

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Advisory Committee Meeting

October 24, 1979  
Sacramento

The meeting was called to order at 9:45 a.m. by Chairman Bob Wasserman.  
Present were:

Organizational Survey Committee

Robert Edmonds	Commissioner	Assistant Sheriff Los Angeles Sheriff's Dept.
Jay Rodriguez	Commissioner	Manager, Community Relations KNBC-4, Los Angeles
Kay Holloway	Chairman, POST Commission	Chief of Police Coalinga Police Dept.
Louis Sporrer	Commissioner	Assistant Chief-Retired Los Angeles Police Dept.

Absent:

Joe Williams	Commissioner	Councilman, Fresno
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Advisory Committee Members

Robert Wasserman	CPOA	Chief of Police, Fremont
Barbara Ayres	WPOA	Captain Orange County Sheriff's Dept.
Wayne Caldwell	Specialized Law Enforcement	California State Employees' Association
John Riordan	PORAC	Sgt., San Rafael Police Dept.
J. Winston Silva	Community Colleges	Supervisor, Criminal Justice Education & Trng., California Community Colleges
George Tielsch	CPCA	Chief of Police, Anaheim P.D.
Larry Watkins	CHP	Commander, Trng., Division California Highway Patrol

Absent:

Alex Pantaleoni	CAAJE	Rio Hondo College
Herb Ellingwood	Public Member	Attorney at Law
Edwin Meese III	Public Member	Attorney at Law
Dale Rickford	CAPTO	Captain, Antioch P.D.
Roy Whiteaker	CSSA	Sheriff, Sutter County

Visitors:

Michael Gonzales	CAPTO	Sgt., Montebello P.D.
Richard Pacileo	CSSA	Sheriff, El Dorado County
Ben Clark		Riverside Sheriff's Dept.

Staff:

Norman C. Boehm	Executive Director	POST
Ron Allen	Chief, Executive Office	POST
Don Beauchamp	Legislative Coordinator	POST
Sally Carney	Secretary	POST

Several members were absent due to inclement weather; flights were not arriving at the Sacramento Metropolitan Airport.

INTRODUCTIONS

Dale Rickford, CAPTO, and Roy Whiteaker, CSSA, have both resigned from their positions as members of the Advisory Committee. Their proposed replacements nominated by the respective organizations are Michael Gonzales, Sergeant from Montebello Police Department for CAPTO, and Richard Pacileo, Sheriff of El Dorado County for CSSA. There are five other nominations: Barbara Ayres, WPOA; Alex Pantaleoni, CAAJE; Bob Wasserman, CPOA; John Riordan, PORAC; Edwin Meese III, Public Member; and a new nomination for the vacant Public Member position, Robert Coombs, UCLA professor, by Chairman Holloway. All these nominations will be acted upon at the October 25-26, 1979 Commission meeting.

The POST liaison for the Advisory Committee is now Ronald T. Allen, Chief, Executive Office. Mr. Allen expressed his pleasure at his appointment and assured the Advisory Committee members he would be happy to assist them any way he could.

APPROVAL OF AUGUST 23, 1979 MINUTES

MOTION: Wayne Caldwell, second by J. Winston Silva, the minutes of the August 23, 1979 meeting be approved as written. MOTION CARRIED.

LEGISLATIVE UPDATE

Don Beauchamp made a status report on legislation affecting POST. Bills that have an impact on POST are the following: AB 493, SB 729, AB 1055, AB 1310, and AB 1337. (Attachment A).

PROPOSED STATEMENT OF THE ROLE OF THE ADVISORY COMMITTEE

The proposed role statement was reviewed and after two minor points of clarification were made, the general consensus was acceptance of the role statement. The changes will be reflected in the final statement. This statement will be part of a packet that will contain a brief rundown of the constituencies that are represented on the Advisory Committee, along with the current roster. This will be given to new Commissioners and Advisory Committee members to help them understand the role of the Advisory Committee. (Attachment B).

REVIEW OF COMMISSION AGENDA

Mr. Boehm reviewed the Commission agenda for the benefit of the group. The following are the items that were of interest to the Advisory Committee:

- . Otto Saltenberger's resignation of September 24, 1979 was announced and the Advisory Committee wished to express its appreciation for his years of excellent service to POST.
- . The Advisory Committee also expressed its appreciation to Brad Koch for his service as Interim Director.
- . The Public Hearing on the Specialized Executive Certificate brought mixed feelings to the group. Some expressed concern that this might dilute the achievement of this certificate. The Executive Certificate is the only certificate not available to specialized agencies. Mr. Boehm emphasized the Specialized Certificate would be different from the regular Executive Certificate. A list of the agencies eligible to receive the Specialized Executive Certificate is attached. (Attachment C).

- Mr. Boehm discussed the proposed Advanced Officer Course Reimbursement Policy. He indicated his proposal was a tentative measure to deal with allocating the Peace Officer Training Fund equitably.

#### REPORTS FROM MEMBERS

Specialized Law Enforcement - Wayne Caldwell reported they are studying the recommendations of the joint Senate and Assembly Committee that is revising peace officer classifications in connection with the 830 section of the Penal Code.

WPOA - Barbara Ayres reported they are presenting a 3-day Officer Survival Seminar at CSTI on November 5, 6, and 7, 1979. This course is not POST reimbursable.

Police Chiefs' Association - George Tielsch reported they are hosting a seminar at the Airport Host Hotel October 25 and 26, 1979 on how to cope with the impact of Proposition 13.

Community Colleges - Win Silva's report was a presentation by Ben Clark, Sheriff, Riverside County on an update of the Administration of Justice Curriculum. The Commission has not assigned the Advisory Committee to this project but indicated they could participate on an individual basis, and have encouraged members to do so. The Chancellor's Office will ask the Commission to assign this to the Advisory Committee as a project. (Attachment D).

PORAC - John Riordan reported they are having their Annual Conference in San Diego at the Sheraton Harbor Island. The Board of Directors' Meeting is on the 25th and 26th, and the Conference itself is on the 27th, 28th, and 29th. On the Friday after the Conference there will be a Stress Seminar for wives and families. The seminar will deal with different types of stress associated with police work.

CPOA - Bob Wasserman reported they are having an All Committee Conference starting November 7 and 8 in Oakland at the Hyatt House. There will be a co-meeting of the Executive Boards of California Chiefs' and California Sheriffs' and CPOA on Tuesday evening. This committee will breakfast with the Attorney General on Wednesday morning.

CPOA is planning to provide training in report writing. The course is designated to train the trainers. Bruce Olsen will be the primary instructor for the course.

MEETING DATES FOR 1980

MOTION: John Riordan, second by J. Winston Silva, to schedule Advisory Committee meetings in conjunction with the Commission meetings on the day(s) prior to the Commission meetings. MOTION CARRIED

The scheduled dates of the 1980 Commission meetings are:

January 17-18, 1980 - San Diego Hilton, San Diego  
April 17-18, 1980 - Northern California (Redding)  
July 24-25, 1980 - Southern California (Santa Barbara)  
October 16-17, 1980 - Northern California (Bay Area)

The scheduled dates of the 1980 Advisory Committee meetings are:

January 16, 1980 - San Diego Hilton, San Diego  
April 16, 1980 - Redding  
July 23, 1980 - Santa Barbara  
October 15, 1980 - Northern California (Bay Area)

ORGANIZATIONAL SURVEY COMMITTEE

The Organizational Survey Committee met in the afternoon with the Advisory Committee for a final review of the statement of the Role of the Advisory Committee. There was concurrence on the part of all as to the appropriateness of the statement. The two minor points of clarification pointed out in the morning's review of the statement were approved.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,



Sally Sue Carney  
Recording Secretary

A D D E N D U M

On October 25, 1979, the Commission on Peace Officer Standards and Training considered the issue of the Advisory Committee terms of expiration and vacancies. The following reappointments and appointments were made:

Barbara Ayres, Women Peace Officers' Association - reappointed

Alex Pantaleoni, California Association of Administration of Justice Educators - reappointed

Bob Wasserman, California Peace Officers' Association - reappointed

John Riordan, Peace Officer Research Association of California - reappointed

Edwin Meese III, Public Member - reappointed

Robert Coombs, Public Member - new appointment

Richard Pacileo, California State Sheriffs' Association - new appointment

Michael Gonzales, California Association of Police Training Officers - new appointment.

Commission on Peace Officer Standards and Training

13 Members

ROSTER OF ADVISORY COMMITTEE MEMBERS  
(3 Year Appointments)

1979

		<u>Expires</u>
<u>Chairman</u>		
WASSERMAN, Robert California Peace Officers' Association (CPOA)	Chief of Police Fremont Police Department 39710 Civic Center Drive Fremont, CA 94538 (415) 791-4473	10/1982
<u>Vice Chairman</u>		
CALDWELL, Wayne C. Specialized Law Enforcement	121 Lloyd Way Auburn, CA 95603 (916) 885-6739	9/1980
<u>Members</u>		
AYRES, Barbara Women Peace Officer's Association (WPOA)	Captain Orange County Sheriff's Office 550 N. Flower Street Santa Ana, CA 92702 (714) 834-3000	10/1982
COOMBS, Dr. Robert Public	Professor of Biobehavioral Sciences and Assistant Director for Research at the Neuropsychiatric Institute at U.C.L.A. 1612 Hobart Drive Camarillo, CA 93010 (805) 484-3661 Ext. 2379	9/1981
ELLINGWOOD, Herbert E. Public	Attorney at Law 812 Jay Street Sacramento, CA 95814 (916) 447-6571	9/1981
GONZALES, Michael California Association of Police Training Officers (CAPTO)	Sergeant Montebello Police Department 1600 W. Beverly Blvd. Montebello, CA 90640 (213) 722-3600	10/1982
MEESE, Edwin III Public	Attorney at Law 10911 Sunray Place La Mesa, CA 92041 (714) 461-0331	10/1982

		<u>Expires</u>
PACILEO, Richard California State Sheriff's Association (CSSA)	Sheriff, El Dorado County 300 Fair Lane Placerville, CA 95667 (916) 626-2211	10/1981
PANTALEONI, C. Alex California Association of Administration of Justice Educators (CAAJE)	Rio Hondo College 3600 Workman Mill Road Whittier, CA 90601 (213) 692-0921 Ext. 221	10/1982
RIORDAN, John Peace Officers' Research Association of California (PORAC)	Sergeant San Rafael Police Department 1400 Fifth Avenue San Rafael, CA 94902 (415) 457-6161	10/1982
SILVA, J. Winston Community Colleges	Supervisor, Criminal Justice Education and Training California Community Colleges 1238 S Street Sacramento, CA 95814 (916) 445-0486	9/1981
TIELSCH, George P. California Police Chiefs' Associatiion	Chief of Police Anaheim Police Department P.O. Box 3369 Anaheim, CA 92803 (714) 533-5515	9/1980
WATKINS, Larry A. California Highway Patrol	Commander, Training Division California Highway Patrol 2555 First Avenue Sacramento, CA 95818 (916) 445-9236	9/1981



STATUS OF PENDING LEGISLATION OF INTEREST TO POST

ACTIVE\*

<u>Bill/Author</u>	<u>Subject</u>	<u>Status</u>	<u>Commission Position</u>
SB 313 (Briggs)	State Police - expands authority of State Police	Governor vetoed	Watch
AB 332 (Mountjoy)	Court Funding: Disposition of Fines - requires the State to reimburse each county for the salary of court personnel	In Assembly	Watch
SB 459 (Dills)	Motorcycle and Motorized Bicycle Rider Training: Funding and Penalty Assessments - creates new special fund	In Assembly	Watch
AB 493 (Moore)	Revise Penalty Assessment to Percentages - deletes the formula \$5 on every \$20 fine or increment	In Assembly	Oppose
SB 729 (Richardson)	D. A. Investigators: POST Reimbursement - Makes counties eligible for reimbursement of District Attorney criminal investigator training	In Assembly	Oppose
AB 796 (McAllister)	Penalty Assessments: Additional Assessment - adds additional penalty assessment on traffic offenses to reimburse DMV for costs of processing traffic citations	In Assembly	Watch
SB 922 (Wilson)	Advanced Driver Training - POST to establish standards	In Senate	Watch
SB 924 (Smith)	Correctional Standards - Board of Corrections to establish	Signed by Governor	Watch
AB 937 (McVittie)	DA's Investigators: POST Reimbursement - makes counties eligible for reimbursement of DA's criminal investigator training	Failed passage in Senate	Oppose
AB 1055 (Fenton)	Basic Course: Testing	In Senate	Oppose
AB 1310 (Young)	Selection and Training - POST to develop job-related education and selection standards	Referred to Study	Oppose
AB 1337 (Alatorre)	White Collar and Crime Prevention Training - POST to provide	In Senate	Oppose

\*Active means the Commission has or may take an official position.

10/2/79

## ROLE OF THE POST ADVISORY COMMITTEE

### Purpose

The Advisory Committee of the Commission on Peace Officer Standards and Training is established for the principal purpose of providing two-way communications between the Commission and associations and organizations sharing a vital interest in the activities and decisions of the Commission. The Advisory Committee shall be a consortium of representatives of common interest groups which convenes periodically to give and receive information, review projects and programs, and make recommendations to the Commission.

### Procedures

The Advisory Committee may:

- o Receive briefings on POST's programs, projects, and major issues.
- o Call to the attention of the Commission any suggestions or concerns of members' associations and organizations and the Advisory Committee collectively.
- o Formulate specific proposals for consideration when directed by the Commission.

The Advisory Committee does not have responsibility to undertake projects of its own. Rather, the Advisory Committee's function in this regard shall be to provide input on specific, precisely defined issues as directed by the Commission and serve as a sounding board for the Commission. It shall not receive projects initiated by staff nor direct staff; however, communication with staff shall be encouraged and maintained.

The Advisory Committee shall schedule as far in advance as practical at least four meetings annually, any one or more of which may be cancelled if deemed not necessary by the Chairman. One of the four scheduled meetings shall be with the Commission or its representatives, preferably at or near the site of the Commission meeting and the day before.

The Chairman of the Advisory Committee shall attend Commission meetings and serve as spokesman for the Advisory Committee.

AGENCIES IN SPECIALIZED PROGRAM

<u>Agency</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res./Letter of Intent</u>	<u>Effective Date</u>
Amador Co. D.A. Inves. (I)		x	#1988	6-23-70
Contra Costa Co. D.A. Inves. (I)		x	#70-665	10-13-70
Contra Costa Co. Marshal (I)	2	x	#70-665	10-13-70
Dept. of Alcoholic Bev. Control (I)	2	x	Letter	12-16-69
Dept. of Forestry (R)	6	x	Letter	9-10-70
Dept. of Cons. Affairs/Inves. (I)		x	Letter	2-2-70
Dept. of Cons. Affairs Medical Quality Assurance (I)		x	Letter	8-4-78
Dept. of Fish and Game (R)	1	x	Letter	3-5-70
Dept. of Gen. Services/Calif. State Police (R)	5	x	Letter	5-5-70
Dept. of Justice/Law Enforcement (I)	13	x	Letter	8-4-72
Dept. of Motor Vehicles (I)	1	x	Letter	3-5-70
East Bay Muni. Utility Dist. (R)		x	#27177	1-14-75
El Camino Comm. College Dist. (R)		x	Letter	6-7-71
Fresno Co. D.A. Inves. (I)		x	Resolu.	8-11-70
Glenn Co. D.A. Inves. (I)		x	#79-16	2-13-79
Humboldt Co. D.A. Inves. (I)		x	#70-61	7-21-70
Humboldt Co. Marshal (R)		x	#70-61	7-21-70
Kings Co. D.A. Inves. (I)		x	#74-72	6-25-74
Kern Co. D.A. Inves. (I)		x	#72-25	1-11-72
Los Angeles City Unified School Dist. (R)			Pending	1-18-79
Los Angeles City Housing Auth. (R)			Pending	1-18-79
Los Angeles Comm. College Dist. (R)	2	x	Letter	4-16-71
Los Angeles Co. D.A. Inves. (I)		x	Resolu.	1-1-70

I--Investigative  
R--Regular

Revised 11-79

<u>Agency</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res./Letter of Intent</u>	<u>Effective Date</u>
Los Angeles Co. Marshal (R)		x	Resolu.	1-1-70
Los Angeles Co. Small Craft Harbor (R)		x	Resolu.	5-30-72
Los Angeles Harbor Police (R)			Resolu.	10-9-74
Los Medanos Security Officer (R)		x	Letter	10-24-74
Madera Co. D.A. Inves. (I)		x	#72-264	3-28-72
Marin Co. Coroner's Office (I)		x	#70-192	6-16-70
Marin Co. D.A. Inves. (I)		x	#70-192	6-16-70
Mariposa Co. D.A. Inves. (I)		x	#72-16	2-15-72
Mendocino Co. D.A. Inves. (I)		x	#71-469	9-21-71
Monterey Co. D.A. Inves. (I)		x	#72-192	5-2-72
Napa Co. D.A. Inves. (I)		x	#70-142	10-27-70
Oceanside Small Craft Harbor Dist. (R)	1	x	#72-1	1-12-72
Orange Co. Arson Inves. Unit (I)		x	#71-1111	1-5-71
Orange Co. D.A. Inves. (I)	1	x	#71-310	3-23-71
Orange Co. Marshal (R)	2	x	#71-310	3-23-71
Peralta Comm. College Dist. (R)	1	x	Letter	7-28-71
Placer Co. D.A. Inves. (I)		x	#72-690	11-21-72
Riverside Co. D.A. Inves. (I)	1	x	Resolu.	7-27-70
Riverside Co. Marshal - Indio (R) - Riverside (R)	1	x	Resolu.	11-30-71
Sacramento Co. Coroner's Office (I)	1	x	#71-799	10-13-71
Sacramento Co. D.A. Inves. (I)	2	x	#70-943	12-7-70
Sacramento Co. Marshal (R)	2	x	#70-943	12-7-70
Sacramento Co. Wel. Fraud Inves. (I)	1		#74-114	2-4-74
San Bernardino Co. D.A. Inves. (I)	1	x	Resolu.	1-19-71
San Bernardino Co. Marshal (R)	2	x	Resolu.	1-19-71
San Diego Co. D.A. Inves. (I)	1	x	#70-2	7-27-70

<u>Agency</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res./Letter of Intent</u>	<u>Effective Date</u>
San Diego Co. Marshal (R)		x	#53	8-4-70
San Joaquin Co. D.A. Inves. (I)		x	#70-1058	6-3-70
San Luis Obispo Co. D.A. Inves. (I)		x	#70-513	9-8-70
San Mateo Co. D.A. Inves. (I)		x	Letter	1-13-70
Santa Barbara Co. D.A. Inves. (I)	1	x	#71-724	10-26-71
Santa Barbara Co. Marshal - Goleta (R) - Santa Maria (R)	2	x(2)	#74-918	12-2-74
Santa Clara Co. D.A. Inves. (I)	1	x	Resolu.	11-20-73
Santa Cruz Co. D.A. Inves. (I)				7-12-79
Santa Fe Railway (R)		x	Letter	4-5-74
Santa Monica Comm. College (R)		x	Letter	12-18-75
Shasta Co. Coroner's Office (I)		x	#71-169	11-29-71
Shasta Co. D.A. Inves. (I)		x	#11-108	8-2-71
Solano Co. Marshal (R)	1	x	Resolu.	12-28-71
Sonoma Co. D.A. Inves. (I)	1	x	#29942	6-23-70
Sonoma Co. Wel. Fraud Inves. (I)		x	#29942	6-23-70
Southern Pacific Trans. Co. (R)	1	x	Letter	8-9-73
Stanislaus Co. D.A. Inves. (I)	1	x	Resolu.	12-4-73
State Center Comm. College Dist. (R)	1	x	Letter	8-26-71
State Fire Marshal/Arson Inves. (I)	3	x	Letter	1-8-75
Sutter Co. D.A. Inves. (I)			#74-214	11-26-74
Tehama Co. D.A. Inves. (I)		x	#126-1972	11-21-72
Trinity County D.A. Inves. (I)				5-23-79
Tulare Co. D.A. Inves. (I)		x	#70-1618	6-3-70
Tulare Co. Marshal (R)		x	#70-1618	6-3-70
Union Pacific Railroad Co./Sec. (R) & Spec. Service Dist.		x	Letter	2-5-75
Ventura Co. D.A. Inves. (I)		x	Resolu.	6-16-70
Ventura Co. Marshal (R)		x	Resolu.	6-8-71

Attachment D

The need for this project was perhaps best expressed by Dr. Sidney W. Brossman, former Chancellor of the California Community Colleges in his foreword on the original Core Curriculum Project when he said, "California Community Colleges are attentive to the needs of people in their districts. Each college endeavors to provide occupational programs to meet employer needs as well as those of its students." In addition, Dr. Brossman noted that, "these programs are constantly examined and revised for compatibility with local practices, as well as state and national standards and needs."

The field of Administration of Justice has been, and is in a state of constant and fairly rapid change. There is increasing demand for practical job specified training and education based on established performance objectives. It is important that we know the thinking of practitioners in the field on how they perceive these courses being taught to keep abreast of current and future changes.

If the California Community Colleges are going to continue to meet the needs of people in their districts it is essential to (1) review what they are currently doing; (2) obtain input concerning necessary changes/revisions; (3) make these changes/revisions, and (4) implement the revised curriculum.

The goal of this project (to update Administration of Justice Curriculum for use in programs throughout the State) will be accomplished by meeting the following objectives:

1. Review:  
Review of the current curriculum by the contractor and consultants.
2. Establish:  
Select a Curriculum Development Committee in consultation with the specialist in Criminal Justice Education, Chancellor's Office, California Community Colleges.
3. Consult:  
The Committee will review the present curriculum and solicit suggestions from colleges, practitioners, and others regarding needed changes.
4. Write:  
These changes will be incorporated in the new curriculum and reviewed by as many people in the field as possible.
5. Disseminate:  
The revised curriculum will be distributed.

It is recognized that this project differs from many in that it is taking an established product currently in use by Community Colleges throughout the State for the purpose of updating that product. The project begins with interested practitioners and what might be considered a first draft.

This project starts with the selection of a Curriculum Development Committee. The Committee will be provided with the existing curriculum for their review. Liaison will be established with the Criminal Justice Liaison Committee to the Articulation Conference (Liaison Committee), California Association of Administration of Justice Educators, California Association of Police Training Officers, the California Academy Directors Association, California Peace Officers Association, and other interested groups and individuals.

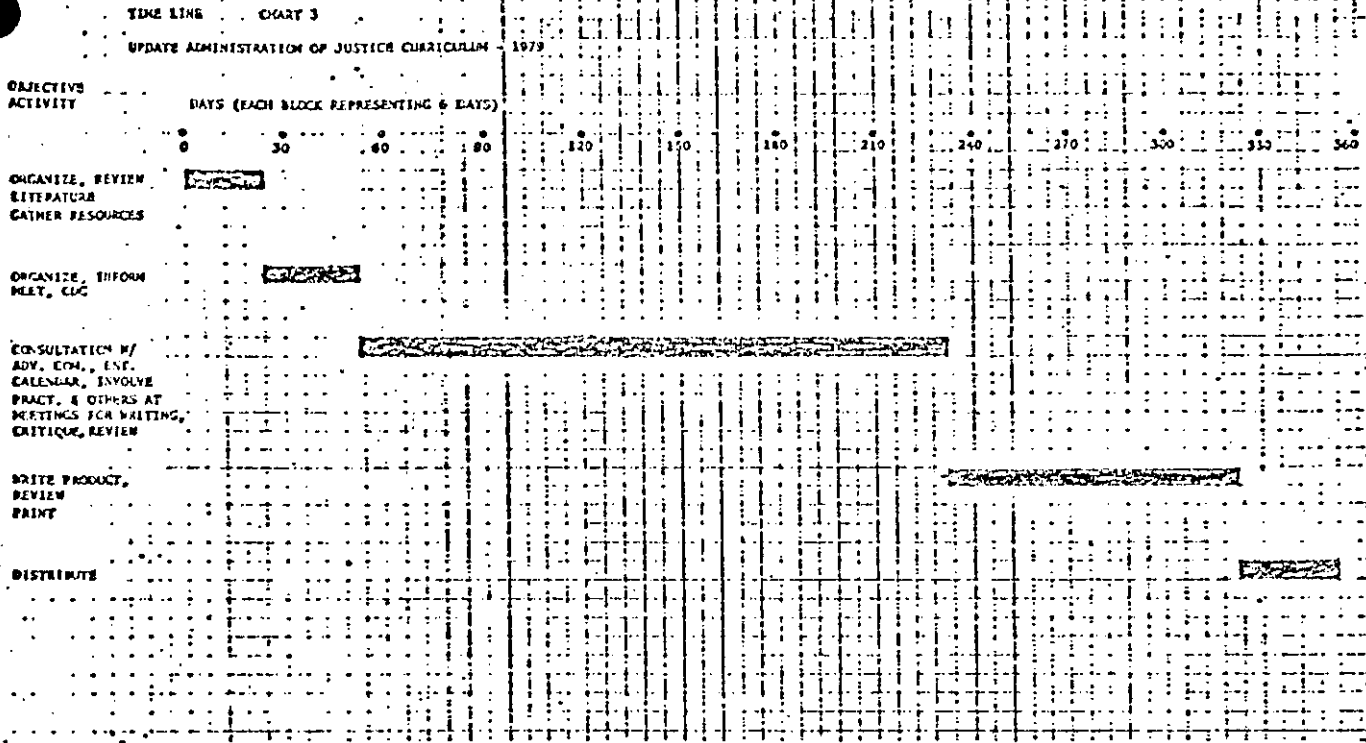
The project director will develop a representative advisory committee to oversee the total curriculum revision. It is intended that this advisory committee will have broad representation from all segments of the criminal justice system, as well as the private sector.

Copies of the current curriculum will be sent to the Advisory Committee, Community Colleges and four year institutions currently utilizing it. They will be asked to review and make comments and recommendations concerning changes to the Curriculum Development Committee.

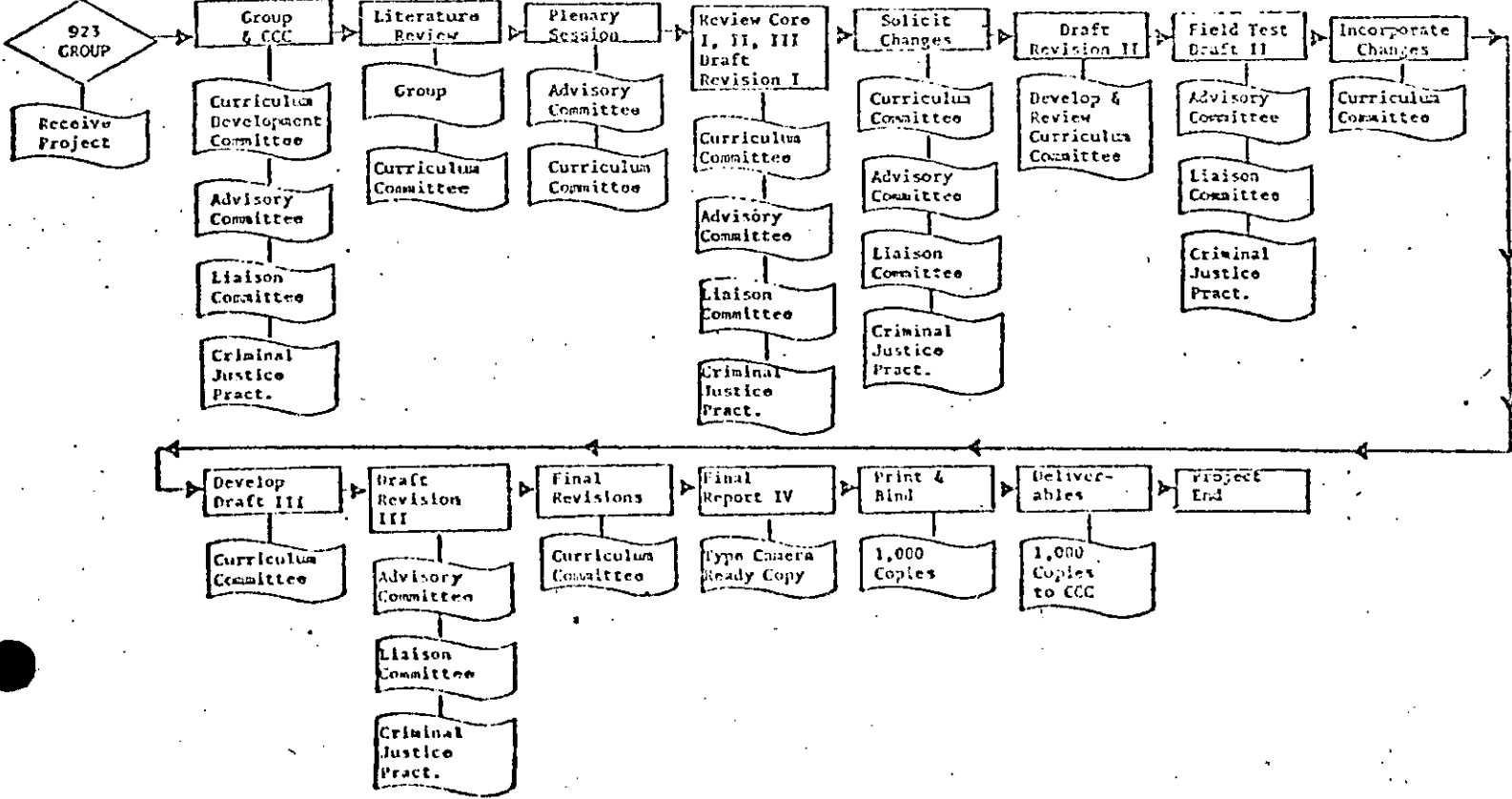
The 923 Group and the Curriculum Development Committee will prepare a draft of the curriculum incorporating these recommendations for revision. This draft will be reviewed by the Advisory Committee, the Liaison Committee, CAAJE, CAPTO, CPOA, and other selected groups and individuals to secure further suggestion for necessary change and/or revision.

A draft will be prepared to include these revisions. This draft will be reviewed by the above mentioned groups and returned to the 923 Group for preparation of a final draft.

The final revision will result in a camera ready copy from which 1,000 copies will be printed and bound. These copies, and the original camera ready copy will be delivered to the Chancellor's Office.



FLOW CHART 1  
UPDATE ADMINISTRATION OF JUSTICE CURRICULUM - 1979



1. Review the Administration of Justice Curriculum now being used in the California Community Colleges.

#### ACTIVITIES

1. Receive and execute the contract.
2. Organize for the project.
3. Review the current Administration of Justice curriculum.
4. Review the literature.
5. Assemble sufficient copies of all literature for the project.
6. Assemble the necessary forms to be used during the project.

#### DESCRIPTION

Once the contract has been awarded, there is a need for an organizational period and time to accumulate sufficient copies of all of the literature which will be used during the course of the project. The Group will review the literature to insure that proper qualifications have been determined for the consultants who will participate. This will be based upon the literature and the expertise of the consultants to be involved. Following the review, the Group will meet with the criminal justice specialist from the Chancellor's Office to determine the exact composition of the Curriculum Development Committee. The Advisory Committee selection will be discussed at that time. This meeting will also be used to determine the calendaring of participating agencies and groups.

TIME ACTUAL 21 Days

TIME CUMULATIVE 21 Days

#### OBJECTIVE

2. Establish the Curriculum Development Committee.

#### ACTIVITIES

1. Select the Committee.
2. Contact and arrange for establishment of the first meeting.
3. Send out resource material.
4. Conduct a two day meeting with the Committee.

#### DESCRIPTION

The Curriculum Development Committee, under the direction of the Group will produce the end product, that is, the updated Administration of Justice Curriculum. It is anticipated that this committee will consist of from 8 to 10 members who will write the 22 courses under the direction of the Group. This will be done with the input of a representative group of Administration of Justice educators and practitioners in the State. The first meeting will have 3 major objectives. One, to introduce to the Committee the total project and the Committee's involvement with the curriculum and the practitioners. Two, to exchange as much information as possible concerning the courses and literature review. Three, to produce a working revision which will be exchanged with the practitioners and other participating groups in the State.

TIME ACTUAL 30 Days

TIME CUMULATIVE 51 Days

#### OBJECTIVE

3. Consult with practitioners and solicit recommendations for change.

#### ACTIVITIES

1. Establish an Advisory Committee.
2. Establish a calendar for critique and review.
3. Establish a list of criminal justice practitioners or agencies to be involved.
4. Establish meetings with the Liaison Committee and other interested groups.



7. Establish reproduction schedules for the various revisions.
8. Establish meeting dates with the criminal justice specialist in the Chancellor's Office.

DESCRIPTION

The involvement of the field practitioners with the Curriculum Development Committee and the Group is the major activity of the project, as this will lead to the final revision of the curriculum. The Group will establish an Advisory Committee and will have contact with the Advisory Committee no less than 5 times during the project in reviewing revised copies of the curriculum. The Group will meet with the Liaison Committee at least twice during the duration of the project to advise them of the progress and seek their input. The Group will contact the criminal justice practitioners at least 4 times during the project advising them of progress, distributing resource material, and soliciting changes to the draft revisions. The Group will meet with the criminal justice specialist at least 4 times during the project to keep the Chancellor's Office informed. The work by the Curriculum Development Committee will result in at least 5 revisions to the present curriculum which will be reviewed by the Curriculum Development Committee and other groups previously mentioned. The organization chart shows that each of the partners assumes major responsibility for a specific area of interest in the curriculum. The Group will be in constant contact with the Curriculum Development Committee members and the Administration of Justice experts in the field to insure quality control. The practitioners and institutions selected to participate will remain constant.

TIME ACTUAL 180 Days

TIME CUMULATIVE 231 Days

OBJECTIVE

4. Preparation of the rewritten curriculum incorporating these suggestions.

ACTIVITIES

1. Secure all final comments on all revisions.
2. Meet with the Curriculum Development Committee.
3. Develop final revision.
4. Type final revision.
5. Print and bind 1,000 copies.
6. Review of total project.

DESCRIPTION

After all steps described above are completed the Curriculum Development Committee will meet to develop the final revision. The final revision will be prepared in camera ready copy by the Group for delivery to the printer. One thousand copies will be printed.

TIME ACTUAL 90 Days

TIME CUMULATIVE 321 Days

OBJECTIVE

5. Dissemination to the field through the California Community Colleges.

ACTIVITIES

1. Secure the copies from the printer.
2. Deliver the end product to the Chancellor's Office.

DESCRIPTION

One thousand printed and bound copies, and the original camera ready copy will be delivered to the Chancellor's Office.

TIME ACTUAL 30 Days

TIME CUMULATIVE 351 Days



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 "MANAGEMENT SOLUTIONS"  
 P.O. BOX 3354 RIVERSIDE, CA 92502