	557.86	781.20	74,784.87
Supervisory Seminar	-0-	-0-	-0-		-0-
Middle Management Course	61,916.13	18,488.84	1,326.80		81,731.77
Middle Management Seminar	1,403.05	-0-	197.50		1,600.55
Executive Development Course	-0-	-0-	-0-		-0-
Executive Development Seminar	3,284.46	-0-	-0-		3,284.46
Technical/Special Courses	132,322.01	6,259.07	2,460.50		141,041.58
Adjustment to prior payments	(+) 662.82	(-) 11,314.40	(+) 5,220.00		(-) 5,431.58
Audit adjustment		(-) 4,533.38	-0-		(-) 4,533.38
Total	\$ 986,218.03	\$ 152,952.85	\$ 26,790.18	\$ 781.20	\$ 1,166,742.26

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 1975-76 Fiscal Year.

Total Reimbursement for the Fiscal Year 1973-74 as of June 30, 1975	\$10,008,458.97
Reimbursement for the Fiscal Year 1973-74 made during the 1975-76 Fiscal Year	\$ 16,367.54
Total Reimbursement for the Fiscal Year 1973-74 as of June 30, 1976	\$10,024,826.51

Distribution of reimbursements by course category and fiscal quarter

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic					
Advanced Officer	\$ 3,456.23	\$	\$		\$ 3,456.23
Supervisory Course					
Supervisory Seminar					
Middle Management Course					
Middle Management Seminar					
Executive Development Course					
Executive Development Seminar					
Technical/Special Courses	1,950.00	1,733.04	296.17		3,979.21
Adjustment to prior payments			(+) 6,380.00		(+) 6,380.00
Audit adjustment	(+) 2,444.10	(+) 108.00			(+) 2,552.10
Total	\$ 7,850.33	\$ 1,841.04	\$ 6,676.17	-0-	\$ 16,367.54

THE LARGE SPREAD SHEETS WHICH ARE
ORDINARILY INCLUDED AS PART OF THIS
REPORT WERE NOT YET BACK FROM THE
PRINTER AT TIME OF THIS MAILING.
THEY WILL BE FORWARDED AT A LATER
DATE.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Summary of Contracts - 1975-76 Fiscal Year		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Edward M. Toothman</i>	Date of Approval July 1, 1976	Date of Report July 1, 1976
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 _____).

The total amount allocated to POST for contracts in the 1975-76 Fiscal Year was \$750,000. Contracts and letters of agreement, which have been entered into as of June 30, represent a commitment of \$459,547, leaving a balance of \$290,453. Contracts and letters of agreement are as follows:

EXECUTIVE OFFICE

Letter of Agreement

POST Problem Solving Seminars, "Development of Canon of Police Ethics".	\$ 410	
TOTAL - EXECUTIVE OFFICE	\$ 410	

ADMINISTRATION DIVISION

1-P <u>State Controller</u>	\$32,000	
Provide necessary office and field auditing services. 7-1-75 through 6-30-76		
TOTAL - ADMINISTRATION DIVISION	\$32,000	

STANDARDS AND TRAINING DIVISION

3-P <u>C.S.U. Northridge Business Management Bureau</u>		
Total contract \$10,000. 1975-76 portion (Remaining \$5,000 allocated to 1976-77 F.Y.)	\$ 5,000	
Contractor to provide services of Dr. Alan Glassman to make two 80-hour pilot presentations of revised Management Course. 6-1-76 through 7-31-76		

Utilize reverse side if needed

STANDARDS AND TRAINING DIVISION (Continued)

21-P	<u>Department of Justice Advanced Training Center</u> Ten presentations of 80-hour Narcotic Investigation Course, and 20 presentations of 20-hour Narcotic Investigation for Patrolmen. 7-1-75 through 6-30-76	\$101,921
22-P	<u>County of Riverside</u> Four presentations of course, "Techniques of Teaching Criminal Justice Role Training Program". 8-1-75 through 6-30-76	59,248
23-P	<u>John P. Moore, II</u> Consultant for second phase of Basic Course Revision Project. 8-1-75 through 7-31-76	22,000
26-P	<u>John A. Metcalf</u> Develop designated components for second phase of Basic Course Revision Project. 8-1-75 through 7-1-76	39,000
33-P	<u>Dr. Bruce Olson</u> Complete computerized factor analysis of the "Training Needs Assessment Survey". 4-15-76 through 4-23-76	405
67-P	<u>Thomas H. Anderson</u> Develop and coordinate four presentations of Executive Development Course. 7-1-75 through 4-30-76	25,420
75-P	<u>Rossi/Moore Associates</u> Develop two seminars, "Utilization of POST Behavioral Objectives" to be presented at California State Polytechnic University, Pomona. 12-1-75 through 1-31-76 Amend. #1 - One additional presentation to be held in Northern California. Extend term of agreement to 6-30-76.	11,826
85-P	<u>Dr. Bruce Olson</u> Prepare research instruments to poll POST constituency re Standards and Training Operation Plan. 12-22-75 through 1-22-76	675

STANDARDS AND TRAINING DIVISION (Cont'd.)

184-P	<u>Department of General Services, Management Services Office</u>		\$12,127
	Development of computerized system to provide weekly processing of C. E. I. Questionnaires. 7-1-75 through 6-30-76		
185-P	<u>California Specialized Training Institute</u>		34,453
	Conduct 7 Civil Emergency Management Courses and 14 Officer Survival Course presentations. 8-1-75 through 6-30-76		
	<u>Letters of Agreement</u>		11,264
	POST Problem Solving Seminar	\$ 1,820	
	Supervisory/Middle Management Course Revision Seminars	1,473	
	Basic Course Revision Project	5,087	
	Advisory Committee for Executive Development Course	234	
	Role Training Instructional Workshop	829	
	City Manager/Chief of Police Seminar	1,507	
	Executive Development Course	314	
			<hr/>
	TOTAL - STANDARDS AND TRAINING DIVISION		\$323,339

TECHNICAL SERVICES DIVISION

11	<u>Crime Prevention Institute Instructors</u>		\$ 7,376
	Preparation, instruction and travel costs for two institutes. 7-7-75 through 2-20-76		
18-P	<u>City of Sacramento</u>		20,477
	For services of Sgt. James F. Deaton as follows:		
	a. development of POST Personal History Questionnaire,		
	b. development of POST Personal Investigator's Manual,		
	c. research, analyze and evaluate police management problems,		
	d. participate in POST project to validate POST medical examination.		
	10-1-75 through 9-30-76		
	(Additional \$7,470 allocated to 1976-77 Fiscal Year)		

TECHNICAL SERVICES DIVISION (Cont'd.)

80-P California State Polytechnic University,
Kellog West, Pomona \$10,245

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
2-1-76 through 2-28-76

164-P California State Polytechnic University,
Kellog West, Pomona 9,165

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
7-6-75 through 7-18-75

Medical Validation Contracts

24-P	Dr. Ronald Schwartz, 11-1-75 through 9-4-76	3,800
25-P	Dr. Anthony DeMaria, 11-1-75 through 9-4-76	3,000
86-P	Gerald W. Mowat, 12-1-75 through 9-4-76	3,000
87-P	Dr. John H. Allen, 12-1-75 through 9-4-76	3,300
88-P	Ann H. Duncan, 12-1-75 through 9-4-76	3,000
42-P	Stephen S. Algea, 4-1-76 through 9-4-76	2,500
57-P	Dr. Conrad Hamako, 5-1-76 through 9-4-76	300
58-P	Dr. Leonard D. Birnkrant, 5-1-76 through 9-4-76	300

Participate in Medical Decision-Making Process, (perform research, literature review, and written documentation.)

32-P John W. Kohls, Ph.D. 32,464

Participate in Medical Examination Project and have responsibility for completion of same.
9-5-75 through 9-4-76

Letters of Agreement 4,871

Crime Prevention Advisory Committee	\$ 350
Crime Prevention Students	2,076
Background Investigation Decision-Making Meetings	2,445

TOTAL - TECHNICAL SERVICES DIVISION \$103,798

TOTAL - CONTRACTS AND LETTERS OF AGREEMENT..... \$459,547

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Certificates - 1975-76 Summary		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval July 7, 1976	Date of Report July 7, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> <small>Yes (See Analysis per details) No <input type="checkbox"/></small>		
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>There were 9,438 Professional Certificates issued during 1975-76 Fiscal Year, a 23% increase over the previous year. Of that number, 3,727 Basic Certificates were issued, registering an increase of 22% over the previous year. The Intermediate Certificate, with a total of 3,491 issued, was up 34%. The other Professional Certificates had moderate increases.</p> <p>Specialized Certificates showed a 21% overall decline.</p> <p>See the two charts following; one with monthly details for 1975-76, and the other with 12-year summary of certificates issued.</p>		
Utilize reverse side if needed		

Commission on Peace Officer Standards and Training
ADMINISTRATION DIVISION

CERTIFICATES APPLIED FOR AND AWARDED UNDER POST CERTIFICATION PROGRAMS
By Month and Certificate Type with Totals
1975-76 Fiscal Year

MONTH	PROFESSIONAL PROGRAM						SPECIALIZED PROGRAM				GRAND TOTAL
	Basic	Int.	Adv.	Mgmt.	Exec.	TOTAL	Basic	Int.	Adv.	TOTAL	
July	295	466	265	28	1	1055	15	33	16	64	1119
August	342	344	200	22	2	910	2 EE 13	1 EE 45	17	78	988
September	261	222	140	8	1	632	13	13	7	33	665
October	235	301	130	11	1	678	7 2 FF	10	7	26	704
November	414	334	183	31	2	964	29 5 EE	18	16	68	1032
December	308	220	130	12	1	671	12	11	7	30	701
January	320	193	90	14	3	620	22	15	13	50	670
February	324	198	127	11	2	662	2 EE 5	0	8	23	685
March	415	473	215	26	1	1030	35	27	38	100	1130
April	241	275	138	16	6	676	50	27	11	88	764
May	295	281	160	28	2	766	34	12	7	53	819
June	277	284	185	25	3	774	18	16	7	41	815
TOTAL	3727	3491	1963	232	25	9438	264	236	154	654	10092

Commission on POST
Administration Division
Certificate Section

CERTIFICATES AWARDED UNDER POST CERTIFICATION PROGRAMS

By Year and Certificate Type with Totals

January, 1964 through July, 1976

CALENDAR and FISCAL YEARS	PROFESSIONAL PROGRAM						SPECIALIZED PROGRAM				GRAND TOTAL
	Certificates Awarded						Certificates Awarded				
	Basic	Int.	Adv.	Mgmt.	Exec.	TOTAL	Basic	Int.	Adv.	TOTAL	
CY 1964	1,782	--	--	--	--	1,782	--	--	--	--	1,782
CY 1965	5,210	--	--	--	--	5,210	--	--	--	--	5,210
CY 1966	2,536	899	2,469	--	--	5,904	--	--	--	--	5,904
CY 1967	2,076	469	370	--	--	2,915	--	--	--	--	2,915
CY 1968	2,240	582	356	--	--	3,187	--	--	--	--	3,187
CY 1969	4,474	1,327	949	--	--	6,750	--	--	--	--	6,750
CY 1970	4,037	2,058	2,197	--	--	8,292	431	130	120	681	8,973
1971 (Jan-Jun)	1,747	347	286	--	--	2,380	204	76	87	367	2,747
FY 71-72	3,936	1,995	1,228	170	73	7,402	576	210	377	1,163	8,565
FY 72-73	3,308	2,046	1,152	185	34	6,725	432	194	161	787	7,512
FY 73-74	3,155	2,395	1,473	163	19	7,205	461	221	182	864	8,069
FY 74-75	3,044	2,592	1,814	202	14	7,666	398	230	201	829	8,495
FY 75-76	3,727	3,491	1,963	232	25	9,438	264	236	154	654	10,092
Totals	41,281	18,201	14,257	952	165	74,856	2,766	1,297	1,282	5,345	80,301

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Interagency Agreement - State Controller		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval June 28, 1976	Date of Report June 28, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

Issue

It is requested that the Commission approve the Interagency Agreement renewal for 1976-77 between POST and the State Controller, in which the Controller's Office agrees to conduct fifty (50) field audits of local law enforcement agencies who receive reimbursement from POST for training costs. The total amount payable to the Controller under the agreement shall not exceed \$38,000.

The following is a summary of audits performed by the Controller's Office during the last five years under the Interagency Agreements.

<u>Year</u>	<u>Amount</u>	<u>Number of Audits</u>	<u>Audit Adjustments</u>
1975-76	\$32,000	50	Total not yet available
1974-75	30,000	72	+\$124,121.50
1973-74	30,000	48	+ 49,517.92
1972-73	27,000	14	+ 11,561.86
1971-72	7,300	17	+ 8,877.90

The increase in cost for the 1976-77 agreement is attributed to increasing costs for service.

Recommendation

Renew 1976-77 Interagency Agreement with the Controller, for conducting fifty (50) field audits for the sum of \$38,000.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title APPROVAL OF CONTRACT - EXECUTIVE DEVELOPMENT COURSE - THOMAS H. ANDERSON		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By David Y. Allan <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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 _____).

Background

In accordance with recommendations resulting from the Executive Development Course Revision Study approved by the Commission in July 1974, the Executive Development Course curriculum has been developed through contract with Mr. Thomas H. Anderson and four highly successful presentations have been offered through Mr. Anderson and his associates. The response of the 71 graduates indicates that this concept of delivery far surpasses the prior method of certification to a number of different colleges.

Mr. Anderson's performance has been highly satisfactory and he has developed a very successful series of offerings providing aid and assistance to contemporary law enforcement administrators in their complex roles.

Analysis

Negotiations have been completed with Mr. Anderson to continue a contractual relationship with POST to present an additional four offerings of the Executive Development Course during Fiscal Year 1976/1977 in an amount not to exceed \$34,000 in accordance with the Commissions policy relative to tuition courses. The contract includes all costs of services, supplies, instructor and coordinator travel, and miscellaneous expense as well as full time, on-site coordination. The costs of meals, lodging, and travel of participants will be paid through normal reimbursement procedures under Plan IV.

Fiscal Impact:

Staff Time - 80 hours
Contract and Reimbursement - \$72,880

Recommendation

It is recommended that the contract be approved in the amount indicated.

SERVICES

<u>Instruction</u> - 100 hours @ \$25 per hour including fringe benefits and preparation. 20 of the 100 hours allow for team teaching by multiple instructors.		\$2,500.00
<u>Coordination</u> - Pre and post course administration.	\$270.00	
80 hours of on-site coordination @ \$9 per hour.	<u>720.00</u>	990.00
<u>Clerical</u> - 80 hours @ \$5 per hour		400.00
<u>Printing and Reproduction</u> - Announcement brochures, printing and reproduction.		<u>700.00</u>
TOTAL SERVICES		\$4,590.00

SUPPLIES

<u>Binders and Indexes</u> - 20 @ \$8 each	\$160.00	
Flip charts, transparencies, film rental	<u>174.00</u>	\$ 334.00
<u>Certificates</u>		40.00
<u>Office Supplies</u>		<u>75.00</u>
TOTAL SUPPLIES		\$ 449.00

TRAVEL

<u>Instructors</u> - \$28 per diem X 12 days	\$336.00	
250 mile average X 15 instructors @ \$.15 per mile	<u>562.50</u>	\$ 898.50
<u>Coordinator</u> - \$28 per diem X 12 days	336.00	
Car rental - two weeks	<u>350.00</u>	
		<u>686.00</u>
TOTAL TRAVEL		\$1,584.50

MISCELLANEOUS EXPENSE

<u>Telephone</u>		\$ 75.00
<u>Postage</u>		68.00
<u>Meeting Rooms</u>		<u>500.00</u>
TOTAL MISCELLANEOUS		<u>\$ 643.00</u>
TOTAL DIRECT COST		<u><u>\$7,266.50</u></u>

Maximum allowable cost per presentation is not to exceed \$7,266.50. Plus 15% indirect costs.

Contractor agrees to purchase overhead and slide projectors not to exceed a total cost of \$500 which will remain the property of POST.

Total direct costs are not to exceed \$29,566.00.

Total indirect costs of 15% are not to exceed \$4,434 00.

The total amount of this agreement is not to exceed \$34,000.00.

Inasmuch as four training course presentations are to be spaced over a protracted period within the time limits of this agreement, each presentation constitutes a separate and distinct activity which is to be so regarded in fulfilling the conditions of the contract and payments.

Contract payments will be made upon the completion of each training presentation, with submission of invoices, supported by receipts and appropriate justifications required, and with the approval of the consultant representing the Commission on Peace Officer Standards and Training.

Invoices shall be submitted in triplicate and in arrears to the Commission on Peace Officer Standard and Training, 7100 Bowling Drive, Sacramento, California 95823.

The attached Standard Form 3 "Fair Employment Practices Addendum", is hereby integrated in and made a part of this agreement.

The duration of this contract commences July 1, 1976 and terminates June 30, 1977. However, it may be cancelled by either party after giving five days written notice.

This contract is of no effect and no payment can be made to the contractor unless and until final approval is received by the Department of General Services.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MANAGEMENT COURSE		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 9, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE:

Continuation of pilot presentations of the Management Course for curricula development.

BACKGROUND:

At the April 1976 Commission meeting, staff was authorized to present up to three pilot presentations of the revised Management Course which was certified to POST staff until July 31, 1976.

ANALYSIS:

The initial plan to utilize one class of Los Angeles County Sheriff's Department lieutenants, a second class combining Los Angeles Sheriff's Department and Los Angeles Police Department managers, and a third class emphasizing smaller agencies still appears to be a viable test situation; however, time constraints precluded the third presentation, and only the first two have been completed. Additionally, it became necessary to contract for the presentations, due to lack of funds in training budgets to advance tuition costs. Permission from the Chairman was obtained to proceed with contract activities. .

Substantial change was made between the first and second presentations in instructional methodology based on comments from the participants in the first course and some staff analyses. The second class succeeded in obtaining desired results to a much more significant degree. Several changes, however, still need to be field tested in the third pilot presentation.

RECOMMENDATION:

1. Authorize one additional pilot presentation at a total cost not to exceed \$10,000 for instruction and all

Utilize reverse side if needed

RECOMMENDATION (Continued):

developmental costs to insure the delivery to POST of teaching materials, methodologies, and exercises.

2. Upon completion of the third presentation and staff analysis thereof, hold public hearings to review content, objectives, and methodology.
3. Adopt the revised Management Course at the November Commission meeting after above inputs have been considered.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title EVALUATION OF THE POST TRAINING PROGRAM		Meeting Date July 29 & 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 13, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE

Does the POST training program do what it purports to do? Do training programs improve the performance of individual officers? Can results be identified? Can POST's efforts in improving police performance be quantified and measured?

BACKGROUND

The Department of Finance, the Legislative Analyst, and others have, for several years, been attempting to assess the effectiveness of the POST program and have raised several substantive questions relative to priorities and demonstrable results of training programs to be used to assist in establishing staffing patterns for the Commission.

ANALYSIS

To our knowledge, there has never been an evaluation of training programs in the scope proposed by our various control agencies. However, techniques do exist to quantify and measure results based on articulated job performance standards. Pre and post tests of psychomotor and cognitive activities are relatively common place. The affective domain or attitudinal change is much more difficult to measure. An evaluation of our training programs will require concentration in all three areas. Preliminary exploration indicates a baseline job performance evaluation procedure is a prerequisite evaluation and validation of peace officer training courses. The effort would be compatible with proposals previously approved to evaluate and validate Project STAR Role Training Programs.

Even with incremented activities, it will require approximately two years to design, administer, and evaluate the instrument and the program. Ongoing evaluation could be readily accommodated thereafter. Such an undertaking could possibly qualify as an OCJP grant to lessen the impact on the Peace Officer Training Fund. With the coordination of POST staff, appropriate external resources could be employed under contract.

Utilize reverse side if needed

FISCAL IMPACT

Estimated Fiscal Impact for a three-year period should not exceed \$500,000.

RECOMMENDATIONS

1. Authorize continuation of developmental efforts to evaluate the effectiveness of the POST Training Program.
2. Authorize the distribution of a Request for Proposal to selected vendors to determine availability, time frame, methodology, and cost.
3. Authorize the development of an appropriate grant request as a result of the above.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title APPROVAL OF CONTRACT - TECHNIQUES OF TEACHING CRIMINAL JUSTICE ROLE TRAINING PROGRAMS - ACADEMY OF JUSTICE - RIVERSIDE		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By David Y. Allan
Executive Director Approval	Date of Approval	Date of Report July 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (See Analysis per details) <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 _____).		

Background

During the past year the Academy of Justice - Riverside, under contract with POST in the amount of \$59,248, trained 98 criminal justice instructors in Techniques of Teaching Criminal Justice Role Training Programs. The contract provided for training of up to 80 law enforcement instructors. A total of 68 were trained at an actual cost of \$43,796 representing a savings of \$15,452. The additional 30 instructors representing the Corrections and Judicial Process components of the System each paid a tuition in the amount of \$264 and all per diem and travel expenses resulting in no cost to the Peace Officer Training Fund. The cross training of representatives of all components of the Criminal Justice System was highly successful. The recent initiation of the Executive Development Seminar, Role Performance and the Criminal Justice System, creates the expectation of a greater demand for instructors in Role Training Programs. This contract therefore provides for training an additional 120 law enforcement instructors to properly conduct Role Training Programs.

Analysis

The proposed contract provides for training 120 law enforcement instructors and allows for instructors from Corrections and Judicial Process to participate after paying full tuition of \$300 in addition to per diem and travel expenses. The contract includes all tuition and provides for direct reimbursement to the student by the County of Riverside for the costs of meals, lodging, and travel. All provisions of the contract are in accordance with the Commission's Budget Policy on tuition courses.

Fiscal Impact:

Staff Time - 100 hours
Contract Cost - \$99,208

Recommendation

It is recommended that the contract be approved in the amount indicated.

Utilize reverse side if needed

COURSE BUDGET

STATE OF CALIFORNIA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET Academy of Justice - Riverside	2. P.O.S.T. COURSE CATEGORY Technical	3. COURSE CERT. NO.
COURSE TITLE Techniques of Teaching Criminal Justice Role Training Programs		

5. SUMMARY

BUDGET CATEGORIES	COSTS	
	SUBTOTAL	TOTAL
DIRECT COSTS		
A. SERVICES		
(1) INSTRUCTION	2250.00	
(2) COORDINATION	270.00	
(3) CLERICAL	400.00	
(4) PRINTING/REPRODUCTION	100.00	
TOTAL SERVICES		3020.00
B. SUPPLIES		
(1) BOOKS/PAMPHLETS/HANDOUTS	440.00	
(2) CERTIFICATES		
(3) NOTEBOOKS		
(4) PAPER/OFFICE SUPPLIES	60.00	
TOTAL SUPPLIES		500.00
C. EQUIPMENT		-----
D. TRAVEL		
(1) COORDINATOR	30.00	
(2) INSTRUCTORS	1108.00	
TOTAL TRAVEL		1138.00
E. MISCELLANEOUS		-----
TOTAL DIRECT COSTS		4658.00
INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)		699.00
\$5357 ÷ 18 = \$297.61 = \$300.00 tuition	TOTAL ALL COSTS	<u>5357.00</u>

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET Shelby Worley, Director, Academy of Justice	7. DATE SUBMITTED July 6, 1976
8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET	9. DATE REVIEWED July 6, 1976

INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

COURSE BUDGET

STATE OF CALIFORNIA
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

CATEGORIES	COST
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12. EQUIPMENT

None	
TOTAL	

13. TRAVEL

a. COORDINATORS

200 miles @ \$.15 = \$30.00

30.00

b. INSTRUCTORS

Per Diem

728.00

Instructor - 12 days @ \$28 = \$336
 Instructor - 12 days @ \$28 = 336
 Instructor = 2 days @ \$28 = 56
 \$728

Travel

380.00

Two instructors - Coach class air travel and auto mileage @ \$.15 averaging \$175 each = \$350
 One instructor - 100 miles @ \$.15 = \$30

TOTAL

1138.00

14. MISCELLANEOUS

None	
TOTAL	

DETAILS

BUDGET CATEGORIES	COST
10. SERVICES	
INSTRUCTION	
90 hours @ \$25 Allows for 10 hours of team teaching	2250.00
COORDINATION	
First 40 hours = \$150 40 hours X \$3 = <u>120</u> \$270	270.00
CLERICAL	
80 hours X \$5 = \$400.00	400.00
PRINTING/REPRODUCTION	
100 sheets of handouts and test materials per student 100 X 20 students X \$.05 = \$100.00	100.00
TOTAL	
3020.00	
11. SUPPLIES	
a. BOOKS/PAMPHLETS/HANDOUTS	
The Impact of Social Trends on Crime and Criminal Justice @ 5.70 per student - 20 students X \$5.70 = \$114.00	114.00
XXXXXXXXXX	
Role Performance and the Criminal Justice System, Vol. I: Summary @ \$4.30 per student - 20 students X \$4.30 = \$86.00	86.00
c. NOTEBOOKS	
Expendable Role Training Programs @ \$12.00 per student - 20 students X \$12.00 = \$240.00	240.00
XXXXXXXXXX Paper, office supplies and materials	60.00
TOTAL	
500.00	

TO: COMMISSIONERS
 FROM: EXECUTIVE DIRECTOR
 SUBJECT: CERTIFICATION AGENDA -- JULY 29 and 30, 1976

DATE: JULY 13, 1976

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>CERTIFICATION REQUESTS:</u>				
1. Golden West College	Special Course, "Security Guard Baton Training"	N/A	8/16	} refer to 7-15-76 all previously certified baton courses OK for reasonable 8/16 hours <u>OK.</u>
2. Modesto Regional Criminal Justice Training Center	Special Course, "Security Guard Baton Training"	N/A	8/16	
3. College of the Siskiyous	Special Course, "Security Guard Baton Training"	N/A	8/16	
4. Tulare-Kings County Peace Officer Academy	Special Course, "Security Guard Baton Training"	N/A	8/16	
5. Ventura College	Special Course, "Security Guard Baton Training"	N/A	8/16	
6. Northern California Criminal Justice Training and Education System	Technical Course, "Techniques of Teaching Criminal Justice Role Training Programs"	III	80	<u>OK</u>
<u>RECERTIFICATION:</u>				
7. California Specialized Training Institute	Technical Course, "School Security Course"	IV	47	<u>OK</u>

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>CERTIFICATION MODIFICATIONS:</u>				
8.	UC-Santa Cruz Middle Management Course	I	100	Reduce hours from 120 to 100; reduce tuition from \$333 to \$304.
9.	California Youth Authority Technical Course, "Juvenile Law Enforcement Officers Training Course"	III	40	Reduce hours from 51 to 40; increase tuition from \$94 to \$122.
10.	California State Police Technical Course, "Protective Services Operations Briefing"	IV	40	Change title to "Protection of Public Officials"
11.	Department of Justice Technical Course, "Protective Services Techniques"	IV	35	Increase hours from 28 to 35.
<u>DECERTIFICATIONS:</u>				
12.	California Peace Officers Association Technical Course, "Upgrading Instructors Training Program"			
13.	Long Beach Police Department Technical Course, "Complaint Dispatcher Course"			
14.	Oakland Police Department Technical Course, "Complaint/ Dispatcher Course"			
15.	Inglewood Police Department Technical Course, "Motorcycle Training Course"			

OK
↑
↓

OK
↑
↓

POLICY CONSIDERATIONS:

- OK ↑ 16. Requirements Relating to Course Announcement Form
- OK ↓ 17. Revision of Tuition Guidelines
- OK ↓ 18. Advanced Officer Course - Flexibility in Format
- OK ↓ 19. Advanced Officer Course Format
- OK ↓ 20. Advanced Officer Course - Alternative Methods of Compliance
- OK ↓ 21. Driver Training Quotas
- HOLD 22. Outside Attendance in Certified Courses
- OK 23. Los Angeles County Fee Schedule for Certified Courses
- OK 24. Private Security Baton Training
- OK 25. Private Security Guards - Tear Gas Training with ^{two} amendments
- HOLD 26. Request for City of Los Angeles Housing Authority to Participate in Specialized Program - Cert Comm to consider Spec Prog & staff to rept in Nov. Mtdg.
- OK 27. Basic Course Equivalency Examination - Eligibility

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - SECURITY GUARD BATON TRAINING - GOLDEN WEST COLLEGE		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gene K. Cartwright
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 29, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

Golden West College is certified to present Advanced Officer and PC 832 courses and is requesting certification for this Baton Training course. This course will be presented in an 8-hour format. The course of instruction approved by the Commission will be followed. It is anticipated there will be five to ten presentations per year and the maximum number of students in each class will be 30.

Fiscal Impact:

Staff Time: 16 hours per year

RECOMMENDATION

The Security Guard Baton Training course be certified as a Special Course to Golden West College. Reimbursement is not applicable as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Modesto Reg. Crim. Justice Trng. Center		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

The Regional Criminal Justice Training Center in Modesto is requesting certification to present the POST-approved Baton Training Course. The course will be eight hours in length and will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

POST Staff Time: 2 hours per presentation

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Special Course to the Regional Criminal Justice Training Center in Modesto. Reimbursement is not applicable, as the course is not designed for reimbursable peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - College of the Siskiyous		Meeting Date July 29-30, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 15, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

BACKGROUND

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

College of the Siskiyous is requesting certification to present the POST-approved Baton Training Course.

The course will be 16 hours in length, presented three hours per day, one day per week, for six weeks. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation.

RECOMMENDATION

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to College of the Siskiyous. Reimbursement is not applicable, as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

4

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Tulare-Kings Co. Peace Offcr. Academy		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 28, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

The Tulare-Kings County Peace Officer Training Academy (College of the Sequoias) is requesting certification to present the POST-approved Baton Training Course.

The course will be 16 hours in length, presented eight hours per day, one day per week, for two weeks. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Special Course to the Tulare-Kings County Peace Officer Academy. Reimbursement is not applicable, as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Ventura College		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 28, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> (See analysis per details) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

Ventura College is requesting certification to present the POST-approved Baton Training Course.

The course will be eight hours in length; eight hours in one day per week or four hours per day, two days per week. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation.

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Special Course to Ventura College. Reimbursement is not applicable, as the course is not designed for peace officers.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title: CERTIFICATION- TECHNIQUES OF TEACHING CRIMINAL JUSTICE ROLE TRAINING PROGRAMS - NCCJTES		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By David Y. Allan
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report June 30, 1976

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

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 _____).

BACKGROUND

The Northern California Criminal Justice Training and Education System has been engaged during the past year in preparing to implement the Criminal Justice Role Training Programs and has done so in connection with our validation efforts at the Butte Center. The System has trained 25 instructors from the Butte Center, two from Redwoods Center, four from Santa Rosa Center, and two from the Sacramento Center, all of whom received their instruction at the Academy of Justice - Riverside. In their efforts toward initiating role training at all Centers within the System, it is desirable to train all 300 part-time instructors. The System, therefore, requests certification of the course "Techniques of Teaching Criminal Justice Role Training Programs" to meet the extensive instructional needs of the Northern 26 counties.

ANALYSIS

The identical course at the Academy of Justice - Riverside from which 33 System instructors have graduated is designed to prepare students to teach instructors as well as students in Role Training Programs. The System, and specifically the Butte Center, is well qualified to present this instruction. The System proposes to train 150 criminal justice instructors during the next year, 60% of whom will be from law enforcement. The tuition established for reimbursable law enforcement students is based on the total cost of required text material and 60% of one of the two instructors. It is anticipated that six presentations will be offered during the next year. The course consists of 80 hours of instruction in an intensive format. A cost savings will be generated through reduction of tuition and travel costs previously incurred through attendance at the Academy of Justice - Riverside.

Fiscal Impact:

Staff Time - 128 hours
Reimbursement - \$43,776

RECOMMENDATION

It is recommended that the Technical Course entitled "Techniques of Teaching Criminal Justice Role Training Programs" be certified under Reimbursement Plan III at a tuition cost of \$70 with a maximum enrollment of 25 students per presentation.

COURSE BUDGET

STATE OF CALIFORNIA
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET NORTHERN CALIFORNIA
 CRIMINAL JUSTICE TRAINING & EDUCATION SYS.
 COURSE TITLE Techniques of Teaching Criminal Justice Role Training Programs

2. P.O.S.T. COURSE CATEGORY TECHNICAL COURSE

3. COURSE CERT. NO.

5. SUMMARY		
BUDGET CATEGORIES	COSTS	
	SUBTOTAL	TOTAL
DIRECT COSTS		
A. SERVICES		
(1) INSTRUCTION	720.00	
(2) COORDINATION		
(3) CLERICAL		
(4) PRINTING/REPRODUCTION		
TOTAL SERVICES		720.00
B. SUPPLIES		
(1) BOOKS/PAMPHLETS/HANDOUTS	352.00	
(2) CERTIFICATES		
(3) NOTEBOOKS		
(4) PAPER/OFFICE SUPPLIES		
TOTAL SUPPLIES		352.00
C. EQUIPMENT		
D. TRAVEL		
(1) COORDINATOR		
(2) INSTRUCTORS		
TOTAL TRAVEL		
E. MISCELLANEOUS		48.00
TOTAL DIRECT COSTS		1120.00
INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)		
\$1120 ÷ 16 students = \$70 tuition	TOTAL ALL COSTS	1120.00

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET
 James W. Hober, L.E. Coord., NCCJTES

7. DATE SUBMITTED
 6-25-76

8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET

9. DATE REVIEWED
 6-29-76

INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

COURSE BUDGET

STATE OF CALIFORNIA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

CATEGORIES

COST

12. EQUIPMENT

None

TOTAL

13. TRAVEL

a. COORDINATORS

None

b. INSTRUCTORS

None

TOTAL

14. MISCELLANEOUS

Registration Fee - \$3.00 x 16 students

\$48.00

TOTAL

\$48.00

COURSE BUDGET

STATE OF CALIFORNIA
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

BUDGET CATEGORIES	COST
10. SERVICES	
INSTRUCTION	
60% of one instructor @ \$15 per hour x 80 hours	\$720.00
COORDINATION	
None	
CLERICAL	
None	
PRINTING/REPRODUCTION	
None	
TOTAL	
	\$720.00

11. SUPPLIES	
a. BOOKS/PAMPHLETS/HANDOUTS	
Police Officer Role Trng Program @ \$12 x 16 studs.	\$192.00
The Analysis of Social Trends on Crime & Criminal Justice @ \$5.70 x16	91.20
Role Performance & the Criminal Justice System, Volume I: Summary @	
b. CERTIFICATES \$4.30 x 16	68.80
c. NOTEBOOKS	
None	
d. NOTEBOOKS	
None	
TOTAL	
	\$352.00

AGENDA ITEM SUMMARY SHEET

Agenda Item Title RECERTIFICATION - TECHNICAL COURSE - California Specialized Training Institute		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report June 28, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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

ISSUE:

The California Specialized Training Institute requests recertification of a Technical Course on School Security. The course will provide training to local law enforcement managers, educational administrators, and public officials in school-related issues of security.

BACKGROUND:

This course was originally certified for four presentations on January 23, 1976. Staff recommended a limited initial certification to resolve, by actual presentation, some reservations as to the demonstrated need for, and interest of, California law enforcement agencies in this training area.

ANALYSIS:

CSTI made four presentations of the course between February and June of 1976. Each class averaged 40 students, 15 of whom were officers from reimbursable agencies. The Course Evaluation Instruments submitted indicated a student evaluation of "good" to "very good". A staff consultant audited a portion of the second presentation and found the course to be of high caliber. Staff reservations as to need and interest have been resolved.

Current CSTI planning calls for the presentation of 12 classes of the School Security Course during Fiscal Year 1976-77, and these presentations are part of the \$411,928 support request approved by the Commission during the January 1976 meeting.

Fiscal Impact:

12 Presentations, Fiscal Year 1976-77

Staff Time - 107 hours

Reimbursement Costs - \$28,359

Utilize reverse side if needed

RECOMMENDATION:

That the California Specialized Training Institute be certified for presentation of the "School Security Course", Reimbursement Plan IV, intensive format, maximum enrollment to be 50 students.

8

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MODIFICATION - MIDDLE MANAGEMENT COURSE - UC-Santa Cruz		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>2564</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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 _____).

ISSUES:

The University of California-Santa Cruz requests its Middle Management Course certification be modified to reduce the number of hours from 120 to 100, and the tuition from \$333 to \$304.

BACKGROUND:

The University of California-Santa Cruz was certified to present the Middle Management Course in June 1969. Original certification was for 120 hours, \$300 tuition. In July 1970 the Commission increased the tuition to \$350 on the basis of 23 students. In July 1975 the Commission reduced the tuition to \$333 on the basis of 20 students.

Three presentations have been made since January of 1975. The first had an enrollment of 18, the second 15, the third 7. In trying to determine the reasons for their inability to fill their classes, UC-Santa Cruz contacted numerous jurisdictions in their service area and were repeatedly told that departments preferred to send their middle managers to shorter, 100-hour courses in Northern California rather than the full, three-week UC-Santa Cruz course so as to lose less duty time.

ANALYSIS:

The proposed reduction in the number of hours will, in fact, make this course more "competitive" with other Middle Management Courses in Northern California. The shorter course will continue to cover all areas mandated by Commission Procedure D-4. The reduced tuition is in conformance with POST Bulletin 75-1, Certified Course Tuition Guidelines.

ANALYSIS (Continued):

Fiscal Impact:

For Fiscal Year 1976-77 (2 presentations)

Reduced Tuition	-	\$1,160
Reduced Per Diem	-	<u>\$2,800</u>
TOTAL	(-\$3,960)

RECOMMENDATION:

Modify the Middle Management Course certification of University of California-Santa Cruz to reduce the hours from 120 to 100 and the tuition from \$333 to \$304.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION MODIFICATION: Technical Course-"Juvenile Law Enforcement Officers Training Course", California Youth Authority (916-730)		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13 1976	Date of Report 7 July 76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

ISSUES

The California Youth Authority requests a certification modification for its Juvenile Law Enforcement Officers Training Course to reduce hours from 51 to 40 and to increase tuition from \$94 to \$122.

BACKGROUND

This course has been presented by CYA since 1961 and was certified by the Commission in December, 1968. A total of 41 presentations have been made to date, all at the Asilomar Conference Grounds in Pacific Grove. The course has been presented in a 51-hour format-- Sunday through the following Saturday. The Commission increased approved tuition from \$49 to \$94 in July, 1975. Evaluations have been consistently high and the course is a popular one with local law enforcement agencies.

ANALYSIS

The CYA currently proposes to offer eight presentations in Fiscal Year 1976-77; three at Asilomar and five at the new Local Justice System Training Center in Sacramento. They further propose to reduce the number of hours from 51 (Sunday to Saturday) to 40 (Sunday to Friday) to accommodate the course to a "normal", non-overtime work week. Because of State budget strictures, a tuition increase is required to allow the CYA to more fully recover costs formerly absorbed.

The CYA believes, and staff concurs, that the proposed reduction in hours can be accomplished without jeopardizing either curriculum content or course quality. The reduction will take place in the "Problem Identification and Program Development) segment (workshops)-- an area consistently criticized by students as being of marginal utility.

The increased tuition reflects both increased costs over the last year and also actual coordination costs. The new tuition is in conformance with POST Bulletin 75-1, Certified Course Tuition Guidelines.

(OVER)

Fiscal Impact:

8 Presentations, Fiscal Year 1976-77

Increase in tuition reimbursement - \$6,720

Decrease in per diem reimbursement - 3,420

net - \$3,300

RECOMMENDATION

Modify certification to 40 hours, tuition \$122, maximum of 30 students per presentation.

COURSE BUDGET

STATE OF CALIFORNIA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET California Youth Authority	2. P.O.S.T. COURSE CATEGORY	3. COURSE CERT. NO.
COURSE TITLE Juvenile Law Enforcement Officers Training Course		

5. SUMMARY

BUDGET CATEGORIES	COSTS	
	SUBTOTAL	TOTAL
DIRECT COSTS		
A. SERVICES		
(1) INSTRUCTION	1,000	
(2) COORDINATION	810	
(3) CLERICAL	200	
(4) PRINTING/REPRODUCTION	400	
TOTAL SERVICES		2,410
B. SUPPLIES		
(1) BOOKS/PAMPHLETS/HANDOUTS	250	
(2) CERTIFICATES	10	
(3) NOTEBOOKS	90	
(4) PAPER/OFFICE SUPPLIES	50	
TOTAL SUPPLIES		400
C. EQUIPMENT		100
D. TRAVEL		
(1) COORDINATOR	65	
(2) INSTRUCTORS	686	
TOTAL TRAVEL		751
E. MISCELLANEOUS		9
TOTAL DIRECT COSTS		
INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)		

TOTAL ALL COSTS **\$3,670**

\$122 tuition based on 300 students

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET <i>8/5/76 for</i> Joyce M. DeVore, CYA Training Administrator	7. DATE SUBMITTED 7/6/76
8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET Fravel S. Brown <i>[Signature]</i>	9. DATE REVIEWED 7/6/76

INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

COURSE BUDGET

STATE OF CALIFORNIA
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

CATEGORIES	COST
------------	------

12. EQUIPMENT	
Film Rental (4) - estimate	100
TOTAL	

13. TRAVEL	
a. COORDINATORS	
$400 \times .15 = \$ 60(\text{mileage})$ $\$28 \times 5 = 140 (\text{per diem})$ $\$200 \div 3 = 65$	65
b. INSTRUCTORS); (10 total)	
$8 \times \$28 = \$224 (\text{per diem})$ $2 \times \$56 = 112 (\text{per diem})$ $4 \times \$50 = 200 (\text{travel} - 4 \text{ round trip} - \text{LA-SF})$ $10 \times 100 \times .15 = 150 (\text{travel-mileage})$ <p>Based on three presentations - Asilomar and five presentations - Sacramento</p>	686
TOTAL	\$ 751

14. MISCELLANEOUS	
Postage	9
TOTAL	\$ 9

COURSE BUDGET

STATE OF CALIFORNIA
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

BUDGET CATEGORIES	COST
10. SERVICES	
INSTRUCTION	
\$25 x 40 (Instructional fees vary from \$15 to \$35 - \$25 is an average)	\$1,000
COORDINATION	
Pre-presentation - \$150.00 On-site - CYA Administrator I (Billing Rate) \$16.50 x 40 <u>660.00</u> \$810.00	810
CLERICAL	
\$5.00 x 40 hours	200
PRINTING/REPRODUCTION	
Announcements, applications, acceptance notifications (based on experience)	400
TOTAL	\$2,410

11. SUPPLIES

a. BOOKS/PAMPHLETS/HANDOUTS (based on experience)	250
b. CERTIFICATES estimate	10
c. NOTEBOOKS @ \$3.00 (actual) (based on experience)	90
d. NOTEBOOKS paper, office supplies \$1.66 x 30 - (based on experience)	50
TOTAL	\$400

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MODIFICATION - PROTECTIVE SERVICES OPERATIONS BRIEFING - California State Police		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 29, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

BACKGROUND:

In April 1976, the Commission certified the California State Police to present a course entitled, "Protective Services Operations Briefing". The State Police are requesting the course title be changed to "Protection of Public Officials".

ANALYSIS:

The previous title has been confusing to possible participating agencies. The new title makes it clear as to what the course is designed to do.

RECOMMENDATION:

The staff recommends that the State Police course entitled, "Protective Services Operations Briefing" be changed to the title, "Protection of Public Officials".

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MODIFICATION - "Protective Services Techniques" - Department of Justice		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 17, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

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 _____).

BACKGROUND:

The California Department of Justice has requested a modification of their Protective Services Techniques Course from 28 hours to 35 hours. This course has been certified by POST since December of 1972. The course is designed to familiarize California peace officers with techniques of personal security of elected or appointed public officials. The course has received excellent evaluations from attending students.

ANALYSIS:

Student critiques of the present course have pointed out the need for additional time in three academic areas important to the protection of these individuals:

- Threatening Letter File
- Dangerous and Disguised Weapons
- Explosive Devices and Countermeasures

Modification of the present course to 35 hours will permit more time to be devoted to these key segments, and the extra time will allow the expansion of two practice exercises to insure individual participation by all students.

Fiscal Impact:

- Estimated 4 presentations per year
- Estimated 100 reimbursable trainees
- Additional 7 hours of reimbursement per course

- Reimbursement Cost - \$2,800
- POST Staff Time - 50 hours

RECOMMENDATION:

It is recommended that the certification of the Protective Services Techniques Course be modified from its present 28 hours of instruction to 35 hours.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - UPGRADING INSTRUCTORS' TRAINING PROGRAM - CPOA		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 8, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND:

On April 25, 1974, the Commission granted certification to the California Peace Officers' Association's Technical Course entitled, "Upgrading Instructors' Training Program". The course was developed by the Training Committee of CPOA, along with POST staff. It has been coordinated for CPOA by Shelby Worley, Director of the Academy of Justice, Riverside, California.

ANALYSIS:

During the two years this course has been certified, only 72 students have attended. Although overall evaluations have been good to excellent, the Training Committee of CPOA believes that lack of student response has made it impractical to present the course again. Therefore, Mr. Rodney J. Blonien, Executive Director of CPOA, is requesting that the Commission decertify the course.

RECOMMENDATION:

Decertify the California Peace Officers' Association's Technical Course entitled, "Upgrading Instructors' Training Program".

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - COMPLAINT DISPATCHER COURSE - LONG BEACH POLICE DEPARTMENT		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>A. Towne</i>	Researched By Gene Cartwright
Executive Director Approval <i>[Signature]</i>	Date of Approval <i>July 13, 1976</i>	Date of Report June 28, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> (See Analysis per details) <input type="checkbox"/> Yes <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 _____).

BACKGROUND

The Complaint Dispatcher Course was certified on September 15, 1972 for a 160-hour presentation. The general format has been two weeks of classroom instruction, one week ride along in a patrol car and one week intensive dispatcher training in the dispatch center.

ANALYSIS

The course was developed by Long Beach Police Department as they needed training for their personnel and there were few courses available at the time. Lieutenant Charles Clark advises they are not using the course extensively and he recommends we decertify at the July Commission meeting.

RECOMMENDATION

Decertify.

Commission on Peace Officer Standards and Training

201-700

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - Oakland Police Department - Communication/Dispatcher Course		Meeting Date July 29-30, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report May 18, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND

This course was certified by the Commission on December 14, 1972. It was originally certified for 120 hours, and at their request was modified to 45 hours by the Commission on April 24, 1975.

ANALYSIS

This course has never been presented. Previous attempts to decertify the course have been resisted and we have acquiesced. On May 17, Sgt. Barry Whalley, the training manager, was contacted and he concurred there was no need for continued certification.

RECOMMENDATION

Decertify the course effective July 29, 1976.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - MOTORCYCLE TRAINING - INGLEWOOD POLICE DEPARTMENT		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND

The Motorcycle Training Course was transferred from El Camino College to Inglewood Police Department by Commission action effective August 1, 1975 as an 80-hour Technical Course.

ANALYSIS

Chief Jay R. Stroh, Inglewood Police Department, advised by letter dated June 30, 1976 that due to increases in cost and reductions in the budget, his department could no longer afford to continue presenting the training. Chief Stroh requested that the Motorcycle Training Course be decertified.

RECOMMENDATION

Decertify course.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Requirements Relating to Course Announcement Form		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 21, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND

The POST Administrative Manual presently requires that POST Course Announcement Forms (POST 2-110) be submitted to POST at least 90 days prior to the offering of a certified course. (Refer to PAM Commission Procedure D-10, 10-23b).

ANALYSIS

The 90 day advanced notice has been required in order to allow sufficient notice of the course offering to trainees desiring to attend POST courses.

The Commission has directed staff to develop a method of master calendaring all POST certified courses. On June 11, 1976, each law enforcement agency in the state was sent a copy of the POST Master Calendar of certified courses - the Master Calendar indicates the available POST certified training course offerings for the next two year period. The information contained in the Master Calendar eliminates the need to notify local agencies 90 days prior to the offering of the course.

The POST staff presently needs approximately 30 days advanced notice of proposed course offerings for processing requested presentations.

The master calendaring process required the cooperation of the 105 POST certified training institutions. A few of the training institutions had difficulty in planning their training programs in advance. POST staff desires to help these training institutions with their future planning. We feel the 90 day advance notice of proposed course offerings is needed for the training institutions that have not been able to master calendar POST certified courses. The specific agencies involved will be notified individually of the 90 day notice requirement for their institution.

Utilize reverse side if needed

June 21, 1976

RECOMMENDATION

1. The Course Announcement Form, POST 2-110, be submitted to POST at least 30 days prior to the offering of the course described, if the training institution has master calendared POST certified courses.
2. The Course Announcement Form, POST 2-110, be submitted to POST at least 90 days prior to the offering of the course described if courses are not master calendared.

Attachment

AGENCIES THAT DID NOT MASTER CALENDAR

- * Academy of Justice Institute - Role Performance and the Criminal Justice System
- ** Academy of Justice Riverside - Criminal Justice Role Training Program
- * Central Coast Counties Consortium - Jail Operations
- *** El Camino College - P. C. 832
- ** Humboldt, CSU - Small Agency Management Methods
- * Long Beach Police Department - Complaint/Dispatcher
- ** Long Beach Police Department - P. C. 832
- ** Los Angeles Police - Latent Fingerprint School
- ** Los Angeles Sheriff - Disaster and Riot Training
- ** Los Angeles Sheriff - Jail Operations
- ** Los Angeles Sheriff - Security for Law Enforcement
- ** Modesto RCJTC - Criminal Justice Role Training Program
- * Modesto RCJTC - Organizational Development Seminar for Police Agencies
- *** Napa College - P. C. 832
- ** NCCJTES, Butte Center - Criminal Justice Role Training Program
- ** NCCJTES, Butte Center - Field Evidence Technician
- ** NCCJTES, Sacramento Center - Field Evidence Technician
- ** NCCJTES, Sacramento Center - Jail Operations
- ** NCCJTES, Santa Rosa Center - Field Training Officer Course
- ** NCCJTES, Santa Rosa Center - Underwater Search and Recovery
- ** NCCJTES, Santa Rosa Center - Unusual Incident Tactics
- *** Orange County Sheriff - P. C. 832
- ** Cal Poly, Pomona - Behavioral Objectives Course
- *** Rio Hondo College - P. C. 832
- *** Solano College - P. C. 832
- * University of Southern California - Team Building Workshop
- *** Ventura College - P. C. 832

* Courses scheduled on demand
*** No classes scheduled to date
** Did not submit schedule

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
MIDDLE MANAGEMENT & EXECUTIVE DEVELOPMENT SEMINAR
AND
EXECUTIVE DEVELOPMENT COURSE TRAINING SCHEDULE
 Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978																																																							
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																												
MIDDLE MANAGEMENT SEMINAR																																																																				
Management Control California State University, Humboldt			12-17				9-14 23-28									30----	4			8-13 29----	3																																															
Small Agency Management Methods California State University, Humboldt	No classes scheduled to date.																																																																			
Management by Objectives/ Stress-Problem Solving California State University, Long Beach	12-14	23-25	22-24	27-29	17-19	15-17	26-28	14-16	28-30	25-27	16-18	20-22	6-8	24-26	26-28	24-26	14-16	14-16	25-27	20-22	20-22	17-19	15-17	19-21																																												
Team Management Los Angeles Police Department	One presentation per month.																																																																			
EXECUTIVE DEVELOPMENT SEMINAR																																																																				
Role Performance and the Criminal Justice System American Justice Institute	Courses scheduled on demand.																																																																			
Communication Problems California State University, Humboldt									6-11	3-8											19-24																																															
Planning Process California State University, Humboldt																					5-10																																															
Planning Golden Gate University	20-22		8-10																																																																	
Assessment Center Methods University of California, Santa Cruz						3-5				29---	1							2-4				28-30																																														
Change Agent University of Southern California, Center for Training			14-16		2-4			10-12	14-16								17-19	8-10		9-11	20-22																																															
City Manager-Police Chief Seminar University of Southern California, Center for Training			9-11		18-20		17-19		28-30							27-29			12-14		23-25		18-20																																													
Organizational Development University of Southern California, Center for Training			16-18		4-6		20-22	17-19							15-17	13-15			19-21	16-18																																																
Personal Growth University of Southern California, Center for Training							13-15	10-12			12-14	9-11							12-14	9-11			11-13	1-3																																												
EXECUTIVE DEVELOPMENT COURSE																																																																				
POST Contract Course	No classes scheduled to date.																																																																			
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: none;">INSTITUTION OFFERING COURSE</td> <td style="width: 6%; border: none;">Jul</td><td style="width: 6%; border: none;">Aug</td><td style="width: 6%; border: none;">Sep</td><td style="width: 6%; border: none;">Oct</td><td style="width: 6%; border: none;">Nov</td><td style="width: 6%; border: none;">Dec</td> <td style="width: 6%; border: none;">Jan</td><td style="width: 6%; border: none;">Feb</td><td style="width: 6%; border: none;">Mar</td><td style="width: 6%; border: none;">Apr</td><td style="width: 6%; border: none;">May</td><td style="width: 6%; border: none;">Jun</td> <td style="width: 6%; border: none;">Jul</td><td style="width: 6%; border: none;">Aug</td><td style="width: 6%; border: none;">Sep</td><td style="width: 6%; border: none;">Oct</td><td style="width: 6%; border: none;">Nov</td><td style="width: 6%; border: none;">Dec</td> <td style="width: 6%; border: none;">Jan</td><td style="width: 6%; border: none;">Feb</td><td style="width: 6%; border: none;">Mar</td><td style="width: 6%; border: none;">Apr</td><td style="width: 6%; border: none;">May</td><td style="width: 6%; border: none;">Jun</td> </tr> <tr> <td style="border: none;"></td> <td colspan="6" style="border: none; text-align: center;">July 1, 1976</td> <td colspan="6" style="border: none; text-align: center;">January 1, 1977</td> <td colspan="6" style="border: none; text-align: center;">January 1, 1978</td> </tr> </table>																									INSTITUTION OFFERING COURSE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		July 1, 1976						January 1, 1977						January 1, 1978					
INSTITUTION OFFERING COURSE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																												
	July 1, 1976						January 1, 1977						January 1, 1978																																																							

Commission on Peace Officer Standards and Training
 TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977												January 1, 1978					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ADMINISTRATION & SERVICES																								
Advanced Bloodstain Analysis Department of Justice										11-22											20-31			
Background Investigation Course Rio Hondo College					22-24						16-18						21-23						8-10	
Civilian Supervisory School Los Angeles Police Department										11-15					19-23		7-11							
Complaint/Dispatcher Long Beach Police Department	Courses scheduled on demand.																							
Complaint/Dispatcher San Bernardino County Sheriff's Department					15-23			14-23			16-24			15-23			14-22			13-21			15-23	
Complaint/Dispatcher San Diego Police Department	19---6								1-18					1-19										
Controlled Substance Analysis Department of Justice																	5-16							
Cost Analysis and Budgeting Academy of Justice, Riverside			7-9			15-17			14-16		22-24					17-20								
Crime Prevention Institute Loss Prevention, Inc.				17-29					13-25	17-29	5-17													
Criminal Justice Information Systems California State University, Long Beach	21-23			19-21			19-21				25-27			14-16			7-9			22-24			14-16	
Dispatcher/Complaint Desk Operator Sacramento Law Enforcement Training Center						13-17			28---1								5-9			20-24				
Firearms and Toolmark Identification Department of Justice							10-21										9-20							
Forensic Alcohol Supervisor Department of Justice																3-21								
Forensic Microscopy Department of Justice											9-20												8-19	
Internal Affairs California State University, Long Beach		17-19 24-26	14-16	12-14	2-4	7-9	25-27	22-24	29-31	26-28	24-26	7-9		23-25	27-29	25-27	15-17	6-8	24-26	21-23	28-30	25-27	23-25	6-8
Jail Management California State Polytechnic University, Pomona				3-9		12-18		13-19		17-23						2-8		4-10		5-11		9-15		
Jail Operations Academy of Justice, Riverside		4-10				3-9		4-10		10-16		3-9												

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ADMINISTRATION & SERVICES																								
Jail Operations Alameda County Sheriff's Department			20-24				3-7			4-8			27---1		26-30					2-6		27-31		
Jail Operations Bakersfield College					3-7												14-18							
Jail Operations Central Coast Counties Consortium	Courses scheduled on demand.																							
Jail Operations Los Angeles County Sheriff's Department	No classes scheduled to date.																							
Jail Operations Modesto Regional Criminal Justice Training Center					29----3						16-20						28---2						8-12	
Jail Operations NCCJTES-Butte Center				11-15						18-22						10-14						17-21		
Jail Operations NCCJTES-Redwoods Center			20-24												19-23									
Jail Operations NCCJTES-Sacramento Center	No classes scheduled to date.																							
Jail Operations NCCJTES-Santa Rosa Center		23-27					31-----4				9-13			22-26					30-----3				8-12	
Jail Operations Orange County Sheriff's Department				19-25			20-26			19-25			20-26			20-27			27---2			26-----2		
Jail Operations Sacramento Law Enforcement Training Center						6-10			21-25								28---2				13-17			
Jail Operations San Bernardino County Sheriff's Department	28---2		27---1			27-31			28---1			27---1		26-30			26-30				27-31		29---2	
Jail Operations State Center Peace Officers' Academy						13-17			7-11								5-9				20-24			
Jail Operations and Property Procedures Los Angeles Police Department									7-18			13-24			19-30		14-25							
Non-Sworn Police Personnel Training Riverside City College							17-21 24-28											9-13 16-20						
Organizational Development Seminar for Police Agencies California State University, Long Beach	Courses scheduled on demand.																							
Planning, Research and Development Modesto Regional Criminal Justice Training Center												20-24											19-23	

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ADMINISTRATION & SERVICES																								
POST Special Seminar Commission on Peace Officer Standards and Training	Courses scheduled on demand.																							
Program Evaluation and Review Techniques California State University, Long Beach	3-7		14-16			7-9				12-14				16-18			8-10			14-16			16-18	
Protective Services Department of Justice		16-19		18-21																				
Research and Development California State Polytechnic University, Pomona				31---5						22-27														
Research Design California State University, Long Beach		11-13			2-4			8-10			8-10						15-18					11-14		
School Security Course California Specialized Training Institute	11-16	1-5 29--2	26--1		14-19		9-13	21-25	6-10	17-21		5-9 19-23 26-30		1-5 14-19 29--2	25-30				29---3		5-10			
Supervisory Update Los Angeles Police Department	One presentation per month.																							
Supplemental Management Training Los Angeles Police Department										9-20														
Team Building Workshop University of Southern California, Center for Training	Courses scheduled on demand.																							
Workshop on the Mentally Ill California State University, Long Beach	12-14	23-25	20-22	20-22	10-12	20-22	19-21	7-9	14-16	18-20	9-11	13-15	13-15	29-31	19-21	17-19	7-9	12-14	18-20	13-15	13-15	10-12	8-10	12-14
COMMUNITY-POLICE RELATIONS																								
Community-Police Relations East Los Angeles College			13-----				28 31-----							17			12-----			27 30-----				15
Community-Police Relations San Bernardino County Sheriff's Department		16-22				16-22		17-23				16-22			15-21			15-21			16-22		15-21	
INVESTIGATION																								
Advanced Investigation for Coroners Cases Modesto Regional Criminal Justice Training Center				11-22						11-22						17-28						10-21		
Advanced Latent Fingerprint School Federal Bureau of Investigation, Los Angeles	Courses scheduled on demand.																							
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
INVESTIGATION																									
Advanced Latent Fingerprint School Federal Bureau of Investigation, Sacramento	Courses scheduled on demand																								
Advanced Latent Fingerprint School Federal Bureau of Investigation, San Diego	Courses scheduled on demand																								
Advanced Latent Fingerprint School Federal Bureau of Investigation, San Francisco	Courses scheduled on demand																								
Analysis of Urban Terrorist Activity Department of Justice	25--6		19--1		7-19		9-21	6-18	13-25	17-29	15-27		19--1	21--2		24--4			15-27	12-24	12-24	9-21	14-26	18-30	
Auto Theft Investigators Workshop (Advanced) California State University, San Jose							10-14						20-24						16-20						
Auto Theft Investigators Workshop (Basic) California State University, San Jose							10-14						20-24						16-20						
Basic Vehicle Theft Investigation Modesto Regional Criminal Justice Training Center			20-24										6-10					17-21							
Chief Executive Criminal Intelligence Seminar Department of Justice				21-23			6-8	24-26					26-28					20-22			12-14	23-25			
Coroners Course San Bernardino County Sheriff's Department													13-21										12-20		
Crime Scene Investigation Bahn-Fair Institute			13-17	12-16	8-12	6-10	10-14	7-11	7-11	11-15	9-13	6-10				12-16	10-14	7-11	5-9	9-13	13-17	13-17	10-14	8-12	12-16
Criminal Intelligence Commanders Course Department of Justice		22-27		17-22				20-25		17-22				31--5				30--4				19-24	23-28		
Criminal Intelligence Data Analyst Department of Justice	25--6		19--1		7-19	5-17	16-28	6-18	13-25	24--6	15-27		19--1	21--2		16-28	6-18	4-16	22--4			2-14	7-19	18-30	
Criminal Intelligence Data Collector Department of Justice	11-23	8-20	12-24	3-15		5-17	2-14	27--11		24--6			5-17	10-22	7-19	11-23	9-21	6-18	4-16	8-20	5-17	5-17	2-14	4-16	
Criminal Investigation Los Angeles County Sheriff's Department		23-27						28--4							22-26						27--3				
Criminal Investigation Modesto Regional Criminal Justice Training Center							17-28												9-27						
Criminal Investigation San Diego Police Department						11-15							25-29						9-13						

Commission on Peace Officer Standards and Training
TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
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INVESTIGATION																								
Economic Crime Investigation Training Department of Justice	11-23	8-20	12-24	3-15 31---	28-- --12	--10	2-14 30--	27--- --11	--11 27---	--8	1-13	5-17	10-22	7-19	11-23	9-21	6-18	4-16	15-27	12-24	12-24	9-21	14-26	18-30
Evidence Technician Orange County Sheriff-Coroner Department		9-20			1-20						13-26				7-21							10-21		
Field Evidence Technician Academy of Justice, Riverside						6-17					2-13						5-16							
Field Evidence Technician California State University, Long Beach	6-23		7-24		2-19		11-28		8-25		10-27		12-29		6-23		1-18		10-27		7-24		9-26	
Field Evidence Technician NCCJTES-Butte Center	No classes scheduled to date.																							
Field Evidence Technician NCCJTES-Redwoods Center											2-13												1-12	
Field Evidence Technician NCCJTES-Sacramento Center	No classes scheduled to date.																							
Field Evidence Technician NCCJTES-Santa Rosa Center			20----	---1											19-30									
Field Evidence Techniques Modesto Regional Criminal Justice Training Center				25-----	---5											24-----	---4							
Fingerprint School Federal Bureau of Investigation, Los Angeles	Courses scheduled on demand.																							
Fingerprint School Federal Bureau of Investigation, Sacramento	Courses scheduled on demand.																							
Fingerprint School Federal Bureau of Investigation, San Diego	Courses scheduled on demand.																							
Fingerprint School Federal Bureau of Investigation, San Francisco	Courses scheduled on demand.																							
Fire Investigation I California Fire Service Academy				31-----	---5		16-21		6-11															
Fire Investigation II California Fire Service Academy						5-10			13-18		22-27													
Fire Investigation III California Fire Service Academy															25-30									
Homicide Institute Yuba College	12-23												18-29											
Investigators School Los Angeles Police Department								7-25		4-22		6-24		8-26		3-21	7-25							
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

Commission on Peace Officer Standards and Training

TECHNICAL COURSE TRAINING SCHEDULE

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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
INVESTIGATION																										
Latent Fingerprint School Los Angeles Police Department	No classes scheduled to date.																									
Organized Crime Informant Development and Maintenance Department of Justice	25-30	22-27	26--1 18-22	14-19	12-17	23-28	20-25	20-25	17-22	22-27	26--1 31--5	28--2	26-30	24-28	14-18	12-16	23-27	27--3 27-31	24-28	22-26	26-30	8-13	5-10	5-10	2-7 30--5	4-9
Physical Evidence Presentation Bahn-Fair Institute			27--1 26-30	15-19	13-17	24-28	14-18	21-25	25-29	23-27	20-24															
Practical Investigative Case Federal Bureau of Investigation, Los Angeles	Courses scheduled on demand.																									
Practical Investigative Case Federal Bureau of Investigation, Sacramento	Courses scheduled on demand.																									
Practical Investigative Case Federal Bureau of Investigation, San Diego	Courses scheduled on demand.																									
Practical Investigative Case Federal Bureau of Investigation, San Francisco	Courses scheduled on demand.																									
Rape Investigation Academy of Justice, Riverside			24-25	19-20				18-19						23-24		25-26										
Specialized Surveillance Equipment Department of Justice		1-6 29--3	3-8	14-19	12-17	2-7 30--4	6-11	3-8	15-20	12-17	10-15	7-12	11-16	9-14	6-11 27--2	8-13	5-10	5-10	2-7 30--5	4-9						
Sex Crime Investigation Federal Bureau of Investigation, Los Angeles	Courses scheduled on demand.																									
Sex Crime Investigation Federal Bureau of Investigation, Sacramento	Courses scheduled on demand.																									
Sex Crime Investigation Federal Bureau of Investigation, San Diego	Courses scheduled on demand.																									
Sex Crime Investigation Federal Bureau of Investigation, San Francisco	Courses scheduled on demand.																									
Vice School Los Angeles Police Department							21-24		11-15				5-9		14-18											
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978													

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
TECHNICAL COURSE TRAINING SCHEDULE
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JUVENILE																									
Delinquency Control Institute University of Southern California			20-----12					7-----1							9-----11				23-----17						
Juvenile Justice Update University of Southern California											2-6	6-10										1-5	5-9		
Juvenile Law Enforcement Officers' Training Course California Youth Authority			12-17	3-8 31----5			16-21		27---1 24-29	8-13	12-17			18-23	30---4	4-10					2-7	14-19	18-23		
Juvenile Procedures School Los Angeles Police Department	One presentation per month.																								
Juvenile Officers Course Los Angeles County Sheriff's Department			20-24						14-18						12-15						13-17				
School Resource Officer California State University, Long Beach	5-7	24-26	28-30	26-28	16-18	14-16	24-26	1-3	7-9	4-6	2-4	6-8	11-13	22-24	12-14	10-12	2-4	5-7	23-25	6-8	6-8	3-5	1-3	5-7	
School Resource Officer Institute Academy of Justice, Riverside			20----1												20----1										
LANGUAGE																									
Total Immersion Spanish University of California, Davis, Extension Division		15-28							19---3			16---1	13-28								18---2		July 17--2		
NARCOTICS																									
Basic Narcotics and Dangerous Drugs U. S. Department of Justice, Los Angeles	12-27		13-24	11-24	8-19		30---1	7-18		16-29	13-24	11-22	15-27	12-23											
Narcotic Enforcement for Patrolmen Department of Justice	5-9 26-30	6-10 31---	28-30 --2	4-8 27-29	3-5	14-16																			
Narcotics Investigation Department of Justice	12-23	16-27	13-24	11-22	8-19		10-21	7-18	18-29	9-20	13-24	18-29	15-26	12-23	10-21	14-25		9-20		13-24	10-21	8-19	5-16		
Narcotics Investigation Advanced Los Angeles County Sheriff's Department			18-22						18-22						17-21							17-21			
Narcotics Investigation Basic Los Angeles County Sheriff's Department	19-23						17-21						18-22					16-20							
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978												

Commission on Peace Officer Standards and Training

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INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978																																									
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																														
PATROL																																																						
Advanced Driver Training Program Academy of Defensive Driving	Two courses offered per week on Mondays and Wednesdays beginning July 1, 1976.																																																					
Advanced Patrol Special Enforcement Training Los Angeles County Sheriff's Department		9-27		4-22				24----	4					18----	6					13----	1					8----	26					3-21						23----	10					17----	5									
Boating Safety and Enforcement California Department of Navigation									28----	4																													27----	3														
Civil Emergency Management Course California Specialized Training Institute	18-23	8-13		17-22		12-17	16-21	6-11	20-25	27--	1	1-6	12-17	17-22	7-12		16-21		11-16	15-20	5-10	19-24	2-7	7-12	11-16																													
Crime Specific California State University, Long Beach					9-11		12-14			9-11							12-14		14-16	18-20			15-17																															
Crisis Intervention Academy of Justice, Riverside	19-23							10-14						11-15																																								
Disaster and Riot Training Los Angeles County Sheriff's Department	No classes scheduled to date.																																																					
Driver Training, Allied Agency California Highway Patrol	21-23	3-5	1-3	5-7	3-5	7-9	3-5	1-3	8-10	5-7	3-5	7-9	6-8	9-11	7-8	18-20	8-10	13-15	3-5	7-9	7-9	11-13	9-11	6-8	24-26	22-24	26-28	22-24	21-23	18-20	22-24	22-24	19-21	17-19	21-23	19-21	9-11	19-21	18-20	8-10	13-15	17-19	21-23	21-23	25-27	23-25	20-22							
Driver Training Program Los Angeles County Sheriff's Department	Two courses offered per week, no courses offered in September.																																																					
Driver Training School Los Angeles Police Department	Three courses offered per month.																																																					
Field Command Post Cadre School Los Angeles Police Department									14-16			22-24		22-24		3-5																																						
Law Enforcement Legal Education Program California State University, Long Beach		2-6		4-8		6-10		14-18		11-15		13-17		15-19		10-14		5-9		6-10		10-14		12-16																														
Law Enforcement Legal Update California State University, Long Beach		19-21		21-23		16-18		24-26		21-23		23-25		25-27		20-22		15-17		16-18		20-22		22-24																														
Officer Survival and Internal Security California Specialized Training Institute	25-30	22-27	13-18	3-8	7-12	5-10	23-28	27----	4	3-8	15-20	5-10	24-29	21-26	11-16	2-7	13-18	4-9	8-13	26--	3	9-14	14-19	4-9	19-24	24-30	14-19	5-10	23-28	27----	5	24-29	22-27	26----	1	21-26	11-16	18-23	31----	4	27----	2	13-18	8-13	22-27	26----	1	21-26	11-16	18-23	31----	4	27----	2
Police Defensive Driving Course Rio Hondo College						2-4						16-18											4-18																															
Political Violence and Terrorism California Specialized Training Institute	18-23	1-6	19-24	3-8		5-10	23-28	27----	3	3-8	15-20		17-22	21-26	11-16		13-18	4-9	8-13	19-24	12-17	16-21	4-9	22-27	29----	4					1-6	8-13	22-27	29----	4	19-24	12-17	16-21	30----	5	25-30													

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PATROL																								
Security for Law Enforcement Los Angeles County Sheriff's Department	No classes scheduled to date.																							
Team Policing Leadership Los Angeles Police Department								7-9	15-17	13-15	9-11 16-18	21-23			20-22	4-6 10-12	15-17							
Underwater Search and Recovery NCCJTES-Butte Center												20-24												
Underwater Search and Recovery NCCJTES-Santa Rosa Center	No classes scheduled to date.																							
Unusual Incident Tactics NCCJTES-Butte Center											16-20													
Unusual Incident Tactics NCCJTES-Redwoods Center					10-12			22-24									2-4			22-24				
Unusual Incident Tactics NCCJTES-Sacramento Center	No classes scheduled to date.																							
Unusual Incident Tactics NCCJTES-Santa Rosa Center	21-23		29---1							20-22		20-22		28-30								19-21		
TRAFFIC																								
Advanced Accident Investigation Los Angeles Police Department								15-17	8-10		3-5	11-13		19-20		14-16								
Advanced Traffic Accident Investigation Los Angeles County Sheriff's Department						13-17						20-24					12-16						19-23	
Breathalyzer Course Fullerton College					16-17			22-23							4-5					7-8				
Commercial Enforcement Training California Highway Patrol			27---8							18-29				12-23								3-14		
Motorcycle Training California Highway Patrol	6-16 27---6	17-27 ---6	7-17 28---8	19-29 ---8	9-19 30---10			15-25	5-15 26---6	17-27 ---6	7-17	12-22	2-12 23---2	13-23 25---4	4-14 ---4	29---9			14-24	4-14 25---5	16-26 ---5	6-16		
Motorcycle Training Inglewood Police Department		9-20						14-25						8-19						13-24				
Motor Officer Training School Los Angeles Police Department										4-22						10-28								
Speed from Skidmark California Highway Patrol			20-24		15-19			21-25		16-20				12-16	24-28					27---3		22-26		
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

Commission on Peace Officer Standards and Training

TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TRAFFIC																								
Traffic Accident Investigation	12-16	2-6	13-17	4-8	1-5	6-10	3-7	7-11	7-11	4-8	2-6	6-10	11-15	1-5	19-23	3-7	7-11	5-9	9-13	6-10	6-10	3-7	1-5	5-9
California Highway Patrol	19-23	9-13	27	--1	8-12	13-17	10-14	14-18	14-18	18-22	9-13	13-17	18-22	8-12	26-30	10-14	14-18	12-16	16-20	13-17	13-17	10-14	8-12	12-16
	26-30	16-20	23-27	30	11-15	29	17-21	21-25	28	--1	23-27	20-24	25-29	15-19		17-21	28	--2	23-27	20-24	20-24	17-21	15-19	19-23
		30	--3	25-29			24-28	28	--4	25-29		27	--1	22-26		31	--4	19-23	30	--3		24-28		26-30
Traffic Program Management Institute California State Polytechnic University, Pomona				31	--6		9-15		13-19		22-28					6-12		15-20		5-11		7-13		
TRAINING																								
Behavioral Objectives Course California State Polytechnic University, Pomona	Courses scheduled on demand.																							
Chemical Agents Instructors Course Stockton Police Department												6-10												4-8
Criminal Justice Role Training Program Academy of Justice, Riverside	No classes scheduled to date.																							
Criminal Justice Role Training Program Modesto Regional Criminal Justice Training Center	No classes scheduled to date.																							
Criminal Justice Role Training Program NCCJTES-Butte Center	No classes scheduled to date.																							
Field Training Officer Course Golden West College									8-10												7-9			
Field Training Officer Course Allan Hancock College				4-8				14-18								3-7				20-24				
Field Training Officer Course Los Medanos College					15-19					18-22							14-18					17-21		
Field Training Officer Course Modesto Regional Criminal Justice Training Center				4-8												3-7								
Field Training Officer Course NCCJTES-Butte Center		2-6												2-6										
Field Training Officer Course NCCJTES-Redwoods Center				17-22						10-15						16-21						9-14		
Field Training Officer Course NCCJTES-Sacramento Center			12-17				10-14				9-13				11-16				9-13				8-12	
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

Commission on Peace Officer Standards and Training

TECHNICAL COURSE TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TRAINING																								
Field Training Officer Course NCCJTES-Santa Rosa Center																								
Field Training Officer Course Rio Hondo College			27-29			6-8						1-3			27-29								30---1	
Field Training Officer Course Santa Clara Valley Criminal Justice Training Center			12-16	10-14		5-9		7-11		18-22		6-10			12-16	16-20			5-9		4-10		3-7	
Field Training Officer School Los Angeles Police Department																								
Field Training Officer Seminar Oakland Police Department		22-27			7-12				6-11	24-29					4-9		6-11			5-10	23-28			
Firearms Instructors Course Federal Bureau of Investigation, Los Angeles																								
Firearms Instructors Course Federal Bureau of Investigation, Sacramento																								
Firearms Instructors Course Federal Bureau of Investigation, San Diego																								
Firearms Instructors Course Federal Bureau of Investigation, San Francisco																								
Firearms Instructors Course Stockton Police Training Center, Affil: San Joaquin Delta College			20-24									20-24			19-23								18-22	
Instructor Development Course Federal Bureau of Investigation, Los Angeles																								
Instructor Development Course Federal Bureau of Investigation, Sacramento																								
Instructor Development Course Federal Bureau of Investigation, San Diego																								
Instructor Development Course Federal Bureau of Investigation, San Francisco																								
Police Training Managers Course Golden Gate University			19---1					9-21		20---1														
INSTITUTION OFFERING COURSE																								
	July 1, 1976						January 1, 1977						January 1, 1978											

Commission on Peace Officer Standards and Training

SPECIAL COURSES TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
P.C. 832																										
Arrest and Firearms Course American River College			16	-----	4					14	-----	2			8	-----	27					13	-----	1		
Arrest and Firearms Course Bakersfield College		24	-----	16			15	-----	12				23	-----	15			14	-----	11						
Arrest and Firearms Course Berkeley Adult School	6	-----	31										12	-----	6											
Arrest and Firearms Course Cabrillo College		30	-----	17				15	-----	19			30	-----	16				21	-----	25					
Arrest and Firearms Course Canada College								8	-----	9			17	-----	6											
Arrest and Firearms Course Central Coast Counties Police Academy Affil: Gavilan College			21	-----	14		4	-----	22			17														
Arrest and Firearms Course Chabot College			8	-----	10		4	-----	1	6	-----	8	7	-----	9			3	-----	28		6	-----	8		
Arrest and Firearms Course Chaffey College			13	-----	8		3	-----	24	4	-----	24	12	-----	7			9	-----	18		3	-----	22		
Arrest and Firearms Course Contra Costa County Sheriff's Department	12	-----	16	27	-----	3	17	-----	28		2	-----	8	11	-----	15	3	-----	9	9	-----	15		3	-----	8
Arrest and Firearms Course Cuesta College	12	-----	16										11	-----	15											
Arrest and Firearms Course Desert, College of the			12	-----	10									12	-----	9										
Arrest and Firearms Course El Camino College	Did not submit schedule.																									
Arrest and Firearms Course Feather River College					8	-----	13	14	-----	19							14	-----	19	13	-----	17				
Arrest and Firearms Course Federal Bureau of Investigation, Los Angeles	Courses scheduled on demand.																									
Arrest and Firearms Course Federal Bureau of Investigation, Sacramento	Courses scheduled on demand.																									
Arrest and Firearms Course Federal Bureau of Investigation, San Diego	Courses scheduled on demand.																									
Arrest and Firearms Course Federal Bureau of Investigation, San Francisco	Courses scheduled on demand.																									

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
SPECIAL COURSES TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
P.C. 832																								
Arrest and Firearms Course Fresno City College			13-14-15				24-25-26	2-7-8				15-13-14			12-13-14				23-24-25	6-7-8				14-12-13
Arrest and Firearms Course Fullerton College			7		18		18		29	19		28			6		15		17		28	18		27
Arrest and Firearms Course Golden West College			13				31	7				17												
Arrest and Firearms Course Allan Hancock College		24	11				25	5						23	10				24	4				
Arrest and Firearms Course Hartnell College			7-8		16-22		31				25			6		15		30					17	
Arrest and Firearms Course Imperial Valley College			7				26-31					10			6				27	6				9
Arrest and Firearms Course Lassen College			13				28	7				3-13-18			5				20	6				2
Arrest and Firearms Course Long Beach Police Department	No classes scheduled to date.																							
Arrest and Firearms Course Los Angeles City College	1-12							1-12					1-12											1-12
Arrest and Firearms Course Los Angeles County Sheriff's Department		9-13		18-22		6-10	10-14	10-24	7-11	14-28	16-20	9-23	13-17	4-18 8-12		6-20 17-21		1-15 5-9	9-13	2-16	6-10	6-20	15-19	1-15
Arrest and Firearms Course Los Angeles Police Department									9					16		10		22						25
Arrest and Firearms Course Los Medanos College			18		26			19		26						10		8					18	18
Arrest and Firearms Course Marin, College of		13					3	21				13		19				9		27				19
Arrest and Firearms Course Mendocino Community College	10				6		4			2-30						5		3						
Arrest and Firearms Course Merced College			10				27	4		30						16		3		10				6
Arrest and Firearms Course Merritt College					22		10	28		18						20		8		27				17
Arrest and Firearms Course Modesto Regional Criminal Justice Training Center	26-30		13-18		25-16	6-10		14-19		1-19	23-27	25-26-29	23	19-24		28-22		5-9		6-8		31-18		15-19
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
SPECIAL COURSES TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
P.C. 832 Arrest and Firearms Course Monterey Peninsula College			19-----23				26-----1																	
Arrest and Firearms Course Napa College	Did not submit schedule.																							
Arrest and Firearms Course NCCJTES-Butte Center					8-12		21-25										7-11		20-24					
Arrest and Firearms Course NCCJTES-Redwoods Center	12-16		4-8				8---5		7-----30		11-15					3-7			7-----4		6-----29			
Arrest and Firearms Course NCCJTES-Sacramento Center		16-20	11-14	8-12	6-10						6-10		15-19	10-13	5-9									5-9
Arrest and Firearms Course NCCJTES-Santa Rosa Center					15-19		24-28				13-17					14-18		23-27						12-16
Arrest and Firearms Course Oakland Police Department			7-----11						1-----5						6-----10						7-----11			
Arrest and Firearms Course Ohlone College			13-----8				4-----17		4-----15						13-----15				4-----15		4-----15			
Arrest and Firearms Course Orange County Sheriff's Department	Did not submit schedule.																							
Arrest and Firearms Course Palo Verde College							23-----23																	
Arrest and Firearms Course Pasadena City College			13-----21				31-----24								12-----20						30-----23			
Arrest and Firearms Course Reedley College			13-----25				31-----14						22-----23						9-----19					
Arrest and Firearms Course Rio Hondo College	Did not submit schedule.																							
Arrest and Firearms Course Riverside City College			13-----22				31-----18								19-----28				16-----3					
Arrest and Firearms Course Sacramento Law Enforcement Training Center			14-28				10-24								13-27				9-23					
Arrest and Firearms Course Saddleback College			3-----17				21-----20								1-----22				20-----19					
			4-----18				22-----21								2-----23				21-----20					
			4-----18				22-----21								2-----23				21-----20					

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
SPECIAL COURSES TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
P.C. 832																								
Arrest and Firearms Course San Bernardino County Sheriff's Department	20-31	10-14 17-28	14-25 19-30	5-9 19-30	9-20	7-11	4-15 18-29	15-19	1-12 22-2	12-16 19-30	10-21 31-4	7-18	5-16 19-23	2-13 16-27	6-10 13-24	4-8 11-22	1-12 15-19	29-10	10-21 24-28	7-18 21-4	14-18 28-8	11-22 -8	2-6 9-20	13-17 30-10
Arrest and Firearms Course San Diego Police Department				18-22					7-11						15-19						13-17			
Arrest and Firearms Course San Francisco Police Department				13-----27			3-----19		18-----2						12-----26				2-----18		17-----1			July
Arrest and Firearms Course San Joaquin Delta College				7-----18 9-----11			25-----12 27-----31								6-----22 8-----10				24-----11 26-----30					
Arrest and Firearms Course San Mateo, College of					1-12 15-26			7-14 21-1		30-10							6-17 20-1				6-17 20-31			
Arrest and Firearms Course Santa Barbara City College			13-17				31-4								12-16						6-17			
Arrest and Firearms Course Santa Clara Valley Criminal Justice Training Center					8-12				25-29								14-18						17-21	
Arrest and Firearms Course Sequoias, College of				1-8			12-18		18-25						31-7				9-17		17-26			
Arrest and Firearms Course Shasta College				13-----15			1-----28								13-----15				1-----28					
Arrest and Firearms Course Siskiyou, College of the				26-----24			7-----27								25-----23				11-----26					
Arrest and Firearms Course Solano College	Did not submit schedule.																							
Arrest and Firearms Course Southern Pacific Transportation Police Department							17-21												16-20					
Arrest and Firearms Course Southwestern College				16-----21			17-----28								15-----16				16-----16					July -16
Arrest and Firearms Course State Specialized Law Enforcement Regional Academy				25-29					16-20								17-21				10-14			
Arrest and Firearms Course Ventura College	Did not submit schedule.																							
Arrest and Firearms Course West Hills College				24-----21											23-----21									

STATE OF CALIFORNIA
Commission on Peace Officer Standards and Training
SPECIAL COURSES TRAINING SCHEDULE

Fiscal Years 1976-1978

INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
P.C. 832 Arrest and Firearms Course Yuba College			13-16		8-10			4-3	7-8						13-16		8-9			6-9	6-13			
P.C. 832.1 Aviation Security Course Los Angeles International Airport							10-12				6-8								9-11					5-7
Aviation Security Course San Francisco Police Department			20-22						21-23						19-21							24-26		
SECURITY GUARD BATON TRAINING																								
Security Guard Baton Training Chabot College	Courses scheduled on demand.																							
Security Guard Baton Training Allan Hancock College	Courses scheduled on demand.																							
Security Guard Baton Training Los Medanos College	Courses scheduled on demand.																							
Security Guard Baton Training Monterey Peninsula College	Courses scheduled on demand.																							
Security Guard Baton Training NCCJTES-Butte Center	Courses scheduled on demand.																							
Security Guard Baton Training NCCJTES-Redwoods Center	Courses scheduled on demand.																							
Security Guard Baton Training NCCJTES-Sacramento	Courses scheduled on demand.																							
Security Guard Baton Training NCCJTES-Santa Rosa Center	Courses scheduled on demand.																							
Security Guard Baton Training Rio Hondo College	Courses scheduled on demand.																							
Security Guard Baton Training San Joaquin Delta College	Courses scheduled on demand.																							
Security Guard Baton Training State Center Peace Officers' Academy	Courses scheduled on demand.																							
Security Guard Baton Training Yuba College	Courses scheduled on demand.																							
INSTITUTION OFFERING COURSE	July 1, 1976						January 1, 1977						January 1, 1978											

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REVISION OF TUITION GUIDELINES		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND:

The tuition guidelines adopted January 10, 1975, spelled out broad categories to be used in determining budgets for tuition courses. They have been amended once to increase, from \$4 to \$5 per hour, the maximum amount payable for clerical support.

ANALYSIS:

Category 3, Coordination, spells out general responsibilities relating to scheduling, instructor selection, and other administrative items. Experience has shown that, in certain tuition courses such as the Executive Development Course, the Training Managers Course, and the Management Course, it is desirable to employ an on-site coordinator to facilitate the presentation. In some non-tuition courses, such as the Basic Academy, an on-site coordinator has proven to be beneficial.

Staff has allowed a fee not to exceed \$9 per hour, up to the maximum number of certified reimbursable hours.

RECOMMENDATION:

1. Amend Category 3, Coordination, to include a maximum of \$9 per hour for on-site coordination.
2. Review totally the guidelines at the November 1976 meeting to determine any adjustments necessary, to be effective January 1, 1977.
3. Review all tuition courses at the November 1976 meeting for any changes appropriate as a result of tuition guideline changes or increased costs of operation. Such tuition adjustments will also be effective January 1, 1977.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

January 10, 1975

BULLETIN

75-1

Subject: CERTIFIED COURSE TUITION GUIDELINES

This bulletin is directed primarily to course coordinators and other individuals presenting, or planning to present, training programs certified by the Commission. The purpose is to identify the expenses that may be approved in establishing the tuition amount reimbursed to local jurisdictions.

The guidelines contained in this bulletin are to be utilized in completing POST forms 2-103 Course Certification Request, and 2-106 Course Budget when requesting initial certification.

The guidelines are also applicable to currently certified courses for which tuition reimbursement is provided. These courses will be reviewed with the coordinators to effect whatever changes may be necessary.

Following are the adopted guidelines:

- 1) Instruction: \$25 per hour maximum for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation will be included in this amount.

Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by staff if deemed necessary.

In instances of special need for particular expertise in an instructional area requiring, for example, a Doctor of Medicine, a \$50 per hour maximum may be approved by staff.

- 2) Development Costs: For new courses the cost of necessary research and other attendant developmental activities will be included only in the first presentation using this formula:

\$15 per hour maximum for each of the first 40 certified course hours: \$7.50 per hour maximum for the remainder of the certified course hours

to a maximum of 100 hours (e.g., certified course of 100 hours; 40 hours at \$15 per hour plus 60 hours at \$7.50 per hour = \$1,050).

- 3) Coordination: For a certified course of 24 hours or less a rate of \$100 is allowed. For courses in excess of 24 hours to 40 hours, a rate of \$150 is allowed. For courses exceeding 40 hours, a rate of \$3 per hour to a maximum of 100 hours is allowed.

The coordinator has responsibility for the presentation of the course including scheduling, instructor selection, avoidance of duplicative instruction, provision of alternate instructors or instruction if necessary, and administrative reporting requirements.

- 4) Clerical Support: For a certified course of 24 hours or less, a maximum of 40 hours of support is allowed. For courses in excess of 24 hours to 40 hours, a maximum of 50 hours of support is allowed. For courses exceeding 40 hours, a maximum of 100 hours is allowed on the basis of an hour of support to a certified instructional hour.

Clerical hourly rates may not exceed \$4 per hour.

- 5) Printing/Reproduction: Actual expense for brochure and handout printing or reproduction are allowed. These figures should include a per sheet cost breakdown.
- 6) Books/Films/Instructional Materials: Actual expenses are allowed provided each expense is identified. Expendables such as programed texts are allowed in the same manner. Textbooks may be purchased and a one time expenditure allowed for textbooks which will be used in future class presentations. Should the course be decertified or the texts no longer be necessary in this course, they shall be delivered at the expense of the training institution to the Commission for disposition.

Films and other expensive instructional aids should normally be rented or obtained without charge from the various sources available. Should a purchase be necessary, and authorized by the Commission, such materials shall remain the property of the Commission.

- 7) Paper/Office Supplies/Mailing: Actual expenses are allowed provided each expense is identified.
- 8) Instructor/Coordinator Travel: Limited to actual expense necessary and approved in advance in the budget in an amount not to be exceeded.

ATTACHMENT BEING MAILED UNDER SEPARATE COVER.

Expenses for local area travel are not normally allowed. If a course presentation is authorized out of the immediate vicinity of the presenter's normal area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.

- 9) Miscellaneous: Any other item that can be identified and justified may be allowed.
- 10) Fee or Indirect Costs: A maximum of 15% of the total of all the above items will be allowed.

This amount will include such items as research, maintenance, general administration or use allowances.

If you have any questions, please contact your area consultant from the Standards and Training Division.

Wesley R. Barrett

WESLEY R. BARRETT
Chairman

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVANCED OFFICER COURSES		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 9, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE:

There is a need for flexibility in the format for currently certified courses.

BACKGROUND:

Several Advanced Officer Courses are now authorized on a variable format of from 20 to 40 hours. This proves very satisfactory in individual presentations.

ANALYSIS:

Most of the Advanced Officer Courses were initially certified for a specific period of time. Presenters have asked for changes to meet differing local needs and we have asked for changes in several cases. It appears expeditious to grant a blanket change for all Advanced Officer Courses to a variable format of from 20 to 40 hours.

RECOMMENDATION:

Grant all currently certified Advanced Officer Courses a blanket change to allow variable format presentations of from 20 hours to 40 hours.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POLICY CONSIDERATION - ADVANCED OFFICER COURSE FORMAT		Meeting Date July 29-30, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 1, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND:

The Advanced Officer Course consists of at least 20 hours of instruction.

ANALYSIS:

The Commission has indicated previously that the Advanced Officer Course is designed to update officers in a formalized setting, away from the normal workweek's called-for services. Additionally, the "intensive" format has been required, rather than a roll-call setting. Commission minutes do not specifically reflect these guidelines; however, staff direction from previous Commission actions has been to require the course to extend no longer than five weeks, one day per week, eight hours per day.

RECOMMENDATION:

Reaffirm the above as a policy statement.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVANCED OFFICER COURSE - ALTERNATIVE METHODS OF COMPLIANCE		Meeting Date July 29-30, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 1, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> (See Analysis per details) <input type="checkbox"/> Yes <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 _____).

BACKGROUND:

Currently the Regulations require every officer below the first-level supervisory position to complete an Advanced Officer Course of at least 20 hours once each four years after completion of Basic Academy training.

ANALYSIS:

Any certified course of 20 or more hours may also serve to fulfill the requirement. Additionally, Section 1008 of the Commission Regulations allows determinations of equivalent training to be made for the same purpose. This evaluation is done on an individual course basis and can be quite time consuming.

RECOMMENDATIONS:

For purposes of compliance with the Advanced Officer training requirements allow:

1. Any course presented "in-house" totaling 20 or more hours, approved in advance by the department head of the local jurisdiction and POST, provided it is presented in the intensive training day concept and is not an accumulation of "roll-call training" sessions.
2. Any course presented by an academic institution approved in advance by the department head of the local jurisdiction and POST.
3. Any other non-certified course approved in advance by the department head of the local jurisdiction and POST.
4. There is no reimbursement for the above non-certified courses. They are deemed to be equivalent training only.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DRIVER TRAINING QUOTAS		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 8, 1976

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

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

ISSUE:

The number of trainees to be authorized in Fiscal Year 1976-77 in driver training courses charging tuitions.

BACKGROUND:

In order to assure appropriate use of the Peace Officer Training Fund, the Commission imposed maximum numbers of trainees in certain tuition-charging courses. In Fiscal Year 1975-76 the Commission authorized 1,000 trainees, distributed among three driver training schools.

ANALYSIS:

The California Highway Patrol Academy states they can accommodate 300 trainees this fiscal year. The Phillips Driving School is out of business, with no plans to re-institute course offerings. The Academy of Defensive Driving indicates they can train substantially more than the total quota allocated last fiscal year.

The Training Needs Assessment Survey recently completed indicates local agencies had some difficulty differentiating between defensive driving and pursuit driving courses. The attached table shows the number to be trained in each category by training zone. The statewide average for defensive driving was 4.17 and for pursuit driving was 3.99, on a scale where 5 was the maximum priority.

In addition to the two tuition-charging courses at 24 hours each, there are two 16-hour courses presented by the Los Angeles County Sheriff's Department and the Los Angeles Police Department and a 21-hour course presented by Rio Hondo College. Also, driver training is presented in each Basic Academy, with increasing emphasis on actual behind-the-wheel experiences.

Utilize reverse side if needed

ANALYSIS (Continued):

We are currently working with the Academy of Defensive Driving to implement a shorter defensive driving course with less emphasis on pursuit driving requirements. In addition, we are advised that the Modesto Regional Criminal Justice Training Center is developing a driver training program and a new facility for defensive driving instruction.

Fiscal Impact:

Maintaining 1,000 trainees would require approximately \$278,000 for tuition, per diem, and travel if the CHP handled 300 trainees and the Academy of Defensive Driving handled 700 trainees.

RECOMMENDATION:

Authorize the California Highway Patrol to present the Driver Training Course to 300 trainees, and authorize the Academy of Defensive Driving to present the course to 700 trainees for reimbursement from the Peace Officer Training Fund.

POST staff, in conjunction with agencies in the 12 training zones, will establish percentage quotas for each of the 12 training zones to insure equal opportunity for access to the training among all jurisdictions.

Allow other presenters to continue without quota restriction due to the negligible fiscal impact.

	<u>Defensive Driving</u>	<u>Pursuit Driving</u>
Zone 1	240	225
Zone 2	112	107
Zone 3	326	244
Zone 4	409	122
Zone 5	837	829
Zone 6	58	52
Zone 7	173	173
Zone 8	60	57
Zone 9	2,291	2,129
Zone 10	219	153
Zone 11	302	236
Zone 12	<u>163</u>	<u>7</u>
TOTAL	5,190	4,364

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title COMMISSION POLICY - OUTSIDE ENROLLMENT IN CERTIFIED COURSES		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND:

Commission staff has been operating under what they believed to be Commission policy to require, as a condition of certification, that personnel from agencies other than the presenting agency be permitted to enroll in certified courses.

ANALYSIS:

In April, the Orange County Sheriff's Department requested clarification of Commission policy in this area. The attached letter was furnished in response. The response is in conflict with what the staff has been doing for the last two years. In addition, the Commission has been advised that outside attendance, when requested by an outside agency, was required by the presenting agency as a condition of certification.

Although not reflected in the minutes of a Commission meeting, the policy requiring outside attendance as a condition of certification evolved from Commission discussions with staff on certification issues to insure equitable distribution of the Peace Officer Training Fund, without underwriting in-service training for a particular agency. A clear Commission policy is obviously required.

RECOMMENDATION:

Adopt as policy:

1. That, as a condition of certification, any course must be open to attendees from other law enforcement jurisdictions upon request from those jurisdictions in an amount not to exceed 25% of the available trainee spaces in any given presentation.

In the event the presenting jurisdiction wishes to increase the 25% figure, they may do so but are not required to do so.

Utilize reverse side if needed

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823EXECUTIVE OFFICE
(916) 445-4515

April 27, 1976

ADMINISTRATION
Certificates
Reimbursements
(916) 322-2233STANDARDS AND TRAINING
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345Brad Gates, Sheriff
Orange County
1900 W. Katella
Orange, CA 92667TECHNICAL SERVICES
(916) 445-4515

Attention Sergeant Dennis LaDucer

Dear Sheriff Gates:

Sergeant LaDucer has inquired regarding Commission policy on "outside" enrollment in POST certified courses. The Commission's formal policy is somewhat flexible. The following is an excerpt from Minutes of the Commission's March, 1973 meeting:

That outside agency enrollment requirements be only that outside participation be encouraged except in courses where circumstances might be such that more specific requirements would be necessary.

Implementation of this policy has entailed encouraging but not flatly requiring that any and all courses be open to outside enrollment. Twenty-five per cent outside enrollment has been a staff suggested "rule of thumb" suggestion when outside enrollment is required.

Essentially, the policy allows for consideration of unique needs and a given course might be certified by the Commission without an outside enrollment requirement.

We hope that this clarifies this issue for your staff. If there are further questions, please contact us.

Sincerely,

A handwritten signature in cursive script that reads "Gene S. Muehleisen".

GENE S. MUEHLEISEN
Executive Director

bcc: Standards & Training Division ✓

AGENDA ITEM SUMMARY SHEET

Agenda Item Title LOS ANGELES COUNTY FEE SCHEDULE FOR CERTIFIED COURSES		Meeting Date July 29 - 30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 9, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE:

Los Angeles County is assessing out-of-county trainees to attend courses presented by the Los Angeles County Sheriff's Department.

BACKGROUND:

Los Angeles County Sheriff's Department holds several certifications which do not include tuitions or use fees as part of the certification. The Chief Administrative Officer of Los Angeles County and the Auditor have established rates to be charged out-of-county trainees.

ANALYSIS:

The attached shows the charges for 1975-76, and it is anticipated that the 1976-77 rates will be higher. Not all of the courses presented by Los Angeles County Sheriff's Department are POST-certified. However, it is apparent that for those that are certified the charges would not meet the POST tuition guidelines in some cases. An example is Basic Recruit Training, which currently costs in excess of \$1,700 per trainee.

Other agencies that present courses also charge some type of "use fee", such as Oakland Police Department and Los Angeles Police Department. Local agencies choose to pay these fees even though they are non-reimbursable by POST.

RECOMMENDATION:

1. Examine the extent of such fees throughout the State and report recommendations as part of the tuition guidelines revision due at the November meeting.
2. Amend the course catalog to show additional charges for these Los Angeles County courses.

Utilize reverse side if needed

RECOMMENDATION (Continued):

3. Examine and make recommendations relative to reimbursement programs based on the results of the study.
4. Examine and make recommendations relative to the impact on regionalization based on the results of the study.

SHERIFF DEPARTMENT
 RATES FOR TRAINING PROGRAMS
 1975-76

<u>Program</u>	<u>Cost per Participant</u>
Cadet Training	\$ 1,284.00
Wayside Honor Rancho Live-in Week	
Training Sessions	187.00
Meals	-0- (1)
Lodging	-0- (2)
3 Day Drivers' Training	297.00
Drivers' Training	
1 Day Program	95.00
2 Day Program	180.00
3 Day Program	297.00
Arrest and Firearms School (332 P.C.)	166.00 (3)
Sergeant Supervisory	284.00
Teacher Training	248.00
Advanced Traffic Accident Investigation	150.00
Detective School--Criminal Investigation	110.00
Security for Law Enforcement	128.00
Jails/Corrections--Operational Procedures	198.00 (4)
Rape Investigation	19.00
Tear Gas Training	15.00 (4)
Special Weapons (AR-15)	28.00 (5)
Shotgun Training	27.00
Advanced Patrol and Special Enforcement Training	1,377.00
Juvenile Officers	83.00
Advanced Narcotics Officer	92.00
Officer Survival	48.00 (6)
Advanced Officer Training - Patrol	176.00
Advanced Officer Training - Patrol School	272.00

Notes:

- (1) At established rates
- (2) Rate not determined
- (3) Based on class size of 40
- (4) Based on class size of 35
- (5) Based on class size of 20
- (6) Based on class size of 14

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Private Security Baton Training		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Appendix per details) <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 _____).

BACKGROUND

The Commission certified twelve (12) POST training institutions to offer baton training courses for private security guards at the April 22-23, 1976 Commission meeting.

The Commission directed staff to present a status report on the baton training activities at the July 29-30, 1976 Commission meeting.

ANALYSIS

- Six (6) of the twelve training institutions have offered the baton training course for private security guards.
- There have been 11 individual presentations of the course.
- Two hundred thirty-seven (237) individuals have successfully completed the course.
- Senator Carpenter's office was contacted on May 14, 1976 in an attempt to amend Penal Code Section 12002. A written request identifying a proposed amendment has been forwarded. The proposed amendment should be heard during the next legislative session. The proposed amendment identifies the Department of Consumer Affairs, Bureau of Collection and Investigative Services, as the agency responsible for administering the security guard baton training program.
- Mr. Douglas Faigin, Chief, Bureau of Collection and Investigative Services, Department of Consumer Affairs, indicated his agency currently can assume no responsibility concerning baton training for private security guards. Mr. Faigin, on July 7, 1976, advised POST the Bureau of Collection and Investigative Services could not handle the issuance of baton training cards (permits) to private security guards once they successfully complete the course, even though he had initially planned to do so.

Utilize reverse side if needed

July 8, 1976

Approximately 50 private trainers have requested POST certification to present the baton training course to date.

Fiscal Impact

No monetary impact relative to reimbursement.

POST Staff Time: May 1, 1976 - July 9, 1976
Director's Time: 8 hours
Bureau Chief Time: 100 hours
Consultant Time: 100 hours
Clerical Time: 40 hours

Total approximate staff time from May 1, 1976 to July 9, 1976
248 hours.

RECOMMENDATION

1. Continue to seek legislative amendment to Penal Code Section 12002.
2. Advise graduates of private security baton courses to obtain verification of their satisfactory completion of the course from the course presentors.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PRIVATE SECURITY GUARDS - TEAR GAS TRAINING		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 7, 1976

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

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 _____).

BACKGROUND:

The Tear Gas Act of 1969, resulting from Assembly Bill 478, was effective November 10, 1969, for peace officer members of police and sheriffs' departments. At that time, POST developed a course of instruction in non-lethal chemical agents totaling eight hours of instruction.

The law was amended to establish Section 12403.5 of the Penal Code in 1971. This amendment allowed licensed private investigators or private security guards to possess and utilize tear gas if such person had "satisfactorily completed a course of instruction approved by the Commission on Peace Officer Standards and Training in the use of tear gas".

ANALYSIS:

At the time of this amendment, POST provided the tear gas curriculum to what is now the Department of Consumer Affairs, Bureau of Collection and Investigative Services, and took no further action relative to private security licensees.

Utilizing the same rationale that exists in the language of the baton training legislation for private security, the Bureau of Collection and Investigative Services states they have no authority to provide any courses in this area, as it is, in their view, exclusively Commission responsibility.

The chemical agents course has not existed as a separate course for some time, as the Commission felt the immediate one-time training need had been met and the continuing need could be accommodated as part of the Basic and Advanced Officer Courses.

RECOMMENDATION:

1. Do not re-establish chemical agents training as a separate course, solely for private security guards.

Utilize reverse side if needed

RECOMMENDATION (Continued):

2. Allow private security guards to attend the chemical agents portion of currently certified courses.
3. Examine the legislative intent relative to the use of the word "approved" contrasted to "certified", and seek legislative amendments to place responsibility with the Department of Consumer Affairs in the same manner as the baton training requirement.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REQUEST FOR CITY OF LOS ANGELES HOUSING AUTHORITY TO PARTICIPATE IN SPECIALIZED PROGRAM		Meeting Date July 29-30 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

BACKGROUND

On February 20, 1976, the Commission, the governing body, of the Housing Authority of the City of Los Angeles adopted a resolution to adhere to the standards for selection and training as prescribed by the POST Commission Regulations as they pertain to agencies in the POST Specialized Program.

ANALYSIS

The Patrol Division of the Housing Authority of the City of Los Angeles has a staff of 47 peace officers. The Patrol Division is under the Director for Administrative Services of the Housing Authority, a non-sworn position.

The day-to-day operation is supervised by four sergeants. The sergeants assist the Director in the formulation of patrol policy and procedures. The first line supervision is conducted by officers patrolmen II positions. The selection standards meet or exceed the minimum standards prescribed by POST. The training meet the standards prescribed by POST. All newly hired personnel attend the Basic Course at Rio Hondo.

The Housing Authority has shown that they have the ability to adhere to POST standards for selection and training.

Fiscal Impact:

- 20 hours consultant time
- 25 hours clerical time

- 45 hours total

RECOMMENDATION

This is a new category for consideration for the POST Specialized Program. Recommend that the Housing Authority for the City of Los Angeles be accepted into the POST Specialized Program.

HOUSING AUTHORITY - CITY OF LOS ANGELES

CLASS SPECIFICATION

HOUSING PATROL OFFICER

SUMMARY OF
DUTIES:

Under general supervision, performs crime prevention work at housing developments; protects Authority property; detects lease violations; or other personal conduct contrary to the best interest of the Authority or its residents; may make arrests for any known or suspected criminal offense committed on Housing Authority property; performs crowd control at social functions; patrols Authority property on foot or in a vehicle; and does related work as required.

DISTINGUISHING
FEATURES:

Performs as a peace officer while in uniform on duty on Housing Authority property. Incumbents of this class are not considered to be peace officers at any time other than when officially on duty on Housing Authority property or in the protection of Housing Authority property. Under general supervision, routinely patrols Authority developments and leased properties by vehicle and on foot, for the purpose of protecting Authority tenants and Authority property; apprehends law violators and detects and reports nuisances; cooperates with local law enforcement agencies.

EXAMPLES OF
DUTIES:

Patrols assigned areas, in radio cars or on foot; observes all laws and regulations governing peace officers; maintains a daily log of activities in duplicate; attempts to settle all lease violations peacefully; disperses loiterers; breaks up or reports to police any undesirable juvenile activities; enforces Authority parking regulations; reports health and safety hazards; requests police assistance and holds suspects pending police arrival concerning any illegal activities observed during patrol; may make arrests for any criminal offense committed on Housing Authority property, or where there is probable cause to believe a crime has been committed; maintains effective working relationships with the Managers of housing developments, local law enforcement officers, tenants, tenant groups

EXAMPLES OF
DUTIES:(cont)

and the general public; checks Housing Authority offices and maintenance buildings and secures same where necessary; stops all acts of vandalism and malicious mischief; reports promptly to his/her supervisor any unusual situations which might develop into a serious problem of personal injury or property damage; cooperates with other law enforcement agencies in the developments; may be assigned to enforce Housing Authority regulations at authorized public gatherings in the developments and appears in court as a witness when required. May be assigned to work alone in a patrol car or assigned a fixed post.

QUALIFICATIONS:

An associate-in Arts degree in police science. Two years of recent, full time, paid, public law enforcement experience including criminal investigation, apprehension, arrest, and interrogation may be substituted for the degree requirement. Continued employment will be contingent upon completion of a certified police academy program.

Must possess no felony convictions; must be between the ages of twenty-one and fifty; at least 5'7" tall with weight proportionate to height; excellent physical condition and with no disabling conditions and have at least 20/67 vision in the better eye, correctable to 20/30 with either glasses or contact lenses; will be required to work irregular hours as well as weekends and holidays. Must possess a valid California driver's license.

Ability to analyze situations and adopt quick, effective and reasonable courses of action; understand and follow directions; speak and write effectively; perform the regular duties of Housing Patrol Officers; knowledge of criminal law, preservation and presentation of evidence in criminal cases; and knowledge of elements in misdemeanor and felony offenses.

6/15/76

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET			
Agenda Item Title BASIC COURSE EQUIVALENCY EXAMINATION - SECTION 1008 EQUIVALENCY		Meeting Date July 29 - 30, 1976	
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend	
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 13, 1976	
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>			
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).			
<u>BACKGROUND:</u>			
<p>Section 1008 of the Commission Regulations authorizes determination of "equivalent training". The most common evaluation is for completion of the Basic Course requirements. Currently, we make a very subjective evaluation by reviewing documentation that normally includes only subject-matter titles and hourly distribution.</p> <p>Increasingly, we are being requested to utilize 1008 in cases of lateral transfers from out-of-state or other law enforcement classes and for reserve officers becoming regulars.</p>			
<u>ANALYSIS:</u>			
<p>The BCEE has historically been utilized to test personnel that have been employed by an agency prior to that agency's entry in the POST Program. Since the advent of Section 832, a person utilizing the BCEE has also been required to show proof of completion of the 832 course to insure the performance of manipulative skills.</p> <p>It is anticipated that ultimately, as part of the Basic Course Revision effort, there will be a validated job-related series of State examinations to assure a minimum standard of competence. In the interim, it is believed necessary to have a more definitive vehicle of determining compliance with applicable regulations and laws relative to "equivalency".</p>			
<u>RECOMMENDATION:</u>			
<p>Continue 1008 evaluations of written documentation supplemented by the administration of the existent BCEE and completion of the P. C. 832 course.</p>			
Utilize reverse side if needed			

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - PRIVATE SECURITY BATON TRAINING		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Brooks W. Wilson
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report June 30, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact 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 _____).

BACKGROUND:

Mr. L.E. Mattice of the United States School of Law Enforcement has requested certification of a baton training course for private security officers. Mr. Mattice was told that his school did not meet the requirements for certification and his request could not be considered.

ANALYSIS:

At the April 22-23, 1976 Commission meeting the policy was established to certify private security baton training courses only to schools with existing certified courses. This policy was established as a result of a staff recommendation based on the need to minimize staff time in quality control and to minimize costs to the users. This policy was articulated to the field in Special Bulletin 76-1 (attached). Mr. Mattice was advised of the policy and of the reasons, and expressed a desire for an audience with the Commission to request a policy change.

RECOMMENDATION:

The rationale for the original staff position has not changed. It is recommended that the policy remain the same.

Utilize reverse side if needed

United States School Of Law Enforcement

230 North Michigan Avenue Chicago, Illinois 60601 312-263-5788

June 22, 1976

Mr. William J. Anthony
Commission Chairman
Commission On Peace Officers
Standards and Training
7100 Bowling Drive
Sacramento, California 95823

Dear Mr. Anthony,

This letter is intended to formally request an audience with the Commission at the July 29th-30th meeting.

I am requesting to be put on the agenda for the purpose of asking for a revision of the Commission's Policy for approval of Security Officers Baton Training Courses.

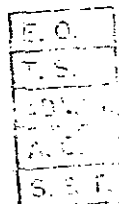
In addition, I am requesting a copy of the agenda to be sent to me as soon as it is formalized.

Cordially,



L.E. Mattice
District Manager

LEM:pi
cc: E. Smukler
Attorney at Law



COMMISSION ON POST
JUN 24 10 20 AM '76



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

March 20, 1976

SPECIAL BULLETIN: 76-1

SUBJECT: REQUIREMENTS OF PENAL CODE SECTION 12002
(SENATE BILL 1740) UNIFORM SECURITY GUARD
BATON TRAINING REQUIREMENTS

The above law requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

The baton specifications have been approved, with appropriate information disseminated by the Bureau of Collection and Investigative Services to licensees. The course of instruction has been approved by the Commission and set forth as follows:

I. BATON TRAINING COURSE OUTLINE

A. INTRODUCTION

1. Legal Aspect
2. Use of Force
3. Baton Familiarization and Uses
4. First Aid for Baton Injuries

B. PRACTICAL ASPECTS

1. Stances and Grips
2. Target Areas
3. Defensive Techniques
4. Control Techniques
5. Arrest and Control Techniques

II. BASIC BATON COURSE BEHAVIORAL OBJECTIVES

LEARNING GOAL:

The student will be able to explain his moral obligation and justification for use of a baton and will demonstrate that he possesses the ability to effectively defend himself and others by using basic baton techniques.

BEHAVIORAL OBJECTIVES:

- . The student will select the proper baton for his personal use.
- . The student will recognize the difference between excessive baton force and needed baton force and demonstrate same.
- . The student will demonstrate his ability to maintain effective body balance under combat conditions while mindful of his gun and/or baton exposure.
- . The student will demonstrate the recognized method of subduing a combative subject who is resisting but unarmed.
- . The student will demonstrate the ability to use the baton from a ringed position.
- . The student will demonstrate the ability to use the baton when it is unringed as a defensive tool to block blows directed at the student.
- . Given a variety of hypothetical situations, both practical and written, the student will decide whether or not utilization of the baton would be appropriate and/or justified.
- . The student will identify and list the vital body points and bone edges recognized as baton "target areas".
- . The student will demonstrate the ability to remove a resisting suspect from a location through the utilization of recognized baton techniques.
- . The student will demonstrate the recognized baton techniques to be used in subduing an aggressive suspect.
- . The student will demonstrate the approved first aid techniques for injuries caused by the use of the baton.

It is anticipated that the minimum time required by each student to successfully demonstrate the identified behavioral objectives will be approximately eight (8) hours. It is estimated that the maximum time required will be approximately sixteen (16) hours.

Although the Commission has no responsibility for enforcement of the requirements of this legislation, it is similar to the requirement imposed on the Commission by Section 832 of the Penal Code.

Therefore, it is necessary that each course be certified by POST. Certification will be limited to institutions currently presenting POST certified courses. Requests for course certification will be processed in accordance with Commission Procedure D-10 as set forth in the POST Administrative Manual.

Any questions concerning certification and presentation should be addressed to the Standards and Training Division, Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Suite 100, Sacramento, California 95823, telephone number (916) 322-2180.

Agencies desiring certification at the April 22-23, 1976 Commission Meeting must submit requests to POST no later than April 1, 1976.

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Director

AGENDA ITEM SUMMARY SHEET

Agenda Item Title OPERATIONAL PLAN-TRAINING NEEDS ASSESSMENT		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Jack W. Beecham
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report July 15, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUES:

Commission acceptance of Training Needs Assessment recommendations.

BACKGROUND:

The Commission at its July 31-August 1, 1975, regularly scheduled Commission meeting declared a moratorium on the certification of new courses. Staff was directed to update the Operational Training Plan and provide short and long range programs to address such questions as:

- who should be trained?
- what training should be provided?
- where should the training be offered?
- who should be conducting the training?
- can POST project future expenditures through the development of "upfront controls"?

ANALYSIS:

Staff has conducted a study, the results of which are reported in the attached document--recommendations on pages vii through x.

RECOMMENDATION:

That the Commission accept the staff recommendations.

Note: Appendices are not included due to their extreme volume; however, they will be included in the final publication.

The appendices are:

1. Personal interview questionnaire.
2. List of interviewees.
3. Responses to personal interviews.
4. Mail-out questionnaire.
5. Supporting tables.

Attachment

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title FINAL REPORT ON REVISION OF THE SUPERVISORY AND MANAGEMENT COURSES		Meeting Date July 29-30, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By David Y. Allan
Executive Director Approval <i>[Signature]</i>	Date of Approval July 13, 1976	Date of Report July 9, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/>		Financial Impact 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 _____).

Background

The curricula for the currently required Supervisory and Management Courses were developed in 1964 and 1968 respectively.

High quality supervisory and management programs must continue to be made available to California's Law Enforcement Supervisory and Management level personnel. For this reason, the California Legislature in July 1975 directed POST staff to review current requirements to ensure continuous relevancy. The final report of this major undertaking is attached.

Analysis

In response to this direction, the POST Standards and Training Division staff, beginning in August 1975, undertook an intensive review and revision effort of POST's existing Supervisory and Management Courses. A Task Force of two consultants and a bureau chief was assigned to the project and a Consensus Review Committee, comprised of law enforcement supervisors and managers throughout California was appointed to provide guidance and assistance.

Recommendations to the Commission for revising the Supervisory and Management Courses were formulated by staff with the assistance of the Consensus Review Committee. The revision design is based on performance oriented training.

Recommendations

Supervisory Course

It is recommended that staff test and evaluate the revised curriculum requirements resulting from the identified behavioral objectives in existing certified institutions.

It is further recommended that the Commission approve the established behavioral objectives and deem all successful graduates during the test and evaluation phase to have met the requirements of the specifications of the Supervisory Course contained in Commission Procedure D-3 of the POST Administrative Manual.

It is further recommended that, following public hearings, Commission Procedure D-3 be amended in accordance with the findings.

Management Course

It is recommended that staff test and evaluate the revised curriculum requirements resulting from the identified behavioral objectives through implementation at the currently certified California State University at Northridge.

It is further recommended that the Commission approve the established behavioral objectives and deem all successful graduates during the test and evaluation phase to have met the requirements of the specification for the Middle Management Course contained in Commission Procedure D-4 of the POST Administrative Manual.

It is further recommended that, following public hearings, Commission Procedure D-4 be amended in accordance with the findings.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title STATUS REPORT BASIC COURSE REVISION PROJECT		Meeting Date July 29 and 30, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Michael O. Hunt
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report July 15, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

The contract portion of the Basic Course Revision Project is scheduled to end July 31, 1976. To date the following products have been delivered to POST:

1. One draft copy of criterion questions (each on 5" x 8" cards) indicating answers, source of data, and behavioral objective reference number, and one draft copy of instruments for use by instructors in evaluating learner performance in simulations, indicating how to use instrument and behavioral objective reference number.
2. One draft copy of procedures for tracking and scheduling instructional activities, including simulations.
3. One draft copy of course and unit outline with needed instructional presentation data to meet POST behavioral objectives, with suggested presentation methods and media.
4. One draft copy of instructional presentation data for academies with capabilities to exceed minimum requirements, and description and source of any recommended available advanced training materials.
5. One draft copy of field problems and simulations for use in meeting objectives, indicating behavioral objective reference numbers and data sources.
6. One draft of artwork for simple overhead projector transparencies or graphic handouts for less affluent academies to utilize as instructional materials to meet standards, indicating behavioral objective reference numbers and data sources.

The above products are now being categorized into 190 instructional units. These units are a part of the guideline system for implementing basic training. An instructional sequencing chart has been developed to illustrate logical training sequence and will be part of the guideline system.

Utilize reverse side if needed

The guideline system will be a compilation of the products in a uniform format, with introductory and summary information.

As of July 10, 1976, 40 units were completed and ready for production typing, 90 units were complete and being edited, 40 units have been edited and are being rewritten, and 20 units are still in rough draft for editing on or before July 31.

It is anticipated that approximately 90% of the instructional units will be ready for production typing by August 1, 1976. Typing, artwork, printing, and binding are estimated to take approximately three months.

The performance objectives from which the instructional materials were derived have been revised to include proficiency levels and will be reprinted in a new document. That document will be available in October for Commission review and public hearings. At that time, plans for implementation will be submitted.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Community College Financial Support of POST Certified Courses		Meeting Date July 29-30, 1976
Division Executive Office	Division Director Approval	Researched By Harold Snow
Executive Director Approval <i>[Signature]</i>	Date of Approval <i>July 14, 1976</i>	Date of Report July 12, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND:

The continued financial support of POST certified courses through community college ADA (Average Daily attendance) has been a past concern to the Commission. The Commission has directed staff to seek solutions to problems associated with ADA for the purpose of preserving this funding source. These ADA problems summarized in Attachment #1 include:

- Costs to local taxpayers for out-of-district trainees.
- Additional program costs for in-service training courses.
- Community college growth limitations.
- Open enrollment interpretations and audits.

Attachment #2 is a status report of efforts in resolving these issues.

ANALYSIS:

Many of these issues are unresolved at this point and staff is requesting authority to continue activity in resolving these problems.

On June 28, 1976, the Training Committee of the California Peace Officers' Association examined proposed open enrollment guidelines for community college courses (Attachment #3) developed by the Chancellor's Office of the California Community Colleges. Several objectional provisions were identified which would adversely impact state mandated training programs and particularly the Basic Course. As a result, the Training Committee has proposed to the Executive Committee of CPOA that these concerns be transmitted to appropriate persons and agencies in state government. It is recommended similar concerns be expressed by the Commission.

RECOMMENDATIONS:

1. It is recommended the Commission reaffirm previous direction to staff to continue activities to resolve ADA problems.
2. It is recommended the Commission make appropriate communications to the Chancellor of the California Community Colleges expressing its position on specific provisions of the proposed open enrollment guidelines similar to those listed on Attachment #4.

Attachments
Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Technical Services Division

THE ADA PROBLEM IN 1976

(Its Effects on POST Certified Training Programs)

1. Out-Of-District Trainees

For community college operated regional training centers, the cost to local taxpayers for out-of-district trainees has been identified as an acute problem. The districts of attendance are incurring the cost of instruction rather than the districts of residence. This problem severely impedes the regionalization of law enforcement and criminal justice training.

2. Additional Program Costs for Inservice Training Courses

In order to maintain high quality training, some community college inservice law enforcement training programs incur cost for supplemental instructional and non-instructional services. It is claimed the revenue from ADA is insufficient to accommodate anything more than normal instructional costs and thus serves to inhibit the growth of program quality. Compounding this problem is pending legislation (AB 2790) which proposes to reduce the level of ADA support for adult classes from \$1143.00 to \$800.00.

3. Community College Growth Limitations

The Governor's Budget proposes to continue a 5% growth limitation on state ADA funding for each college district which places a burden on local district taxpayers for any college growth. Inservice training programs, both existing and proposed, are adversely affected.

4. Open Enrollment Interpretations

The Department of Finance audits of community college academy programs have taken exception to the manner in which many courses are presented, claiming certain practices have the effect of discouraging non-employed students from attending, thus making such courses ineligible for ADA. Such practices include course advertisement and registration procedures, student costs, initial screening requirements, non-instruction related course standards, and the testing of students.

Memorandum

: POST Commission

Date : July 12, 1976

From : Acting Executive Director
Commission on Peace Officer Standards and Training

Subject: Status Report on ADA Problems

Community college ADA funding problems have been a continuing concern of POST and has resulted in considerable staff attention. This is a status report on the several included problems generally classified under the heading of ADA problems. These ADA problems include:

- Costs to local taxpayers for out-of-district trainees.
- Additional program costs for in-service training courses.
- Community college growth limitations.
- Open enrollment interpretations and audits.

Besides POST, other organizations and agencies have been concerned with various aspects of the ADA problem. These include: the California Peace Officers Association Training Committee, California Association of Administration of Justice Educators, Chancellor's Office of the California Community Colleges and the California Department of Finance. In addition, there has been an Ad Hoc ADA Committee with diversified representation which has met periodically to develop solutions.

Considerable controversy has been generated on these issues since they relate to funding and training philosophy. Common among all of these ADA problems was the need for and lack of necessary information. Therefore, a systematic approach in assembling data and developing alternative solutions has been employed. Attachments a and b are results of such efforts by POST staff. It is believed such information may also be useful for other POST planning activities. POST's involvement with the solutions to ADA problems is founded on the premise that the POST comprehensive training program is dependent upon diversified funding sources of which ADA is a major contributor.

The following is a brief status report on each of the ADA issues.

Costs to Local Taxpayers for Out-of-District Trainees

The problem of local community college district taxpayers having to pay for out-of-district trainees has been found to be especially acute at three or four community college operated academies which are regional in nature and have a high percentage of non-district attendees. This problem is considered a major deterrent to continued regionalization of POST certified training. Several alternatives are being explored which would have the effect of requiring the district of residence to pay for the local share of ADA to the district of attendance. These proposals are controversial and will require legislation for implementation.

Additional Program Costs for In-Service Training Courses

Some academy program coordinators have suggested that the revenue generated for ADA is insufficient to accommodate the high costs for in-service academy training courses because of their unique features. Some have indicated that if supplemental funding were available that program quality would be improved. To validate this assertion, a study was undertaken to examine community college program costs in relation to revenue generated. Attachment b, which reports the results of this limited study, reflects the following points:

- Community college academy coordinators are generally apathetic to this cause, resulting in a low response to the questionnaire.
- Community college district budgeting systems which do not distinguish between pre-service and in-service program costs thwart the verification of this alleged problem.
- Community college Administration of Justice Programs very considerably in their profit or loss status.

As a result, POST staff has generally concluded that this matter cannot be dealt with on an across the board manner but must be examined on a course by course basis. For example, the basic course revision project has begun to devote some attention to what effect performance objective based instruction will have on course funding. In addition, several pending legislative proposals to reduce ADA for adult classes bring cause for continued POST concern.

Community College Growth Limitations

The community college growth limitation of 5% imposed by the state budget has resulted in shifting a greater percentage of educational costs to the local community college districts. Most districts in meeting local needs have

chosen to ignore this limitation and simply have local taxpayers fund the full cost of instruction for growth above the 5%. In some isolated instances, new training programs or additional presentations of offerings have been curtailed. The effect of additional state legislatively mandated training programs have aggravated the situation. For the time being, however, the problem does not appear to be acute. The proposal to have state mandated training programs exempt from this limitation, currently without much widespread appeal, may require encouragement in the future as competition among college programs increases.

Open Enrollment Interpretations and Audits

Perhaps the most controversial of the ADA issues have been the open enrollment interpretations by the California Department of Finance pursuant to Education Code Section 11251(c). Audits of community college academy programs have taken exception to many longstanding practices which, in the judgment of Finance auditors, discourage course attendance by non-employed students. Even though most colleges have eliminated employment prerequisites, no clear guidance has been given by the Chancellor's Office on these practices. The only guidance has been rumors of the results of these audits which have been conducted, in our judgment, prematurely. Colleges audited are being required to pay back the state large sums of money. Many of the "objectional practices", again in our judgment, were instituted many years ago for legitimate educational reasons and have been retained for the same reasons. POST staff has repeatedly pointed out to the Department of Finance the unfairness of these audits in the absence of guidelines on open enrollment.

So that the community college and law enforcement community would have opportunity to comment upon these interpretations and have some guidance, a tentative guidelines document was developed by POST staff. The guidelines were initiated to stimulate discussion, obtain input, and provide interim guidance. The guidelines were written in such a way to reflect the current thinking of the Department of Finance auditors.

The Chancellor's Office has recently undertaken an effort to develop open enrollment guidelines that would be placed into Title V of the Government Code. The tentative guidelines (Attachment 3) have been written in a general way to apply to all community college programs. Subsequently, more detailed guidelines pertaining to individual programs may be developed. POST staff has encouraged the Chancellor's Office to hold hearings on these guidelines to allow for input.

When and if guidelines are finally adopted by the Board of Governors of the California Community Colleges, the issue of open enrollment will undoubtedly continue to be controversial. The law enforcement community is notably split

July 12, 1976

on this issue with some comfortable with open enrollment while others adamantly feel academy courses should be closed. Unfortunately, few of those who desire closed classes are aware of the financial consequences of closed classes. Some believe ADA should be retained and the law changed to permit closed classes. The latter proposal appears to be wishful thinking since the use of public education money for all is firmly entrenched in state law. The suggestion to have a separate funding system outside of ADA is also one that has many potential problems.

POST staff believes that most colleges have adjusted their program to accommodate open enrollment interpretations without disrupting the quality of their programs. There is no evidence to suggest there is any difference in the quality of the trainees coming out of closed versus open academies. Of interest and concern are the proposed guidelines being formulated by the Chancellor's Office. Staff is currently analyzing these guidelines for the purpose of recommending changes to minimize adverse effect on POST certified training courses. Staff is also concerned about the potential problem of hastily conceived legislation being introduced which would have the effect of eliminating ADA as a source of financial support for POST certified courses.

POST staff has been working closely with the Chancellor's Office staff in attempting to draft acceptable open enrollment regulations and guidelines. The draft guidelines shown on Attachment #3 have incorporated some of the suggestions of POST staff while others have been omitted. We believe the recommended provision of allowing registration preference to be given to employed trainees once optimal enrollment has been reached for state mandated training courses is critical. Examples already exist where courses with open enrollment have reached maximum enrollment and employed trainees were turned away who were required by POST and state law to have the training. To date this recommendation, spelled out on Attachment #4, has not been accepted.



EDWARD M. TOOTHMAN

Attachments

DRAFT no. 3 - 6-8-76
JAFCOM

The Board of Governors of the California Community Colleges does enact as follows:

Chapter 11 is added to Division 2, Part VI of Title 5 (commencing with Section 51900) to read:

CHAPTER 11, OPEN COURSES

51900. Open Enrollment. Every course section for which average daily attendance is to be reported for state aid shall be open for enrollment and participation by any person who is eligible for admission to the college and who meets the academic prerequisites of such course.

51901. District Policy. The governing board of every Community College district shall adopt by resolution the following or comparable statement: "It is the policy of this district that every course section wherever offered and conducted throughout the district shall be fully open to enrollment and participation by any person who is eligible for admission to the college(s) and who meets the academic prerequisites of such course."

The adopted statement of policy shall be published in the official catalog, schedules of courses and addenda, and all brochures and other announcements of each college.

51902. Course Description. The description of each course shall be written as clearly and simply as possible but as comprehensively as necessary to insure that a prospective student may reasonably be expected to understand the contents and its applicability to his objectives, interests, and capabilities.

A statement in the description may indicate that the course is generally designed to meet certain specialized needs. However, if such statement is made, the availability of the course to all students must also be affirmed in

accordance with district policy. Nothing in a course description shall be so stated as to constitute limitation of enrollment solely, or to imply that it has value only, to a specialized clientele.

Course descriptions shall be made readily available to facilitate ease of review by all prospective students prior to registration.

51903. Prerequisites. Academic prerequisites for a course should be clearly related to course content and should be the academic foundation of such course. That a course is one in a logical sequence of courses in which understanding of the one is dependent upon successful completion of the preceding is acceptable as one aspect of academic prerequisite.

Prerequisites shall not state or imply that enrollment in a course is limited to a specialized clientele. The governing board may establish official policy delineating alternative requirements and procedures where student safety is a factor.

"Permission of the instructor" as an alternative to a prerequisite shall be limited in application to the determination of equivalence to academic prerequisites or to the meeting of performance standards in activity type courses, according to policy established by the governing board.

51904. Dissemination of Information. To the maximum degree possible all courses to be conducted shall be included in the official general college(s) catalog, schedule of courses, and addenda.

Courses which are established after publication of the general catalog or regular schedule of courses shall be publicized as widely as possible.

Announcements of course offerings shall not be limited to a specialized clientele nor shall any group or individual receive notice prior to the general public.

51905. Counseling and Guidance. Counseling services shall be that provided by the college and shall be consistent in application to all students. Standards for enrollment in any course shall be only those officially adopted by the governing board and administered by appropriately authorized employees of the district. No student shall be required to confer or consult with or receive permission to enroll in any course section from any person not employed by the district.

No dean, counselor, instructor, or other district employee shall represent any course section as being only for a specialized clientele.

No one shall be allowed to harass or to intimidate anyone who wishes to enroll or is enrolled in any course section. No student is to be required to participate in any pre-registration activity not uniformly required.

51906. Registration and Enrollment Procedures. Registration and enrollment procedures shall be the same for all term-length courses. Registration and enrollment procedures shall be uniform for all short-term courses.

Where off-campus sites and facilities are utilized for instructional purposes, registration shall be available at both the campus and at the off-campus site, if possible. Where access to the site is restricted from the general public registration shall be available in the vicinity of the site. ^{With respect to accessibility} /No student is to be required to make any special effort not required of all students to enroll in or attend any course section. Once enrolled, all students must have equal access to the site.

No special pre-registration, block registration, or other procedure shall be used to give any person or group of persons an advantage or preferential treatment in the enrollment process.

Suggested Revisions to the Proposed
Regulations on Open Enrollment

- A. Include A Provision Giving Preference to Employed Trainees Once Maximum or Optimal Enrollment Has Been Reached.

Amend Proposed Title V Section 51906 - Registration and Enrollment Procedures

Courses which are approved to meet state mandated training requirements must meet all open enrollment requirements. However, special registration and enrollment procedures may be approved pursuant to the Chancellor's Office Guidelines.

Guidelines for State Mandated Police Training

1. Colleges are permitted to accept advanced notification of intent to register from law enforcement agencies using the fictitious name of John Doe.

(Agencies very often do not know the identities of prospective employees at the time courses are advertised.)

(This procedure would be based upon the assumption that all groups and individuals have simultaneous notification and equal opportunity to enroll.)

2. Once maximum or optimal enrollment has been reached at either the advanced notification of intent to register stage or at formal registration, colleges without affecting the status of those already committed course registrants can give preference for additional enrollments to employed trainees who are required by state law to complete the training.

- B. Include A Provision Permitting Community Colleges to Screen Out Convicted Felons for Courses Requiring the Use of Firearms and Tear Gas.

Amend Proposed Title V Regulation Section 51903

Add: "Prerequisites must conform to all other provisions of law."

Include in Proposed Supplemental Guidelines for Police Academy Courses

"With reference to the provision in Section 51903 (prerequisites must conform to all other provisions of law), courses which require the possession and use of firearms and tear gas may:

1. Include explanatory language in the course descriptions of student eligibility requirements related to Penal Code Section 12403 and 12560.
2. Require, at the time of official course registration, the signing of an affidavit or oath disclaiming previous felony conviction. "

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

A STUDY OF FUNDING SOURCES FOR POST
CERTIFIED TRAINING COURSESIntroduction

As incidental to a POST effort to resolve community college ADA (Average Daily Attendance) funding problems, this study was undertaken by the POST Technical Services Division in March 1976 to develop and analyze information from course rosters submitted to POST during the 1974-75 Fiscal Year. It was determined that information on training volume and funding sources was needed to help resolve ADA problems. The information developed may also be useful for long range POST planning and prioritization of training. At the very minimum, the information does answer many questions heretofore unanswered such as:

- How much ADA is generated by POST certified courses?
- How much ADA is generated which is not expended on training programs?
- How much ADA is generated per instructional hour per trainee?
- How much training is funded and provided by local, state, and federal agencies, grants, etc.?
- What is the relationship between funding sources and volume of training?
- What is the volume of training by institution?
- What is the comparison between the volume of non-reimbursable and reimbursable trainees?
- What is the number of trainees per course category?
- Others?

To our knowledge, no similar kind of study has been undertaken to date.

It is hoped that the findings and conclusions reached from this limited study will serve to stimulate further and continuing research efforts which will aid in management decision-making information and long range planning.

Scope of the Study

Primarily, this study deals with POST certified courses which have instructional costs¹ funded by non-POST sources such as community college ADA, local, state and federal agencies, etc.

Although better information concerning the total POST training program would have resulted if the entire 1974-75 Fiscal Year rosters were analyzed, it was necessary due to practical limitations to limit the inquiry to only training courses classified under reimbursement Plans II and IV. This provided information about some of the POST funded training and all of the necessary information related to instructional costs for non-POST funded training. It is estimated the overwhelming majority of training by number of training hours or trainees occurs in Plan II or IV courses.

Not included in the study are courses classified under reimbursement Plans I and III for which tuition is charged, and by definition reimbursable by POST. Additionally, courses classified NA for which no reimbursement is applicable, were not analyzed. Chart 1 illustrates which course categories were included in this study.

Methodology

In order to analyze a full fiscal year period, the methodology employed in this study was to record certain data from 1974-75 Fiscal Year course rosters located in the POST Administration Division and filed by month and reimbursement plan. A raw data collecting form shown on Attachment A was used to record the training institution, type course, certified course hours, enrollment, and actual class hours attended by all attendees. It is believed the rosters examined were all inclusive since the Administration Division had filed with each roster the corresponding course announcement. Since the Administration Division uses these rosters to verify eligibility for POST reimbursement, it must be assumed the data collected has a high degree of reliability.

Problems Involved in Data Collection

Since there were thousands of course rosters involved to be tabulated by hand, a considerable number of man-hours were expended. It is estimated 120 man-hours were expended collecting the raw data. Converting the data to usable chart form and calculating revenue required approximately another 120 man-hours. Finalizing the report, including typing, required approximately 80

¹ "Instructional Costs" are those costs for instructors, coordinators, facilities, etc. "Consumer Costs" include trainee costs for travel, per diem and occasionally tuition. For all POST certified courses, POST reimburses eligibles for travel and per diem. Tuition is sometimes reimbursable depending upon the Commission's policy.

man-hours. It is estimated an automated, or at least a semi-automated system, which is later referred to, would reduce the total time necessary to gather such information considerably and, at the same time, would provide more periodic, timely information.

Findings

Non-POST Funding Sources

As illustrated in Charts 2A and 2B, community colleges account for 56% of the total non-POST funded trainees and 54% of the instructional hours. With the exception of technical courses, in excess of 50% of all course categories is funded by ADA. For example, ADA funded programs account for 55% of the basic course, 59% of the supervisory course, 66% of the advanced officer and 79% of special courses. Many agency operated training programs have part or all of their instructional costs paid for by ADA. Other agency operated programs affiliated with community colleges but not funded by ADA were classified as agency funded.

Besides ADA, there are several other funding sources such as local agencies, the California Highway Patrol, grant funds from LEAA, POST, and tuition paid by consumer local agencies. Examples of training funded by POST are the Department of Justice Advanced Training Center narcotics courses and the POST seminars. POST actually funds a greater volume of training through tuition reimbursement on Plan I and III courses. These other funding sources provide over 75% of the funding for technical training in comparison to the roughly 25% funded by ADA.

Chart 2B shows the total actual class hours was 3, 157, 842 for all funding sources on Plan II and IV courses.

Chart 3 indicates that at least \$3, 540, 031 was generated from ADA by Plan II and IV courses. This figure is based upon the actual 1974-75 revenue limit¹ for each community college district. The basic course because of its length and number of trainees generated the majority (61%) or \$2, 153, 456 of the total.

The "special" course category was the second largest category in terms of ADA generated which amounted to \$708, 686 or 20% of the total. The special courses include P. C. 832.1 Airport Security and P. C. 832 Arrest and Firearms with the latter far and away the largest ADA generator proportionately.

¹Revenue limit is a variable amount of money for each community college district; this limit is a combination of state apportionment and district taxation.

These ADA figures are estimated conservatively and do not include:

- a. Courses offered under reimbursement Plan NA or III which are presented by community colleges.
- b. FBI, CPOA and other certified courses which are offered at community colleges and ADA is collected.
- c. Agency operated training courses which are affiliated with community colleges for which ADA is claimed yet no funding is provided by the particular college. The latter is estimated to be approximately \$1, 177, 393 in generated ADA.

Generated ADA Funds

As stated relative to Chart 4, it is estimated that an additional \$1, 177, 393 was generated from ADA by community colleges for agency operated programs. It is estimated that little, if any, ADA funds were expended on these programs. Stated differently, roughly 54% of the agency funded programs by training hours are believed to result in ADA being generated by colleges, but that there is little or no expenditure by the colleges for these programs. The number of colleges claiming ADA in this way is small.

It is estimated there is considerably more training which generates ADA for which no costs are incurred which are paid for by community colleges, such as training certified by POST and conducted by the Federal Bureau of Investigation, but presented at various community colleges. Currently, there is no convenient method of identifying this practice since there is little compliance with Education Code Section 11251(e) which requires the submission of a special attendance report on in-service courses conducted by community colleges.

ADA Funding Generated by Trainee and by Hour

Future planning should take into account the ADA funding generated by each trainee for each course category. Chart 5 reveals that an average \$940.37 is generated for each basic course trainee with an average \$2.05 revenue generated per trainee hour. The revenue generated per trainee hour differs slightly between courses due to average class size differences. The overall average is \$2.10 generated per trainee per hour in 1974-75.

Reimbursable and Non-Reimbursable Trainees

At present POST does not maintain complete data regarding trainees who are ineligible to generate reimbursement. POST records concerning the number of trainees who complete certified courses are based upon trainees who are eligible to generate reimbursement and do not reflect total number of trainees.

Chart 6 permits a comparison of the volume of reimbursable and non-reimbursable trainees; the chart indicates that approximately 62% or 20,279 trainees are non-reimbursable. Previously, these trainees were not accounted for in POST's records. During the 1974-75 Fiscal Year only 413 or 12% of the total 3,461 basic course trainees were non-reimbursable. The percentage of non-reimbursable trainees will increase for the 1975-76 Fiscal Year due to the requirement of open enrollment in these classes in community colleges. Assuming the majority of these trainees subsequently become employed as peace officers by local government, the average cost reimbursed by POST for such training (\$1,483 average per trainee during 1974-75 Fiscal Year) will be reduced. Since the basic course represents the largest amount reimbursed for by POST (\$4,521,451 in 1974-75 Fiscal Year) there are budgetary implications. Virtually 100% of the 10,832 trainees in the special courses (legislatively mandated P. C. 832 and 832.1) are non-reimbursable.

Average Course Hours Attended

Chart 7 illustrates the average course hours attended in relation to the course category and funding source. Regarding the mandated courses considered in this study, (Basic, Supervisory, and Advanced Officer) local agency funded programs are 34% longer in hours attended than those funded by ADA. The overall averages for course hours attended per trainee for these mandated courses are 556 hours for the basic, 102 hours for the supervisory and 36 hours for the advanced officer course.

Estimated Total Non-POST Funding

Chart 8 illustrates a rough estimate of funding provided by all non-POST sources. Using the \$2.10 hourly average ADA revenue generated figure in relation to the number of actual trainee hours, it is estimated no less than \$6,546,922 was generated from non-POST funding sources in 1974-75. It is estimated the amount would be substantially higher if determined by a study which also calculated the actual costs expended by all non-POST funding sources.

Comparison of Trainee Volume by Institution

Charts 9, 10 and 11 list training institutions in rank order by the amount of enrollment for the mandated courses considered in this study - basic, supervisory and advanced officer. For the basic course the average number of presentations per institution is three with approximately 35 trainees per presentation during 1974-75 which should indicate a need for continued efforts toward regionalized training. At least one of these basic academy institutions has since been decertified.

The supervisory course shown on Chart 10 best exemplifies the need for fewer available courses. More than half, or 17 institutions, offered only one presentation of this course. Considering all 31 institutions, the average number

of presentations was only 1.9. The often heard rational for retaining a course on the grounds "it meets local needs" appears invalid since supervisory training is more generally applicable than many other types of training. It is concluded that because of the infrequency of presentation, the supervisory course presents the poorest reputation of quality of all POST certified courses. There should be no question far fewer supervisory course presentors are needed.

For the advanced officer course shown on Chart 11, in terms of compliance with this requirement, the average hours attended per trainee was 36 which is well above the minimum 20 hours. This, of course, does not reveal the frequency of the taking the training. However, 7,334 trainees underwent this training, of which 50% were POST reimbursed. It is entirely probable that many non-reimbursable trainees were also employed peace officers. It is also probable that many officers satisfy the once every four year requirement by attending some other POST certified course. For these reasons, it would appear not valid to judge compliance with this requirement on the basis of number of attendees.

Conclusions

Diversified Funding Sources

The agencies participating in POST's comprehensive training program are dependent upon diversified funding sources which presently subsidize instructional costs and services. Even though POST currently provides more than \$1,000,000 in instructional costs annually either through tuition reimbursement or contracts, it is estimated non-POST funding sources provide more than six times this or \$6,546,922 per year in the form of instructional costs and services. POST should continue to do whatever is necessary to preserve the availability of these funding sources.

Need for Action Regarding Certain Practices of Community Colleges

The Chancellor's Office and the Department of Finance should take whatever action is required including legislation to obtain compliance with Education Code Section 11251(e) which is a necessary means to identify the colleges that generate ADA for in-service training programs for which they experience no expenditures.

Need for Ongoing Research by POST

POST desperately needs to expand the development of management information similar to the data presented in this study. Such information, if generated periodically, can assist in planning, budgeting, prioritizing and scheduling. In the absence of automated data systems, a semi-automated logging of roster information can be periodically put on IBM punch cards similar to the Course

Evaluation Instrument System with minimal costs and staff effort. Even with this limited retrospective study, there are many fundamental questions that need answers, such as how many people are trained in POST courses annually. Follow up studies to this one will reveal considerably more information in terms of trends in training.

Some examples of how such management information assist various POST activities in accomplishing long range planning include:

Reimbursement and Funding

- More accurate predictions of the number of reimbursable trainees.
- Better information to deal with proposals to restructure reimbursement. For example, if the Commission determined that there were going to be far fewer presentors of supervisory courses and would henceforth be reimbursed under Plan III, one of the logical questions would be the cost factors.
- Provides a basis to calculate the fiscal impact of various legislative proposals and ADA curtailment plans.
- Provides information in dealing with various proposals for POST to alter priorities or reimburse tuition for other courses heretofore not reimbursable.

General

- More accurate indicators of POST activities and workload.
- An aid in answering questions such as, "What are the costs to train a basic recruit, supervisor, etc." Even though costs are not the same as revenue generated, it can be assumed based upon other studies there is little difference for most colleges.
- Elimination of certain ADA generation practices.

Regionalized Training and Quality Control

- Reveals the need for fewer courses and more regionalized training.
- Provides picture of average class size.

CHART I

SCOPE OF THE STUDY

<u>Course Category</u>	<u>Included in Study</u>	<u>Not Included in Study</u>
Basic (Regular)	(Plan II)	
Basic (Specialized)		(NA)
Advanced Officer	(Plan II)	
Supervisory	(Plan II)	
Supervisory Seminar	(Plan IV)	
Technical	(Plan IV)	(Plan III)
Special	(Plan IV)	(NA)
Middle Management		(Plan I)
Management Seminar		(Plan III)
Executive Course		(Plan III)
Executive Seminar		(Plan III)

CHART 2A

FUNDING SOURCES FOR
POST CERTIFIED COURSES

(Plan II and IV Courses)
1974-75 Fiscal Year

ENROLLMENT

Funding Sources	Basic	Superv.	Superv. Seminar	Advanced Officer	Technical	Special	Total
ADA	2,290 (66%)	648 (59%)		4,805 (66%)	2,220 (22%)	8,504 (79%)	18,467 (56%)
*Local Agency Funded	1,001 (29%)	412 (37%)	104 (100%)	1,129 (15%)	3,579 (36%)	1,806 (17%)	8,037 (25%)
State Agency Funded (CHP)	170 (5%)	40 (4%)		1,350 (18%)	72 (1%)		1,632 (5%)
Federal Agency Funded (FBI, etc.)				50 (1%)	803 (8%)	522 (5%)	1,375 (4%)
Grant (CSTI and DOJ)					2,211 (22%)		2,211 (7%)
**POST (DOJ Con- tract and POST Seminar)					763 (8%)		763 (2%)
Tuition Paid by Consumers					250 (3%)		250 (1%)
TOTAL	3,461 (100%)	1,100 (100%)	104 (100%)	7,334 (100%)	9,898 (100%)	10,832 (100%)	32,729** (100%)

* It is estimated that approximately 55% of the "Local Agency Funded" training generates ADA funds which are not expended by the colleges for instructional purposes on these training programs.

** Data does not include courses classified as NA, I or III - the latter two being POST funded through tuition reimbursement.

The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plan II and IV.)

CHART 2B

FUNDING SOURCES FOR
POST CERTIFIED COURSES

(Plan II and IV Courses)
1974-75 Fiscal Year

ACTUAL CLASS HOURS

Funding Sources	Basic	Superv.	Superv. Seminar	Advanced Officer	Technical	Special	Total
ADA	1,047,263 (54%)	56,445 (50%)		160,747 (62%)	105,310 (24%)	332,973 (80%)	1,702,738 (54%)
*Local Agency Funded	710,147 (37%)	49,762 (44%)	3,112 (100%)	47,362 (18%)	120,339 (27%)	68,256 (16%)	998,978 (32%)
State Agency Funded (CHP)	167,509 (9%)	6,320 (6%)		51,373 (20%)	4,440 (1%)		229,642 (7%)
Federal Agency Funded (FBI, etc.)				1,424 (1%)	36,398 (8%)	16,541 (4%)	54,363 (2%)
Grant (CSTI and DOJ)					109,070 (25%)		109,070 (3%)
**POST (DOJ Con- tract and POST Seminar)					23,471 (5%)		23,471 (1%)
Tuition Paid by Consumers					39,580 (9%)		39,580 (1%)
TOTAL	1,924,919 (100%)	112,527 (100%)	3,112 (100%)	260,906 (100%)	438,608 (100%)	417,770 (100%)	3,157,842 (100%)

* It is estimated that approximately 55% of the "Local Agency Funded" training generates ADA funds which are not expended by the colleges for instructional purposes on these training programs.

** Data does not include courses classified as NA, I or III - the latter two being POST funded through tuition reimbursement.

The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plan II and IV.)

CHART 3

COMPARISON OF COMMUNITY COLLEGE FUNDED
TRAINING BY COURSE CATEGORY AND ADA
REVENUE GENERATED

(Reimbursement Plan II and IV Courses)
1974-75 Fiscal Year

	Community College Funded Trainees	Actual Class Hours	ADA	Revenue Generated
Basic	2,290 (12%)	1,047,263	1,997.46	\$2,153,456 (61%)
Supervisory	648 (4%)	56,445	107.55	118,185 (3%)
Advanced Officer	4,805 (26%)	160,747	306.38	333,437 (9%)
Technical	2,220 (12%)	105,310	199.23	226,265 (7%)
Special	8,504 (46%)	332,973	632.41	708,686 (20%)
TOTAL*	18,467 (100%)	1,702,738	3,268.63	\$3,540,031**

* The above training does not include reimbursable Plan I and III courses or NA classified courses. Not only is this training fully funded by ADA but it is, in some cases, supplemented by agency funds for agency operated programs.

** It is estimated that at least an additional \$1,177,393 is generated in ADA for other agency operated programs for which the particular colleges do not expend funds on such programs.

The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plan II and IV.

CHART 4

FUNDS GENERATED BY ADA RELATIVE
TO LOCAL AGENCY FUNDED TRAINING*
(1974-75 Fiscal Year)

<u>Course Category</u>	<u>Totals</u>		<u>Funds Generated By ADA</u>		
	<u>Enrollment</u>	<u>Actual Class Hours</u>	<u>Enrollment</u>	<u>Actual Class Hours</u>	<u>ADA Revenue</u>
Basic	1,001	710,147	465	371,380	\$ 868,433
Supervisory	412	49,762	203	22,992	\$ 54,593
Advanced Officer	1,129	47,362	432	20,640	\$ 48,546
Technical	3,579	120,339	1,820	58,226	\$ 138,748
Special	<u>1,806</u>	<u>68,256</u>	<u>1,680</u>	<u>63,316</u>	<u>\$ 67,071</u>
Total	8,031	998,978	4,600	536,554	\$1,177,393

*Some local agency funded training programs are affiliated with community colleges. On the basis of informal information, it is believed some of these community colleges collect ADA and expend little or no funds on the programs.

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement Plan II and IV.)

CHART 5

PER CAPITA AND HOURLY ADA FUNDING
GENERATED BY COURSE CATEGORY

1974-75

	Trainees	Actual Class Hours	Revenue Generated	Revenue Generated/ Trainee	Revenue Generated/ Trainee Hour
Basic	2,290	1,047,263	\$2,153,456	\$940.37	\$2.05
Supervisory	648	56,445	118,185	182.38	2.09
Advanced Officer	4,805	160,747	333,437	69.39	2.07
Technical	2,220	105,310	226,265	101.92	2.15
Special	8,504	332,973	708,686	83.34	2.13
TOTAL	18,467	1,702,738	\$3,540,031		\$2.10 average/trainee hour

The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plan II and IV.

CHART 6

COMPARISON OF REIMBURSABLE AND
NON-REIMBURSABLE TRAINEES BY COURSE
(Reimbursement Plan II and IV Courses)
1974-75 Fiscal Year
Trainees

<u>Course Category</u>	<u>Reimbursable</u>	<u>Non-Reimbursable</u>	<u>Total</u>
Basic	3,048 (88%)	413 (12%)	3,461
Supervisory	599 (54%)	501 (46%)	1,100
Advanced Officer	3,646 (50%)	3,688 (50%)	7,334
Technical	5,044 (51%)	4,854 (49%)	9,898
Special (P. C. 832 & 832.1)	<u>9 (0%)</u>	<u>10,823 (100%)</u>	<u>10,832</u>
Totals	12,346 (38%)	20,279 (62%)	32,625

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement Plan II and IV.)

CHART 7

AVERAGE COURSE HOURS ATTENDED*
PER TRAINEE BY COURSE CATEGORY
AND TYPE FUNDING SOURCE

<u>Funding Source</u>	<u>Basic</u>	<u>Supervisory</u>	<u>Supervisory Seminar</u>	<u>Advanced Officer</u>	<u>Technical</u>	<u>Special</u>
ADA	457	87	--	33	47	39
Local Agency	709	121	30	42	34	38
State Agency (CHP)	985	158	--	38	62	--
Federal Agency	---	---	--	28	45	32
Grant (CSTI & DOJ)	---	---	--	--	49	--
POST (DOJ Contract and POST Seminar)	---	---	--	--	31	--
Tuition Paid By Con- sumers	---	---	--	--	158	--
Overall Average Hours Attended Per Trainee	556	102	30	36	44	39

*Average course hours attended although similar is not the same as average course length.

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement Plan II and IV.)

CHART 8

ESTIMATED FUNDING PROVIDED
BY NON-POST SOURCES
1974-75

Funding Sources	Basic	Superv.	Superv. Seminar	Advanced Officer	Technical	Special	Total
ADA	\$2,153,456	\$118,185		\$333,437	\$226,265	\$708,686	\$3,540,031
Local Agency	1,491,309	104,500	\$6,535	99,460	252,712	143,338	2,097,854*
State Agency	351,769	13,272		107,883	9,324		482,248*
Federal Agency				2,990	76,436	34,736	114,162*
Grant					229,047		229,047*
Tuition Paid By Consumers					83,580		83,580*
TOTAL	\$3,996,534	\$235,957	\$6,535	\$543,770	\$877,364	\$886,760	\$6,546,922

* Since it is beyond the scope of this study, the estimated funding provided is calculated by multiplying the actual class hours times the \$2.10 average revenue generated by ADA courses.

The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plan II and IV.

CHART 9

TRAINING INSTITUTION LISTED IN RANK
 ORDER BY THE NUMBER OF TRAINEES
 1974-75 Fiscal Year
Basic Course

<u>Institution</u>	<u>Type Funding</u>	<u>Enrollment</u>	<u>Presentations</u>	<u>Actual Class Hours Attend.</u>
1. Los Angeles P.D.	LA	384	7	239,126
2. Modesto RCJTC	A	291	6	117,477
3. Los Angeles S.D.	LA	289	7	268,133
4. San Jose City	A	187	7	83,506
5. Rio Hondo	A	179	4	88,706
6. Calif. Highway Patrol	SA	170	4	167,509
7. San Diego P.D.	A	160	3	132,529
8. San Bernardino S.D.	LA	135	4	69,500
9. Alameda S.D.	A	125	4	50,724
10. Sacramento LETC	LA	119	4	70,821
11. Los Medanos	A	117	3	42,649
12. Riverside	A	116	3	50,763
13. Orange S.D.	A	114	4	54,925
14. Butte - NCCJTES	A	105	3	24,690
15. Santa Rosa - NCCJTES	A	93	4	36,498
16. State Center - Fresno	A	83	3	34,952
17. Central Coast	A	79	3	30,965
18. San Matéo	A	73	2	27,449
19. Ventura	A	71	3	39,886
20. Sequoias	A	65	2	26,168
21. Imperial Valley	A	64	2	19,072
22. Bakersfield	A	64	2	24,690
23. Redwoods - NCCJTES	A	63	2	24,860
24. Fullerton	A	56	2	24,640
25. San Diego S.D.	A	51	2	33,896
26. Golden West	A	41	1	19,072
27. San Francisco P.D.	LA	41	1	33,747
28. Alan Hancock	A	36	2	14,400
29. Oakland P.D.	LA	33	2	28,820
30. Pasadena City Coll.	A	25	1	10,000
31. Long Beach P.D.	A	17	1	10,200
32. Santa Barbara	A	<u>15</u>	<u>1</u>	<u>7,020</u>
		3461	99	1,924,919

Type of Funding

A - ADA Community College
 LA - Local Agency
 SA - State Agency

Averages

35 Trainees/Presentation
 556 Hours/Trainee
 3 Presentations/Insttit.

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plans II and IV.)

Chart 10

TRAINING INSTITUTION LISTED IN RANK
 ORDER BY THE NUMBER OF TRAINEES
 1974-75 Fiscal Year
Supervisory Course

	<u>Institution</u>	<u>Type Funding</u>	<u>Enrollment</u>	<u>Presentations</u>	<u>Actual Class Hours Attend.</u>
1.	Los Angeles S.D.	LA	189	8	21,872
2.	Los Angeles P.D.	LA	96	4	16,360
3.	Oakland P.D.	LA	90	4	7,650
4.	Rio Hondo	A	71	4	7,384
5.	State Center - Fresno	A	49	2	3,976
6.	Golden West	A	47	2	3,773
7.	San Jose City Coll.	A	44	3	3,436
8.	Modesto RCJTC	A	40	2	4,872
9.	Calif. Highway Patrol	SA	40	2	6,320
10.	Santa Rosa - NCCJTES	A	38	3	3,165
11.	Los Medanos	A	28	2	2,139
12.	San Bernardino S.D.	A	28	2	2,520
13.	Sequoias	A	28	1	2,328
14.	Cuesta College	A	28	2	1,674
15.	Riverside	A	28	2	2,252
16.	Imperial Valley	A	23	1	1,242
17.	Sacramento LETC	LA	23	1	2,760
18.	Redwoods - NCCJTES	A	22	1	1,760
19.	Butte - NCCJTES	A	21	1	1,680
20.	Napa	A	18	1	1,944
21.	Central Coast	A	18	1	1,800
22.	San Francisco P.D.	LA	14	1	1,120
23.	San Mateo	A	13	1	1,040
24.	Sacramento - NCCJTES	A	12	1	960
25.	Bakersfield	A	11	1	878
26.	Fullerton	A	11	1	990
27.	Ventura	A	10	1	800
28.	Santa Barbara	A	10	1	1,080
29.	Grossmont	A	10	1	1,080
30.	Allan Hancock	A	8	1	736
31.	Miramar	A	<u>9</u>	<u>1</u>	<u>486</u>
			1100	59	112,527

Type of Funding

Averages

A - ADA Community College
 LA - Local Agency
 SA - State Agency

18.6 Trainees/Presentation
 102 Hours/Trainee
 1.9 Presentations/Instit.

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plans II and IV.)

CHART 11

TRAINING INSTITUTION LISTED IN RANK
 ORDER BY THE NUMBER OF TRAINEES
 1974-75 Fiscal Year
 Advanced Officer Course

	<u>Institution</u>	<u>Type Funding</u>	<u>Enrollment</u>	<u>Presentations</u>	<u>Actual Class Hours Attend.</u>
1.	Calif. Highway Patrol	SA	1350	41	51,373
2.	San Jose City	A	811	44	28,280
3.	Oakland P.D.	LA	374	36	13,802
4.	Santa Rosa - NCCJTES	A	362	18	13,376
5.	Los Angeles S.D.	LA	338	11	16,880
6.	Orange S.D.	A	336	18	11,624
7.	Rio Hondo	A	335	12	7,079
8.	Golden West	A	333	10	8,116
9.	Los Angeles P.D.	LA	277	17	11,080
10.	Long Beach P.D.	A	259	18	10,360
11.	San Diego S.D.	A	186	4	6,816
12.	Los Medanos	A	180	10	6,513
13.	Santa Barbara	A	175	7	6,700
14.	Redwoods - NCCJTES	A	166	7	6,640
15.	Chabot	A	155	4	4,878
16.	Marin	A	155	8	4,088
17.	Stockton P.D.	A	151	3	3,624
18.	San Bernardino	A	113	4	2,080
19.	San Mateo	A	112	5	3,176
20.	San Francisco P.D.	LA	94	3	3,760
21.	Modesto, RCJTC	A	83	3	3,320
22.	Mt. San Antonio	A	80	2	1,920
23.	Napa	A	81	2	3,305
24.	Sacramento - NCCJTES	A	76	4	1,814
25.	Fullerton	A	73	2	2,920
26.	Monterey	A	66	2	2,384
27.	Butte - NCCJTES	A	59	2	2,356
28.	Ventura	A	58	3	2,320
29.	Ohlone	A	54	1	2,064
30.	Pasadena	A	58	2	1,392
31.	State Center - Fresno	A	53	2	2,108
32.	Saddleback	A	52	3	2,080
33.	Palo Alto P.D.	LA	46	3	1,840
34.	Riverside	A	44	3	1,760
35.	Imperial Valley	A	44	2	916
36.	FBI-San Francisco	FA	26	1	624
37.	FBI-Los Angeles	FA	24	2	800
38.	Cerritos	A	20	1	756
39.	Cuesta	A	17	1	680
40.	Central Coast	A	11	1	440
			<u>7334</u>	<u>322</u>	<u>260,906</u>

Type of Funding

A - ADA Community College
 LA - Local Agency
 SA - State Agency
 FA - Federal Agency

Averages

23 Trainees/Presentation
 36 Hours/Trainee
 8 Presentations/Instit.

(The above figures were developed using information compiled from 1974-75 Fiscal Year POST course rosters classified under reimbursement plans II and IV.)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

TECHNICAL SERVICES DIVISION

Results of A Community College ADA Funding
Study For Administration Of Justice Programs
(1974-75 Fiscal Year)

RESEARCH PROBLEM:

Early in 1976 POST in cooperation with an ADA Committee (composed of representatives from the California Peace Officers Association, California Association of Administration of Justice Educators, Peace Officers Research Association of California, Chancellors Office of the California Community Colleges, several college presidents and their business managers) undertook a limited study of community college ADA funding problems for Administration of Justice Programs and more specifically law enforcement training courses. It was determined at the outset that data was needed to document the following expressed problems.

- Local taxpayer costs for training out-of-district trainees.
- Additional program costs for in-service training courses.
- Community college growth limitations.
- Open enrollment interpretations.

It was determined necessary to survey the community colleges which fund inservice law enforcement training programs for their program costs, revenue generated, and funding problems.

3-15-76

RESEARCH METHODOLOGY

A questionnaire was developed to obtain cost and revenue data. Question items were keyed to standardized community college budgeting (CID) codes. The instrument with a letter of explanation was distributed to all law enforcement academies or centers which have basic courses operated by and/or funded by community colleges. Strictly agency operated programs which receive no college ADA support were not surveyed.

SURVEY RESPONSE

Of 22 colleges surveyed, only 9 questionnaires were returned. This low response (approximately 40%) was due to several factors including time constraints for returning the questionnaire, complexity of the instrument, and apprehension from coordinators. One of the nine questionnaires had to be completely disregarded because of erroneous responses. The eight colleges included a sample of large, medium and small training programs in terms of volume.

SURVEY LIMITATIONS

Besides the relatively small percentage of responses, the survey was limited in the respect that community colleges do not routinely distinguish between preservice (pre-employment degree) and in-service training program costs.

Secondly, most colleges are unable to conveniently and accurately determine the number of out-of-district trainees particularly when they are counted as district residents.

The survey results cover only the 1974-75 fiscal year period. Also, some responses to individual questions were known to be obvious errors and were excluded in the computation of results. Individual colleges are not identified in this report since confidentiality was assured.

MAJOR FINDINGS

- I. Some community colleges are making a significant profit on the Administration of Justice (A. J.) Program even when considering an average 60% indirect cost rate. Stated differently, the total revenue generated from State apportionment and local taxation exceeds the total costs for the A. J. Program in many cases. The indications of some colleges making excess profit suggest they are either extraordinarily efficient or present some courses with nominal costs. The college with the highest profit was \$289,989.00 while the

average profit considering all eight courses was \$113,154.00.

The table below indicates unnamed colleges and their respective profit or loss status.

<u>Colleges</u>	<u>Total A. J. Program Costs</u>	<u>Total Revenues</u>	<u>Profit or Loss</u>
1	\$659,100.	\$761,220.	\$102,120. Profit
2	154,251.	438,240.	283,989. Profit
3	175,491.	172,845.	2,646. Loss
4	270,267.	467,326.	197,059. Profit
5	539,707.	649,491.	109,784. Profit
6	195,862.	387,937.	192,075. Profit
7	300,882.	459,296.	158,414. Profit
8	441,047.	305,486.	135,561. Loss

Two of the eight colleges surveyed are operating at a loss--one at a \$2,646.00 loss and the other at a \$135,561.00 loss.

2. For two of the largest training programs, the problem of local taxpayers having to pay for out-of-district trainees was documented. District taxpayers in one district paid \$198,084.00 for the training of non-district residents who were in-service law enforcement trainees while the other district expended \$164,222.00 for the same thing. Results suggest this problem exists for only a few training institutions which train on a broad geographical basis.

ADDITIONAL RESULTS

Other results in the form of averages and narrative responses to funding problems are presented on pages 5-7.

CONCLUSIONS:

1. Broad generalizations about community college Administration of Justice Programs either making excess profit or losing money should be cautiously made since each college must be considered individually.

2. The alleged problem of additional or excess program costs above revenue generated has not been sustained by this survey. If such a problem exists, it should be explored on a course by course basis.
3. Costs to college district taxpayers for out-of-district trainees is a problem for some regional centers and should be legislatively corrected.
4. There is a need for more audits of community colleges to eliminate the few questionable practices of paper affiliated programs in which local law enforcement agencies operate the academy program and bare the major cost burdens. Legislation needs to be introduced to compel colleges to submit the required attendance accounting reports ECS1125(e) which can be useful in identifying illegal practices.
5. There is a current and continuing need for research and long range planning on the funding of training programs. Information is needed to effectively make current management decisions and forecast trends in the future.

LIST OF ATTACHMENTS

1. The ADA Problem in 1976.
2. Survey Questionnaire.
3. List of Community Colleges Surveyed.
4. Additional Survey Results.

Institution Code	3.2 Total Direct Expenses	3.4 Indirect Percentage	3.5 Indirect A. J. Program Costs	3.6 Total A. J. Program Costs	4.1 District Base Revenue	4.1.1 State Portion of Base Revenue	4.1.2 Local Portion of Base Revenue	4.2 Categorical Aid	5.1.1 ADA Other Than Defined	5.1.2 ADA Defined Adults	5.1.3 ADA Apprentice	5.1.3 ADA Total
1	406,466	62.15%	252,634	659,100	14,624,799 (1,236.35)	7,301,273 (617.23)	7,323,526 (619.11)	1,952,088	9,875	1,906	48	11,829
2	92,804	66%	61,251	154,251	17,560,865 (1,104.38)	8,058,758 (506.80)	9,502,107 (597.57)	1,306,339	11,782.63	4,118.89	-	15,901
3	105,085	67%	70,406	175,491	22,072,129 (1,123.76)	9,528,538 (485.18)	12,543,590 (638.58)	-	15,928.25	3,586.92	126.15	19,641.32
4	149,047	81.3%	121,220	270,267	10,265,726 (878.5)	4,825,524 (412.95)	5,440,202 (465.5)	1,952,313	8,751.82	2,751.82	138.26	11,685.41
5	316,702		223,005	539,707	7,864,151 (846)	5,066,829 (545)	2,797,322 (300.9)	255,000	7,511.44	1,677.96	106.04	9,295.44
6	172,566	13.5%	23,296	195,862	9,460,487 (993.54)	5,152,163 (541.08)	4,308,324 (452.46)	564,362 Fed. Grant	7,664	1,775	63	9,522
7	235,746	32.2%	65,136	300,882	42,121,178 (1,444.33)	18,740,984 (642.62)	14,778,951 (506.77)	0	19,575	9,224	364	29,163
8	265,691	66%	175,356	441,047	9,008,095 (998.19)	6,220,990 (689.35)	2,787,104 (308.84)	0	7,276.24	1,725.35	22.84	9,024.43
9												
10												
AVERAGES	218,013	59.42%	121,126	362,963	16,622,178 (1,078.13)	8,111,882 (555.03)	7,435,140 (486.22)	910,956	11,045	3,345	124.04	14,507

stitution Code	5.2.1 A.J. ADA Other Than Defined	5.2.1.2 A.J. ADA Defined Adults	5.2.1 Total A.J. ADA	5.2.2 Inservice ADA 5.2.2.1 Other Than Defined	5.2.2.2 Inservice ADA Defined Adults	5.2.2 Inservice ADA Total	5.2.3 Preservice ADA 5.2.3.1 Other Than Defined	5.2.3.2 Preservice ADA Defined Adults	5.2.3 Preservice Total	5.2.4 Out of District (Inservice) Other Than Defined	5.2.4 Out of District (Inservice) Defined Adult	5.2.4 Out of District (Inservice) Total	5.2.4.2.1 Out of District (Preservice) Other Than Defined	5.2.4.2.2 Out of District (Preservice) Defined Adult	5.2.4.2 Out of District (Preservice) Total	5.2.4.3 Totals of 5.2.4.1, 5.2.4.2.1 & 5.2.4.2.2.1
1.	579.5	36.2	615.7	422.9	28.8	451.7	156.6	7.4	164.	299.41 70.80% Estimate	-	319.80 70.80% Estimate	-	-	70.80%	-
2.	323.89	72.93	396.82	-	57.46	57.46	323.89	15.47	339.36	-	-	-	-	-	-	-
3.	153.81	-	153.81	112.02	-	112.02	41.79	-	41.79	4 ?	-	4	-	-	-	-
4.	451.85	80.11	531.96	364.58	32.01	396.59	87.26	48.10	135.37	-	-	-	-	-	-	-
5.	494.19	273.53	767.72	107.06	108.87	215.93	387.13	164.66	551.79	89.93 84%	91.45	181.38	76.06	84.76	160.82	342.20
6.	-	-	390.46	183.65	206.81	-	-	-	-	-	-	-	-	-	-	-
7.	263	55	318	74	15	89	189	40	229	8	0	8	20	2	22	30
8.	246.86	59.18	306.04	108.63	11.79	120.42	138.23	47.39	185.62	-	-	-	-	-	-	-
9.																
10.																
AVERAGES	358.9	96.1	435.05	198.19	42.3	203.34	189.12	53.83	231.7	100.33	-	169.72	-	-	-	-

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	6.1.1 No. of Full Time A.J. Instructors	6.1.2 No. of Hourly A.J. Instructors	6.1.2.1 Accumulated # of Hours for Hourly Instructors	6.2 Preservice Classes	6.2.2 Course Time Duratic	6.2.3 No. Times Offered	6.3.1 Inservice Classes	6.3.2 Inservice Course Duration	6.3.3 No. of Times Offered (Inservice)	Comments
12 1/4	150		4,500	66	18	-	86	varied	varied	Problem #1 The curtailment of planning for future growth because of cap Problem #2 The definition of open enrollment as interpreted by Dept. of Finance
1.9	20		160 not counting ins.	74	18	2	5 types	varied	2-4	Problem #1 College has established a "quota" system to accommodate growth limit Problem #2 Need for clarification of open enrollment issues
2	78		3,379	5	15	4	29	varied	varied	Problem #1 What is considered academic prerequisite
-	-		-	-	-	-	-	-	-	
11.5	100		11,666	102	18	-	30	varied	varied	Problem #1 The growth limitations have had a curtailing effect of AJ Program Problem #2 Need for some guidelines to meet open enrollment requirements
3	80		5,732 5,256 ins	17	17	1	28	varied	varied	Problem #1 Clarification of what constitutes a reasonable prerequisite Problem #2 Clarification and resolution of the conflicts bet. Labor & Edu Codes re: to apprentices
4	100		5,049	25	18	2	29	18	2	Problem #1 Clarification of open enrollment, consideration being given to having legislation introduced based upon public safety concept
7	59		1,750	52	18	varied	33	varied	varied	Problem #1 No announced growth limitations yet Problem #2 Need for clarification of open enrollment issues
AVERAGES	5.9	88	5,970							

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
CORO Report - "Criminal Justice Training in California"		July 29-30, 1976
Division	Division Director Approval	Researched By
Executive Office		Harold Snow <i>H.S.</i>
Executive Director Approval	Date of Approval	Date of Report
<i>Com. [Signature]</i>	July 14, 1976	July 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

BACKGROUND:

In February 1976 the Office of Criminal Justice Planning, at the direction of Doug Cunningham, contracted with the CORO Foundation to study and develop a report on "Criminal Justice Training in California". The CORO Foundation, based in Los Angeles, is a non-profit educational foundation which places college graduate interns into governmental and other organizations for the purpose of learning and performing assigned studies.

ANALYSIS:

The CORO Report makes substantial findings and recommendations based upon interviews of numerous persons in and out of the criminal justice system. Due to the severe time constraints imposed for putting the report together, the report is more or less a cursory overview of the criminal justice training system in California. However, since many of the findings and recommendations relate to POST, this report is being brought to the Commission's attention for future consideration. Staff believes there are some aspects of the report which are worthy of further study while others have no merit.

At the time of the Commission meeting mailout, the final CORO Report was unavailable to POST. Since the original draft copy of the report has been available for several months, staff felt obligated to provide the Commission with the attached draft version for information purposes at this time. Staff recommends no conclusions be reached from the draft version of the report. It is believed the final report will be made available in the near future.

RECOMMENDATION:

It is recommended the Commission direct staff to analyze the final CORO Report when it is available and return to the November meeting with a completed analysis and recommendations.

Attachment: CORO Report - "Criminal Justice Training in California" (Draft Copy)

Utilize reverse side if needed

Memorandum

: Commissioners and
Advisory Committee Members

Date : July 21, 1976

Acting Executive Director

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

Subject: Final CORO Report

The original draft of the CORO Report (referenced Tab "N" of the Commission notebook) was previously mailed to the Commissioners and Advisory Committee members. Enclosed please find the final CORO Report which replaces the previous rough draft.


EDWARD M. TOOTHMAN

Enclosure

CORO REPORT
RECOMMENDATIONS

1. Maximize Training Resources

- Needs assessment.
- Behavioral objective training.
- Centralized planning and scheduling.
- Consolidation of training courses - regionalization.
- Clearly defined role and expectations of the trainer.

2. Criminal Justice System

- Police, corrections, courts should attend same core courses.
- STAR
- Policemen encouraged to possess AA Degree.
Probation - encouraged to possess BA Degree.
- Open enrollment - need for.

3. Funding Mechanism - Reflected a Deliberate Policy Decision on Allocating Resources

- OCJP should pay start-up cost for regional centers.
- Serious look at POTF which does not receive a legislative once over.
- Audit system and policy decision made to divide costs between community college districts, local police departments and state expenditures through ADA.

4. Commission on Criminal Justice Standards and Training

- Funding source larger than POTF.
- Subsume POST.
- Within Commission would be included another body for training of other criminal justice personnel.

5. POST Related Recommendations

- POST discontinue salary reimbursement.
- POST establish minimum standards for instructors - certification of instructors.
- POST examine the feasibility and cost for reimbursing tuition, travel and per diem for instructors who teach in POST certified courses.
- POST allocate additional staff positions to insure quality control (Priority over resources currently expended on Administrative Counseling).

Note: No examination of Administrative Counseling done by CORO.

- POST institutionalize research for curriculum development and Affirmative Action.
- CCCJ recommend to Legislature to mandate an audit control system by CCCJ in conjunction with Department of Finance and Chancellor's Office to monitor the fiscal and programmatic relationship between community colleges and local police departments.
- CCCJ urge the Legislature to require that POST certify an "abbreviated basic" course to include those practical aspects of police work not covered in college degree programs, and that POST create a proficiency exam to qualify students for this abbreviated basic course.

6. Corrections Related Recommendations

- CDC and CYA improve the status of training.
- CDC or CJSTC address the use of and training of volunteers.
- OCJP promulgate specific criteria for availability of financial and technical assistance.
- BA Degree requirement for all probation.
- OCJP develop selection criteria for trainers.

C O R O R E P O R T

July 1976

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Part I: INTRODUCTION

INTRODUCTION

There is currently no such thing as the California Criminal Justice System, if we define "system" as a coordinated group of interdependent parts. Those 100,000 individuals in the State of California who administer criminal justice -- law enforcement officials, probation, parole and corrections officers, court personnel (judges, district attorneys, public defenders, clerks, etc.) -- are just beginning to admit that they indeed do share common concerns and have a stake in solving similar problems. They are coming to realize that the actions of one sector impact upon the others, and that each one depends on the workings of the whole.

Training must be considered to be of vital importance in the criminal justice sphere: some 80% of the budget is spent on personnel.

It is to training as a system-wide phenomenon that this study is addressed. It examines and seeks to answer the following questions:

1. What is the nature, purpose and status of criminal justice training in California?
2. What are the sources of funding for these programs?
3. What are the issues and problem areas arising from this situation?
4. Given these concerns, what conclusions can we draw and what directions can we chart?

WHO ARE WE?

The eight project researchers are 1975-76 Los Angeles Coro Fellows. The Coro Foundation is a non-partisan, non-profit educational foundation which has been in the business of offering experiential training in public affairs and public policy-making for over 30 years. Thirty-six Coro Fellows are chosen annually for the nine-month graduate program centered in Los Angeles, San Francisco, and St. Louis. Fellows are placed in a series of internships in the sectors of government, labor, business, media, community organizations, and political campaigns. They meet and work closely with top decision-makers from all these sectors to develop policy-making skills, interviewing expertise, and a wide exposure to issues from a variety of perspectives.

The primary advantage of assigning Coro the task of assessing and surveying criminal justice training in California was that the Foundation Fellows were complete outsiders with no vested interest in any particular segment of the system and no political or philosophical axe to grind.

STRATEGY

The study, prepared at the request of Doug Cunningham, Executive Director of the Office of Criminal Justice Planning, was divided into three areas:

Alan Katz, Richard Lichtenstein, and Bill Lynch investigated funding resources available for criminal justice training;

Alisa Belinkoff, Robin Kramer, and Ken Willis described the kinds of training presently offered and the kinds of training needed for criminal justice personnel in the field of law enforcement;

Pat Forte and Alicia Madrid described the kinds of training presently offered and needed for criminal justice personnel in the field of corrections.

While understanding that the criminal justice system is composed of court personnel as well as police and corrections officers, the group determined that investigation into the judicial system would not be productive because of a lack of manpower, time, and centralized data needed to adequately study this topic.

Even within our limited purview, we could not interview everyone or read everything because Coro granted us only five weeks to complete the project. Thus, our aim was simply to act as "sensors" moving through the milieu of criminal justice training, exploring its varied philosophies, educational and training delivery points, personnel and personalities. We believe this report accurately describes what we heard, saw, read and learned. Often times, we felt that clarifying issues was as important as making recommendations and drawing conclusions.

A FINAL NOTE

Much to our horror and dismay, we discovered an overwhelming number of studies, reports, audits, conjectures, strategy papers, and lists of goals and objectives on our topic, many of them pinpointing the same issues over and over again. We were particularly chagrined because "cost effectiveness" became one of our primary concerns.

Optimistically speaking, we'd like to believe this will not be yet another report on another shelf. We recommend that within sixty days of receipt of this document, all readers send Doug Cunningham, OCJP Executive Director, their comments and actions, if any. We further recommend a second follow-up to take place within 180 days.

THANKS

We'd particularly like to thank the Region R office and the following individuals, who patiently and generously shared with us their time, ideas, and expertise:

Bill Koontz
Larry Roskens
Edward Toothman

Gene Muehleisen
Hal Snow
Gerry Townsend

OVERVIEW OF RECOMMENDATIONS TO SOLVE SYSTEM-WIDE PROBLEMS

We found this commitment of the State of California to criminal justice training to be inadequately thought-out and uncertainly administered. The current system for financing criminal justice training, which the State condones and to which it contributes, is essentially confused, overlapping and inefficiently monitored.

There are several telling factors which emerge from this report. Some are startling. Most are not. Indeed, a great number of these "issues" and "problems" have been in the wind of discussion for years.

The sector of criminal justice most well-off in terms of dollars, quantity, quality, and awareness and dedication to standards and training is indisputably the police. The peace officers have created their own state commission to oversee training with a substantial budget and expertise. Most local agencies hold it in great respect. On the other hand, parole agents and probation officers' state agencies and local departments are not so keen on training. We have learned that their commitment to training is unsure, that their requirements for trainees and trainers are poorly conceived and haphazardly followed, that communication about training between providers and recipients of training is lacking, and that money for training is not abundant.

The several research teams, wanting to avoid the pitfalls of examining each sector in a vacuum, met together to create the following system-wide recommendations. Not without considerable difficulty did we arrive at these points. They do paint, however, a reasonably vivid portrayal of where the system qua system is today based on the composite of its few strengths and many deficiencies.

1. Training is considered a good: the more training, the better. However, in an age of scarcity we must maximize our training resources. What training is "needed" and how much training is "enough"? When and where should training be offered? Who should be trainers? We recommend:
 - a. needs assessment for every category of trainee.
 - b. behavioral objective training in which trainees must meet those needs by reaching certain levels of proficiency (instead of studying a certain number of hours).
 - c. centralized planning and scheduling for training needs: what courses should be offered where?
 - d. consolidation of training courses in regionalized, system-wide training academies.
 - e. clearly defined role and expectations of the trainer: delineated job qualifications, responsibilities, proper training and monitoring of instructors.
2. Police, courts, and corrections personnel play a vital role in society. Society should demand that the three sectors work together as a smoothly-flowing system, and that the system be responsive to community needs.

- a. Personnel from police, corrections, and (presumably) the courts should attend some of the same core classes and/or the same academies, workshops and symposia so that the personnel from each sector can meet, yell and even talk to each other in non-threatening environments.
 - b. Programs such as Systems and Training Analysis of Requirements (STAR) should be utilized. STAR is a set of courses in which different criminal justice personnel analyze their roles in society and learn how to relate to the communities they serve.
 - c. Employment standards should reflect the expectations of society. For the police world, today's A.A. is nearly equivalent to the high school diploma of 20 years ago; policemen should be encouraged to possess that degree. Similarly, but on a different track, probation officers are required to have a B.A. degree, but the job relatedness of this degree is tenuous in many instances.
 - d. Police officers serve the community, and there is no reason why community members should not be allowed to learn police work. Open enrollment should apply to most criminal justice training courses.
3. The funding mechanism for criminal justice training should reflect a deliberate policy decision on the allocation of resources:
- a. OCJP should pay the start-up costs for regional training centers in under-served areas.
 - b. A serious look should be taken at the Peace Officers' Training Fund method of financing police training in which monies now automatically go to police training coffers without suffering a legislative once-over.
 - c. No one seems certain of how much training costs in community colleges. An audit system should be established and a policy decision should be made to divide the determined costs between community college districts, local police departments, local police academies, and state expenditures through ADA.
4. All these duties and responsibilities should be grouped under one system-wide agency, the Commission on Criminal Justice Standards and Training (CJST). CJST would be similar to the current Peace Officer Standards and Training Commission but, to avoid shortchanging one sector or another, it would concern itself with all criminal justice personnel; its programs would be funded by some source of money larger than POTF; and it would carry out the recommendations outlined above. Generally, people we spoke with were excited about a Criminal Justice Standards and Training Commission until funding was mentioned.

Not surprisingly, local police chiefs were reticent about redirecting POTF to other segments of the criminal justice sphere. Their attitude is perhaps best summarized in the candid remarks of one police chief:

"We created the POTF system. We want to protect what we set up for our own professional benefits. . . We recognized our need for training. If

they (other criminal justice system members) want training dollars, let them have a bake sale."

Yet we found remarkably consistent consensus on the part of POST administrators interviewed, including the current Executive Director and the Director of Standards and Training Division, to amalgamate POST's role into a California Criminal Justice Standards and Training Commission, using POTF and other (unspecified) sources.

CJST should not merely be an expansion of the POST Commission's present powers and obligations. First, it would subsume POST and would also include a body to create, monitor, and regulate standards and goals for training of other criminal justice personnel. The CJST would not be restricted to the policies, programs and procedures of the current POST system, but would delve into new areas outlined above. For, as a recent Frank Fat's fortune cookie warned,

"Little post cannot support heavy weights"

Many of the ideas we suggest are already being carried out to a greater or lesser extent in some parts of the State. Our purpose in recommending them is to elevate these trends to state-wide policy. All the recommendations but #4 are discussed at length in the body of the paper. We group them here in "cosmic" fashion to provide an overview of our findings and thoughts. Finally, the CJST is a long range goal, whereas the recommendations in the following sections more closely address the existing system. It is good and well to discuss what might be, though such an endeavor is less than fruitful if it does not examine what is.

PART II: PEACE OFFICER TRAINING

METHODOLOGY

Information gathering for this section of the report combined reading matter with extensive interviewing in the criminal justice field. We spoke to police training personnel at various academies, Administration of Justice instructors at community colleges, community college administrators, elected officials with law enforcement backgrounds; lobbyists for police organizations; police and sheriffs' personnel; administrators in state and federal agencies responsible for police training grants, policy, etc., as well as criminal justice training auditors and fiscal experts.

Institutions and personnel with conflicting ideologies and opinions were selected in hopes that we might hear some commonly shared perceptions. And indeed, as the following pages indicate, some consensus does exist in certain areas.

Those interviewed included:

Joseph Aceto, State President, Peace Officers Research Association of California.
Dr. John F. O'Toole, Jr., Project Director, Central Coordination, Services Unit, Northern California Criminal Justice Training and Education System.
Gene S. Muehleisen, Executive Director, Commission on Peace Officer Standards and Training, Department of Justice, State of California.
Rick Berman, Senior Criminal Justice Program Specialist, U. S. Department of Justice, Law Enforcement Assistance Administration.
Don Forkus, Chief of Police, The City of Brea.
Philip K. Schuyler, Captain, San Bernardino County Sheriff's Training Academy.
Robert F. Gray, Principal Program Budget Analyst, Justice and Judicial Unit, Department of Finance, State of California.
Sid Smith, Editor, P.O.R.A.C. News.
M. Shelby Worley, Director, Academy of Justice, Riverside County Sheriff's Department.
State Senator Robert Presley.
Assemblyman Bill McVittie.
Supervisor James Mayfield, Board of Supervisors, County of San Bernardino.
Sheriff Frank Bland, County of San Bernardino.
Larry Roskens, Programs Analyst, Regional Criminal Justice Training Center, Modesto Community College, Modesto, California.
Mr. Frank Peterson, Instructor, Administration of Justice, San Bernardino Valley College, San Bernardino, California.
Mr. Gene Kaplan, Graduate Student, Administration of Justice, California State University, Fullerton. Also, Captain, Military Police, Army National Guard.
Bill Oates, Lobbyist, C.O.P.S.
Edward Toothman, P.O.S.T. Fiscal Director.
Jack Beecham, P.O.S.T. Studies and Training Division.
Dr. Archie McPherran, California Community Colleges, Fiscal Services.

Persons interviewed: (Con't)

Lt. Baker, Los Angeles County Sheriff's Office.
Arlen Bean, Director, Criminal Justice Research Foundation.
Gerald Townsend, Director, Studies and Training Division, P.O.S.T.
Alex Pantaleoni, Director, Rio Hondo Police Academy.
Jim Bale, Chief, Whittier Police Department.
Bill Koontz, Manpower Development Specialist, O.C.J.P.

OVERVIEW: THE POST SYSTEM

Police training in California is essentially a function of local government. Those agencies that can afford their own academies have them. Many community colleges offer police training courses either toward an A.A. degree, and/or in conjunction with agency academies, and/or as academies for smaller agencies. Regional training centers have pulled geographical districts together to provide community college-based police courses as well.

The State steps in only as a guarantor of minimal training standards and direction and as a source of funds. Money is provided either to local governments to pay the expenses of trainees or to community college districts, in the form of ADA monies, to "equalize" the property tax levy. The State does not generally provide teachers and classrooms directly for local academies but funnels funds for instructional costs through tuition and other reimbursements. However, the State does provide training to some local criminal justice people through the California Highway Patrol, the Department of Justice, the State Police and the California Specialized Training Institute.

If we define "system" as a set of interlocking elements designed to function symbiotically and for the benefit of the whole, we currently have a non-system for police training which consists of the following providers: POST, or Commission on Peace Officers Standards and Training, which provides the only state-wide control over training by setting minimal standards for it and which reimburses local government for its trainees' costs; local agency academies; community college-based training and its funding source, ADA; regionalized training and its initial funding source, the California Council on Criminal Justice.

It should be noted that California is generally regarded as being far ahead of most other states in this field. The standards maintained by this state and the quality of training generally available exceed what can be found in the rest of the United States. This primacy is of course another argument for the need to rationalize and streamline what already exists, so to continue to lead the way towards better peace officer training.

THE POST SYSTEM - INTRODUCTION

The primary objective of the Commission on Peace Officers Standards and Training, as set forth in law, is "to develop and implement programs to increase the effectiveness of law enforcement" (California P.C., Sec. 13500-13523). To accomplish this end, POST was empowered to establish minimum peace officer selection standards of physical, mental and moral fitness, as well as provide management counseling and research. But the focus of its mandate, as POST has indicated through the allocation of its budget was to establish and monitor standards and training. Both the law and the resulting POST modus operandi rest on the assumption that the utilization of quality training will result in improved local law enforcement.

The POST Commission is composed of 10 members appointed by the Governor after consulting with the Attorney General and an additional ex-officio position filled by Attorney General. By law, five of the appointees must be sheriffs or chiefs of police or police officers nominated by their respective chiefs, deputy chiefs, etc.; one commissioner must hold the rank of sergeant or

below with a minimum of five years experience as a deputy sheriff or city policeman; two must be elective officer-holders or chief administrative officers of cities, two must be elected or chief administrative officers of counties. Commissioners serve three year terms.

To increase the effectiveness of California law enforcement, POST has laid out its goals as follows:

- Provide financial aid
- Establish minimum training standards
- Maintain Quality controls
- Assure adherence to standards
- Establish minimum selection standards
- Improve management and operations
- Provide a research resource center
- Provide special programs

The first four goals listed above were identified by the research team after preliminary research and interviews, as highly volatile issue areas and it is to them the following is addressed.

POST: BACKGROUND

Local police departments and county sheriffs' departments are not required by state law to adopt the POST standards and requirements. Yet 99.9% of California police agencies subscribe to the POST program. The irresistible lures are two-fold: One is the professional status POST certificates in California accord the peace officer who has successfully completed POST certified courses. The other is money. Different viewers of the POST system cite one or the other as being the more enticing.

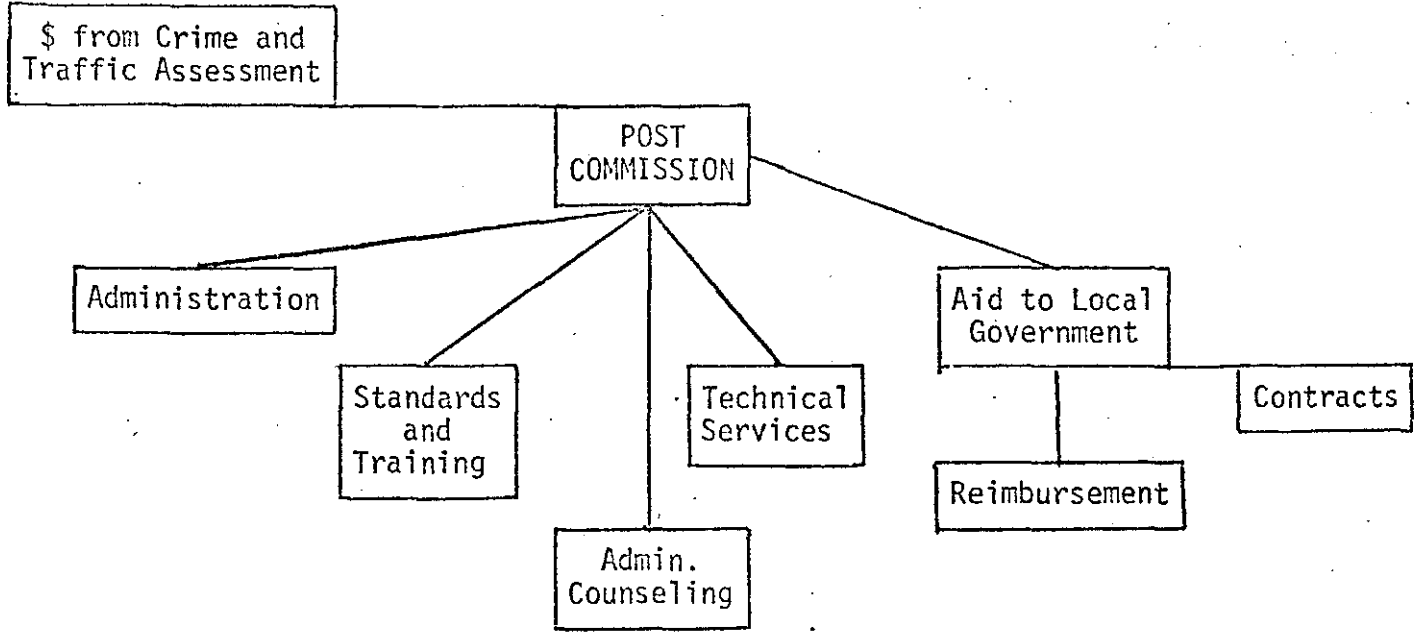
Post revenues are gleaned exclusively from the Police Officers Training Fund (POTF), which by law (P.C., Sections 13520-13523) are generated through a court assessment of all criminal and traffic offenders. The current assessment is an additional \$5 for every \$20 fine, so that an individual making a "\$40 mistake" would be charged a fine of \$50, \$10 of which would go into POST coffers.

These collected fines, which amounted to \$11.2 million in fiscal year 1974-75, are channeled into the POST reimbursement program. (See Budget) Close to 75% of the eleven-plus million dollars went to reimburse local governments whose law enforcement officers had attended POST required and POST certified courses. For the four courses POST requires as minimum training -- Basic Course, Supervisory Course, Middle Management Course and the Advanced Officer Courts -- POST reimbursed city and county general fund accounts in the amount of 60% of the trainee's salary, and through the general fund, reimbursed the individual trainee for travel expenses and awarded him a per diem. POST will not reimburse tuition for the four required courses except the Middle Management Courses.

POST also reimburses tuition costs, travel and subsistence to general funds for individuals taking part in any of the host of POST certified (but not required) Technical Special Courses. According to the fiscal 1974-75 figures provided by POST, about 40% of law enforcement members involved in POST courses were participants in special technical courses, like Juvenile, Investigation, etc.

POST COMMISSION: Cash Flow

FUND



REVENUE and REIMBURSEMENTS
Peace Officers Standards and Training
Fiscal Year 1974-75

<u>Revenue</u>		
Traffic Fine Assessment	8,429,642.25	
Criminal Fine Assessment	2,809,880.75	
		11,239,523.00
<u>Reimbursements</u>		
Late Claims 1972-73	33,641.48	
Late Claims 1973-74	1,450,215.52	
Current Year 1974-75	6,927,457.46	
		8,411,314.46
<u>Costs</u>		
Personnel, Operating Expense, and Contracts. .		1,996,420.56
	Reserve	(831,787.98)
<u>POST - Costs by Division</u>		
Administrative.	280,492.60	
Executive Director	160,857.43	
POST Commission and Advisory Committee . .	10,534.96	
		451,884.99
Technical Services		274,724.93
Counseling		487,895.54
Standards and Training		563,621.98
Other:		
Minority Recruitment Program		5,264.80

Concern: Allocation of salary reimbursement.

Findings: The 60% salary reimbursement to local government was originally envisioned as a reliable means for the state to encourage departments to partake of training. The reimbursement would provide replacement resources so that, especially in small departments, the loss of one police officer would not hinder law enforcement operations. Small agencies of 24 officers or less currently comprise about 40% of the departments in California.

The nub of the issue is where the POST reimbursements ultimately land. Currently, to paraphrase remarks by a training officer in the NCCJTES, "POST reimbursements convince the City Council that training can be cost-beneficial. The problem is that the general fund gets all the bucks. We'd like some of it in our own agency operating budget to hire manpower replacements.:

The usual rule is that departments don't hire manpower replacements and they also don't find training reimbursement dollars back in their training coffers. Further, a recent study of NCCJTES members (AJI Study, 1975) revealed that manpower replacement was a problem, but not local departments' top priority: Police departments said they first needed more money for travel and per diem and improved scheduling of classes to reach a higher training level all around.

Although POST currently allows agencies to charge tuition for the four POST required courses, it will not reimburse tuition for the basic, supervisory and advanced officer courses. This has meant that most agencies don't charge tuition because they would have a difficult time attracting client police agencies who could elect to go elsewhere tuition-free. In the case of community-college operated mandated programs, tuition is of course never charged. Incidentally, the percentage of salary reimbursed varies from year to year, depending on the total amount of POST funds generated from traffic and court fines.

Recommendations: That POST completely discontinue salary reimbursements.

That the POST Commission, working with the DOF, establish criteria and guidelines for cost-effective, legitimate tuition charges for required and approved courses and,

That the POST Commission pay 100% of tuition and continue current travel and subsistence remuneration.

This would satisfy "SB 90" requirements because the state would reimburse the cities and counties for what it is requiring them to spend, namely, dollars for training.

These procedures would presumably force POST to establish clear-cut policies for and definitions of "cost effective training" because currently, few, if any, training institutions know how much it costs them to train a single student.

Concern: POST standards are quantity standards, not necessarily quality standards.

Findings: POST minimum standards include the following:

1. Basic Course completion within 12 months from the date of employment (200 hours required; yet all courses have at least 400 hours).
2. Supervisory Course completion before or within 12 months from the date an officer is promoted, transferred or appointed to a first level supervisory position (80 - 120 hours).
3. Middle Management course completion within 12 months of a promotion, transfer or appointment to a middle management position (100 hours).
4. Advanced Officer course completion - a 24 to 40 hour course which must be taken once every four years by every officer below the first level supervisory rank.

POST also requires a trainee to obtain six units of college credit within 18 months of being hired, but most of the required Basic courses are worth at least six unit themselves.

If this were the best of all possible worlds, the agency charged with setting standards would go about its business with a particular, articulated end product in mind. Until just recently, POST "copped out" in its obligation to define what a "good cop" is and what effective training means. To date, their Standards and Training Division has only begun to develop means by which to measure the effects and efficacy of available training. Why has this occurred?

Because until recently no one took the first obvious step: POST, and in a larger sense, the entities who subscribe to the POST program, didn't comprehensively assess the training needs of police officers. They were never required to do so by law, guidelines, or executive order. While departments could in vague terms describe the current level of officers' performance, they could not readily identify a desired level of performance, and hence, they could not and did not determine actual training needs.

The grant issue here is that POST had not clearly delineated what a "training need" entailed; there was no attempt to correlate police efficiency with training, nor had POST "precisely defined the jobs to be filled and then established standards that will aid in selecting those who will do the job best", as the National Advisory Commission of Criminal Justice Standards and Goals recommended in 1973. (p. 335, Police)

To remedy some of these inconsistencies, the Standards and Training Division has within the last two years undertaken what appears to us to be a comprehensive, scientific needs assessment inventory. POST has already built performance objectives into the basic and executive courses based on analysis of task and job functions. Performance objectives will be worked into POST Supervisor and Management courses by mid-summer. We applaud these efforts; these findings allayed our concerns.

Concern: Maintaining quality control - lack of standards for instructors.

Findings: POST does not require training or set a minimal limit of competence for any specialized assignments. Many local departments also lack these standards, so that a narcotics investigator may have no more training than a first level supervisor.

POST seems to be moving to set these standards, but it has neglected to set meaningful ones for the "specialized assignment" of training instructors.

Instructors of community-college-affiliated courses are required to have vocational education teaching credentials. However, the POST Commission has reviewed the current requirement for this credential and has determined that this training does not by itself deliver to instructors of peace officers adequate and appropriate preparation.

Recommendations: That the POST Commission, working closely with staff, representatives from community colleges, training academies, local departments and professional educators, establish minimum standards and goals for training of all training instructors.

That the POST Commission require instructors to be POST certified, based upon clearly delineated levels of expertise and competence, including the successful completion of a trainers' training course, perhaps similar to those already certified courses for instructors (See POST Admin. Manual, 14-35), or by passing a POST written exam and performance evaluation.

That the POST Commission, working in close association with the Department of Finance, determine the feasibility and cost to POST for reimbursing tuition (and/or travel and per diem) for instructors before the above-recommended plan is adopted.

In the event such a plan were feasible: that the POST Commission require instructors to renew their POST teaching credential with additional units, courses and evaluations at regular intervals that the Commission deems proper and at levels it can afford.

That the POST Commission institute (into their Standards and Training Division) corresponding personnel slots to regularly monitor the performance of POST certified instructors, by use of the Course Evaluation Instrument and any other means deemed feasible, and to decertify instructors in much the same fashion that institutions and courses are decertified.

Concern: Quality Control - Impossible Given Current Demands on POST and Current POST Practices?

Findings: It was a widely shared feeling by those interviewed that the current POST staff cannot adequately supervise over 300 courses at more than 100 training institutions. This notion was also the finding of a 1972 report, POST Training Program - A Review and Critique. The answer to this problem is to either restrict the number (and geographical location) of training delivery points, reduce the number of courses, or increase the POST staff.

Recommendation: That the POST Commission allocate additional staff positions to insure quality of courses, trainees and trainers. This would take priority over dollars and resources currently expended on "administrative counseling"

(approximately \$488,000 in fiscal 1974-75) which a majority of those interviewed felt to be an improper or ineffective receptacle of dollars.

That the POST Standards and Training Division continue its rigorous efforts to decertify ineffective, overly costly institutions and courses.

Concern: The POST Commission does not seem to keep pace with training change and innovation.

POST has not institutionalized position for research and development personnel to monitor curricula. Because no institutionalized preplanning exists, curricular change and upgrading of standards comes slowly, too slowly, some say to keep up with a rapidly expanding body of available knowledge in a fluid and constantly changing field.

The Course Evaluation instrument now being used everywhere in California may check weak points before they aggravate, but until the Needs Assessment poll is completed, the POST system, it seemed to us, often sets standards of quality after accepted practices exist, not the reverse.

Many new and non-traditional demands are currently being placed on police departments, the most pressing of which are Affirmative Action and unionization. Small and medium-sized local police departments do not have the resources to shoulder the burden of research and implementation studies in these fields. Because of the confidence local police departments place in POST, the Commission is in a unique position to make a significant contribution, and should continue and expand its efforts in these areas.

Recommendations: That POST institutionalize positions for curriculum research and development, as well as Affirmative Action implementation guidance.

That Governor Brown appoint open-minded, innovative POST Commissioners at the earliest possible date in order to meet the many challenging and pressing problems confronting POST, particularly Affirmative Action, equal employment opportunity broadly construed, and unionization.

The following address different sectors (grouped by "issue area") of peace officer training in the state. Explored are local agencies with academies, regionalization, the ADA question and AA degrees.

LOCAL AGENCIES WITH ACADEMIES

OVERVIEW

Nine local law enforcement agencies run their own training academies. These are either the Sheriffs' offices of large counties such as San Bernardino or big-city Police Departments like Oakland or Los Angeles. In many cases two or more agencies with private academies serve the same area. The City and County of San Diego each has one; so do the three Los Angeles County agencies of L.A. City, L.A. County, and Long Beach.

Local academies offer many advantages to the sponsoring agency. They give the agency complete control over the specifics of the curriculum, as well as over teaching methods and instructors within the purview of POST's minimum standards. One can therefore teach local recruits the local P.D. operating procedures in the context of local training philosophy. (Although the POST staff maintains that academies rarely teach departmental policies, a half dozen of those interviewed claimed they had to learn and unlearn other departments' procedures.) Police training styles cover a spectrum from paramilitary "stress" academies to more relaxed, college-style courses. In sponsoring their own academies, agency chiefs can closely tailor training to their tastes.

Local academies are politically important. In order to operate at capacity, all training centers accept students from other jurisdictions. Each academy has a "following" of small agency users who agree with its training philosophy and desire the quality of its courses. Local academies demonstrate the political clout of their sponsoring agencies vis-a-vis local government. Capital outlays for building and equipment are often met by local taxpayers, as are operating expenses. It appears that Sheriffs and Police Chiefs do not often have to account closely for these expenses: the training directors of two large Sheriff's Academies with whom we spoke did not know their total costs or cost per trainee. In contrast, the L. A. County Sheriff's Department recently changed its practice so that it not only knows its per training cost (\$1,761 for Basic) but also charges out-of-County students that amount.

At other academies, this cost is borne by local taxpayers even when the trainee comes from outside the local jurisdiction, and outside students are not at all rare. In a recent San Bernardino County Sheriff's basic course, 15 students were Sheriff's Deputies, 15 came from cities within the county, and 8-10 were from other counties.

The following anecdote might help illustrate this point and the confusion that results: When we visited one county's training facility, the commander could not come up with a cost-per-student figure. One researcher asked how much the county charged out-of-county departments and the training director replied that no fee was charged. Our next stop was a Supervisor's office in that same county. Could he tell us how much it cost to train a single recruit? The Supervisor thumbed through his annual budget but discovered it didn't contain the pertinent information. "Well," he said, "how much do we charge for people from outside the county?" Our puzzled expressions worried him. "What's the matter?" he asked. After we'd shared our newly-learned information, he proceeded to call the training department's budget officer and told him a policy would be created at the next Supervisors' meeting to change the situation wherein one county's taxpayers were shouldering another county's obligation. The training department official informed the Supervisor that his people were just in the process of assembling the information to make a cost-per-trainee calculation.

Local academies affect state monies in three ways: 1) POST reimburses local treasuries for students in certified local academy course at least for travel and per diem, 2) most academies are in some way affiliated with community or state colleges which receive ADA dollars, and 3) some local academies have received financial assistance from state-administered grants from LEAA. (See Sections on OCJP and Regionalization).

REGIONALIZATION

OVERVIEW

California has 361 POST certified courses which can be taken at 111 different delivery points. There is no central coordinating body to organize and control this energy other than POST and its minimal standards. According to many sources, the result is a host of gaps and duplications, under-subscribed and inefficient academies, low quality courses and poorly trained police. There have been proposals to rationalize this non-system by creating a state-wide regionalized training network for police and other criminal justice personnel.

Through its Manpower Training Branch, OCJP has grouped its 21 regions into 12 "natural" regional training areas. To date, approximately \$4 million has gone into a three year start-up grant to build a regional training center in the Northern California area, \$3 million for one in Modesto, and \$100,000 towards planning 3 others. These funds have come from the state's portion (25%) of LEAA "C" or "action" money, matched by $\frac{1}{2}$ - \$1 million in state and some local funds. The Brown administration's policy has been to transfer as much LEAA money as possible from the state to the regions. Accordingly, since 1975 the Santa Clara-Monterey and the San Bernardino-Riverside regions have used regional money on regional training centers. Two others have decided to use funds for this purpose. At this time, plans for the six other centers have been temporarily shelved.

Concern: Continued funding for regionalization.

Findings: The first two centers to be funded were at Modesto, serving the upper San Joaquin Valley, and another for the 26 county Northern California area (Northern California Criminal Justice Training and Education System, or NCCJTES). Each suffered from a severe lack of training before regionalization. The Modesto area had two academies that were insufficiently attended and equipped. It now boasts a self supporting institution (through community college funding) that provides over 300,000 hours of instruction per year for both police and other criminal justice personnel, utilizing the latest in curriculum and instructional techniques. The academy is located on a part of the Modesto Community College campus on the western edge of its 8 county service area. Northern California had no full-fledged academies before regionalization struck. It now operates 4 "centers" spread over its enormous territory, coordinated by a central unit in Sacramento. NCCJTES has brought corrections and courts courses to its area for the first time; it has raised the number of trainees by 165% (in FY 1975) and the number of student contact hours by 133%. Its 3 year grant will run out this year and it is hoped that the center will support itself thereafter.

Regions M and J in the Santa Clara-Monterey area are likewise without much in the way of training resources. A study on the feasibility of regionalization in the area was conducted with state "C" money, and creation of a system is getting under way.

The quality of this training is a question for POST. It is evident nonetheless that regionalization has brought an increased training consciousness to areas

that scarcely saw it before. However, this very lack of prior commitment to training may jeopardize the future of regional programs after LEAA funding has run out.

The regional system has also been set up where strong, viable agency academies already existed. The "OCJP Region S Tri-County Area" serving Imperial, Riverside, and San Bernardino counties has a "Two Center Cooperative System". This arrangement was funded by LEAA Discretionary and regional funds, as well as local money, with zero from state "C" money.

"Two Center Cooperation" seems to mean that the Riverside and San Bernardino County Sheriffs' Academies, which predate the region, are carrying on now pretty much as before. There is some added cooperation between the academies, but "regionalization" has meant little in terms of consolidation, rationalization, or cost-effectiveness. Much of this is due to differences in training philosophies between the Sheriffs and to the political needs of both.

Of the remaining 8 proposed systems, 4 are similar to "Region S" in that they have more than one local agency academy. The rest have academies run by community colleges and by no more than one agency.

Recommendations: In order to assure maximum cost effectiveness and bring facilities to the areas where they are needed, CCCJ should make the creation of regional training centers a priority for those regions suffering from a lack of training facilities.

THE ADA QUESTION

INTRODUCTION

Community colleges throughout the state offer courses in both police and corrections training. A host of controversies has grown up around this system, primarily in the case of peace officer training courses. Average daily attendance (ADA) describes the funding mechanism for state monies used in the cc (community college) system. ADA is the per student allotment given by the state to each community college to assure a minimum level of funding for each student who attends. The allotment varies for each of the 108 colleges in the system according to the district's ability to provide that minimum level of funding. The district's ability to pay is determined by a 39¢ tax on the assessed valuation of real property. What the district cannot raise in taxes, the state gives in ADA. The maximum ADA that a district could receive from the state in 1974 - 1975 was \$1,080 and the minimum was \$125.

Controversy currently surrounds ADA's relation to police training courses. In order to facilitate understanding of the cc connection, consider the case of John Doe, a recent recruit of the police department in City X. XPD decides that Doe should attend YCC's basic training academy 200 miles south of X since it is best suited to XPD's needs. XPD takes care of all the arrangements and application forms. Leaving X on July 1, 1974 (Doe's first day on the XPD payroll), Doe travels to Y courtesy of POST, which also gives him a per diem allowance to cover his room and board costs while attending the academy. The City Manager of X is glad to know that the POST Commission will also pay 60% of Doe's salary for the time he spends in training because the course is POST mandated. Of course, since the academy is a community college class, there is no tuition fee.

While at YCC, Doe goes through intense physical training, firearms training, and classroom work to learn about his duties as a policeman. The instructors and classroom facilities are provided by the college. By and large, the instructors are off-duty, credentialed policemen who are employed at local police departments.

Most of the students are, like Doe, employed by police agencies as well. YCC doesn't know how much this Basic Course costs, but it can state with certainty that Basic is more expensive per pupil than most other college classes. ADA covers part of the cost and the balance is paid by the taxpayers of the YCC district in the form of the .0039% assessed valuation tax. This represents a heavy burden, since 80% of Doe's class comes from outside the district and will be employed outside of it too.

Doe returns to X, does an exemplary job, and four years later goes to ZPD's private Academy for his POST-mandated Advanced Officer course. Again, POST pays travel and per diem. Two-thirds of the instructional costs of Advanced Officer trainees are funded by ADA, according to recent POST statistics. As at YCC, the city of X pays for 40% of Doe's salary during the course while losing 100% of his services.

John Doe's training story points at two main issue areas in the cc criminal justice system: 1) the complex funding mechanism; and 2) the open enrollment question.

Concern: Who currently pays for community college police training? - the state, local college districts, or local police agencies? Who should pay?

Findings: Involved in this issue is:

The failure of the colleges to provide accurate accounting of ADA claimed for in-service police training programs on a pre-course basis as required by Section 11251 (e) of the Education Code;

The failure of the community college system and POST to regulate the fiscal and programmatic relationship between colleges and local police department academies (although POST has lately made vigorous and earnest attempts to untangle this web and create new policy directions).

The failure of the college system to provide an adequate mechanism for the equalization of costs incurred by one district in training policemen from outside the district; and

No one at the community colleges at the time this report was made knew who was paying how much for criminal justice training. (POST informs us that it has recently completed a study revealing funding sources.) YCC doesn't know its cost per student, and no apparent mechanism exists to compute expense state-wide. YCC knows how much it gets per student through ADA, but the accounting system for keeping track of ADA expenditures state-wide is non-functional. Section 11251 (e) of the Education Code requires each college that offers inservice training courses (police, fire, corrections, etc.) to file a yearly report on ADA claimed for these courses by July 10th for the preceding year. But as of March 1, 1976, only 22 of the sixty colleges involved had filed their reports. No penalty is imposed for failure to report.

Even when reports are submitted their usefulness is limited. This can be attributed to several factors: 1) the term "inservice training classes" is not clearly defined; 2) there is no clear division made between claims for classes in police science and those for fire science, corrections, etc. - nor are the different levels of training specified; 3) Since there is no state-wide criminal justice cost figure and no way to compare criminal justice ADA allotments to allotments for other programs, there seems to be no way to investigate allegations that some colleges, especially those affiliated with local academies, are channeling monies received for criminal justice programs into unrelated courses in an inappropriate way.

Similarly, without a proper accounting system, it is impossible to assess each community college district's demand for training and each district's supply. Many colleges claim they lose money when they train policemen from outside their districts. Solutions have been proposed for this problem, including the creation of one state-wide district for criminal justice training taxation purposes, or the transfer of ADA monies from the sending to the receiving district.

Recommendation: That the CCCJ recommend that the California State Legislature mandate an audit control system by CCCJ in conjunction with the Department of Finance and the community college chancellor's office which would monitor the fiscal and programmatic relationship between community colleges and local police departments, by assessing the class-by-class and per-student cost of criminal justice training, to accomplish the following:

1. to monitor the fiscal and academic relationship between community colleges and local police department academies;
2. to create a more equitable system for apportioning criminal justice training costs among districts, and among local police departments.

Concern: The community colleges are accused of violating the open enrollment regulations by not permitting the public to enroll in police training classes.

In January 1974, the State Department of Finance published an audit of Rio Hondo Community College charging that it was in violation of the law by operating a police training academy that was closed to all but employed police officers. The audit further stated that because of this violation, Rio Hondo should reimburse the State for all state monies claimed for the enrollment of police academy students for the past three years, totaling several hundred thousand dollars in ADA monies.

Rio Hondo, along with every other police academy in the cc system, was apparently totally unaware of the violation, and thus the audit took them by surprise. As a result, the community colleges lobbied the Legislature and persuaded it to pass Senator Arlen Gregorio's bill rescinding the Department of Finance's claim for reimbursement and reaffirming the policy of open enrollment henceforth. At that time, Rio Hondo moved to publicize the fact that its police academy was open to enrollment by non-employed police officers.

However, Finance issued another audit of Rio Hondo Police Academy claiming that it was not in de facto violation of the open enrollment law for the following reasons:

1. It had separate facilities from the rest of the campus and was isolated further by the existence of a no trespassing sign;
2. It maintained the strict regulations of a police or military training camp such as marching to and from class, intense physical training, and extreme hair length regulations;
3. It required all recruits to have expensive uniforms and equipment, thus placing a financial burden on those recruits not yet employed by a police department which would have furnished them;
4. That its sole pre-service recruit was unfairly dismissed by the academy;
5. That its pre-registration requirements placed a hardship on pre-service personnel who did not have the benefit of sponsorship by a police department.

The second audit caused much consternation among the community college academies because they felt that the Department Finance was meddling in academic matters as opposed to financial. Rio Hondo felt that it is a legitimate, open institution that provides top quality training for its recruits, and that it would be unfair to the students to compromise their training standards.

On the whole, the open enrollment issue revolves around the interpretation of Section 11251 (c) of the Educational Code, the open enrollment clause.

AA DEGREES

Concern: An AA degree in Administration of Justice from a community college is of little or no value in finding a job as a police officer. Whether a new police officer has such a degree or not, the hiring agency will have to send him or her to a POST-certified basic training academy because of current state law. Although the POST staff has said that oral interview boards often place a premium on education, there is no AA entry requirement, even though the average education of entering recruits exceeds the AA degree level. The lag in standards setting evidenced here is troubling.

Findings: Community college involvement in the field of police training began with the two year Associate of Arts Degree in what used to be called Police Science, but is now labeled "Administration of Justice". This program is suited to people right out of high school who desire to become policemen or wish to go on to a four year degree program in criminology or Administration of Justice. It has always focused on theory or the "educational approach". Administration of Justice at some community colleges goes beyond law enforcement education to include corrections, parole, probation, and pre-law students.

Once a successful graduate of a two year program in Administration of Justice goes looking for a job in law enforcement, he or she runs into a problem: Associate of Arts degrees in this field alone do not qualify a person to become a policeman. These degrees are not POST certified and POST certification is really all that counts. Consequently, this person must compete with high school graduates for acceptance by a police agency, or seek enrollment in a community college Basic police program (which requires only a high school diploma) in hopes of later gaining employment with a police agency.

Community colleges which possess basic police academies do have POST certification. Many times, the courses taught in the basic academies are similar to those taught in the degreed program and they are taught by the same instructors. Differences do exist between the programs in that academies are "training oriented" rather than "theory oriented" and include such courses as fire-arms, auto pursuit, baton, and methods of arrest, as well as strenuous physical training.

Recommendation: That CCCJ urge the California State Legislature to require that POST certify an "abbreviated Basic" course to include those practical aspects of police work not covered in college degree programs; and that POST create a proficiency exam to qualify students for this "abbreviated Basic" course. The combination AA-abbreviated Basic would be the equivalent of the current Basic and, if successfully completed, would culminate in the granting of a POST certificate.

Discovery: The POST Basic Course Revision project is addressing this problem by implementing self-paced instruction and pre-testing. This may be a viable means to achieving quality, individualized education.

PART III: CORRECTIONS

Corrections training is a field yet in its infancy which lacks the established institutions, state-wide regulations and budgetary support of the police training network. Therefore, the following section scores the obvious gaps in training programs which do exist and bemoans the apathy surrounding corrections training in general. It does not attempt to analyze diverse individual programs or to present a blueprint for the ideal training system. It is more a gut reaction to what was perceived than a thorough-going analysis of a young and changing discipline.

METHODOLOGY

The method and scope of this section includes the training phenomena occurring in state penal institutions, state parole agencies, county probation departments and affiliated state and community colleges offering criminal justice training.

Of these we limited our visits to facilities we felt were representative of their kind and to training centers representing major trends in the field.

We utilized a standard questionnaire (see Appendix) which contained questions on training offered, training needed, and fiscal concerns.

We visited and interviewed training personnel at:

- Los Angeles County Probation Training Academy
- Los Angeles County Probation VISIT Volunteer Program
- San-Diego County Probation Training Academy
- Modesto Criminal Justice Training Center
- Modesto Correctional Training Academy
- Southern Training Center, Corona
- California Institution for Men Training Department, Chino
- Northern California Criminal Justice Training and Educational System, Sacramento
- Local Justice Training System, Sacramento
- Sacramento County Probation Training Department
- California State University, Los Angeles

In addition, we interviewed:

- The Training Director of the Department of Corrections
- Attended a State-wide Correctional Training Officer Conference in Los Angeles where we interviewed training officers from institutions and parole agencies
- A member on the Senate Select Committee for Penal Institutions
- Assistant Deputy Probation Officer, San Diego
- District Administrators, Parole, Region III
- Parole Agent, California Youth Authority, Los Angeles

TRAINING IN STATE PENAL INSTITUTIONS AND STATE PAROLE AGENCIES

OVERVIEW

There are 19,000 correctional workers in California, or 19% of the total criminal justice manpower pool. The California Department of Corrections (CDC) comprises both state prisons and parole. All standards are established by individual agencies and their personnel boards at state and local levels. There is no one state-wide organization with this designated responsibility.

Corrections training is a brand new discipline. Until 1960, no university had a criminal justice curriculum. The Law Enforcement Assistance Act (LEAA) created money for police training and correctional training as well, but to date, corrections receives very little LEAA support.

Institutions and parole agencies receive training funds from CDC based upon their staff population according to this formula: \$153 is annually granted for each of 4,045 uniform staff (custodial positions) and \$74 annually for each of 3,669 non-uniform staff (administration, parole agents, etc.), or a total of \$890,391. This budget is for over-time, in-service training and does not include the 220 central office personnel or the 76 releasing authorities.

INSTITUTIONS

There are 12 penal institutions in California. Entry level training for correctional officers for CDC and group counselors at the California Youth Authority is conducted at the Modesto Correctional Academy (affiliated with the Modesto Criminal Justice Training Center) where 90 hours of entry level training are offered. The academy, established in April 1973, also conducts ongoing courses for both parole and institutional staff. This facility can train up to 660 people per year. During its three year existence, it has trained some 1,400 correctional personnel.

Each month, the academy trains entry level personnel and conducts a one week outreach program in which staff visits institutions and sheriffs' departments to develop personnel skills. After the initial academy training, new institutional personnel receive on-the-job training by supervisors. New employees in institutions receive "prescribed" training, which is an agreement that the employee makes with his supervisor to develop needed skills. All levels of personnel must undergo prescribed training.

PAROLE

There are five parole regions in the Department of Corrections. Each region has two to four districts and each district has three to five units. In parole, entry level training is done at the unit level by a unit supervisor. Sometimes, as in Region 3, the district training officers work with the unit supervisor to develop a two week training package.

During his or her first year (which is a probationary period), the new parole agent receives the following mandatory training:

2 weeks	OTJ training at unit level
1 week	Parole Agents Institute
1 week	832 training (Peace Officer status)
1 week	Crisis intervention training
5 weeks total	

Personnel with two or more years of experience receive training as needed or available at the Southern California Training Center, located at the California Rehabilitation Center in Corona. They also receive "off-site" training, conducted at hotels, schools, or community centers.

There are no provisions for relief staff for parole agencies while agents are being trained and, as a consequence, caseloads and paperwork are handled on an emergency basis in their absence.

Concern: Supervisors do not recognize the need for or value of training.

Findings: In many instances, there is no real interface between supervisor and subordinates in assessing needs, completing the prescription training form and following through with specific training.

Supervisors do not disseminate training course information in a systematic way, and do not encourage their subordinates to attend offered courses.

Nowhere are supervisors' training responsibilities delineated.

Clearly, not all superintendents and parole administrators are sold on the importance of a well-trained staff, and they lack motivation to implement training.

Recommendation: That there be a concerted effort on the part of the Director of CDC and the Director of CDC Training to improve the status of training with institutional and parole administrators. For instance, "cross training" in classes composed of administrators, supervisors, and their staffs seems to improve communication as well as attitudes toward the need for quality training.

Concern: Training for personnel at all level of corrections does not occur in a quality, standardized fashion.

Findings: In the past, training courses have, for the most part, been of inferior quality and/or irrelevant to the job. Further, not all correctional counselors (equivalent to parole agents) in institutions are receiving mandated 831 p.c. training which would certify them as peace officers.

Not all medical staff members receive specialized training to work with offenders.

The training guidelines state that all personnel should receive prescribed training, but not all do. A prototype for excellent training occurs at Chino Institute for Men, where the superintendent works with his executive staff in agreeing upon his own training needs.

A lack of standards for training is widespread. There is no standardized on-the-job training program for first year administrative personnel in institutions. There is no systematic procedure to upgrade the skills of parole personnel with more than one year's experience and there is no standardized training package for parole and institutions supervisors to use in their training programs.

Finally, and most significantly, there is no standardized audit procedure to monitor what first year training does exist. It is difficult, therefore, to distinguish between training, performance appraisal and employee discipline.

Recommendations: That there be a concerted effort on the part of the Director of CDC, the State Personnel Board and the Director of CDC Training toward the development and availability of quality, standardized training for entry level, supervisorial and management positions.

That the Director of Corrections, the Director of Correctional Training, and the State Personnel Board, develop classification specifications with clear guidelines regarding training officers' minimum requirements, duties, goals, relationship to other departmental staff, and length of commitments.

Comment: Perhaps more training courses given "off-site" would serve as an impetus toward training. Department trainers state that feedback from employees about this kind of training is positive because employees are in a more relaxed atmosphere and there is less interference from job related matters.

Perhaps if the organizational training needs of the institutions and the parole agencies were properly addressed and effectively communicated to the staff, there would be more motivation toward training for both organizational and individual needs.

Concern: Communicating training information from institutions to training academies is haphazard and ineffective.

Findings: Information regarding the cancellation of academy courses are sent to institutions, but this information is either not disseminated or not taken seriously.

Training academies (Modesto and Southern California Training Academies) often do not receive information about 1) the number of positions and personnel in those positions at each facility; 2) the turnover rate and the growth rate, and 3) job-related training needs. In some cases, the training center does not receive requested feedback from institutional supervisors about their trainees' job performance after training. The Modesto Training Center, for example, would like this evaluation based on a three month observation to improve their own program and tailor it more closely to job needs.

Recommendation: That the Director of Correctional Training develop guidelines and policy to standardize the communication of training information and evaluations from institutions to training academies.

Concern: There appears to be inadequate use of manpower to supplement training needs.

There are qualified volunteers, paraprofessionals, college students, W.I.N. (Welfare recipients) workers whose proper utilization would free parole and some institutional personnel to attend training classes. There is untapped inmate manpower to aid in the implementation of training. C.E.T.A. personnel are presently being used by some training departments, and if this group of employees is refunded by the federal government, this manpower could continue to be of service.

Recommendations: That the Department of Corrections (or the Criminal Justice Standards and Training Commission, if created) address the use and training of volunteer manpower to better facilitate the training of criminal justice personnel.

That the departmental trainers in CDC investigate the availability of funds to develop recruitment and utilization of non-Civil Service manpower.

Concern: There is still insufficient federal support available to state and local correctional agencies, despite the enactment of two major crime and delinquency laws aimed at strengthening state and local criminal justice systems.

Recommendation: That OCJP promulgate specific criteria about the availability of financial and technical assistance for all correctional personnel training.

PROBATION

OVERVIEW

The role of probation in criminal justice is to monitor for a certain period of time the activity of offenders who for legal or economic reasons are not considered dangerous enough to be incarcerated. The role of probation is also to house offenders or suspected offenders during their processing from the arrest to trial. During a "cooling off" period, it is intended to keep offenders away from an environment or crime scene. Although corrections workers spend more time with offenders than any other criminal justice personnel, they are primarily caretakers who provide basic custodial maintenance and perform follow-up tasks. As staffing patterns and job descriptions indicate, the services they provide are viewed as supportive to police work.

Probation services in California are administered by the fifty-eight county probation departments. Most probation departments are financed by general county funds. According to the OCJP 1974 Manpower Report of the Comprehensive Plan, there are approximately 9,400 people employed in probation throughout the state. Based on on-site interviews with probation department heads and training officers, the training and manpower development of personnel usually has one of the lowest fiscal priorities in the department. Probation also tends to have low priority in the counties' budgets.

Most training and manpower efforts began two to three years ago. Some probation people attribute this to the influence of Affirmative Action. Despite the recent nature of the training component and the lack of support for it, some of probation training appears to reach a quality standard.

Training needs are assessed by either training personnel and their supervisors or by both of these plus the trainee. Once an entry level corrections worker is hired and it is determined that he or she needs training, he may either receive it on the job or by attending workshops and conferences. Also, a corrections worker may elect to attend (or may be sent to attend) special courses in his field at criminal justice training academies. These academies are basically of two types. One was founded by OCJP funding and LEAA and is part of an OCJP regional training concept. The other type is an offshoot of a probation department training component, like those at Los Angeles or San Diego County.

Concern: Entry level requirements plus entry level training do not produce a qualified probation officer.

Findings: Most probation departments' entry level requirements include a B.A. degree in criminal justice or a related field. It was found through interviews of training personnel and trainees that the degree subject matter did not prepare personnel to adequately carry out their responsibilities. As a consequence, newly hired probation workers often do not know how to do daily, routine tasks without orientation and training. Usually training is not formalized and skills are developed on the job, often with considerable negligence and inefficiency in serving the offender and the caretaker system.

What role does the Bachelor of Arts degree play in preparing the probation officer to carry out his responsibilities?

The requirement of a B.A. in Criminal Justice or a related field is generally interpreted to mean sociology but can include any of the social sciences. According to training personnel at Los Angeles County Probation, sometimes an even more liberal interpretation allows for a B.A. in any major, thus diluting the value of the entry requirement.

According to the 1974 Manpower Report of the State Comprehensive Plan, most state colleges and universities and community junior colleges offer criminal justice courses. Several institutions of higher learning offer degrees in the fields of criminal justice administration, corrections administration and program management, as well as a certificate in correctional counseling. Although no comprehensive study has been conducted, some OCJP staffers believe that graduates of these schools do not go primarily into corrections. According to corrections personnel interviewed, many people go into corrections work, particularly as parole and probation officers, as a second or third career choice. Those who make this choice tend to obtain their criminal justice education (if any) from community colleges and from colleges and universities other than those mentioned in the 1974 Manpower Report as the most outstanding.

Like their counterparts in parole, probation officers receive haphazard entry level training. Some are trained before they actually begin their jobs; others, after they've been in the field. The training they do receive does not, as Gilbert and Sullivan once described the situation, "fit the crime". For example, a 1975 audit prepared for the L.A. County Board of Supervisors revealed that probation officers lacked basic skills, such as report writing, evidence gathering and interviewing techniques, to adequately perform their jobs.

Recommendation: That the entry level Bachelor of Arts requirement for probation personnel be re-examined by county probation departments and county decision-makers, and either removed or made specifically related to job requirements.

Concern: Neither current training nor orientation provides the future probation officer with a clear idea of his role in the criminal justice system.

Findings: The probation training system fails to provide its students with an understanding of their role. Many training personnel and probation officers interviewed are unsure how training can be related to and supportive of the goals of California criminal justice. They do not know how training and job performance can be responsive and responsible to the needs of the offender.

According to an L.A. County trainee, one of the primary weaknesses of current programs is that they are largely reactive and unyielding to environmental and institutional changes and needs.

Recommendation: That to effectively address this and related problems, the establishment of a state-wide Criminal Justice Standards and Training Commission be a top priority for the Governor and Legislature.

That for the present, standardized training packets be created for probation officers, utilizing methods and approaches like those of Project STAR and that "non-traditional participants" such as probation officers and offenders be enlisted to aid in the creation of these programs. OCJP grant requirements can act as a policy tool to encourage this participation.

Concern: Attitudes, abilities and credentials of trainers seem to vary widely.

Findings: According to the training divisions of L.A. and San Diego County Probation Departments, not all trainers have community college teaching credentials or similar training experience, and finally, not all trainers are selected because of their interest or skill in teaching.

Recommendation: That as an impetus, OCJP develop selection criteria for training grants to include minimum qualifications for trainers.

APPENDICES

APPENDIX I: OCJP AND CCCJ RECOMMENDATIONS

Concern: There is some confusion among the applicant pool for LEAA money as to the proper components of an application for training funds, especially in the corrections field.

Findings: Some of those interviewed stated their wish for more explicit criteria and/or guidelines for their training programs.

Recommendations: In clarifying the existing guidelines, some elements to include might be:

1. The applicant should identify potential continuing funding sources after LEAA funds expire.
2. Criteria for fiscal and administrative competence should be created and publicly dispersed so applicants can take steps to qualify.
3. Policy Boards of applicants should be encouraged to reflect a broad constituency and approach to the criminal justice system.
4. Program elements to be encouraged:
 - a. vocational counseling, when appropriate,
 - b. comprehensive evaluation and follow-up,
 - c. supportive services (i.e., day care centers, travel, per diem) where appropriate.

Concern: Applicants for LEAA dollars do not have adequate information for properly planning their training programs.

Recommendation: That OCJP make available: information regarding the funding cycle; a compendium of funding sources; purposes of the fund; the relationship and involvement of agencies on the Federal, State, local and regional levels and those in the field. We feel the State Comprehensive Plan is an ideal, but not the sole, place for this information.

Concern: There are many people involved in the system who feel estranged from participation in the formulation of the State Comprehensive Plan.

Recommendation: Better publicize public hearings. Encourage Regional offices to implement outreach programs.

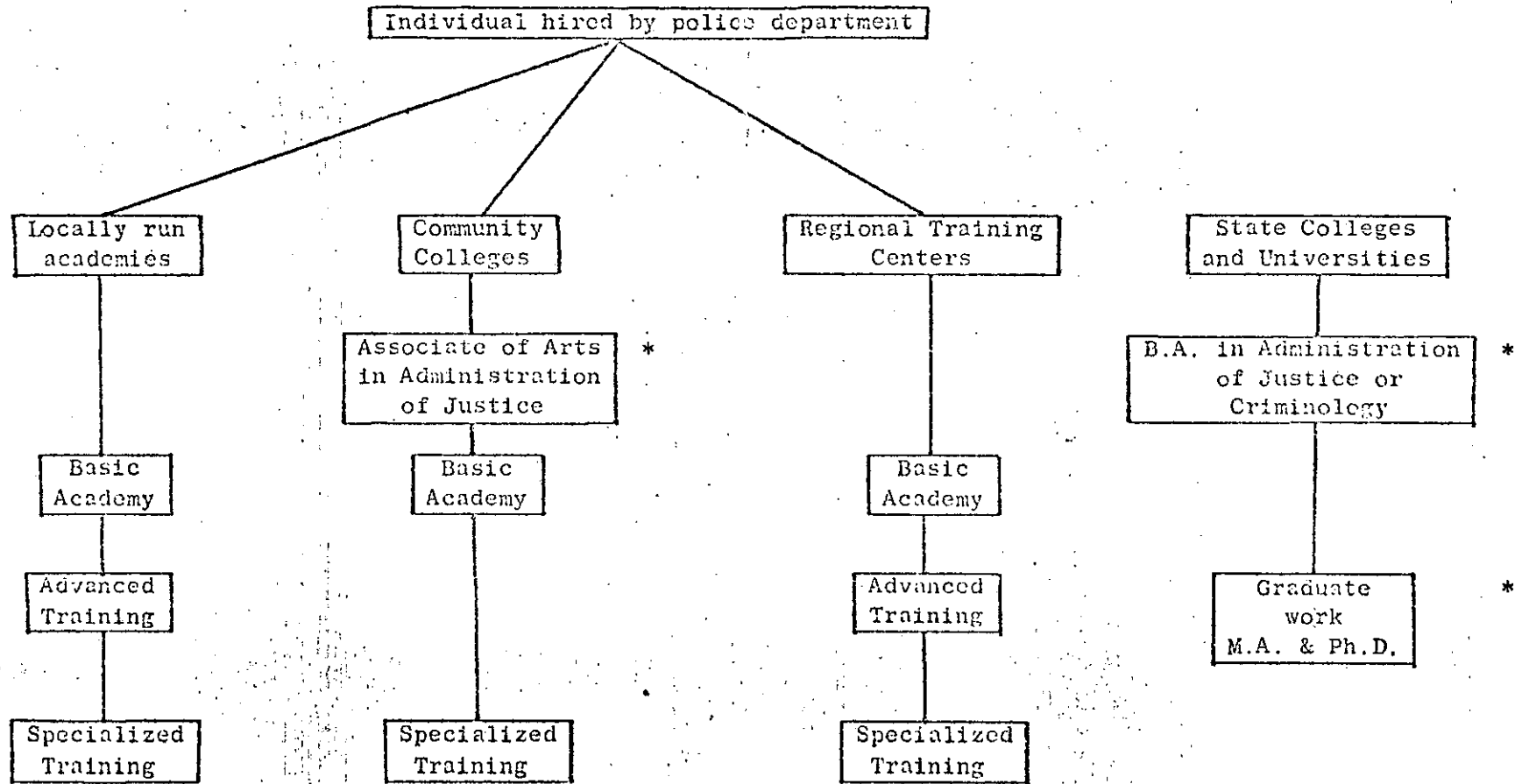
Concern: Notwithstanding the existence of a detailed "Fiscal Affairs Manual" presently there are no real administrative guidelines available to meet the needs of directors of projects supported by OCJP grants. As a consequence, key management functions such as periodic and timely evaluation of the program are not being conducted, which in turn has resulted in a lack of adequate planning, programmatic weaknesses and the undetected and uncorrected continuation of problems.

Recommendation: That OCJP develop and publish a comprehensive administrative manual for the guidance of its grantees.

TRAINING AND DOLLARS:

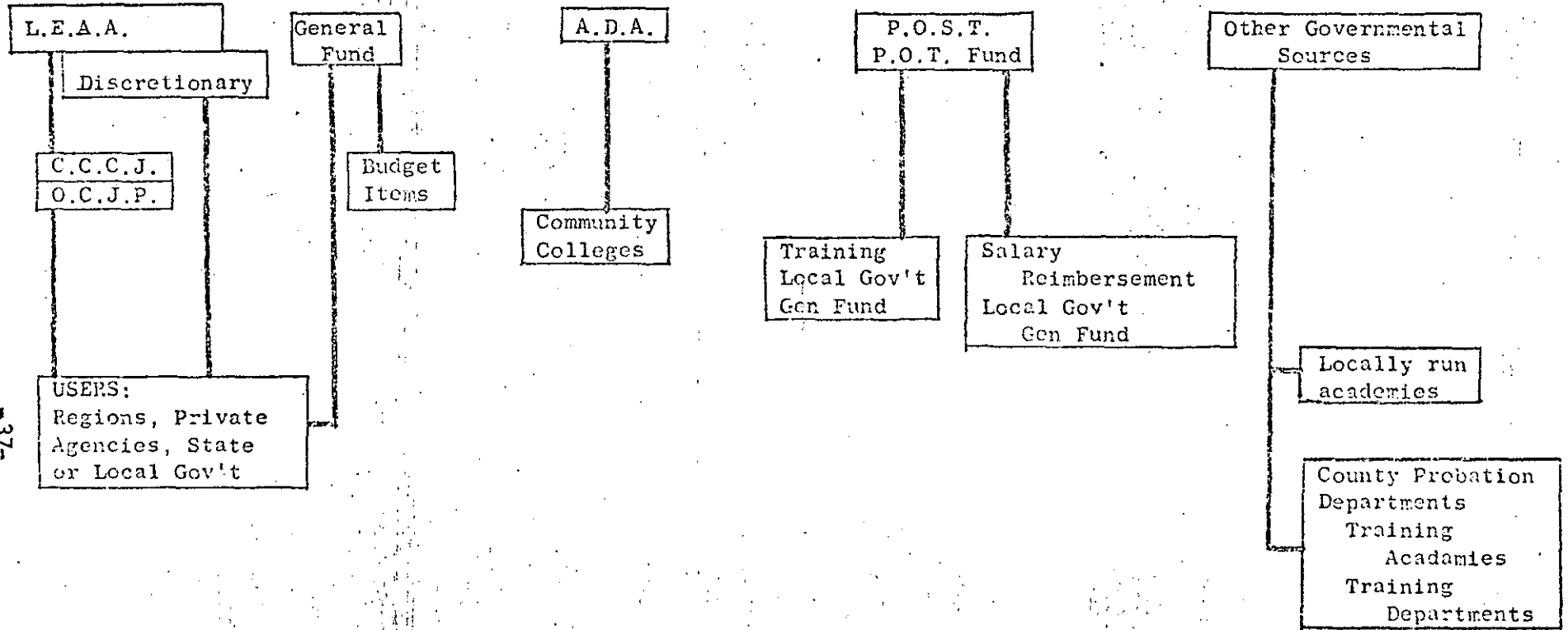
AN ILLUSTRATED OVERVIEW

SOURCES OF POLICE TRAINING



* P.O.S.T. does not certify any degree programs. Therefore, degreed programs are not necessary for persons desiring to become law enforcement officers.

DOLLAR FLOW



QUESTIONNAIRE

TRAINING OFFERED

- What are the course outlines for each training unit (subject matter covered)?
- How does each trainer approach the subject matter?
- How often is each training unit offered?
- Does the job description adequately reflect the actual job duties?
- What do job descriptions and job performance indicate about policy-makers' attitude toward inmates, parolees and probationers?
- How responsive is the training program to the atmosphere/activity of the institution?
- What are the kinds of training offered?
- What are the positions at each institution/agency?
- Does each position receive training?
- Is the training geared to behavior objective or to job classification?
- How many hours spent on each unit of training?
- Which occupations are considered more important for training purposes and how does that relate to the needs of the inmates, parolees or probationers?
- Who does the training and what kinds of training background do they have?

TRAINING NEEDS

- How did you determine what your training needs were?
- Who participated in identifying those training needs?
- Is the training appropriate for the need?
- Is the quality and quantity of training what it should be to meet the need?
- What are your trainers' needs?

FISCAL CONCERNS

- What sources of funding do you receive?
- What do you spend your money for? (major cost categories)
- What are your funding cycles from various funding sources?
- If you applied for funds, what kind did you apply for, when did you apply for it, and when did you receive it?
- What is the pattern of services and training due to the availability of funds and your funding cycle?
- What is your cost of training per student? per hour? per behavior objective?
- What is considered a cost effective figure in your training budget?
- Is fiscal information used to make management and programmatic adjustments during your grant or your training cycle.
- Is funding history information used in subsequent planning documents?

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Legislative (Informational)		Meeting Date July 29-30, 1976
Division Executive Office	Division Director Approval	Researched By Harold Snow
Executive Director Approval <i>[Signature]</i>	Date of Approval July 14, 1976	Date of Report July 9, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input 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 _____).

The following summary shows the present status of current legislation of interest to the Commission.

AB 1127 - Peace Officers: Specific Assignments (Suitt)

Would provide specific qualifications and training requirements for reserves.

Status: Passed by the Assembly June 12, 1975; passed out of the Senate Judiciary Committee on March 16, 1976; still in Senate third reading. It is uncertain whether the bill will pass.

At the April 1976 meeting, the Commission, after considerable discussion, voted to support the bill in concept.

Previous Commission position: Support in concept.

AB 1384 - Marshals of the Municipal Court (Tucker)

This bill would include peace officer members of the Marshal's Department of the Municipal Court under Penal Code Section 13510 for the purposes of receiving State aid.

Status: Passed Assembly, scheduled for hearing in Senate Finance Committee on August 12, 1976.

Previous Commission position: Oppose.

AB 2866 - Abolition of State Regulatory Agencies (Campbell)

Requires abolition of all regulatory agencies on January 1, 1982, unless legislature conducts special inquiry into such agencies and adopts a concurrent resolution disapproving abolition. Further requires such inquiry and resolution every five years thereafter.

Utilize reverse side if needed

Status: This legislation is considered dead for this session.

SB 189 - Vehicle Offenses: Mailed Bail Deposits (Roberti)

Proposes a system of posting traffic offense bail by mail.

Previous Commission position: Neutral

Status: Signed by Governor on May 4, 1976.

SB 575 - Training for Sex Crime Investigation (Robbins)

Requires POST to develop guidelines for sex crime investigation and to develop a special course of instruction relating to the investigation of sexual assault cases. Legislation currently carries no increase for POST staff to undertake the required activities.

Status: Passed Senate; denied concurrence on June 30; to Senate Conference Committee in August.

Previous Commission position: Neutral. Request legislative support to augment budget to permit sufficient staff to implement and maintain the program.

SB 1232 - Bay Area Rapid Transit District (Nejedly)

Proposes that the Bay Area Rapid Transit District should employ a "police department" rather than a "security force" thereby making it "a District" as defined in Section 13507 of the Penal Code and eligible for reimbursement of training costs from the Peace Officer Training Fund.

Status: Signed by Governor on July 9, 1976; Chapter No. 420

Previous Commission position: Neutral.

AB 3124 - Fair Employment Practices (Dixon)

Makes it unlawful for employers and various organizations, including licensing agencies which have authority to grant licenses or certificates, to require any examination which has adverse effect unless the examination is demonstrated to be job-related. Makes it unlawful for a licensing board to discriminate in

carrying out its duties. Renames Division of Fair Employment Practices, and the State FEPC and empowers them to prevent unlawful employment practices. Specifically permits persons alleging discrimination to bring civil action against licensing boards. The bill would make POST more vulnerable to civil actions and require greater emphasis on validation of standards.

Status: Hearing scheduled in Senate Industrial Relations Committee on August 4, 1976.

*Allynwood
Gates
Spore
Wheeler
Jackson*

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Legislative (Action Items)		Meeting Date July 29-30, 1976
Division Executive Office	Division Director Approval	Researched By Harold Snow
Executive Director Approval <i>[Signature]</i>	Date of Approval <i>July 16, 1976</i>	Date of Report July 9, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

The following is submitted for legislative policy consideration by the Commission:

1. AB 2977 - District Attorney Investigators and Inspectors (Lockyer)

This bill would include peace officer members of a District Attorney's office under Penal Code Section 13510 for the purpose of receiving State aid.

Previous Commission Position: Neutral as of April 1976. The bill at that time provided for the funding to be appropriated from the State General Fund and transferred to POST for reimbursement.

On June 4, 1976 the Assembly Ways and Means Committee passed the bill out deleting the above provision thus requiring the funding to come from the Peace Officer Training Fund.

Status: Passed Assembly, to be heard in Senate Judiciary Committee on August 3, 1976.

POST Staff Position: It is the position of POST staff there is merit for entering District Attorney Investigators into the POST reimbursement program. District Attorney criminal investigators perform very similar duties to investigators of police agencies and in some cases work together as teams. Their peace officer authority in terms of the scope of activities and geographical area is similar. Since most District Attorney Investigators have former employment as detectives in local agencies, the costs for entry level training would be negligible for POST. The total reimbursement for all District Attorney Investigative personnel is estimated to be approximately \$64,000 annually. AB 2977 would include both criminal and domestic relations investigators which should be examined.

There have been continuous attempts from various specialized law enforcement agencies to have themselves legislatively entered into the POST reimbursement program. Existing legislation in Section 13507 of the Penal Code which defines a "district" provides no useful criteria for determining which agencies should be included. Section 13507 currently reads:

As used in this chapter, "district" means any of the following:

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

POST staff believes a need exists for the Legislature with the research assistance of POST and input from other affected organizations to study and develop specific eligibility criteria which can be incorporated into Section 13507 or related legislation. Before other groups are admitted to the reimbursement program, the Legislature should be requested to refer AB 2977 to interim study with an offer of POST research assistance.

Recommended Commission Position: No position. Request the Legislature to refer the matter to interim study for the purpose of developing specific eligibility criteria which can be incorporated into law. An offer of POST research assistance should be made with this request.

2. AB 4249 - Mandatory Certification (McVittie)

Requires certification of peace officers by POST. (See attached analysis)

Status: Passed Assembly, set for hearing in Senate Judiciary on August 10, 1976.

Recommended Commission position: Support if amended.

Attachment

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BILL ANALYSIS

POST 1-159

Amended Analysis

July 8, 1976

TITLE OR SUBJECT Mandatory Certification	AUTHOR McVittie	BILL NUMBER AB 4249
SPONSORED BY PORAC	RELATED BILLS	DATE LAST AMENDED June 16, 1976

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

AB 4249 calls for mandatory certification of peace officers specified in Penal Code Section 830.1 which includes undersheriffs, deputy sheriffs, policeman and any policeman of a district authorized by law to maintain a police department.

For several years, the Peace Officers' Research Association of California has had legislation introduced calling for the licensing of peace officers in California. AB 4249 removes some of the previous objectional features, including the term "licensing", and instead substitutes the term "mandatory certification". AB 4249 formalizes much of what is required by existing law in P. C. 832.4 and the POST certificate issuance-revocation process.

Without the benefit of a formal Commission position on AB 4249, staff has offered numerous technical amendments which have been incorporated into the June 16 amended bill. Before staff can recommend Commission support for the legislation, additional changes shown on the attachment will be necessary.

Because this proposed legislation has many complex issues involved and has far-reaching implications for POST, staff is recommending careful consideration by the Commission. On the basis of staff analysis to date, staff is recommending to the Commission it take an approved position only if the attached indicated changes are made.

Attachments:

1. Expanded Analysis
2. AB 4249 (Amended June 16, 1976) Showing Recommended Changes

FISCAL IMPLICATIONS/WORKLOAD CHANGES

INFORMAL POSITION

OFFICIAL POSITION

Approval only if modifications are made.

ANALYSIS BY Harold Snow	DATE 7-8-76	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Carroll J. Thomas</i>	DATE 7.14.76	COMMENT	

Expanded Analysis of AB 4249

Noteworthy provisions of AB 4249 include:

1. Adds the Commission on POST to Section 11501 of the Government Code which lists regulatory agencies.
2. Authorizes the Commission to:
 - a. To establish standards and procedures for the certification of peace officers defined.
 - b. To adopt and amend appropriate rules and regulations to carry out. . .
 - c. To develop or supervise the development of objective examinations to measure subject matter knowledge. . .
 - d. To prevent the unfit and unqualified from becoming certificated peace officers.
3. Between January 1, 1977 and July 1, 1977 the Commission shall grant a permanent certificate to each person coming within the definition of a peace officer at any time during that period, provided that any peace officer receiving a permanent certificate under this section who fails to satisfactorily complete his probationary period, as determined by his employing agency, shall not retain a certificate granted pursuant to this section.

Powers and Duties of POST, Section 13527
4. After July 1, 1977, no person shall practice as, or possess the powers of, a peace officer unless he possesses a certificate granted by the Commission.

Grandfather Provision, Section 13535
5. After July 1, 1977, the Commission may grant a provisional certificate to any applicant whose employing agency certifies that:
 - a. Applicant has passed a thorough background investigation.
 - b. Medical examination. . .
 - c. Fingerprinted. . .
 - d. Applicant is employed by a police or sheriff's department. . .
 - e. Applicant has passed an examination. . .
 - f. Other legal requirements.

Loss of Peace Officer Powers, Section 13536

Provisional Certificate, Section 13537

- Limited Term for Provisional Certificate, Section 13539 6. A provisional certificate shall be valid for no longer than two years, provided that a one-year extension may be granted at the request of the employing agency.
- Permanent Certificate, Section 13540 7. After July 1, 1978, the Commission may grant a permanent certificate to any peace officer possessing a provisional certificate who has:
- a. Successfully completed one-year probation.
 - b. Successfully completed college courses as determined by the Commission. . .
 - c. Passed an examination administered by the Commission. . .
 - d. Received the endorsement of his employing agency.
- Denial of Certificates, Section 13542 8. Provides for numerous reasons for denial of certificates.
- Lost or Stolen Certificates, Section 13546 9. Provides for the issuance of identical duplicate certificates for lost or stolen. . .
- Suspend or Revoke Certificates, Section 13549 10. Empowers the Commission to suspend or revoke certificates.
- Hearing Process, Section 13550 11. Provides for right to hearing.
- Illegal Use of Certificates, Section 13570 12. Specifies misdemeanors for violations regarding use of certificates and engaging in conduct without a certificate.
- Required Notification, Section 13571 13. Requires notification to the Commission within 30 days of such employment the name of any certificated officer.
- Local Establishment of Standards, Section 13575 14. Provides for local agencies to set higher standards.
- Appropriation, Section 13575 15. Appropriates \$130,000 from the Peace Officer Training Fund for the first year development.

ANALYSIS

AB 4249 eliminates many of objectional features of previous peace officer licensing bills (e.g., SB 461) such as hearing boards and the term "licensing". The law in effect codifies many of our current certificate issuance and revocation processes. The major change this legislation would bring about is requiring the completion of a subject matter examination rather than successful completion of a Basic Course.

Advantages of AB 4249

1. Enhances the professionalization of law enforcement.
2. Major step toward improving the standarization of requirements by requiring specified peace officers to pass an examination. The successful Basic Course completion has not been an effective standard to measure knowledge and skills.
3. Provides the POST Commission considerable flexibility to modify standards or adopt necessary regulations.

Disadvantages

1. Will require increased staff and administrative costs for POST above current levels. It is estimated the first year will require developmental costs of at least \$130,000. Part of the developmental costs can be absorbed by existing staff currently assigned to related functions (i.e., validation, basic course revision, certificates). To finance the program on an ongoing basis, staff is recommending specific language which will empower the Commission to charge appropriate fees. It is suggested that because there are many intangibles regarding estimating program costs, some experience will be needed to accurately project costs for such items as validated examination development, certificate issuance and revocation, exam administration, etc. It is projected some costs can be defrayed by fees while others may be necessarily borne from the Peace Officer Training Fund. The Commission may wish to ultimately modify its reimbursement policies to provide for the reimbursement of such fees in the case of eligible employed applicants.
2. Subjects POST to a potentially greater number of civil suits involving the job relatedness of standards. It is true that denial of employment on the basis of effective standards may bring about more litigation but perhaps this is desirable.
3. Alter POST's traditional role by becoming more of a regulatory agency with regard to individual peace officers affected. However, it is suggested POST can maintain its service oriented philosophy to agencies. The change with regard to individual peace officers may be regarded as consistent with POST's primary mission.

RECOMMENDED MODIFICATIONS

From the perspective of efficient administration of this mandatory certification program, several additional modifications or amendments appear in order. Referring to the amended June 16 version of AB 4249 (attachment #2), the following substantive modifications are recommended:

1. Page 4, line 3. Modify Section 832(d) of the Penal Code by deleting the word "basic" and insert "provisional or permanent" effective July 1, 1978.
2. Page 4, lines 5-15. Repeal Section 832.4 of the Penal Code effective July 1, 1978.
3. Page 4, line 20. Insert repeal of Section 832.3 of the Penal Code effective July 1, 1978. (See page 6, Section 13536 for suggested amendment.)
4. Page 5, line 10. Delete the term "subject matter" and simply refer to the requirement as "examination". (See attachment #2.)
5. Page 6, line 11. Add section (e), "to establish and levy appropriate fees for the taking of the examination and issuance of certificates provided the fees do not exceed the cost for administering the respective services". Without this provision, the Commission would be unable to charge fees to offset various program costs.
6. Page 6, lines 14-22. Delete the entire language and substitute the following so that the grandfathering provision is clarified and at the same time modify the effective date so as to provide additionally needed time to accomplish the program activities.

Substitute:

13535. Between July 1, 1977 and June 30, 1978 the Commission shall:

(a) Grant a permanent certificate to each person defined in this chapter as a peace officer who has completed one year of satisfactory service.

(b) Grant a provisional certificate to each person defined in this chapter as a peace officer who has completed less than one year.

7. Page 6, Section 13536, line 25. Add "except while participating as a trainee in a supervised field training program approved by the Commission".

8. Page 6, line 25. Insert the words "an unrevoked" in place of "a".
9. Page 6, lines 23 and 26. For July 1, 1977, substitute July 1, 1978.

Page 7, line 40. Delete the entire language of Section 13541 and substitute:

13541. The Commission shall determine:

(a) Eligibility requirements to take the examination required by Section 13537 and 13540.

(b) How and when the examination is to be administered.

10. Page 9, lines 20-24. Delete the entire section (b) referring to Department of Mental Hygiene furnishing records.
11. Page 9, line 37. Add after the word Commission "in carrying out the provisions of this act, ". . .
12. Page 10, line 3. Insert "on the basis of the employer's administrative disposition or judicial adjudication that the peace officer". . .

AMENDED IN ASSEMBLY JUNE 16, 1976

AMENDED IN ASSEMBLY MAY 12, 1976

CALIFORNIA LEGISLATURE—1975-76 REGULAR SESSION

ASSEMBLY BILL

No. 4249

Introduced by Assemblyman McVittie

March 24, 1976

REFERRED TO COMMITTEE ON CRIMINAL JUSTICE

An act to amend Section 11501 of the Government Code, to amend Section 832.4 of the Penal Code, and to add Chapter 2 (commencing with Section 13525) to Title 4 of Part 4 of the Penal Code, relating to peace officers, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

AB 4249, as amended, McVittie (Crim.J.). Peace officers: certification.

Existing law defines peace officers and their authority, requires specified training and certification and authorizes other training and certification of such persons, and makes certain prohibitions against the exercise of peace officer powers by unqualified persons and persons acting without lawful process or authority.

This bill would require additional certification of specified peace officers by the Commission on Peace Officer Standards and Training.

The bill provides misdemeanor punishment for specified violations re use of certificate and engaging in conduct without a certificate.

The bill appropriates \$130,000 to the commission for pur-

Closed shop issue

a. Employment status

b. Testing

Civil Service issue

Testing Issue / Philosophy

Restoration / Review Authority

poses of the act.

The bill also provides that neither appropriation is made nor obligation created for the reimbursement of any local agency for any costs incurred by it pursuant to the act.

Vote: ~~majority~~ $\frac{2}{3}$. Appropriation: ~~no~~ yes. Fiscal committee: yes. State-mandated local program: yes.

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

1 SECTION 1. Section 11501 of the Government Code
2 is amended to read:

3 11501. (a) The procedure of any agency shall be
4 conducted pursuant to the provisions of this chapter only
5 as to those functions to which this chapter is made
6 applicable by the statutes relating to the particular
7 agency.

8 (b) The enumerated agencies referred to in Section
9 11500 are:

- 10 Board of Dental Examiners of California.
- 11 Board of Medical Examiners of the State of California
- 12 and the district review committees.
- 13 Board of Osteopathic Examiners of the State of
- 14 California.
- 15 California Board of Nursing Education and Nurse
- 16 Registration.
- 17 State Board of Optometry.
- 18 California State Board of Pharmacy.
- 19 State Department of Health.
- 20 Board of Examiners in Veterinary Medicine.
- 21 State Board of Accountancy.
- 22 California State Board of Architectural Examiners.
- 23 State Board of Barber Examiners.
- 24 State Board of Registration for Professional Engineers.
- 25 Registrar of Contractors.
- 26 State Board of Cosmetology.
- 27 State Board of Funeral Directors and Embalmers.
- 28 Structural Pest Control Board.
- 29 Department of Navigation and Ocean Development.
- 30 Director of Consumer Affairs.
- 31 Bureau of Collection and Investigative Services.

- 1 State Fire Marshal.
- 2 State Board of Registration for Geologists.
- 3 Director of Food and Agriculture.
- 4 Labor Commissioner.
- 5 Real Estate Commissioner.
- 6 Commissioner of Corporations.
- 7 Department of Benefit Payments.
- 8 Board of Pilot Commissioners for the Bays of San
- 9 Francisco, San Pablo and Suisun.
- 10 Board of Pilot Commissioners for Humboldt Bay and
- 11 Bar.
- 12 Board of Pilot Commissioners for the Harbor of San
- 13 Diego.
- 14 Fish and Game Commission.
- 15 State Board of Education.
- 16 Insurance Commissioner.
- 17 Savings and Loan Commissioner.
- 18 State Board of Dry Cleaners.
- 19 Board of Behavioral Science Examiners.
- 20 State Board of Chiropractic Examiners.
- 21 State Board of Guide Dogs for the Blind.
- 22 Department of Aeronautics.
- 23 Board of Administration, Public Employees'
- 24 Retirement System.
- 25 Department of Motor Vehicles.
- 26 Bureau of Home Furnishings.
- 27 Cemetery Board.
- 28 Department of Conservation.
- 29 Department of Water Resources acting pursuant to
- 30 Section 414 of the Water Code.
- 31 Board of Vocational Nurse and Psychiatric Technician
- 32 Examiners of the State of California.
- 33 Certified Shorthand Reporters Board.
- 34 Bureau of Repair Services.
- 35 California State Board of Landscape Architects.
- 36 Department of Alcoholic Beverage Control.
- 37 California Horse Racing Board.
- 38 School districts under Section 13443 of the Education
- 39 Code.
- 40 State Fair Employment Practice Commission.

Recommended Amendments

1 Bureau of Employment Agencies.
2 Commission on Peace Officer Standards and Training.
3 SEC. 2. Section 832.4 of the Penal Code is amended
4 to read:

← Modify Section 832 (d) of the Penal Code by deleting the word "basic" and insert "provisional or permanent" effective July 1, 1978.

5 832.4. (a) Any undersheriff or deputy sheriff of a
6 county, any policeman of a city, and any policeman of a
7 district authorized by statute to maintain a police
8 department, who is first employed after January 1, 1974,
9 and is responsible for the prevention and detection of
10 crime and the general enforcement of the criminal laws
11 of this state, shall obtain the basic certificate issued by the
12 Commission on Peace Officer Standards and Training
13 within 18 months of his employment in order to continue
14 to exercise the powers of a peace officer after the
15 expiration of such 18-month period.

← Repeal Section 832.4 of the Penal Code effective July 1, 1978.

16 (b) Housing authority patrol officers of the city of Los
17 Angeles shall be and shall remain a part of the Los
18 Angeles City Housing Authority Retirement System and
19 shall not become a part of any other peace officer
20 retirement system or plan.

← Repeal Section 832.3 of the Penal Code (See page 6 Section 13536) effective July 1, 1978.

21 SEC. 3. Chapter 2 (commencing with Section 13525)
22 is added to Title 4 of Part 4 of the Penal Code, to read:

23 CHAPTER 2. PEACE OFFICER CERTIFICATION

24 Article 1. Legislative Findings and Definitions

25 13525. The Legislature finds and declares:

26 (a) That the occupation of peace officer is a profession
27 requiring adherence to high standards of selection,
28 education, special training, and ethical conduct.

29 (b) That the technical competence of persons
30 practicing this profession is a matter of the highest
31 significance to the health, welfare, and safety of the
32 citizens of this state.

33 (c) That the establishment and maintenance of high
34 professional and technical standards is best accomplished
35 by the certification of persons who are, or seek to become
36 peace officers.

37 (d) That the recognition of the occupation of peace
38
39
40

Recommended Amendments

1 officer as a profession endowing the practitioner with
2 (d) That the recognition of peace officers as
3 professionals having both status and obligations beyond
4 the temporary conditions of employment will further
5 enhance observance of the standards of the profession.
6 observance of professional standards.

7 13526. As used in this chapter:

8 (a) "Commission" means the Commission on Peace
9 Officer Standards and Training.

10 (b) "~~Subject matter~~ examination" means an objective
11 examination approved by the commission to be used as an
12 instrument to measure subject matter knowledge, the
13 successful completion of which shall be mandatory for
14 any applicant for a peace officer certificate.

15 (c) "Provisional certificate" means a conditional
16 peace officer certificate issued to an applicant who
17 possesses all the qualifications for a peace officer's
18 certificate with the exception of the required education, and
19 experience, and completion of the subject matter
20 examination.

21 (d) "Permanent certificate" means a certificate issued
22 by the commission to a peace officer applicant who has
23 met all requirements set forth in this chapter and by the
24 commission.

25 (e) "Certificate" means a provisional or a permanent
26 certificate.

27 (f) "Peace officer" means an undersheriff or deputy
28 sheriff of a county, regularly employed and paid as such,
29 any policeman of a city, and any policeman of a district
30 authorized by law to maintain a police department, as
31 these terms are used in Section 830.1.

32
33 Article 2. Commission on Peace Officer Standards
34 and Training

35
36 ~~13527. The duties of the commission under this~~
37 ~~chapter shall be to implement this chapter;~~

38 13527. The commission, consistent with the terms and
39 provisions of this chapter, shall have the following powers
40 and duties:

- ← deletions
- ← Insert: "skills and"
- ← deletion and insert "provisional"
- ← deletion
- ← deletion
- ← Will be amended to include chiefs and sheriffs.

Recommended Amendments

- 1 (a) To establish *and amend* standards and procedures
- 2 for the certification of peace officer personnel.
- 3 (b) To adopt and amend appropriate rules and
- 4 regulations to carry out the provisions of this chapter.
- 5 (c) To develop or supervise the development of, *and*
- 6 *to administer*, objective examinations to measure subject
- 7 ~~matter knowledge of~~ applicants for a peace officer
- 8 certificate. ensure only qualified persons become
- 9 (d) To ~~prevent the unfit and unqualified from~~
- 10 ~~becoming~~ certificated peace officers.
- 11 (e)

Article 4. Certification

12
13
14 13535. ~~Between January 1, 1977, and July 1, 1977, the~~

15 ~~commission shall grant a permanent certificate to each~~

16 ~~person coming within the definition of a peace officer at~~

17 ~~person defined in this chapter as a peace officer at any~~

18 ~~time during that period, provided that any peace officer~~

19 ~~receiving a permanent certificate under this section who~~

20 ~~fails to satisfactorily complete his the probationary~~

21 ~~period, as determined by his the employing agency, shall~~

22 ~~not retain a certificate granted pursuant to this section.~~

23 13536. After July 1, 1977, no person shall practice as,

24 or possess the powers of, a peace officer unless he such

25 person possesses a certificate granted by the commission.

26 13537. After July 1, 1977, the commission may grant a

27 provisional certificate to any applicant whose employing

28 agency certifies that:

29 (a) The applicant is of good moral character, as

30 determined by has passed a thorough background

31 investigation conducted in accord with the regulations of

32 the commission.

33 (b) The applicant has been examined by a licensed

34 physician and has been determined to meet the

35 requirements of the commission.

36 (c) The applicant has been fingerprinted and a search

37 has been conducted of local, state and national

38 fingerprint files to disclose any criminal record has been

39 performed and the commission, and the commission has

40 been notified of the findings.

← deletions
← deletion

← Reword:

← Insert:

(e) To establish and levy appropriate fees for the taking of the examination and issuance of certificates provided the fees do not exceed the cost for administering the respective services.

← Insert:

13535. Between July 1, 1977 and June 30, 1978 the Commission shall:

(a) Grant a permanent certificate to each person defined in this chapter as a peace officer who has completed one year of satisfactory service.

(b) Grant a provisional certificate to each person defined in this chapter as a peace officer who has completed less than one year.

← Reword: July 1, 1978

← "as defined in this Chapter"

← Insert: "an unrevoked"

← Reword: July 1, 1978

Insert: "except while participating as a trainee in a supervised field training program approved by the commission."

Recommended Amendments

1 (d) ~~The applicant shall be~~ employed by a police or
2 sheriff's department or department authorized by law.

← Reword: "is"

3 (e) The applicant has passed ~~a subject matter~~
4 examination prepared by, or under the direction of, the
5 commission.

← Deletion. Insert "the"

6 (g) The applicant has met all other requirements of
7 the employing agency.

8 13538. A provisional certificate shall be valid for no
9 longer than two years, provided that a one-year extension
10 may be granted at the request of the employing agency.

11 13539. A peace officer possessing a provisional
12 certificate and unable to meet physical requirements for
13 continuance of his professional status at its time of
14 continuance of the person's employment status at the
15 time of the certificate's expiration because of injuries
16 ~~job-related injuries or sickness~~ received in the course of
17 his or her official duties shall receive a one-year extension
18 of his such provisional certificate.

← Deletion

19 13540. After July 1, 1978, the commission may grant a
20 permanent certificate to any peace officer possessing a
21 valid provisional certificate who has met all of the
22 following requirements:

23 (a) Been determined by his the peace officer's
24 employing agency to have successfully completed one
25 year as a peace officer.

26 (b) ~~Successfully completed 30 college semester units~~
27 ~~or 15 college quarter units prior to his employment as a~~
28 ~~peace officer or during his possession of a provisional~~
29 ~~certificate.~~

30 (c) ~~Passed a subject matter examination prepared by,~~

31 (b) ~~Successfully completed college courses as~~
32 ~~determined by the commission prior to such person's~~
33 ~~employment as a peace officer or during such person's~~
34 ~~possession of a provisional certificate.~~

35 (c) ~~Attained a satisfactory score on a subject matter~~
36 ~~examination administered by, or under the direction of,~~
37 ~~the commission.~~

← Reword: "Has passed the"

38 (d) Received the endorsement of his the peace
39 officer's employing agency.

← Insert: "department head of th

40 13541. ~~The candidates may take the subject matter~~

← Deletion: (See page 8)

Recommended Amendments

Substitute:

13541. The Commission shall determine:
 (a) Eligibility requirements to take the examination required by Sections 13537 and 13540.
 (b) How and when the examination is to be administered.

1 ~~examination required by Section 13537 and by Section~~
 2 ~~13540 in conjunction with the basic academy course.~~

3 13542. The commission ~~may~~ shall deny a certificate to
 4 any applicant who:

5 (a) Lacks the qualifications which are prescribed by
 6 law, ~~including or as prescribed by the~~ regulations
 7 adopted by the commission.

8 (b) Is physically or mentally so disabled as to be
 9 rendered unfit to perform the duties authorized by the
 10 certificate for which ~~he~~ such person applies.

11 (c) Is addicted to the use of controlled substances as
 12 defined in Division 10 (commencing with Section 11000)
 13 of the Health and Safety Code.

14 (d) Has intentionally practiced or attempted to
 15 practice any material deception or fraud in ~~his~~
 16 ~~application~~ such person's application for a certificate.

17 (e) Fails or refuses to furnish ~~reasonable evidence of~~
 18 ~~identification or good moral character.~~ a completed
 19 background investigation questionnaire.

20 (f) Has entered a plea of guilty or nolo contendere to,
 21 or been found guilty of, or been convicted of, a felony or
 22 crime involving moral turpitude arising out of, or in
 23 connection with, or related to the activities of such
 24 person in such a manner as to demonstrate ~~his~~ unfitness
 25 to acquire or hold a peace officer certificate, and the time
 26 for appeal has elapsed or the judgment of conviction has
 27 been affirmed on appeal, irrespective of an order
 28 granting probation following such conviction, suspending
 29 the imposition of sentence, or of a subsequent order
 30 under the provision of Section 1203.4 allowing such
 31 person to withdraw his plea of guilty and to enter a plea
 32 of not guilty, or setting aside the plea or verdict of guilty,
 33 or dismissing the accusation or information.

34 ~~13542~~ 13543. The commission may deny a certificate
 35 to any applicant who comes within any of the following
 36 classes:

37 (a) Has been determined to be a sexual psychopath
 38 under the provisions of Article 1 (commencing with
 39 Section 6300), Chapter 2, Part 2, Division 6 of the Welfare
 40 and Institutions Code or under similar provisions of law

1 of any other state.

2 (b) Has been convicted of any sex offense as defined
3 in Section 12912 of the Education Code.

4 (c) Has been convicted of a narcotics offense as
5 defined in Section 12912.5 of the Education Code.

6 ~~13544. After July 1, 1977, no permanent or provisional
7 certificate shall be granted to any person unless and until
8 he has subscribed to the law enforcement code of ethics.~~

9 13545. The commission is authorized to secure
10 information, records, reports, and other data relative to
11 the identification or fitness of any applicant for a
12 certificate ~~or for the renewal of a certificate~~ from any
13 *local agency or* agency or department of the state and for
14 ~~that~~ such purpose any provision of law to the contrary
15 notwithstanding:

16 (a) The Department of Justice shall furnish, upon
17 application of the commission, all information pertaining
18 to any applicant of whom there is a record in its office.

19 ~~(b) Each institution under the jurisdiction of the
20 (b) The Department of Mental Hygiene shall furnish,
21 upon application of the commission and with the consent
22 of the certificate holder or applicant, all information and
23 records pertaining to that holder or applicant person of
24 whom there is a record in its office.~~

25 The commission, upon written request of any agency
26 employing peace officers, shall release to that agency
27 information and other data relative to the identification
28 or fitness of any applicant for a peace officer position in
29 the *requesting* agency, so long as such release is not
30 prohibited by any other provision of law.

31 13546. Whenever satisfactory proof is presented to
32 the commission by any person to whom the commission
33 has granted a certificate, that the certificate issued has
34 been lost, stolen, or destroyed, the commission shall issue
35 ~~another certificate, identical~~ a *duplicate* to the certificate
36 lost, stolen, or destroyed.

37 13547. *The commission, upon request, may make such*
38 *inquiries as may be necessary and may examine the files*
39 *and records of any agency employing peace officers*
40 *described in this chapter.*

← Deletion

← Deletion

← Insert: "in carrying out provisions of this act"

Recommended Amendments

1 13549. The commission may suspend or revoke ~~the~~
2 the certificate of any peace officer ~~under~~ *described in this*
3 chapter who ~~is~~ *the commission* determines ✓

4 (a) Has committed any act which, if committed by an
5 applicant, would be grounds for refusal to grant a
6 certificate.

7 (b) Has aided or abetted any person in the violation of
8 any provision of this chapter.

9 (c) Has violated any provision of this chapter.

10 Any person whose certificate is revoked shall ~~physically~~
11 surrender it to the commission.

12 13550. When a person is denied a certificate pursuant
13 to Section 13541 or 13542, or any other provision of this
14 chapter, and when a certificate is ~~suspended or~~ revoked
15 pursuant to this section, ~~he~~ *the person* shall be entitled to
16 a hearing which shall be conducted pursuant to Chapter
17 5 (commencing with Section 11500) of Part 1 of Division
18 3 of Title 2 of the Government Code, and the commission
19 shall have all the powers granted therein.

20
21 Article 5. Misdemeanor and Penalties

22
23 13570. Any person who knowingly commits any of the
24 following is guilty of a misdemeanor, and for each offense
25 is punishable by a fine of not more than one thousand
26 dollars (\$1,000) or imprisonment in the county jail not to
27 exceed one year, or by both fine and imprisonment:

28 (a) Who practices or offers to practice as a peace
29 officer in this state without being certificated as required
30 by this chapter.

31 (b) Who presents or attempts to present as ~~his~~ *the*
32 *person's own* the certificate of another.

33 (c) Who permits another to use his *or her* certificate.

34 (d) Who *knowingly* gives false evidence of any
35 material kind to the commission, or to any member
36 thereof, including the staff, in obtaining a certificate.

37 (e) Who impersonates a certificated peace officer.

38 (f) Who uses, or attempts to use, an expired,
39 suspended or revoked certificate.

40 (g) Who uses the title of "certificated peace officer"

← Insert: "on the basis of the employer's administrative disposition or judicial adjudication that the peace officer:"

← Deletion

← Deletion

1 without being certificated as required by this chapter.

2 (h) Who employs or causes to be employed, as a peace
3 officer subject to the provisions of this chapter, a person
4 who is not a certificated peace officer.

5 (i) Who refuses, or fails to return a certificate
6 suspended or revoked under the provisions of this
7 chapter.

8 (j) Who violates any of the provisions of this chapter.
9

10 Article 6. Report of Resignations and Terminations
11

12 13571. Any department or agency employing peace
13 officers required to be certificated under this chapter,
14 shall report to the commission within thirty (30) days of
15 such employment the name of any certificated officer
16 who is newly employed by that agency, or whose
17 employment terminates, after the effective date of this
18 chapter, upon a form provided by the commission.
19

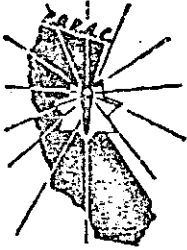
20 Article 9. Local Establishment of Standards
21

22 13575. Nothing in this chapter shall be construed to
23 prevent the establishment by local agencies of personnel
24 standards higher than those established under this
25 chapter.

26 ~~SEC. 4.~~ SEC. 4. *The sum of one hundred thirty*
27 *thousand dollars (\$150,000) is appropriated from the*
28 *Peace Officers' Training Fund to the Commission on*
29 *Peace Officer Standards and Training for expenditure*
30 *during the 1976-77 fiscal year for the purposes of this act.*

31 SEC. 5. No appropriation is made by this act, nor is
32 any obligation created thereby under Section 2231 of the
33 Revenue and Taxation Code, for the reimbursement of
34 any local agency for any costs that may be incurred by it
35 in carrying on any program or performing any service
36 required to be carried on or performed by it by this act.

O



Peace Officers Research Association of California

THE OBJECTIVE OF THIS ASSOCIATION IS TO UNITE ALL PERSONS WITHIN ITS JURISDICTION FOR THEIR ECONOMIC, PROFESSIONAL AND SOCIAL ADVANCEMENT. IT SHALL BE THE AIM OF THIS ASSOCIATION TO COLLECT, STUDY, STANDARDIZE, SUMMARIZE AND DISTRIBUTE FACTUAL DATA IN ORDER TO PROMOTE THE PROFESSIONAL QUALIFICATIONS AND STANDING OF PEACE OFFICERS, TO STIMULATE MUTUAL COOPERATION BETWEEN LAW ENFORCEMENT AGENCIES, TO SECURE FOR ALL PEACE OFFICERS ADEQUATE COMPENSATION FOR THEIR PROFESSIONAL DUTIES AND TO IMPROVE CONDITIONS OF EMPLOYMENT.

STATE OFFICE

SENATOR HOTEL
12th & "L" STREETS
SACRAMENTO, CALIFORNIA 95814
(916) 441-0660

July 15, 1976

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

Dear Commissioner:

As sponsors for AB 4249 (McVittie) - Mandatory Certification, PORAC has been advised that POST will be reviewing the matter during their July meeting.

PORAC Director Walter Colfer has been assigned this legislation since its introduction and will be in attendance at the Commission meeting to present our position and answer any questions.

Prior meetings have been arranged with representatives of the POST staff, C.P.O.A. and other interested groups to take care of their concerns.

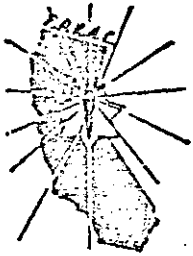
Please find attached a position statement in advance for your review.

Sincerely,

JOSEPH A. ACETO
State President

JAA:er

Attachment



Peace Officers Research Association of California

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STATE OFFICE

SENATOR HOTEL
12th & "L" STREETS
SACRAMENTO, CALIFORNIA 95814
(916) 441-0660

CERTIFICATION

Government, whether local, state or federal, has the responsibility of giving service to its citizens. It is up to government administrators to give the highest level of service possible with the greatest cost efficiency.

The first item I would like to address is the concept of licensing public employees. It has been demonstrated that in order to achieve the desired high level of service, standards are needed. Generations ago there was no minimum modality for the medical profession. Quacks and charlatans received the same deference and respect that the most knowledgeable member of the profession deserved. On rare occasions, even now, fakes are uncovered in this field. The same statement can be made with the other "professions"; educational, legal, engineering, religious and the like.

As the need for specialization, in giving service to a growing and sophisticated citizenry, grew so did the need for minimum standards. Occupations that were not even in existence not too many years ago, have developed the need for levels of acceptability. Among these are Social Workers, Paramedics, X-Ray Technicians, and Court Reporters. These are only a tiny percentage of the public employees who are required to possess a degree, certification and/or license in order to serve society.

A review of any of various codes of the state of California will reveal canons set forth for public servants to operate under. I refer to the Government Code, the Education Code, the Business and Professions Code and the list can go on and on.

How many teachers are not licensed in this state? How many professional and para-professional medical personnel? How many services do cities, counties and the state offer that require licensed people? The enumeration of these jobs would be substantial.

It seems inconceivable that there would be organizations and groups, some whom are very professional, who oppose the concept of having minimum standards for law enforcement. I am not going to recite the various jobs and problems that Peace Officers are called upon to handle, they are common knowledge to all. I question the intent of opponents in not forcing people with "life and death" responsibilities to upgrade the profession.

The second point I want to touch upon is the argument that this would reduce local control. Almost every agency in the state that would be affected has already subscribed to the present standards and intent of the Commission on Peace Officers Standards and Training and there has been no detectable loss of local control. In fact the Commission, and indeed this bill, encourages local agencies to set even higher criteria than those determined to be the minimum. With this capacity to set higher standards the local agencies enhance their ability to determine exactly what their community needs above the minimum.

The history of this Commission, with its predominant Commissioners from local agencies, is resplendent with the improvement of local services. Unfortunately, as in every type of profession, there are some few peace officers who subscribe to the Commission Standards who either cheat on their responsibilities or are incompetent in their ability to fulfill their obligations. These few attain salient positions when viewed by the public, our employers, and the entire group is judged by this minority.

The Commission is aware of this and has striven to cleanse the law enforcement profession of these incompetents. But, instead of aiding in this quest there are those who would want to keep sanguinaries wherein the malevolents can find positions and shelters.

Where is the threat to a city or county in this proposal? Where is the threat that the state is going to take over local governments responsibility? Is it possible that some see any movement as a threat? Do they perceive some distant and murky motive that "might" happen and therefore they want to keep status quo? I suggest that opposition is premature; there is neither language nor intent to usurp local standards or control, merely to improve the level of local performance and ultimately local service.

The third point I have heard from opponents of this bill is that it would create monetary problems. What does this truly mean? It is a fact that the Commission has predicted the ability to handle the responsibilities of this edict. They are already doing so. What additional monetary problems are anticipated? The cost of background investigations, or maybe the clerical and administrative work in the employment of projects, that any personnel officer at any level is already doing.

Could it be that some government agencies want to retain the ability to employ sub-standard people, vest them with all the majesty and authority of the law and then turn them loose on a trusting citizenry? There are many persons who would be willing to work at being a cop for sub-standard wages, but what kind of peace officer would you have? A sub-standard one.

I propose that there is, and will always be, a need for effective and efficient peace officers. It is not Quantity that counts but Quality and until we begin to force the improvement of Quality, the system is not meeting its obligations to the taxpayers. Where is the effectiveness in employing semi-trained, or untrained, people as peace officers? If there is a fear of losing local control it is most paramount in this area.

Walt Colfer
7-13-76

Mr. Koch, Director of Technical Services Division, will present
an oral progress report on the Validation Studies Project.

Memorandum

: POST Commission

Date : June 30, 1976

POST Advisory Committee Chairman

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

Subject: Report from the POST Advisory Committee's June Meeting

The Advisory Committee held its regular meeting on June 10 and 11, 1976 in San Diego. The Committee principally devoted its time to a review of POST revenue and expenditure considerations, and to reimbursement policy. The Committee formulated no specific conclusions or recommendations in this area because, in part, the members believe direction will be forthcoming in the near future from the Commission regarding the Advisory Committee's role. This direction is believed necessary before the Committee engages in new study areas.

The Committee reviewed action taken by the Commission on Advisory Committee recommendations presented at the April meeting. Committee members expressed disappointment that the requested on-site evaluation of the CSTI Officer Survival Course was not directed. Committee members believed that the Commission was perhaps not made fully aware of the concerns expressed about this course.

The concern that the course unduly heightens fears of officers and brings about an "overreaction" on the part of officer/trainees remains with Committee members. The Committee believes that the course should be fully audited by a staff member or other person who can view the training presented from a management perspective.

The following motion was passed for the Commission's reconsideration:

MOTION by Chief Tielsch, seconded by Chief Kinney that POST staff conduct a full on-site audit from a management perspective of the California Specialized Training Institute's Officer Survival Course. MOTION CARRIED.



BOB CRESS

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Advisory Committee Appointment		Meeting Date July 29-30, 1976
Division Executive Office	Division Director Approval	Researched By
Executive Director Approval <i>Edmund J. ...</i>	Date of Approval June 30, 1976	Date of Report June 30, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		
<p>The Executive Committee of the California State Sheriffs' Association has recommended that the Commission appoint Sheriff James H. Grant, Jr. of Yuba County, as a member of the POST Advisory Committee. Sheriff Grant would replace Sheriff Brad Gates as the State Sheriffs' Association's representative.</p> <p>Sheriff Grant has been Sheriff of Yuba County since 1974. He previously was the Campus Police Chief at Yuba College and an Administration of Justice Instructor.</p> <p>Recommendation:</p> <p style="padding-left: 40px;">Approve appointment of Sheriff Grant.</p> <p>Attachments:</p> <p style="padding-left: 40px;">Letter from Sheriff John Duffy Resume of Sheriff James H. Grant</p>		
Utilize reverse side if needed		

California State Sheriffs' Association

Organization Founded by the Sheriffs in 1894

June 2, 1976


William J. Anthony, Chairman
Commission on P.O.S.T.
7100 Bowling Drive, Suite 250
Sacramento, Ca 95823

Dear Tony:

The Executive Committee of the California State Sheriffs' Association is submitting Sheriff James H. Grant, Jr. of Yuba County as our nominee to be appointed to the P.O.S.T. Advisory Committee to replace Sheriff Brad Gates.

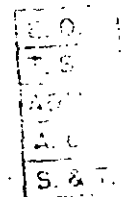
Sheriff Grant is uniquely qualified not only because of his law enforcement experience, but immediately prior to being elected Sheriff in 1974, Grant was the coordinator of a college level criminal justice program. He has had both law enforcement and academic experience.

Sincerely,


John F. Duffy, Sheriff
President, California State Sheriffs' Association

JED/nlm

cc: Sheriff James H. Grant, Jr.
Sheriff Michael Canlis



JUN 2 9 05 AM '76
CALIFORNIA STATE SHERIFFS' ASSOCIATION

JOHN F. DUFFY, President
Sheriff, San Diego County

WILLIAM B. EVANS, Jr., First Vice-President
Sheriff, Mono County

DUANE H. LOWE, Second Vice-President
Sheriff, Sacramento County

JAMES W. CAMERON, Sergeant-At-Arms
Sheriff, Yolo County

MICHAEL N. CANLIS, Secretary-Treasurer
Sheriff, San Joaquin County

RICHARD C. DINKELSPIEL, General Counsel
San Francisco

JIM GRANT
SHERIFF - CORONER



COURTHOUSE
P.O. Box 1389
MARYSVILLE, CALIFORNIA
95901
743-4634

County of Yuba

RESUME

Of

JIM GRANT

PERSONAL HISTORY

James H. Grant Jr.
1903 Glenmore Drive
Olivehurst, California 95961

Born February 24, 1942
at Kannapolis, North Carolina

Telephone: 742-2290 (Home)
743-4634 (Business)

Son of Mr. and Mrs. James H. Grant Sr.

EDUCATION

Elementary Schools: Georgia, Florida, California
High Schools: Florida, California, Okinawa (American
Dependent School)
Colleges: Santa Rosa, California; American River, California;
University of Maryland (Overseas Europe Branch);
University of California at Sacramento and
Berkeley, Yuba College, Marysville, California.
Law Enforcement Advanced, Intermediate and Basic certificates
educational back- (POST); Feather River Police Academy at Oroville,
ground: California; Coroner's Institute; Homicide Insti-
tute; Civil Disorder Management Workshop at Cal
Poly at San Luis Obispo, California; Advanced
Peace Officers' School.

WORK HISTORY

1962-65 U.S. Army (Cryptographic Specialist)
1965-72 Deputy Sheriff, County of Yuba, Marysville, CA.
1970-74 Director, Olivehurst Public Utilities District,
Olivehurst, CA. (Elected)
1971-74 Instructor, Administration of Justice, Yuba College,
Marysville, CA. (Hold life-time teaching credential).
1971-74 College Police Chief, Yuba College, Marysville, CA.
1974-Present Sheriff-Coroner, Yuba County, Marysville, CA.

RESUME of JIM GRANT (Cont'd)
Page Two

WORK HISTORY (Cont'd)

As Sheriff-Coroner of Yuba County, member of California State Sheriffs' Association; member of the Executive Committee and Law and Legislative Committee of the Sheriffs' Association; member of Police Advisory Board at Yuba College; member of California Peace Officers' Association; Yuba-Sutter Police Administrator's Council; National Sheriffs' Association.

Memorandum

To : All Commissioners
and Advisory Committee Members

Date : June 11, 1976

From : Commission Chairman
Commission on Peace Officer Standards and Training

Subject: Committee Appointments -- Advisory Committee Role Study

Pursuant to a motion approved by the Commission at the April 1976 meeting, I am appointing a joint ad hoc committee which will meet to review the role of the POST Advisory Committee.

Those appointed to serve on this committee are:

Commissioners

Donald F. McIntyre - Chairman
William B. Kolender
Herbert E. Ellingwood
William J. Anthony - Ex Officio

Advisory Committee Members

William J. Kinney
J. Winston Silva
William A. Fradenburg
Robert Cress - Ex Officio

A meeting of this committee will be scheduled as soon as possible after the newly appointed Executive Director reports for duty. Written background material will be provided prior to the meeting.



WILLIAM J. ANTHONY

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Mission and Goals Statement		Meeting Date July 29-30, 1976
Division Technical Services	Division Director Approval Bradley W. Koch <i>[Signature]</i>	Researched By Bradley W. Koch
Executive Director Approval <i>[Signature]</i>	Date of Approval July 14, 1976	Date of Report July 13, 1976
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 _____).

BACKGROUND

POST Advisory Committee submitted to the Commission, recommended changes to POST Mission and Goals Statements. The Commission directed POST staff to review the revised statements and present their position to the Commission for consideration.

As directed by the Commission, all POST Division Directors met and a consensus was reached on acceptable language for the POST Mission and Goals.

ANALYSIS

These recommendations have been developed after careful review of the study recently completed by the POST Advisory Committee relative to their recommended changes of the Mission and Goals Statements.

In order to clarify the various statements under consideration during our study, a format has been developed which identifies the original statement, the Advisory Committee revised statement and POST staff recommended position. A copy of these statements are included as addendum.

RECOMMENDATIONS

It is recommended that the Commission accept this report for review and study only and place the subject on calendar for action at the October Commission meeting.

The following are POST staff recommendations for POST Mission and Goals Statements:

RECOMMENDATIONS:

- Mission of POST: -To develop and implement programs to increase the effectiveness of California law enforcement.
- Goal 1: Establish minimum standards and guidelines for the selection of law enforcement personnel.
- Goal 2: Establish minimum standards and guidelines for the training of law enforcement personnel.
- Goal 3: Establish and maintain quality training courses designed to improve the performance of law enforcement personnel.
- Goal 4: Determine that law enforcement personnel have met and continue to meet minimum selection and training standards.
- Goal 5: Provide assistance to improve management operational practices in law enforcement agencies.
- Goal 6: Conduct research and serve as a resource center for law enforcement.
- Goal 7: Encourage and promote cooperation and coordination between all components of the criminal justice system.

ADDENDUM

Mission and Goals Statements

Mission of POST

Original Statement

- To increase the effectiveness of California law enforcement.

Advisory Committee Revised Statement

- To provide law enforcement with service and assistance in increasing professional expertise.

POST Staff Recommended Position

- To develop and implement programs to increase the effectiveness of California law enforcement.

Goals of POST

Goal #1

Original Statement

- Establish standards and guidelines for the selection of law enforcement personnel.

Advisory Committee Revised Statement

- Establish minimum standards and guidelines for the selection of law enforcement personnel.

POST Staff Recommended Position

- It is recommended that the revised statement be adopted.

Goal #2

Original Statement

- Establish standards and guidelines for the training of law enforcement personnel.

Advisory Committee Revised Statement

- Establish minimum standards and guidelines for the training of law enforcement personnel.

POST Staff Recommended Position

- It is recommended that the revised statement be adopted.

Goal #3

Original Statement

- Establish and maintain quality training courses designed to meet the needs of law enforcement personnel.

Goal #3 - (Continued)

Advisory Committee Revised
Statement

- Establish and maintain quality training courses designed to meet the needs of law enforcement personnel.

POST Staff Recommended
Position

- Establish and maintain quality training courses designed to improve the performance of law enforcement personnel.

Goal #4

Original Statement

- Assure adherence by participating agencies to minimum standards of selection and training of law enforcement personnel.

Advisory Committee Revised
Statement

- Assure adherence by participating agencies to minimum standards of selection and training by law enforcement personnel.

POST Staff Recommended
Position

- Determine that law enforcement agencies have met and continue to meet minimum selection and training standards.

Goal #5

Original Statement

- Improve management operational practices in law enforcement agencies.

Advisory Committee Revised
Statement

- Provide assistance in developing management operational practices in law enforcement agencies.

POST Staff Recommended
Position

- Provide assistance to improve management operational practices in law enforcement agencies.

Goal #6

Original Statement

- Conduct research in selected areas of law enforcement.

Advisory Committee Revised
Statement

- Serve as a resource center for law enforcement.

Goal #6 - (Continued)

POST Staff Recommended
Position

- Conduct research and serve as a resource center for law enforcement.

Goal #7

Original Statement

- Encourage and promote cooperation and coordination between all components of the criminal justice system.

Advisory Committee Revised
Statement

- Deleted.

POST Staff Recommended
Position

- It is recommended that the original statement be retained.

PROPOSED MEETING CALENDAR - 1976

1976

JANUARY						
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- - POST
Commission Meetings
- - POST
Advisory Committee Meetings

○ - Associations' Meetings
as follows:

- Mar. 30 - Apr. 4 - CAAJE
- Apr. 11-14 - Sheriff's Assoc. (State)
- May 23-27 - CPOA
- Jun. 20-23 - Sheriff's Assoc. (Nat'l.)
- Sept. 25-30 - Int'l. City Mgrs. Assoc.
- Sept. 25-30 - IACP
- Oct. 17-20 - League of Calif. Cities
- Oct. 18-22 - CAPTO
- Nov. 9-12 - PORAC
- Nov. 17-20 - CSAC



CITY OF COVINA

444 NORTH CITRUS AVENUE

COVINA, CALIFORNIA 91723

[213] 331-3391

POLICE DEPARTMENT

MICHAEL J. O'DAY, Chief of Police

June 9, 1976

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

Dear Gene,

On May 27, 1976 Lt. Pat Patterson of this Department had the opportunity to confer with Dale A. Kelley, Senior Consultant, P.O.S.T. Administrative Counseling Division, regarding a Patrol Workload Study we are undertaking. Pat advises that he was able to obtain valuable information and assistance from P.O.S.T., and in particular Dale Kelley, relative to our study.

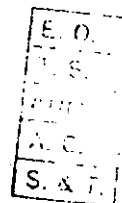
I wish to thank everyone at P.O.S.T. for their assistance. It is gratifying to know there is an agency in the State that truly complements local law enforcement agencies.

P.O.S.T. and its Administrative Counseling Division are to be commended for the outstanding service they provide. The service is vital to the continuing advancement of local law enforcement agencies.

I wish to close by commending Dale Kelley individually for the fine and intelligent assistance he provided us. I wish him and P.O.S.T. continued success.

Sincerely,

Michael J. O'Day
Police Chief



JUN 14 9 54 AM '76
COMMISSION ON POS.