

Commission on Peace Officer Standards and Training  
Commission Meeting/Public Hearing

AGENDA

January 18, 1979, 10 a. m. to 5 p. m.

Plaza International Hotel

1515 Hotel Circle West

San Diego, California Phone: (714) 291-8790

January 19, 1979, 9 a. m. to 3 p. m.

A. Open of Meeting and Introduction of Guests

B. Executive Director Selection Report

C. Approval of Minutes of October 19-20, 1978 Commission Meeting

Action

D. Consent Calendar

Action

Note: Consent Calendar items will be placed on the regular agenda upon request by a Commissioner.

1. Financial Report -- 2nd Quarter F. Y. 1978/79

Report will be available at the meeting.

2. Course Certification/Decertification/Modification Report

Since October meeting, there have been 31 new certifications, 14 modifications, and 5 decertifications.

3. Commission Policy and Procedures

This is a reaffirmation of policy decisions made by the Commission at a previous meeting. Upon approval, they become a part of the Policy Manual, i. e. , number required for quorum of Commission.

4. Specialized Agency Approvals

Agencies not previously categorically accepted.

5. Correspondence

E. Public Hearing - Proposed Advanced Officer Training Requirements

Action

The proposed changes are set forth in POST Bulletin 78-23, "Notice of Public Hearing - Advanced Officer Training Requirements".

- F. Extended Format Training Action  
 Proposal to provide extended format basic training on a pilot program to test training feasibility.
- G. New Reimbursement Plan - Revised Procedure Action  
 1. Proposed revised accounting procedure.  
 2. Advisory Committee recommendation on Advanced Officer training reimbursement.
- H. Reimbursement Program for F. Y. 1979/80 Action  
 1. Reimbursement rate for F. Y. 1979/80  
 2. Review of proposed contracts, F. Y. 1979/80  
 3. Effective date of subsistence increase.
- I. Officer Survival Course Contracts to CSTI, DOJ, AND PSE Action  
 In response to Commission direction for staff to provide a comparative and cost analysis report on Officer Survival Course contracts.
- J. Advisory Committee Report Action  
 Committee Chairman Bob Wasserman will report on his Committee's activities and recommendations.
- K. Basic Course Revision Project Action  
 Recommendations for the adoption of Performance Objectives as a principal mode for basic training.
- L. Future Basic Training Requirement Committee Report Action  
 Committee Chairman Jackson will present his Committee's recommendations.
- Recess -----
- Reconvene at 9 a. m. , January 19, 1979
- M. Legislative Review Committee Action  
 Presentation of the Committee's report.
- N. Life Experience Program - Clarification of Procedure F-1 Action  
 This addition to Procedure F-1 clarifies the Commission's intent insofar as credit for life experience is concerned in the issuance of any POST certificate.

- O. Validation Committee Status Report Information  
 Committee Chairman Grogan will give a status report on the L. E. A. A. -funded Validation Project.
- P. Reimbursement Procedures Change for Instructor Courses Action  
 A proposal for future public hearing to reimburse for partial completion of instructor courses.
- Q. Supervisory and Management Course Equivalency Action  
 A proposal to eliminate "equivalents" for the Supervisory and Management Courses effective January 1, 1980.
- R. Old/New Business
1. Section 27.2 Reductions Information
  2. Intergovernmental Training Development Center Action  
 To increase Management Course Contract.
  3. Data Processing Conversion Contract Authorization Action
  - 4.
- S. Election of Officers for 1979
- T. Dates of Future Meetings - 1979  
 April 19-20, 1979 - Oakland Airport Hilton Inn  
 July 26-27, 1979 - Los Angeles (suggested)  
 October 18-19, 1979 - Sacramento (suggested)
- U. Adjournment

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

January 25, 1979



BULLETIN: 79-1

SUBJECT: Increase of Reimbursement Rates for Per Diem

The Commission, at its meeting of July 29-30, 1976, adopted a policy in which the per diem rate of POST reimbursement for training costs will be the same as paid to State employees.

Effective January 1, 1979, the per diem rate for all POST training courses will be increased to a maximum of \$46 per day. The new maximum rate for lodging and meals reimbursement applies only to those training courses which begin on or after January 1, 1979. If your city or county policy for per diem expenses is less than \$46, you may only claim the city/county approved rate.

The increase in the per diem rate applies to both enroute expenses to and from the course site and to course costs. For complete instructions in computing these expenses, refer to PAM, Section E 5-7.

Enroute expenses to the course site for lodging and meals may be calculated using the time elapsed between the trainee's departure from his home base and the time the course actually begins. In the case of expenses incurred in returning from a course site, the time is calculated using the time elapsed from the time the course ends until the trainee's arrival back at his home base. Only reasonable travel time will be allowed, and travel time may not exceed an aggregate of 24 hours.

Salary may not be claimed as a reimbursable item while enroute to and from a course site.

The course cost/expenses will continue to be computed from the date and time the course is scheduled to begin until the date and time the course ends.

In computing lodging and meals, one full per diem allowance of \$46 will be paid for each full 24-hour day. For a fractional part of a day, the following hourly allowances are authorized:

Hours	Amount	Hours	Amount	Hours	Amount
1/2	\$ .96	9	\$17.25	17	\$32.58
1	1.92	10	19.17	18	34.50
2	3.83	11	21.08	19	36.42
3	5.75	12	23.00	20	38.33
4	7.67	13	24.92	21	40.25
5	9.58	14	26.83	22	42.17
6	11.50	15	28.75	23	44.08
7	13.42	16	30.67	24	46.00
8	15.33				

The Commission announced approval for an agency to claim reimbursement for vehicle travel ranging from 17¢ to 21¢ per mile for courses beginning on or after January 1, 1979. When a trainee drives a private vehicle in conjunction with attendance at a POST-certified course and claims 18¢ to 21¢ per mile, he must retain his own personal records of vehicle operation expenses to satisfy Internal Revenue Service requirements. An agency claiming reimbursement must maintain records of vehicle operational expenses regardless of the mileage rate charged to justify POST mileage reimbursement claims. If your city or county policy for mileage reimbursement is less than the rate authorized by the Commission, you may only claim the city/county approved rate.

#### Other Changes in Reimbursement Effective January 1, 1979

The maximum daily allowance for the commuter trainee was increased from \$3 to \$5 per day for all POST certified courses. The new rates became effective with courses beginning on or after January 1, 1979.

Daily travel to and from the course site for resident trainees is reimbursable for courses beginning on or after January 1, 1979.

Reimbursement for travel on weekends and holidays is reimbursed in lieu of subsistence, not to exceed what would otherwise be claimed if the trainee remained on site.

Parking is reimbursable. The maximum allowance for airport parking is 72 hours.

#### Summary of Maximum Reimbursement Rates Approved by the Commission

Effective for  
Courses

<u>Beginning On:</u>	<u>Category</u>	<u>Rate</u>	
July 1, 1976	Salary	* 60%	Plans I and II
January 1, 1979	Commuter Meals	\$5 per day	All Plans
January 1, 1979	Auto Travel	21¢ per mile	All Plans
January 1, 1979	Lodging and Meals	\$46 per day	All Plans

*Kay Holloway*  
KAY HOLLOWAY  
Chairman

\* Effective July 1, 1979, salary reimbursement rate will be reduced to 50% for the 1979-80 F.Y. (See POST Bulletin 79-2)

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

October 19-20, 1978  
Eureka Inn  
Eureka, California

Meeting was called to order at 10:45 a. m. by Vice-Chairman Grogan. Due to foggy conditions, a quorum was not present. Pending the arrival of sufficient members to constitute a quorum, the Commission discussed information items only.

Commissioners present:

Louis L. Sporrer	- Chairman (arrived at Noon)
Robert F. Grogan	- Vice-Chairman
William J. Anthony	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
Nathaniel Trives	- Commissioner (arrived at 3:30 p. m.)
Herbert E. Ellingwood	- Representative of the Attorney General

Commissioners absent:

Brad Gates  
William B. Kolender  
Edwin R. McCauley  
Joe Williams

Advisory Committee Representative:

Wayne Caldwell, Advisory Committee Representative, substituting for  
George P. Tielsch, Advisory Committee Chairman.

Staff present:

William R. Garlington	- Executive Director
Bradley W. Koch	- Director, Administration Division
Otto H. Saltenberger	- Assistant Director
Harold L. Snow	- Special Assistant, Executive Director's Office
Gerald E. Townsend	- Director, Operations Division
George W. Williams	- Chief, Special Projects Bureau
Brooks W. Wilson	- Bureau Chief, Operations Division
Imogene Kauffman	- Executive Secretary

## Visitors:

Lonnie A. Beard	- Sergeant, Sacramento Sheriff's Department
Jim Burgess	- Southern California Rapid Transit
J. Patrick Carter	- Superintendent, Santa Fe Railway Co.
William H. Davis	- Contra Costa Marshal
Robert Doles	- Sergeant, Los Angeles City Housing Authority
Robert Friedland	- Department of Motor Vehicles
Thomas Heilmann	- Humboldt County Sheriff's Department
John Holes	- Department of Motor Vehicles
Herb Hoover	- Department of Justice
Dave Johnson	- Ukiah Police Department
Richard Klapp	- Lieutenant, San Francisco Police Department
Gil Magness	- Lieutenant, Sacramento County Sheriff's Department
Eugene L. Majors	- San Bernardino County Sheriff's Department
Mike Manick	- Chief of Police, Arcata Police Department
Martin J. Mayer	- League of California Cities, Los Angeles
Gary Mertz	- Control Data Corporation
R. M. Michael	- Public Safety Educators
Gene S. Muehleisen	- POST Executive Director, Emeritus
H. Wayne Nelson	- Humboldt Marshal's Office
Father Frank Nouza	- PORAC Chaplain
Donald F. Peterson	- College of the Redwoods
Phillip L. Pounders	- San Bernardino Sheriff's Department
R. C. Randolph	- San Bernardino Marshal's Office
Ernie Rasmussen	- Eureka Police Department
John F. Riordan	- San Rafael Police Department (PORAC representative)
Larry C. Shatto	- Los Angeles City Housing Authority
O. R. Shipley	- Chief of Police, Eureka Police Department
J. Winston Silva	- California Community Colleges, Chancellor's Office
Larry D. Stamm	- Chief Deputy, Sacramento Sheriff's Department
M. O. Townsend	- California State Police
W. N. Tralle	- California Department of Parks and Recreation
Bud Treece	- Humboldt County Sheriff's Department
C. A. Vanderklis, Jr.	- Humboldt State Police Department
Jim Wictum	- Inspector, California Fish and Game Department
Barbara Wiles	- Control Data Corporation
Herman Wiles	- Control Data Corporation

A. Open of Meeting - Introduction of Guests

PORAC Chaplain, Father Nouza, reported on the adoption of a resolution at PORAC's 25th Annual Conference. A copy of the resolution and suggested legislation for implementation of the resolution are made Attachment "A" of these minutes.

DIRECTION: Vice-Chairman Grogan referred the matter to staff and the Legislative Review Committee for further study.

With the arrival of the Commission Chairman, there now being a quorum, the Commission began its regular business.

B. Approval of Minutes of July 27-28, 1978 Commission Meeting

MOTION - Jackson, second - Holloway, carried unanimously for approval of the minutes of the quarterly meeting of July 27-28, 1978.

C. Consent Calendar

MOTION - Anthony, second - Ellingwood, carried unanimously for approval of the Consent Calendar (with the exception of Item 10, Clarification of Procedure F-1, Life Experience Degree Program, which was removed from the Calendar, to be addressed at the January 1979 meeting) as follows:

1. Financial Report - 1st Quarter F. Y. 1978/79  
  
The complete Financial Report is on file at POST Headquarters. The report covering revenue, reimbursements and analysis of accumulated surplus is made Attachment "B" of these minutes.
2. Course Certification/Decertification/Modification Report  
  
This report is made Attachment "C" of these minutes.
3. Commissioners' Conflict of Interest Statements.
4. Letters of Resignation from Advisory Committee members Roberta Doran and James Grant, and approval of Resolutions of Appreciation.
5. Letter from CHP regarding re-appointment of L. A. Watkins as member of Advisory Committee.
6. Letter from Sheriff Duane Lowe, President, California State Sheriffs' Association, requesting appointment of Sheriff Roy Whiteaker as an Advisory Committee member to replace Sheriff James Grant.
7. Letter from Margaret Hartmann, President, W. P. O. A., requesting appointment of Barbara Ayres, Captain, Orange County Sheriff's Department, as an Advisory Committee member.
8. Re-appointment of public members Jay Rodriguez and William J. Kinney to the Advisory Committee. Their terms expired September 1978.
9. Reaffirmation of policy decisions made by the Commission at the previous meeting.



## 10. Clarification of Procedure F-1, Life Experience Degree Program

The Chairman directed this item be removed from the Calendar and be included on the January Calendar, thus giving any concerned parties adequate time to communicate to the Commission in this regard.

D. Public Hearing

There was no testimony from the audience regarding the proposed changes in the Regular Program. Following Commission review, this action was taken:

MOTION - Ellingwood, second - Holloway, carried unanimously for adoption of the following regulation changes, with amendments as requested, to become effective January 1, 1979, and to be applied to reimbursement for those courses which begin January 1, 1979, or thereafter:

- a. Amend Section 1003 to require Notice of Termination.
- b. Amend Section 1005(b) to limit reimbursement for Supervisory Course to officers appointed to supervisory positions or who will be so appointed within 12 months provided that reimbursement will be allocated only when such appointment occurs within one year from satisfactory completion of such training.
- c. Amend Section 1014 to require prior approval of non-sworn personnel training only when training is not job specific for employee.
- d. Changes in Reimbursement Procedures:
  - (1) Increase the commuter trainee lunch allowance from \$3 to \$5 daily and in exceptional cases, when approved in advance, reimbursement for other meals.
  - (2) Allow for resident trainee reimbursement of subsistence expenditures, not to exceed an aggregate time period of 24 hours, while en route to and from the course site and the trainee's headquarters.
  - (3) Allow for reimbursement of expenses related to daily commuting from the trainee's lodging accommodation and the training site.
  - (4) Allow for reimbursement of travel expenses, in lieu of subsistence, on weekends and breaks in training.
  - (5) Allow for reimbursement of motor vehicle travel expenses for two or more trainees in lieu of air transportation, or when scheduled commercial air transportation necessitates greater subsistence/travel expenditures than where a motor vehicle is used.
  - (6) Provide a uniform and equitable means to determine salary rate to be claimed for reimbursement.

e. Technical Changes in Regular Program Regulations

The non-substantive language changes will become part of the completely revised, updated POST Administrative Manual which will be distributed to the field by January 1979.

2. Public Hearing - Specialized Law Enforcement Certification Program

After hearing the testimony, final action regarding the proposed Specialized Law Enforcement Certification Program Regulations was postponed until the next day's session at 9 a. m.

Testimony:

- Marshal William Davis, Contra Costa Marshal, representing the Marshals' Association of California, requested the Executive Certificate also be made available to department heads of agencies in the Specialized Program. (The Chairman suggested striking proposed language in F-1, 1-10 e, "Participants in the Specialized Law Enforcement Certification Program are not eligible for the issuance of Executive Certificates.")
- Jim Burgess, Director of Security, Southern Cal. Rapid Transit, requested the language denying Executive Certificates to specialized agencies be removed.
- Pat Carter, Superintendent of Police, Santa Fe Railway, Co., agreed with all proposed changes but agreed with other two speakers that there is a need to define the head of an agency and that such persons be eligible for the award of the Executive Certificate.
- R. C. Randolph, Marshal, San Bernardino Marshal's Office, agreed with the proposed regulation changes excepting those provisions that will result in the decertification of the San Bernardino Marshal's Academy.
- Chief R. W. Green, Chief of Security, Los Angeles Unified School District, requested lifting of the moratorium and that his agency be allowed to enter the Specialized Program.
- W. N. Tralle, representing Operations Division, State Department of Parks and Recreation, requested that the moratorium be lifted and that his agency be allowed to enter the Specialized Program.
- M. O. Townsend, Training Coordinator, California State Police, would like the 12-month time frame for completion of basic training lessened.

DIRECTION was given by the Chairman that staff determine a definition of "department head" that would be applicable to specialized agencies, and the issue of Executive Certificates is to be reviewed at the April meeting.

MOTION - Anthony, second - Jackson, carried unanimously for approval of the amended proposed changes in the Regulations for the Specialized Law Enforcement Certification Program as set forth in Attachment "D" of these minutes.

E. Budget Review Committee

MOTION - Anthony, second - Holloway, carried unanimously that the action taken by the Budget Review Committee, as shown below, be approved:

- Approve the 1979-80 F. Y. Administrative Budget of \$2,414,270.
- Approve the Aid to Local Government Budget with the stipulation that the baseline for 1979-80 of \$11,152,392 be increased \$500,000 to \$11,652,392.
- Commission augment this year's budget (1978-79) in the Aid to Local Government category by \$500,000 raising the total to \$11,652,392.
- Staff continue evaluation of the Feasibility Study on Data Processing by Department of Justice, and recommend to Finance this report not be acted upon until such time as the Commission has an opportunity to review.
- Authorize an expenditure, not to exceed \$50,000, for the State Controller to provide office and field auditing services for F. Y. 1979/80, and to authorize the expenditure with the State Controller not to exceed \$45,000 for the same purpose for F. Y. 1978/79.

POST Electronic Data Processing Needs

Following a review of all alternatives available to supply the data processing needs of POST, the Chairman directed as follows:

Staff pursue all the alternatives available to select the most appropriate system for the needs of POST that is cost effective.

POST Facility in Department of Justice Complex

An updating report was presented to the Commission as to the proposed POST facility in the Department of Justice Complex.

F. Reimbursement Policy Review Discussion

There was discussion regarding a change in reimbursement procedures. A plan under consideration would enable the continuance of reimbursement on a quarterly basis for all claims received. Agencies would submit claims for 100% of allowable cost, but their claims would be adjusted and reimbursed as necessary at a reduced percentage. With the regular payment for the last quarter of the year, on a pro rata basis, the balance of appropriated funds remaining in the Aid to Local Government category would be distributed. No law enforcement agency would be reimbursed more than the actual expenses for training during the fiscal year, and the Commission would agree to establish a permanent reserve of \$1,000,000 to offset unforeseen expenditures or adjustments to the POTF.

Chairman Sporrer requested when this plan is formalized, it clearly describe the necessity for the \$1,000,000 reserve.

MOTION - Anthony, second - Holloway, carried unanimously that staff develop, with the approval of the Department of Finance and the Office of the Controller, revised accounting procedures which will accomplish the following: all reimbursement claims to be paid in the fiscal year in which they are received without regard to fiscal year of training; pay quarterly, reimbursement claims on a pro rata basis; at the end of each fiscal year, reimburse the balance remaining in the Aid to Local Government budget to local governments on a pro rata basis for training which actually occurred but was not fully reimbursed on a quarterly claim. Time limitation on submission of reimbursement claims would remain unchanged.

G. Advisory Committee

In the absence of Advisory Committee Chairman, George Tielsch, Advisory Committee Member Wayne Caldwell presented the report of the September Advisory Committee meeting. Following the report covering recommended proposed changes in the advanced officer training requirements, Commission action was taken:

MOTION - Grogan, second - Jackson, carried unanimously to receive the recommendations of the Advisory Committee on amending advanced officer training requirements, to be scheduled for public hearing at the January Commission meeting. These recommendations are made Attachment "E" of these minutes.

Lieutenant Richard Klapp, speaking for Chief Charles Gain, stated the San Francisco Police Department is in complete support of the recommended changes and that it will enhance and improve the program and preserve the refresher concept.

Lieutenant Klapp stated San Francisco Police Department would have no objections for frequency of training requirement staying as it is at present.

#### H. Future Basic Training Requirements Committee

Committee Chairman Jake Jackson reported that the Committee, at its last meeting, was in agreement on the following recommendation to be presented to the Commission:

That the Commission encourage the establishment of a trainee/ cadet classification with 100% POST reimbursement up to \$750/\$800 per month. Any monies saved by the POTF from this financial incentive would be diverted to approved field training programs to encourage hiring of pre-trained personnel.

(amended by  
action of the  
Commission  
1-18-79)

Motion - Trives, second - Grogan, carried unanimously that the Commission accept the Committee's recommendations and assign them to staff for development and presentation at a public hearing. The report will be reviewed in January for possible public hearing at a future time.

#### I. Reserve Officer Standards Implementation

It was reported implementation of the reserve officer standards is on schedule. The following are being accomplished by way of bulletins to the field:

1. Notification of Standards (Bulletin 78-13)
2. Certificate Procedures
  - POST Reserve Officer Professional Certification (Bulletin 78-19)
  - POST Reserve Officer Basic Course Equivalency Examination (Bulletin 78-17)
3. Reserve Course Curriculum and Certification
  - Certification of Reserve Officer Courses (Bulletin 78-18)

The following activities are currently underway and are on schedule:

Certification of Reserve Courses, Printing and Issuance of Reserve Officer Certificates, Updated Reserve Basic Equivalency Examination and POST Field Training Manual, Development of Reserve Field Training Guidelines and PAM Regulations/Procedures.

A bulletin is presently being drafted to deal with further issues that have been raised.

#### J. Extended Format for Basic Course - Course Presentation Format

A discussion was held regarding informal requests to present the regular Basic Course in an extended format primarily in or to accommodate reserve officer training.

Larry Stamm, Chief Deputy, representing the Sacramento County Sheriff's Department, spoke in support of the extended format Basic Course including the elimination of the B. C. E. E. testing requirement and a pilot project to prove the validity of such training.

Staff recommended that extended format Basic Course presentations be approved by staff for evaluation purposes for at least one year, providing an on-site course coordinator is present full-time, and only currently certified basic academies be authorized the use of this format. Additional guidelines would be developed for presentation at the January 1979 Commission meeting. The Commission deferred action on the staff recommendation and directed that a full report be presented for review at the January 1979 meeting.

MOTION - Grogan, second - Anthony, carried unanimously that staff work up guidelines for the extended format of the Basic Course and report back at the January meeting.

Chairman Sporrer requested an evaluation of all the issues and a recommendation for an evaluation program.

K. Public Safety Educators, Inc.

Mr. Robert Michael, representing Public Safety Educators, Inc. (P. S. E.) appeared before the Commission to appeal the Executive Director's decision to deny course certification of their "Officer Survival" Course. The following areas were addressed by P. S. E. :

- Quality of P. S. E. Officer Survival Course is outstanding; considered to be the most qualified trainers in California in both the private and public sector.
- Their course offers four subjects which have not been made a part of other courses.
- P. S. E. delivery system would save the people of California and P. O. T. F. approximately \$1, 000, 000 yearly.
- POST is not providing the services that are being asked for by many chiefs of police.

MOTION - Trives, second - Anthony, carried unanimously the appeal be denied and staff be instructed, as part of the January agenda package, to bring back a definitive cost analysis, comparative report between C. S. T. I. , D. O. J. and San Bernardino Sheriff's Department, on the proposal as presented by Public Safety Educators, Inc. This will be reviewed by the Commission in their deliberations of the contracts to be considered for F. Y. 1979/80.

Chairman Sporrer requested that the analysis include the plans for Officer Survival presentations for next year; how many courses are anticipated, whether there is a lessening of desire for Officer Survival Courses. Also, he observed many chiefs have expressed reservations concerning such training because of the "hyping up" effect Officer Survival has on officers. If P. S. E.'s course provides something that doesn't do that, more chiefs might want the training. Staff should find out what the chiefs' objections are.

Commissioner Trives observed that Mr. Michael had stated many chiefs had asked for more of this training. Staff is requested to verify this need for more survival training.

L. Legislative Review Committee

1. Summary of 1978 Legislation of Interest to POST

See Attachment "F" of these minutes.

2. Impact of 1978 Chaptered Legislation of Interest to POST

Legislative Review Committee Chairman Ellingwood reviewed the report covering the impact of 1978 chaptered legislation of interest to POST.

See Attachment "G" of these minutes.

The Commission took no action excepting with A. B. 2664 which requires testing of all Basic Course students for course comparison purposes. Because of concerns with this bill, Committee Chairman Ellingwood suggested the bill be referred to the Advisory Committee for study and a report to the Commission at the January meeting. Chairman Sporrer so directed.

3. 1978-79 Supplementary Budget Language - Proposed Response

In response to the Joint Legislative Budget Committee's direction that the Commission adopt regulations recognizing federal peace officer training as credit toward POST certification, a letter was drafted stating, in essence, that the Commission has been doing this for some time, and it is presently the policy. No Commission action was necessary.

4. Proposed Change in the Chemical Agent Training Standards for Private Security

Because of the election for Attorney General, which will occur before the next Commission meeting in January, it was suggested this proposal should be discussed with the next Attorney General.

5. Possible POST Legislation for 1979

- a. Add Penal Code Section -- Establishment of a Law Enforcement Agency Census.

MOTION - Ellingwood, second - Grogan, carried unanimously for approval for introduction in the Legislature in 1979.

- b. Amend Government Code Section 1031 (a) - Citizenship Requirement

Committee Chairman Ellingwood stated staff has been asked to seek Legislative Counsel opinion as to whether there is anything that can be done in this area pending the Federal Court decision.

- c. Amend P. C. 12002 -- Baton for Private Security

This proposed legislation will be referred to Consumer Affairs.

- d. Amend Vehicle Code Section 42052 -- Penalty Assessment Disposition

Staff is instructed to monitor activities related to this Vehicle Code Section so as to be able to report to the Commission.

- e. Amend the Education Code or 1979-80 State Budget -- Add Public Safety Courses to List of Priority-Funded Courses.

MOTION - Ellingwood, second - Anthony, carried unanimously that this legislation be included in the POST legislative program for 1979.

- f. Repeal Penal Code Section 12403.5 -- Chemical Agent Training for Private Security Officers.

Held pending review by new Attorney General.

- g. Repeal Penal Code Section 13515 -- Police Citizens Guidebook

MOTION - Ellingwood, second - Grogan, carried unanimously this code section be repealed or that POST be given the funds necessary to implement the provisions of this law.

- h. Amend Penal Code Section 13510.5 -- State Agency Training Standards

MOTION - Ellingwood, second - Anthony, carried unanimously that the proposal be included in POST's 1979 legislative package.



- i. Amend Vehicle Code Section 40600 -- Traffic Accident Investigation

MOTION - Ellingwood, second - Anthony, carried unanimously to amend V.C. 40600 by deleting reference to "at least 40 hours" so as to authorize the Commission discretion in setting standards.

- j. Authorization to Appropriate from the P. O. T. F.

MOTION - Ellingwood, second - Grogan, carried unanimously that staff be authorized to seek passage of a bill to appropriate from the P. O. T. F. a sum not to exceed \$600,000 for the purpose of reimbursing those jurisdictions which were not paid due to lack of funds in the Aid to Local Government portion of budget in 1977-78 fiscal year.

M. Validation Committee Status Report

The job Analysis Project of the California entry-level patrol officer position is nearing completion. Five one-day work seminars have been scheduled to develop the final information needed to complete the project. Approximately 60 law enforcement agencies have been requested to provide additional assistance in this last stage of the project. Phase I, Task Analysis of Patrol Officer, has been completed. Phase II, involving Supervisory/Command level personnel, is now beginning.

L. E. A. A. has awarded POST \$134,753 to produce a manual for selection procedures for entry level law enforcement officers. This grant will provide for the adaptation of California's materials for use in other states.

N. Control Data Corporation Proposal

Control Data Corporation proposed placing POST-developed curricula and testing materials on their computer-extended instructional system for statewide and, ultimately, national accessibility. They wish to award \$150,000 to NASDLET and establish an Advisory Committee representing the California Commission, NASDLET and the Control Data Corporation.

Discussion disclosed many concerns with the proposal and doubt as to the advisability of continuing POST staff involvement.

MOTION - Grogan, second - Ellingwood, carried unanimously that if the matter is to be pursued further, staff seek an Attorney General opinion to clarify the legality of POST involvement.

O. Exemplary Program - Peace Officer Family Stress

A booklet, "You Know You're A Peace Officer's Wife When . . .", was presented to the Commission. It was prepared by the Peace Officers' Wives' Clubs Affiliated of California (P. O. W. C. A.) and printed by the Davis Publishing Company of Santa Cruz. It is available at \$3 a single copy, \$1.75 each for 500 copies. POST staff has reviewed this booklet and commends consideration of its use to local agencies for development of their own stress reduction programs.

MOTION - Grogan, second - Holloway, carried unanimously for approval of the staff recommendation to purchase 500 copies of "You Know You're A Peace Officer's Wife When . . ." for single copy distribution to each law enforcement agency participating in the POST program for their use in local job enrichment/stress reduction programs.

P. Old/New Business

1. Basic Course Revision - Project Update

It was reported that Phases I and II were completed and Phase III will be nearing completion by January 1979. At that time the revised Performance Objectives document will be printed; the instructional Unit Guides and the Management Guide will be written to update changes made in Phase III.

An implementation plan will be developed to present to the Commission at the July 1979 meeting.

2. Request of State Juvenile Officers' Association

A request had been received from the president of the State Juvenile Officers' Association that POST fund their training session which is a part of their annual conference.

It was directed by Chairman Sporrer that Mr. Raymond Gott, President, State Juvenile Officers' Association, be instructed the POST Commission had reaffirmed their policy of not funding conference training. If training is needed, the Commission will consider requests to certify seminars related to juvenile matters on a regional basis.

Further, staff is directed to review the need for additional juvenile officer training, and if it is appropriate it will be handled in seminars.

Q. Election of Officers for 1979

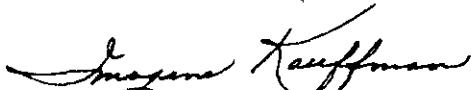
Inasmuch as four Commissioners were absent, it was the consensus of the Commission that election of officers be tabled until the January meeting.

R. Dates of Future Meetings/Hearings - 1979

January 18-19, San Diego  
April 19-20, San Francisco Bay Area  
July 26-27, Southern California  
October 18-19, Northern California

S. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 12 Noon.

  
Imogene Kauffman  
Executive Secretary

PORAC RESOLUTION

Presented by Father Nouza  
PORAC Chaplain  
Commission Meeting held 10/19/78

"Therefore be it

RESOLVED, that the Supreme Body of Peace Officers Research Association of California at this the 25th Annual Conference held in Pasadena, California, requests that the Commission on Peace Officer Standards and Training will incorporate training in organized crime as part of its Basic Course curriculum, and to incorporate training in organized crime in its Advanced Officer Training Course, and to seek the power to investigate de novo candidates for any office of chief of police or sheriff in the State of California, and be it further

RESOLVED that the Peace Officers Research Association take an active stance to ensure the continuing monitoring of agencies responsible for eradication of organized crime."

\* \* \*

Father Nouza suggested the following sample legislation be drafted for implementing the above resolution:

- The Commission on POST shall make mandatory as a requirement for the POST Basic Certificate and as a requirement for officers already certified and for obtaining further certificates, appropriate classroom instruction in the detection and investigation of organized crime.
- The Commission on POST shall provide specialized training for such members of its staff as will be required to ensure that thorough background investigations be made de novo of candidates for the office of chief of police, commissioners, or sheriff in the State of California, to determine whether the candidate meets specified minimum professional standards.

Vice-Chairman Grogan directed this matter be referred to staff and the POST Legislative Committee for further study.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Financial Report - First Quarter 1978-79 F.Y.</b>		Meeting Date <b>October 19-20, 1978</b>
Division <b>Administration</b>	Division/Director Approval <i>Sanley W. Cook</i>	Researched By <b>Staff</b>
Executive Director Approval <i>W.R. Donahue</i>	Date of Approval <b>October 16, 1978</b>	Date of Report <b>October 11, 1978</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

This report covers the First Quarter of the 1978-79 Fiscal Year, July 1 through September 30, 1978, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the quarterly cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

- Reimbursements made for each course category of training,
- Number of trainees,
- Cost per trainee,
- Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first three months of the 1978-79 Fiscal Year totalled \$3,321,981.98 compared to \$3,047,625.22 for the corresponding quarter in 1977-78, an increase of \$274,356.76 (9%). See Page 3 showing detail of revenue by month.

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first three months of the 1978-79 Fiscal Year totalled \$746,107.70 compared to \$1,129,124.39 for the corresponding period 1977-78 Fiscal Year, a decrease of \$383,016.69 (-33.92%).

A total of \$618,770.55 was reimbursed during the first three months of Fiscal Year 1978-79 for training that occurred during the previous fiscal year. Additional reimbursement claims in the amount of \$499,886.51 for 1977-78 Fiscal Year training are being held by staff, without payment, pending legislative approval for appropriation of additional funds. The total amount encumbered for the first quarter of Fiscal Year 1978-79 for training occurring in Fiscal Year 1977-78 is \$1,118,657.06. This increases the total amount of reimbursement paid and/or encumbered for the 1977-78 Fiscal Year to \$11,669,634.64.

77/78 Reimbursement as of 6/30/78 F.Y.	\$10,550,977.58
77/78 Reimbursement in 78/79 F.Y.	1,118,657.06
<b>Total</b>	<b>\$11,669,634.64</b>

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS

7-1-78 - 9-30-78

Resources

Accumulated Reserve July 1, 1978	\$1,573,237.81	
Less Prior Year Adjustment	(-) 13,208.75	
Total Accumulated Reserve		\$1,560,029.06

Revenue July 1, 1978 through . September 30, 1978		<u>\$3,321,981.98</u>
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Total Resources		\$4,882,011.04
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Expenditures

Administrative Costs		\$ 560,750.16
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Aid to Local Governments		
Reimbursement for training		
Claims received	\$ 746,107.70	
Contractual Services	209.48	
Letters of Agreement	<u>9,981.95</u>	

Total Aid to Local Governments		<u>756,299.13</u>
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Total Expenditures		<u>1,317,049.29</u>
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Accumulated Surplus September 30, 1978		<u>\$3,564,961.75</u>
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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE

1978-79 Fiscal Year

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July, 1978	\$ 727,190.36	\$ 308,847.16	\$1,036,037.52
August, 1978	845,064.51	387,727.42	1,232,791.93
September, 1978	<u>707,006.88</u>	<u>346,145.65</u>	<u>1,053,152.53</u>
Total	<u>\$2,279,261.75</u>	<u>\$1,042,720.23</u>	<u>\$3,321,981.98</u>

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Course Certification/Modification/Decertification</b>		Meeting Date <b>October 19-20, 1978</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Gerald E. Townsend</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>10-2-78</b>	Date of Report <b>October 2, 1978</b>
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 courses have been certified, modified or decertified since the July 27-28, 1978 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Defensive Driver Training Eliminate Pursuit Driving to be 16-hour version of Allied Agency Driver Training Course. T-III.	CHP	\$ 2,712
2. Basic Fingerprints Supplements their advanced course. T-IV.	DOJ	\$ 1,726
3. Organized Crime Analysis Specifically to program complex cases through a computer system to determine relationships and enhance prosecution. T-IV.	DOJ	\$ 498
4. Law Enforcement and The Mentally Disordered Individual Review of statutory mandates for emergency detention, transportation or care in jail of mentally disordered individuals. Limited to two presentations. T-IV.	Mental Health Assoc. of California	\$ 14,940
5. Boating Accident Investigation Supplements their Boating Safety and Enforcement Course. Identifies investigation and evidence gathering in marine environment. T-IV.	Dept. of Navigation and Ocean Development	\$ 2,589
6. Bomb Scene Investigators For investigators preparing cases after bombs detonated. Previously presented statewide as Advanced Officer Course.	FBI, Sacramento	\$ 4,430

Utilize reverse side if needed Job Specific, T-II.



TRANSFER OF CERTIFICATION

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
832 P.C., Arrest and Firearms	San Francisco Airport Police	None
Transfer from San Francisco P.D. due to workloads.		
832.1 P.C., Aviation Security	San Francisco Airport Police	None
Transfer from San Francisco P.D. due to workloads.		

RE-CERTIFICATIONS

Basic Hostage Negotiations	CSU, San Jose
Advanced Hostage Negotiations	CSU, San Jose
Internal Affairs Investigation Procedure	CSU, San Jose
Advanced Officer	Criminal Justice Resource Systems
Writing POST, Performance Objectives	Rossi-Moore
Legislative Update Seminar	CPOA
Basic Course	Central Coast Counties Police Academy (Gavilan)
Basic Course	Santa Clara Valley Criminal Justice Trng. Ctr. (SJCC)
Basic Course	Alameda County S.O.
Basic Course	Oakland P.D.
Basic Course	Tulare-Kings Co. Academy (College of the Sequoias)
Basic Course	Academy of Justice (Riverside City College)
Basic Course	Long Beach P.D.

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
Commercial Vehicle Enforcement  Change from Plan IV to Plan II for Job Specific.	Los Angeles Co. Sheriff's Dept.	\$ 3,898
Specialized Surveillance Equipment  Reduction in hours from 40 to 36.	DOJ - ATC	Trade off for Increased Presentatio
Organized Crime Informant Development & Maintenance  Reduction in hours from 40 to 36.	DOJ - ATC	" "
Criminal Intelligence Data Analyst.  Reduction in hours from 80 to 76.	DOJ - ATC	" "
Criminal Intelligence Data Collector  Reduction in hours from 80 to 76.	DOJ - ATC	" "
Analysis of Urban Terrorist Activity  Reduction in hours from 44 to 40.	DOJ - ATC	" "
Economic Crime Investigation  Reduction in hours from 80 to 70.	DOJ - ATC	" "
Planning Process  Tuition increase from \$155 to \$168.	Humboldt, CSU	\$ 260
Driver Training, Allied Agencies Course  Tuition increase from \$180 to \$210.	CHP	\$ 300
Motorcycle Training Course  Tuition increase from \$380 to \$460.	CHP	\$ 543
Crime Scene Investigation  Budget reduction from \$154 to \$146.	Bahn-Fair Institute	\$ -112
Physical Evidence Presentation  Budget increase from \$172 to \$179.	Bahn-Fair Institute	\$ 98

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>
1. P. C. 832.1	San Francisco Police Dept.
2. Instructor Development Course	FBI, San Francisco
3. Practical Investigative Case	FBI, San Francisco
4. Sex Crimes Investigation	FBI, San Francisco
5. Managing Performance Objective Training	Metcalf-Moore Assoc.
6. Field Command POST Cadre	Los Angeles Police Department
7. Latent Fingerprint School	Los Angeles Police Department
8. Breathalyzer Course	Fullerton City College

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

October 24, 1978



BULLETIN: 78-22

SUBJECT: SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM  
CHANGES

At a Public Hearing, October 19-20, in Eureka, California, the Commission adopted the following POST Regulation changes which relate to standards for: (1) the POST Specialized Law Enforcement Certification Program and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies). These Regulation changes will become effective January 1, 1979.

Regulation Changes

1. Amend Regulation 1005 (a) - Basic Course

(4) Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM, Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; however, for those specialized agency trainees whose primary duties are investigative and who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Procedure D-12. (Proposed Basic Investigators Course available upon request)

2. Regulation 1005 (d) (Advanced Officer Course) is required for all specialized peace officers.

3. Amend Commission Procedure D-7 (Specifications for Approved Courses). The Advanced Officer Course is designated as the standard specified by Penal Code Section 13510.5, relating to specified State Agency peace officers.

4. Regulation 1002 (a) (7) (Standards for Employment), the required reading examination, shall apply to specialized peace officers.

5. Amend Commission Procedure F-1 (Certification Programs) to allow qualified specialized agency peace officers to be eligible for POST Specialized Supervisory and Management Certificates.

6. Add Regulation 1009, which merges the Specialized Regulations into the Regular Regulations and establishes revised, Specialized Agency entry standards for new entrant agencies but does not apply to agencies presently in the program, to read:

1009. Specialized Law Enforcement Certification Program. (Program Effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as determined by the Commission or otherwise provided by law may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual officer and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

(b) Standards for Agency Entry into Program.

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which ensures that all its presently employed peace officers will meet POST training standards within a reasonable period of time. For purposes of satisfying this requirement, the current training standards apply to agencies which have requested entry on or before August 1, 1978.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

1009. Specialized Law Enforcement Certification Program (continued).(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Program except as expressed in the Regulations and Procedures.

Necessary technical changes may be made as a result of these changes.

7. The moratorium on entry of additional agencies into the Program is removed effective January 1, 1979.

Questions concerning these changes should be directed to the Commission on Peace Officer Standards and Training, Operations Division, 7100 Bowling Drive, Suite 100, Sacramento, CA 95823; telephone (916) 322-2180.



LOUIS L. SPORRER  
Chairman

ADVANCED OFFICER TRAINING - PROPOSED CHANGES

1. Treat salary reimbursement for Advanced Officer and Job Specific courses at a percentage specified by the Commission, not to exceed 20 hours of such training per year or 40 hours every two years. Further, reimbursement for legislatively mandated courses as well as basic, supervisory, management and skills and knowledge technical courses not be affected.
2. Any unexpended funds in the total allocation for Aid to Local Government for a fiscal year should be divided on an equitable basis by re-evaluating the amount of reimbursement provided for advanced officer training.
3. Amend Procedure D-2, Section 2-2 as follows:

Advanced Officer Course Objectives. The Advanced Officer Course is designed to provide updating and refresher training and an opportunity to address new problems confronting law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs ~~and yet remain consistent with the updating refresher concept.~~

4. Amend Procedure D-2, Section 2-3 as follows:

~~Required-General-Updating-Refresher-Subject-Matter:-~~  
~~The-content-shall-devot-no-less-than-10-hours-to-any-combination-of-the-following-subjects:-~~ The Commission recommends the following topics be considered but not required as a part of the Advanced Officer Course:

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

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

5. Amend Procedure D-2, Section 2-5 as follows:

Minimum Hours: The Advanced Officer Course shall consist of ~~a minimum of 20 hours,~~ segments which will be presented in not less than 4 hours of instruction.

6. Add new Section 2-6 to Procedure D-2 as follows:

Reimbursement for the Advanced Officer Course shall be provided upon completion of the entire course.

(over)

7. All personnel shall be required to take the Advanced Officer Course at least once every three years; however, a department head may exempt those individuals holding Management or Executive Certificates.



# Commission on Peace Officer Standards and Training

## SUMMARY OF 1978 LEGISLATION OF INTEREST TO POST

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Result</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	Passed (Resolution Chapter 90)
ACR 144 (Roos)	Peace Officer Definition: Legislative Study	Approve	Passed (Resolution Chapter 99)
ACR 160 (Bates)	Victims of Crime: Basic Trng. (Previously 2909)	Approve	Died
SB 236 (Zenovich)	Polygraph Examiners	Oppose	To Interim Study
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Died
AB 517 (McVittie)	Federal Officers: Peace Officers Powers	Oppose	Died
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Passed (Chapter 722)
SB 1126 (Presley)	Basic Course: Preferential Enrollment for Employed Officers	Approve	Passed (Chapter 1260)
SB 1127 (Presley)	Drunk Driving Fines: Crime Labs	--	Passed (Chapter 790)
SB 1189 (Nejedly)	Appointment of Reserve Deputy Marshalls Contra Costa County	--	Passed (Chapter 99) Chapered out by Chapter 1401
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Vetoed
SB 1436 (D. Carpenter)	Records: Peace Officers	--	Passed (Chapter 630)
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Died
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	--	Passed (Chapter 1175)
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Died.
SB 1808 (Ayala)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose	Died
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non- credit courses	Passed (Chapter 1028)
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	Died

SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Died
SB 1931 (Beverly)	Tear Gas Training for Citizens: Removes POST	Interim study	Passed (Chapter 730)
AB 1979 (Vasconcellos)	Probation Officers: POST reimbursement 4 added to Commission	Oppose	Died
AB 1987 (Vasconcellos)	Out of District Cost: Community Colleges	--	Passed (Chapter 32)
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Died
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project	--	Passed (Chapter 580)
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Died
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Passed (Chapter 1225)
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	Passed (Chapter 1193)
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	Died
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	--	Passed (Chapter 939)
AB 2900 (Fenton)	POST Certification Program	Oppose	Died
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	Passed (Chapter 963)
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	Passed (Chapter 1194)
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	--	Passed (Chapter 775)
AB 2971 (Levine)	California Crime Resistance Task Force	Neutral	Passed (Chapter 578)

# Commission on Peace Officer Standards and Training

## IMPACT OF 1978 CHAPTERED LEGISLATION OF INTEREST TO POST

(Laws Effective January 1, 1979, Unless Otherwise Noted)

Bill Number and Author  
Chapter Number  
Subject

Code Section(s) Affected

Impact

\*ACR 124 Mori  
Resolution Chapter 90  
Narcotic Training  
For Peace Officers  
---

- Legislative request of POST to develop a certified training program regarding PCP covering specified areas designed specifically to meet the needs of police patrol officers and available to law enforcement agencies on request.
- It is expected an optional training package for use in the Basic, Advanced Officer and other courses will be developed.

\*ACR 144 Roos  
Resolution Chapter 99  
Peace officer Definition:  
Legislative Study  
---

- Creates an ad hoc legislative committee called Joint Committee on Peace Officer Classification to study peace officer classes, their powers, duties, training, etc., with a final report to be filed not later than December 30, 1979.
- This study has potential for identifying needed changes in Penal Code Section 830 which defines peace officers.
- Because of the relationship of peace officer powers and training standards, POST has offered staff research assistance to the Committee.

AB 1068 Fazio  
Chapter 722  
Administrative Adjudication  
of Traffic Infractions  
Gov. Code 74191.7  
Vehicle Code 40600,  
40650 et al.

- Establishes a five year pilot project for the Counties of Placer, Sacramento, Yolo and others as specified to adjudicate traffic infractions by means of DMV Hearing Officers instead of the courts.
- Legislative declaration that, although traffic safety violations would be handled administratively; peace officer authority to apprehend drivers for violations would not be diminished.
- All monetary sanctions and penalty assessments collected are required to be deposited in the Administrative Adjudication Fund, which is created by the bill to be apportioned according to existing law.
- No adverse impact on the Peace Officer Training Fund is anticipated.

\*SB 1126 Presley  
Chapter 1260  
Basic Course: Preferential  
Enrollment for Employed  
Officers  
Penal Code 832.3

- Authorizes community colleges to give preference in enrollment to employed law enforcement trainees for the Basic Course.
- At least 15 percent of each presentation shall consist of non-law enforcement trainees if they are available.
- Preference should only be given when the trainee could not complete the course within the time required by statute, and only when no other training program is reasonably available.
- Average daily attendance for such courses shall be reported for state aid.

\*Impact Upon POST and/or Law Enforcement Training

Attachment "G"

Chapter Number

Subject

Code Section(s) AffectedImpact**\*SB 1127 Presley**

Chapter 790 (Effective 9-18-78)  
 Drunk Driving Fines, Crime Labs  
 Penal Code 11050.5, 1463.14  
 Vehicle Code 23101-23106

- Increases fine \$25 for drunk driving convictions.
- Extra fine will pay for laboratory tests administered by the Department of Justice and local agencies.
- Penalty assessment applies also to the \$25.00.
- Provisions of bill to be repealed 7-1-80.

**\*SB 1436 D. Carpenter**

Chapter 630

Records: Peace Officers  
 Evidence Code 1043, 1044, 1045  
 Penal Code 832.5, 832.7, 832.8

- Requires departments or agencies which employ peace officers to establish a citizen's complaint procedure.
- Requires information derived from the investigation of citizens' complaints become part of a peace officer's personnel record.
- Requires complaints and reports to be retained five years.
- Defines and classifies peace officer "personnel records" as confidential, except for investigations or proceedings conducted by a grand jury or DA's office.
- Delineates the circumstances under which such discovery can be asserted.
- Court determines in chambers the relevance of records to pending litigation.
- Excludes from discovery (1) information consisting of complaints concerning conduct more than 5 years before the event or transaction which is the subject of litigation, (2) in any criminal proceeding the conclusions of any officer investigating a complaint filed pursuant to Section 832.5 PC and, (3) remote facts.....

**SB 1513 Johnson**

Chapter 1175

Bill of Rights Extended to State  
 Peace Officers  
 Gov. Code Section 3301

- Amends existing law on Public Safety Officers' Procedural Bill of Rights by expanding the definition of "public safety officer" to include all 8,500 peace officers employed by the State.
- Provides rights to officers under investigation with respect to the time of interrogation, nature of investigation, length of interrogation, transcription of interrogation, representation and other rights related to discrimination and discipline.

**\*SB 1893 Dunlap**

Chapter 1028

Community College Attendance  
 Accounting: Short-Term Courses  
 Education Code 84502, 84521

- Extends current law by authorizing community college average daily attendance (ADA) for credit courses which are scheduled for a period of time other than the full term of a quarter or semester (most POST certified courses at community colleges qualify for ADA under this provision).
- Allows for flexible course scheduling.

Impact

\*SB 1931 Beverly  
Chapter 730  
Tear Gas for Citizens:  
Removes POST  
Penal Code: 12403.7

- Deletes the prerequisite that citizen tear gas courses can be approved only at institutions approved by POST and substitutes the Department of Justice as the entity to approve such institutions.
- Provides DOJ flexibility to approve both public and private institutions.
- Requires DOJ to issue a certificate of completion and charge fees for such services.

\*AB 1987 Vasconcellos  
Chapter 32 (Effective 3-9-78)  
Community College: Out of  
District Tuition  
Education Code: 84529

- Provides that where 50% or more of the enrollment in a police or fire training course consists of residents from other community college districts, all students enrolled may be, rather than shall be, deemed residents of the community college district offering the course.

AB 2233 Hughes  
Chapter 580  
Burglary Prevention:  
Pilot Project-DOJ  
---

- Appropriates \$20,000 from the State General Fund to the Department of Justice for expenditure in combination with federal funds for a pilot project including specified purposes relative to burglary prevention and education.
- Requires expenditures on burglary prevention and education activities in a low income, high crime urban residential community to reduce crime.....
- One year pilot project duration.

\*AB 2491 Antonovich  
Chapter 1225  
Required Child Abuse and  
Neglect Training: POST  
Penal Code: 13517

- Requires POST to prepare optional guidelines establishing standard procedures which may be followed by police agencies in the detection, investigation, and response to cases in which a minor is a victim of an act of abuse or neglect prohibited by law.
- Requires inclusion of such instruction in the Basic Course on or after July 1, 1979.
- Requires POST to prepare and implement an optional course of training for specialists in the investigation of such cases.
- This subject is already extensively covered in the Basic Course and should result in only minor revisions with no increase in course length.

\*AB 2664 Fenton  
Chapter 1193  
Requires POST Testing for  
Basic Course  
Penal Code Section 832.3

- For the purpose of standardizing Basic Course training, the Commission shall develop a trainee proficiency testing program including a standardized examination which enables:
  - (1) comparisons between presenters of such training, and
  - (2) development of a data base for subsequent training programs.
- Requires presenters to administer the exam.
- Nothing in this law shall make the completion of such examination a condition of successful completion of the required training.
- \$48,646 appropriated from POTF for the period January 1 - July 1, 1979.

Impact

AB 2823 Ellis  
Chapter 939  
Safety Equipment: Police  
Officers and Deputy Sheriffs  
Government Code: 50081, 50081.1,  
50081.2

- Recommends that local agencies furnish specified additional equipment to police officers and deputy sheriffs, but are not reimbursable pursuant to Section 50082.
- Authorizes local agencies to furnish certain additional equipment to specified officers assigned to solo motorcycle or helicopter duty.
- Legislative intent of this act is declared to not overrule the holding in Oakland Police Officers Association V. City of Oakland 30 Cal. App. 3d96, or to affect the requirements of Section 6401 of the Labor Code.

\*AB 2913 Kapiloff  
Chapter 963  
First Aid Training for  
Peace Officers  
Health and Safety Code: 217  
Penal Code: 13517

- Requires first aid and cardiopulmonary resuscitation (CPR) training to be included in the Basic Course.
- Reduces the frequency of refresher CPR from every year to every three years.

\*AB 2915 Kapiloff  
Chapter 1194  
Arrest and Firearms Training  
Penal Code: 832

- Deletes the 12-month period from Penal Code Section 832 and requires completion prior to assignment with specified exceptions.
- Peace officers described in Section 832.3 shall satisfactorily complete the training required by 832 as part of the training and under the limitations set forth in Section 832.3

AB 2916 Kapiloff  
Chapter 775  
Public Safety Officers:  
Confidential Information  
Government Code 3303

- Provides that a representative of a defined public safety officer under investigation for a non-criminal matter has the right to a representative of his choice and the confidentiality of information received by such a representative.
- Representative shall not be required to disclose, nor be subject to punitive action for refusing to disclose any information received.

AB 2971 Levine  
Chapter 578  
California Crime  
Resistance Task Force  
Penal Code: 13840 - 13845

- Creates a Crime Resistance Task Force in the Office of Criminal Justice Planning to serve in an advisory capacity in the award of funding grants to local agencies for specified crime resistance (prevention) and citizen involvement programs.
- Grants for the training of peace officers in community orientation and crime prevention to be coordinated with POST.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Financial Report - First Six Months 1978-79 F.Y.</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Staff</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-16-79</b>	Date of Report <b>January 12, 1979</b>

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 \_\_\_\_\_).

This report covers the first six months of the 1978-79 Fiscal Year, July 1 through December 31, 1978, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is a quarterly summary of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

- Reimbursements made for each course category of training,
- Number of trainees,
- Cost per trainee
- Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first six months of the 1978-79 Fiscal Year totalled \$6,670,160.29 compared to \$6,171,943.09 for the corresponding period in 1977-78, an increase of \$498,217.20 (8%). See Page 3 showing detail of revenue by month.

REIMBURSEMENTS

Reimbursements to cities, counties and districts for the first six months of the 1978-79 Fiscal Year totalled \$3,131,409.60 compared to \$3,637,726.61 for the corresponding period 1977-78 Fiscal Year, a decrease of \$506,317.01 (-13.92%).

Reimbursement paid and/or encumbered for the 1977-78 fiscal year is as follows:

Paid as of 6/30/78	\$10,550,977.58
Paid 1st Quarter 1978/79 against 77/78 funds	618,770.55
Held 1st Quarter 1978/79 pending Legislative approval for appropriation of additional funds	499,886.51
Held 2nd Quarter 1978/79 pending approval for additional funds	110,595.04
Grand Total 1977/78 F.Y.	<u>\$11,780,229.68</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS  
7-1-78-12-31-78

Resources

Accumulated Reserve July 1, 1978	\$1,573,237.81	
Less Prior Year Adjustment	(-) 13,208.75	
Total Accumulated Reserve		\$1,560,029.06
Revenue July 1, 1978 through December 31, 1978		<u>6,670,160.29</u>
Total Resources		\$8,230,189.35

Expenditures

Administrative Costs		
Cash Disbursed	\$1,093,824.69	
Debts to be Paid	<u>1,022,794.26</u>	
Total Administrative Costs		\$2,116,618.95
Aid to Local Governments		
Training Claims Paid	\$1,048,240.94	
Training Claims to be Paid	2,083,168.66	
Contractual Services	263,932.23	
Letters of Agreement	<u>37,988.89</u>	
Total Aid to Local Governments		<u>\$3,433,330.72</u>
Total Expenditures		<u>\$5,549,949.67</u>
Accumulated Surplus December 31, 1978		<u>\$2,680,239.68</u>

1/11/79



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE  
1978-79 Fiscal Year

<u>MONTH</u>	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>TOTAL</u>
July, 1978	\$ 727,190.36	\$ 308,847.16	\$ 1,036,037.52
August, 1978	845,064.51	387,727.42	1,232,791.93
September, 1978	707,006.88	346,145.65	1,053,152.53
October, 1978	797,978.44	372,183.63	1,170,162.07
November, 1978	707,525.47	328,909.31	1,036,434.78
December, 1978	<u>798,990.50</u>	<u>342,590.96</u>	<u>1,141,581.46</u>
TOTAL	<u>\$4,583,756.16</u>	<u>\$2,086,404.13</u>	<u>\$6,670,160.29</u>

1/11/79

ADMINISTRATION DIVISION

Claim Audit Section

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1978-79 F.Y. Reimbursement	Contract Reimbursement & Let. of Agree.	Adjustments and Audit Reports	Total Aid to Local Govn. Item 384
July	-0-	-0- 2,185.62		2,185.62
August	413,187.46	-0- 2,474.56		417,847.64
September	333,637.36	209.48 *5,321.77	(-) 39.28 (-) 677.84	756,299.13
October	760,777.83	2,615.54 9,008.76		1,528,701.26
November	742,390.95	41,788.14 7,579.05		2,320,459.40
December	892,122.60	219,319.07 10,100.63	(+) 1,248.25 (-) 11,237.73	3,432,012.22
January				
February				
March				
April				
May				
June				
Total for Fiscal Year				

\*Includes room rent - \$675.80

ADMINISTRATION DIVISION  
Claims Audit Section

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1977-78 Late Claim Reimbursement	1977-78 Accumulated Total Reimbursement	1978-79 Reimbursement	1978-79 Accumulated Total Reimbursement
Total Reimbursed in 1977-78	\$ 10,550,977.58	\$ 10,550,977.58		
July	385,170.16	10,936,147.74	\$ Combined with August	\$ Combined with August
August	623,556.17	11,559,703.91	413,187.46	413,187.46
September	113,282.95	11,672,986.86	333,637.36	746,824.82
Adjustments on Prior Reimbursements 1st Qtr	(-)980.19	11,672,006.67	(-)39.28	746,785.54
Audit Adjustments by Controller 1st Qtr	(-)2,372.03	11,669,634.64	(-)677.84	746,107.70
October	-0-	11,669,634.64	760,777.83	1,506,885.53
November	-0-	11,669,634.64	742,390.95	2,249,276.48
December	109,826.64	11,779,461.28	892,122.60	3,141,399.08
Adjustments on Prior Reimbursements 2nd Qtr	(+)768.40	11,780,229.68	(+)1,248.25	3,142,647.33
Audit Adjustments by Controller 2nd Qtr	-0-	11,780,229.68	(-)11,237.73	3,131,409.60
January				
February				
March				
Adjustments on Prior Reimbursements 3rd Qtr				
Audit Adjustments by Controller 3rd Qtr				
April				
May				
June				
Adjustments on Prior Reimbursements 4th Qtr				
Audit Adjustments by Controller 4th Qtr				

## DISTRIBUTION OF REIMBURSEMENT

During the first six months of the 1978-79 Fiscal Year, \$3,131,409.60 was reimbursed for training. Of this amount \$2,088,507.30 (67%) was reimbursed for mandated training, \$663,826.26 (21%) for Job Specific Courses and \$389,782.64 (12%) for Technical Course training, the difference of (-) \$10,706.60 is for adjustments to prior reimbursement payments.

Basic	\$1,503,067.93	48%
Advanced Officer	359,068.74	11%
Supervisory Course	114,208.03	4%
Management Course	112,162.60	4%
Executive Course	7,657.25	0%
Job Specific Course	663,826.26	21%
Technical Courses	382,125.39	12%
Subtotal	3,142,116.20	100%
Adjustments	(-) 10,706.60	
<b>GRAND TOTAL</b>	<b>\$3,131,409.60</b>	

### PERCENT COMPARISON

The following chart shows a percent comparison of reimbursement and training between the first six months 1978-79 Fiscal Year and the first six months 1977-78 Fiscal Year:

#### MANDATED TRAINING

<u>Courses</u>	<u>REIMBURSEMENTS</u>			<u>NUMBER OF TRAINEES</u>		
	<u>1978-79</u>	<u>1977-78</u>	<u>% of Change</u>	<u>1978-79</u>	<u>1977-78</u>	<u>% of Change</u>
Basic	\$1,503,067.93	\$1,806,200.77	- 16.78	790	981	- 19.47
Advanced Officer	359,068.74	509,364.29	- 29.51	1,908	3,002	- 36.44
Supervisory	114,208.03	141,172.63	- 19.10	168	220	- 23.64
Management	112,162.60	90,351.15	+ 24.14	115	94	+ 22.34
<b>TOTAL MANDATED COURSES</b>	<b>\$2,088,507.30</b>	<b>\$2,547,088.84</b>	<b>- 18.00%</b>	<b>2,981</b>	<b>4,297</b>	<b>- 30.63%</b>

#### TECHNICAL TRAINING

Job Specific	663,826.26	613,697.40	+ 8.17	1,305	1,238	+ 5.41
Technical Courses and Seminars	389,782.64	501,928.27	- 22.34	2,076	2,443	- 15.02
<b>TOTAL TECHNICAL TRAINING</b>	<b>\$1,053,608.90</b>	<b>1,115,625.67</b>	<b>- 5.56</b>	<b>3,381</b>	<b>3,681</b>	<b>- 8.15</b>
Not Adjustments	(-) 10,706.60	(-) 24,987.90	--	--	--	--
<b>GRAND TOTAL</b>	<b>\$3,131,409.60</b>	<b>\$3,637,726.61</b>	<b>- 13.92%</b>	<b>6,362</b>	<b>7,978</b>	<b>- 20.26%</b>

# REIMBURSEMENT BY CATEGORY OF EXPENSE

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

MONTH DECEMBER

FOR TRAINING TO DATE FOR 78/79 FISCAL YEAR

COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%
BASIC	Total this Month	55,742.63		7,311.17				330,779.01		393,832.85	
	Previous Months	141,559.80		41,233.53				925,431.74		1,109,236.07	
	Total to Date	197,312.43	13	48,544.70	3			1,257,210.75	84	1,503,067.93	48
ADVANCED OFFICER	Total this Month	9,877.79		5,393.60				65,310.70		101,582.09	
	Previous Months	23,293.12		10,195.83				223,995.70		257,486.55	
	Total to Date	33,170.91	9	15,590.43	4			310,307.40	87	359,268.74	11
SUPERVISORY COURSE	Total this Month	6,853.14		3,129.42				27,923.90		37,906.46	
	Previous Months	15,032.62		4,400.25				55,803.70		75,301.57	
	Total to Date	21,945.76	19	7,529.67	7			84,732.60	74	114,208.03	4
MIDDLE MANAGEMENT COURSE	Total this Month	10,522.74		1,646.23		2,650.00		19,142.97		34,171.99	
	Previous Months	23,537.51		3,993.65		10,920.00		39,559.44		77,990.51	
	Total to Date	34,110.25	31	5,539.94	5	13,780.00	12	58,732.41	52	112,162.50	4
EXECUTIVE DEVELOPMENT COURSE	Total this Month	2,315.43		430.64						2,746.07	
	Previous Months	4,523.79		337.39						4,911.13	
	Total to Date	6,839.22	59	819.03	11					7,657.25	0
JOB SPECIFIC COURSES	Total this Month	56,215.23		14,429.60		19,333.25		115,654.21		205,632.34	
	Previous Months	123,753.82		27,277.97		47,583.00		259,579.13		459,193.92	
	Total to Date	179,969.10	27	41,707.57	6	66,916.25	10	375,263.34	57	663,826.26	21
TECHNICAL/SPECIAL COURSES	Total this Month	61,533.00		22,659.14		31,953.65				115,250.79	
	Previous Months	143,704.15		51,200.19		70,970.25				265,974.60	
	Total to Date	205,337.15	54	73,859.33	19	102,923.90	27			382,125.39	12
TOTAL FOR MONTH		203,150.05		54,999.85		54,151.90		579,810.79		892,122.53	
TOTAL FOR PREVIOUS MONTHS		475,524.82		139,539.82		129,473.25		1,506,405.71		2,246,993.60	
GRAND TOTAL TO DATE		678,694.83	22	193,539.67	6	183,625.15	6	2,086,216.50	55	3,142,116.20	100

POST 1-223 (Rev. 10-77)

\$3,142,116.20 Less Adjustments (-) 10,706.60 = Grand Total Reimbursed \$3,131,409.60

SCHEDULE 1

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

Total 1978-79 Fiscal Year  
July 1, 1978 through December 31, 1978

## REIMBURSEMENT BY COURSE CATEGORY

Page 1 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
1001	Basic	1,503,067.93	1,902.62	790	319,322
2001	Advanced Officer	359,068.74	188.19	1,908	54,946
3001	Supervisory	114,208.03	679.81	168	15,648
4001	Middle Management Course	112,162.60	975.33	115	9,442
5001	Executive Development Course	7,657.25	510.48	15	1,200
	Job Specific	663,826.26	508.68	1,305	70,719
	Technical Courses	382,125.39	185.41	2,061	65,185
	Subtotal	3,142,116.20		6,362	536,462
	Adjustments to Prior Payments	(+) 1,208.97			
	State Controller Audit Adjustments	(-) 11,915.57			
	Total Reimbursements	3,131,409.60		6,362	536,462
1000	BASIC TRAINING				
1001	Basic Course	1,503,067.93	1,902.62	790	319,322
1050	Arrest and Firearms (P.C. 832)	133.82	33.46	4	146
2000	ADVANCED OFFICER				
2001	Advanced Officer Course	359,068.74	188.19	1,908	54,946
3000	SUPERVISION				
3001	Supervisory Course	114,208.03	679.81	168	15,648
3055	Civilian Supervisory School				
4000	MANAGEMENT TRAINING				
4001	Middle Management Course	112,162.60	975.33	115	9,442
4050	Supplemental Management Training				
4055	Program Evaluation and Review Techniques	1,146.43	163.78	7	168
4060	Cost Analysis and Budgeting				
4062	Field Management Training	4,622.27	210.10	22	558
JS 4065	Planning, Research and Development				
4065	Planning, Research and Development	102.17	102.17	1	24
JS 4066	Research and Planning	7,140.26	649.11	11	400
4066	Research and Planning	403.64	403.64	1	40
4067	Research Design				
4070	Team Building Workshop	2,015.00	155.00	13	312
4075	Middle Management Seminar	2,487.23	130.91	19	456
4081	Managing Patrol Operations	3,380.88	62.61	54	850
4082	Managing Criminal Investigations	1,683.89	52.62	32	512
5000	EXECUTIVE AND ADMINISTRATIVE				
5001	Executive Development Course	7,657.25	510.48	15	1,200
5050	Executive Development Seminar	10,450.28	213.27	49	1,096

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
6000	FIELD OPERATIONS				
6005	Hostage Negotiations				
6007	Advanced Hostage Negotiations	2,938.99	195.93	15	360
6008	Basic Hostage Negotiations	11,201.96	273.22	41	1,640
6010	Analysis of Urban Terrorist Activities	1,627.74	85.67	19	808
6020	Boating Safety and Enforcement				
6030	Breathalyzer Course				
6031	Contingency Planning for Hazardous Materials	6,043.25	251.80	24	1,130
6040	Civil Emergency Management	13,530.96	246.18	55	2,585
6045	Commercial Enforcement Training				
JS 6046	Commercial Vehicle Enforcement	4,069.82	254.36	16	640
JS 6047	Crime Prevention Institute	75,941.61	1,205.42	63	5,036
6047	Crime Prevention Institute	5,346.14	763.73	7	560
6048	Advanced Crime Prevention Institute Environmental Design	7,194.80	359.74	20	800
6049	Crisis Identification & Management				
6050	Crisis Intervention				
6052	Disaster and Riot Training				
JS 6054	Field Evidence Technician	76,823.15	1,396.78	55	6,588
6054	Field Evidence Technician				
JS 6070	Field Training Officer Course	48,903.15	298.19	164	6,240
6070	Field Training Officer Course	222.50	74.17	3	120
6071	Law Enforcement and the Mentally Disordered Individual	5,978.46	86.64	69	1,382
6075	Law Enforcement Legal Education Program	12,993.83	282.47	46	1,840
6080	Law Enforcement Legal Education Update	5,096.52	159.27	32	640
6085	Law Enforcement Report Writing Workshop	291.37	17.14	17	408
6090	Law Enforcement Skills & Knowledges	185.76	16.89	11	184
6095	Narcotic Investigation for Peace Officers	529.51	66.19	8	160
6100	Officer Survival	46,024.70	239.71	192	8,989
6101	Officer Survival - San Bernardino	9,481.95	305.87	31	1,440
6105	Political Violence and Terrorism	6,698.48	230.98	29	1,363
6107	Prison Gang Activity	7,389.69	139.43	53	1,900
6110	Protection of Public Officials	1,786.31	77.67	23	920
6115	Protective Services				
6120	School Resource Officer	3,328.74	237.77	14	336
6130	Search and Rescue Management				
6140	Underwater Search and Recovery				
6145	Unusual Incident Tactics	2,769.91	131.90	21	504
6150	Workshop on the Mentally III				

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
7000	TRAFFIC				
JS 7005	Traffic Accident Investigation	35,074.65	310.40	113	4,528
7005	Traffic Accident Investigation				
JS 7010	Advanced Traffic Accident Investigation				
7010	Advanced Traffic Accident Investigation				
7025	Traffic Program Management Institute	11,739.77	419.28	28	1,232
7030	Speed from Skidmark	1,704.38	170.44	10	400
JS 7050	Motorcycle Training	31,673.67	1,151.20	28	2,032
7050	Motorcycle Training	1,470.00	735.00	2	164
JS 7055	Motor Officer Training School	17,455.81	758.95	23	2,468
7055	Motor Officer Training School				
8000	DRIVER TRAINING				
8005	Driver Training, Allied Agency	13,597.82	271.96	50	1,200
8006	Defensive Driver Program	1,067.68	213.54	5	80
8010	Driver Training Program	126.60	15.83	8	128
8020	Driver Training School				
8030	Advanced Driver Training	30,300.91	312.38	97	2,328
8040	Police Defensive Driving Course				
8050	Advanced Driver Training	62.16	15.54	4	80
9000	CRIMINAL INVESTIGATION				
JS 9001	Criminal Investigation	10,034.48	401.38	25	1,480
9001	Criminal Investigation				
9002	Criminal Investigation II				
<del>9003</del>	<del>Management Criminal Investigations</del> - Deleted				
9005	Crime Scene Investigation	7,644.12	424.67	18	760
9006	Physical Evidence Presentation	14,344.48	754.97	19	1,400
9007	Basic Fingerprint Course	55.00	55.00	1	40
9010	Crime Specific	5,856.67	188.92	31	744
9012	Introduction to Crime Analysis	1,580.61	60.79	26	624
9015	Economic Crime Investigation Training	3,844.68	274.62	14	980
JS 9016	Investigation of Violent Crimes	22,834.19	496.40	46	2,113
9016	Investigation of Violent Crimes	200.41	200.41	1	40
9017	Investigation & Prosecution of Organized Crime in Pornography				
JS 9020	Investigators School	23,248.57	774.95	30	3,600
9020	Investigators School				
JS 9025	Practical Investigative Case				
9025	Practical Investigative Case				
9026	Homicide Symposium				
JS 9030	Questioned Document Investigation	10,402.90	547.52	19	728
9030	Questioned Document Investigation	407.67	407.67	1	38



## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 9050	Basic Auto Theft Investigators Workshop				
9050	Basic Auto Theft Investigators Workshop				
9055	Advanced Auto Theft Investigators Workshop				
JS 9065	Basic Vehicle Theft Investigations				
9065	Basic Vehicle Theft Investigations				
JS 9100	Rape Investigation				
9100	Rape Investigation				
9110	Robbery Investigation	3,795.99	88.28	43	946
JS 9115	Robbery Investigation	2,575.90	321.98	8	160
9115	Robbery Investigation				
JS 9125	Sex Crime Investigation	1,096.48	182.75	6	144
9125	Sex Crime Investigation	85.19	85.19	1	24
JS 9126	Sexual Assault Investigation	11,958.62	373.41	32	1,032
9126	Sexual Assault Investigation				
9150	Advanced Investigation for Coroners Cases				
9155	Coroners Course				
JS 9160	Homicide Institute	29,235.13	649.67	45	3,480
9160	Homicide Institute				
JS 9161	Homicide Investigation Cases	12,748.89	439.62	29	1,336
9161	Homicide Investigation Cases				
JS 9162	Homicide Investigation	14,370.58	513.24	28	1,120
9162	Homicide Investigation	667.17	333.59	2	80
9165	Advanced Homicide Investigation				
9205	Phencyclidine-4-Clandestine-(PCP) Lab School				
JS 9210	Basic Narcotic and Dangerous Drugs	32,062.19	485.79	66	5,428
9210	Basic Narcotic and Dangerous Drugs				
9220	Heroin Influence Course	2,206.29	84.86	26	520
JS 9225	Narcotics Investigation	62,898.67	885.90	71	5,680
9225	Narcotics Investigation	859.73	429.87	2	160
9230	Narcotics Investigation, Advanced	162.25	32.45	5	200
JS 9235	Narcotics Investigation, Basic				
9235	Narcotics Investigation, Basic				
JS 9250	Vice School	11,602.29	573.46	43	1,840
9250	Vice School				
JS 9251	Vice Investigation	9,789.53	652.64	15	600
9251	Vice Investigation				
JS 9255	Air & Marine Narcotics Smuggling	6,491.52	360.64	18	576
9255	Air & Marine Narcotics Smuggling	414.84	207.42	2	64
9260	Child Abuse: Intervention, Referral and Investigation	6,271.18	272.66	23	920
9261	Link Analysis	260.81	11.34	23	184

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 5 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
9262	Visual Investigation Analysis	173.78	15.80	11	88
10000	CRIMINALISTICS				
10005	Fingerprint School				
10010	Advanced Latent Fingerprint School	2,477.83	130.41	19	760
10106	Forensic Microscopy				
11000	INTELLIGENCE OPERATIONS				
11005	Chief Executive Criminal Intelligence Seminar	407.90	67.98	6	96
11010	Criminal Intelligence Commanders Course	1,725.46	246.49	7	216
11020	Criminal Intelligence Data Analyst	4,408.07	489.79	9	688
11030	Criminal Intelligence Data Collector	14,318.82	447.46	32	2,456
11040	Organized Crime Informant Development & Maintenance	4,069.58	214.19	19	684
11050	Specialized Surveillance Equipment	4,969.14	134.30	37	1,364
12000	JUVENILE				
12005	Delinquency Control Institute	12,687.44	1,268.74	10	3,200
12010	Juvenile Justice Update				
JS 12020	Juvenile Law Enforcement Officer's Training Course	14,891.21	551.53	27	1,080
12020	Juvenile Law Enforcement Officer's Training Course	352.21	352.21	1	40
JS 12025	Juvenile Officers				
12025	Juvenile Officers				
JS 12040	Juvenile Procedures School	11,586.84	148.55	78	1,872
12040	Juvenile Procedures School				
12050	Juvenile Investigators for Patrol Officers	2,193.04	129.00	17	408
13000	PERSONNEL				
13005	Background Investigation				
13025	Internal Affairs	14,601.06	175.92	83	1,992
JS 13030	Internal Affairs Investigation Procedures	2,938.41	367.30	8	192
13030	Internal Affairs Investigation Procedures	173.00	173.00	1	24
14000	COMMUNICATIONS				
JS 14005	Complaint/Dispatcher	17,213.32	268.96	64	2,624
14005	Complaint/Dispatcher				
14015	Criminal Justice Information Systems	2,698.02	207.54	13	312
15000	TRAINING				
<del>15005</del>	<del>Behavioral Objectives Course</del>				
15006	Writing POST Performance Objectives				
15010	Criminal Justice Role Training Program				
15015	Chemical Agents Instructors Course				
15020	Firearms Instructors Course	7,693.17	192.33	40	2,303
15021	Defensive Tactics for Instructors				
15025	Instructor Development Course				
JS 15015	Police Training Managers Course	22,997.52	1,277.64	18	1,440



AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Certification/Modification/Decertification Report</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Gerald E. Townsend</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-4-79</b>	Date of Report <b>January 3, 1979</b>
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 _____).		

CERTIFIED

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Civil Process (T-JS-II)	Allan Hancock College	\$7384
2. Law Enforcement Records Clerk Course (T-JS-II)	"	\$6787
3. Jail Operations Course (80 hrs. & 40 hrs.) (T-JS-II)	Los Angeles Sheriff's Department	40 hrs. - \$ 6,594 80 hrs. - \$13,186
4. PR-24 Instructor's Training Course (T-IV)	"	\$1268
5. Defensive Driving & Emergency Vehicle Operation (T-IV)	Kern County Sheriff's Department	\$ 530
6. Jail Operations Course (80 hrs.) (T-JS-II)	Modesto Regional Criminal Justice Training Center	\$17,850
7. Field Training Officer (T-JS-II)	Ventura County Police and Sheriff's Academy	\$9230
8. Search and Rescue Management (T-IV)	Office of Emergency Services	\$1282.96
9. Business Law - Part I - Economic Crime Series	Bureau of Business & Research CSU, Northridge	\$2708
10. Jail Operations Course (Variable format of 40 or 80 hrs.) (T-JS-II)	Ventura College	40 hrs. - \$8,275 80 hrs. - \$7,800
11. Arson Investigation Course (T-JS-II)	Columbia Junior College	\$6900
12. Reserve Officer Course Module C - (Level I)	Santa Clara Valley Criminal Justice Training Center	--

Utilize reverse side if needed

	<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
13.	Reserve Officer Course Module B - (Level II)	Santa Clara Valley Criminal Justice Training Center	--
14.	Reserve Officer Course Module B - (Level II)	San Joaquin Delta College	--
15.	Reserve Officer Course Module C - (Level I)	Modesto Criminal Justice Training Center	--
16.	Reserve Officer Course Module B - (Level II)	"	--
17.	Reserve Officer Course Module B - (Level II)	Alameda County Sheriff's Department	--
18.	Reserve Officer Course Module C - (Level I)	"	--
19.	Reserve Officer Course Level I	NCCJTES, Santa Rosa Center	--
20.	Reserve Officer Course Module B - (Level II)	Saddleback College	--
21.	Reserve Officer Course Module C - (Level I)	"	--
22.	Reserve Officer Course Module B - (Level II)	Southwestern College	--
23.	Reserve Officer Course Module C - (Level I)	"	--
24.	Reserve Officer Course Module B - (Level II)	Fullerton College	--
25.	Reserve Officer Course Module C - (Level I)	"	--
26.	Reserve Officer Course Module B - (Level II)	Orange County Sheriff's Department	--
27.	Reserve Officer Course Module C - (Level I)	"	--
28.	Reserve Officer Course Module B - (Level II)	Imperial Valley College	--
29.	Reserve Officer Course Module B - (Level II)	Academy of Justice, Riverside City College	--
30.	Reserve Officer Course Module C - (Level I)	San Bernardino County Sheriff's Department	--

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
31. Reserve Officer Course Level I	Rio Hondo College	--
M O D I F I E D		
1. Search and Rescue Management (variable format of 20 to 40 hrs.)	Office of Emergency Services	\$2566.05
2. Advanced Officer (reduced hrs. 80 to 70)	Bakersfield College	\$2928 (reduction)
3. Homicide Course (reduced hrs. 48 to 44)	Department of Justice Advanced Training Center	--
4. Economic Crime Investigation (reduced hrs. 80 to 70)	"	--
5. Advanced Crime Prevention Institute on Environmental Design (tuition increase from \$114 to \$121)	Loss Prevention, Inc.	\$ 210
6. Jail Management Course (tuition increase from \$132 to \$136)	CSPU, Pomona	\$ 100
7. Research and Planning Course (tuition increase from \$565 to \$568)	"	\$ 87
8. Traffic Program Management Institute (tuition increase from \$161 to \$165)	"	\$ 100
9. Jail Operations (variable format of 40 or 80 hrs.)	NCCJTES, Santa Rosa Center	--
10. Jail Operations Course (80 hrs. - modification of existing 40-hour course)	Alameda County Sheriff's Department	--
11. Jail Operations Course (variable format of 40 or 80 hrs.)	Allan Hancock College	\$4125
12. Jail Operations Course (variable format of 40 or 80 hrs.)	Santa Barbara City College	\$4125

	<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
13.	Jail Operations (expanded 80 hr. course)	Academy of Justice, Riverside City College	\$15,720
14.	Juvenile Law Enforcement Officers' Training Course (variable format of 40 or 48 hrs.)	Department of California Youth Authority	--

DECERTIFIED

	<u>Title</u>	<u>Presenter</u>
1.	Advanced Officer	Pasadena City College
2.	Dispatcher/Complaint Desk Operator Course	Sacramento Law Enforcement Training Center
3.	Basic Course	State Center Peace Officer Academy
4.	Specialized Basic Course (Marshals)	San Bernardino Marshal's Office
5.	Specialized Basic Course (Marshals)	Rio Hondo College

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Commission Policy and Procedures		Meeting Date January 19, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Darrell L. Stewart <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-5-79	Date of Report January 5, 1979
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 detail.) <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

Staff has been directed to report on actions taken by the Commission which establish or affect Commission policies and procedures. This report is made for approval of action taken at a previous meeting.

Analysis

The following policy statement will be included in the Commission Policy Manual:

Seven members of the Commission shall constitute a quorum.

Recommendation

The above be approved as indicated.



AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>REQUEST FOR CITY OF LOS ANGELES HOUSING AUTHORITY TO PARTICIPATE IN SPECIALIZED PROGRAM</b>		Meeting Date January 18, 1979
Division <i>Operations</i>	Division Director Approval <i>[Signature]</i>	Researched By <i>George A. Estrada</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-2-79	Date of Report December 21, 1978 (updated)
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 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. Request was held in abeyance until POST Commission lifted the moratorium.

ANALYSIS

The Patrol Division of the Housing Authority of the City of Los Angeles has a staff of 36 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 2 lieutenants and four sergeants. The lieutenants assist the Director in the formulation of patrol policy and procedures. The first-line supervision is conducted by sergeant-level personnel. The selection standards meet or exceed the minimum standards prescribed by POST. The training meets the standards prescribed by POST. All newly hired personnel attend the Basic Course at Rio Hondo. Peace officer powers are derived from 830.4(a)(18) P.C.

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.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>REQUEST FOR ENTRY INTO POST SPECIALIZED CERTIFICATION PROGRAM BY LA CITY UNIFIED SCHOOL DISTRICT</b>		Meeting Date January 18, 1979
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada <i>J.M.</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-2-79	Date of Report December 19, 1978
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 Los Angeles City Unified School District has made several requests for entry into the POST Specialized Certificate Program and due to the moratorium placed on the Specialized Program by the Commission for the past two years, the Unified School District has been denied entry. The Los Angeles School Board, the governing body for the school district will execute a resolution to adhere to the POST requirements at their next official Board meeting. The resolution will be delivered to POST prior to consideration by the POST Commission.

ANALYSIS

The Los Angeles City Unified School District Security division has a 346 sworn peace officer staff. The Security Division is under the Chief Security Agent for the School District and he is a sworn officer.

Below the Chief Security Agent are four Assistant Security Agents, each heading a subsection of the district. Personnel at this level would be defined as middle managers. Each position calls for a sworn member.

The District Security Division has 14 Supervising Security Agents, supervised by the Assistant Chief Security Agents and who in turn supervise Security Agents, Assistant Security Agents and Security Agent Aides. Except for the Security Agent Aides, all other personnel are sworn peace officers. The Aide class is the entry level class; personnel within this class are not sworn until they complete the POST Basic Course at the Los Angeles Sheriff's Academy. Peace officer powers derived from 830.4(a)(12)P.C.

The selection standards meet or exceed minimum standards prescribed by POST. All newly hired personnel must complete the POST Basic Course. The District has shown that they have the ability to adhere to POST standards for selection and training.

RECOMMENDATION

This is a new category for consideration for the POST Specialized Program. Recommend the Los Angeles City Unified School District be approved for entry into the POST Specialized Program. Conditions of certification are tied to the districts changing their probation period from six months to at least 12 months within a 6 month period.

Utilize reverse side if needed



POLICE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO  
HALL OF JUSTICE  
850 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103



ADDRESS ALL COMMUNICATIONS:  
CHARLES R. GAIN  
CHIEF OF POLICE

December 18, 1978

OFFICE OF THE  
CHIEF OF POLICE

IN REPLY, PLEASE REFER TO  
OUR FILE: P-1020/SC

Mr. Brad Koch  
Director, Standards and Training  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Brad:

The one year evaluation period for the Defensive Driving Course Study is now completed.

The 148 officers involved in the two courses were involved in 32 collisions. The 86 officers that went through the standard 24 hour Academy of Defensive Driving Course had 18 collisions; the 62 officers that participated in the modified 24 hour course had 14 collisions.

Of all the accidents involved in the standard course 14 were property damage or 77% and 4 were personal injury or 23%.

The primary police collision factor was improper backing, 22%; improper lane change, 11%; failure to yield right of way, 5.5%; and too fast for conditions, 5.5%.

In 55% of the collisions there was no violation on the part of the police driver; 45% of the collisions the police driver was the primary cause.

Out of the 18 accidents 10 were determined to be preventable, that is 55% of the accidents. Seven collisions, or 38% of the total, the police vehicle was either parked or stopped. The type of driving involved routine, 72%; emergency, 22%; and code three, 6%. The recruit officers accounted for 10 of the accidents and the field training officers accounted for 8 accidents.

DEC 20 10 16 AM '78

COMMISSION ON POST

Mr. Brad Koch  
December 18, 1978  
Page 2

The modified course had 62 officers in the study group. Twenty-eight recruit officers and 34 field training officers. These officers were involved in 14 collisions. Eight property damage, 57%; and 6 personal injury, 43%.

The primary collision factors were improper backing, 21%; right of way, 14%; improper parking, 8%. No violation on the part of the officer, 65%.

Collisions that were found to be preventable, 92%. The police driver was the primary factor in 42% of the accidents. In this group three officers had two collisions each, the type of driving involved was 78% routine, 14% emergency and 7% code three. Out of the total collisions fourteen, the recruits accounted for 5 and the field training officers had 9.

The accident rates for the two groups were, standard course 6.4 and modified 7.9. These numbers are about half the rate of the department as a whole.

The major differences between the two study groups were: the personal injury rate for the modified course is almost twice that of the standard course, 23% for the standard and 43% for the modified.

The percentage of preventable collisions, 55% of the standard course as compared to 92% of the modified course group.

The time elapsed since training was about the same for both groups, 6.3 months for the modified and 6.6 for the standard.

As a group, the officers who were involved in the modified course were not given as much behind the wheel training as the standard group in the areas of controlled speed and code 3 driving. This reflects in the percentage of preventable collisions and personal injury collisions. The modified group made more defensive driving errors and judgemental errors than did the standard course group.

The entire study group did much better when compared to the entire patrol force, so some training must be better than none, however it is felt that the more hands on driving that we can provide in training will lower the collision rate and personal injury rate.

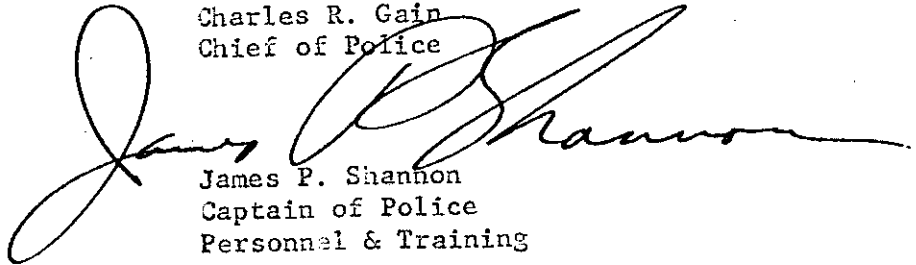
With the cost of personal injury settlements in mind any added expense to present more driver training is well justified if you can lower the amount of claims by even one.

Mr. Brad Koch  
December 18, 1978  
Page 3

We would like to thank the Commission on Peace Officer Standards and Training and the Academy of Defensive Driving for providing this training and study for our department. We have benefited greatly from it.

Sincerely yours,

Charles R. Gain  
Chief of Police

A handwritten signature in black ink, appearing to read "James P. Shannon". The signature is written in a cursive style with a large initial "J" and "S".

James P. Shannon  
Captain of Police  
Personnel & Training

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>PUBLIC HEARING - ADVANCED OFFICER TRAINING</b>		Meeting Date January 18-19, 1979
Division Executive Office	Division Director Approval <i>Alto Sautenberg</i>	Researched By Staff
Executive Director Approval <i>Brad Koch</i>	Date of Approval 12-20-78	Date of Report December 18, 1978
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:

The proposed changes on Advanced Officer Training are presented for public hearing approval. (See attached POST Bulletin 78-23)

BACKGROUND:

At its October 19-20 meeting, the Commission approved these proposed changes based upon recommendation of the POST Advisory Committee.

ANALYSIS:

Staff concurs with these recommendations with the following suggested modifications:

1. Amend Recommendation #1 by changing the last sentence of Regulation 1005(d) (1) as follows:

A department head may exempt those Officers holding Management or Executive Certificates are exempt.

2. Amend Recommendation #3 relating to Procedure D-2, Section 2-3, as follows:

Elective Subject Matter. The course may contain other currently needed subject matter such as the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than a specific, nature. Course subject matter which is otherwise certified as a specific technical course (PAM Procedure D-14) shall not comprise the major proportion of Advanced Officer Courses.

Utilize reverse side if needed

3. Amend Recommendation #4 relating to Procedure D-2, Section 2-5, as follows:

Minimum Hours Course Format. The Advanced Officer Course shall consist of a minimum of 20 hours be presented in time blocks of not less than 4 8 hours regardless of subject matter. The course must be no longer than 12 weeks and presented no less than one day per month.

RECOMMENDATION:

Approve the proposed changes in Advanced Officer Training (Bulletin 78-23) along with the above staff modifications.

Attachment: Bulletin 78-23



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

December 14, 1978

BULLETIN: 78-23

SUBJECT: NOTICE OF PUBLIC HEARING - ADVANCED OFFICER TRAINING

In accordance with provisions of the Administrative Procedures Act and pursuant to the authority vested by Section 1122 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10 a.m., January 18, 1979  
Plaza International Hotel  
International Room  
1515 Hotel Circle  
San Diego, California

This hearing will address POST Regulation changes which relate to standards and reimbursement for Advanced Officer Training. The proposed changes, to be effective March 1, 1979 unless otherwise noted, include:

Standards

1. Amend Regulation 1005(d) (1) as follows:

Every peace officer below the rank of first level <sup>reimbursement on</sup> supervisory positions as defined in Section 1001(i) shall satisfactorily complete the Advanced Officer Course of 20 or more hours at least once every ~~four~~ <sup>four</sup> years after completion of the Basic Course. A department head may exempt those officers holding Management or Executive Certificates.

2. Amend Procedure D-2, Section 2-2, as follows:

Advanced Officer Course Objectives. The Advanced Officer Course is designed to provide updating and refresher training and an opportunity to address new problems confronting for law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs. ~~and yet remain consistent with the updating-refresher concept.~~ <sup>Dept head may assign above supervisory rank & receive to, post.</sup>

(continued)



3. Amend Procedure D-2, Section 2-3, as follows:

~~Required general updating refresher subject matter; the content shall devote no less than 10 hours to any combination of the following subjects~~  
The Commission recommends the following topics be considered but not required as part of the Advanced Officer Course:

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

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

4. Amend Procedure D-2, Section 2-5, as follows:

**Minimum Hours.** The Advanced Officer Course shall consist of ~~a~~  
minimum of 20 hours time blocks of not less than 4 hours regardless  
of subject matter. 2

Other recommendations concerning reimbursement for Advanced Officer training, not part of the public hearing, will also be addressed on the regular Commission Meeting agenda on January 18, 1979.

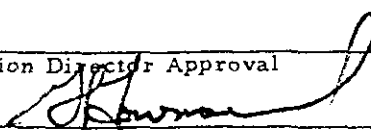

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing. Written communications should be directed to:

Bradley W. Koch  
Acting Executive Director  
Commission on POST  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

The Commission has determined that the above regulations will create no new cost to local government pursuant to Section 2231 of the Revenue and Taxation Code.



LOUIS L. SPORRER  
Chairman

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title <b>EXTENDED FORMAT TRAINING</b>		Meeting Date <b>January 18, 1979</b>
Division <b>Operations</b>	Division Director Approval 	Researched By <b>Staff</b>
Executive Director Approval 	Date of Approval <b>1-5-79</b>	Date of Report <b>January 5, 1979</b>
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>At the October 1978 Commission meeting, staff was directed to workup guidelines for extended format training for the Basic Course and to report back to the Commission at the January meeting.</p> <p><u>BACKGROUND</u></p> <p>The issue of extended training versus intensive training has been debated at POST for a number of years and, in the past, the intensive training mode has prevailed with the Commission.</p> <p>Because of the new training requirements for reserves and the policy by the Commission that reserve training courses do not equate to the regular Basic Course, a number of agencies are desirous of presenting a 400-hour Basic Course in the extended format which will meet the D-1 requirement.</p> <p>Presenting the course in the extended format would allow agencies to prepare their reserve officers or pre-service students for future employment by having them attend a basic course equal to that required by POST Regulations.</p> <p><u>ANALYSIS</u></p> <p>Since POST will soon have a test instrument to compare Basic Courses (PSI contract), it seems appropriate that a pilot program be developed for Basic Course training to determine whether extended format training will equate to an intensive training program.</p> <p>A number of agencies presently providing certified basic training courses are desirous of entering into a pilot program of this nature.</p> <p><u>RECOMMENDATIONS</u></p> <ul style="list-style-type: none"> <li>● Authorize staff to certify three Basic Course presentations on an extended format.</li> <li>● Specify the following guidelines:</li> </ul>		
Utilize reverse side if needed		

1. Only current presenters of certified Basic Courses will be eligible to participate.
  2. A fulltime course coordinator must be present during the presentation of the course.
  3. Length of instructional day and course will be subject to staff approval.
  4. Course instructors' teaching abilities shall be equal to those instructors in the intensive Basic Course.
- Staff to make periodic onsite visits to evaluate the quality of the presentations through analysis and observation, student evaluation and written tests, and prepare a report for the Commission within one year.

## CERTIFICATION OF EXTENDED FORMAT BASIC COURSE

For several years the graduates of some reserve officer academies have been able to claim that the completed reserve course was the equivalent to POST's minimum basic training requirement (200 hours). Many departments have employed those reserve officers and sought a waiver of the basic training requirement based upon the equivalency.

On July 1, 1978, POST's minimum requirement for basic training was increased to 400 hours. Beginning January 1, 1979, POST standards for selection and training of reserve officers become effective. For the first time, POST will certify reserve officer academies.

New training standards for Level I reserve officers provide for a minimum 200-hour course plus 200 hours of structured field training. Alternatively, if the reserve officer completes the regular 400-hour Basic Course, the 200 hours of field training is waived.

Two essential reasons exist to cause some departments to prefer a reserve academy that meets the requirements of the regular Basic Course:

1. Graduates of such a course may be employed as regular officers without repeating training and without need to attend the normal Basic Academy.
2. Utilization of such a course obviates the need to develop and maintain the formalized 200-hour field training program for reserve officers.

Certification of extended format, 400-hour reserve courses that meet the requirements of POST Procedure D-1, would amount to certification of extended format basic academies. Once certified, graduates would meet all POST basic training requirements. Such academies would simply become alternative academies for basic training of regular officers.

If POST does not certify 400-hour extended format reserve academies, a decision must be made regarding what will be certified.

If reserve academies of shorter duration are certified but those presenting 400 hours are not certified, some obvious problems are presented:

1. To certify only a portion of a reserve course would be contrary to existing policy on certification of regular academies.
2. Pressure for equivalency evaluation for reserve training could continue since non-certified training has in the past been allowable for equivalent training. Any institution is free to present noncertified training, and noncertified training is not subject to POST quality control efforts.
3. Where to "draw the line" on what would be certified by POST could be a difficult decision.
4. Complaints could continue regarding duplication and inefficiency from those departments seeking to avoid sending highly trained reserve officers/recruits to the regular Basic Course.

Staff has identified the following positive and negative concerns should certification of extended format basic courses be effected:

#### POSITIVE

1. It would be economical to further a system that provides for pre-employment satisfaction of training requirements.
2. Economy and efficiency of the overall training system would be promoted to the extent that reserve academy graduates are employed and do not have to repeat training.
3. It would allow some departments to continue their current selection process of employing reserves without further training.
4. Basic Course Equivalency Evaluations could be reduced with a lessening of staff workload in that area.

#### NEGATIVE

1. There exists belief on the part of many trainers that extended format academies would lower the quality and effectiveness of basic training because:
  - a. Less than the best available instructors may be used in reserve academies because of nighttime and weekend teaching requirements.
  - b. Students in the extended format course would have less commitment than those in the intensive course.
  - c. Short instructional periods and a long time frame from beginning to end of course may not promote learning as effectively as an intensive course.
  - d. Remediation and makeup would be more difficult.
  - e. Lack of "group interaction".
2. Staff workload could increase if the total number of certified basic academies increased.
3. There could be a shift away from existing intensive academies that could create instability in the training system.
4. Regular academies average far more than the minimum 400 hours.
5. Extended format basic training may not be as conducive to training methodology developed in the Basic Course Revision Project.

The most significant negative concern is the speculation that graduates of extended format courses would not be as well trained as graduates of intensive courses. There is insufficient information available to adequately evaluate this concern. The quality of such training would no doubt be poor if poorly qualified instructors were used and a casual attitude on the part of students was allowed. It may be speculated, however, that POST quality control efforts and a strong commitment by the presenter could assure effective training.

## ALTERNATIVES

1. Certify only the minimum 200-hour reserve course and prohibit the use of reserve training as equivalent to the regular Basic Course.
2. Certify only the minimum 200-hour reserve course but acknowledge that additional noncertified training may be presented to establish prima-facie equivalency to the Basic Course, and continue to conduct equivalency evaluations and administer the BCEE.
3. Certify 400-hour reserve courses that amount to extended format basic academies but require students to pass the BCEE before graduating.
4. Certify 400-hour extended format basic courses to any qualified presenter, and accept the training as meeting POST requirements for regular officers.
5. Certify 400-hour extended format basic courses only to institutions that are also certified to present the intensive basic course, and accept the training as meeting POST minimum requirements for regular officers.
6. Certify a 400-hour extended format basic course to one or more institutions on a pilot basis, and direct staff to closely monitor and evaluate the effectiveness of the training.

## RECOMMENDATION

On a "pilot project" basis, certify selected presentations of an extended format basic course with the following guidelines:

1. Only current presenters of the certified Basic Course will be eligible for such certification.
2. A fulltime course coordinator be present whenever classes are in session.
3. Presentations will be subject to staff approval of length of instructional day and overall length of course.
4. Presenter will express a commitment to provide instructors whose expertise and teaching ability ~~is~~ <sup>are</sup> equal to those of instructors in the intensive basic course.
5. Staff will make periodic on-site visits during the courses.
6. Quality of presentations will be evaluated by:
  - a. Analysis and observations of POST staff and presenter's staff
  - b. Student evaluations
  - c. Written tests

Direct staff to prepare, within one year, a complete report for the Commission evaluating the "pilot project".

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Final Approval New Reimbursement Accounting Procedures		Meeting Date January 18-19, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By B. W. Richardson
Executive Director Approval <i>[Signature]</i>	Date of Approval January 2, 1979	Date of Report January 2, 1979
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 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 \_\_\_\_\_).

ISSUE

The Commission, at its October 19-20, 1978 meeting, approved a change in reimbursement accounting procedures to take effect July 1, 1979. The Commission instructed staff to develop, with approval of the Department of Finance and the Office of Controller, revised accounting procedures which would accomplish the following: All reimbursement claims are to be charged against the fiscal year in which the claims are received--without regard to the fiscal year in which the training occurred. Claims will continue to be paid on a quarterly basis. Any balance remaining in the Assistance to Cities and Counties budget will be disbursed on a pro rata share basis in conjunction with the fourth quarter payment. A permanent reserve of \$1,000,000 will be maintained to offset unforeseen expenditures or adjustments to the POTF.

STATUS

New accounting procedures and forms have been developed and submitted to the Department of Finance and the Office of Controller for their approval.

Meetings have been held with the Department of Finance and the Office of Controller and tentative approval received to implement the new procedures effective July 1, 1979.

FINAL APPROVAL BY COMMISSION

Staff requests final approval by the Commission to initiate the new accounting procedures beginning on July 1, 1979.

# Memorandum

State Controller's Office  
 Division of Audits  
 1227 "O" Street, Room 446

Date : January 2, 1979

Attention: Raymond Croft, Chief

From : Bradley W. Koch, Acting Executive Director  
 Commission on Peace Officer Standards and Training

Subject: Supplemental Salary Reimbursement Proposal - Peace Officer Training Fund

The Commission is proposing that: POST reimbursement claims be paid out of funds appropriated for such expenditure for the fiscal year in which the claims are received by POST, without regard to fiscal year of training, and that a supplemental payment be made to local jurisdictions immediately following the fourth quarter payment. Approval of this method of payment will assure that our "Aid to Local Government" budget is not over-expended.

Allowable lodging, meals, travel and tuition expenses incurred by an agency are reimbursable by POST at 100%, or up to a maximum rate approved by the Commission. Therefore, there would be no supplemental payment for these expense items. Salary, however, is reimbursed at a percentage rate lower than 100% (most recently 60%). The supplemental payment to be made to the agency, if adopted, would be based on the amount of salary reimbursement paid to each agency for the full fiscal year at a percentage rate designated by the Commission, i.e., 50%. The amount of funds yet to be allocated from the appropriated amount would be distributed on a pro rata share basis. For example, of a \$12,500,000 appropriation, a total of \$11,752,000 was reimbursed, of which \$7,735,588 was for salary, which equals a 10% pro rata share of salary to be made to each agency having salary reimbursement.

Example:

\$12,500,000	appropriation
- 11,752,000	reimbursed
\$ 748,000	balance to be distributed

\$748,000 balance ÷ \$7,735,588 salary = .10 or 10% supplement

The reimbursement claims forms (attachment 1) provide for a designation of the percentage rate of salary as well as the base hourly salary rate of the trainee. This information enables the Controller's Office to determine what 100% salary reimbursement would be on an individual basis.



State Controller's Office

Page 2

January 2, 1979

The procedure to be followed that will ensure that the supplemental payment would be based upon salary reimbursement only (by agency) is as follows:

1. The salary figures only will be compiled from the claims in the claim schedules on a quarterly basis. This information would be posted to a form designed to accumulate quarterly salary reimbursement made to each agency (suggested POST form 1-xxx) (see (a), attachment 2).
2. Upon payment of the fourth quarter reimbursement, a total of all salary reimbursement made to each agency for the fiscal year will be compiled and posted on suggested POST form 1-xxx (see (b), attachment 2).
3. The pro rata share to be distributed to each agency will be based on the total salary reimbursement for the fiscal year (see (c), attachment 2).

The proposed beginning date of this procedure is July 1, 1979. We would like to meet with you early in January 1979 to correct any procedural problems you might have with this proposal. Please contact Otto Saltenberger regarding this proposal at 2-2235.

# TRAINING EXPENSE CLAIM

State of California

Department of Justice

FOR POST USE ONLY

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
 7100 Broadway Drive, Sacramento, CA 95823

A. AGENCY CLAIMING REIMBURSEMENT				B. COURSE CONTROL NUMBER			
C. TITLE OF COURSE AS CERTIFIED BY POST				D. SCHOOL OR AGENCY PROPRIETARY CERTIFIED COURSE			
E. STARTING DATE/TIME OF COURSE		F. ENDING DATE/TIME OF COURSE		G. TOTAL COURSE HOURS COMPLETED		H. REIMBURSEMENT PLAN	
I. DATE/TIME DEPARTED FOR COURSE BYR AND DATE/TIME RETURNED FROM COURSE BYR				J. ADD SPECIFIC <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SALARY MAY BE CLAIMED ONLY ONCE PER FISCAL YEAR			
K. NAME OF TRAINEE LAST: _____ FIRST: _____ MIDDLE: _____			L. RANK/CLASSIFICATION		M. DATE APPOINTED TO RANK		
N. EMPLOYMENT STATUS: <input type="checkbox"/> FULL TIME SWORN <input type="checkbox"/> FULL TIME NON-SWORN		O. DATE EMPLOYED MONTH _____ DAY _____ YEAR _____		P. DATE OF BIRTH MONTH _____ DAY _____ YEAR _____		Q. SOCIAL SECURITY NUMBER	

LINE	AMOUNT
1	SUBSISTENCE <input type="checkbox"/> RESIDENT TRAINEE <input type="checkbox"/> COMMUTER TRAINEE 1. HOW MANY WEEKENDS DID TRAINEE RESIDE? _____ 2. BASIC COURSE ONLY: HOW MANY WEEKS OF SUBSISTENCE ARE CLAIMED? _____
2	RESIDENT TRAINEE: COST OF LODGING AND MEALS AS CHARGED BY THE SCHOOL
3	RESIDENT TRAINEE: ACTUAL COST OF LODGING AND MEALS (NOT TO EXCEED MAXIMUM ALLOWANCE FOR TOTAL COURSE PERIOD.) SEE PAM SECTION E5-7C-3
4	RESIDENT TRAINEE: ENROUTE EXPENSES: COST OF LODGING AND MEALS FOR PERIOD OF TIME ENROUTE TO AND FROM COURSE BYR NOT TO EXCEED MAXIMUM ALLOWABLE. SEE PAM SECTION E5-7D
5	COMMUTER TRAINEE: MEAL COST ONLY (NOT TO EXCEED MAXIMUM ALLOWANCE AS STATED IN PAM) NUMBER OF COURSE DAYS CLAIMED _____
6	AUTO TRAVEL: <input type="checkbox"/> DROVE OWN VEHICLE <input type="checkbox"/> AGENCY VEHICLE <input type="checkbox"/> RENTAL VEHICLE <input type="checkbox"/> PASSENGER DISTANCE OF ONE ROUND TRIP TO AND FROM HEADQUARTERS IS _____ MILES. NO. OF ROUND TRIPS CLAIMED _____ TOTAL NUMBER OF MILES RELATED TO TRAINING WHILE AT TRAINING SITE IS _____ TOTAL NUMBER OF MILES _____ TIMES _____¢ PER MILE
7	<input type="checkbox"/> TOLLS \$ _____ <input type="checkbox"/> PARKING \$ _____
8	<input type="checkbox"/> COMMERCIAL AIR TRAVEL: <input type="checkbox"/> AIR FARE IN LIEU OF MILEAGE <input type="checkbox"/> (COACH ONLY)
9	COMMERCIAL SURFACE TRAVEL: <input type="checkbox"/> BUS \$ _____ <input type="checkbox"/> TRAIN \$ _____ <input type="checkbox"/> TAXI \$ _____
10	TUITION (DO NOT INCLUDE REGISTRATION, MATERIALS, OR BOOK FEES)
11	SALARY HOURS CLAIMED _____ TIMES HOURLY SALARY RATE _____ TIMES _____ PERCENT
12	TOTAL EXPENSE CLAIMED

13 COMMENTS

COMPLETE IF APPLICABLE:

TRAINEE DEPARTED FROM DEPARTMENT BEFORE COMPLETION OF BASIC. DATE OF DEPARTURE \_\_\_\_\_ REQUIREMENTS OF SECTION 100(A)(1) THRU (6) COMPLETED PRIOR TO TRAINEE'S APPOINTMENT DATE AND THE DATE THE COURSE BEGAN (HQB 1010; R-1 (0-1))

TRAINEE FAILED BASIC COURSE BECAUSE OF NOT PASSING LOCALLY PROVIDED TRAINING SUBJECT(S) BUT OTHERWISE SATISFACTORILY COMPLETED THE COURSE. SEE ATTACHED STATEMENT FROM TRAINEE. (HQB 1010(1); R-1 (0-2))

The information shown in this claim accounts for my allowable expenditures and is true and correct.

14 SIGNATURE OF TRAINEE

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

Supplemental Salary Reimbursement  
 \_\_\_\_\_ F.Y.

<u>Agency</u>	<u>Schedule Number</u>	<u>Quarterly Salary Reimbursement</u>	<u>Annual Salary Reimbursement at 50%</u>	<u>Pro Rata Share at _____%</u>
	_____	(a) \$ _____		
1	_____	_____		
	_____	_____		
	_____	_____	(b) \$ _____	(c) \$ _____
		\$ _____		
2	_____	_____		
	_____	_____		
	_____	_____	\$ _____	\$ _____

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>STAFF COMMENTS ON ADVISORY COM. RECOMMENDATIONS FOR A. O. REIMBURSEMENT</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Executive Office</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Staff</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>12-20-78</b>	Date of Report <b>December 18, 1978</b>
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:** The POST Advisory Committee has recommended the following concerning Advanced Officer Course reimbursement:

1. Limit salary reimbursement for Advanced Officer and Job Specific courses at a percentage specified by the Commission, not to exceed 20 hours of such training per year or 40 hours every two years. Further, reimbursement for legislatively mandated courses as well as basic, supervisory, management skills and knowledge technical courses would not be affected.
2. Any unexpended funds in the total allocation for Aid to Local Government for a fiscal year should be divided on an equitable basis by re-evaluating the amount of reimbursement provided for advanced officer training.

**BACKGROUND:** These recommendations were made as the result of discussions and staff presentations for the establishment of fiscal controls on Advanced Officer Course reimbursement.

**ANALYSIS:** Staff believes the above recommendations are appropriate with some modifications. Because recommendation #1 would require increased staff workload in reviewing previous claims, staff recommends the following:

Limit salary reimbursement for Advanced Officer and Job Specific courses at a percentage specified by the Commission, not to exceed 20 24 hours of such training salary reimbursement per year. or 40 hours every two years. ....

Regarding recommendation #2, staff believes allocation of unexpended funds in Aid to Local Government toward advanced officer training would shift present Commission reimbursement priorities. Tentative Department of Finance approval has been obtained to reimburse unexpended funds across the board for all courses. Therefore, staff recommends:

Any unexpended funds in the total allocation for Aid to Local Government for a fiscal year should be divided on an equitable basis by re-evaluating the amount of reimbursement provided for ~~advanced officer~~ all salary reimbursable training.

**RECOMMENDATION:** Approve these recommendations as amended, to be effective for the 1979-1980 Fiscal Year.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Reimbursement Study for F.Y. 1979/80		Meeting Date January 18-19, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By <i>B. W. Richardson</i> B. W. Richardson
Executive Director Approval <i>Bradley W. Koch</i>	Date of Approval 1-3-79	Date of Report 12-6-78
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 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 \_\_\_\_\_).

ISSUE

The Commission on POST, at its meeting of October 28 and 29, 1976, directed staff to conduct a reimbursement study on a yearly basis. The study is to be presented to the Commission annually at its January meeting so that a salary reimbursement rate can be adopted for the forthcoming fiscal year.

This report is provided to assist the Commission in determining the salary reimbursement rate for F.Y. 1979-80.

FACTS BEARING ON THE ISSUE

On June 30, 1978, the Commission was advised that the POTF contained adjusted unallocated resources of \$1,844,733.14. Additional adjustments made after June 30, 1978 increased the above amount by approximately \$210,000, raising the adjusted unallocated resources on hand as of June 30, 1978 to \$2,054,733.14.

Although the \$2,054,733.14 figure is below the \$2,500,000 unallocated resources staff projected would be on hand as of June 30, 1978 (caused by an overexpenditure of approximately \$520,000 in Assistance to Cities and Counties), it is a substantial unallocated balance in the POTF available for allocation in F.Y. 1979-80 and F.Y. 1980-81.

F.Y. 1978-79

The expenditures for Administration (\$2,416,962) and Assistance to Cities and Counties (\$11,152,337) for F.Y. 1978-79 will be approximately \$13,569,299. Revenue for the same period is projected at \$13,632,043, exceeding expenditures by an estimated \$63,744 in F.Y. 1978-79. The projected unallocated balance that will be on hand as of June 30, 1979 is estimated at \$2,118,477.

F.Y. 1979-80

Proposed expenditures for Administration (\$2,450,057) and Assistance to Cities and Counties (\$11,652,337) for F.Y. 1979-80 are budgeted at \$14,102,394. Projected revenue for the same period is currently

estimated at \$13,632,043. It is estimated that expenditures will exceed revenue in F.Y. 1979-80 and will reduce the unallocated balance by approximately \$370,351. The remaining projected unallocated balance that will be on hand as of June 30, 1980 is estimated at \$1,748,126.

#### CHANGE IN REIMBURSEMENT PROCEDURES

The Department of Finance has approved a change in reimbursement procedures to take effect in F.Y. 1979-80 which will enable staff to continue reimbursement on a quarterly basis for all claims received. Agencies would submit claims for 100% of allowable costs (travel and per diem) and for a percentage of salary as approved by the Commission. In conjunction with the payment for the last quarter of the year, POST would also distribute, on a pro rata share basis, the balance of the funds remaining in the POTF for salary reimbursable courses (up to the amount budgeted and approved for Assistance to Cities and Counties).

The new reimbursement procedures adopted by the Commission changes the system whereby reimbursement claims are charged to the year in which the training occurred to a system in which reimbursement claims are charged to the year in which the claims are paid. This will cause a one-time deferment of training costs of approximately \$1,300,000. Therefore, approximately \$1,300,000 in spillover claims that would normally be charged against F.Y. 1978-79 will be charged instead against F.Y. 1979-80, increasing the adjusted unallocated balance on hand as of June 30, 1979 from \$2,118,477 to \$3,418,477.

It would also increase the projected adjusted unallocated balance on hand as of June 30, 1980 from \$1,748,126 to \$3,048,126.

In order to reduce the adjusted unallocated balance, the Legislature and the Governor must approve a budget change proposal (BCP) authorizing the additional expenditure. Both the Legislature and the Governor rely heavily on the Department of Finance's recommendation on all BCP's. Thus far the Finance Department has indicated it would oppose a BCP in Assistance to Cities and Counties during F.Y. 1978-79, although it has agreed to a BCP amounting to a \$500,000 increase in Assistance to Cities and Counties for F.Y. 1979-80. Although there may be a large unallocated balance in the POTF at the end of F.Y. 1978-79, no part of it can be appropriated without Legislative and Executive (Governor's) approval.

#### GOVERNOR'S PROPOSED BUDGET REDUCTION

On November 8, 1978, the Governor issued instructions for all State agencies to submit program reductions amounting to 10% of their proposed budgets for F.Y. 1979-80. The Commission's Budget Review Committee, after consideration of the options available, decided that

if such a reduction was imposed upon POST, it should be applied equally between the Administration and the Assistance to Cities and Counties budget categories.

A reduction of 10% in Assistance to Cities and Counties would reduce the proposed budget for that program from \$11,652,392 to \$10,487,153. A reduction of this magnitude would severely restrict the options available to the Commission in setting a salary reimbursement rate for F.Y. 1979-80, especially if no action is taken to reduce the amount currently proposed for contracts. (Currently proposed at \$1,116,357).

For example, if the Assistance to Cities and Counties program budget is reduced from \$11,652,337 to \$10,487,153, salary reimbursements would have to be reduced to a percentage at or below the 50% level. The exact percentage of salary reimbursement paid would depend upon the amount earmarked for contracts and by the amount of reimbursement for salary, travel and per diem that would be saved by a reduction in contracts.

Elimination or reduction of the CSTI and DOJ contracts as proposed by the Commission's Budget Review Committee, for example, would help offset the loss of budgeted funds resulting from a 10% reduction in Assistance to Cities and Counties. If, for example, the CSTI and DOJ contracts were eliminated, contracts would be reduced by \$867,246 and reimbursement would be reduced by another \$636,770, for a total reduction of \$1,504,016.

It should be noted that, although the proposed contracts for F.Y. 1979-80 currently are budgeted at \$1,116,357, if any additional contracts are approved by the Commission after the date of this report, it will increase the amount already proposed for contracts and would require further adjustments (downward) in the amount that would be available for reimbursement. A list of proposed contracts for F.Y. 1979-80 and their projected costs is contained in Attachment A.

#### REIMBURSEMENT RATE FOR F.Y. 1979-80

The Commission will have \$11,652,392 to disburse as Assistance to Cities and Counties in F.Y. 1979-80, if there is no cut in the Assistance to Cities and Counties budget category. A lesser amount will be available if the Governor reduces State spending as he has proposed. If the 10% reduction in State spending occurs, the Commission will have \$10,487,153 to appropriate as Assistance to Cities and Counties during F.Y. 1979-80.

### TRAINING TRENDS AND EXPERIENCE

Training and reimbursement reached the highest level in the history of POST in F.Y. 1977-78. A total of \$11,771,248 has been reimbursed for training that occurred in F.Y. 1977-78, with another \$10,000 still expected in late spillover claims before the total reimbursement for F.Y. 1977-78 is known. Charts in Attachment B reflect training, revenue and reimbursement trends during the period F.Y. 1972-73 through F.Y. 1977-78.

Passage of Proposition 13 had an immediate but apparently temporary effect on training during the first four months of F.Y. 1978-79. By November, the rate of training returned to the pre-Proposition 13 period level, indicating that training was occurring at a level near the peak period of F.Y. 1977-78. How long this level of training will continue is difficult if not impossible to predict. Projections of the number to be trained in the accompanying charts were based on the assumption that State assistance to local governments, instituted as a result of Proposition 13's passage, will be reduced by approximately 20% during F.Y. 1979-80. The exact reduction in percentage will probably not be known until some time in February 1979, when the Governor and the Legislature come to an agreement over how much will be made available to local government during F.Y. 1979-80.

The calculations in the accompanying reimbursement charts were made using the prevailing rate of inflation. Salaries were calculated using 7% as the probable rate of increase. It is anticipated that there will be great pressure to increase salaries by the maximum amount allowed under the President's inflation guidelines because the existing salary freeze (required of local government in order to be eligible for State assistance funds) probably will be lifted on or before July 1, 1979.

### STAFF RECOMMENDATION

Staff recommends that the Commission adopt a salary reimbursement rate of 50% in 1979-80 and that approval of the contracts with CSTI and DOJ be withheld pending action by the Governor to exempt the Assistance to Cities and Counties budget from the 10% reduction currently under consideration.

Adoption of the above recommendation would enable the Commission to set the salary reimbursement rate for F.Y. 1979-80 at 50% and still balance the Assistance to Cities and Counties budget category.



If the above recommendation is not accepted, the Commission must find a combination of budget cuts equal to \$1,500,000 in order to adopt a 50% salary reimbursement rate and still remain within budget--in the event of a 10% budget cut. Other options available to the Commission which would accomplish the \$1,500,000 reduction include:

Option Number 2

Savings

Eliminate the extra 80 hours (maximum) now allowed on a pilot basis for per diem and commuter expenses for attendance at the revised (Performance Objectives based) Basic Course.	\$ 213,696
Reduce the maximum number of hours salary reimbursement paid for attendance at the Advanced Officer Course from 40 to 24.	366,486
Eliminate salary reimbursement for Job Specific Courses.	<u>1,005,302</u>
Total Reduction \$1,585,484	

Option Number 3

Eliminate the extra 80 hours (maximum) now allowed on a pilot basis for per diem and commuter expenses for attendance at the revised (Performance Objectives based) Basic Course.	\$ 213,696
Reduce the maximum number hours salary <u>and per diem</u> reimbursement for the Advanced Officer Course from 40 to 24.	423,726
Eliminate the Department of Justice Contract (and accompanying reimbursement) for F.Y. 1979-80.	<u>834,546</u>
Total Reduction \$1,471,968	

Option Number 4

Eliminate the extra 80 hours (maximum) for reimbursement of per diem and commuter expenses for attendance at the revised (Performance Objectives based) Basic Course.	\$ 213,696
---	------------

<u>Option Number 4 - (continued)</u>	<u>Savings</u>
Reduce the maximum number of hours salary <u>and per diem</u> reimbursement for the Advanced Officer Course from 40 to 24.	\$ 423,726
Eliminate the CSTI contract (and accompanying reimbursement) for F.Y. 1979-80.	669,470
Eliminate Driver Training Courses	292,868
Total Reduction	\$1,599,760

The attached charts reflect reimbursement expenditures using salary reimbursement figures based upon 40%, 45%, 50% and 55%. None of the savings that would result from adoption of any of the options listed above are reflected in the reimbursement charts.

The following information is offered to assist the Commission in interpreting the attached charts.

- Column I - Course or training course category.
- Column II - Number of trainees projected (by staff based on past experience and current trends).
- Column III - Pay plans under which course or course category is reimbursed.
- Column IV - Out-of-pocket costs which may include subsistence, travel and tuition.
- Column V - Estimated salary costs (based on current and projected inflation rates).
- Column VI - Estimated cost to POST to reimburse an agency for each category or training course.
- Column VII - Estimated cost to POST for reimbursement of the course or course category listed times the number of trainees projected.

REIMBURSEMENT PLAN FOR FISCAL YEAR 1979-80  
BASED UPON 40% SALARY REIMBURSEMENT

Course or Course Category	Number of Trainees Projected	Pay Plan	Allowable Out-of-Pocket Expenses	Salary	Average Reimbursement Costs Per Trainee	Total Amount Reimbursed
Basic	2,520	II	1,068,480	2,892,960	1,572.00	3,961,440
Advanced Officer	9,592	II	228,961	1,171,566	146.01	1,400,527
Supervisory	567	II	117,482	190,512	543.20	307,994
Management	380	I	236,436	156,978	1,035.30	393,414
Job Specific (Technical)	4,194	I II	1,107,971	804,241	455.94	1,912,212
Technical/Special Executive Development	6,200	III IV	1,532,020	---	247.10	1,532,020
<b>Total</b>	<b>23,453</b>		<b>4,291,350</b>	<b>5,216,257</b>		<b>9,507,607</b>
Projected reimbursement costs for F.Y. 1979/80 based upon 40% salary reimbursement and 100% out-of-pocket expenses.				Contracts		1,116,357
				Letters of Agreement		60,000
				Total Aid-To-Local-Government		10,683,964
				Administration Costs		2,450,057
				Reserve		3,546,148
				<b>GRAND TOTAL</b>		<b>16,680,169</b>

REIMBURSEMENT PLAN FOR FISCAL YEAR 1979-80  
BASED UPON 45% SALARY REIMBURSEMENT

Course or Course Category	Number of Trainees Projected	Pay Plan	Allowable Out-of-Pocket Expenses	Salary	Average Reimbursement Costs Per Trainee	Total Amount Reimbursed
Basic	2,520	II	1,068,480	3,255,840	1,716.00	4,324,320
Advanced Officer	9,592	II	228,961	1,317,269	161.20	1,546,230
Supervisory	567	II	117,482	214,552	585.60	332,034
Management	380	I	236,436	176,681	1,087.15	413,117
Job Specific (Technical)	4,194	I II	1,107,971	904,771	479.91	2,012,742
Technical/Special Executive Development	6,200	III IV	1,532,020	---	247.10	1,532,020
Total	23,453		4,291,350	5,869,113		10,160,463
Projected reimbursement costs for F.Y. 1979/80 based upon 45% salary reimbursement and 100% out-of-pocket expenses.				Contracts		1,116,357
				Letters of Agreement		60,000
				Total Aid-To-Local-Government		11,336,820
				Administration Costs		2,450,057
				Reserve		2,893,292
				GRAND TOTAL		16,680,169

REIMBURSEMENT PLAN FOR FISCAL YEAR 1979-80  
BASED UPON 50% SALARY REIMBURSEMENT

Course or Course Category	Number of Trainees Projected	Pay Plan	Allowable Out-of-Pocket Expenses	Salary	Average Reimbursement Costs Per Trainee	Total Amount Reimbursed
Basic	2,520	II	1,068,480	3,628,800	1,864.00	4,697,280
Advanced Officer	9,592	II	228,961	1,465,945	176.70	1,694,906
Supervisory	567	II	117,482	238,140	627.20	355,622
Management	380	I	236,436	196,384	1,139.00	432,820
Job Specific (Technical)	4,194	I II	1,107,971	1,005,302	503.88	2,113,273
Technical/Special Executive Development	6,200	III IV	1,532,020	---	247.10	1,532,020
<b>Total</b>	<b>23,453</b>		<b>4,291,350</b>	<b>6,534,571</b>		<b>10,825,921</b>
Projected reimbursement costs for F.Y. 1979/80 based upon 50% salary reimbursement and 100% out-of-pocket expenses.				Contracts		1,116,357
				Letters of Agreement		60,000
				Total Aid-To-Local-Government		12,002,278
				Administration Costs		2,450,057
				Reserve		2,227,834
				<b>GRAND TOTAL</b>		<b>16,680,169</b>

REIMBURSEMENT PLAN FOR FISCAL YEAR 1979-80  
 BASED UPON 55% SALARY REIMBURSEMENT

Course or Course Category	Number of Trainees Projected	Pay Plan	Allowable Out-of-Pocket Expenses	Salary	Average Reimbursement Costs Per Trainee	Total Amount Reimbursed
Basic	2,520	II	1,068,480	3,991,680	2,008.00	5,060,160
Advanced Officer	9,592	II	228,961	1,605,701	191.27	1,834,662
Supervisory	567	II	117,482	261,727	668.80	379,209
Management	380	I	236,436	215,764	1,190.00	452,200
Job Specific (Technical)	4,194	I II	1,107,971	1,103,693	527.34	2,211,664
Technical/Special Executive Development	6,200	III IV	1,532,020	---	247.10	1,532,020
Total	23,453		4,291,350	7,178,565		11,469,915

Projected reimbursement costs for F.Y. 1979/80 based upon 55% salary reimbursement and 100% out-of-pocket expenses.	Contracts	1,116,357
	Letters of Agreement	60,000
	Total Aid-To-Local-Government	12,646,272
	Administration Costs	2,450,057
	Reserve	1,583,840
	<b>GRAND TOTAL</b>	<b>16,680,169</b>

Attachment A

PROPOSED CONTRACT EXPENDITURES FOR FY 1979-80  
(ASSISTANCE TO CITIES AND COUNTIES)

PROPOSED CONTRACT EXPENDITURES FOR FY 1979-80  
(ASSISTANCE TO CITIES AND COUNTIES)

Department of Justice Advanced Training Center	\$ 511,000
California Specialized Training Institute	356,246
Management Courses	161,556
Intergovernmental Training & Serv. Ctr.	
CSU - San Jose	
CSU - Humboldt	
CSU - Northridge-Bureau of Bus. Research	
CSU - Long Beach-Center for Public Safety	
Thomas H. Anderson	
State Controller - Field Audits	50,000
California Peace Officers Association. Legislative Up-date Seminar	28,688
Dept. of Water Resources Microfilming Services	1,167
National Sheriffs Assoc. Special Seminar For New Sheriffs	4,400
Data Processing Services	3,300
Teale Consolidated Data Proc. Cntr.	
Dept. of General Services	
EST. 1979-80 Contracts	\$1,116,357



# Memorandum

Date : 18 December 1978

To : Mr. Jim Brown  
P.O.S.T.  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

From : California Specialized Training Institute  
L. O. GIUFFRIDA

Subject: ACADEMIC PLANS 1979-80

1. In academic year 1979-80, CSTI will present the following courses and plans to renew its contract with POST.
2. CSTI plans to offer 6 courses and 10 seminars in 52 presentations. The 46 presentations of 6 courses will be held at the CSTI facility at Camp San Luis Obispo. The 3 back to back presentations of six seminars will be held at various locations within the state. The remaining four seminars will be held at CSTI. The six courses will be offered in the usual CSTI format of 47 hours, Sunday through Friday.
3. The funds requested by CSTI will be approximately the same as this year (\$356,246). Essentially the same number of training spaces will be contracted for.
4. Additional funding of about \$600,000 for costs beyond POST tuition guidelines for POST-reimbursable students, has been requested of OCJP. Still further funding has been requested of LEAA for travel and per diem costs for non-POST reimbursable students. This amount, if approved, will include an "indirect" cost to partially subvent the entire operation, including part of the cost of training California local law enforcement officers.
5. One factor of special attention. The CSTI teaching method calls for instructor-intensive techniques, with classes breaking into small groups, each under a staff instructor, to go through exercise, problems, planning and critiques. Additionally, the course exercise a feature of each presentation, calls for the participation of all members of the CSTI faculty. This results in an unusually effective and well-received program of instruction.

ATTACHMENT

PROPOSED COURSES SCHEDULED BY  
CALIFORNIA SPECIALIZED TRAINING INSTITUTE

Civil Emergency Management Course

Officer Survival Course

Officer Survival Mini-Course

Terrorism Course

Advanced Terrorism Analysis Course

International Terrorism Seminar

Contingency Planning for Hazardous Materials Course

Investigation of Violent Crimes Course

Robbery Investigations Seminar

Juvenile Investigations for Patrol Seminar

**Memorandum**

: Brad Koch  
Acting Executive Director  
Commission on POST

Date: November 22, 1978

From : Management and Manpower Services

Subject: Proposed 1979/80 DOJ/POST Local Law Enforcement Training


The Department of Justice is requesting a \$511,028 contract for the fiscal year 1979/80 (see attachments for breakdown of requests). This request is subject to modification as it has not been reviewed by Attorney General elect George Deukmejian or the Department's Fiscal Office.

The only increase in the program over the current year's contract is for the Modular Training component. Modular training was developed to meet the training needs of remotely located law enforcement agencies. As you know, it has been an extremely successful program. In order to meet the needs of even a limited number of these agencies we are proposing to increase the program from 560 hours to 640 hours.

In order to insure that the needs of local law enforcement are being met on a current basis, we are proposing to continue to operate under a flexible contract with POST. If during the year conditions should change which would dictate a change in our course offerings, we would be capable of shifting training resources from one subject to another. This would occur only with the approval of POST staff.

In our continuing effort to hold down program costs to both Peace Officers Training Fund (POTF) and local law enforcement agencies, we are planning to hold approximately 77% of our courses on-site.

Should there be any changes in the Department's proposal, I will let you know as soon as possible. If you have any questions, please call me or Don Meyers at 322-2132.

  
KIP SKIDMORE, Chief  
Management & Manpower Services

KS:cm  
Attachments

cc: Robert Burton  
Dale H. Speck  
Larry Hoffart

DEPARTMENT OF JUSTICE/ADVANCED TRAINING CENTER  
PROFCSED 1978/79 TRAINING PROGRAM (CALIFORNIA ONLY)

<u>Course/Hours</u>	<u>Number of Presentations</u>		<u>Total Classroom Hours</u>	<u>Average Cost Per Course (3)</u>	<u>Estimated Total POST Reimbursement (3&amp;4)</u>	
	<u>Onsite</u>	<u>ATC</u>				
Collector	76	4	2	456	\$ 6,455	\$ 38,730
Analyst	76	4	2	456	4,710	28,260
Fencing (1)	40	3	1	160	3,450	13,800
Informant	36	4	2	216	3,300	19,800
Int. Commander	40	0	2	80	2,852	5,704
Economic Crime	70	4	2	420	5,414	32,484
Equipment	36	9	9	648	2,128	38,304
Chief Executive	24	2	0	48	2,169	4,338
Terrorist	40	4	0	160	3,136	12,544
Prison Gangs	36	5	1	216	3,364	20,184
Crime Analysis	24	6	0	144	2,105	12,630
VIA	8	12	0	96	736	8,832
Link	8	12	0	96	736	8,832
CCAP	20	0	1	20	1,380	1,380
HIC	20	10	0	200	1,971	19,710
Narcotic	80	0	10	800	10,051	100,510
Beat Patrol	20	10	0	200	2,254	22,540
Air/Marine	32	4	0	128	2,983	11,952
Modular (2)	32(5)	20	0	640	3,754	75,080
Homicide	44	3	1	176	4,068	16,272
Narcotic Comm.	40	0	2	80	2,795	5,590
Gambling (1)	40	3	1	160	3,393	13,572
		<u>119 (77%)</u>	<u>36 (23%)</u>			<u>\$ 511,028</u>

(1) New courses without additional funding

(2) 20% can be given as 8-hour modules independently of the 24-40 hour format

(3) Includes 15% indirect

(4) Budgets based on 20 students per class

(5) Typical Modular Program consists of 4 8-hour segments or 32 hours

BUDGET BREAKDOWN IN COMPLIANCE WITH  
POST REQUIREMENTS

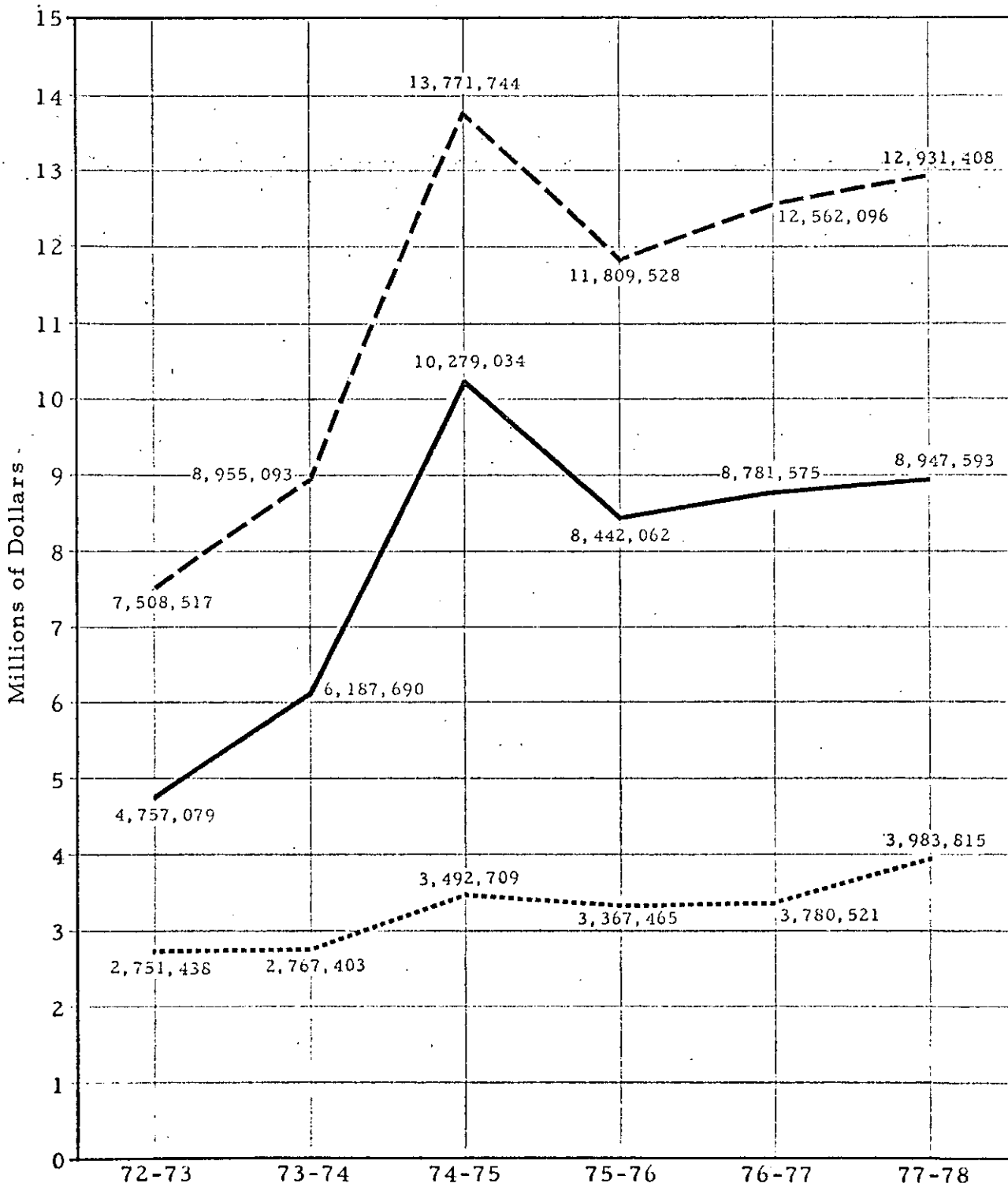
Course	Instruction	Coordination		Clerical	Materials	Travel	15% Indirect	Total
		Pre-site	On-site					
Collector	\$ 2,600	\$ 228	\$ 684	\$ 380	\$ 210	\$1,513	\$ 842	\$ 6,455
Analyst	2,000	228	684	380	210	594	614	4,710
Fencing	1,250	120	360	200	150	920	450	3,450
Informant	1,400	108	324	180	180	678	430	3,300
Gambling	1,250	120	360	200	160	860	443	3,393
Int. Commander	1,200	120	360	200	100	500	372	2,852
Economic Crime	2,600	210	630	380	210	678	706	5,414
Equipment	1,000	120	36	200	280	214	278	2,128
Chief Executive	750	72	-0-	120	20	924	283	2,169
Terrorist	1,200	120	360	200	400	447	409	3,136
Prison Gangs	1,400	108	324	180	130	783	439	3,364
Crime Analysis	800	48	-0-	80	150	752	275	2,105
VIA	200	24	-0-	40	100	276	96	736
Link	200	24	-0-	40	80	296	96	736
CCAP	500	60	180	100	50	310	180	1,380
HIC	740	60	144	100	90	580	257	1,971
o Narcotic Investigation	7,500	240	-0-	400	600	-0-	1,311	10,051
Beat Patrol	1,000	60	-0-	100	400	400	294	2,254
Air/Marine	800	96	288	160	450	800	389	2,983
Modular	1,600	96	288	160	480	640	490	3,754
Homicide	1,375	132	360	220	250	1,200	531	4,068
Narcotic Comm.	1,000	120	360	200	250	500	365	2,795

Attachment B

TRAINING, REVENUE, AND REIMBURSEMENT TRENDS

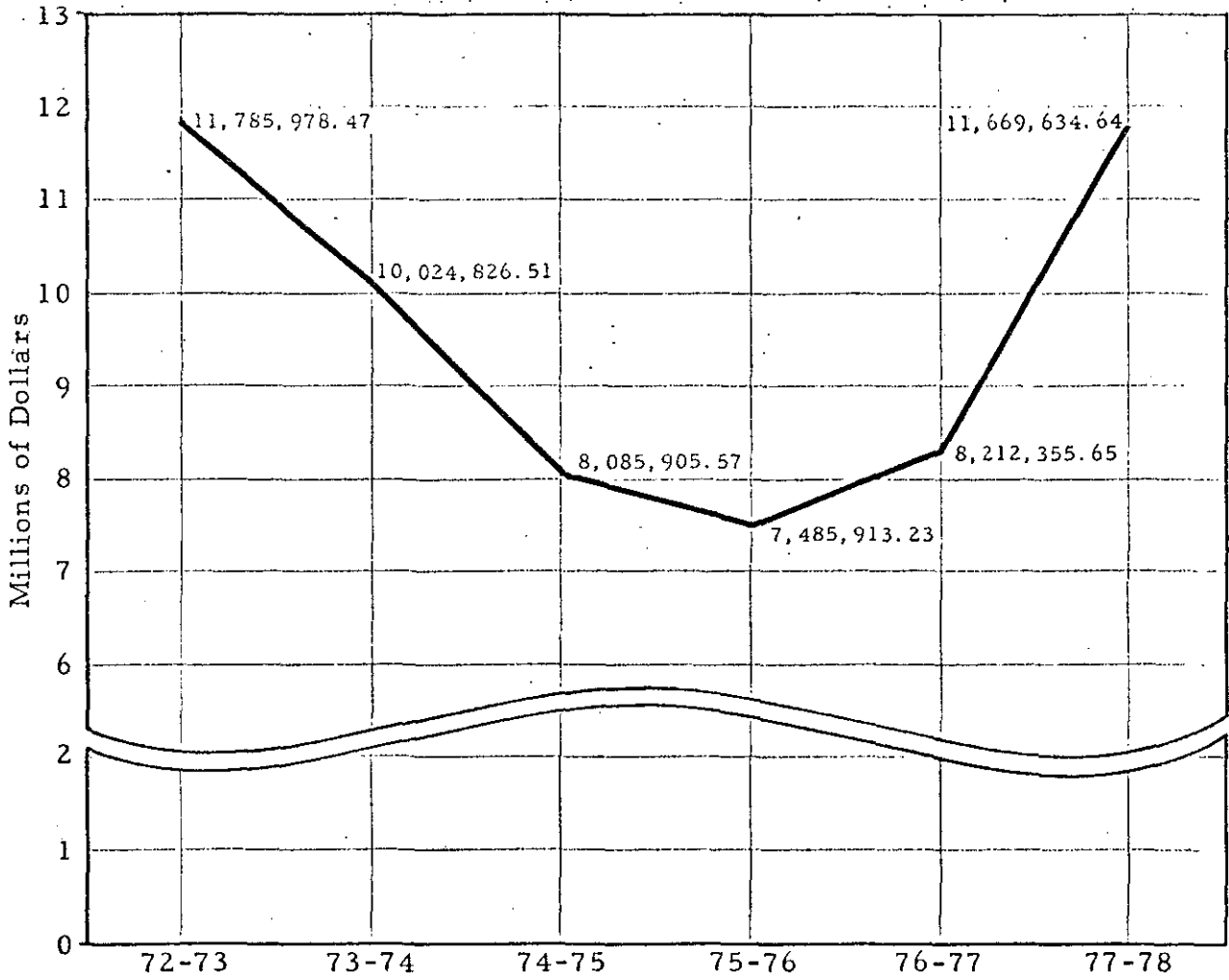
FISCAL YEARS 1972-73 THROUGH 1977-78

# REVENUE By Fiscal Year



Criminal = .....  
 Traffic = —————  
 Total = - - - - -

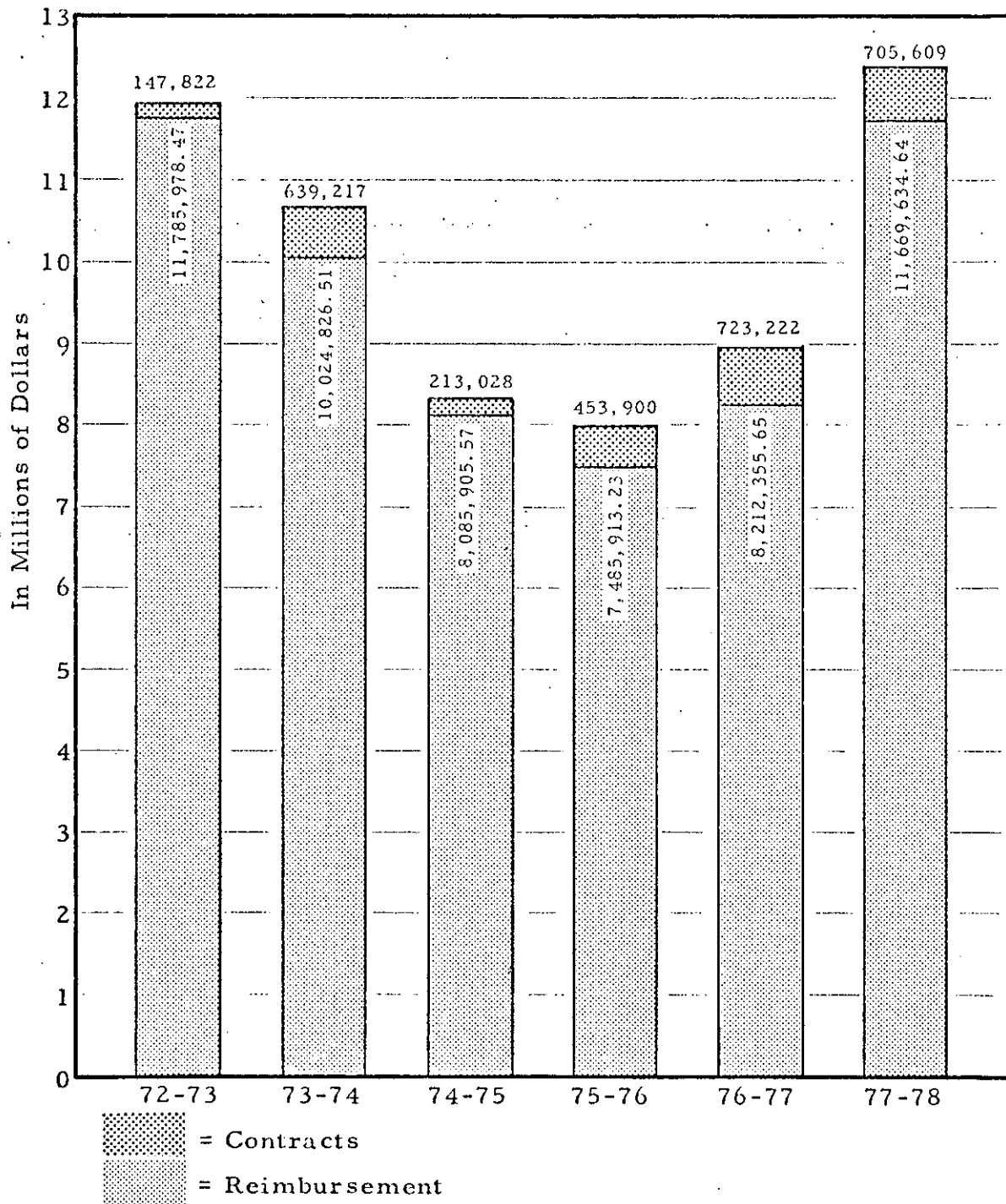
TOTAL REIMBURSEMENT  
By Fiscal Year





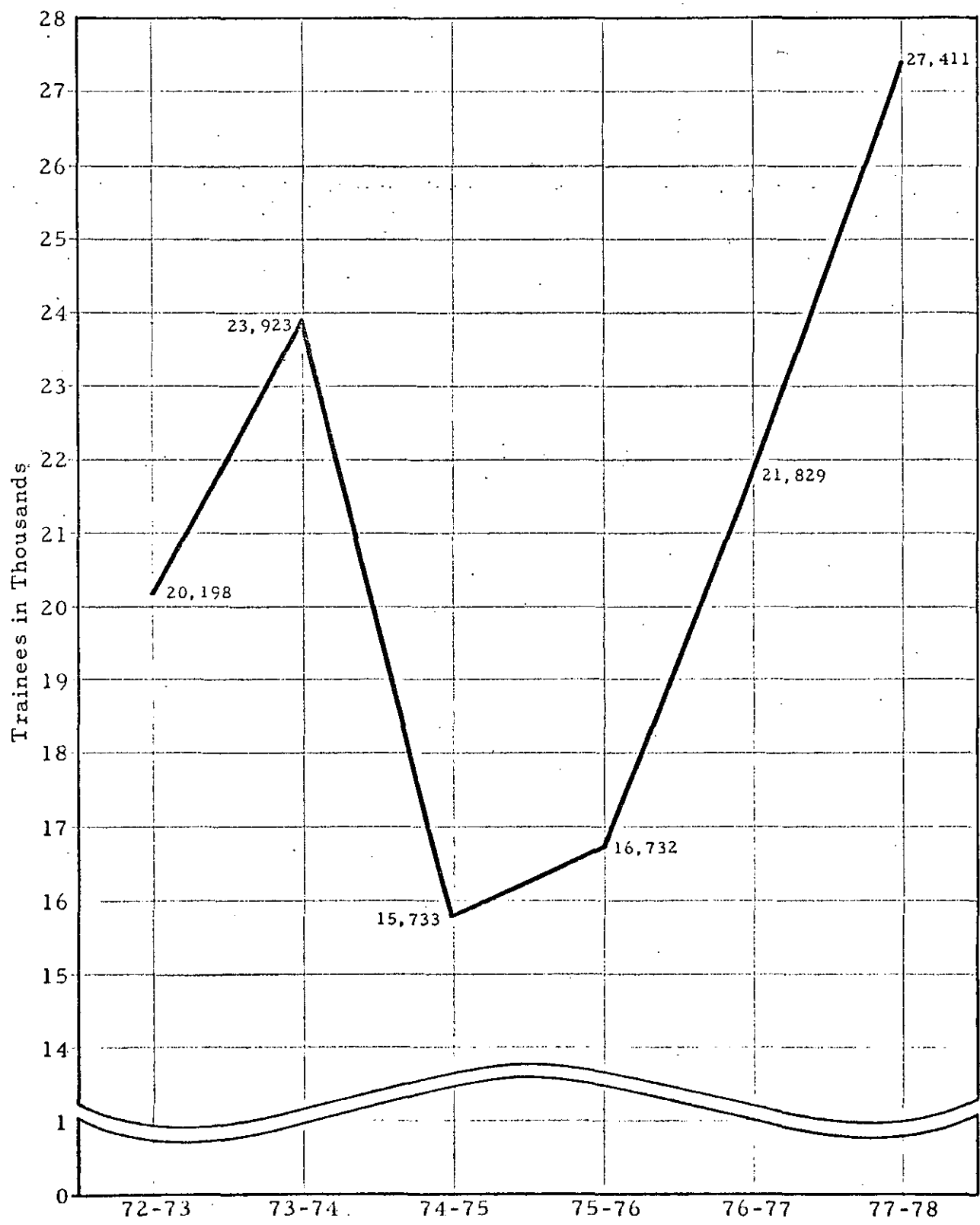
# TOTAL ASSISTANCE TO CITIES AND COUNTIES

By Fiscal Year\*



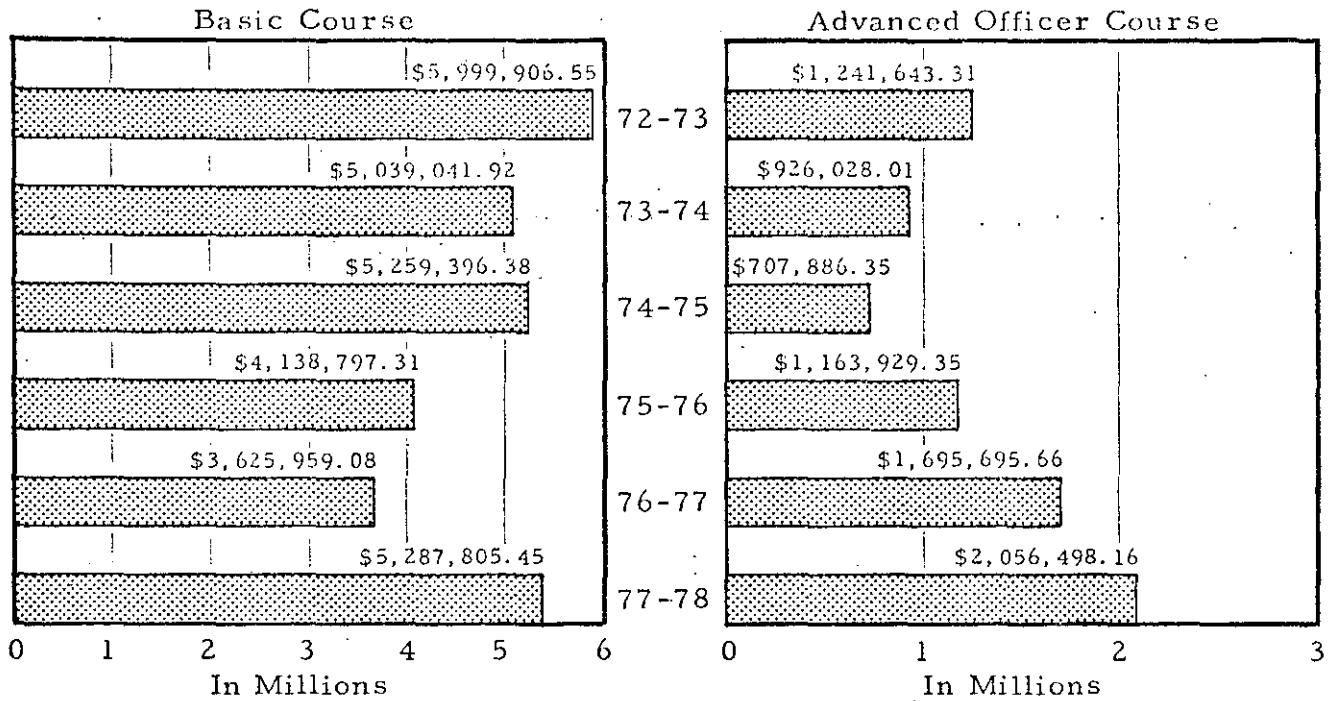
\* Includes Reimbursement and Contracts (Assistance to Cities and Counties).

TOTAL TRAINEES REIMBURSED  
By Fiscal Year



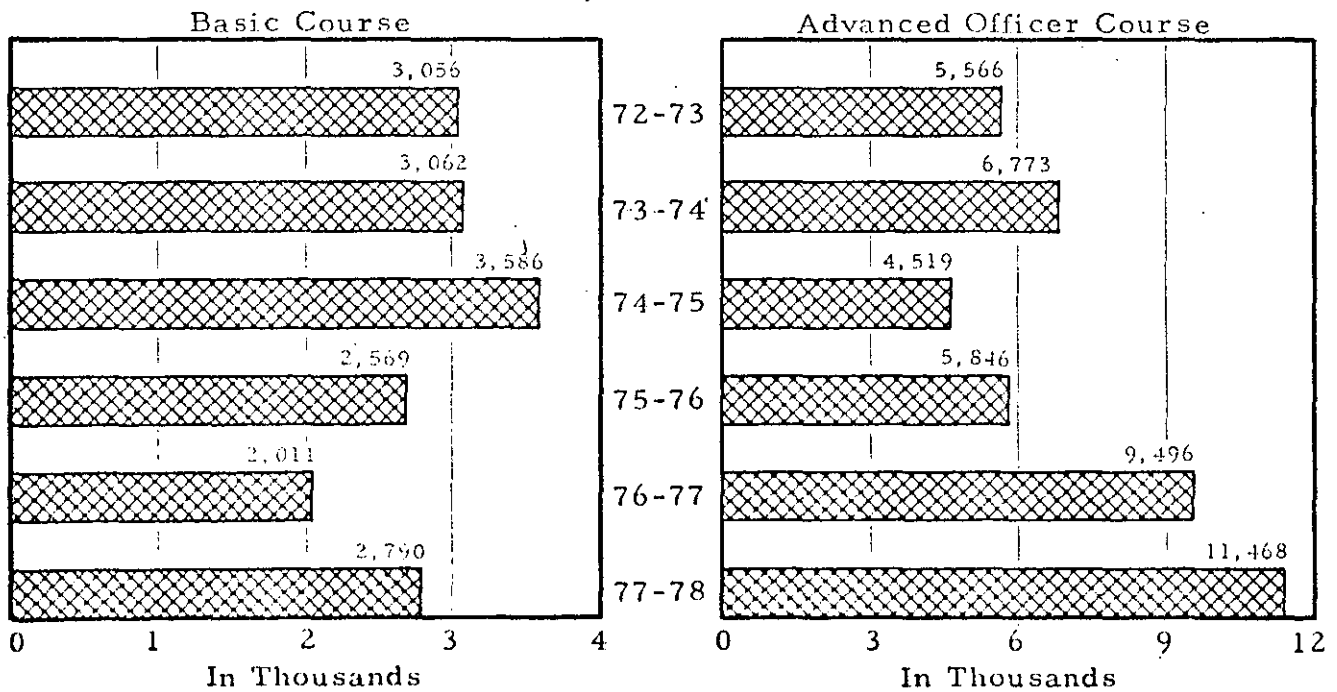
## TOTAL AMOUNT OF TRAINING REIMBURSED

By Fiscal Year



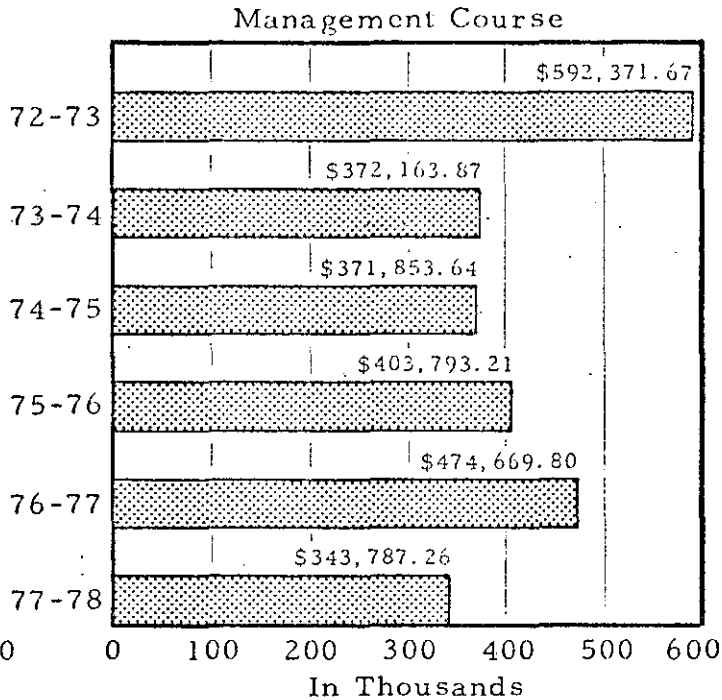
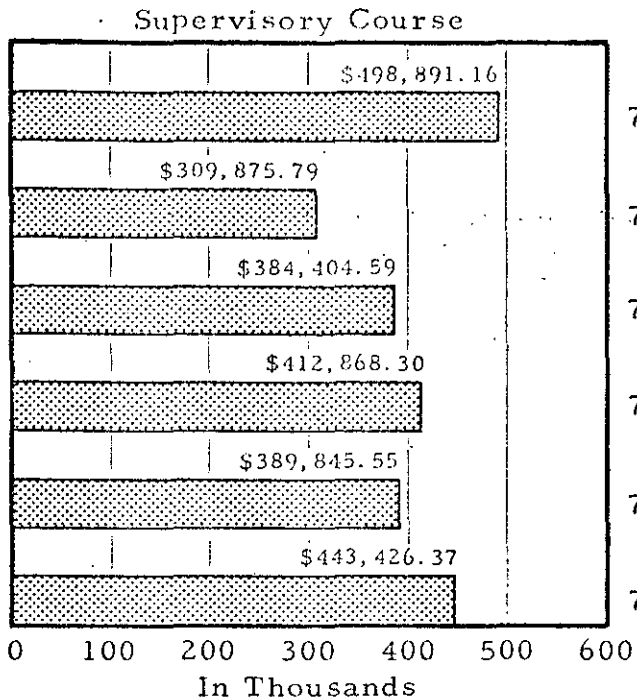
## TOTAL NUMBER OF TRAINEES REIMBURSED

By Fiscal Year



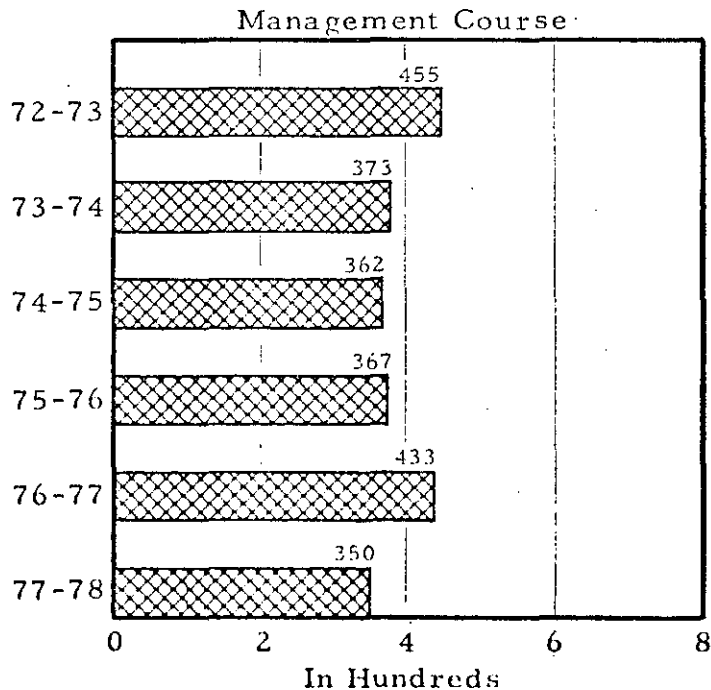
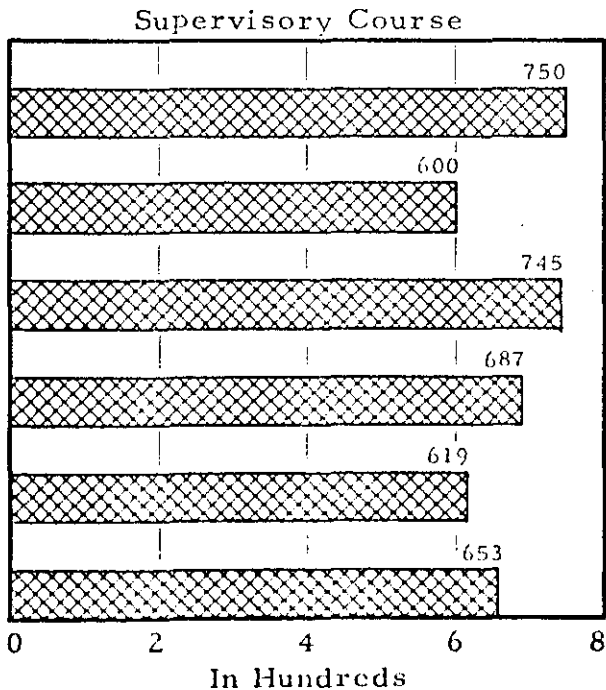
TOTAL AMOUNT OF TRAINING REIMBURSED

By Fiscal Year



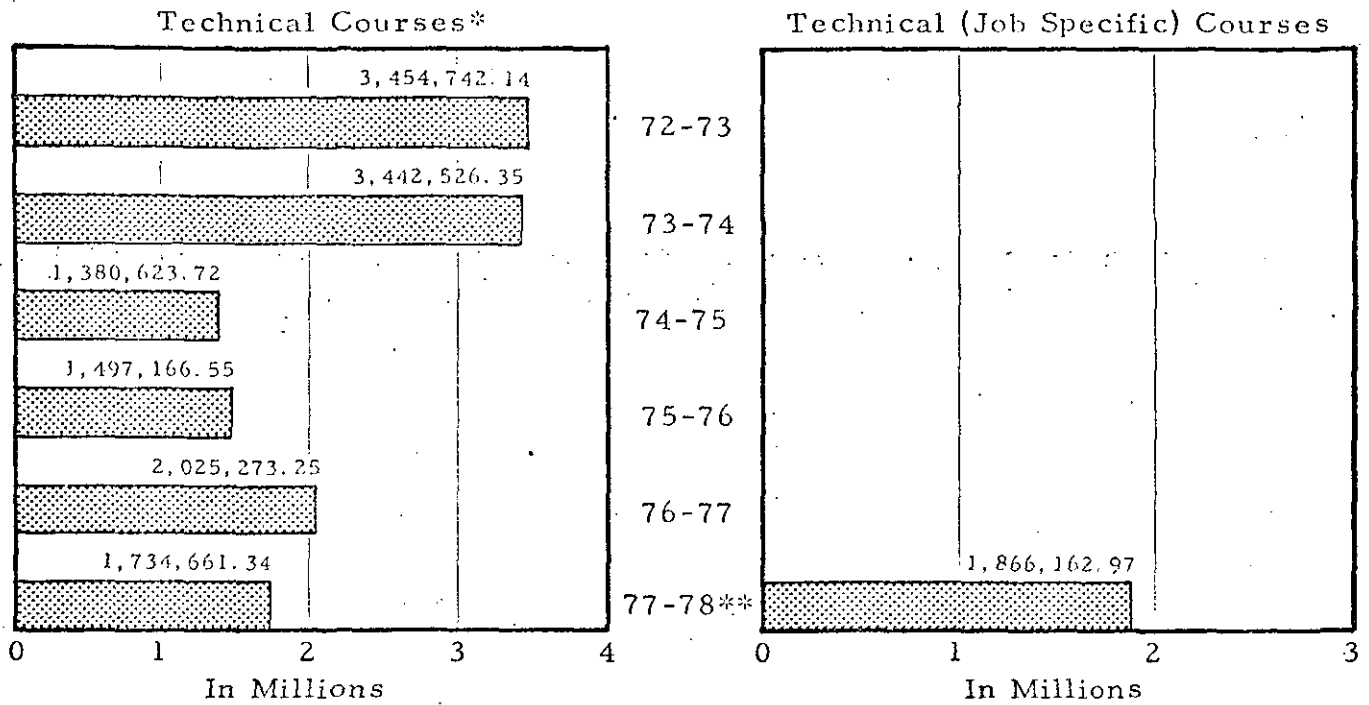
TOTAL NUMBER OF TRAINEES REIMBURSED

By Fiscal Year



TOTAL AMOUNT OF TRAINING REIMBURSED

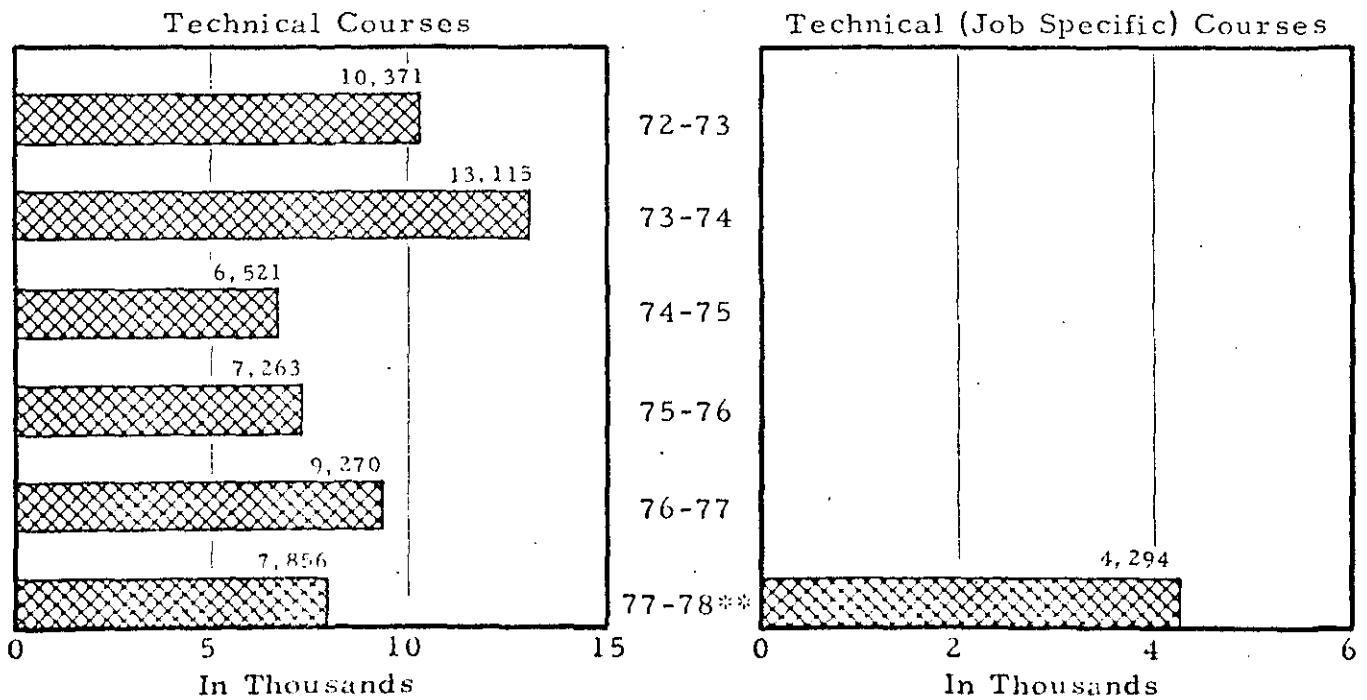
By Fiscal Year



\* Includes Executive Development Courses and Seminars.

TOTAL NUMBER OF TRAINEES REIMBURSED

By Fiscal Year



\*\* Job Specific Courses initiated in FY 77-78.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Proposed 1979/80 DOJ/POST Training Contract</b>		Meeting Date <b>January 18, 1979</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <i>[Signature]</i> <b>G. Decrona</b>
Executive Director Approval <i>[Signature]</i> <b>Bradley W. Koch</b>	Date of Approval <b>1-3-79</b>	Date of Report <b>January 2, 1979</b>
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 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 \_\_\_\_\_).

ISSUE

On November 22, 1978, DOJ/ATC submitted a training budget request for the 1979/80 fiscal year in the amount of \$511,028.

BACKGROUND

In January 1978, the Commission approved an Interagency Agreement between DOJ/ATC and POST in the amount of \$502,376 from the POTF to support the Advanced Training Center's law enforcement training program for fiscal year 1978/79. The ATC agreed to offer 19 courses in 106 presentations throughout the state.

The purpose of the agreement is to provide law enforcement training to areas of the state where training is not readily accessible.

For the first six months of the 1978/79 fiscal year, 78 offerings were presented throughout the state.

The courses are designed for training in patrol and intelligence categories. The ATC courses are not generally available through other certified presenters.

ANALYSIS

The amount requested by DOJ/ATC is \$8,652 (1.72% higher than the approved budget request for 1978/79). DOJ/ATC has requested the additional amount to provide an increase in the Law Enforcement Modular Training from 560 hours to 640 hours. On January 2, 1979, D. Meyers of ATC stated that the increase will partially offset rises in inflation throughout the entire program, and the balance will be applied toward the increase in modular training hours and the additional new courses. The modular training has proved to be very successful and has provided a satisfactory means for agencies to meet the Commission Regulations for advanced officer training.

Utilize reverse side if needed

The current proposal increases the number of courses to be offered from 19 to 22. The new courses have been identified by DOJ/ATC as essential to meet the current needs of the law enforcement community.

The proposed additional courses are:

Fencing, estimated cost	\$13,800
Organized Crime Analysis Program, estimated cost	1,380
Gambling, estimated cost	<u>13,572</u>
	\$28,752

RECOMMENDATION

Staff recommendation is withheld pending review by the Commission of the Governor's budget cuts for fiscal year 1979/80.

Attachment (1)

DEPARTMENT OF JUSTICE/ADVANCED TRAINING CENTER  
PROPOSED 1978/79 TRAINING PROGRAM (CALIFORNIA ONLY)

<u>Course/Hours</u>	<u>Number of Presentations</u>		<u>Total Classroom Hours</u>	<u>Average Cost Per Course(3)</u>	<u>Estimated Total POST Reimbursement(3&amp;4)</u>	
	<u>Onsite</u>	<u>ATC</u>				
Collector	76	4	2	456	\$ 6,455	\$ 38,730
Analyst	76	4	2	456	4,710	28,260
<u>Fencing (1)</u>	40	3	1	160	3,450	13,800
Informant	36	4	2	216	3,300	19,800
Int. Commander	40	0	2	80	2,852	5,704
Economic Crime	70	4	2	420	5,414	32,484
Equipment	36	9	9	648	2,128	38,304
Chief Executive	24	2	0	48	2,169	4,338
Terrorist	40	4	0	160	3,136	12,544
Prison Gangs	36	5	1	216	3,364	20,184
Crime Analysis	24	6	0	144	2,105	12,630
VIA	8	12	0	96	736	8,832
Link	8	12	0	96	736	8,832
<u>OCAP</u>	20	0	1	20	1,380	1,380
HIC	20	10	0	200	1,971	19,710
Narcotic	80	0	10	800	10,051	100,510
Beat Patrol	20	10	0	200	2,254	22,540
Air/Marine	32	4	0	128	2,983	11,952
Modular(2)	32(5)	20	0	640	3,754	75,080
Homicide	44	3	1	176	4,068	16,272
Narcotic Comm.	40	0	2	80	2,795	5,590
<u>Gambling(1)</u>	40	3	1	160	3,393	13,572
		<u>119 (77%)</u>		<u>36 (23%)</u>		<u>\$ 511,028</u>

- (1) New courses without additional funding
- (2) 20% can be given as 8-hour modules independently of the 24-40 hour format
- (3) Includes 15% indirect
- (4) Budgets based on 20 students per class
- (5) Typical Modular Program consists of 4 8-hour segments or 32 hours



## BUDGET BREAKDOWN IN COMPLIANCE WITH

## POST REQUIREMENTS

Course	Instruction	Coordination		Clerical	Materials	Travel	15% Indirect	Total
		Pre-site	On-site					
Collector	\$ 2,600	\$ 228	\$ 684	\$ 380	\$ 210	\$1,513	\$ 842	\$ 6,455
Analyst	2,000	228	684	380	210	594	614	4,710
Fencing	1,250	120	360	200	150	920	450	3,450
Informant	1,400	108	324	180	180	678	430	3,300
Gambling	1,250	120	360	200	160	860	443	3,393
Int. Commander	1,200	120	360	200	100	500	372	2,852
Economic Crime	2,600	210	630	380	210	678	706	5,414
Equipment	1,000	120	36	200	280	214	278	2,128
Chief Executive	750	72	-0-	120	20	924	283	2,169
Terrorist	1,200	120	360	200	400	447	409	3,136
Prison Gangs	1,400	108	324	180	130	783	439	3,364
Crime Analysis	800	48	-0-	80	150	752	275	2,105
VIA	200	24	-0-	40	100	276	96	736
Link	200	24	-0-	40	80	296	96	736
CCAP	500	60	180	100	50	310	180	1,380
HIC	740	60	144	100	90	580	257	1,971
Narcotic Investigation	7,500	240	-0-	400	600	-0-	1,311	10,051
Beat Patrol	1,000	60	-0-	100	400	400	294	2,254
Air/Marine	800	96	288	160	450	800	389	2,983
Modular	1,600	96	288	160	480	640	490	3,754
Homicide	1,375	132	360	220	250	1,200	531	4,068
Narcotic Comm.	1,000	120	360	200	250	500	365	2,795

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Change in Reimbursement Rate - Effective Date</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Administration</b>	Division Director Approval <b>Otto Saltenberger</b> <i>[Signature]</i>	Researched By <b>B. W. Richardson</b> <i>[Signature]</i>
Executive Director Approval <b>Brad W. Koch</b> <i>[Signature]</i>	Date of Approval <b>December 26, 1978</b>	Date of Report <b>December 26, 1978</b>

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 \_\_\_\_\_).

The State Board of Control, at a meeting held on December 18, 1978, adopted the following per diem and mileage rates, effective January 1, 1979.

	<u>Old</u>	<u>New (Effective 1-1-79)</u>
Lodging	\$ 21.00	\$ 25.00
Breakfast	3.00	3.00
Lunch	5.00	5.50
Dinner	8.00	9.00
Incidentals <sup>1</sup>	3.00	3.50
	<u>\$ 40.00</u>	<u>\$ 46.00</u>

<sup>2</sup>  
Mileage

State car avail.	.15¢	.15¢
State car not avail.	.17¢/.20¢	.17¢/.21¢
One way mileage to airport	.34¢/.40¢	.34¢/.42¢

1/for each 24-hour period of travel

2/mileage of .18¢ or more still requires certification

As a result of the above change the Governor dismissed the public representative on the Board and appointed a member of the State Finance Department as a replacement. This action could result in the Board rescinding the new rates at its next scheduled meeting (January 2, 1979.)

In the past, the Commission has directed that POST reimbursement be at the same rates approved by the State Board of Control.

Changing reimbursement rates in the middle of the fiscal year makes it extremely difficult to project reimbursement expenditures with any degree of accuracy. This is particularly true of the most recent change, because per diem rates were increased by approximately 15%, or 8% more than was expected, given the current fiscal climate in State government.

Staff proposes that reimbursement rate changes be made on a fiscal year basis, and that any changes made by the State Board of Control during a given fiscal year be adopted at the beginning of the next fiscal year. This would enable staff to

project reimbursement expenditures more accurately and would provide sufficient lead time to inform local law enforcement agencies of any changes in the reimbursement rate.

Utilize reverse side if needed

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## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposed 1979-1980 CSTI/POST Training Contract		Meeting Date January 18-19, 1979
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By <i>[Signature]</i> Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-3-79	Date of Report January 2, 1979
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 <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

On December 18, 1978, the California Specialized Training Institute submitted an Academic Plan for fiscal year 1979-1980, which included a request for POST funding of \$356,246.

BACKGROUND

In January 1978, the Commission approved an Inter-Agency Agreement between CSTI and POST in the amount of \$356,246 from the POTF for support of law enforcement training at CSTI for fiscal year 1978-79. In return for POST funding, CSTI agreed to offer 10 courses in 50 presentations to provide 2,160 classroom hours of instruction to 2,070 POST-reimbursable students.

As of December 31, 1978, all courses have been presented according to schedule and the number of POST-reimbursable officers trained has exceeded the minimum specified.

ANALYSIS

The amount requested by CSTI is the same as that of the 1978-79 agreement. Although faced with higher costs due to inflation, CSTI intends to make offsetting economics in scheduling. Total number of presentations will increase from 50 to 52 and the number of POST-reimbursable trainees will remain at approximately 2,100. It is anticipated that there will be a small reduction in classroom hours as some courses are restructured to a more compact form.

RECOMMENDATION

Staff recommendation is withheld pending review by the Commission of the governor's budget cuts for fiscal year 1979-80.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Cost Comparison of P.S.E. Officer Survival Certification Request		Meeting Date January 18-19, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By <i>B. W. Richardson</i> B. W. Richardson
Executive Director Approval <i>[Signature]</i>	Date of Approval 12/12/78	Date of Report 12/12/78
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 \_\_\_\_\_).

At the October 19, 1978 Commission meeting, Mr. Bob Michael of Public Safety Educators (P.S.E.) made a presentation in support of P.S.E.'s request for certification of an Officer Survival Course.

P.S.E. was requesting POST certification of 12 presentations of a 24-hour Officer Survival Course that would be offered at various course sites throughout the State. A tuition of \$72 per student was requested, based on a class size of 35 trainees per course presentation.

During Mr. Michael's presentation to the Commission, reference was made to a potential savings of \$951,824 which was indicated could be saved on Officer Survival training if P.S.E. were to present Officer Survival training equivalent to that now being presented by the California Specialized Training Institute (C.S.T.I.), Department of Justice (D.O.J.) and the San Bernardino County Sheriff's Department (S.B.S.D.).

In reviewing notes prepared and made available to POST by Mr. Michael, it is apparent that the \$951,824 savings mentioned in his presentation refers to the total amount that could be saved by all agencies participating in the training presented by C.S.T.I., D.O.J. and S.B.S.D. Thus, the actual savings to POST would be somewhat less than \$951,824.

To assess the actual savings to POST which could be realized by adopting a training delivery system for Officer Survival training like that proposed in P.S.E.'s certification request, e.g., training delivered to the trainees' general area of employment, two comparisons were made.

#### COST PER STUDENT HOUR OF INSTRUCTION

The first comparison involved a determination of the cost to POST per student hour of instruction for Officer Survival Courses certified to C.S.T.I., D.O.J. and S.B.S.D. versus the cost of instruction for the course proposed by P.S.E.

Utilize reverse side if needed

The most recent information available concerning reimbursement for Officer Survival training was for the fiscal year just ended, F.Y. 1977-78. Actual experience was used in preference to any contract agreements POST might have, because contract costs represent potential rather than actual costs. In determining the cost per student hour of instruction, the number of attendees was multiplied by the number of hours attended by each trainee. This figure in turn was divided into the cost to POST either in tuition or contract costs for instruction. The results of the study by agency are as follows:

C.S.T.I.	\$3.88
D.O.J.	6.37 (will drop to 4.24 in F.Y. 1978-79 because of changes in new contract)
S.B.S.D.	5.90

Using the same formula and applying it to P.S.E.'s proposal, the cost to POST per student hour of instruction would be \$2.98. Thus, the cost per student hour of instruction for the P.S.E. course is significantly below that of any of the Officer Survival Courses presently certified by POST.

#### TRAVEL AND PER DIEM COSTS

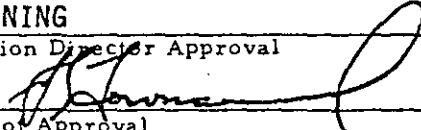
To assess the actual savings in travel and per diem which would be realized by adopting a training delivery system like the one suggested by P.S.E., e.g., "to take training to the trainees' location", a review was made of POST's actual reimbursement experience in F.Y. 1977-78 for Officer Survival Courses offered by C.S.T.I. and S.B.S.D. Actual figures were not available for D.O.J. presentations, since their courses are certified as modular presentations and no distinction is made within the Administration Division as to the nature of the modular course.

D.O.J. has used the concept of "taking training to the trainees' location" for some time; thus, it is doubtful that reimbursement for travel and per diem under P.S.E.'s proposal would be significantly different from that experienced for Officer Survival training offered by D.O.J.

A total of \$219,443, however, was reimbursed in F.Y. 1977-78 for travel and per diem expenses incurred by agency personnel attending the C.S.T.I. and S.B.S.D. Officer Survival Courses. Reimbursement costs for Officer Survival Courses as proposed by P.S.E. are estimated at \$29,400, for a projected savings to POST of \$190,443 for travel and per diem. Part of the \$190,443 savings would come as a result of the 24-hour P.S.E. course being shorter than the 40-hour courses currently certified to C.S.T.I. and S.B.S.D.

It appears that significant travel and per diem cost savings could be realized as a result of certifying an Officer Survival Course like the one proposed by P.S.E.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>ANALYSIS OF OFFICER SURVIVAL TRAINING</b>		Meeting Date <b>January 18, 1979</b>
Division <b>Operations</b>	Division Director Approval 	Researched By <b>George Estrada</b>
Executive Director Approval	Date of Approval	Date of Report <b>January 3, 1979</b>

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

Public Safety Educators, seeking to appeal staff action not to approve certification for an Officer Survival Course, appeared before the Commission on October 20, 1978. The Commission, after denying the appeal, requested an analysis of Officer Survival Training including the following areas:

- o Plans for Officer Survival Training for Fiscal Year 79/80.
- o How many courses are anticipated?
- o Is there a lessening or increased demand for this type of training?
- o Does Officer Survival Training develop undesirable attitudes?
- o Do administrators have objections to the type of training provided?

Currently there are three agencies, The California Specialized Training Institute, San Bernardino Sheriff's Department, and the California Department of Justice Advanced Training Center, certified to present Officer Survival Training. Several Community Colleges also present Officer Survival Training under their Advanced Officer certification.

The merits of the relative cost for the currently certified courses are being discussed in a separate report.

ANALYSIS

Staff has no plans to recommend substantive changes for Officer Survival Training for Fiscal Year 79/80. The presenters update their own instructional material as needed. CSTI and staff are reviewing the possibility of restructuring CSTI's program into a more compact form without changing the amount of time spent on lecture or practical problems. SBSB and DOJ have no plans to change any portion of their program.

Staff anticipates no change in the number of presentations to be offered in FY 79/80. The impact of Proposition 13 is still an unknown factor.

In discussing the merits of the courses presented by CSTI, SBSB, and DOJ, it must be kept in mind that the certified courses, even though they are the same basic subject area, are different because of the length of the course, the location where the course

Utilize reverse side if needed

is presented and the amount of time devoted for practical problem exercises. Below is an overview of the three presently certified courses.

CSTI is a 47-hour course. Twenty-seven and one-half (27½) hours are devoted to classroom presentation and 13 hours to practical exercises, situation range, and weapons firing and demonstrations. Three and one-half (3½) hours are allotted to evening planning and work sessions, and three hours to processing, graduation, and examination. The course is presented on a five-acre site on a California National Guard Military Reservation isolated from the general population. Each topic prepares the officer to act individually or as a member of a team in an emergency situation. Handout material is either developed by the CSTI staff or collected by the staff and is given to the trainees without copyright or patent restrictions.

The San Bernardino Sheriff's Department is certified to present a 40-hour survival course; however, in actuality, the trainees are in attendance for 58 hours of lecture and practical problem exercises. Forty (40) hours are spent in a classroom situation and the remaining 18 hours are devoted to night range and practical night exercises. The training site is a seldom used military reservation some 40 miles from the nearest population center and because of the abundance of abandoned buildings, a small town is approximated and the trainee is made part of the police force of the mock small town. Training is very realistic. The trainee is dispatched as he would be at his own department. Handout materials are prepared by the staff. Handout materials are not restricted by copyright laws.

The Department of Justice Advanced Training Center presents an eight-hour mini-course on officer survival. This course is comprised entirely of lectures. Major incidences involving police killings are discussed during slide presentations where photographs of actual situations are discussed and tactics are pointed out. Because of the format, this course is generally presented in department briefing rooms, college classrooms, and auditoriums. This format allows for groups of trainees of 20 or more. This format allows for an instructor to student ratio that is much higher than the CSTI or SBSO survival courses.

Instructor/student ratio for the SBSO course is quite low during practical exercises because each officer is required to respond to each of the 22 problem scenarios. Each scenario may have anywhere from one to six role players, one or more instructors, and an evaluator. Each of the scenarios depicts simulations of actual situations the officer may be called upon to respond to during his normal working day.

CSTI also conducts practical simulated exercises where each student plays the role of the responding officer, the role of the suspect, the role of a referee, or the role of an observer at least once in six separate simulated situations. The simulated situations take place in a mock town away from the general population under strict safety controls. Each simulated exercise was designed from an actual situation which resulted in an officer being killed.

Public Safety Educators proposed a 24-hour course in officer survival to be presented onsite. This course is not comparable to either CSTI, SBSO, or DOJ's courses. In 24 hours, PSE proposed to train 35 officers to 10 performance objectives. Four of the performance objectives must be demonstrated by the trainee. These four objectives are:

- o The student will demonstrate how to recognize and avoid, or respond safely and effectively when confronted with an ambush.



- o The student will demonstrate the various vehicle stop techniques presented during the course.
- o The student will demonstrate the various searching and handcuffing techniques presented during the course.
- o The student will demonstrate the Captured Officer Survival Techniques presented during the course.

The 1978 Operational Plan Training Needs Assessment published by POST reflects a decline of 46% of officers to be trained in officer survival over the 1976 edition of the Training Needs Assessment. The 1976 edition showed that 4,176 officers needed training in officer survival and the 1978 edition projected 2,285. On a statewide basis, this type of training was given a priority rating of 3 in both surveys. CSTI and SBSO courses have always had waiting lists.

POST has in the past received complaints from administrators that CSTI's course made their officers "paranoid" or unduly concerned about personal safety. Such complaints have ceased. CSTI now briefs the trainees during orientation and critique segments of the course on the need for discretion in their actions. The student is advised that many of the presentations depicting dangerous situations are exaggerated to make a point and that each personal situation should be evaluated and responded to with discretion and not paranoia.

The SBSO course provides one and one-half (1½) hours at the conclusion of their course for what they call "defusion". The SBSO staff is well aware of the tendency of the training to create a heightened sense of danger and distrust in the minds of the trainees in everything they do. The staff attempts to "defuse" the students and prevent development of extreme attitudes.

The DOJ in their presentation attempts to defuse the attitude of distrust by advising the trainee that general distrust will surface and that each trainee should be aware of the attitude and how to handle it.

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE MEETING

December 7-8, 1978  
Palm Desert

The meeting was called to order at 10 a.m. by Chairman George Tielsch beginning with a moment of silence in memory of Bill Garlington.

PRESENT

George Tielsch	CPCA	Chief of Police, Santa Monica Police Department
Barbara Ayres	WPOA	Captain, Orange County Sheriff's Office
Wayne Caldwell	Spec. Law Enforcement	California State Employees' Association
William Kinney	Public	Retired Chief of Police
Edwin Meese III	Public	Attorney at Law
Alex Pantaleoni	CAAJE	Rio Hondo College
John Riordan	PORAC	Sergeant, San Rafael Police Department
Jay Rodriguez	Public	Manager, Community Relations, KNBC-4, Los Angeles
J. Winston Silva	Community Colleges	Supervisor, Criminal Justice Education and Training, California Community Colleges
Larry Watkins	CHP	Commander, Training Division, California Highway Patrol
Roy Whiteaker	Sheriffs' Assoc.	Sheriff, Sutter County

ABSENT

Dale Rickford	CAPTO	Captain, Antioch Police Department
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STAFF PRESENT

Bradley Koch	Acting Executive Director
Otto Saltenberger	Assistant Director and Executive Secretary to the Advisory Committee
Gerald Townsend	Director, Operations Division
Glen Fine	Bureau Chief, Operations Division
George Williams	Chief, Special Projects Bureau
Harold Snow	Special Assistant, Executive Office
Sherry Boone	Secretary to the POST Advisory Committee

APPROVAL OF MINUTES OF SEPTEMBER 14-15, 1978 - BURLINGAME MEETING

It was moved, seconded, and carried unanimously that the minutes be approved as written.

INTRODUCTION OF NEW COMMITTEE MEMBERS

Otto Saltenberger introduced two new members who were appointed to the Advisory Committee at the September Commission Meeting: Captain Barbara Ayres from the Orange County Sheriff's Office representing the Women Peace Officers' Association, and Sheriff Roy Whiteaker of Sutter County representing the California Sheriffs' Association. The new members were welcomed and were acknowledged with those members who had been reappointed (Kinney, Rodriguez, and Watkins).

INFORMATION REPORT

Mr. Koch highlighted the September Commission Meeting. He reported on the Public Hearing regarding Regulation changes which will be reprinted in total and distributed to the field for easy insertion in the POST Administrative Manual.

The change in reimbursement procedures for Supervisor's Course attendance was discussed. Eligibility for reimbursement for attendance by non-supervisory persons is limited to a 12-month period after taking the course and will be provided only if the appointment as a supervisor is made within that 12 months from the time of training.

Mr. Koch described the changes in the Specialized Law Enforcement Program. Section 1009 added to the Specialized Regulations establishing criteria for standards to enter the Specialized Program and lifting of the moratorium was discussed. Details of the above can be found in the October Commission Meeting Minutes.

#### CURRENT BUDGET ACTIVITY

The Commission and the Department of Finance have approved the recommended \$11.6 million for the Aid to Local Government Budget for 1979/80. Mr. Koch also reviewed a priority program list approved by the Commission's Budget Review Committee. The list was submitted to the Department of Finance in response to a Governor's memo requiring all State Agencies to prepare a list of programs (representing 10% of total budget) by priority that could be reduced, eliminated or redirected. The committee discussed each item on the proposed list.

Final fiscal decisions will be made at the January Commission meeting. It was reported that a 20 percent reduction in staff has already been made over the past three years, and any further reduction would likely prove detrimental to the effective administration of the POST Program.

#### DATA PROCESSING

Brad Koch discussed the Data Processing Feasibility Study conducted to identify POST's computer needs. A meeting has been held with the Department of Finance, and POST was given approval to proceed in designing a computer system with the stipulation that costs not exceed \$100,000.

#### NEW FACILITY

The committee was given a draft copy of the design layout for the proposed POST facility to be located in the new Department of Justice building. The anticipated completion date is the end of 1981. Brad Koch and Otto Saltenberger answered questions from the committee members.

#### REIMBURSEMENT PROPOSAL

A new reimbursement procedure designed to more effectively control expenditures and maximize Assistance to Local Government was discussed. Because claims are currently paid from the fiscal year within which the training occurs, and a time lapse of 180 days may occur between the training date and receipt of claims, it is not known until several months into the new fiscal year how much money has in fact been expended. The present reimbursement system poses problems in projecting expenditures, over-running the budget, and

the inability to fully utilize budgeted resources. Under the proposed procedure, claims will be paid without respect to the fiscal year in which the claim is received. Any unexpended funds will be distributed at the end of a fiscal year on a pro rata basis as a supplement to salary for mandated training which actually occurred. Time limitation for the submission of reimbursement claims will remain the same (reduced by 25% after 90 days and not reimbursed after 180 days after completion of training).

Discussion followed concerning the appropriateness of providing a reimbursement supplement predicated on salary for mandated courses. Several committee members felt any reimbursement-fund residue should go for reimbursement for other types of training to create a financial incentive.

Alex Pantaleoni expressed concern that the proposed reimbursement procedure conflicted with the Advisory Committee's recommendation for a similar reimbursement procedure for Advanced Officer Training. The Committee's recommendation previously submitted to the Commission specified that any unexpended reimbursement funds should on a pro rata basis be provided for additional Advanced Officer Training beyond the minimum requirement.

After additional discussion, staff was directed to appropriately convey the Committee's concern to the Commission.

#### ADVANCED OFFICER COURSE

Jerry Townsend requested the Committee to reexamine its recommendation regarding Advanced Officer Course content previously submitted to the Commission which will be the subject of a Public Hearing in January 1979. The need to establish guidelines to differentiate Advanced Officer Course and Technical Course content was expressed. There is a problem with an Advanced Officer Course certification when the same subject matter is covered as a Technical Course.

It was suggested that the Committee add language excluding curricula considered job specific or technical (or which falls within those areas) so an Advanced Officer Course could not be presented for these same subjects.

After some discussion, action was deferred on this subject until Friday morning so staff could provide recommendations that could be considered, but is reported here for continuity.

After considering several alternatives, the Committee decided on the following:

- .MOTION - Tielsch, second - Watkins, carried  
unanimously that staff handle approval of  
Advanced Officer Course content administratively.

LEGISLATIVE UPDATE

Hal Snow reviewed the October Commission action regarding legislation. The Commission postponed action on transferring the private security training standards for Chemical Agent Training to the Department of Consumer Affairs until the new Attorney General has had a chance for review.

The Commission approved proposed legislation for the establishment of a Law Enforcement Agency Census. The Law Enforcement Agency Census would be established to gather data on all peace officers (where they are, how many, classification, and training received). Each agency would be required to fill out a card indicating this information by number only.

In other action, a Legislative Counsel's Opinion is being requested before legislation is introduced to reestablish a citizenship requirement for certain peace officers. Consistent with the U.S. Supreme Court decision in the *Foley v. New York State*, it is being suggested that the requirement only apply to those officers having broad peace officer powers. Committee members discussed the need for reestablishment of the citizenship requirement including the conduct of background investigations for noncitizen applicants and constitutionality issues.

The Commission approved a request that State mandated police courses be added to the list of priority-funded community college courses in the 1979/80 State Budget.

Hal Snow also reported that there would be a meeting with the Department of Health to resolve the issuance of First Aid Cards if CPR refresher training is only required every three years. Several committee members felt that CPR training every three years is not adequate.

IMPLEMENTATION OF 832.3 (b)

The Commission requested the Advisory Committee to review AB 2664, the legislation requiring POST to develop a training proficiency test to be administered to all Basic Course graduates, and report at the January Commission Meeting its recommendation for implementation.

Jerry Townsend reported on the current contract with Psychological Services Incorporated to develop an exam to be administered in addition to the academy's final exam for the purpose of comparing academies and instruction.

Several Committee members pointed out the hazards in making comparisons between academies.

After discussion, the CONSENSUS of the Committee was that the examination being developed by PSI would meet the requirement

for implementation. The Committee requested this issue be placed on the agenda for further discussion at the next meeting regarding the data collected from the test.

#### COMMISSION "FUTURE BASIC TRAINING COMMITTEE" REPORT REVIEW

Otto Saltenberger reviewed the preliminary report on the Future Basic Training Committee submitted at the October Commission Meeting. He stated that there is concern that the total expense for the \$750/800 per month for each trainee's salary may exceed the amount now being reimbursed. The committee, chaired by Commissioner Jackson, will meet again in December and report its findings at the January Commission meeting.

#### ELECTION OF CHAIRMAN/VICE CHAIRMAN

Vice Chairman Bob Wasserman, nominated by Larry Watkins and seconded by Wayne Caldwell, was unanimously elected to serve as Chairman of the Advisory Committee for 1979.

Bill Kinney, nominated by Win Silva and seconded by Ed Meese, was unanimously elected to serve as Vice Chairman of the Advisory Committee for 1979.

#### REPORTS FROM MEMBERS

**PUBLIC** - Jay Rodriguez reported that the Media Committee for the Governor's Crime Reduction Force had completed its work. He reported that the program is operational and informational brochures were being reprinted. He will send the new committee members copies.

**COMMUNITY COLLEGES** - Win Silva stated that the Curriculum Review Project was ready to go to bid. He also reported that even though a ten percent reduction in the budget had been requested by the Governor, the Chancellor was going to ask for an inflational increase of 8.9 percent to maintain the program at the current level.

**PORAC** - John Riordan briefly reported on the PORAC Conference recently held in Tahoe. The membership voted on changing its by-laws to raise its dues. The additional money will be used for legislative programs.

**CAAJE** - Alex Pantaleoni stated that the next conference for full membership would be held in Monterey in April.

**SHERIFFS' ASSOCIATION** - Roy Whiteaker stated that he would be attending a meeting of the Executive Board of the Sheriffs' Association being held in San Diego.

WPOA - Barbara Ayres reported that she had attended the Executive Board meeting the previous week. Board discussions dealt with concerns about the training session's low attendance and methods to enhance training programs.

PUBLIC - Ed Meese reported that the University of San Diego is compiling materials on updating recent Supreme Court decisions. Currently, training seminars are being developed.

CPOA - Bob Wasserman reported that CPOA had hired a consulting firm to examine the future direction of CPOA and deal with long-term issues and also to develop a sounder funding base.

CHIEFS' ASSOCIATION - George Tielsch stated that the Chiefs' Association and the League of California Cities are exploring ways to work together regarding mutual legislative pursuits.

#### December 8, 1978

The new Chairman, Bob Wasserman, called the meeting to order at 9 a.m. The same committee members were present as listed previously for December 7, 1978, with the exception of Sheriff Roy Whiteaker.

Chairman Wasserman thanked George Tielsch for the excellent job he had done serving as Chairman for the past two years.

#### EXTENDED FORMAT FOR BASIC COURSE

Jerry Townsend had reviewed the draft staff report dealing with certification of an extended format for the Basic Course. It was explained that an extended format had been approved for the Advanced Officer Course of up to 12 weeks for a 40-hour course provided that at least one 8-hour instructional day takes place in each month. The Advisory Committee recommendation submitted to the Commission provides that at least 4-hour instructional days for the Advanced Officer Course be the minimum acceptable. The difference between the Advisory Committee's recommendation and the current Commission policy was noted.

It was suggested that it would take approximately nine to ten months to complete 400 hours of basic course instruction in an extensive format. The quality of instruction in the extended format versus intensive format was discussed.

After considerable discussion regarding the differences in a reserve basic training and the regular basic course, it was felt that the Commission should certify the 200-hour training course



for reserves within a reasonable extended time frame and not get into certifying extended format basic course training. It was agreed that the regular basic academies should continue in the intensive format.

MOTION - Rodriguez, second - Riordan, carried unanimously that the Advisory Committee recommend to the Commission that the Basic Course should not be presented in extended format.

#### REGULATION AND PROCEDURE CHANGES

George Williams gave an overview of specific Regulation and Procedure changes effective January 1, 1979. Included in the reimbursement procedure changes are the reimbursement of mileage to go home on weekends from a training class in lieu of per diem, and paying for rental car mileage while at a training site. Regulation and Procedure changes will be distributed to the field in the near future.

#### SELECTION STANDARDS VALIDATION

George Williams brought the Committee up to date on the progress of the Validation Project; he reported that the project is on schedule and that meetings have been held with law enforcement agency participants in the POST Task Analysis to gather additional input. A progress report will be made at the next Commission meeting.

#### NEW BUSINESS

The Committee had received a letter and Resolution from the California Association of Administration of Justice Educators requesting consideration of establishing a requirement of 15 college units within 18 months after employment to maintain peace officer powers. Six college units is the current POST requirement.

Committee members felt asking a new peace officer who was busy learning about the new job, to also attend college was undesirable at this time.


MOTION - Meese, second - Kinney, that the letter and Resolution requesting an increase of the six college units to 15 units within 18 months of employment be filed without action. Motion carried (no - Pantaleoni).

SCHEDULE OF 1979 ADVISORY COMMITTEE MEETINGS

March	1-2	San Diego
June	7-8	Oakland
September	27-28	Sacramento
December	6-7	Anaheim

ADJOURNMENT

MOTION - Rodriguez, second - Watkins, to adjourn the meeting. MOTION carried unanimously.



SHERRY BOONE  
Recording Secretary

Distribution: Advisory Committee  
Commissioners  
POST Staff

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Basic Course Revision</b>		Meeting Date January 18-19, 1979
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By B. W. Wilson, <i>GSR</i> G. S. Rhodes
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-4-79	Date of Report December 11, 1978
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:** This is a staff proposal to implement the performance objectives as the Basic Course standard in PAM Procedure D-1.

**BACKGROUND:** Performance objectives for the Basic Course have been under development and revision for several years and are now ready for full implementation as the basic training standard. See page 1 and 2 of attached report.

**ANALYSIS:** The revised course, based on specific performance objectives as compared to the traditional topic-hours standard has been implemented in full or in part by the majority of academies. Users and presenters agree that it is a superior system even though somewhat longer and more costly. See page 2 through 4 of attached report.

**RECOMMENDATIONS:** It is recommended that:

1. The performance objectives enumerated in the document Performance Objectives for the POST Basic Course become the basic training curriculum standard and that the Commission Regulations be amended accordingly.
2. All supporting documents be initially provided to all presenters of certified basic academies and that they be recommended but not required for implementation. Subsequent revisions of these documents will await future Commission action based upon staff analysis of developmental and other costs.
3. All academies be given one year, from the date of adoption by the Commission of the new standard, to convert to performance objective content. There is no requirement to use a particular instructional or tracking technique.
4. Eligible law enforcement agencies will continue to be eligible for up to 400 hours reimbursement.
5. Approve for Public Hearing in April, 1979.

# Memorandum

To : Gerald E. Townsend, Director  
Operations Division

Date : December 8, 1978

*BW*  
*GSR*  
From : Brooks W. Wilson, Bureau Chief  
Gene S. Rhodes, Senior Consultant  
**Commission on Peace Officer Standards and Training**  
Operations Division

Subject: BASIC COURSE REVISION

The third and final phase of the Basic Course Revision Project will be completed in time for action by the Commission at the July 1979 Commission meeting.

## Background

This project has been in progress for several years, including development and trial implementation. The objective of the project is the conversion of the more traditional standard based on instructional hours to a training program based on performance objectives.

A performance objective is a brief statement describing exactly what the trainee will exhibit in order to satisfy the training requirement. It includes measurable behavior expected of the trainee, what degree of proficiency, and under what conditions the trainee must exhibit this behavior. The POST course includes 556 of these performance objectives. Advantages of performance objective training include the ability to more directly relate the training to the job and to determine if and when the training objective is accomplished. There are other advantages.

Phase I of the project identified these performance objectives (original version) and demonstrated job-relatedness through review by patrol officers, trainees and administrators. They were presented to the Commission in January 1975 in a document entitled Behavioral Objectives for POST Basic Course. The Commission accepted the report along with the staff recommendations that the performance objective approach be optional as a training standard.

Phase II of the project developed a complete training system comprised of the following three components:

1. Performance Objectives for the POST Basic Course,<sup>1</sup> mentioned above.
2. Unit Guides, containing instructional material designed to achieve the performance objectives. This component contained 192 self-contained volumes, each addressing a group of objectives with instructions for instructors, sample questions, and visual aids.

<sup>1</sup>The term "behavior objective" was replaced by "performance objective."

3. Management Guide for the POST Basic Course, providing instruction on the management of performance objective-based training.

Phase II was accomplished through a working consortium consisting of academy staff, POST staff, and two private contractors who directed the group. The products of Phase II were presented to the Commission at its January 1977 meeting with a recommendation (accepted) that the "dual track" basic training standard be continued during an implementation/evaluation phase.

### Phase III - Implementation/Evaluation

The object of this phase has been to test the quality, teachability, and practicality of the established objectives; determine how much time is required, on the average, to train new officers using the performance objectives; how much additional cost is involved; and to resolve any implementation problems encountered.

Length. Time requirements vary somewhat due to differing training techniques and resources, student population, student capabilities, and training expectations. The most common length is 12 weeks.

Costs. Efforts were made to isolate additional costs generated by performance objective-based courses but proved difficult to do. Budgeting techniques varied from academy to academy and caused problems of comparison. Some academies could not, or were reluctant to, identify costs of the existing program. Some of the problems in determining length also contributed to complicating this issue. All trainees agree that the revised program will cost more, but the exact amount was not established. Those participating in the implementation activity believe, however, that the superiority of the revised course is worth the extra cost.

Implementation Problems. Implementation activities identified several problems or segments in the system where improvement could be made. Working committees were appointed from the consortium to address these issues. They were as follows:

1. Field Problems. Field problems are an essential part of the system and consortium members felt a need for more standardization and assistance in setting up field problems. The "Field Problems Committee" has developed a "Field Problems Guide", which will fulfill this need. Copies are available at POST headquarters.
2. Vehicle Operations. Some consortium members indicated a need for modification--primarily in the wording of the objective--in the drivers training area. A committee of driving instructors was organized and appropriate modifications were made. The minutes of the Consortium meeting of November 8-9, 1978, reflect these changes. They are also found in the current Performance Objectives for the POST Basic Course.

3. Physical Defense. Adjustments made by this committee were, like in driver's training, primarily changes in wording of the objectives along with the deletion of several objectives.
4. Crisis Management. Consortium members requested that a document entitled "Crisis Identification and Management," by Mimi Silbert, a consortium participant on behalf of the San Francisco Police Department, be reviewed by a committee for integration into the performance objectives and instructional material. As a result of that review, portions of the document are being included in the dispute and interviewing sections.
5. Remediation. A Remediation Committee was established to assist in disseminating remediation techniques and philosophy, which were developed in the more advanced remediation centers.
6. Tracking. The most difficult aspect of performance objective-based training--particularly one as extensive as the POST Basic Course--may be the job of "tracking" students achievement of the performance objective. With 30-80 students and 556 objectives, the task is obviously a problem. The committee developed a manual system for lower populated academies and proved that a computer-assisted system was feasible for larger operations.
7. Success Criteria. Success, criteria--how well the trainees were required to perform in training--was one of the foremost problems. This was true primarily as it related to the administration of tests to demonstrate attainment of objectives. In its pure form, performance objective training requires demonstration of proficiency by each student in each objective. Consensus of the consortium was that the "state of the arts" in testing was not such that this could be reasonably done in a reasonable period of time.

The resolution to the problem, simply stated, was a compromise in the purity of system to a more practical approach thus permitting block testing of objectives involving paper-and-pencil tests in three levels of proficiency--70%, 80%, and 90%. Areas of failure can still be identified and remediated even though the student demonstrates overall proficiency. These three success criteria levels were established through a second statewide review of the performance objectives by operational personnel. A report of that survey is available.

8. Unit Guide Committee. This committee was formed to review the Unit Guides for the POST Basic Course for improvement--both in content and format--and for updating to reflect modification of the objectives. This is the final task and should be accomplished by July 1, 1979.

### Analysis

The revised Basic Course based on performance objectives is superior to the traditional method. All of the consortium members are apparently committed to it and prepared to make the conversion. The majority are already nearly converted. Most academies will require 12 weeks to achieve the objectives.

It is a complete system with integral mechanisms for constant review and modification as required. Once implemented, the maintenance of a job-related basic training program will only require periodic minor adjustments.

Use of the performance objectives as a training standard facilitates a more accurate articulation of the similarities and differences between the training requirements of the regular and specialized programs.

Although a few of the academies have had limited exposure to the revision activities and may be less prepared for conversion than the more active ones, the program has been developed sufficiently that they could reasonably be expected to convert from a zero position within a year.

Any particular instructional methodology beyond the use of performance objectives is not being mandated. Neither is positive tracking of student progress. Local presenters may determine the methods best suited to their needs to meet the requirements.

### Recommendations

It is recommended that:

1. The performance objectives enumerated in the document Performance Objectives for the POST Basic Course become the basic training standard and that the Commission Regulations be amended accordingly.
2. All supporting documents be provided to all presenters of certified basic academies and that they be recommended but not required for implementation.
3. All academies be given one year, from the date of adoption by the Commission of the new standard, to convert.
4. Eligible law enforcement agencies who train at an agency converted to the performance objectives standard be reimbursed for up to 10 weeks of training.
5. Approve for Public Hearing in April, 1979.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Future Basic Training Requirements</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Operations &amp; Executive Off.</b>
Executive Director Approval <i>Bradley W. Koch</i>	Date of Approval <b>1-4-79</b>	Date of Report <b>January 4, 1979</b>
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"/> 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

The adoption of a universal basic training rate salary of \$750 per month.

BACKGROUND

Commission action at the October 1978 meeting recommended the basic training requirements as proposed by the Future Basic Training Committee be assigned to staff for development and future study with a report to be reviewed at the January meeting for possible public hearing at a future time.

The Future Basic Training Requirements Committee met December 13 and recommended to staff that they convert the \$750 monthly rate into an hourly rate that would provide flexibility in paying varying length courses. They also recommended that the Commission take a pro-active role in encouraging agencies in the use of a trainee classification through an article in POST Scripts and the development of an exemplary program document. The Committee recommended the amendment of Commission Procedure E-2-6 as follows:

"Salary

The percent rate of reimbursement for the trainees salary shall be 60% in the Basic Course shall be the actual rate up to \$4.33 per hour. For all other courses for which salary is reimbursed, the percent of reimbursement shall be 60%.

ANALYSIS

The present average costs for the Basic Course during F. Y. 1977/78 are:

	<u>Per Trainee</u>	<u>Per Hour</u>
Subsistence	\$ 302.65	\$ .78
Travel	49.66	.13
Salary	1,526.76	3.95

Average cost per trainee - \$1,895.27

The cost of salary reimbursement for the Basic Course based upon a maximum of 400 hours would be \$1,732 per trainee. This equates to an increase of \$205.24 per trainee. Given a budget projection of 2,520 basic trainees for next year, this would cost the Peace Officer Training Fund an additional \$517,205.

(continued)



## Future Basic Training Requirements - cont.

RECOMMENDATIONS

1. If the Future Basic Training Requirements Committee's recommendations are accepted, it will be necessary to delete one-half million dollars in present course certifications in order to stay within budget limitations.
2. Authorize staff to develop a POST Script article and an exemplary program identifying the advantage of adopting a "trainee classification" by local law enforcement training agencies.

Verbatim Discussion from Commission Meeting October 19-20, 1978  
Agenda Item H. - Future Basic Training Requirements Committee

J. son: We met in Sacramento regarding the broad perspective that we discussed at the last meeting. We gave you an over-view of what we were looking at, and I narrowed it down into three segments the Committee thought would be a good recommendation:

1. Establishment of a cadet/trainee position for new personnel coming into the police field.
2. Establish 100% reimbursement by POST for these classifications up to \$750/800 per month
3. Monies that are saved by the flat fee of \$750/800 per month be diverted to the approved field training programs to encourage the hiring of pre-trained personnel.

The Committee's feelings on that was that if the \$750 flat rate would be an increase fee or cost to POST, it would also be an incentive for a lot of departments to move toward that concept. If it did cost POST a few extra bucks, it would only last for a short period of time until the raises would take care of the flat fee that we're recommending.

The second thing that we felt was that the savings that were deferred into field training programs would encourage pre-trained personnel where they could evaluate the individual under actual field conditions. I think the advantages would be, and the Committee agreed, that it gives the administrator the opportunity to put personnel in the field immediately if they come into the organization already trained. The FTO program would give the administrator the opportunity to evaluate the personnel under actual field conditions. The Committee came up with this recommendation:

Commission encourage the establishment of a trainee/cadet classification with 100% POST reimbursement up to \$750/800 per month. Any monies saved by the POTF from this financial incentive would be diverted to approved field training programs to encourage hiring of pre-trained personnel.

Brooks

Wilson: Based on the rate of change in reimbursement salary for the last five years, in F. Y. 1979/80 changing the rate based on \$750 trainee salary would cost the Fund approximately \$88,000. The following fiscal year it would save the Fund \$53,951. In subsequent years the savings would continue to rise assuming the salary would continue to go up.

Sporrer: Establishment of a cadet training position for new personnel, are we talking about actually employed personnel, hired by a department? (answer - yes) And then the maximum reimbursement rate from POST would be \$750/800 per month? For what period of time? (answer - an indefinite period of time.)

Jackson: The Commission can make a change any time they would feel like it.

Sporrer: Only while they're in training?

Jackson: Yes, in the training program. That is probably the one time in a man's career in the police field that they all have one objective in mind and that is to get through the training process. Consequently, the Committee felt that the training process shouldn't pay the individuals the same as a regular police officer performing police duties in the field.

Sporrer: The reimbursement would be set by us but the salary that a particular city pays an individual would be entirely up to them. Is it in academy training, field training, or is it a combination of both that may extend over a period of two months or however long the minimum course is?

Jackson: We were talking specifically about the academic portion that they receive in the academy, the Basic Course, and then the field training officer program would be the one, for example, if an individual came into the organization with a Basic Course under his belt, he would be put into a field training officer program, and that program would be subsidized at whatever percentage the POST Commission decide they want to subsidize to encourage that kind of hiring for departments around the State.

Sporrer: Was any consideration given to paying only for the minimum amount of hours we require of training, and then if someone continues in a training mode would they be paid at the increased rate? In other words, you could have someone continuing in a training mode for 300 hours, 400 hours, etc.

Holloway: I think the intent of the Committee was that this is a substitution reimbursement for the basic academy as it now is. The thing that they were trying to say is that every city and county ought to be reimbursed on an equitable basis, and if they are reimbursed at the same level for doing the same thing, getting through the academy, this would then encourage departments to adopt a training position which is non-sworn, which would eventually save money across the State. Instead of hiring a sworn peace officer, putting him in the academy and paying a peace officer rate, hire a cadet, put him in the academy until he graduates and then pay him sworn rates.

Sporrer: But they could still swear him in. As long as they reimburse him at this rate we don't care what they do with him.

B. Wilson: The training classification concept is being used by several agencies right now.

Sporrer: In reviewing this recommendation, it would appear to me that the motion would be to accept the recommendation from the Committee and assign it to staff for development and presentation, as necessary, at a certain time for approval to go to hearing.

Trives: I would so move. Grogan - second. Carried unanimously.

Garlington: This may be the kind of an item that you would want to consider in your deliberations of the budget for Aid to Local Government item in January. We will try to have this put together in a form that you can use for that purpose. The soonest you could get it to public hearing, if you decide that you wanted to do that, would be April.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

TASK FORCE TO STUDY FUTURE BASIC  
TRAINING REQUIREMENTS

MINUTES

December 14, 1978

Irvine, California

The meeting was called to order at 4:00 p.m. by Chairman Jacob Jackson.

PRESENT

Jacob Jackson, Chairman	POST Commission
Kay Holloway	POST Commission
Edwin R. McCauley	POST Commission
Alex Pantaleoni	POST Advisory Committee

POST STAFF

Brooks Wilson	Central Bureau Chief Operations Division
Sally Carney	Secretary

EXCUSED

Robert Wasserman	POST Advisory Committee
John Riordan	POST Advisory Committee

REGULATION CHANGES

A discussion was held regarding regulation changes to implement the committee's recommendation, which was accepted by the Commission for Public Hearings. An addition was made to Commission Procedure E, 2-6 as follows: "The rate of reimbursement for the trainee's salary in the Basic Course will be actual rate up to \$4.33 per hour." The committee approved the change as noted. This will go to the Commission for approval in January and, if approved, to Public Hearing in April 1979. (See Attachment 1)

TRAINEE CLASSIFICATION

The next item under discussion was the "trainee's classification" and what techniques could be utilized for encouragement of its adoption by law enforcement agencies. A motion was made by Edwin McCauley to articulate a Commission position pointing out the advantages of the trainee classification concept. This motion was seconded by Kay Holloway with a rider that we use a "no force" method of encouragement. Two examples of encouragement would be a POST Scripts article and a write-up of an Exemplary Program on pre-training.

FUTURE OF THE TASK FORCE

It was the consensus of the task force that they should continue to study the long range alternatives for basic training requirements. A consideration which should be discussed by the Commission would be to offer a bonus to agencies to hire the pre-trained person. Monies saved from this practice could be used in field training.

The need for POST to track non-affiliated trainees was discussed. It was the consensus of the committee that this should be done by staff.

Chairman Jackson ended the meeting with a suggestion to invite a representative from CPOA, and other groups that are paralleling what the committee is trying to do, to give their input to our committee.

The meeting adjourned at 5:35 p.m.

Submitted by,



SALLY S. CARNEY  
Secretary

- Attachments (1) Commission Procedure E, 2-6 (Recommended)
- (2) Minnesota Program

COMMISSION PROCEDURE

CP E, 2-6 REIMBURSEMENT RATES

Subsistence - no change

Travel - no change

Tuition - no change

Salary

The rate of reimbursement for the trainees salary in the Basic Course will be actual rate up to \$4.33 per hour.

For all other courses for which salary is reimbursed, the percent of reimbursement will be 60%. The plans for which salary may be reimbursed are indicated below:

Plan I

60% salary

Plan II

Actual rate up to \$4.33 per hour for the Basic Course, 60% of salary for all others.

Plan III

no salary reimbursed

Plan IV

no salary reimbursed

**Memorandum**

: Commissioners: Brad Gates  
 Jake Jackson  
 William J. Anthony  
 Louis L. Sporrer

Date : January 3, 1979

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

Subject: LEGISLATIVE REVIEW COMMITTEE REPORT

The Legislative Review Committee will meet at 8 a.m., Friday, January 19, 1979, in the Plaza Room at the Plaza International Hotel, 1515 Hotel Circle West, San Diego. The Committee's recommendations will be presented by the Chairman.

## AGENDA

AttachmentsPreviously Approved Commission Legislation

- |  |             |
|--|-------------|
| 1. Deficiency Appropriation  | Information |
| 2. Priority Funding for Community College<br>State-Mandated Training Courses | Information |
| 3. Citizenship Requirement-Request for<br>Legislative Counsel's Opinion      | Information |
| 4. Technical Cleanup Bill  | Action      |
| 5. Law Enforcement Agency Census   | Action      |

Other Legislative Proposals

- |  |        |
|--|--------|
| 6. First Aid Technical Cleanup                                 | Action |
| 7. Residential Status of Out-of-State Basic<br>Course Trainees | Action |
| 8. Proposed Response to Federal Vocational<br>Course Trainees  | Action |

*Herbert E. Ellingwood*  
 HERBERT E. ELLINGWOOD  
 Chairman

DRAFT LEGISLATION\*

POST Deficiency Appropriation

SECTION 1. The 1977-78 FY State Budget is amended to read:

An additional unspecified sum is appropriated from the Peace Officer Training Fund to the POST Aid to Local Government Account for the purpose of reimbursing those eligible jurisdictions which were not provided reimbursement for peace officer training due to insufficient appropriation in the 1977-78 State Budget.

SECTION 2. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting such necessity are:

The approval of Proposition 13 (Article XIII A of the California Constitution) by the voters of California at the June 6, 1978, Primary Election) has, under certain circumstances, caused a shortage of funds to meet operating and certain debt expenses, and caused the curtailment or elimination of programs and services which are vital to the State's public health, safety, education, and welfare. Local governmental agencies eligible for reimbursement from the Peace Officer Training Fund had their peace officers complete state-mandated and other training during the 1977-78 Fiscal Year with the expectation of receiving reimbursement for such expenses at a rate previously announced by the Commission. Reimbursement for some otherwise valid claims are being withheld for already incurred training expenses. It is of critical importance that at the earliest possible time eligible local governmental agencies are provided such reimbursement and therefore necessary that this act take immediate effect.

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\*Legislative Counsel will convert this to standard boilerplate language.



DRAFT LETTER FROM CHAIRMAN SPORRER IS TO BE DISTRIBUTED  
AT THE COMMISSION MEETING.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823



EXECUTIVE OFFICE  
(916) 445-4515

January 2, 1979

ADMINISTRATION  
Certificates  
Reimbursements  
(916) 322-2235

STANDARDS AND TRAINING  
(916) 322-2180

Hon. Robert B. Presley

The State Senate

MANAGEMENT SERVICES  
(916) 445-0345

State Capitol, Room 4076

Sacramento, CA 95814

Dear Senator Presley:

The Commission on Peace Officer Standards and Training is seeking a Legislative Counsel's Opinion on proposed legislative changes to re-establish citizenship as a requirement for peace officers. It is the desire of the Commission to have you introduce legislation restoring the citizenship requirement consistent with the U. S. Supreme Court decision in *Foley v. New York State* if there is no legal or constitutional barrier for doing so in California. Our specific question is:

Would a legislative change to Government Code Section 1031 (a) limiting its applicability to those peace officers with broad enforcement authority be consistent with the U. S. Supreme Court decision in *Foley v. New York State* (46LW4237) and California law?

We are requesting that your office seek such an opinion on POST's behalf. Background on the issue is provided in the enclosures. If you should have questions on this request, please call Hal Snow at 445-4515.

Sincerely,

LOUIS L. SPORRER  
Chairman

Enclosures

## BACKGROUND

### Attachment

1. January 1961 - Citizenship was enacted as a state requirement in Government Code Section 1031 (a).
2. July 1969 - Purdy & Fitzpatrick v. California Decision (71 AC 587). The California Supreme Court invalidated citizenship for government employment.
3. February 1970 - Attorney General's Opinion (53 Ops. Cal. Atty. Gen. 63) holds Purdy & Fitzpatrick applicable to Government Code 1031 (a).
4. March 1978 - Foley v. New York State (46 LW 4237) upholds New York State's citizenship requirement for certain peace officers with broad authority.
5. May 1978 - Attorney General's Memorandum (5-11-78)

TECHNICAL CLEANUP BILL

SECTION 1. Section 832 of the Penal Code is amended to read:

(a) Every person described in this chapter as a peace officer, shall receive a course of training in the exercise of his powers to arrest and a course of training in the carrying and use of firearms. The course of training in the carrying and use of firearms shall not be required of any peace officer whose employing agency prohibits the use of firearms. Such courses shall meet the minimum standards prescribed by the Commission on Peace Officer Standards and Training.

(b) (1) Every such peace officer described in this chapter ~~within 90 days following the the date that he was first employed by any employing agency,~~ shall, prior to the exercise of the powers of a peace officer, have satisfactorily completed the course of training as described in subdivision (a).

(2) Every peace officer described in Section 832.3 shall satisfactorily complete the training required by this section as part of the training and under the limitatons set forth in Section 832.3.

(c) Persons described in this chapter as peace officers who have not so satisfactorily completed the courses described in subdivision (a) as specified in subdivision(b), shall not have the powers of a peace officer until they satisfactorily complete such courses.

(d) Any peace officer who on the effective date of this section possesses or is qualified to possess the basic certificate as awarded by the Commission on Peace Officer Standards and Training shall be exempted from the provisions of this section.

SECTION 2. Section 13510.5 of the Penal Code is amended to read:

For the purpose of maintaining the level of competence of state law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards for training of peace officers as defined in ~~subdivisions (b), (d), and (e) of Section 830.2, subdivisions (c), (d), (e), (f), (g), (h), (j), (1), and (o) of Section 830.3, Section 830.31, subdivisions (a)(1), (a)(6), and (a)(7) of Section 830.4, and special and narcotic agents as defined in subdivision (a) of Section 830.3.~~ Chapter 4.5 who are employed by the California State Police, University of California Police, State College Police, Alcoholic Beverage Control, Division of Investigation-Department of Consumer Affairs, Wildlife Protection Branch-Department of Fish and Game, Division of Forestry-Department of Conservation, Department of Motor Vehicles, California Horse Racing Board, State Fire Marshal, Bureau of Food and Drug, Division of Labor Law Enforcement, Department of Parks and Recreation, Department of Health, and the Department of Justice. All such rules shall be adopted and amended pursuant to Chapter 4.5 (commencing with Section 11371) of Part 1, Division 3, Title 2 of the Government Code.

SECTION 3. Section 13515 of the Penal Code is repealed:

~~(a) The Legislature finds and declares that relations between the police and the other citizens of this state could be improved by reducing those misunderstandings that occur because of lack of citizen knowledge of police procedures, and lack of police knowledge of the social conventions and attitudes of particular communities. The Legislature further finds that this goal can be pursued by the publication of a guidebook for police and other citizens that, while not attempting to formally interpret law or police regulations, does attempt to establish proprieties of speech and conduct suitable for the situations in which misunderstandings most frequently arise.~~

~~(b) The commission shall prepare a draft of a guidebook for police and citizens, which have as its purposes the following:~~

~~(1) To express in clear and nontechnical language the respective obligations of police and citizens in those situations in which they most frequently encounter each other.~~

~~(2) The ameliorate relations between police and citizens by establishing mutual understanding of the needs for commonly used police procedures and the appropriate citizen responses, and by better informing the police of the social conventions of the various social groups in this state.~~

~~A preliminary draft guidebook shall be submitted in both English and Spanish to the Legislature, the Governor, and the Department of Justice within six months after the effective date of this section, and a final draft shall be submitted within nine months after the effective date of this section.~~

~~The requirements of this subdivision shall apply only if the commission obtains sufficient funds to accomplish the purposes thereof from a federal grant or from any other source other than the General Fund or the Peace Officers' Training Fund.~~

SECTION 4. Section 40600 of this Vehicle Code is amended to read:

(a) Notwithstanding any other provision of law, a peace officer who has successfully completed ~~at least 40 hours of instruction in a~~ course or courses of instruction, approved by the Commission on Peace Officer Standards and Training, in the investigation of traffic accidents may prepare in triplicate, on a form approved by the Judicial Council, a written notice of violation when the peace officer has reasonable cause to believe that any person involved in a traffic accident has violated a provision of this code not declared to be a felony or a violation of a local ordinance and the violation was a factor in the occurrence of the traffic accident.

(b) A notice of violation shall contain the name and address of the person, the license number of his vehicle, if any, the name and address, when available, of the registered owner or lessee of the vehicle, the offense charged, and the time and place when and where he may appear in court or before a person authorized to receive a deposit of bail. The time specified shall be at least 10 days after such notice of violation is delivered.

(c) The preparation and delivery of a notice of violation does not constitute an arrest.

(d) For the purposes of this article, a peace officer will be deemed to have reasonable cause to issue a written notice of violation if, as a result of his investigation, he has evidence, either testimonial or real, or a combination of testimonial and real, that would be sufficient to issue a written notice to appear if he had personally witnessed the events he investigated.

(e) As used in this section, "peace officer" means a member of the California Highway Patrol; a sheriff, undersheriff, or deputy sheriff of a county; a policeman of a city; or a policeman of a district authorized by statute to maintain a police department.

(f) The provisions of this article shall have no application to the procedures specified in Article 2 (commencing with Section 40500).

DRAFT LEGISLATION\*

Law Enforcement Agency Census

Add Penal Code Section \_\_\_\_\_

For the purpose of providing needed information to the Legislature and State and Local criminal justice related agencies; the Commission on Peace Officer Standards and Training shall establish and maintain a Law Enforcement Agency Census, which contains summary statistical information on the number, type, and standards for peace officers and identifying information on their employing agencies. Such information shall not include individual identifying information on peace officers.

Each public and private employer of peace officers, as defined in Chapter 4.5, shall annually report on a form provided by the commission such information as requested.

The commission shall annually publish a report containing such census information. Copies of the report are to be provided the Legislature and at no cost each agency employing peace officers. Additional copies may be sold at a cost not to exceed the cost for administering the program.

SB 90 Disclaimer

No appropriation.

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\*To be refined by Legislative Counsel

# Memorandum

: COMMISSIONERS

Date : January 3, 1979

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

Subject: **FIRST AID TECHNICAL CLEANUP**

ISSUE: For Commission consideration, staff is proposing this legislation as technical cleanup to recently revised, state-mandated first aid training for certain peace officers.

BACKGROUND: During the 1978 legislative session, the Peace Officers Research Association of California introduced AB 2913 (Kapiloff) to revise first aid and cardiopulmonary resuscitation (CPR) training requirements for peace officers. The attached chaptered legislation (Chapter 963) became law January 1, 1979 and made the following changes: (1) Requires first aid and CPR to be included in the Basic Course, (2) Reduces the frequency of CPR refresher from every year to every three years, and (3) Transfers the requirement from Health and Safety to the Penal Code. The POST Commission supported AB 2913.

ANALYSIS: Due to oversight, the following deficiencies and solutions have been brought to attention concerning the chaptered legislation:

1. AB 2913 inadvertantly changed the annual CPR refresher requirement for firemen and lifeguards to a three-year cycle which was not intended. This proposed legislation returns the requirement to an annual requirement.
2. No state agency is identified as responsible for establishing the training standard. This proposed legislation identifies the State Department of Health as the standards-setting authority.
3. The three-year refresher cycle for CPR training is inconsistent with standards of the State Department of Health, American Red Cross Association, and National Heart Association resulting in California law enforcement not being eligible for the usual evidence of satisfaction (CPR Card) from local Red Cross Chapters, which has been heretofore providing such documentation and training. As a compromise, this proposed legislation requires affected peace officers to annually complete a demonstration of proficiency in CPR to the satisfaction of their employing agency. This obviates the necessity for each officer to undergo possible redundant training ranging from 2-4 hours. This approach has the support of the State Department of Health Services and the California Highway Patrol.

(continued)



4. Through oversight the training exemption given to peace officers whose duties are primarily clerical or administrative was not included in the new Penal Code Section 13517. This proposed legislation, which has the support of law enforcement, continues this exemption.

A draft of the proposed legislation is attached.

RECOMMENDATION: It is recommended the Commission approve the attached legislative proposal for introduction.

Attachments

SECTION I. Section 217 of the Health and Safety Code is amended to read:

217. All ocean and public beach lifeguards, and firemen in this state shall be trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation. The training shall meet the standards for first aid training prescribed by the state department and shall be satisfactorily completed by such ocean and public beach lifeguards, and firemen, as soon as practical, but in no event more than one year after the date of employment. Satisfactory completion of a refresher course approved by the state department in cardiopulmonary resuscitation each year and in other first aid every three years shall also be required.

The state department shall designate a public agency or private nonprofit agency to provide for each county the training required by this section. Such training shall be provided at no cost to the trainee.

This section shall not apply to firemen whose duties are primarily clerical or administrative.

As used in this section, "ocean and public beach lifeguard" means any regularly employed and paid officer, employee, or member of a public aquatic safety department or marine safety agency of the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state.

As used in this section, "fireman" means any regularly employed and paid officer, employee, or member of a fire department or fire protection or firefighting agency of the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state or member of an emergency reserve unit of a volunteer fire department or fire protection district.

SECTION 2. Section 13517 of the Penal Code is amended:

(a) All policemen, sheriffs, deputy sheriffs, and members of the California Highway Patrol shall be trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation. Satisfactory completion of a refresher course in cardiopulmonary resuscitation and other first aid every three years shall ~~also~~ be required. The training shall meet the standard for first aid training prescribed by the State Department of Health Services. Additionally, all policemen, sheriffs, deputy sheriffs, and members of the California Highway Patrol shall annually complete a demonstration of proficiency in cardiopulmonary resuscitation to the satisfaction of their employing agency. Records shall be maintained by each agency. This section shall not apply to policemen, sheriffs, deputy sheriffs, and members of the California Highway Patrol whose duties are primarily clerical or administrative.

(over)

(b) The course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1979, include adequate instruction in the procedures described in subdivision (a). No reimbursement shall be made to local agencies based on attendance on or after such date at any such course which does not comply with the requirements of this subdivision.

SECTION 3. Urgency statute.

Assembly Bill No. 2913

CHAPTER 963

An act to amend Section 217 of the Health and Safety Code, and to add Section 13517 to the Penal Code, relating to peace officers, and making an appropriation therefor.

[Approved by Governor September 19, 1978. Filed with Secretary of State September 20, 1978.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2913, Kapiloff. Peace officers: first aid.

Existing law provides for first aid training to policemen, sheriffs, highway patrolmen, firemen, and lifeguards pursuant to provisions administered by the State Department of Health.

This bill would delete police, sheriffs and highway patrolmen from these provisions and would make other provisions relative to the first aid training of such persons.

Existing law provides for minimum standards for training of specified state and local peace officers. Pursuant to such provisions, training known as basic training is provided under the jurisdiction of the Commission on Peace Officer Standards and Training.

This bill would require that the basic peace officer training after a specified date include first aid training so that reimbursement where authorized is provided from the Peace Officers' Training Fund.

Existing law also provides for a refresher first aid course in cardiopulmonary resuscitation each year and in other first aid every 3 years.

This bill would require all such refresher courses only after 3 years. Appropriation: yes.

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

SECTION 1. Section 217 of the Health and Safety Code is amended to read:

217. All ocean and public beach lifeguards, and firemen in this state shall be trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation. The training shall meet the standards for first aid training prescribed by the state department and shall be satisfactorily completed by such ocean and public beach lifeguards, and firemen, as soon as practical, but in no event more than one year after the date of employment. Satisfactory completion of a refresher course approved by the state department in cardiopulmonary resuscitation and other first aid every three years shall also be required.

The state department shall designate a public agency or private

nonprofit agency to provide for each county the training required by this section. Such training shall be provided at no cost to the trainee.

This section shall not apply to firemen whose duties are primarily clerical or administrative.

As used in this section, "ocean and public beach lifeguard" means any regularly employed and paid officer, employee, or member of a public aquatic safety department or marine safety agency of the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state.

As used in this section, "fireman" means any regularly employed and paid officer, employee, or member of a fire department or fire protection or firefighting agency of the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state or member of an emergency reserve unit of a volunteer fire department or fire protection district.

SEC. 2. Section 13517 is added to the Penal Code, to read:

13517. (a) All policemen, sheriffs, deputy sheriffs, and members of the California Highway Patrol shall be trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation. Satisfactory completion of a refresher course in cardiopulmonary resuscitation and other first aid every three years shall also be required.

(b) The course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1979, include adequate instruction in the procedures described in subdivision (a). No reimbursement shall be made to local agencies based on attendance on or after such date at any such course which does not comply with the requirements of this subdivision.

# Memorandum

: COMMISSIONERS

Date : January 3, 1979

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

Subject: RESIDENTIAL STATUS OF OUT-OF-STATE BASIC COURSE TRAINEES

ISSUE:

Should the POST Commission support legislation which would amend current law by adding Basic Course trainees to the law specifying certain students as California residents for attendance at community colleges?

BACKGROUND: San Jose Police Department recently notified POST of a problem with current law which requires out-of-state students to pay a tuition for attendance at a community college unless exempted. San Jose Police Department has incurred approximately \$400 expense in tuition for recruiting out-of-state trainees. Other law enforcement agencies have complained of the same problem.

ANALYSIS:

Education Code Section 68081 (Attached) requires students who are defined as apprentices be entitled to resident classification for attendance at a community college. San Jose Police Department is introducing legislation to amend Section 68081 by adding basic police academy trainees thus making them exempt from the tuition.

RECOMMENDATION:

It is recommended the Commission support legislation to include basic police academy trainees as exempted from out-of-state tuition.

Attachment

**§ 68081. Apprentice; community college**

A student who is an apprentice, as defined in Section 3077 of the Labor Code, shall be entitled to resident classification for attendance at a community college.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

**§ 3077. Apprentice and apprenticeship agreement defined; term of apprenticeship**

The term "apprentice" as used in this chapter, means a person at least 16 years of age who has entered into a written agreement, in this chapter called an "apprentice agreement," with an employer or his agent, an association of employers, or an organization of employees, or a joint committee representing both. The term of apprenticeship for each apprenticeable occupation shall be approved by the administrator, and in no case shall provide for less than 2,000 hours of reasonably continuous employment for such person and for his participation in an approved program of training through employment and through education in related and supplemental subjects.

(Added by Stats.1939, c. 220, p. 1473, § 2. Amended by Stats.1951, c. 1074, p. 2804, § 1.)

# Memorandum

COMMISSIONERS

Date : January 3, 1979

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

Subject: PROPOSED FEDERAL VOCATIONAL EDUCATION FUNDING REDUCTIONS

ISSUE: Should the POST Commission communicate its opposition to proposed Federal Vocational Education funding reductions?

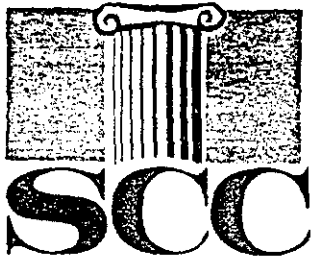
BACKGROUND: The attached information has been received indicating H. E. W. Secretary, Califano, is proposing a \$200 million reduction in the 1979-80 appropriation for vocational education. This could represent a \$20 million reduction in California's allocation to community college districts.

ANALYSIS: Much of POST certified training is provided by community colleges which are funded by a combination of local, state, and federal sources. Funding reductions brought on by Proposition 13 has in some cases curtailed police academy training programs, which are considered vocational education courses. The proposed, federal vocational education reductions would aggravate the situation by further program curtailment. This curtailment may take the form of program elimination, reduced course offerings, or reduced staffing which affects the quality of training.

RECOMMENDATION: It is recommended the Commission approve communications with Federal authorities and congressional members expressing disapproval of the proposed reductions.

Attachment





DONALD E. MOURA  
LAW ENFORCEMENT TRAINING COORDINATOR  
SACRAMENTO CRIMINAL JUSTICE TRAINING CENTER  
570 BERGUT DRIVE, SUITE A  
SACRAMENTO, CA 95814

# Sacramento City College

3835 FREEPORT BOULEVARD • SACRAMENTO, CALIFORNIA 95822 • PHONE 449-7111

November 30, 1978

To : Vocational Education Instructors  
Vocational Education Advisory Committee Members

From : Joel Greenfield, Associate Dean, Occupational Education

Subject: Proposed \$200 Million Cut in Federal Vocational Education for Fiscal Year 1980

The purpose of this letter is to alert you to a critical situation which, if not averted, will have tremendous negative impact on vocational education throughout the nation. Secretary Califano has proposed a \$200 million cut in the 1979-80 appropriation for vocational education. This could result in a \$20 million cut in California's allocation, which would represent approximately a 50 percent reduction in federal funds available to local districts. This level of reduction, coupled with the cuts as a result of Proposition 13, would severely damage vocational education programs and services.

Attached material developed by the American Vocational Association presents a case for increased federal support of vocational education rather than a cut.

I would like to encourage you to direct letters to your own congressional delegation and Secretary Califano to express your feelings over the proposed cut. If you do send a letter, please send me a carbon copy so that I can make reference to your support in college initiated communication.

Thanks for your consideration of this important information and request.

JG:df  
Attachment

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title <b>Clarification of Commission Procedure F-1</b>		Meeting Date <b>January 18, 1979</b>
Division <b>Administration</b>	Division Director Approval	Research By <i>B. W. Richardson</i> <b>B. W. Richardson</b>
Executive Director Approval <i>Bradley W. Koch</i>	Date of Approval <b>1-4-79</b>	Date of Report <b>January 4, 1979</b>
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 _____).		
<p>The Commission's policy that units based upon life experience be limited to courses which are offered by the awarding institution is not being followed consistently by all educational institutions.</p> <p>One institution, for example, has added "Career Practicum Courses" to its catalogue and this action does not conform with the Commission's requirement that the "... courses are offered by the awarding institution." By adding these "catch-all" courses to its catalogue, the institution is awarding units of credit for certificated learning on such courses as Jail Operations, First Aid, Basic Reserve Course, etc. -- courses which are not offered by the educational institution.</p> <p>Another problem encountered in evaluating credit units awarded by the institution is that it is also awarding credits for life experience for such events as "taking a European trip, going through a divorce, landscaping a backyard, experiencing a death in the family, and watching a wife give birth to a child."</p> <p>These educators apparently believe that they are at least technically complying with the Commission's requirement that units of credit based upon experience be limited to courses which are routinely offered by the awarding institution.</p> <p>In order to ensure better understanding of the Commission's policy and intent insofar as credit for life experience is concerned, it is recommended that the following be included in Commission Procedure F-1.</p> <p>In order for an educational institution's degree/credits to be accepted in the issuance of any POST certificate, the following conditions must be met:</p> <ol style="list-style-type: none"> <li>1. The course catalogue of the degree/credit granting institution must contain a detailed description of any course for which credits are awarded.</li> <li>2. Units of credit awarded on the basis of an evaluation of life experience must be based upon an evaluation by a faculty member who teaches the specific subject area.</li> </ol>		
Utilize reverse side if needed		

3. The course must be offered as a regular part of an educational institution's curriculum, and members of the student body who are not earning units of credit on the basis of life experience must be able to attend the course.
4. Units of credit awarded for training completed at other than the awarding institution, sometimes referred to as "certificated learning", must be restricted to obviously comparable courses offered by the educational institution and which are courses that may be attended by members of the institution's student body who are not earning units of credit on the basis of life experience.
5. Assessments in the award of credit for experiential learning-- both "extra institutional learning" and certificated learning--must be limited to that which is demonstrated by students in terms of specific articulated curriculum and course equivalence.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823



EXECUTIVE OFFICE  
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December 1, 1978

Nancy Dyar, Ph. D.  
Director, External Degree Programs  
Saint Mary's College  
Box 397  
Moraga, CA 94575

Dear Dr. Dyar:

This is to acknowledge your letter of November 27, 1978.

You may be assured that all of your correspondence will be provided to each Commissioner prior to the meeting.

Sincerely,

BRADLEY W. KOCH  
Acting Executive Director

# Saint Mary's College

Box 397  
Moraga, CA 94575  
415/376-2540

November 27, 1978

External Degree Programs

Bradley W. Koch  
Acting Executive Director  
Commission on Peace Officer Standards & Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

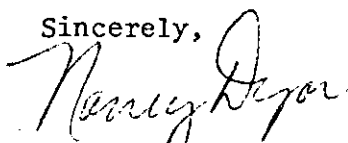
Dear Mr. Koch:

Thank you very much for your letter informing me of the Commission meeting to be held in January in San Diego. Our graduation exercises will be held the following weekend, and it will not be possible for the College to be represented.

I would appreciate, however, your providing my letter of October 20, 1978 to Mr. Garlington, to each member of the Commission before they consider this agenda item.

I cannot state strongly enough that I feel the Commission does its peace officers an injustice by restricting the kind and amount of credit awarded for life experience by institutions who have made such awards based on high academic standards.

Sincerely,



Nancy Dyar, Ph.D.  
Director

nd/eh

NOV 29 9 55 AM '78  
COMMISSION ON PEACE OFFICER STANDARDS & TRAINING

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

10 BOWLING DRIVE, SUITE 250  
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(916) 445-0345

November 16, 1978

Nancy Dyar, Ph. D.  
Director, External Degree Programs  
Saint Mary's College  
Box 397  
Moraga, CA 94575

Dear Dr. Dyar:

This is in reply to your letter of October 20, 1978 concerning the proposal that the Commission include specified explanatory language in its policy regarding life experience.

We too, appreciate the inconvenience resulting from the untimely notification to you of the Commission's October meeting at which this matter was an agenda item. In anticipation of receipt of your views regarding this proposal, staff recommended the removal of the item from the agenda and placement on the Commission agenda at its January 18/19, 1979 meeting, which we anticipate will be located in San Diego.

Your written communications regarding this matter will be presented to the Commission, and should Saint Mary's College desire to make a vocal presentation before the Commission, this may also be arranged.

Sincerely,

BRADLEY W. KOCH  
Acting Executive Director

*BWK/br*

# Saint Mary's College

Box 397  
Moraga, CA 94575  
415/376-2540

October 20, 1978

External Degree Programs

William R. Garlington  
State of California. Department of Justice  
Commission on Peace Officer Standards & Training  
7100 Bowling Drive. Suite 250  
Sacramento. California 95823

Dear Mr. Garlington:

I received your letter dated October 6, 1978 but postmarked October 18, 1978 on October 19, 1978, after the meeting in Eureka had already been held. Therefore I had no opportunity to respond to your letter, either in person or in writing.

I should like to say that my original statements in support of the POST policy essentially stand, with the exception that in no way do I believe that a person should only be allowed credit in areas where the College offers comparable courses. The standard of acceptance at the College is that a course--from an accredited college or from review of the college--equivalent level of a "certificated" or "faculty assessed" experience--must be transferable to St. Mary's and be applicable toward the degree. Courses are offered, for example, at schools all over the country; such courses or their equivalents may not be offered at St. Mary's College, but they may be transferable to the College. Of course the person who reviews the course must be knowledgeable of college curriculum in this area, and the College has used criminal justice specialists to establish conventions for some courses and programs. Dr. Art Orton, member of the St. Mary's faculty, presently makes evaluations on courses and experiences where no conventions have been established.

I do not quite understand your statement, "It has come to our attention that Saint Mary's College offers credits through 'Faculty Assessed Learning' and 'Certificated Learning,' an action which has the appearance of circumvention of the Commission's policy." With all due respect to the Commission, I do not believe the College is bound in their actions by the policies of the Commission on Peace Officer Standards and Training. It is our sincere intent in awarding any credit for experiential learning to preserve the academic integrity of the collegiate degree while acknowledging

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COMMISSION ON POST

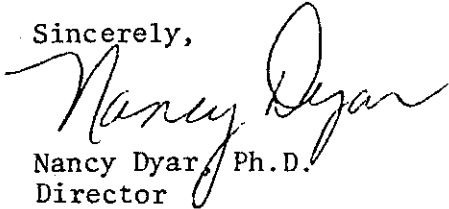
William Garlington

October 20, 1978

Page 2

that there are other ways to earn credit than the traditionally accepted ones. This is precisely why I supported your limit of forty units as stated in POST Bulletin 77-1. The restriction of offering a comparable course on the college campus before experiential credit can be awarded I do not support. Unfortunately, however, the only persons who really lose are the students/peace officers who are attempting to advance in their profession.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Dyar". The signature is written in black ink and is positioned above the typed name and title.

Nancy Dyar, Ph.D.  
Director

cc: Mervin Dymally, Lieutenant Governor  
Evelle J. Younger, Attorney General

nd/eh



November 16, 1978

Donald C. Kleckner  
Provost  
Alfred North Whitehead College  
University of Redlands  
Redlands, CA 92373

Dear Provost Kleckner:

This is in reply to your letter of October 30, 1978 concerning the proposal that the Commission include specified explanatory language in its policy regarding life experience.

We too, appreciate the inconvenience resulting from the untimely notification to you of the Commission's October meeting at which this matter was an agenda item. In anticipation of receipt of your views regarding this proposal, staff recommended the removal of the item from the agenda and placement on the Commission agenda at its January 18/19, 1979 meeting, which we anticipate will be located in San Diego.

Your written communications regarding this matter will be presented to the Commission, and should Alfred North Whitehead College desire to make a vocal presentation before the Commission, this may also be arranged.

Sincerely,

BRADLEY W. KOCH  
Acting Director  
Exec.

GWG/lr

ALFRED  
NORTH  
WHITEHEAD  
COLLEGE

OFFICE OF THE PROVOST

of liberal and career studies

October 30, 1978

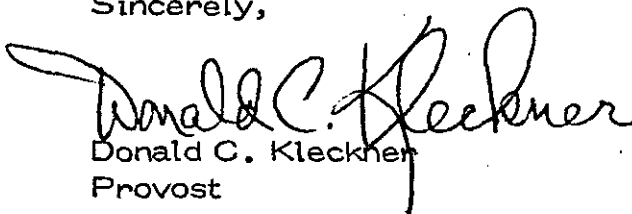
William R. Garlington, Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Garlington:

I am in receipt of your letter dated October 6, 1978, and, as you probably realize, there are several areas of concern. I would like to comment upon three items at this time. First, there is the disconcerting matter of dates: your letter, dated October 6, 1978; the Commission meeting scheduled for October 19, 1978; and our receipt of your letter on October 24, 1978, -- all of which puts us in an awkward situation. Then, there is immediate concern for the recurrence of an ex post facto situation, wherein students currently enrolled will be subject to what is, if not a change in policy, at least a change in interpretation. Finally, I would note here that former Provost Atkins' letter of February 15, 1977, refers only to the 40-unit provision of your policy on "life experience" credit. It was his personal understanding from conversation with persons acquainted with your operation that the other policy items would not be interpreted to our detriment -- a fact evident by virtue of both the letter's complete focus on total unit limits and the complete omission of any mention of the other policy items.

You can expect a more definitive response upon further review of your letter and its implications by our entire professional staff.

Sincerely,

  
Donald C. Kleckner  
Provost

cc: Gary Swaim  
Wayne Martindale

DCK:lv

NOV 3 10 09 AM '78  
COMMISSION ON POST

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

October 6, 1978

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(916) 322-2180MANAGEMENT SERVICES  
(916) 445-0345

Donald Kleckner, Provost  
Alfred North Whitehead College  
The University of Redlands  
Redlands, California 92373

Dear Provost Kleckner:

In January 1977, the Commission adopted policy regarding acceptance of units of credit or degrees that are based upon life experience. Subsequently, Gordon C. Atkins, Provost, Alfred North Whitehead College, commented upon this policy and endorsed its adoption by the Commission (see the enclosed letter dated February 15, 1977, and POST Bulletin 77-1, which deals with this subject). The Commission's policy, in part, provides that units of credit accepted by POST are limited to courses which are offered by the awarding educational institution.

It has come to our attention that Alfred North Whitehead College now offers "Career Practicum Courses", an action which has the appearance of circumvention of the Commission's policy. To allay further misinterpretation of this policy, the Commission proposes to include in its policy this additional explanatory language:

1. The course catalogue of the degree/credit granting institution must contain a detailed description of any course for which credits are awarded.
2. Units of credit awarded on the basis of an evaluation of life experience must be based upon an evaluation by a faculty member who teaches the specific subject area.

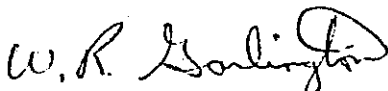
October 6, 1978

3. The course must be offered as a regular part of an educational institution's curriculum, and members of the student body who are not earning credit units on the basis of life experience must be able to attend the course.
4. Credit units awarded for training completed at other than the awarding institution, sometimes referred to as "certificated learning", must be restricted to obviously comparable courses offered by the educational institution which may be attended by members of the institution's student body.
5. Assessments in the award of credit for experiential learning-- both "extra-institutional learning" and certificated learning-- must be limited to that which is demonstrated by students in terms of specific articulated curriculum and course equivalence.

The Commission has applied, and will continue to apply, its policy to degrees for which the process of obtaining life experience-oriented units of credit is begun following February 15, 1977. Units of credit and degrees so affected, which fail to conform to the Commission's policy, will be rejected.

This matter is on the Commission Meeting agenda on October 19, 1978, at 10 a.m. at the Eureka Inn, Eureka, California. Because of the short notice of this Commission Meeting, should you wish to respond, please so advise me so that this matter can be placed on the Commission Meeting agenda for January 18/19, 1979; this meeting is scheduled for Southern California.

Sincerely,



WILLIAM R. GARLINGTON  
Executive Director

Enclosures

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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October 6, 1978

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(916) 322-2180MANAGEMENT SERVICES  
(916) 445-0345

Dr. Nancy Dyar  
Saint Mary's College of California  
Office of External Degree Programs  
P. O. Box 397  
Moraga, CA 94575

Dear Dr. Dyar:

In January 1977, the Commission adopted policy regarding acceptance of units of credit or degrees that are based upon life experience. Subsequently, Dr. Nancy Dyar, Director, Office of External Degree Programs, Saint Mary's College, commented upon this policy and endorsed its adoption by the Commission (see the enclosed letter dated February 3, 1977, and POST Bulletin 77-1, which deals with this subject). The Commission's policy, in part, provides that units of credit accepted by POST are limited to courses which are offered by the awarding educational institution.

It has come to our attention that Saint Mary's College offers credits through "Faculty Assessed Learning" and "Certificated Learning", an action which has the appearance of circumvention of the Commission's policy. To allay further misinterpretation of this policy, the Commission proposes to include in its policy this additional explanatory language:

1. The course catalogue of the degree/credit granting institution must contain a detailed description of any course for which credits are awarded.
2. Units of credit awarded on the basis of an evaluation of life experience must be based upon an evaluation by a faculty member who teaches the specific subject area.

October 6, 1978

3. The course must be offered as a regular part of an educational institution's curriculum, and members of the student body who are not earning credit units on the basis of life experience must be able to attend the course.
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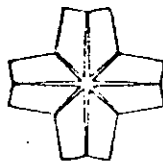
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This matter is on the Commission Meeting agenda on October 19, 1978, at 10 a. m. at the Eureka Inn, Eureka, California. Because of the short notice of this Commission Meeting, should you wish to respond, please so advise me so that this matter can be placed on the Commission Meeting agenda for January 18/19, 1979; this meeting is scheduled for Southern California.

Sincerely,

  
WILLIAM R. GARLINGTON  
Executive Director

Enclosures



Saint Mary's College of California

Office of External Degree Programs  
P.O. Box 397  
Moraga, California 94575

415/ 376-2540

February 3, 1977

Chairman of the Commission  
Police Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Chairman:

We at Saint Mary's College would like to go on record as being in full support of the POST policy of accepting up to forty units of experiential learning toward the bachelor's degree. It is the feeling of our College that college-level learning, whatever the source, is valid and that higher education is doing a disservice to adult students by not acknowledging and crediting documentation of a very wide range of learning experiences. It is a credit to POST that it has developed an established policy in this important academic area.

Sincerely,

*Nancy Dyar*

Nancy Dyar  
Director

ND/mb

RECEIVED  
FEB 17 1977  
STUDENT RECORDS DEPT.

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

200 BOWLING DRIVE, SUITE 250  
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(916) 445-4515

February 25, 1977

Gordon C. Atkins, Provost  
The University of Redlands  
Alfred North Whitehead College  
Redlands, California 92373

Dear Provost Atkins:

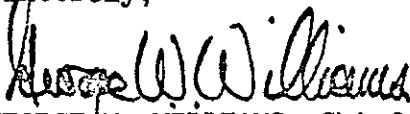
This is in reply to your recent letter concerning the Life Experience Degree Program.

We understand your interests in the Life Experience Degree Program and appreciate your taking the time to present them to us.

It is anticipated that the Life Experience Degree topic will be included on the agenda of the Commission's meeting of March 25, 1977, at the Host Airport Hotel, Sacramento Metropolitan Airport. A copy of your letter will be provided to each of the Commissioners.

If I may be of assistance to you regarding this matter, please feel free to contact me.

Sincerely,

  
GEORGE W. WILLIAMS, Chief  
Staff Services Bureau  
Administration Division





of liberal and career studies

February 15, 1977

Mr. Otto H. Saltenberger  
Police Officers Standards and  
Training Commission  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Saltenberger:

Word has reached me concerning a meeting of POST on January 20, 1977, at which time an agenda item entitled Life Experience Degree Program was presented for discussion. I note that the Commission was seeking approval as a policy the statement presented as item one in the notes distributed,

"Education points and college degrees which are acquired through the award of units based on experience are accepted only as follows: No more than 40 units of credit based on experience are included in the transcripts related to the award of a baccalaureate degree."

Officials at POST are to be congratulated in adopting this generous provision with respect to collegiate opportunities open to adult students. It conforms to policies now in effect in many institutions.

The past few years have demonstrated dramatically the need for colleges and universities to develop highly innovative programs at the baccalaureate and higher levels to meet present and emerging needs for the education of deserving adults in our society. Education at all levels is presently undergoing exacting reappraisal; it is evident that the role of colleges must be expanded to accommodate adult learners. President Varner, of the University of Nebraska, has said, "Our society will not permit us to ignore the large number of adult learners currently unserved by the existing efforts of higher education. The real question is whether...the institutions we represent have the imagination, the vigor, and the determination to follow through..."

I am happy to be able to call attention to the efforts of the University of Redlands since 1971 to work in the direction of fulfilling these

needs. One area in which we have worked consistently is that of the Administration of Justice; a number of police officers have been attracted to our program over the years. We offer the degree of Bachelor of Arts with emphasis in Public Service and Management. Students entering this program are eligible to receive credit for non-institutional learning acquired during their careers. It should be noted that we have not identified this as credit for life experience; it is regarded as credit for what has been learned from experience. At A. N. Whitehead College of the University of Redlands, a review of our students who have completed the program indicates that, on an average, 9.6 semester units of credit have been granted for non-institutional learning. To limit credit for non-institutional learning to six units outside the field of law enforcement, (item 3 of POST Interim policy), serves to defeat efforts to encourage breadth of background. An average of 19 semester units of credit has been granted for attendance at professional schools. In those instances where students have presented for credit consideration an evaluation under provisions of the Swan Bill, special care has been exercised to avoid duplication. Except for a limited number of situations in which some latitude has been extended by an academic review board, the student entering the degree program at A. N. Whitehead College of the University of Redlands must have completed the first two years (60 semester units) with an average grade of not less than 2.0; a minimum of 30 units must be completed with the University for the degree. We have found our police officer degree candidates to be highly motivated; many of them have enrolled in programs leading to advanced degrees, and we are proud to have them as active members of the University alumni group.

As chief administrator of the A. N. Whitehead College of the University of Redlands, I endorse the items proposed for inclusion as part of Commission Procedure F1 (Professional Certification Program), Section I-4.c. I am happy to have this opportunity to sketch for you the details of the University program in the Administration of Justice.

Sincerely,

  
Gordon C. Atkins  
Provost

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

10 BOWLING DRIVE, SUITE 250  
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October 6, 1978

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Donald Kleckner, Provost  
Alfred North Whitehead College  
The University of Redlands  
Redlands, California 92373

Dear Provost Kleckner:

In January 1977, the Commission adopted policy regarding acceptance of units of credit or degrees that are based upon life experience. Subsequently, Gordon C. Atkins, Provost, Alfred North Whitehead College, commented upon this policy and endorsed its adoption by the Commission (see the enclosed letter dated February 15, 1977, and POST Bulletin 77-1, which deals with this subject). The Commission's policy, in part, provides that units of credit accepted by POST are limited to courses which are offered by the awarding educational institution.

It has come to our attention that Alfred North Whitehead College now offers "Career Practicum Courses", an action which has the appearance of circumvention of the Commission's policy. To allay further misinterpretation of this policy, the Commission proposes to include in its policy this additional explanatory language:

1. The course catalogue of the degree/credit granting institution must contain a detailed description of any course for which credits are awarded.
2. Units of credit awarded on the basis of an evaluation of life experience must be based upon an evaluation by a faculty member who teaches the specific subject area.

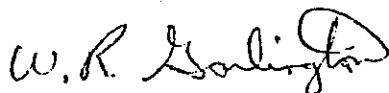
October 6, 1978

3. The course must be offered as a regular part of an educational institution's curriculum, and members of the student body who are not earning credit units on the basis of life experience must be able to attend the course.
4. Credit units awarded for training completed at other than the awarding institution, sometimes referred to as "certificated learning", must be restricted to obviously comparable courses offered by the educational institution which may be attended by members of the institution's student body.
5. Assessments in the award of credit for experiential learning-- both "extra-institutional learning" and certificated learning-- must be limited to that which is demonstrated by students in terms of specific articulated curriculum and course equivalence.

The Commission has applied, and will continue to apply, its policy to degrees for which the process of obtaining life experience-oriented units of credit is begun following February 15, 1977. Units of credit and degrees so affected, which fail to conform to the Commission's policy, will be rejected.

This matter is on the Commission Meeting agenda on October 19, 1978, at 10 a.m. at the Eureka Inn, Eureka, California. Because of the short notice of this Commission Meeting, should you wish to respond, please so advise me so that this matter can be placed on the Commission Meeting agenda for January 18/19, 1979; this meeting is scheduled for Southern California.

Sincerely,



WILLIAM R. GARLINGTON  
Executive Director

Enclosures

November 16, 1978

Donald C. Kleckner  
Provost  
Alfred North Whitehead College  
University of Redlands  
Redlands, CA 92373

Dear Provost Kleckner:

This is in reply to your letter of October 30, 1978 concerning the proposal that the Commission include specified explanatory language in its policy regarding life experience.

We too, appreciate the inconvenience resulting from the untimely notification to you of the Commission's October meeting at which this matter was an agenda item. In anticipation of receipt of your views regarding this proposal, staff recommended the removal of the item from the agenda and placement on the Commission agenda at its January 18/19, 1979 meeting, which we anticipate will be located in San Diego.

Your written communications regarding this matter will be presented to the Commission, and should Alfred North Whitehead College desire to make a vocal presentation before the Commission, this may also be arranged.

Sincerely,

BRADLEY W. KOCH  
Acting Director  
Exec.

GWG/lr

ALFRED  
NORTH  
WHITEHEAD  
COLLEGE

OFFICE OF THE PROVOST

of liberal and career studies

October 30, 1978

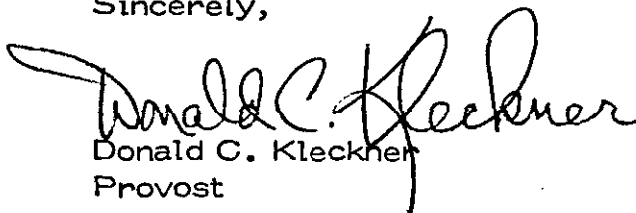
William R. Garlington, Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Garlington:

I am in receipt of your letter dated October 6, 1978, and, as you probably realize, there are several areas of concern. I would like to comment upon three items at this time. First, there is the disconcerting matter of dates: your letter, dated October 6, 1978; the Commission meeting scheduled for October 19, 1978; and our receipt of your letter on October 24, 1978, -- all of which puts us in an awkward situation. Then, there is immediate concern for the recurrence of an ex post facto situation, wherein students currently enrolled will be subject to what is, if not a change in policy, at least a change in interpretation. Finally, I would note here that former Provost Atkins' letter of February 15, 1977, refers only to the 40-unit provision of your policy on "life experience" credit. It was his personal understanding from conversation with persons acquainted with your operation that the other policy items would not be interpreted to our detriment -- a fact evident by virtue of both the letter's complete focus on total unit limits and the complete omission of any mention of the other policy items.

You can expect a more definitive response upon further review of your letter and its implications by our entire professional staff.

Sincerely,

  
Donald C. Kleckner  
Provost

cc: Gary Swaim  
Wayne Martindale

DCK:lv

NOV 3 10 09 AM '78  
COMMISSION ON POST

42594

2/8/78

Date

Referee

PACR SHEET (Rough)

Academic Credit for Prior Learning Experience

Robert McCaugan  
Student Assessed

J. Glend.  
Assessment Counselor

Tests 1  
Group (Program)

(Give brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible)

Bob has several courses related to his job as a  
peace officer.

- p. 16 1972 Carlsbad P.D. - Reserve Academy 60 hrs.
  - 17 1973 Law Enf. Trg. Sch. - Firearms & Laws of Arrest 40 hrs.
  - 19 1975 Acc. Defiant Driving - Adv. Drivers Training 24 hrs.
  - 22 1975 Basic certificate - one year on job
  - 23 1974 Carlsbad P.D. - Doppler Radar 8 hrs.
  - 24 1974 San Diego Co. Sheriff - Outlaw Motorcycle Gangs 20 hrs.
  - 27-29 1972-1975 Carlsbad P.D. - In Service Training 24 hrs.
  - 30 1977 Bohn Fair Institute - Jury Plea Systems 80 hrs.
- Total 256 hrs.

Please give any feedback necessary for assessment counselor.

ANWC

Adm. Just. 395 A, B, C.

Career Practicum

13 units

Accept 13 units  
S. D. McCaugan

42594

2/8/78  
Date

\_\_\_\_\_  
Referee

PAGE SHEET (Rough)

Academic Credit for Prior Learning Experience

Robert McEugan      V. Grand      Units 1  
Student Assessed      Assessment Counselor      Group (Program)

(Give brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible)

ANNC  
SR. 306 Sociology of Stress      3 units

The student describes his adolescence with respect to his behavior and resultant treatment (being sent to Sog Republic), his response to that treatment (rebellion, escape attempts) and final resolution to change, adapt and adjust.

Please give any feedback necessary for assessment counselor.

Accept 3 units.  
S.G. McEldowney



STUDENT NAME: VIERA, ARTHUR  
 PLACE AND DATE OF BIRTH: Roade Island 5-17-50  
 DATE ADMITTED AND STATUS: Undergraduate HONORS

STUDENT NUMBER: 553-76-4799

I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT STUDENT IS IN GOOD STANDING UNLESS OTHERWISE NOTED.

*Perren C. Smith*  
Registrar

MAJOR EMPHASIS: PUBLIC SERVICE MANAGEMENT

MEMORANDA A & B REQUIREMENT MET 1/18/78

GRADUATION DATE: APRIL 14, 1978

DEGREE: BACHELOR OF ARTS

REDLANDS, CALIFORNIA JUL 27 1978  
 TRANSCRIPT IS OFFICIAL ONLY WHEN SEAL AND SIGNATURE ARE AFFIXED

FIRST SEMESTER 1977

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
E&BA 322	THEORY OF ORGANZTN	2.3	3.0	3.0	6.9
PSYC 301	PERS/PROF ASSESS	3.3	4.0	4.0	13.2
SOC 311	METH SOC SCI RESRCH	2.3	3.0	3.0	6.9
SOC 381A	PROJECT PRACTICUM	3.7	2.0	2.0	7.4

INTERIM (SUMMER) 1977

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
PSYC 351	EVALUATION TECHNIQUE	3.3	4.0	4.0	13.2

SECOND SEMESTER 1978

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
SOC 361	MANGMT CONCPY SOC SY	3.0	4.0	4.0	12.0
PHIL 321	ETHICAL/POLITCL ISS	2.7	4.0	4.0	10.8
ENGL 381	REPORT WRITING	3.3	3.0	3.0	9.9
SSCI 381B	PROJECT PRACTICUM	4.0	3.0	3.0	12.0
		3.07	30.0	30.0	92.3
			120.0	120.0	

ADVANCED TRANSFER CREDIT

San Diego City College	18 Units
Golden West College	1
Mira Costa College	46
	<hr/> 65 Units

FACULTY ASSESSED UNITS

Soc. 148 Soc. of Family	2 Units
Adjus.347 Comm. Police Relations	3
Adjus.303 Interview. & Interrog.	3
Adjus.308 Patrol Procedures	3
	<hr/> 11 Units

CERTIFICATED ASSESSED UNITS

Adjus. 302 Prin. of Invest.	3 Units
Adjus. 395 A,B Career Practicum	11
	<hr/> 14 Units

TOTAL TRANSFER CREDIT 90 Units

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur Wilson Student Assessed L. Wallace Assessor Units 1-2 Group

School: U/R 14/12/73 Credit Proposed: 2

Department: SOCIOLOGY 444 Dr. J. Finley (1.5.74)

Course: ~~Social Organization & Change~~ Section 2 pp. 5A-59

Experience in or Knowledge of: Social Organization & Change

Social Organization & Change

Involvement:

Arthur moved around the country a great deal as a boy due to his father's job. He attended schools in California, Hawaii, North Carolina and New York - having to adjust to social organizations and educational institutions which were all very different. He compares some of the significant differences with regard to environment, youth social culture and friendships.

Documentation - Section 2 pp. 60-67

- I/we have reviewed the student's portfolio material and concur with the recommendation. approved
- I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

Some documentation of learning from the experience of growing up in a frequently moving family. Partial credit

L. Wallace  
Signature

1/24/75  
Date

Cert

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur Tiera  
Student Assessed

Eileen Hanson  
Assessor

Unit 1  
Group

Institution: Anew

Credit Proposed: 3 (4)

Department: Coj 302

Section: (6) pp. 18

Course: Principles of Investigation

Documentation:  
Section: 6 pp. 36

Involvement:

The student took a 40 hour training course thru the FBI CPD in Crime Scene Search (+ Advanced Crim. Investig; p 36)

- I/we have reviewed the student's portfolio material and concur with the recommendation.
- I/we have reviewed the student's portfolio material and do not concur. I/we need the following:

S. McElhorne  
Signature

1-20-76  
Date

ct

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur J. ... Eileen ... Unit 1  
Student Assessed Assessor Group

Institution: W. R. ... Credit Proposed: 3 11  
Department: A. 15. ... Section: (6) pp. 15  
Course: 395 Career Practicum Documentation:  
Section: 6 pp. 31-2

Involvement:

The student participated in 48 hours of CPR & advanced first aid thru ARC & C. Fred Dept. Also took 48 hours in-service training with Carlisle P. 1972-1975. Mil. Service - 4 yrs. U.S. Marine Corps. NV. 1975-0330 attended several schools dealing with communications with Army recommendation of 3 units U.D. (1st, 2nd, 3rd) (8 hrs) Advanced Airborne Training (24 hrs), Foreign (1 hr).

- (X) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur. I/we need the following:

... ..

... ...  
Signature Date

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Richard V. Vicari  
Student Assessed

L. Malone  
Assessor

Unit 1  
Group

School: Concord

Credit Proposed: 3

Department: Police Dept 308

Course: Police Patrol

Experience in or Knowledge of: Section 8 pp. 110-113

*Patrol Procedures*

Involvement:

*Student describes his work as a police officer on patrol. He relates his attitudes about addressing the public and his techniques for apprehending citizens in an effective and courteous manner.*

Documentation - Section 8 pp. 114-122, 142-143

- (- ) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

*about 3 units*

S. W. Tolson  
Signature

1-13-72  
Date

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Student Assessed: Michael W. Brown Assessor: W. Williams Group: Unit 1  
 School: San Diego State Credit Proposed: 3  
 Department: CRIM. JUSTICE Adj 303  
 Course: Interviewing & Interrogation  
 Experience in or Knowledge of: \_\_\_\_\_ Section 8 pp. 95-100

Rape Investigation

Involvement:

Arthur describes his training in Rape Investigation with regard to techniques of Interviewing and Interrogation. A majority of his field knowledge was acquired from other officers as well as his training.

Documentation - Section 8 pp. 101-108, 112-123

- ( ) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

Adj 3 units

St. W. Williams  
Signature

1-15-78  
Date

RATIONALE

ACADEMIC CREDIT FOR PRIOR LEARNING

Student Assessed Assessor Group

School: Annex Adj 347 Credit Proposed: 2  
Department: CRIM. JUSTICE  
Course: 395 COMMUNITY SERVICE IN CRIM. JUSTICE

Experience in or Knowledge of: Section 8 pp. 19-24

Community Service Officer Program

Involvement:

Active describes his job as community service officer as being very rewarding and challenging. He worked with children school classes on a biweekly basis, educating the children on bicycle safety, the role of the police officer and more.

Documentation - Section 8 pp. 72, 142-143

- (X) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

100% 3 units

S. H. [Signature]  
Signature

11/1/78  
Date

# UNIVERSITY OF REDLANDS

PERMANENT RECORD

REDLANDS, CALIFORNIA

STUDENT NAME: **VIERA, ARTHUR** STUDENT NUMBER: **553-76-4799**

PLACE AND DATE OF BIRTH: **Roade Island 5-17-50**

DATE ADMITTED AND STATUS: \_\_\_\_\_

MAJOR EMPHASIS: **PUBLIC SERVICE MANAGEMENT** Undergraduate HONORS

MEMORANDA **A.B. REQUIREMENT MET 1/18/79**

GRADUATION DATE: **APRIL 14, 1978**

DEGREE: **BACHELOR OF ARTS**

I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT STUDENT IS IN GOOD STANDING UNLESS OTHERWISE NOTED.

*Peru C. Smith*  
Registrar

REDLANDS, CALIFORNIA: **APR 27 1978**  
TRANSCRIPT IS OFFICIAL ONLY WHEN SEAL AND SIGNATURE ARE AFFIXED

**FIRST SEMESTER 1977**

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
EBA 322	THEORY OF ORGANZTN	2.3	3.0	3.0	6.9
SYC 301	PERS/PROF ASSESS	3.3	4.0	4.0	13.2
OC 311	METH SOC SCI RESRCH	2.3	3.0	3.0	6.9
OC 381A	PROJECT PRACTICUM	3.7	2.0	2.0	7.4

**INTERIM (SUMMER) 1977**

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
SYC 351	EVALUATION TECHNIQUE	3.3	4.0	4.0	13.2

**SECOND SEMESTER 1978**

DEPT. NO.	COURSE TITLE	GR.	UNITS	GRADED UNITS	GRADE POINTS
OC 361	MANGMT CONCPY SOC SY	3.0	4.0	4.0	12.0
HIL 321	ETHICAL/POLITCL ISS	2.7	4.0	4.0	10.8
NGL 381	REPORT WRITING	3.3	3.0	3.0	9.9
SCI 381B	PROJECT PRACTICUM	4.0	3.0	3.0	12.0
		3.07	30.0	30.0	92.3
			120.0	120.0	

**ADVANCED TRANSFER CREDIT**

San Diego City College 18 Units  
 Golden West College 1  
 Mira Costa College 46  
65 Units

**FACULTY ASSESSED UNITS**

Soc. 148 Soc. of Family 2 Units  
 Adjus.347 Comm. Police Relations 3  
 Adjus.303 Interview. & Interrog. 3  
 Adjus.308 Patrol Procedures 3  
11 Units = 4 1/2 mos

**CERTIFICATED ASSESSED UNITS**

Adjus. 302 Prin. of Invest. 3 Units  
 Adjus. 395 A,B Career Practicum 11  
14 Units

**TOTAL TRANSFER CREDIT 90 Units**



RATIONALE

Cent  
42595

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur Isaac Eileen Hueros Unit 1  
Student Assessed Assessor Group

Institution: U of R / Anac  
Department: A. 15  
Course: 395 Career Practicum

Credit Proposed: 2 11  
Section: 6 pp. 15  
Documentation:  
Section: 6 pp. 31-2

Involvement:

The student participated in 48 hours of CPK & advanced first aid three ARC & C Fire Dept. Also took 48 hours in-service training with Coastal P.I. 1972-1975. Mil. Service - 4 yrs. U.S. Marine Corps. NV 1715-0340 attended several schools bearing with commendations with Army Recommendation of 3 units U.S. Marine, Paratrooper, Mountain (8 hrs) Advanced Air Training (24 hrs), Supply (1 hr).

- (X) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur. I/we need the following:

None

Arthur Isaac Eileen Hueros  
Signature Date

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur Vicna Student Assessed      K. Williams Assessor      Vista 1 Group

School: U/R      Date: 1/21/75      Credit Proposed: 2

Department: Sociology 444      Dr. J. Family      (partial)

Course: Social Organization & Change

Experience in or Knowledge of:      Section 8      pp. 54-59

Social Organization & Change

Involvement:

Arthur moved around the country a great deal as a boy due to his father's job. He attended schools in California, Hawaii, North Carolina and New York - having to adjust to social organizations and educational institutions which were all very different. He compares some of the significant differences with regard to environment, youth social culture and friendships.

Documentation - Section 8 pp. 60-67

- I/we have reviewed the student's portfolio material and concur with the recommendation. approved
- I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

Some documentation of learning from the experience of growing up in a frequently moving family. Partial credit

Arthur Williams  
Signature

1/21/75  
Date

ACADEMIC CREDIT FOR PRIOR LEARNING

Anthony V. Vicari L. H. Hines  
Student Assessed Assessor

VINTA 1  
Group

School: Amherst  
Department: STAT  
Course: 305 POLICE PATROL

Credit Proposed: 3

Experience in-or-Knowledge of: \_\_\_\_\_ Section 8 pp. 110-112

*Patrol Procedures*

Involvement:

*Student describes his work as a police officer on patrol. He relates his attitudes about addressing the public and his techniques for apprehending citizens in an effective and courteous manner.*

Documentation - Section 8 pp. 114-122, 142-143

- (✓) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

*Accept 3 units*

S. M. Tolbenny  
Signature

1-13-77  
Date

RATIONALE

42595

ACADEMIC CREDIT FOR PRIOR LEARNING

Student Assessed Assessor

Group

School: San Diego State

Credit Proposed: 3

Department: CRIM. JUSTICE Adj 303

Course: Interviewing & Interrogation

Experience in or Knowledge of: \_\_\_\_\_ Section 8 pp. 95-100

Rape Investigation

Involvement:

Author describes his training in Rape Investigation with regard to techniques of Interviewing and Interrogation. A majority of his field knowledge was acquired from other veterans as well as his training.

Documentation Section 8 pp. 101-108, 142-143

- ( ) I/we have reviewed the student's portfolio material and concur with the recommendation.
- ( ) I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

Accept 3 units

Signature

Date

RATIONALE

42595

ACADEMIC CREDIT FOR PRIOR LEARNING

Student Assessed: Michael D. Smith Assessor: R. Williams Group: 11/12/1

School: Amite Adj 347 Credit Proposed: 3  
Department: CRIM. JUSTICE  
Course: 395 COMMUNITY SERVICE IN CRIM. JUSTICE

Experience in or Knowledge of: \_\_\_\_\_ Section 8 pp. 19-22

Community Service Officer Program

Involvement:

Active involves his job as community service officer as being very rewarding and challenging. He worked with elementary school classes on a bi-weekly basis, educating the children on bicycle safety, the role of the police officer and more.

Documentation - Section 8 pp. 72, 102-103

- I/we have reviewed the student's portfolio material and concur with the recommendation.
- I/we have reviewed the student's portfolio material and do not concur - I/we need the following:

400 p 3 units

S. Williams  
Signature

11-1-78  
Date

RATIONALE

Cert  
42595

ACADEMIC CREDIT FOR PRIOR LEARNING

Arthur Mend  
Student Assessed

Eileen Hanson  
Assessor

Vista 1  
Group

Institution: Anew

Credit Proposed: 3 (4)

Department: Coj 302

Section: (6) pp. 18

Course: Principles of Investigation

Documentation:  
Section: 6 pp. 36

Involvement:

The student took a 40 hour  
training course thru the FBI  
CPD in Crime Scene Search  
(+ Advanced Crim. Investig; p 36)  
and others

- I/we have reviewed the student's portfolio material and concur with the recommendation.
- I/we have reviewed the student's portfolio material and do not concur. I/we need the following:

S. McE...  
Signature

1-30-76  
Date

# EXPERIENTIAL LEARNING FACE SHEET

SEP 20 1978

DATE	June 8, 1978
GROUP	Sacto "B"

STUDENT ASSESSED	John Patrick Flood
------------------	--------------------

ASSESSOR	Mary Ann McQuillan
----------	--------------------

COURSE	Criminal Justice "Police-Community Relations". 2 UD.
--------	--

Give a brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible.

John Patrick Flood is a deputy sheriff in Sacramento County. He discusses two community-police involvement projects of which he is a part. He describes the variability of the public image of the police officer. He tells of establishing community rapport.

SEE: Section 8, pp. 66-69C, 83

I (we) have reviewed the student's portfolio material and concur with the recommendation.

I (we) have reviewed the student's portfolio and do not concur for the following reason.

--

SIGNATURE(S)	William P. Olan
--------------	-----------------

DATE	6-12-78
------	---------

EXPERIENTIAL LEARNING FACE SHEET

SEP 20 1978

DATE June 8, 1978

STUDENT ASSESSED John Patrick Flood	ASSESSOR Mary Ann McQuillan	GROUP Sacramento "B"
COURSE - Criminal Justice - Personnel Training - 2 UD		

Give a brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible.

John Patrick Flood is an instructor of cardiopulmonary resuscitation for the Sacramento County Sheriff's Department. He discusses the need for the classes on CPR (required by law), as well as his adaptation of the curriculum materials. He tells how he evaluated the class in terms of meeting its objectives.

SEE: Section 8, pp. 77A-F

I (we) have reviewed the student's portfolio material and concur with the recommendation.

I (we) have reviewed the student's portfolio and do not concur for the following reason.

SIGNATURE (S) <i>William D. O'Connell</i>	DATE 6/15/78
--	-----------------



EXPERIENTIAL LEARNING PAGE SHEET

SEP 20 1978

DATE	2/23/78
GROUP	Sacramento B

STUDENT ASSIGNED	John Patrick Flood
------------------	--------------------

ASSESSOR	Mary Ann McQuillan
----------	--------------------

COURSE	Business - Small Business Management - 2 UD
--------	---

Give a brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible.

John Patrick Flood is the owner of a security systems company. He discusses how he organized and began his small business. He tells how he selected management personnel and other staff. He talks about how he set up the bookkeeping system and necessary business forms. He includes copies of the forms and the sales manual used by the company.

SEE: Section 8, pp. 70-72, 84-88, and Appendix

<input checked="" type="checkbox"/> I (we) have reviewed the student's portfolio material and concur with the recommendation.	<input type="checkbox"/> I (we) have reviewed the student's portfolio and do not concur for the following reason.
---	---

This is a good proposal. It lacks discussion of how Mr. Flood came to develop his present methods of operation.

SIGNATURE (S)	William P. Olson	DATE	5-11-78
---------------	------------------	------	---------

EXPERIENTIAL LEARNING FACE SHEET

SEP 20 1978

STUDENT ASSESSED		ASSESSOR	DATE
John Patrick Flood		Mary Ann McQuillan	6-8-78
COURSE		GROUP	
Criminal Justice Justice (Special Topics)		Sacramento B Problem Solving in Criminal 2 UD	

Give a brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible.

John Patrick Flood is a deputy sheriff in Sacramento County. He tells of his development of a search and evacuation plan for the Sacramento County Court-house. He describes the drawbacks of the old plan, and his strategy for the formation of new plans. He discusses the delegation of responsibility to law enforcement officers in order to improve the speed of search or evacuation procedures. He tells of the four steps he uses in solving problems.

SEE: Section 8, pp. 62-65B, 82

I (we) have reviewed the student's portfolio material and concur with the recommendation.  I (we) have reviewed the student's portfolio and do not concur for the following reason.

[Empty box for comments or reasons]

SIGNATURE (S) William P. Olan DATE 6-12-78

EXPERIENTIAL LEARNING FACE SHEET

SEP 20 1978

DATE  
2/23/78

STUDENT ASSESSED John Patrick Flood	ASSESSOR Mary Ann McQuillan	GROUP Sacramento B
COURSE - Community Studies - Contemporary Community Struggles - 1 UD		

Give a brief description of experience, documentation, and evidence; suggest course equivalent and units, if possible.

John Patrick Flood holds a position on the board of his local homeowner's association. He tells of his involvement in a community campaign to have a turn lane constructed at the entrance to the housing development. He discusses the techniques employed to rally the community behind the issue, such as the distribution of fliers. He tells of media support, and of the homeowner's confrontation with the County Board of Supervisors. He includes newspaper clippings, and tells of the success of the campaign.

SEE: Section 8, pp. 74-77, 89-94

I (we) have reviewed the student's portfolio material and concur with the recommendation.  I (we) have reviewed the student's portfolio and do not concur for the following reason.

For four U.D. units Mr. Flood would have to discuss an issue or issues in greater depth - such as presenting learning outcomes and discussing the factors in a "struggle".

SIGNATURE (S)  
William R. O'Keefe

DATE  
5/1/78

**Memorandum**

To : All Commissioners

Date : January 4, 1979

From : Robert F. Grogan, Chairman  
**Commission on Peace Officer Standards and Training**Subject: **VALIDATION COMMITTEE STATUS REPORT**

The Job-Analysis Project of the California entry-level patrol officer position has been completed. Five one-day work seminars to obtain additional necessary information have recently been attended by a representative group of supervisors or command officers from agencies that participated in the primary job-analysis phase of the project.

Computer programs have been designed for the final processing and presentation of the job-analysis data that has been gathered. A summary of this information is planned in the near future to be provided to the 222 agencies that participated in the Job-Analysis Project. It is also planned that agencies will be able to obtain complete task-analysis data that is specific to their personnel, at cost from POST's computer consultants.

At the October Commission Meeting, the award by LEAA of \$134,753 was announced. This grant to POST is provided to produce a manual for selection procedures for entry-level law enforcement officers. The manual will include descriptions of how these materials were developed and it is expected that it will be nationally distributed for adoption in the other states where this is appropriate.

When originally proposed, this was to be a separate grant. Additional related staff positions would be filled and their work of replication of the materials produced in the primary grant would begin approximately six months after the primary grant's activities had begun. However, the grant for the replication activity was awarded as a supplement to the primary grant and subject to the same beginning and ending dates.

As a result of staff's discussions with LEAA, they have on their initiative extended the time of the project to two years--ending April 1980.

In order to adjust to these developments and to complete the objectives of the project within the funding and time limits that have been established, the existing staff will be retained throughout the entire time period of the grant. It is believed that existing staff's familiarity with the research and the materials they will produce for the primary activity of the project will facilitate the replication of those materials for national application.

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## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Reimbursement Procedures Change for Instructor Courses		Meeting Date January 18, 1979
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By G. DeCrona <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-2-79	Date of Report January 2, 1979
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"/> 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

Current Commission policy does not allow for partial reimbursement for courses not completed by a trainee, with the exception of the Basic and Motorcycle Courses.

There are several other courses that should be considered for partial reimbursement.

BACKGROUND

The Basic Course and Motorcycle Training Course are presently the only courses that are reimbursable for partial completion by a trainee. Several additional courses should be placed in the partial reimbursement category.

The courses are primarily designed for personnel that are potential instructors in the subject areas.

In many instances, it is not possible to determine a person's potential as an instructor until they have attended the course. This change would remove any unnecessary pressures upon instructors who properly fail a student and would increase the credibility of the course.

ANALYSIS

The following courses are designed primarily to train the trainer:

Chemical Agents Instructors Course	273-771
Defensive Tactics for Instructors	971-700
Firearms Instructors Course	967-770
Firearms Instructors Course	968-770
Firearms Instructors Course	969-770
Firearms Instructors Course	970-770
Firearms Instructors Course	273-770
Instructor Development Course	967-771
Instructor Development Course	968-771
Instructor Development Course	969-771
Instructor Development Course	970-771
Law Enforcement Self-Defense and Arrest Techniques-- Instructors Course	970-772
PR-24 Baton Instructors Course	441-771

Utilize reverse side if needed

FISCAL IMPACT: Savings based on trainees that would only attend a portion of the total hours is anticipated. Actual experience should be evaluated for Fiscal Year 79-80.

RECOMMENDATION

Approve for public hearing at the April 1979 meeting a change of policy and regulations to allow for reimbursement to agencies when a trainee attends only a portion of any class listed above under ANALYSIS. The trainee's department would be reimbursed only if his/her failure to complete the course was based upon the course instructor's written opinion that the trainee would not qualify as a competent instructor in the subject area of the course. Any courses included would be in addition to the Basic and Motorcycle Training Courses.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Supervisory and Management Course Equivalency		Meeting Date January 18-19, 1979
Division Operations	Division Director Approval <i>A. J. Johnson</i>	Researched By George Fox <i>GF</i>
Executive Director Approval <i>Bradley W. Koch</i>	Date of Approval 1-2-79	Date of Report 12-1-78
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

Should POST continue to accept "equivalent" non-certified training courses to meet POST mandated supervisory and management training?

BACKGROUND

Section 1005(b) of the POST regulations requires that every supervisory officer complete a certified supervisory course within one year of the officer's appointment to such position.

Section 1005(c) requires every officer appointed to a middle management position attend a certified management course within one year of such appointment.

In addition, Section 1008 allows a waiver of such training "upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training".

ANALYSIS

Equivalent training for the supervisory course has included satisfactory completion of a 3 unit semester length course on police supervision and the 60 hour "Techniques of Teaching" course.

The management course equivalent training has been satisfied several ways, including:

- (a) A Bachelor Degree in Police, Public, or Business Administration.
- (b) Eighteen upper-division semester units (24 quarter units) in Police or Public Administration, Budget Analysis, or Personnel Administration.
- (c) Completion of the FBI National Academy.

Approximately 200 management certificates are issued each year. About one-third are because of equivalent training. The great majority of the

(over)

Utilize reverse side if needed

Analysis (continued)

equivalent training is option (a), Bachelor Degree. There are also a few option (b), 18 units of upper-division courses and a few option (c), FBI National Academy. An exact count is unavailable at this writing.

Effective January 1, 1979 the content of the supervisory and management course is mandatorily based on the performance objective format with specifics derived from job analysis assessments previously conducted. Over a year of satisfactory presentations and evaluations preceded this conversion.

As a result of the above, the previously accepted "equivalents" no longer are equivalent.

RECOMMENDATION

Eliminate "equivalents" for the supervisory and management course for those individuals appointed to supervisory or management positions after January 1, 1980.



# Memorandum

Date : December 12, 1978

1979-80 Budget Letter 12

To : Department Directors  
Department Budget Officers  
Department of Finance Staff

From : Department of Finance

Subject: Section 27.2 Reductions

Budget Letter 7, dated September 22, 1978, stated that Section 27.2 reductions were permanent budget reductions but that departments were not required at that time to reduce authorized positions accordingly.

Since the issuance of that letter, Management Memo 78-41 notified departments that Section 27.2 positions were being abolished and instructions were issued to Finance budget staff to include the position count in the Summary by Object within each departmental budget. However, these instructions do not require that specific position detail be reflected in the Governor's Budget. The reason for this is to provide departmental management additional time to make prudent decisions on which positions can be deleted. A standard footnote will be included in the Budget that the detail for the position reductions will be provided prior to the legislative budget hearings.

*Accordingly, departments are to submit details of position reductions to the Department of Finance by February 10, 1979.*

Please call your Department of Finance analyst if you have any questions.



Charles E. Gocke  
Assistant Director

8143B

## Memorandum

To : Commission Budget Committee

Date : August 18, 1978

From : W. R. Garlington, Executive Director *Bill*  
Commission on Peace Officer Standards and Training

Subject: FISCAL YEAR 1979-80 POST BUDGET

This report covers my recommendations for the 1979-80 budget changes. Attached for comparison are reports and organizational charts concerning the POST budget for the present fiscal year, 1978-79.

Through planned attrition and gradual change in the assignment of personnel, POST staff has been reduced by nearly 20% in the past three years. In addition, recent action by the Governor's Office reduces the approved 1978-79 administrative budget by 3% (\$52,000) in the Personal Services category and 5% (\$34,000) in the Operating Expenses and Equipment category, a total of \$86,000 which has been frozen and is unexpendable. This action reduces our funding for personnel by two man years, and necessitates a reduction in the amount of money available for In-State Travel and Printing. The effect on fiscal year 1979-80 will be to automatically remove these positions from that budget unless appropriate steps are taken to retain them.

The baseline budget for fiscal year 1979-80 approved by Finance, presented to you in Attachment "A", indicates this reduction of 3% and 5%. It leaves in the administrative budget a total for planning estimates of \$2,414,270.

The Aid to Local Government budget category has not been changed and the baseline for 1979-80 is \$11,152,392. Because there appears to be no less demand for training this year, and the Commission may wish to upwardly adjust reimbursement later this year or next year, it is suggested:

1. Increase the Aid to Local Government category by \$500,000 up to \$11,652,392 for 1979-80.
2. Augment this year's budget (78-79) in the Aid to Local Government category by \$500,000 up to \$11,652,392.

These actions would reduce the accumulated reserve to approximately \$500,000 by July 1, 1980 and should be sufficient for at least 60% salary reimbursement into the 1980-81 fiscal year. It is anticipated, unless there is a marked decrease in training demand, that an adjustment in reimbursement will be required by July 1, 1981.

Planning estimates from CSTI and DOJ indicated that they will be requesting approximately the same amount of POST funding for their programs in the 1979-80 fiscal year. Also to be considered as a major expenditure is the data processing implementation, which will be reported on verbally at the meeting.

At the meeting I will have a report concerning the In-State travel budget. For planning purposes this data will be correlated to the time POST consultants spend in the field. Based on the results of this study, it may be recommended that In-State travel allocations be increased.

A final recommendation concerns the reclassification of one supervisory Senior Law Enforcement Consultant to a Law Enforcement Consultant II position. The reorganization from four to two divisions created an excess of one supervisor. We were allowed to keep the position, but agreed to downgrade it by attrition. A recent termination by a Senior Law Enforcement Consultant has accomplished this reclassification without a demotion.

Although the administrative budget reflects a minor reduction in personnel, with the exception of Management Services, I am satisfied the POST staff will be able to continue its services at the level expected in past years. In fact, consultant services in the training areas will be increased and the demand for Management Services is such there should be no real problem in responding to local agency needs.

Any detailed information you wish will be available at the meeting.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>CONTRACT MODIFICATION - MANAGEMENT COURSE INTERGOVERNMENTAL TRAINING &amp; DEVELOPMENT CENTER</b>		Meeting Date <b>January 18, 1979</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Glen Fine</b> <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-3-79</b>	Date of Report <b>January 3, 1979</b>

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

At its January 1978 meeting the Commission approved a contract with Intergovernmental Training and Development Center for one presentation of the POST Management Course. Amount of the original contract (#78-384-3) was \$6,830.

The course was presented in San Diego in September 1978. The presentation received outstanding ratings from students. Demand continues for the course and staff is requesting an increase in the contract to allow for two additional presentations. Added presentations are scheduled for January and April 1979.

RECOMMENDATION

Approve an increase in contract #78-384-3 from \$6,830 to \$21,677.50.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Data Conversion Contract</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>David A. Wallis</b> <i>DAW</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-5-79</b>	Date of Report <b>January 4, 1979</b>
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"/> 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:

Commission authorization is requested for the Executive Director to contract with a private vendor for key data entry services in order to convert POST's files to an electronic storage medium.

Background:

A feasibility study was prepared by POST staff and the Department of Justice which confirms POST's needs for electronic data processing (EDP) and proposes several EDP solution alternatives to satisfy POST's data processing needs.

The study was submitted to the State Department of Finance which gave its approval for POST to proceed in establishing an EDP system, using its own minicomputer.

Data conversion is one of the first steps POST must take in implementing the EDP System.

Analysis:

Data conversion involves transferring the data in POST's manually operated files to an electronic storage medium for future processing by a computer. It is a basic and time-consuming task. Once accomplished, maintenance is routine. However, in order to become operational in the period established, it is necessary to maximize the use of time. To secure bids and wait for a future Commission meeting for contract approval would cause a substantial delay in the project.

Contracting with a private data processing agency is the most feasible alternative for data conversion. POST has neither the staff nor the equipment to do it. Other state agencies with data processing facilities are not available to perform this conversion within our time constraints. The competitive bid process will secure a contract for the necessary service at the least cost on a timely basis. Staff estimates the maximum cost for the data conversion to be \$32,000.

Recommendation:

The Commission authorize the Executive Director to enter into a contract, not to exceed \$32,000, with the lowest bidding EDP contractor to perform POST's data conversion needs.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training  
EDP SYSTEM IMPLEMENTATION SCHEDULE

EVENT	1978	1979											
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FEASIBILITY STUDY REPORT APPROVAL Out-Put Doc. Sign-Off, POST Staff File Selection Criteria Established Commission Approval of Data Conversion Bid Final Draft of Data Conversion Bid Develop Criteria for Bid Evaluation	△												
ISSUE INVITATION FOR BID FOR DATA CONVERSION Develop Batch Control Process Vendor Reply Due			△										
BID EVALUATED AND AWARDED First Draft of Procurement Document Data Conversion			△										
ISSUE PROCUREMENT DOCUMENT, PHASE I Vendor Reply Due Quarterly Report Due to Finance Commission Approval of Bid for EDP System Evaluation of Vendor Reply Develop Criteria for Bid Evaluation				△									
ISSUE PROCUREMENT DOCUMENT, PHASE II Vendor Reply Due						△							
BID EVALUATED AND AWARDED Quarterly Report Due to Finance System Design Completed Data Conversion Completed Programming Design Completed							△						
HARDWARE DELIVERY AND INSTALLATION Quarterly Report Due to Finance System Tested Operator Training Completed										△			
SYSTEM PRODUCTION Post-Implementation Evaluation (6/80)													△

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Proficiency Testing Data Entry Contract</b>		Meeting Date <b>January 18-19, 1979</b>
Division <b>Administration</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>David A. Wallis</b> <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-5-79</b>	Date of Report <b>January 4, 1979</b>

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:

Commission authorization is requested for the Executive Director to contract with a private vendor for key data entry services to enter the necessary data into POST's data processing system to comply with AB 2664 (Chapter 1193).

Background:

In 1978, the State Legislature passed AB 2664 (Chapter 1193) for the purpose of standardizing Basic Course training. It requires the Commission to develop a trainee proficiency testing program, including a standardized examination which will enable comparisons between presenters of such training, and development of a data base for subsequent training programs.

Analysis:

It will be necessary to enter the data required to implement AB 2664 concurrently with the conversion of POST's files to an electronic data processing system. The State Department of Finance has approved for the 1978-79 budget up to \$8,500 for use in implementing the training/testing requirement mandated by AB 2664.

Recommendation:

The Commission authorize the Executive Director to enter into a contract not to exceed \$8,500, with a private EDP contractor to enter the necessary data into POST's EDP system to satisfy the mandates of AB 2664 (Chapter 1193).

Utilize reverse side if needed