

Commission on Peace Officer Standards and Training
Commission Meeting

to be held on
January 17, 1980, 10 a.m. to 5 p.m.
January 18, 1980, 9 a.m. to 2 p.m. (approx.)

at the
San Diego Hilton - Maui Room
1775 East Mission Bay Drive
San Diego, California

AGENDA

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

A. INTRODUCTIONS

B. APPROVAL OF MINUTES, October 25, 1979

C. CONSENT CALENDAR

1. Since the October meeting, there have been 34 new certifications, 15 modifications, and 13 decertifications.
2. PCP Management Report (Information)

POST was requested by the Legislature (Assembly Concurrent Resolution 124) to develop a course of training on various aspects of PCP for patrol officers. That course of training has been developed and will be available to presenters after the Commission meeting. The Legislature will be notified that this requested project has been completed. The full report will be available for review at the Commission meeting if members desire to do so. In approving the consent calendar, your Honorable Commission is advised that this project is completed.

3. Child Abuse and Neglect Management Report (Information)

POST was directed by the Legislature (P.C. Section 13518) to provide training on this subject in the Basic Course, develop a training course for specialists, and publish guidelines for the use of law enforcement agencies in the investigation of child abuse complaints. Provision for such training in the Basic Course has previously been accomplished. Staff has now completed the

Consent Calendar - cont.

curriculum requirements for a training course for specialists and has completed a comprehensive manual for the use of investigators. The Legislature will be advised of this project's completion. The full report will be available for review at the Commission meeting if members desire to do so. In approving the consent calendar, your Honorable Commission is advised and acknowledges the status of this project.

4. Tulare County Marshal's Withdrawal from POST Program (Information)

The Tulare County Marshal's Office joined the POST program on June 3, 1970. Conformance inspections determined that two of the marshals and one deputy were required to attend a POST Basic Course. Funds were requested from the Board of Supervisors to accomplish the training; however, the Board declined and passed a resolution on August 21, 1979, that rescinded the previous resolution to join the POST program and withdrew all three County Marshal's Offices from the POST program.

5. Development and Preparation of Job-Specific Course Curriculum Guidelines

Over the past two years, the CPOA Training Standards Committee has been working on performance objectives for each of the 24 Commission-identified job-specific training courses. Staff has been involved in this work and believes that when the performance objectives are completed, they will provide much needed guidelines for staff to use in reviewing and comparing curriculum of proposed job-related courses.

The CPOA Training Standards Committee would like to proceed with their work but want to be assured that when it is done, the Commission will be willing to review their recommendations. Without any commitment as to future findings, the Commission, in approving this Consent Calendar, gives this indication. It is anticipated that the report will be ready for presentation at the April 1980 Commission meeting.

6. Auditor General Communication

Included in the agenda notebook is (1) a copy of a letter from the Auditor General's Office, and (2) a copy of staff's response which was mandated by January 2, 1980. Because audit reports are particularly within the Commission's purview, the item is placed on the agenda. In approving the consent calendar, your Honorable Commission acknowledges receipt of the letter and response and stands advised of the issues in both documents.

7. Setting Public Hearing on Basic Course Fixed Reimbursement Proposal

At the July 1979 meeting, the Commission voted to hold a public hearing at the April 17, 1980, Commission meeting to explore the possibility of establishing a fixed rate of salary reimbursement for trainees who attend the Basic Course. This agenda item is submitted for re-affirmation of the Commission's desire to place this issue on the April 1980 hearing agenda.

8. Contract Approval for LEAA Grant Computer Services Extension

The contract with Research Consulting Services, Inc., must be extended to cover the fund period of the LEAA Grant Project. This contract provides the computer services for the Research and Evaluation Bureau. The maximum amount payable under the proposed continuation of contract is extended through June 30, 1980. Funds for the contract are provided by LEAA. Included in the agenda notebook is a copy of the contract.

D. FINANCIAL REPORT - 2nd QUARTER F. Y. 1979/80

The handout at the meeting will outline the revenues and reimbursements for the first half of F. Y. 1979/80. Of special note is the potential for overrun of the Allocation for Aid to Local Government and an uncertain revenue picture.

E. REIMBURSEMENT POLICY REVIEW - Advanced Officer and Other Courses
(Public Input Invited)

At the October meeting, staff advised the Commission of the potential overrun of the \$2 million cap on Advanced Officer Training along with recommendations for managing resources within that cap. Commission's action was to instruct staff to advise the field that public input would be invited at the Commission's January meeting prior to action being taken. A letter was drafted and sent to all Police and Sheriffs' Departments along with major associations in November advising them of the issue and that public input would be invited at the Commission meeting.

Public participation should be invited in the context of informal input; this is not a formal hearing as no regulation changes are involved.

As was mentioned in staff's report to the Commission in October, the issue of managing finances was not confined to the Advanced Officer Course but that reimbursement for other training categories would need to be looked at and reported in January. As it turns out, the Commission's action has focused both the AO and other training category reimbursement issues to this point on the agenda.

The Commission is aware that in F. Y. 1977/78, special action was required by the Legislature, along with an end-of-the-year budget adjustment, to save the POST budget from a \$1.3 million deficit. In 1978/79, the POST budget would have incurred an approximately \$1.1 million deficit had POST not shifted from an accrual to a cash system of accounting, creating a one-time windfall. For 1979/80, there is again an unhappy prospect of another budget overrun.

Reimbursement Policy Review (cont.)

Below is a table showing expenditure histories by categories of training. It also shows expenditure estimates for F. Y. 1979/80 based on percentage projections of high average and low curves of past experience in addition to potential increased demand on AO training. Even the low curve estimates a possible \$1.09 million overrun. We hope this will not occur, but the very possibility of such an overrun gives rise to the need for exercising fiscal responsibility.

CHART

Assistance to Cities and Counties Budget

Figures are in millions of dollars

	1977/78	1978/79	1979/80 Estimates		
	<u>Actual</u>	<u>Actual</u>	<u>Low</u>	<u>Average</u>	<u>High</u>
Basic	5.41	4.66	5.87	6.89	8.34
A. O.	2.06	1.63	1.56	1.77	2.10
Supervision	.45	.42	.42	.52	.64
Management	.34	.39	.32	.35	.42
Executive	.03	.05	.01	.02	.08
Job Spec.	1.87	2.15	1.84	2.17	2.43
Technical	1.70	1.69	1.45	1.71	1.91
Contracts	<u>.64</u>	<u>1.29</u>	<u>1.27</u>	<u>1.27</u>	<u>1.27</u>
TOTAL	12.50	12.28	12.74	14.70	17.19
Budget	11.15	11.15	11.65	11.65	11.65
Surplus or Deficit	-1.35	-1.13	-1.09	-3.05	-5.54

The Commission will appreciate that projecting within categories is difficult at best. Also, one category could end up toward the high range, e. g. A. O., another in the low, e. g. Basic Course, another in the average.

In developing the recommendations for control of total budget, past practice of the Commission served as a guide, that is, to adjust the amount available for reimbursement as a function of the flexible reimbursement rate and continue the full array of POST training activities. To keep the AO training reimbursement in balance with other training categories, a second recommendation is offered. The recommendations are as follows:

1. The salary reimbursement rate for the balance of F. Y. 1979/80 will be as follows:

Alternative A: Reimbursement will be provided quarterly for travel and per diem for all courses. Salary reimbursement will be

Reimbursement Policy Review (cont.)

computed and paid annually on a prorata basis for each trainee in salary reimbursement eligible courses, to the maximum available in the approved budget for Aid to Cities and Counties.

Alternative B: Departments will be reimbursed for the salary of officers attending salary reimbursable training courses as follows: 25% of salary paid quarterly with any POST Aid to Cities and Counties Funds remaining after the conclusion of the fiscal year to be subvented by prorating the remaining monies among the participating agencies.

2. A department may send 100% of its personnel to Advanced Officer Training each year if it so desires. POST will reimburse travel and subsistence for all attending personnel. POST will reimburse salary (at the rate determined for other reimbursements) for up to 25% of a department's personnel attending the AO Course in any one single year. Supervisors and above are not eligible for salary reimbursement. POST staff is authorized administrative flexibility in the case of small departments.

Under these recommendations, training is not curtailed. Local agencies still have access to the full program of POST training services (which may expand to include Driver Training in the second half of this fiscal year) and can make their own training choices. If the expenditure projections hold, POST will avert a set of serious and undesirable consequences. If the estimates do not hold, and there is no overrun, all the money will be available to be subvented.

It is important for POST to establish and maintain a high level of fiscal credibility. Repeated trips to the Legislature after the fact will not create the impression of good management and confidence but, rather, an impression of mismanagement and confusion. These impressions would not likely help POST's cause in any future financial justifications. The \$1 million reserve required of POST is a hedge against a short fall in revenues and represents six months reserve for operating expenses not a cushion for financial overruns. Moreover, the State Controller is not authorized to issue payments when appropriations are exceeded.

POST's future interests would be better served by a demonstration of needs through assessment, research, and evaluation that the Commission has already authorized to be set up, buttressed by a record of good financial management. In short, the battle for funding in budgeting needs to be done at the front end of the process and not after the fact.

F. REIMBURSEMENT PLANS FOR F. Y. 1980/81

Staff recommendation for reimbursement during the remainder of F. Y. 1979/80 (Agenda Item E) be also recommended for F. Y. 1980/81.

G. POST RESOURCE MANAGEMENT SYSTEM

This item is in a sense administrative and would normally simply evolve into action. However, we wanted the Commission to be aware of these management elements as a system and approve of the concept because there are policy implications in the future.

The Commission has expressed a desire for a management system approach to managing POST's resources. The system takes into account the mission of POST, enhances the effective administration of POST funds, and represents a common sense approach and increases POST's capacity to get an up-front handle on resources and opportunities for better, more organized services to the field.

The POST Resource Management System is summarized in six steps, each based on certain underlying assumptions or principles. These steps are:

1. Needs Assessment Process: Needs assessment should become an ongoing, field direct process incorporating reliable techniques such as symposia, conferences, POST consultant contact, surveys, (among other methods) to make priority judgments on allocating POST services for training, research and management counseling. Principle: POST resources should be allocated according to current and emerging prioritized needs.
2. Program Conceptualization: This step includes making judgments on how to organize POST programs and services to meet prioritized needs in the most truly effective manner. Principle: To be met, needs require strategies and structures for accomplishment.
3. Training Delivery Resource System: The main idea here is to think of the training resources available in the State as a type of system for delivering training. Increased coordination, improved communications, and more planning are key elements in POST's assuring effective training delivery. Principle: Training resources should be effectively matched to training needs.
4. POST Services Use Estimates: POST can better allocate staff and financial resources for training management counseling and research by knowing training commitments in advance to the extent practicable. Principle: Use of POST services by the field should be planned.
5. Financial Allocations: This step involves policy decisions on allocating financial resources among training activities, and reimbursement incentives consistent with training priorities. Principle: POST expenditures and allocations should serve identified priorities and be within budgeted amounts.
6. Evaluation: Making judgments on the effectiveness of POST training, management counseling, and research services to the field is

POST Resource Management System - cont.

the purpose of evaluation. Evaluation should be a consideration in all the steps of the POST Resource Management System; it is the technique of measuring the "bottom line" of POST's mission.

Principle: Judgments need to be made on POST services' effectiveness.

If the POST Resource Management System concept is acceptable to your Honorable Commission, staff will work on incorporating these principles into POST operations. The Commission could express approval of the POST Resource Management System by motion or by a consensus finding of the Chair.

H. REVIEW OF CONTRACTS FOR 1980/81

In January of each year, the Commission has traditionally given a conceptual review to the various contracts which are being suggested for the upcoming fiscal year. In this framework, a number of contracts are brought to the attention of your Honorable Commission for review and comment with the final contracts to be presented at the April meeting for actual adoption:

1. Administrative Contracts: There are a series of contracts designed to help POST meet some administrative obligations for a total of \$68,427 suggested for 1980/81 (as opposed to \$61,210 for 1979/80). Of this amount, \$55,000 is for State Controller's Office audits to be made during the year. The balance is for a variety of contracts for equipment maintenance and operating costs, including copier machines.
2. Legislative Update Contract with CPOA: This contract is with California Peace Officers' Association which will present 18 legislative update seminars and assemble the 1981 Legal Update Manual. It has been beneficial for POST to present these updates on a contract with CPOA. The estimated contract price for 1980/81 is not to exceed \$35,000 with the seminars to be certified under Plan IV.
3. CSTI Training Contract: Roughly 80% of POST contract with CSTI is for such courses as: Civil Emergency Management Officers' Survival, Contingency Planning for Hazardous Materials, Political Violence and Terrorism which CSTI appears to be uniquely qualified to present. Other Courses, such as: Investigation of Violent Crimes, Juvenile Investigation for Patrol Officers, and Robbery Investigation make up approximately 20% of CSTI's presentations. The 1979/80 interagency agreement with CSTI was in the amount of \$363,443. This amount comprised approximately . . . from POST funds . . . one-third of the total CSTI program. Remaining two-thirds were funded by federal monies which will not be available in 1980/81 according

Review of Contracts - cont.

to OCJP. However, OCJP has requested \$750,000 for CSTI from the General Fund. CSTI has requested \$388,000 from POST for F. Y. 1980/81.

4. DOJ/POST Training Contract (Interagency Agreement): During 1979/80, DOJ is to present 22 courses with 155 presentations throughout the State. These law enforcement training presentations are geared heavily toward training in remotely located law enforcement agencies. The subjects appear uniquely matched to the presenter. Both POST and DOJ have interest in the course and both share the costs as the contract does not cover the full cost of the presentation.

During 1979/80, a \$511,028 contract was approved. Requested by DOJ for 1980/81 is a contract in the amount of \$571,892. We recommend that staff be authorized to negotiate a contract with DOJ not to exceed \$571,892. This amount includes an increase of the number of hours in modular training and includes five new courses, two of which were developed at POST's request. The five additional courses are: Investigation of Crimes Against Aged, Records Management Training, Investigation of Cargo Theft and Security, Protective Services (particularly important during a political year and with the Olympics coming up), and Sinsemilla Eradication.

5. Management Courses: Contracts with five management course presenters for a maximum of 20 course presentations is recommended at a cost not to exceed \$143,150 (plus any changes in approved tuition guidelines which will be on the April Commission meeting agenda). The following vendors would be involved: Intergovernmental Training and Development Center, San Diego; CSU - San Jose; CSU - Humboldt; CSU - Northridge; and CSU - Long Beach.
6. Executive Development Course Contract: During 1979/80, an Executive Development Course was prepared and presented under contract by Cal Poly, Pomona. The contract amount was \$39,585 for five presentations of 20 executives per presentation. For 1980/81, we are recommending that a contract be negotiated in an amount not to exceed \$42,010 for five presentations; three at Kellogg West in Pomona, and two in the Northern California area to reduce travel costs.
7. Course Evaluation Instrument Data Processing Service: This is a new contract in the amount of \$8,000 recommended for 1980/81. It would be for computer services in processing course evaluation instruments.

A summary of the contracts follows.

Contracts - cont.

<u>Contractor</u>	1979/80	1980/81	1980/81	1980/81
	Contract Amount	Contract Requested Amount	Associated Reimbursement Estimates	
Various Administrative	\$ 61,210	\$ 68,427	\$ -0-	\$ 68,427
CPOA - Legislative Update	30,438	35,000	2,000	37,000
CSTI	363,443	388,000	540,000	928,000
DOJ	511,028	571,892	181,000	752,892
Management Courses (5 Vendors)	123,696	143,150	426,796	569,946
Executive Development Course	39,585	42,010	47,559	89,569
Data Processing Service	<u>-0-</u>	<u>8,000</u>	<u>-0-</u>	<u>8,000</u>
TOTALS	\$1,129,400	\$1,256,479	\$1,197,355	\$2,453,834

These contracts should be considered from the standpoint of POST arranging for services it wants to provide with the feeling that the contract is the most economical and the most effective way of providing them. Alternatives to contracts would be for POST to hire more staff; to change some of the staff assignment priorities; or to drop certain training services. These contracts must stand the test of being judged the most effective way of providing the needed services. As Commission guidelines are given, staff will finalize the contracts and bring them back for approval at the Commission's April meeting.

I. DRIVER TRAINING COMMITTEE REPORT

The Driver Training Committee met with staff at Commissioner Gates' office on December 11, 1979, to review a staff report on driver training alternatives. The Committee is recommending that the Commission provide funding for behind-the-wheel driver training in the basic academies. This recommendation is consistent with the adoption of basic course performance objectives which include mandatory and optional (skid control objectives) performance objectives for driver skills. The optional skills were designated such because of financial and practical inability of some of the academies to meet them. With financing and financial support provided, consideration may be given to making all driving skill performance objectives mandatory in the future.

The estimated POST investment in driver training in this proposal would be approximately \$500,000 a year. Assuming that cost-sharing arrangements can be worked out with the Community Colleges, this cost might be reduced. Staff has been working on this aspect and would hope to have some future input prior to the Commission meeting.

The Driver Training Committee also recommends that POST investigate

Driver Training Committee Report - cont.

the possibility and practicalities of contracting with a vendor to present practical driver training to all recruits on a state-wide basis. Should the full Commission concur with the recommendations, the staff would do a study associated with the development of an RFP which would result in driver training services being available during F. Y. 1980/81.

In the interim, the Driver Training Committee proposes immediate resumption of certified tuition-based training for the balance of the fiscal year concentrating on the basic academies. Staff estimates that \$175,000 (exclusive of travel and per diem costs) would be sufficient to carry this for the four or so months through the end of the fiscal year.

Staff would also plan on using the experience gained in the remaining months of this year to help develop the RFP.

- - - Recess until 9 a. m., January 18, 1980 - - -

RECONVENE: 9 a. m., January 18, 1980

J. ORGANIZATIONAL SURVEY COMMITTEE

At the October 1979 meeting, the Commission requested that staff prepare a recommendation for review by the Organizational Survey Committee to determine if it would be to POST's benefit to include the California Academy Directors' Association (CADA) on the Commission's Advisory Committee.

The staff report has been completed. The Organizational Survey Committee will meet prior to the Commission meeting and will report its recommendation to the Commission.

K. LEGISLATIVE REVIEW COMMITTEE

This spot on the agenda is provided for a report by the Legislative Review Committee. Among the Committee's considerations has been the potential for additional revenue to the Peace Officer Training Fund. Any action by the Commission which might result in legislation being carried on behalf of POST should be done at the January meeting to correspond with the legislative cycle in Sacramento.

L. RESEARCH AND EVALUATION 1980/81 PRIORITIES

At its October 1979 meeting, the Commission asked that the research priorities for the Research and Evaluation Bureau be brought to the Commission for review. As members of the Commission are aware,

Research and Evaluation - cont.

the Research and Evaluation Bureau is scheduled to conclude its research projects under the LEAA Grant (the reading, writing and physical performance testing) on April 30, 1980.

The priorities from conclusion of current federal grant obligations are as follows:

1. On-going Services

Council and Review Services to POST Profession Staff	15%
Technical Support to Law Enforcement Agencies	10%
Maintaining Current Selection Programs (Medical Evaluation, Background Checks, Reading Testing, Writing Testing, Physical Performance Testing, Job Application, and Job Announcement Updates)	10%
Evaluation and Proficiency Testing of Current Training Programs	15%

2. Developmental Services

It is recommended that the remaining 50% of the Bureau's work time for 1980/81 be spent on two high-priority projects: (a) development of a self-screening instrument which could be administered by departments to potential applicants as a pre-application device to help individuals determine early the things they like to do that correspond with the work that peace officers do, and (b) evaluation of training -- this includes design of a study to evaluate the impact of POST training on the quality of performance of law enforcement officers. Evaluation ties into the POST Resource Management System.

Future years' priorities are noted under the tab. This recommendation would also constitute the basis of a LEAA grant application for 1980/81.

M. INCORPORATING PERFORMANCE OBJECTIVES INTO P. A. M.

Current language in Commission Procedure D-1 will become obsolete July 1, 1980, when all basic academy presenters will have to conform to the performance objectives adopted by the Commission at its October 1979 meeting. Proposed changes in D-1 reflect the action taken by the Commission in the past, and staff is recommending that the proposed changes be incorporated into Commission Procedure D-1, effective July 1, 1980. The appropriate action is to adopt new D-1 in agenda packet.

N. BASIC COURSE EXTENDED FORMAT - RECOMMENDATION FOR
ADDITIONAL PRESENTATIONS

An extended format for basic course presentations was authorized a year ago by your Honorable Commission on a pilot basis. One extended format presentation of 556 hours over 20 weeks has been completed. Two others are currently in process. Interviews of the graduates indicate initial success and some of the graduates of the first course have already been hired. However, the basic course examination required by 832.3 (b) was not administered because it had not yet been developed. The test is now ready and may be administered to future classes. Staff recommends that the Executive Director be authorized to certify up to six additional extended format presentations in a pilot program and to evaluate these presentations through basic course testing. On-site evaluations by POST staff will be continued as a double check of quality, and a written report will be presented to the Commission at its July 1981 regular meeting.

O. OLD/NEW BUSINESS

P. ELECTION OF OFFICERS FOR 1980

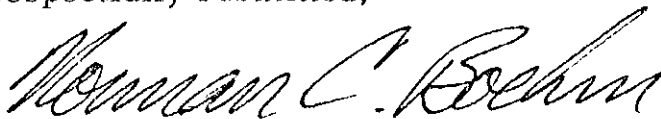
Q. DATES OF FUTURE MEETINGS

April 17-18, 1980, Red Lion Inn - Redding
 July 24-25, 1980, Santa Barbara
 October 16-17, 1980, Northern California (Bay Area)
 January 22-23, 1980, Southern California

R. ADJOURNMENT

I would be pleased to discuss matters concerning items on the agenda and other items of Commission business with members of the Commission at any time.

Respectfully submitted,



NORMAN C. BOEHM
 Executive Director

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

October 25, 1979
Sacramento Inn, Sacramento

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

Commissioners Present:

Kay Holloway	- Chairman
Nathaniel Trives	- Vice-Chairman
Al Angele	- Commissioner
Robert Edmonds	- Commissioner
Brad Gates	- Commissioner
Jacob Jackson	- Commissioner
William K lender	- Commissioner
Jay Rodriguez	- Commissioner
Louis Sporrer	- Commissioner
John Van de Kamp	- Commissioner
Rod Blonien	- Assistant Attorney General, Representative of the Attorney General, Ex Officio Member

Commissioner absent:

Joe Williams

Advisory Committee Representative:

Wayne Caldwell, Advisory Committee Vice-Chairman and representative
of California Specialized Law Enforcement.

Staff Present:

Norman Boehm	- Executive Director
Ronald Allen	- Chief, Executive Office
Donald Beauchamp	- Legislative Coordinator
Beverly Clemons	- Associate Management Analyst
Bradley Koch	- Director, Operations Division
John Kohls	- Chief, Standards Validation Unit
Jim Phillips	- Administrative Services Officer
Bobby Richardson	- Bureau Chief, Northern Bureau
Gerald Townsend	- Director, Administration Division
Dave Wallis	- Staff Services Analyst
George Williams	- Chief, Research and Evaluation
Imogene Kauffman	- Executive Secretary

Visitors:

Barbara Ayres	- Orange County Sheriff's Department
Lonnie Beard	- Sacramento County Sheriff's Department
Robert Chilemides	- NCCJTES, Sacramento
Ed Doonan	- Sacramento County Sheriff's Department
Bob Friedland	- Department of Motor Vehicles
L. O. Giuffrida	- California Specialized Training Institute (CSTI)
Al Gutierrez	- Kern County Sheriff's Department
Dave Hall	- San Diego Police Department
Michael Heber	- San Francisco Police Department
Herb Hoover	- DOJ - Training Center
Richard Klapp	- San Francisco Police Department
Sam Lowery	- Riverside County Sheriff's Department
Gerald Martin	- C.S.T.I.
Martin Mayer	- League of California Cities
Kevin Mulderrig	- Sacramento Police Department
Dale Peterson	- Sacramento Welfare Fraud
John Riordan	- San Rafael Police Department (PORAC Rep.)
J. W. Silva	- Chanceldor's Office, California Community Colleges
Leland L. Smallwood	- State Department of Consumer Affairs
Hal Snow	- California Police Officers' Association
Walt Tidwell	- California District Attorneys' Association
Herman Wiles	- Control Data Corporation
Shelby Worley	- Riverside County Sheriff's Department

A. INTRODUCTIONS AND ACKNOWLEDGEMENTS

1. Introduction of new Commissioner John Van de Kamp, District Attorney for Los Angeles County.
2. Acknowledgement of outgoing Commissioner Ed McCauley, retired County Administrator of Monterey County.

MOTION carried unanimously to order the preparation of a POST Special Commendation Plaque recognizing Commissioner McCauley's six years of service to California law enforcement and to POST, and instruct staff to see that it is fittingly presented.

3. Commendation to Brad Koch on his service as POST Interim Director
4. Commendation to Otto Saltenberger

MOTION carried unanimously that a plaque be prepared and duly presented on behalf of the Commission commending Mr. Saltenberger for his past eight years of distinguished service. Mr. Saltenberger left POST September 24, 1979, to assume the position of Chief of the Division of Investigation, Department of Consumer Affairs.

B. APPROVAL OF MINUTES

MOTION carried unanimously that the minutes of the July 26-27, 1979, Commission meeting at the Airport Park Hotel, Inglewood, California, be approved as presented.

C. PUBLIC HEARINGS

Four public hearings were conducted as distinct and separate hearings. Each matter was taken up, heard and acted on in turn.

1. Specialized Executive Certificate

Oral testimony was presented by Wayne Caldwell on behalf of the Advisory Committee members representing the California Chiefs' Association, California Sheriffs' Association, and C.P.O.A. of their concerns that the inclusion of Executive Certificates in the Specialized Program will dilute the Executive Certificate's significance.

Oral testimony was received from Wayne Caldwell, also representing Specialized Law Enforcement, in support of inclusion of the Executive Certificate in the Specialized Program.

MOTION - Trives, second - Van de Kamp, carried unanimously for approval of implementation of the Specialized Program Executive Certificate, and revising PAM as follows:

1001 (h) "Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police; and the California State University and Colleges Police; or in the Specialized Program is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services.

1001 (i) "Department head" in the Regular Program is the chief executive of a department; or in the Specialized Program is the peace officer chief law enforcement executive, directly responsible for administration of the specialized law enforcement agency.

Specialized Executive Certificate - cont.

PAM F-1-10 The Regular or Specialized Program Executive Certificate; In addition to the requirements set forth in Paragraphs F-1-2, F-1-3, and F-1-4, the applicant for the award of the Executive Certificate or Specialized Executive Certificate must:

- a. Possess or be eligible to possess the appropriate Regular or Specialized Advanced Certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college; and
- c. Satisfactorily meet the training requirements of the Executive Development Course; and
- d. Currently serving and, for a period of two years have served satisfactorily as a department head, as defined in Sections 1001(h) and (i) of the Regulations.

2. Supervisory, Management and Executive Course Reimbursement

This public hearing was to consider a regulation revision of Commission Regulations 1005(c)(2) and 1005(e)(1) and Commission Procedure E-1-3(c) and (e). These changes would bring the Regulations into line with the Commission's policy requiring that persons must actually be appointed to a supervisory position at the time the course is completed in order for jurisdictions to be reimbursed.

Written testimony was received from S. Douglas Thomas, Sheriff-Coroner, Plumas County in opposition to the regulation change stating, in part, to require this of a management position requires a broader definition of "management position", inasmuch as sergeants of his department are a part of management.

Written testimony was also received from O. H. Sylvester, Chief of Police, City of Berkeley stating, in part, his primary concern is the withdrawal of reimbursement eligibility for sergeants sent to management courses who are not subsequently (within one year) promoted to a staff rank position.

Oral testimony was presented by Lonnie Beard of the Sacramento Sheriff's Department stating, in part, scheduling difficulties for supervisory schools may be in variance from four to five months which causes problems in the one year requirement. There are a number of instances in their department where sergeants are working in a management position. It was their recommendation that some agency head discretion be allowed in these instances.

Public Hearings - cont.

Mr. Koch stated if a sergeant in a small department is serving as a manager, present Commission policy is to reimburse for that sergeant in training in the management course. It was further stated that in instances as referred to by Chief Sylvester, staff makes that decision in concert with the executive of the agency, and then it is applied in that agency across the board. The Executive Director stated consideration had and will be given as to a generic-type definition. **This could, perhaps, be reviewed by the Advisory Committee or an Ad Hoc Committee if the Commission so desired.** Mr. Townsend stated the regulations are fairly definitive as to who is a supervisor or a manager. However, it could be expanded upon in accordance with the suggestion.

MOTION - Trives, second - Edmonds, carried unanimously to revise Commission Regulations 1005(c)(2) and 1005 (e)(1) and Commission Procedure E-1-3(c) and (e) as shown on Attachment "A" of these minutes.

3. Specialized Investigators Basic Course Revision

This public hearing was to consider changes in the curricula and hour requirement of the Specialized Investigators Basic Course, and the necessary revision of Commission Procedure D-12.

MOTION - Kolender, second - Sporrer, carried unanimously to require 832 P.C. Arrest and Firearms Course as a prerequisite for the Specialized Basic Investigators Course and require a 180-hour core of instruction. Any additional agency specific instruction to be completed separately subsequent to the Specialized Basic Investigators Course.

4. Certificate Cancellation Policy

This hearing was to consider a Regulation revision of Commission Regulation 1011(b) and Commission Procedure F-2 to implement P.C. Section 13510.1 enacted by A.B. 1637 mandating the POST professional certificate program and requiring that certificates be cancelled if the certificate holder is convicted of a felony subsequent to certificate issuance.

Written testimony was received from Jack E. Garner, Chief of Police, Martinez Police Department, stating in part ". . . I feel that administrative procedure modifications should include a recommendation that the employing agency must attempt to retrieve all POST certificates issued to any person convicted of a felony."

MOTION - Edmonds - second - Rodriguez, carried unanimously that effective January 1, 1980, Regulation 1011(b) and PAM Procedure F-2 will be amended as set for on Attachment "B" of these minutes.

D. CONSENT CALENDAR

MOTION - Trives, second - Edmonds, carried unanimously for approval of the following Consent Calendar items:

1. Financial Report - 1st Quarter F. Y. 1979/80
2. Course Certification/Modification/Decertification Report
3. Reaffirmation of Policy Decisions Made at July 1979 Meeting
4. Correspondence

E. BUDGET REVIEW COMMITTEE

Commissioner Trives, Chairman of the Budget Review Committee reviewed in the following order the issues and recommendations of the meeting of that Committee:

1. Budget Summary of the 1980-81 F. Y. Budget as submitted to the Department of Finance.
2. Move to the Department of Justice Facility

MOTION - Trives, second - Edmonds, carried unanimously to remove the Budget Change Proposal (BCP) in the amount of \$51,800 to cover the move to the Department of Justice facility as it may be delayed from six months to a year. It was suggested that the \$51,800 be placed in the Aid to Local Government category.

3. Standards Validation Unit

MOTION - Trives, second - Edmonds, carried unanimously to retain the BCP for the \$234,000 for the Validation Unit as a top priority item with the understanding that Finance is going to investigate if federal funds are available and if not will recommend that it will be included as part of the POST budget paid for out of the POTF. (Commissioner Gates requested a priority list of things to be looked at by April 1980, if possible.)

4. Computer Funding

MOTION - Trives, second - Van de Kamp, carried unanimously for adoption of the following staff recommendation:

An equipment lease alternative be pursued and approval obtained for this alternative from the State Department of Finance and the State Office of Procurement. The Executive Director will need, in addition to the existing authorization of \$52,000, authority to contract for various necessary services and materials in an amount not to exceed \$48,000. This represents a total investment this year of less than \$100,000 under the lease arrangement. Subsequent years' costs will be approximately \$30,000 each for the period of the lease.

Budget Review Committee - cont.

5. One Half-Time Office Assistant II

MOTION .. Trives, second - Edmonds, carried unanimously to remove the BCP for this position.

6. Increased Aid to Local Government

MOTION - Trives, second - Kolender, carried unanimously for approval that the Assistance to Cities and Counties Budget should be increased to approximately \$12,500,000 for F.Y. 1980-81; an increase of \$901,222.

It was reported that a meeting with the Deputy Director, Department of Finance, indicated it would not be possible for an increase during the current 1979-80 F.Y.

Commissioner Sporrer suggested that staff be more aware of all M.O.-U. negotiations. It might be will to bring them to the attention of the Commission.

7. Budget Flow Summary

A three-year budget flow summary showing the dynamics of fund balances receipts and disbursements for fiscal years 1978-79, 1979-80, and 1980-81 was presented. See Attachment "C" of these minutes.

F. DEPARTMENT OF JUSTICE REQUEST FOR INCREASED CONTRACT MONIES

In response to the request from the Department of Justice for a \$75,000 amendment to the 1979-80 contract, the following action was taken:

MOTION - Kolender, second - Rodriguez, carried unanimously to deny the request from the Department of Justice.

Mr. Rod Blonien, representing the Attorney General, requested that consideration be given this request in next year's budget to help defray some of the expenses of some of the more expensive courses DOJ is presenting, i. e., Organized Crime.

G. CSTI REQUEST FOR CONTRACT AMENDMENT FOR TERRORIST DEVICES TRAINING

The Executive Director reported this request had not been received in time to do the necessary staff work for presentation at this meeting, and asked that it be carried over to the January 1980 meeting.

MOTION - Trives, second - Edmonds, carried unanimously that the CSTI request be considered at the January 1980 Commission meeting.

Minutes - cont.

H. ADVANCED OFFICER COURSE REIMBURSEMENT POLICY

The Executive Director reported that with the present trend of some jurisdictions sending all their officers to Advanced Officer training yearly, the A.O. cap of \$2,000,000 would be reached before the end of this fiscal year. Alternative recommendations were presented; i.e., effective immediately POST reimbursement would be 25% of the department under Plan II and the balance of the department at Plan IV. Following discussion of all alternatives, the following action was taken:

MOTION - Gates, second - Kolender, carried unanimously that the issue be put on the January 1980 agenda for public hearing. The policy of the Commission on A.O. reimbursement will remain unchanged until the matter is reviewed in public hearing. Further, staff is to direct a letter to all involved jurisdictions, governmental heads or bodies, to inform them that local government actions on "memoranda of understanding" which can severely impact the POTF will not be supported by the POTF. The Commission directs that this information be disseminated throughout the State and requests input to POST prior to the public hearing in January.

I. BASIC COURSE EQUIVALENCY (BCEE) PROCEDURE

At the July 1979 Commission meeting, staff was directed to submit BCE administration guidelines at the October Commission meeting.

The major issues to be addressed included the issue of eligibility to take the Basic Course Equivalency Examination (BCEE), suggested policy guidelines for administration of the BCE process, staff recommendations for administering the Basic Course Equivalency Examination (BCEE) and reciprocity. The following guidelines were recommended, and acted upon individually.

1. An individual must be currently employed as a full-time law enforcement officer (as defined by Regulation 1001) by the requesting agency in order to be evaluated and tested by POST for Basic Course Equivalency (BCE).

MOTION - Gates, second - Sporrer, carried unanimously for approval.

2. An individual who has completed a POST-certified Basic Course under the former D-1 (200 hour) requirement is, except as otherwise determined by the Commission, deemed to have met the basic training requirements of either new D-1 or D-12, depending upon the individual's peace officer category, and no evaluation or testing is required. (The Commission requested the following statement be added to this recommendation: Training completed prior to January 1, 1973, shall not be deemed to meet the basic training requirement.)

MOTION - Sporrer, second - Edmonds, carried unanimously for approval as amended.

Basic Course Equivalency (BCEE) Procedure (cont.)

3. All other individuals for whom a basic training equivalency waiver is requested must meet either new D-1 or D-12 standard, depending on the type of employment the individual is applying for.

MOTION - Sporrer, second - Gates, carried unanimously for approval.

4. An individual who meets the current D-1 training standard also meets the training requirements of D-12.

MOTION - Sporrer, second Edmonds - carried unanimously for approval.

5. POST staff will evaluate training and education submitted under the provisions of 1008 which may be equivalent to the training required for the Basic Course, including POST certified reserve courses.

MOTION - Gates, second - Kolender, carried unanimously for adoption.

6. Equivalency evaluation requests must be accompanied by a comparison of completed training made by the requesting department, using POST Form 2-260, and must specify on the form the basis upon which the equivalency is believed to exist by the department when the training is compared to POST Commission Procedure D-1.

MOTION - Sporrer, second - Rodriguez, carried unanimously for approval.

7. When POST determines that the material submitted in connection with an equivalency evaluation request satisfies the existing basic training requirement, a Basic Course Equivalency Examination (BCEE) will be administered by POST staff within 15 days. If the individual fails the examination, the department will be notified and, if the department has a POST-approved field training program, in which the individual is participating, he/she will have a maximum of 90 days from date of employment in which peace officer powers may be exercised before being enrolled in a Basic Academy.

MOTION - Edmonds, second - Trives, carried unanimously for approval.

Basic Course Equivalency (BCEE) Procedure (cont.)

8. Each individual who takes the BCEE must pass with a minimum aggregate score of at least 70% and a score of at least 70% on each of the modules. A maximum of three modules of the BCEE may be failed before the individual is required to attend a POST-certified Basic Course to satisfy the basic training requirement.

MOTION - Edmonds, second - Trives, carried unanimously for approval.

9. The individual who fails three or fewer modules of the BCEE must remediate the modules at a POST-certified Basic Course, or at any institution approved by the Commission.

MOTION - Jackson, second - Edmonds, carried unanimously for approval.

It was reported the one remaining issue, that of reciprocity, had not been sufficiently studied for a policy recommendation at this time, and staff was requesting this issue be set forward to a future meeting.

MOTION - Jackson, second - Edmonds, carried unanimously for approval of the staff request.

J. LEGISLATIVE REVIEW COMMITTEE

Commissioner Edmonds, Chairman of the Legislative Review Committee, reported there was not a quorum of the Legislative Committee at the meeting of October 16 in Los Angeles; therefore, he reported on the following observations of the Chair:

1. Review of active legislation

The 12 active bills which the Commission has been following were briefly reviewed. Significant legislation which recently has been acted on include (1) the signing into law of S. B. 924 creating a correctional POST, and (2) the failure of A. B. 937 which would have brought District Attorney Criminal Investigators into the POST reimbursement program.

2. Attorney General's Opinion regarding A. B. 1637

In answer to a question posed by the Commission regarding possible

Legislative Review Committee - cont.

retroactive application of A.B. 1637, the Attorney General's Office has responded verbally that on first sight the provisions of this legislation appear only to apply to POST certificates issued after the effective date of the new law. A formal written opinion will be forthcoming.

A.B. 1637, which was signed into law by the Governor on July 10, 1979, adds Section 13510.1 to the Penal Code. This new section mandates the current POST professional certificate program and adds the proviso that POST shall cancel certificates issued to persons convicted of a felony.

3. Status review of A.B. 1055

Because of major amendments which have been made to A.B. 1055 since last acted on by the Commission, it was recommended by staff that the Commission's position regarding this bill be reviewed.

Consistent with the wording of Regulation 1008, and inasmuch as the Commission modified its Basic Course Equivalency testing program to limit the testing opportunity to those persons already employed by law enforcement agencies, the following action was taken:

MOTION - Edmonds, second - Kolender, motion carried (Jackson abstaining) that if the author will amend the bill to conform to the POST policy requiring employment before testing, then the Commission will remove its opposition of the bill and remain neutral.

4. Proposed legislation

Staff recommended that POST not sponsor legislation to correct a problem relating to peace officer powers for off-duty officers employed as private security guards. It was felt the agencies involved should more appropriately seek such a law change.

The Commission concurred with the staff recommendation.

Proposed legislation - cont.

A discussion was held regarding the possible need for legislation regarding additional POST funding. Because the necessary facts have not yet been developed, no specific recommendations regarding this matter were presented. The subject of additional POST funding will be an agenda item at the January 1980 Commission meeting.

MOTION - Trives, second - Jackson, carried unanimously that if legislation is proposed to give POST additional funds, prior to the next Commission meeting, the Legislative Review Committee will convene to consider the legislation and may act to support such legislation. Such action would be subject to ratification at the next regular Commission meeting.

5. A.B. 1337

In lieu of A.B. 1337, (which requires POST to prepare guidelines and implement courses of training relative to white collar crime or community crime prevention for use and training of local police agency peace officers) an Assembly Concurrent Resolution was suggested.

MOTION - Kolender, second - Trives, carried unanimously that if the author of A.B. 1337 were willing to substitute such a Resolution for A.B. 1337, then POST would be willing to support the Resolution.

The proposed Resolution is made Attachment "D" of these minutes.

K. ORGANIZATIONAL SURVEY COMMITTEE

Commissioner Sporrer, Chairman of the Organizational Survey Committee, reported the Committee had met with the Advisory Committee to review the proposed "Role of the POST Advisory Committee". The document was presented to the Commission. Following discussion, two minor amendments were made and the following action taken:

MOTION - Sporrer, second - Trives, carried unanimously that the Role of the POST Advisory Committee be adopted as amended. This document is made Attachment "E" of these minutes.

It was requested each member of the Advisory Committee provide to POST a background of the member's constituency. A copy of the document will be provided to each of the Commissioners.

Chairman Sporrer reported that the observations of the Organizational Survey Committee were that the operations of the POST organization are going well. It is generally felt that Executive Director Boehm and all members of the staff are doing an excellent job. The Survey Committee will continue to look at all facets of the operation as a routine matter.

L. ADVISORY COMMITTEE APPOINTMENTS

The Commission's Advisory Committee consists of 13 positions so that a wide variety of constituencies can be represented. Members of the Committee are appointed to three-year overlapping terms. Wayne Caldwell, Vice-Chairman of the Advisory Committee (representing Chairman Wasserman) reported that due to expirations of appointments and two resignations, appointments to the Advisory Committee needed to be considered. The following nominations were made:

Barbara Ayres, Women Peace Officers' Association	A reappointment
Alex Pantaleoni, California Association of Administration Of Justice Educators	A reappointment
Bob Wasserman, California Peace Officers' Association	A reappointment
John Riordan, Peace Officer Research Association of Calif.	A reappointment
Edwin Meese, III, Public Member	A reappointment
Robert Coombs, Public Member - A new appointment made to replace public member Jay Rodriguez who was appointed to the Commission.	
Richard Pacileo, California State Sheriffs' Association - A new appointment to replace Sheriff Roy Whiteaker who resigned.	
Michael Gonzales, California Association of Police Training Officers - A new appointment to replace Dale Rickford who resigned.	

MOTION - Trives, second - Kolender, carried unanimously
for approval of the Advisory Committee nominations.

Lieutenant Richard Klapp, President of the California Academy Directors' Association (C.A.D.A.), addressed the Commission to request the Commission reconsider GADA's request for representation on the Advisory Committee. This request was referred to the Organizational Survey Committee for consideration with the Advisory Committee.

M. AD HOC BASIC COURSE REVIEW COMMITTEE

At the July 1979 Commission meeting, the Basic Course Revision Committee recommended the Commission adopt the performance objectives as proposed by the Basic Course Consortium Group. The Committee also recommended that performance objectives which have commonality throughout all law enforcement agencies in the State be mandated, and those which remain should be identified as optional -- to be taught to fit local needs within the prerogative of each individual academy. To accomplish this, the Executive Director was to appoint an ad hoc advisory group, and the following individuals were appointed to serve:

Lieutenant William Hinkle	Los Angeles Sheriff's Department
Lieutenant Ted Kozak	Los Angeles Police Department
Inspector Michael Rice	San Diego Police/Sheriff's Department
Chief Roland Dart III	Vallejo Police Department
Robert Pile, Director	Allan Hancock College
Captain Phillip Pounders	San Bernardino Sheriff's Department
David Parker, Director	College of the Sequoias
Don Peterson, Director	College of the Redwoods

Ad Hoc Basic Course Review Committee - cont.

Consultant Mimi Silbert
Sergeant Ed Doonon

San Francisco Police Department
Sacramento Police / Sheriff's Department

The Review Committee recommended that 484 of the 542 performance objectives be mandated and that 58 objectives be declared optional. An additional six performance objectives, although involving agency policy, were found to be so critical that the Committee recommended that they be mandatory. A copy of the Committee's report together with a copy of the worksheet used by the Committee is on file at POST headquarters.

MOTION - Kolender, second - Trives, roll call vote requested, for adoption of the Review Committee's recommendations. Motion carried, as follows:

Ayes: Holloway	Noes: Sporrer
Trives	Van de Kamp
Edmonds	Blonien
Jackson	Abstention - Gates
Kolender	
Rodriguez	

A MOTION was also duly passed that on behalf of the Commission, all Ad Hoc Committee members and their jurisdictions/department heads receive the Commission's appreciation for their dedicated hard work and accomplishment.

The Executive Director was directed to coordinate a study on the feasibility of mandating a field training program as an adjunct to the Basic Course.

N. OLD/NEW BUSINESS

1. Request from CPOA for printing of "Code of Professional Conduct and Responsibilities for Peace Officers"

MOTION - Gates, second - Edmonds, carried unanimously for approval of a request from C.P.O.A. that POST print and distribute approximately 45,000 copies of the "Code of Professional Conduct and Responsibilities for Peace Officers", prepared and copyrighted by C.P.O.A.

2. Contract Approval

A request for contract approval was presented for the contractual services of Dr. Ed Bernauer and Human Stress Analysis, Inc., Davis, California. The maximum amount to be payable under the proposed contract is not to exceed \$22,500. Dr. Bernauer's expertise in exercise physiology

Contract Approval - cont.

will be utilized in the present validation research under the L.E.A.A. grant to POST.

MOTION - Trives, second - Jackson, carried unanimously for approval of a contract with Dr. Bernauer and Human Stress Analysis, Inc., not to exceed \$22,500, under the L.E.A.A. grant monies to POST.

O. ELECTION OF OFFICERS

MOTION - Sporrer, second - Gates, carried unanimously that the matter of election of officers (Chairman and Vice-Chairman) be placed on the agenda for the January 1980 meeting.

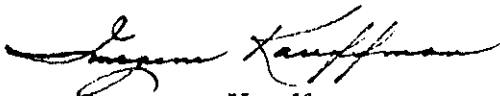
P. DATES OF FUTURE MEETINGS

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

Q. ADJOURNMENT

There being no further business to come before the Chairman, the meeting was adjourned at 4:30 p. m.

Respectfully submitted,



Imogene Kauffman
Executive Secretary

REGULATIONS

1005. Minimum Standards for Training

(b) Supervisory Course (Required)

(1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete ~~the~~ a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

(2) (A) Every regular officer who is appointed to a first-level supervisory position ~~may~~ shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.

(B) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's jurisdiction, upon the officer's appointment

Introduced by Assemblyman Alatorre

March 26, 1979

REFERRED TO COMMITTEE ON CRIMINAL JUSTICE

An act to add Sections 13518 and 13519 to the Penal Code relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

AB 1337, as introduced, Alatorre (Crim.J.). Peace officer training.

Existing law provides for training of peace officers relative to specified subjects, which do not include white collar crime or community crime prevention.

This bill would require the Commission on Peace Officer Standards and Training to prepare guidelines and implement courses of training relative to such subjects for the use and training of local police agencies and peace officers.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

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

SECTION 1. Section 13518 is added to the Penal Code, to read:

13518. (a) The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies in the detection, investigation, and response to cases of white collar crime.

(b) The course of training leading to the basic

1 certificate issued by the commission shall, not later than
2 July 1, 1980, include adequate instruction in the
3 procedures described in subdivision (a).

4 (c) The commission shall prepare and implement an
5 optional course of training of specialists in the
6 investigation of cases of white collar crime.

7 (d) The commission shall consult with the
8 Department of Justice in developing the guidelines and
9 optional course of training.

10 SEC. 2. Section 13519 is added to the Penal Code, to
11 read:

12 13519. (a) The commission shall prepare guidelines
13 establishing standard procedures which may be followed
14 by police agencies in the promotion of community
15 participation in crime prevention.

16 (b) The course of training leading to the basic
17 certificate issued by the commission shall, on and after
18 July 1, 1980, include adequate instruction in the
19 procedures described in subdivision (a).

20 (c) The commission shall prepare and implement an
21 optional course of training of specialists in the promotion
22 of community participation in crime prevention.

jurisdiction, upon the officer's appointment, and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(3) Requirements of the Management Course are set forth in PAM, Section D, "The Management Course."

(e) Executive Development Course (Optional)

(1) The Executive Development Course is designed for department heads and their executive staff. Every regular officer who is appointed to a middle management or higher position such executive position may attend and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course. The Executive Development Course is optional.

(2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Course; notwithstanding the provisions of Regulations 1015(b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed provided the officer

has satisfactorily completed the training requirements of the Management Course.

- (3) Requirements for the Executive Development Course are set forth in PAM, Section D, "Executive Development Course."

Regulation 1011(b)

Professional certificates shall be considered to be awards for achievement remain the property of the Commission and subject to denial or cancellation only: if a peace officer is adjudged guilty of a felony; if the certificate was obtained through misrepresentation, fraud, or was issued due to administrative error. Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2, "Denial or Cancellation of Professional Certificates."

Whenever a peace officer, or a former peace officer, is adjudged guilty of a felony, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.

PAM, Procedure F-2

DENIAL OR CANCELLATION OF PROFESSIONAL CERTIFICATES

Purpose

2-1. Denial or cancellation of Professional Certificates: This Commission Procedure provides for the denial or cancellation of POST professional certificates as described in PAM, Section 1011(b).

Denial or Cancellation

2-2. Right to Deny or Cancel: Professional certificates remain the property of the Commission and the Commission reserves the right to deny or cancel any certificate when:

- a. The person is adjudged guilty of a felony; or
- ~~b-a.~~ The certificate was issued by administrative error; or
- ~~c-b.~~ The certificate was obtained or issuance is attempted through misrepresentation or fraud.

2-3. Notification by Department Head: When ~~in the opinion~~ of a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph 2-2 above, it shall be the department head's responsibility to notify the Commission.

Investigation

2-4. Initiation of Investigation: When it is brought to the attention of the Commission that a professional certificate may have been applied for or issued involving conditions listed under paragraph 2-2, the Executive Director shall initiate an investigation. The department head and the concerned individual shall be notified of the investigation.

2-5. Notification of Hearing: If the facts of the case appear to ~~substantiate cause for~~ denial or cancellation, the individual concerned shall be notified by registered mail of the right to a hearing and the grounds for the proposed denial or cancellation. The notice of hearing shall advise the individual of his/her right to appear and testify and question any witnesses that may be called to testify. The individual's department head shall also be notified of the hearing.

Hearing

2-6. Procedures for Hearing: If the applicant or holder of a certificate which is proposed for denial or cancellation action desires a hearing regarding such action, he/she must notify the Commission of the desire for a hearing within 30 days of the individual's receipt of the notice of hearing.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Codes Section 11500 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.

2-6. Procedures for Hearing (continued)

- b. A committee of the Commission, for the purpose of hearings or reaching decisions regarding professional certificate denial or cancellation shall be no less than three members.
- c. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- d. All meetings and hearings of the Commission to consider the denial or cancellation of a professional certificate shall be open to the public except upon request of the involved person and when sufficient reason is presented that in the judgment of the Commission the hearing be closed.

GWG/lr
09/79

BUDGET FLOW SUMMARY

Accumulated Surplus, Adjusted, July 1, 1978	\$ 1,596,386
Total Revenues ('78-79)	\$ 14,218,728
Reimbursements	\$ 252,693
TOTAL RESOURCES	<u>\$ 16,068,807</u>

Expenditures '78-79	
Commission Operations	\$- 2,483,081
Local Assistance	\$-10,799,173
TOTAL EXPENDED	<u>\$ 13,282,254</u>

Accumulated Surplus, July 1, 1979	\$ 2,786,553
Projected Revenue ('79-80)	\$ 14,500,000
TOTAL RESOURCES	<u>\$ 17,286,553</u>

Projected Expenditures	
Commission Operations	\$ 2,746,261
Local Assistance	\$ 11,652,392
TOTAL EXPENDITURES	<u>\$ 14,398,653</u>

Accumulated Surplus, July 1, 1980	\$ 2,887,900
Required Reserve	\$- 1,000,000
Available for Appropriation	\$ 1,887,900
Projected Revenue ('80-81)	\$ 14,500,000
TOTAL RESOURCES AVAILABLE	<u>\$ 16,387,900</u>

Projected Expenditures (without BCP's)	
Commission Operations	\$ 2,825,825
Local Assistance	\$ 11,652,392
TOTAL EXPENDITURES	<u>\$ 14,478,217</u>

Available for Appropriation to Apply in '80-81 or Subsequent Budget:	\$ 1,909,683
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ASSEMBLY CONCURRENT RESOLUTION NO. -----

This measure would direct the Commission on Peace Officer Standards and Training to include within its training program, instruction in white collar crime and community participation in crime prevention.

WHEREAS, white collar crime and community participation in crime prevention has been identified by the Select Committee on Crime Prevention as a major problem in California; and

WHEREAS, law enforcement personnel have indicated that additional information and training is needed with respect to the appropriate techniques for investigation of white collar crime and encouraging community participation in crime prevention; and

WHEREAS, the provision of such training to law enforcement personnel is consistent with the role of the Commission on Peace Officer Standards and Training; and be it further

RESOLVED, by the Assembly of the State of California, the Senate thereof concurring, that the Commission on Peace Officer Standards and Training is directed to include, within its basic course of instruction, the elements of white collar crime investigation and community participation in crime prevention; and be it further

RESOLVED, that optional courses for the training of specialists in the investigation of white collar crime and community participation in crime prevention be offered for those persons needing such training, and be it further

RESOLVED, that the Chief Clerk of the Assembly transmit a copy of this resolution to the Commission on Peace Officer Standards and Training.

and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

(c) Management Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete ~~the~~ a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- (2) (A) Every regular officer who is appointed to a first-level-supervisory-or-higher middle management or higher position ~~may~~ shall attend ~~the~~ a certified management course and the jurisdiction may be reimbursed, provided the officer has satisfactorily ~~met~~ completed the training requirements of the Supervisory Course.

(B) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's

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:

- Receive briefings on POST's programs, projects, and major issues.
- Call to the attention of the Commission any suggestions or concerns of members' associations and organizations and the Advisory Committee collectively.
- 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.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Modification/Decertification Report		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Burlock</i>	Researched By Bradley W. Koch
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-3-80	Date of Report January 2, 1980
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 October 25-26, 1979 Commission Meeting:

Course Title	Presenter	Course Category	CERTIFIED	
			Reimbursement Plan	Fiscal Impact
1. Jail Operations (80 hours)	State Center Peace Officers' Academy	Technical	II	\$ 13,652
2. Jail Management	NCCJTES, Santa Rosa Center	Technical	IV	\$ 6,424
3. Supervisory Course	State Center Peace Officers' Academy	Supervisory	II	\$ 7,217
4. Auto Theft Inv. (Advanced)	NCCJTES, Sacto Center	Technical	IV	\$ 5,160
5. Auto Theft Inv. (Basic)	NCCJTES, Sacto Center	Technical	II	\$ 5,685.20
6. Modular Training for Law Enforcement	Central Calif. Crim. Jus. & Delinquency Prev. Planning Dist.	Technical	IV	\$ 6,660
7. P. C. 832 (Powers of Arrest only)	West Valley College, Park Mgmt. Dept.	Approved	IV	\$ -0-
8. Management Course	CHP	Management	II	\$ -0-
9. Management Course	Wm. Penn Mott, Jr. Trng. Cntr.	Management	II	\$ -0-

Utilize reverse side if needed

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
10.	Field Training Officer Course	Central Coast Co. Police Acad.	Technical	II	\$ 22,003
11.	Reserve Basic Course, Level I	Fullerton College	Special	N/A	\$ -0-
12.	P.C. 832-Arrest and Firearms	Sierra College	Approved	N/A	\$ -0-
13.	Reserve Training (Level II)	Sierra College	Approved	N/A	\$ -0-
14.	Records Mgmt. Course	NCCJTES, Los Medanos College	Technical	IV	\$ 9,528
15.	Livestock Theft Inv. & Prev.	NCCJTES, Redwoods Center	Technical	IV	\$ 5,020
16.	Supervisory Course	NCCJTES, Sacto Center	Supervisory	II	\$ 34,342.14
17.	Crime Prevention Institute	Int'l. Training & Research Eval. Council	Technical	III	\$ 91,688
18.	Adv. Crime Prev. Inst. on Environmental Design	Int'l. Training & Research Eval. Council	Technical	III	\$ 33,000
19.	Narcotics Inv. Security	Moorpark College	Technical	IV	\$ 1,407
20.	Traffic Accident Investigation	NCCJTES, Santa Rosa Center	Technical	II	\$ 16,560
21.	Jail Managers' Seminar	Tulare Co. S.O.	Technical	IV	\$ 15,330
22.	Arrest and Firearms (P.C. 832)	Lake Tahoe Comm. College	Approved	IV	-0-
23.	Reserve Trng., Level II, Module B	Yuba Community College	Approved	N/A	-0-
24.	Crisis Intervention	NCCJTES, Sacto Center	Technical	IV	\$ 5,081.60
25.	Officer Survival	NCCJTES, Redwoods Center	Technical	IV	\$ 11,880

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
26.	Complaint/ Dispatcher	NCCJTES, Los Medanos College	Technical	II	\$ 13,559
27.	Records Officer	NCCJTES, Los Medanos College	Technical	II	\$ 17,011.20
28.	Carnival Games Fraud Inst.	Chapman College	Technical	III	\$ 4,620
29.	Traffic Accid. Investigation	San Diego Police Department	Technical	IV	\$ 10,320
30.	Jail Operations (80 hours)	Bakersfield College	Technical	II	\$ 18,192
31.	Law Enforcement Basic Photography Seminar	Tri-Community Adult Ed.	Technical	IV	\$ 12,384
32.	Jail Operations	NCCJTES, Los Medanos College	Technical	II	\$ 27,278.96
33.	Advanced Officer	Dept. of Fish and Game	Advanced Officer	N/A	-0-
34.	Reserve Officer, Module B-Level II	College of the Desert	Special	N/A	-0-

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1. Basic Course	Central Coast Co. Police Acad.	Basic	II	\$ -0-
<u>Description of Change:</u> Increased from 440 to 480 hours.				
2. Basic Course	State Center Peace Officers' Academy	Basic	II	\$ 63,584
<u>Description of Change:</u> Certified one additional course for FY 1979/80.				
3. Management Seminar	Cal Poly, Pomona	Mgmt. Seminar	III	\$ 14,100
<u>Description of Change:</u> Increase in tuition from \$88 to \$98.				
4. Defensive Tactics	NCCJTES, Sacto Center	Technical	IV	\$ 3,970
<u>Description of Change:</u>				
5. Exec. Dev. Sem.-Personal Growth	USC-School of Public Admin.	Exec. Seminar	III	\$ 18,810
<u>Description of Change:</u> Increase in tuition from \$110 to \$165.				
6. Exec. Dev. Sem. Organizational Development	USC-School of Public Admin.	Exec. Seminar	III	\$ 18,810
<u>Description of Change:</u> Increase in tuition from \$110 to \$165.				
7. Exec. Dev. Sem. Change Agent	USC-School of Public Admin.	Exec. Seminar	III	\$ 18,810
<u>Description of Change:</u> Increase in tuition from \$110 to \$165.				
8. Child Abuse Investigation	Central Coast Co. Police Academy	Technical	II	\$ 19,530
<u>Description of Change:</u> Changed from a Skills and Knowledge, Plan IV, to a Job Specific, Plan II course.				
9. Reserve Academy, Level I-Module C	Napa Community College	Approved	N/A	\$ -0-
<u>Description of Change:</u> Changed presentation format to four hours per day, one day per week, for 30 weeks.				

MODIFIED
(Cont.)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
10.	Supervisory Course	NCCJTES, Santa Rosa Center	Supervisory	II	\$ -0-
	<u>Description of Change:</u> Reduced from 120 to 80 hours.				
11.	Sexual Assault Investigation	NCCJTES, Los Medanos College	Technical	II	\$ 5,685.20
	<u>Description of Change:</u> Increased from 24 to 40 hours.				
12.	Sexual Assault Investigation	CSU, San Jose	Technical	I	\$ 4,972
	<u>Description of Change:</u> Recertification of one additional course for FY 79-80.				
13.	Heroin Influence Course	DOJ - ATC	Technical	IV	\$ 20,640
	<u>Description of Change:</u> Reduced from 10 to 8 presentations for FY 1979/80.				
14.	Homicide Inv.	DOJ - ATC	Technical	II	\$ 10,005.96
	<u>Description of Change:</u> Reduced from 4 to 2 presentations for FY 1979-80.				
15.	Narcotic Enforcement for Peace Officers	DOJ - ATC	Technical	II	\$ 16,770
	<u>Description of Change:</u> Increased from 10 to 13 presentations for FY 1979/80.				

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1.	Spec. Basic Inv.'s Course	Rio Hondo College	Spec. Basic	N/A	\$ -0-
2.	Arrest and Firearms	Pasadena City College	Approved	IV	\$ -0-
3.	Writing POST Perf. Obj.	Rossi-Moore Associates	Technical	III	\$ -0-
4.	Effective Report Writing Workshop	Bruce Olson	Technical	IV	\$ -0-
5.	Planning Process	CSU, Humboldt	Exec. Sem.	III	\$ -0-
6.	Communications Problems	CSU, Humboldt	Exec. Sem.	III	\$ -0-
7.	Small Agency Mgmt. Methods	CSU, Humboldt	Mgmt. Sem.	III	\$ -0-
8.	Management Control	CSU, Humboldt	Mgmt. Sem.	III	\$ -0-
9.	Crime Prevention Inst.	Int'l. Trng. & Research Evaluation Council	Technical	I	\$ -0-
10.	Background Investigation	Ventura College	Technical	IV	\$ -0-
11.	Nuclear Site Security Sem.	CSTI	Exec. Sem.	IV	\$ -0-
12.	Terrorism Analysis Course (Adv.)	CSTI	Technical	IV	\$ -0-
13.	Management Course	Los Angeles Police Dept.	Management	I	\$ -0-

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PCP MANAGEMENT REPORT		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By <i>GP</i> Gene Pember
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <i>1-4-80</i>	Date of Report January 2, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE AND BACKGROUND

POST was requested by the Legislature (Assembly Concurrent Resolution 124) to develop a course of training on various aspects of PCP (Phencyclidine) for patrol officers. That course of training has been developed and is available to presenters. The Legislature will be notified that this requested project has been completed.

The unit of instruction is designed as a guideline for performance objective based law enforcement technical training. It was developed by California law enforcement specialists, criminal justice educators and trainers, professionals in the fields of education and medicine, and other qualified individuals.

A copy of the training course outline is attached. A copy of an expanded performance objective unit guide will be distributed to training academies and other interested and concerned presenters at a later date.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

PHENCYCLIDINE (PCP)
LAW ENFORCEMENT
CURRICULUM GUIDELINES

I. INTRODUCTION

- A. History and Background
- B. Early and Current Use of PCP

II. DRUG/USER IDENTIFICATION

- A. Product Identification, emphasizing local and regional variations
 - 1. Street Names (i.e., crystal, dust, angel dust, etc.)
 - 2. Physical Characteristics (liquid, powder, cigarettes, etc.)
 - 3. Packaging
 - 4. PCP Analogs and related drugs
 - a. TCP
 - b. PCE
 - c. PHP
 - d. PCC
 - e. Ketamine
 - f. Others
 - 5. Presumptive Testing
- B. Methods of Use
 - 1. Smoking
 - 2. Injection
 - 3. Snorting
 - 4. Ingestion
 - 5. Other
- C. Signs and Symptoms of Intoxication
 - 1. Levels of intoxication
 - 2. Reactions

- D. Toxicology
 - 1. Chemical effects on the body
 - (a) Immediate effects
 - (b) Prolonged effects
- E. Mixed Drug Combinations
 - 1. PCP and other drugs
- F. Prolonged Effects of PCP

III. APPREHENSION AND CONTROL OF PCP ABUSER

- A. Consideration of department policy
- B. Arrest/Alternatives
 - 1. Detention/Booking
 - a. Hospital (Pre-booking medical examinations
 - b. Testing--blood and urine screens
 - c. Release considerations (849b P.C.)
 - 2. Community referrals (See Section VII) (Local)
 - 3. Emergency Commitment (5150 W & I Code)
- C. Safety for Officer
- D. Safety for Public
- E. Suspect Safety
 - 1. Physical holds
 - 2. Alternatives for restraint
- F. Jail Custody Problems
 - 1. Self inflicted injury (suicide attempts, etc.)
 - 2. Injury to others
 - 3. Life support measures

IV. LEGAL ASPECTS

- A. Under Influence and Personal Use
 - 1. 647f P.C. - 11550 H & S Code
 - 2. 5150 W & I Code

B. Possession and Sale Laws

1. 11377 H & S Code
2. 11378 H & S Code
3. 11379 H & S Code
4. 11380 H & S Code
5. 11382 H & S Code

C. Manufacturing Laws

1. 11383B H & S Code
2. 11379 H & S Code
3. 182 pc (conspiracy)
4. 11100-11104-11105
5. 273d P.C.
6. 187 P.C.

D. Federal Law

E. Case Law

1. U.S. vs. Hampton
2. U.S. vs. Russell
3. Securing a residence
4. Court Decisions - emergency circumstances

F. Civil Liability

G. Diminished Capacity

V. ILLICIT LABORATORY IDENTIFICATION

A. Chemical Identification

B. Basic Manufacturing Process

C. Drug Identification

D. Officer and Public Safety

E. Disposal of Chemicals

1. Transport
2. Storage
3. Preparation as evidence
4. Fire and safety regulations

VI. CASE PREPARATION

A. Report Writing

1. Under the influence (specific observations)

B. Evidence

1. Collection
2. Preservation
3. Booking of evidence

C. Court Presentation

1. Expert Qualification
2. Methods for documentation and verification of evidence
 - (a) Witness
 - (b) Videotape
 - (c) Chemical analysis
 - (d) Cassette tape/audio
 - (e) Urinalysis

VII. REFERRALS

- A. Emergency Services
- B. Crisis Intervention
- C. Counseling
- D. Services which are specific to community

VIII. COMMUNITY RELATIONS

- A. Officer Attitudes

IX. AVAILABLE MATERIALS

A. Bibliography

1. Books
2. Papers
3. Journals
4. Newspapers/magazines
5. Other printed material

B. Audiovisual Materials

1. Motion pictures
2. Videotapes
3. Slide/tape
4. Photographs
5. Overhead projections
6. Etc.

C. Identification Kits

1. Drug identification kits
2. Other

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CHILD ABUSE AND NEGLECT MANAGEMENT REPORT		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Franklyte Koch</i>	Researched By Gene Pember
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report January 2, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" 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 AND BACKGROUND

POST was directed by the Legislature (PC Section 13518) to provide training on this subject in the Basic Course, develop a training course for specialists in child abuse and neglect, and to publish guidelines for the use of law enforcement agencies in the investigation of child abuse complaints. Provision for such training in the Basic Course has previously been accomplished. Staff has now completed the curriculum requirements for a training course for specialists and has completed a comprehensive manual for the use of investigators. The Legislature will be advised of this project's completion.

Both the training course and the manual (guidelines) for investigators were designed by child abuse and neglect specialists in law, medicine, psychology, psychiatry, education, law enforcement, legislation, protective services, and other interested and concerned professionals.

A copy of the training course outline is attached for information. A copy of the manual will be provided at the meeting. After final printing, it is planned that the manual will be distributed to all law enforcement agencies. The training course will be made available to all interested and concerned presenters.

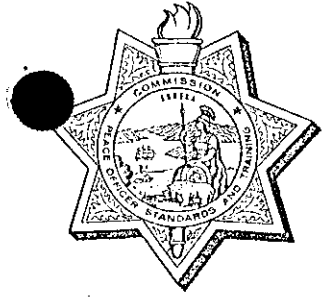
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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

INVESTIGATION AND PREVENTION OF CHILD ABUSE AND NEGLECT

POST Training Course Outline for
Law Enforcement Specialists



I. Overview of the Course

- A. Extent
- B. Purpose - Role of officer
- C. Course Process

II. Definition of Child Abuse

- A. Statement of Problem Including Statistics
- B. Historical Perspective
- C. Societal Dynamics

III. Identification of Child Abuse

- A. Physical
- B. Sexual
- C. Emotional
- D. Neglect

IV. Special Considerations

- A. Low/High Risk Children or Families
- B. Cultural Factors
- C. Sudden Infant Death Syndrome
- D. Failure to Thrive
- E. Discipline vs. Abuse
- F. Drug and Alcohol Related
- G. Children as Stress Producers

V. Institutional Abuse

- A. Types: Schools, Residential, Foster Homes, Day Care, Hospitals, Correctional Institutions
- B. Control/Discipline
- C. Identification
- D. Investigation

VI. Laws and Reports

A. Laws

1. Penal
2. H & S
3. WIC
4. Education
5. Government
6. Civil
7. Evidence Code
8. Case Law
9. Liability - Everybody
10. Constitutional Rights

B. Reporting

1. Purpose of mandating reporting
2. Central registry
3. Collection of statistics
4. Confidentiality
5. Immunity from liability civil/criminal

VII. Jurisdictional Policies/Procedures

- A. Local
- B. State
- C. Federal
- D. Tribal laws--Federal law--280
- E. Other

VIII. Law Enforcement Responsibility

A. Immediacy - High Priority Response

1. Intervention
2. Immediate follow-up

B. Crisis Intervention

1. Defusing
2. Support services

C. Communication/Interview Techniques

1. Abuser
2. Victim
3. Family
4. Witnesses
5. Setting (environment)
6. Protocol

- D. Investigation
- E. Collection and Preservation of Evidence
- F. Alternatives to Arrest
- G. Detection/Arrest/Case Preparation
- H. Safety Techniques

- 1. Officer
- 2. Victim
- 3. Offender
- 4. Other Family Members/Complainant
- 5. Other

I. Protective Custody Procedures

- 1. Related laws
- 2. 24-hour response
- 3. Police best qualified
- 4. Childs safety first concern: Immediate danger/family leaving area
- 5. Medical/psychiatric care
- 6. Incapable of self protection
- 7. Unreasonable discipline
- 8. Parental retaliation
- 9. Physical environment
- 10. Parent/care taker: Mental/physical/psychological condition
- 11. Previous history
- 12. Resistance to investigation
- 13. Other

J. Institutions and Agency Protocol

- 1. Hospitals
- 2. Schools
- 3. Social
- 4. Correctional
- 5. Other

K. Coroner - Death Investigation

IX. Psychology of the Abuser

- A. Various Theories
- B. Multiple Causations
- C. Bahavorial Reactions
- D. Sexual Exploitation

X. Psychological Effects of Abuse on the Child

- A. Physical
- B. Sexual
- C. Emotional
- D. Neglect
- E. Special Considerations

XI. Interagency Coordination

- A. Agency Functions
- B. Comparative Philosophy/Attitudes
- C. Multi-Law Enforcement Coordination and Responsibility
- D. Jurisdictional Problems

XII. Judicial System

- A. Juvenile: Delinquency, dependancy, neglect
- B. Criminal: Felony, misdemeanor
- C. Civil: Liability

XIII. Case Management--Coordination of Internal and External Resources

- A. Analysis
- B. Referral
 - 1. Social/medical
 - 2. Judicial system
- C. Treatment
- D. Feedback
 - 1. System participants
 - 2. All participants
- E. Case Tracking

XIV. Prevention

- A. Primary
 - 1. Education/Child Growth and Development
 - 2. Child Protection
 - a. Food/Shelter/Clothing
 - b. Medical

3. Family Security
4. Crisis Center/Hotline

B. Secondary

1. Breaking the Cycle
2. Reparenting Education
3. Discipline vs. Abuse
4. Treatment Modalities

XV. Police Communications with the Public

A. Public Information

1. In-service
2. Schools
3. Public Education

B. Public Relations/Community Awareness

C. Media Relations

XVI. Burnout Prevention

XVII. Special Populations

- A. Military
- B. Tribal Jurisdictions (Native Americans)
- C. Undocumented Alien
- D. Exceptional Child
- E. Learning Disability
- F. Cultural Factors (specifics unique to majority and minority groups)
- G. Language Barriers (qualified translators)
- H. Religious Denominations

XVIII. Non-governmental Community Services for Family and Children

- A. Volunteer Programs
- B. Parents Without Partners (PWP)
- C. Big Brothers/Big Sisters
- D. Open Door
- E. Parents United/Daughters and Sons United
- F. Parents Anonymous
- G. International Order of Foresters

XIX. Available Materials: Child Abuse

A. Bibliography

1. Research studies
2. Books
3. Papers/Periodicals
4. Journals
5. Newspapers/magazines
6. Other printed material

B. Audiovisual Materials

1. Motion pictures
2. Videotapes
3. Slide/tape
4. Photographs
5. Overhead projections
6. Etc.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title TULARE MARSHAL - WITHDRAWAL FROM POST PROGRAM		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Trillie W. Cook</i>	Researched By <i>B. Sadler</i> Bobby Sadler
Executive Director Approval <i>M. Schen</i>	Date of Approval 12-3-79	Date of Report November 13, 1979
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 Tulare Marshal's Office joined the POST program on June 3, 1970, when the Tulare County Board of Supervisors adopted Resolution Number 70-1618.

Since then, the Tulare Marshal's Office has been renamed and two other Marshals' Offices have been created within Tulare County. The existing Tulare Marshals are as follows:

1. Olen R. Lane, Marshal
Visalia Judicial District
210 N. Church Street
Visalia, CA 93277
2. Duard Sprague, Marshal
Tulare-Pixey Judicial District
P.O. Box 1136
Tulare, CA 93274
3. Vincent Arcure, Jr., Marshal
Porterville Judicial District
87 E. Martin Avenue
Porterville, CA 93257

On August 9, 1979, the personnel files of the Tulare-Pixey Judicial District and the Porterville Judicial District were inspected to ascertain conformance with POST Regulations. It was determined that Marshal Sprague, one of his deputies, and Marshal Arcure were required to attend a POST Basic Course.

The Tulare County Board of Supervisors was requested to provide the funds needed to accomplish the training. The Board declined and passed Resolution Number 79-2160 on August 21, 1979, which rescinded Resolution Number 70-1618 and withdrew all three Tulare County Marshal's Offices from the POST program.

The Executive Director has formally notified each Marshal's Office of its removal from the POST program (see the attached example).

This is submitted for the Commission's information.

BGS:gp

Attachment: Visalia Judicial District Letter

Utilize reverse side if needed

November 14, 1979

Duward Sprague, Marshal
Tulare-Pixey Judicial District
P.O. Box 1136
Tulare, CA 93274

Dear Marshal Sprague:

We have received a copy of the Tulare County Board of Supervisors' Resolution Number 79-2160 which was enacted on August 21, 1979. In that resolution, the Board expresses its desire that the Tulare County Municipal Court Marshals not participate in the POST Program.

The membership of your office in the POST Specialized Law Enforcement Certification Program is hereby concluded, pursuant to the desires of your Board of Supervisors.

Please be assured of our continued cooperation on matters of mutual concern.

Sincerely,

NORMAN C. BOEHM
Executive Director

NCB/BS/kgh

cc: James E. Williams
County Executive Officer

Calvin E. Baldwin
County Counsel

file: Tulare County Marshal

AGENDA ITEM SUMMARY SHEET

Agenda Item Title JOB-SPECIFIC COURSE CURRICULUM GUIDELINES		Meeting Date January 17-18, 1979
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By Bradley W. Koch
Executive Director Approval <i>Norman C. Becken</i>	Date of Approval 1-4-80	Date of Report December 13, 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 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 the Commission approve continuation of the development of performance objectives based curriculum for Job Specific Courses by law enforcement trainers through the CPOA Training Committee to be used as guidelines by trainers and POST staff.

BACKGROUND

One of the study programs undertaken by the CPOA Training Committee was the development of performance objectives for each of the Commission-identified Job Specific Training Courses. This study was undertaken (at no cost to POST) because of the identified need to improve the quality of Job Specific Courses and to present this training in such a way that a law enforcement trainee, who, upon pending or actual assignment to a new function, was provided with sufficient basic skills and knowledge through training to function effectively immediately upon transfer to the new assignment.

Members of the Training Committee were requested to prepare performance-based course outlines based on their particular areas of expertise. These outlines are now being edited and revised as needed for content and standardized format.

ANALYSIS

The Commission has been moving toward a total training program based on performance objectives. The Basic, Supervisory and Management Courses were recently developed in this mode. Staff believes that when Performance Objectives are completed for each of the 24 Job Specific Courses, they will provide much needed guidelines for staff's use in reviewing and comparing curriculum of proposed Job Specific Courses and, as well, a core content for Job Specific Courses.

Before additional effort is expended on this project, the developers of the material are desirous of Commission concurrence on its proposed use and approval for continuation of its development.

RECOMMENDATION

Recommend that the Commission approves continuation of the development of Performance Objectives for Job Specific Courses and that the material be presented to the Commission for final review at its April 1980 meeting.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Auditor General Communication		Meeting Date January 17, 18, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Administration Division
Executive Director Approval <i>[Signature]</i>	Date of Approval January 4, 1980	Date of Report January 4, 1980
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 _____).

ISSUE: Auditor General recommendations have been submitted for our consideration. They are outlined in the attached Management Letter #632.

BACKGROUND: This was a routine audit required of each state agency.

ANALYSIS: State has reviewed the recommendations and provided the response in our letter of December 28, 1979. (attached)

RECOMMENDATION:
Acknowledge receipt of both documents and provide staff guidelines if any of the responses or recommendations are not in harmony with the Commission's policy.



California Legislature

Joint Legislative Audit Committee

GOVERNMENT CODE SECTION 10500 et al

Office of the Auditor General

CHAIRMAN
RICHARD ROBINSON
ASSEMBLYMAN

VICE CHAIRMAN
ALBERT RODDA
SENATOR

925 L STREET
SUITE 750
SACRAMENTO 95814
(916) 445-0255

December 18, 1979

Management Letter 632

COMMISSION ON POST
DEC 20 9 51 AM '79

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards
and Training
7100 Bowling Drive
Sacramento, California 95823

Dear Mr. Boehm:

The audit report on examination of the financial statements of the Commission on Peace Officer Standards and Training for the period ended June 30, 1979 will contain a qualified opinion on revenues and a disclaimer opinion on fixed assets. That is, in our opinion, except for the effects of (1) revenues beyond the amounts recorded as received, if any, and (2) inadequate records which precluded us from forming an opinion on fixed assets, the financial statements present fairly the financial position of the Commission on Peace Officer Standards and Training as of June 30, 1979 and the results of operations and changes in fund balance for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with the preceding year. Certain adjusting entries, however, were necessary in order to achieve compliance with generally accepted accounting principles as defined by the American Institute of Certified Public Accountants and the National Council on Governmental Accounting.

As an integral part of our examination, we reviewed the commission's accounting procedures and related system of internal accounting control to the extent we considered necessary to properly form an opinion concerning the fairness with which the commission's financial statements present financial position and results of operations in accordance with generally accepted accounting principles consistently applied. The review of accounting procedures and related system of internal accounting control enables us to suggest improvements which may result in better operating procedures or in better internal accounting controls.

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards
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FINDINGS AND RECOMMENDATIONS

REVENUES FROM PENALTY ASSESSMENTS

Section 13521 of the Penal Code provides that the Peace Officers' Training Fund shall receive revenues from penalty assessments

in an amount equal to five dollars (\$5) for every twenty dollars (\$20), or fraction thereof, of every fine, penalty, and forfeiture imposed and collected by the courts for criminal offenses....

These revenues do not include violations of the Fish and Game Code or offenses included within the penalty assessment provisions of the Vehicle Code.

Section 42050 of the Vehicle Code, states that a similar \$5 penalty assessment be levied on many offenses involving (1) a violation of the Vehicle Code or (2) local ordinances adopted pursuant to the Vehicle Code. The Vehicle Code also provides that the Peace Officers' Training Fund shall receive 25 percent of Vehicle Code penalty assessments. The remaining 75 percent is to be deposited in the Driver Training Penalty Assessment Fund.

The courts collect these penalty assessments and transmit them to the county treasurers, who remit them to the State Treasurer to be deposited in the proper fund.

The commission does not, however, have a monitoring system to assure that the Peace Officers' Training Fund receives all revenues to which it is entitled. The commission, in coordination with the State Controller, should adopt specific controls.

- For example, the Controller should review summaries of total penalty assessments transmitted by the courts to the county treasurers to assure that all penalty assessments are remitted to the State Treasurer. Also, the Controller should monitor the distribution of penalty assessments on

Mr. Norman C. Boehm, Executive Director
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traffic fines between the Peace Officers' Training Fund and the Driver Training Penalty Assessment Fund. Some counties combined juvenile penalty assessments and driver training penalty assessments when remitting revenues to the State Treasurer. The State Controller should ensure that counties segregate these penalty assessments to adhere to Section 42050 of the Vehicle Code which prohibits penalty assessments from being imposed upon minors for vehicular violations.

- The Controller should also monitor the activities of county auditors who review the collections and remittances of penalty assessments.

The State Controller is authorized to direct and oversee the collection of all money due the State as stated in Government Code Sections 12416 to 12418. The Controller is also authorized under Section 26909 of the Government Code to set minimum requirements for audits conducted by county auditors or independent accountants.

Recommendation:

We recommend that the commission, in coordination with the State Controller, monitor the calculation of revenues, distribution of revenues between funds, and the activities of county auditors who review the collection and remittance of penalty assessments.

PAYMENTS TO CITIES,
COUNTIES, AND DISTRICTS

The commission's pre-disbursement controls over reimbursements to cities, counties, and districts for peace officers' training are inadequate. The State Controller pays claims for reimbursement of training expenses based on the commission's certification of expenditures. The commission, however, does not require the counties, cities, and districts to submit information or to certify whether:

Mr. Norman C. Boehm, Executive Director
 Commission on Peace Officer Standards
 and Training
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- Peace Officers were on-duty while receiving training;
- Peace officers' salaries were paid from federal grants or from other funds;
- Cities, counties, and districts actually incurred expenses for tuition, meals, lodging, and other related expenses; or
- Rates claimed exceed the cities, counties, and district's own authorized rates.

Recommendation:

We recommend that the commission require cities, counties, and districts to certify the items listed above to strengthen its internal accounting controls.

The Office of the State Controller, under contract with the commission, performs post audits of cities, counties, and districts participating in the commission's reimbursement program. The State Controller found audit exceptions within 66.7 to 84.9 percent of the cities, counties, and districts audited in fiscal years ending 1975 through 1978. Although, a large percentage of participants had audit exceptions, the amount of these exceptions was small. The total amount of audit exceptions was \$20,345 for 1977 and \$13,636 for 1978. The table below details the number of participants included within the controller's post audits and the number and corresponding percentage of audit exceptions found, along with the total monies audited, total amount of audit exceptions, and percentage of amount with audit exceptions.

PARTICIPATING CITIES, COUNTIES, AND DISTRICTS AUDITED

<u>Audit Year</u>	<u>Number of Participants Audited</u>	<u>With Audit Exceptions</u>	<u>Percentage of Participants With Audit Exceptions</u>	<u>Amount of Monies Audited</u>	<u>Amount of Audit Exceptions</u>	<u>Percentage of Audit Exceptions to Monies Audited</u>
1975	53	45	84.9	\$2,018,095	\$52,387	2.59
1976	48	34	70.8	3,170,768	41,166	1.29
1977	37	25	67.6	767,455	20,345	2.65
1978	18	12	66.7	815,049	13,636	1.67

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The contract cost of conducting the 1977 and 1978 audits was \$45,000 per year. Because of the small amount of audit exceptions in recent years in comparison to audit contract cost, we believe the commission should reevaluate the need for such audits. The commission should also determine whether its desk audit unit could replace the field audits if source documents were attached to the claims. This would encourage the participants to comply promptly with the commission's reimbursement requirements.

Recommendation:

We recommend that the commission determine whether it should contract with the State Controller to conduct post audits of cities, counties, and districts participating in the commission's reimbursement program or whether the commission's desk audit unit should assume the task by requiring that those entities submit source documents supporting claims for reimbursement.

CASH

The accounting controls over cash transactions are inadequate for several reasons. First, the same person who receives and deposits remittances reconciles the bank account and, maintains the receipt register and the disbursement register. In addition, mail clerks do not list mail collections when first opening the mail. After mail collections are receipted, they are delivered to someone other than the person who records and prepares the bank deposit. Also, paid checks are not delivered to the reconciler unopened. Furthermore, revolving fund disbursements of \$4,644.41 were not properly authorized. We found that checks for salary advances, travel advances, and the postage meter were prepared and signed without the approval of proper officials.

Recommendation:

We recommend that the commission establish proper separation of duties, proper record procedures, and a system of authorization to assure reasonable accounting control.

Mr. Norman C. Boehm, Executive Director
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PROPERTY

We found these following weaknesses in the accounting controls of property:

- The accounting unit did not prepare a listing of property cards to support the balance of the general ledger;
- Tags or decals of some properties are missing;
- The commission did not reconcile the physical inventory of property to the general ledger;
- The commission did not store the unassigned property in a central location.

Recommendation:

We recommend that the commission adopt these improvements:

- Generate a listing on property cards and compare the balance with the control account;
- Tag all property;
- Reconcile the physical inventory of property to the general ledger accounts;
- Store unassigned property in a central location and designate an employee who will be responsible for the property.

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards
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ADJUSTING ENTRIES

To aid in the fair presentation of your financial statements for the year ending June 30, 1979, we made certain adjusting entries. The entries bring your financial statements into conformance with generally accepted accounting principles. The effects of the following entries were reflected in the financial records of the commission subsequent to June 30, 1979.

SPECIAL REVENUE FUND

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable - Revenue	\$510,402	
Fund Balance	33,268	
Revenues		\$543,670

To reflect net accruals of June assessments received in July and August for the years 1977, 1978, and 1979.

Fund Balance	\$10,000	
Accounts Payable		\$10,000

To correct fund balance as a result of increase deficiency appropriation from \$640,000 to \$650,000 in 1978.

Liability for Installment Purchase Contracts	\$1,550	
Equipment		\$1,550

To close liability for installment purchase which was fully paid.

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards
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SPECIAL DEPOSIT FUND

	<u>Debit</u>	<u>Credit</u>
Cash in State Treasury	\$12,650	
Agency Trust Fund Cash		\$12,650

To correct general ledger account for amount remitted in the Special Deposit Fund.

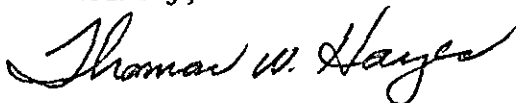
Accounts Payable	\$ 49,474	
Fund Balance	235,104	
Appropriation Expenditures		\$271,928
Accounts Payable		12,650

To correct accruals made at June 30, 1979 and to set up liability to Peace Officers' Training Fund of \$12,650 as reflected in Cash in State Treasury.

State agencies have ten working days to respond in writing to management letters of the Office of the Auditor General. We would appreciate receiving your written response to this management letter by January 2, 1980.

If you have any questions concerning the contents of this letter, please contact Ms. Pat Duncan at 323-3831.

Sincerely,



THOMAS W. HAYES
Auditor General

TWH:RL:bg

Staff: Richard LaRock, CPA
Del Pelagio, CPA
Pat Duncan
Ramon Juarez

cc: Assemblyman Richard Robinson, Chairman
Joint Legislative Audit Committee

Mary Ann Graves, Director
Department of Finance

December 28, 1979

Thomas W. Hayes
Auditor General
Office of the Auditor General
925 L Street, Suite 750
Sacramento, CA 95814

Dear Mr. Hayes:

re: Management Letter 632

I have reviewed your staff's audit findings of the Commission on Peace Officer Standards and Training financial records. I feel the findings are constructive. Specific responses to the audit findings follow:

Recommendation #1

"We recommend that the Commission, in coordination with the State Controller, monitor the calculation of revenues, distribution of revenues between funds, and the activities of County Auditors who review the collection and remittance of the penalty assessments."

Staff Response

We concur in this recommendation and, on Commission's approval, will contact the State Controller to use their field resources to assure that the penalty assessments are, in fact, going to POST.

Auditor's Recommendation #2

"We recommend that the Commission require cities, counties and districts to certify the items listed above to strengthen its internal accounting controls."

Thomas Hayes
Office of the Auditor General

Staff Response

Staff should look at the matter carefully and make recommendations on what kind of certification of claims is desirable and practical from the field in justifying claims for salary reimbursement. We really need a review to see whether the whole process can be made, on the one hand, more accurate and, on the other, be simplified. This would be done as part of the POST resource management system structure.

Auditor's Recommendation #3

"We recommend that the Commission determine whether it should contract with the State Controller to conduct POST audits of cities, counties and districts participating in the Commission reimbursement program or whether the Commission's desk audit unit should assume the task by requiring that those entities submit source documents supporting claims for reimbursement."

Staff Response

We feel it would be more appropriate to have the State Controller do POST audits of a sampling of cities and counties and districts participating in the POST program rather than require the agencies to submit source documents. Information on the source documents would have been received as part of the certification. (See recommendation #2.)

Auditor's Recommendation #4

"We recommend that the Commission establish proper separation of duties, proper record procedures and a system of authorization to show reasonable accounting control."

Staff Response

This comment refers to certain procedures in handling cash and checks. Staff has already taken steps to correct the cash and check handling system.

Thomas Hayes
Office of the Auditor General

Auditor's Recommendation #5

"We recommend that the Commission adopt these improvements-- generate a listing on property cards and compare the balance with the control account, tag all property, reconcile the physical inventory of property to the general ledger accounts, store unassigned property in a central location, and designate an employee who will be responsible for the property.

Staff Response

Steps to make these corrections are already underway.

The last two pages of the auditor's letter refer to adjusting entries. These are, basically, a series of bookkeeping adjustments. We view these as technical adjustments, cash balances were not affected by them. I am not in agreement with the entry that adjusts revenue by \$540,670.00. According to direction received from the State Controller's office and information in the State Administrative Manual, revenues are accounted for on a cash, rather than accrual basis.

Sincerely,

NORMAN C. BOEHM
Executive Director

JLP:GET:bmb

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Future Basic Training		Meeting Date January 17-18, 1980
Division Executive Office	Division Director Approval <i>R. Allen</i>	Researched By George A. Estrada
Executive Director Approval <i>Monroe C. Bohm</i>	Date of Approval Dec 17, 1979	Date of Report December 11, 1979
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 _____).

ISSUE:

Establishment of a fixed rate of salary reimbursement for basic training.

BACKGROUND:

At the July 26-27, 1979 Commission Meeting, Commissioner Jackson, Chairman of the Future Basic Training Committee, presented the Committee recommendation to set the rate of salary reimbursement for the basic course at actual rate up to \$4.33 per hour. All other Plan II Courses to remain at 50% of salary. A motion to hold a public hearing at the April 17, 1980 Commission Meeting was carried unanimously.

ANALYSIS:

A public hearing is planned for the April 17, 1980 Commission Meeting.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Contract Approval With Research Consulting Services, Inc.		Meeting Date January 17, 1980
Division Executive Office	Division Director Approval	Researched By G. W. Williams <i>G.W.M.S.</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 1-4-80	Date of Report
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 contract with Research Consulting Services, Inc. must be extended to cover the final period of the LEAA Grant Project.

BACKGROUND:

The contract, when drafted, covered the 1.5 year period of the Grant. The Grant was subsequently extended to two years. The extension of the contract as now proposed will cover the full remaining term of the Grant.

ANALYSIS:

The contract service provided by Research Consulting Services, Inc. is computer services for the Research and Evaluation Bureau. The maximum amount payable under the proposed continuation of the contract is not altered; however, the term of the contract is extended through June 30, 1980. Funds for the contract are provided by LEAA.

RECOMMENDATION:

Authorize staff to extend the contract with Research Consulting Services, Inc.

- CONTRACTOR
- STATE AGENCY
- DEPT. OF GEN. SER.
- CONTROLLER
-
-
-
-

THIS AGREEMENT, made and entered into this 1st day of June, 1979, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE Executive Director	AGENCY Commission on Peace Officer Standards and Training	NUMBER 79-405-11 Amendment #1
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hereafter called the State, and

RESEARCH CONSULTING SERVICES, INC.

hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials, as follows:
 Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

Contractor and State mutually agree to amend this contract as follows:

- Page 1: Item a. Reduce from \$18,000 to \$15,000.
- Item b. Increase from \$13,000 to \$16,000.

- Page 2: Paragraph 4. The term of this Agreement is September 1, 1978 through October June 30, 1979- 1980, except that it may be terminated by either party- the State upon thirty (30) days written notice.

Except as herein amended, all other terms and conditions remain the same.

The provisions on the reverse side hereof constitute a part of this agreement.
 WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA	CONTRACTOR			
AGENCY Commission on Peace Officer Standards and Training	CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION PARTNERSHIP, ETC.) RESEARCH CONSULTING SERVICES, INC.			
BY (AUTHORIZED SIGNATURE) TITLE Executive Director	BY (AUTHORIZED SIGNATURE) TITLE President			
CONTINUATION OF SHEETS, EACH BEARING NAME OF CONTRACTOR Department of General Services Use ONLY	ADDRESS 7038 High Sierra Court Orangevale, CA 95662			
AMOUNT ENCUMBERED \$ 15,000.00	APPROPRIATION POST	FUND POTF		
UNENCUMBERED BALANCE \$	ITEM 383	CHAPTER 359	STATUTES 1978	FISCAL YEAR 1978-79
ADD. INCREASING ENCUMBRANCE \$	JURISDICTION			
ADD. DECREASING ENCUMBRANCE \$	LINE ITEM ALLOTTMENT			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		I.D.A. NO.	I.V.G. NO.	
SIGNATURE OF ACCOUNTING OFFICER		DATE		
I hereby certify that all conditions for exemption set forth in State Administrative Manual Section 1209 have been complied with and this document is exempt from review by the Department of Finance.				
TITLE OF OFFICER SERVING AS BUREAU OF THE AGENCY			DATE	

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - Second Quarter 1979-80		Meeting Date January 17-18, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-14-80	Date of Report January 11, 1980
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 is the semi-annual financial report for the 1979-80 Fiscal Year, July 1 through December 31, 1979, 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 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 six months of the 1979-80 Fiscal Year totaled \$7,397,768.15 compared to \$6,670,169.29 for the corresponding period in 1978-79, an increase of \$727,607.86 (11%). (See Page 2 showing detail of revenue by month.)

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first six months of the 1979-80 Fiscal Year totaled \$4,818,478.81. Included in this amount is approximately \$1,600,000 in reimbursement for training completed during the 1978-79 Fiscal Year. Revised accounting procedures beginning July 1, 1979, provide for the payment of claims from funds available for the fiscal year in which the claims are received by POST without regard to the fiscal year of training.

A total of \$11,652,392 has been authorized for reimbursement in Fiscal Year '79/80. Historically, the largest portion of the total expenditure for reimbursement occurs in the second half of the year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE
1979-80 FISCAL YEAR

<u>MONTH</u>	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>SURPLUS INVESTMENT AND OTHER</u>	<u>TOTAL</u>
July	894,060.10	474,508.67	\$	\$ 1,368,568.77
August	907,291.92	427,382.27		1,334,674.19
September	437,654.95	214,338.08		651,993.03
October	896,389.07	418,349.19		1,314,738.26
November	727,698.50	379,813.62	11,850.00	1,119,362.12
December	<u>1,086,556.45</u>	<u>521,875.33</u>		<u>1,608,431.78</u>
TOTAL	<u>\$4,949,650.99</u>	<u>\$2,436,267.16</u>	<u>\$11,850.00</u>	<u>\$ 7,397,768.15</u>

1/14/80

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS
7/1/79 - 12/31/79

RESOURCES

Accumulated Reserve July 1, 1979	\$ 2,786,553.30	
Revenue July 1, 1979 through December 31, 1979	<u>7,397,768.15</u>	
TOTAL RESOURCES		\$ 10,184,321.45

EXPENDITURES

Administrative Costs		
Cash Disbursed	\$ 1,235,576.49	
Debts to be Paid	<u>381,633.80</u>	
Total Administrative Costs		\$ 1,617,210.29
Aid to Local Governments		
Training Claims Paid	\$ 2,110,656.47	
Training Claims to be Paid	2,702,941.36	
Contractural Services	388,215.27	
Letters of Agreemt & Room Rentals	15,911.55	
Contractural Serv. to be Paid	880,098.52	
Refund-prior year contract	<u>- 3,054.78</u>	
Total Aid to Local Governments		6,094,768.39
Prior Year Net Expenditures		<u>- 239,535.49</u>
TOTAL EXPENDITURES		\$ <u>7,472,443.19</u>
Subtotal, Accumulated Reserve		2,711,878.26
Plus Reimbursements Due		162,020.72
ACCUMULATED RESERVE DECEMBER 31, 1979		\$ <u>2,873,898.98</u>

1/14/80

DISTRIBUTION OF REIMBURSEMENT

During the first six months of the 1979-80 Fiscal Year, \$4,818,486.71 was reimbursed for training. Of this amount \$3,035,393.59 (63%) was reimbursed for mandated training, \$963,117.59 (20%) for Job Specific Courses and \$825,783.99 (17%) for Technical Course training. The difference of (-) \$11,231.91 is for adjustments to prior reimbursement payments

	<u>Reimbursed</u>	<u>PerCent</u>	<u>No. Trainees</u>	<u>PerCent</u>
Basic	\$ 2,330,949.58	48%	1,273	14%
Advanced Officer	344,756.42	07%	1,916	20%
Supervisory Course	199,662.16	04%	297	03%
Management Course	160,025.43	04%	168	02%
Executive Development Course	5,423.45	0%	9	0%
Job Specific Course	963,117.59	20%	2,000	21%
Technical Course	<u>825,783.99</u>	<u>17%</u>	<u>3,704</u>	<u>40%</u>
Subtotal	4,829,718.62	100%	9,367	100%
Adjustments	<u>(-) 11,231.91</u>			
GRAND TOTAL	\$ 4,818,486.71			

1/11/80

REIMBURSEMENT BY CATEGORY OF EXPENSE											
December		FOR TRAINING TO DATE FOR 1979/80 FISCAL YEAR									
		Subsistence		Travel		Tuition		Salary		TOTAL	
COURSE			%		%		%		%	%	
BASIC	Total this Month	70,971.47		17,714.24				353,355.75		452,041.46	
	Previous Months	321,501.76		62,091.83				1,495,314.53		1,878,933.12	
	Total to Date	392,473.23	15	79,806.07	4			1,858,670.28	80	2,330,974.58	43
ADVANCED OFFICER	Total this Month	6,706.83		1,116.60				68,401.04		76,234.52	
	Previous Months	27,990.43		9,610.12				230,931.35		268,521.80	
	Total to Date	34,697.26	10	10,726.72	4			299,332.39	35	344,756.42	7
SUPERVISORY COURSE	Total this Month	9,320.01		2,432.71				28,283.11		40,035.83	
	Previous Months	43,439.85		10,154.24				101,032.13		159,626.33	
	Total to Date	52,759.86	29	12,586.95	6			129,315.24	55	199,662.16	4
MIDDLE MANAGEMENT COURSE	Total this Month	19,656.32		3,302.81		2,400.00		21,163.75		46,522.88	
	Previous Months	40,469.24		5,855.13		5,941.00		60,202.13		115,497.55	
	Total to Date	60,125.56	33	9,157.94	6	8,341.00	5	81,375.88	51	160,020.43	4
EXECUTIVE DEVELOPMENT COURSE	Total this Month	440.00		11.52						451.52	
	Previous Months	4,178.61		713.12						4,971.63	
	Total to Date	4,618.61	85	724.64	15					5,423.15	0
JOB SPECIFIC COURSES	Total this Month	78,138.64		18,702.71		21,769.00		134,910.24		253,570.59	
	Previous Months	226,839.54		59,136.67		58,583.00		364,937.79		709,547.00	
	Total to Date	305,028.18	32	77,839.38	8	80,352.00	8	499,848.03	52	963,117.59	20
TECHNICAL/SPECIAL COURSES	Total this Month	141,443.99		57,213.00		50,808.55				249,465.54	
	Previous Months	335,536.77		107,931.65		132,799.03				575,316.45	
	Total to Date	477,020.76	56	165,144.65	20	183,607.58	22			824,781.99	17
TOTAL FOR MONTH		325,732.31		100,500.59		74,977.55		615,118.89		1,118,329.34	
TOTAL FOR PREVIOUS MONTHS		1,004,995.41		256,602.85		197,323.03		2,252,467.93		3,711,389.28	
GRAND TOTAL TO DATE		1,331,727.72	26	357,103.45	7	272,300.58	6	2,867,586.82	59	4,829,718.62	100

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.	Claims Received	Claims Returned	Claims Processed	Reimbursement	Accumulated Total Reimbursement
July	549	22	531	\$ 925,369.08	\$ 925,369.08
August	507	18	490	501,215.07	1,426,584.15
September	426	10	461	695,105.75	2,121,689.90
Adjustments on Prior Reimbursements 1st Qtr				(+)1,894.77	
Audit Adjustments by Controller 1st Qtr				(-)10,483.76	2,113,100.91
October	565	18	535	693,940.13	2,807,041.04
November	838	20	721	895,759.25	3,702,800.29
December	1004	25	1072	1,118,329.34	4,821,129.63
Adjustments on Prior Reimbursements 2nd Qtr				(+)613.55	
Audit Adjustments by Controller 2nd Qtr				(-)3,256.47	4,818,486.71
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				\$	\$

POST 1-245 (Rev. 8/78)

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	1979-80 F.Y.. Reimbursement	Contract Reimbursement & Ltr. of Agree.	Adjustments and Audit Reports	Total Aid to Local Gov't Item 384
July	\$ 925,369.08	\$ 0 235.06		\$ 925,604.14
August	501,215.07	9,352.15 341.80		1,436,513.16
September	695,105.75	0 * 7,078.96	\$ (+) 1,894.77 (-) 10,483.76	2,130,108.88
October	693,940.13	117,461.75 2,974.84		2,944,485.60
November	895,759.25	25,771.67 502.32		3,864,128.21
December	1,118,329.34	235,629.70 3,932.32	(+) 613.55 (-) 3,256.47	5,219,376.65
January				
February				
March				
April				
May				
June				\$
Total for Fiscal Year	\$	\$	\$	

* Includes room rent \$360.00

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Total 1979-80 Fiscal Year
July 1, 1979 through December 31, 1979

REIMBURSEMENT BY COURSE CATEGORY

Page 1 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
0010	Basic	2,330,949.58	1,831.06	1,273	471,538
0030	Advanced Officer	344,756.42	179.93	1,916	57,276
0040	Supervisory	199,662.16	672.26	297	24,256
0050	Management Course	160,025.43	952.53	168	13,061
7000	Executive Development Course	5,423.45	602.60	9	720
	Job Specific	963,117.59	481.55	2,000	105,166
	Technical Courses	825,783.99	222.91	3,704	121,248
	Subtotal	4,829,718.62		9,367	793,265
	Adjustments to Prior Payments	+ 2,508.32			
	State Controller Audit Adjustments	-13,740.23			
	TOTAL REIMBURSEMENTS	4,818,486.71		9,367	793,265
0000-0999	MANDATORY TRAINING				
0010	Basic Course	2,330,949.58	1,831.06	1,273	471,538
0030	Advanced Officer Course	344,756.42	179.93	1,916	57,276
0040	Supervisory Course	199,662.16	672.26	297	24,256
0050	Management Course	160,025.43	952.53	168	13,061
1000-1999	SEMINARS				
1010-1050	Management Seminars	40,535.15	242.72	167	4,220
1110-1150	Executive Development Seminars	23,071.09	195.51	118	2,616
1200	Supervisory Seminars	2,075.22	109.22	19	544
1310	Legislative Update Seminars	2,309.50	12.55	184	1,104
1320	POST Special Seminars	23,996.75	123.06	195	3,062
1330	Chief Executive Criminal Intelligence Seminars				
2000-2999	TECHNICAL, SKILLS - KNOWLEDGE TRAINING				
2010	Analysis of Urban Terrorist Activities	17,419.32	267.98	65	2,902
2011	Advanced Terrorism Analysis Course	658.50	329.25	2	94
2020	Boating Safety and Enforcement	314.33	157.16	2	80
2030	Breathalyzer Course				
2031	Driving Under the Influence	978.07	46.58	21	504
2040	Civilian Supervisory School				
2050	Community Police Relations	409.85	45.53	9	360
2060	Criminal Justice Information Systems	210.53	210.53	1	24
2070	Criminal Justice Role Training Program				
2080	Crisis Intervention	242.00	48.40	5	196
2090	Workshop on the Mentally Ill	3,604.42	300.36	12	288
2100	Defensive Tactics				
2110	Driver Training	1,809.91	258.55	7	152
2111	Advanced Driver Training	20,849.04	365.77	57	1,368
2120	Fingerprint School	2,985.10	151.85	19	760

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

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COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
2121	Advanced Latent Fingerprint School	1,033.82	93.98	11	440
2130	Firearms and Toolmark Identification				
2140	Forensic Microscopy				
2150	Hostage Negotiation Techniques	25,075.90	317.41	79	3,120
2151	Hostage Negotiation, Advanced	10,496.96	283.70	37	888
2160	Instructor Development, Skills				
2161	PR-24 Baton Instructor's Course	639.40	319.70	2	80
2162	Chemical Agents Instructors Course	3,212.50	152.97	21	504
2163	Defensive Tactics	5,401.97	360.13	15	1,160
2164	Firearms Instructors Course	12,675.22	269.68	47	2,458
2170	Instructor Development Course	921.76	92.17	10	400
2171	Techniques of Teaching Criminal Justice Role Training				
2172	Writing POST Performance Objectives				
2180	Interpersonal Communications				
2190	Juvenile Justice Update	13,307.98	204.73	65	1,800
2200	Specialized Surveillance Equipment	11,196.77	228.50	49	1,728
2210	Law Enforcement Legal Education Program	32,444.87	341.52	95	3,782
2211	Law Enforcement Legal Education Update	20,932.05	188.57	111	2,664
2220	Narcotic Investigation for Peace Officers	3,343.24	128.58	26	536
2222	Heroin Influence Course	6,476.13	104.45	62	1,240
2230	Non-Sworn Police Personnel Training	177.87	59.29	3	48
2240	Officer Survival Techniques	132,492.42	277.76	477	22,103
2250	Organized Crime Informant Development and Maintenance	9,120.08	165.81	55	1,966
2260	Personal Stress Reduction				
2270	Report Writing	8,105.92	162.12	50	1,176
2280	Riot Control				
2290	Spanish for Peace Officers	2,193.75	168.75	13	1,194
2300	S.W.A.T. Training				
2301	Advanced Special Weapons and Tactics	13,628.71	90.26	151	3,020
2310	Underwater Search and Recovery				
2320	Prison Gang Activity	11,338.03	188.97	60	1,998
2325	Outlaw Motorcycle Gang Activity	4,704.62	196.03	24	568
2330	Radar Enforcement Training	353.18	58.86	6	96
2340	Computer Programming				
2990	Law Enforcement Skills and Knowledges	1,789.37	22.65	79	1,544
3000-3099	TECHNICAL, SPECIAL FUNCTION TRAINING				
JS 3010	Bomb Scene Investigation	6,079.66	289.51	21	724
3010	Arson and Explosive Investigation	410.55	205.28	2	80
3011	Arson Investigation Course	1,300.43	260.09	5	200
JS 3020	Auto Theft Investigation	10,537.93	421.52	25	910

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

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COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3020	Auto Theft Investigation	449.45	224.73	2	70
3021	Advanced Auto Theft Investigators Workshop	2,451.56	245.16	10	360
3030	Background Investigation	670.10	74.46	9	189
3051	Fencing Investigation	3,818.25	318.19	12	480
3052	Burglary Investigation, Advanced	4,585.64	218.36	21	504
JS 3060	Questioned Document Investigation	11,760.74	588.04	20	760
3060	Questioned Document Investigation				
JS 3070	Civil Process	3,765.46	418.38	9	480
3070	Civil Process				
JS 3080	Commercial Vehicle Enforcement	4,423.62	232.82	19	760
3080	Commercial Vehicle Enforcement	82.30	41.15	2	80
JS 3090	Complaint/Dispatcher	33,774.46	351.82	96	4,224
3090	Complaint/Dispatcher	715.03	178.76	4	160
3110	Contingency Planning for Hazardous Materials	14,457.70	272.79	53	2,371
3120	Coroners Course				
3121	Advanced Investigation for Coroners Cases	876.00	438.00	2	169
JS 3130	Crime Prevention	82,343.01	1,176.33	70	5,574
3130	Crime Prevention	2,840.77	710.19	4	320
3131	Advanced Crime Prevention	9,689.80	440.45	22	880
JS 3140	Criminal Investigation, General	61,810.39	664.63	93	8,980
3140	Criminal Investigation, General				
3141	Criminal Investigation II	211.28	42.26	5	200
3142	Visual Investigation Analysis	106.33	35.44	3	24
JS 3160	Field Evidence Technician	118,559.55	996.30	119	11,132
3160	Field Evidence Technician	8,024.50	445.81	18	840
3161	Physical Evidence Presentation	16,887.44	804.16	21	1,680
JS 3170	Field Training Officer Course	112,867.87	343.06	329	13,473
3170	Field Training Officer Course	10,775.69	192.42	56	1,877
JS 3190	Homicide Investigation	22,388.49	456.91	49	1,996
3190	Homicide Investigation	26,319.18	365.54	72	2,972
JS 3191	Homicide Institute	38,179.79	720.37	53	4,224
3191	Homicide Institute				
3201	Criminal Intelligence Data Collector	10,726.21	536.31	20	1,520
3202	Criminal Intelligence Data Analyst	2,657.10	379.59	7	526
3204	Link Analysis	25.30	12.65	2	16
JS 3210	Internal Affairs	7,458.83	355.18	21	494
3210	Internal Affairs	18,840.46	235.51	80	1,920
JS 3220	Jail Operations (80-hour course)	27,008.30	529.57	51	3,948
3220	Jail Operations (80-hour course)	1,113.58	371.19	3	200

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

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COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 3221	Jail Operations (40-hour course)	66,684.31	193.85	344	13,244
3221	Jail Operations (40-hour course)	562.32	281.16	2	120
JS 3230	Juvenile Training	7,757.02	161.60	48	1,280
3230	Juvenile Training	7,429.14	675.38	11	3,520
JS 3231	Juvenile Law Enforcement Officer's Training Course	32,256.61	597.35	54	2,160
3231	Juvenile Law Enforcement Officer's Training Course	1,512.68	378.17	4	160
3232	Child Abuse: Intervention, Referral and Investigation	19,208.17	355.17	54	2,144
3233	School Resource Officer	5,027.38	295.73	17	406
JS 3250	Motorcycle Operation	53,673.11	993.95	54	4,852
3250	Motorcycle Operation	2,004.21	668.07	3	272
JS 3260	Narcotics Investigation	94,046.95	729.05	129	9,286
3260	Narcotics Investigation	3,083.63	433.38	7	448
3261	Narcotics Investigation, Advanced	6,111.08	381.94	16	1,080
JS 3262	Air and Marine Narcotics Smuggling	4,756.93	365.92	13	416
3262	Air and Marine Narcotics Smuggling Investigation and Prosecution of Organized Crime in Pornography				
3282					
3300	Protective Services	8,800.76	209.55	42	1,716
JS 3310	Records Officer Course	8,735.52	291.19	30	1,180
3310	Records Officer Course				
JS 3320	Research and Development				
3320	Research and Development				
JS 3330	Robbery Investigation	5,183.96	324.00	16	320
3330	Robbery Investigation	963.30	240.83	4	80
JS 3340	Sex Assault Investigation	20,008.34	384.78	52	1,558
3340	Sex Assault Investigation	1,108.46	123.17	9	195
JS 3360	Traffic Accident Investigation	30,010.34	379.88	111	4,432
3360	Traffic Accident Investigation	106.63	53.32	2	80
3362	Skidmark Analysis	5,122.99	320.19	16	640
JS 3370	Vice Investigation	20,191.92	380.98	53	2,120
3370	Vice Investigation	418.54	418.54	1	40
JS 3380	Investigation of Violent Crimes	41,012.24	500.15	82	3,399
3380	Investigation of Violent Crimes	1,040.03	346.68	3	120
3390	White Collar Crime	8,798.96	382.57	23	1,642
3400	Introduction to Crime Analysis	3,780.98	180.05	21	552
3410	Organized Crime Gambling Investigation	6,478.32	208.98	31	1,232
4000-4999	TECHNICAL, MANAGEMENT TRAINING				
4020	Civil Emergency Management	19,467.13	252.82	77	3,041
4021	Disaster Management Training	1,183.72	197.29	6	26
4030	Cost Analysis and Budgeting	624.10	104.02	6	144
4050	Criminal Intelligence Commanders Course	3,081.46	254.29	12	432

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Reimbursement Policy Review Advanced Officer and Other Courses		Meeting Date January 17-18, 1980	
Division Operations and Administration	Division Director Approval <i>Bradley W. Koch</i>	Researched By Staff	
Executive Director Approval <i>Morgan C. Behm</i>	Date of Approval 1-4-80	Date of Report December 21, 1979	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>	
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).			

ISSUE

Recommendations for controlling Advanced Officer (AO) training salary reimbursement costs were presented to the Commission at its meeting on October 25-26, 1979. At that time, a decision was delayed until the January 1980 meeting in order to study the allocation of POST training funds and to provide for additional input from the field. A resolution of the AO reimbursement problem and overrun potential are among the most pressing issues facing POST at this time.

BACKGROUND

The Commission has identified certain courses as mandatory and has traditionally offered a percentage of salary reimbursement and "out of pocket" expenses as an incentive to accept the Commission's minimum training standards. More recently, the Commission approved salary reimbursement for technical "job specific" courses as a means of encouraging a "return to basics."

The monies expended in the training programs authorized by POST are divided by staff into seven categories. These categories are:

1. Basic
2. Advanced Officer
3. Supervisory
4. Management
5. Executive Development
6. Technical (including job specific)
7. Other

Of these seven categories, four are mandatory training categories: Basic, AO, Supervisory and Management. The remaining categories are considered optional.

During the past two fiscal years, an average of 67% of all reimbursement has been expended on the mandatory categories of training. While the number of students who will attend the mandatory courses in each fiscal year are not known in advance, it can, given control of attendance at Advanced Officer courses, be reasonably predicted.

Utilize reverse side if needed

The remaining portion of training principally concerns technical training, either "job specific" or "skills and knowledge." Expenditures for this type of training are difficult to control or predict because of the fluctuating demand. With the Commission's adoption of salary reimbursement incentives for certain technical "job specific" courses, the expenditures for technical training courses have steadily increased.

Beginning in the first quarter of Fiscal Year 1979-80, POST experienced a substantial increase in the number of Advanced Officer (AO) training requests above the level of past years. Several large departments have increased, or intend to increase their AO training rate by as much as four times their previous levels. This increased level of training may use up the monies available for reimbursement within the AO training category before the end of this fiscal year.

If this occurs, the Commission will be forced to make a decision: allow the \$2,000,000 limit to be exceeded and reallocate funds from other training categories, or cut off reimbursement for AO training after the \$2,000,000 cap has been reached.

It should be noted that none of these alternatives are in keeping with the intent of previous Commission policies.

Revenues received in Fiscal Year 1978-79 totaled \$13,691,852, or a 5.88% increase from Fiscal Year 1977-78. Approximately 3% of this increase was attributable to a one-time windfall from drunk driving funds. The five-year average for revenue received (1972-73 through 1978-79) was \$12,953,325. The rate of increase in POTF revenue has not kept pace with the inflationary increase in salary, per diem and travel costs.

This year, we are again faced with the potential of a budget overrun brought on by the advent of increased demands for AO and other training, which has become more costly with each passing year.

Since POST is already faced with problems of funding its existing training programs, fundamental changes in our AO reimbursement policies must be made if we are to bring about a resolution of our current financial situation and maintain a balanced training program.

First, the Commission must take action to resolve the issue of how much it is willing to allocate for AO training. Unless the Commission adopts policies which further restrict or control reimbursement for AO training, the two million dollar limit may be exceeded and the balance of POST's training program will be threatened, because reductions will have to occur in other areas to compensate for the anticipated increase in AO reimbursement.

Second, staff believes controls are urgently needed to equalize AO training costs so as to stabilize the fiscal impact of AO reimbursement each year, so that peaks and valleys can be avoided and accurate projections made concerning the potential cost of AO training.

If the Commission continues the present policy of allowing agencies to train without any restrictions on AO reimbursement, it will exacerbate the reimbursement problem and lead to a situation where a few agencies collect a disproportionate amount of the POTF because of intensified AO training.

Commission Regulation 1005(d) requires attendance at an AO course once very four years. By applying the salary reimbursement incentive to coincide with POST requirements, the Commission can stabilize salary reimbursement on the AO course and ensure that we do not exceed the amount budgeted for assistance to Cities and Counties.

Staff made a recommendation at the October Commission meeting which would control AO costs and stabilize year-to-year reimbursement. That recommendation is resubmitted as follows:

RECOMMENDATION

A department may send 100% of its personnel to Advanced Officer Training each year if it so desires. POST will reimburse travel and subsistence for all attending personnel. POST will reimburse salary (at the rate determined for other reimbursements) for up to 25% of a department's personnel attending the AO Course in any one single year. Supervisors and above are not eligible for salary reimbursement. POST staff is authorized administrative flexibility in the case of small departments.

ALTERNATIVE REIMBURSEMENT PLANS

There are at least six other alternatives available which are capable of freeing sufficient monies to fund the expected increased cost of AO and other training, and prevent a possible budget overrun.

Alternative No. 1 - Elimination of "Job-Specific" Salary Reimbursement

This alternative would free sufficient monies to continue AO reimbursement without implementing controls and could possibly assist in negating a budget overrun. However, it should be pointed out that salary reimbursement for "Job-Specific" training was approved by the Commission in 1977 to give added impetus to training that the Commission identified as having its highest priority. Reimbursement in 1980/81 at 50% of salary for this course is expected to be at least \$1,200,000 which could be used in other categories.

The success of job-specific training has fundamentally redirected POST-certified training toward those courses which teach the basic skills necessary to perform specific tasks within a police organization. It would be a serious departure from the Commission's desire to encourage "a return to basics" to completely eliminate salary reimbursement from job-specific courses at a time when basics, perhaps more than ever, need to be stressed in the POST training program. It would also not resolve the problem of AO reimbursement fluctuating from year to year and would no doubt discourage attendance at job-specific courses.

Alternative No. 2 - A Reduction in the Percentage Paid for Salary Reimbursement

A reduction in the salary reimbursement rate could be adopted across the board or selectively, if the Commission so desires.

An across the board reduction in the salary reimbursement rate would help fund the increased AO training but would accomplish nothing in terms of insuring that agencies receive a proportionate share of reimbursement, nor would it end the problem staff has in projecting costs when peaks and valleys occur in AO reimbursement.

Alternative No. 3 - Flexible Reimbursement at End of Year or with a Specific Percentage Paid Quarterly and the Balance at the End of the Year

With our present reimbursement procedure of being able to return any unexpended funds in the Local Assistance budget at the end of the fiscal year, we would be in a more flexible position relative to the unknown demands on our funds and still be in a position to return all monies available equitably. Funding claims at 25% per quarter would allow local agencies to have a substantial rate of reimbursement in the first three quarters with POST having the advantage of monitoring POTF expenditures for Aid to Cities and Counties more closely.

Reimbursement will be provided quarterly for one hundred percent (100%) travel and per diem for all courses. Salary reimbursement will be computed and paid as follows:

Twenty-five percent (25%) of salary quarterly, with the balance remaining in the approved budget for Assistance to Cities and Counties, paid on a pro rata basis for each trainee in a salary reimbursable course.

An alternative would be to establish a policy that reimbursement will be provided quarterly for travel and per diem for all courses. Salary reimbursement will be computed and paid annually (at the end of the fiscal year) on a pro rata basis for each trainee in salary reimbursement courses, to the maximum available in the approved budget for Aid to Cities and Counties.

Alternative No. 4 - Adoption of a "Total Compensation" Package by Category of Course

If the average cost per trainee for basic training reimbursement is \$1,800, adopt that figure as the amount to be reimbursed for all basic trainees. In like manner, handle each of the other course categories, i.e., Supervisory Course = \$550, Advanced Officer = \$225, etc. The amount could be based on the prior year's actual experience by category.

Advantages include major simplification of the paperwork process for both POST and local agencies. Budgeting processes would be improved for POST with only the number of trainees as a variable. This would also facilitate prioritizing training categories and the total spent on each. However, this alternative would tend to reward agencies with low pay scales and penalize those with higher pay scales.

Alternative No. 5 - Prior Approval by Specific Individual Course for Reimbursement

As local government plans their training needs, participating agencies could coordinate with POST for prior approval for specific individual courses for reimbursement. This could be handled in the future using our new computer capability and queing technique to provide total input control of reimbursement before the fact. This is part of the POST Resource Management System Process and could be phased in and implemented on a selective basis.

Alternative No. 6 - De-emphasis in Other Training Areas

Another option available to the Commission would be a de-emphasis of training in other areas. This could be accomplished by elimination of most "Skills and Knowledge" technical courses from POST certification and reimbursement. This could free up sufficient monies to fund, at least temporarily, the increased requirements of salary reimbursement for AO training. A decision of this nature, however, would accomplish nothing in terms of improving the balance of the POST training program, and it would be difficult to make the adjustments necessary to offset the increased cost of AO training this late in the fiscal year. It also would not resolve the problem of AO reimbursement fluctuation.

RECOMMENDATION

The salary reimbursement rate for the balance of F. Y. 1979/80 be as follows:

ALTERNATIVE A: Reimbursement will be provided quarterly for travel and per diem for all courses. Salary reimbursement will be computed and paid annually on a pro rata basis for each trainee in salary reimbursement eligible courses, to the maximum available in the approved budget for Aid to Cities and Counties.

ALTERNATIVE B: Departments will be reimbursed for the salary of officers attending salary reimbursable training courses as follows: 25% of salary paid quarterly with any POST Aid to Cities and Counties Funds remaining after the conclusion of the fiscal year to be subvned by prorating the remaining monies among the participating agencies.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advanced Officer Reimbursement Policy Review		Meeting Date January 17 & 18, 1980
Division Executive Office	Division Director Approval <i>R.T. Allen</i>	Researched By R. T. Allen <i>RD</i>
Executive Director Approval <i>William C. Bohm</i>	Date of Approval <i>1-4-80</i>	Date of Report January 4, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE

Advanced Officer Reimbursement Policy Review and input from California Law Enforcement Administrators.

BACKGROUND

At the October Commission meeting, staff was instructed to advise California Law Enforcement Agencies that public input would be invited at the Commission's January 1980 meeting prior to action being taken.

In November 1979, a letter was sent to all Law Enforcement Agencies and Associations in the field outlining the background of the Advanced Officer Reimbursement financial problem, advising of the public input hearing to be held at the January meeting, and inviting informal responses from the field to the Executive Director.

ANALYSIS

As of this writing, 45 responses have been received. A summary of the content of the responses is as follows:

1. 30 of the 45 respondents, or 66.6% are in favor of the proposal to allow all officers to go to the Advanced Officer training annually if they wish but to reimburse salary for only 25% of the departments' personnel each year. Travel and per diem expenses would be paid for all trainees.
2. 5 of the 45 respondents, or 11.1% suggested that no salary reimbursement be associated with the Advanced Officer course at all and that the money be used for other purposes.
3. 2 of the 45 respondents, or 4.0% favored holding the reimbursement money and distributing it at the end of the year based on the number of persons who attend.
4. Single responses were received which contained the following suggestions of 1 response each:
 - a. Allocate Advanced Officer training slots in advance to each agency.
 - b. Within the Advanced Officer category, allocate the dollars available to agencies as an appropriation of the number of sworn deputies and allocate training slots accordingly.

Utilize reverse side if needed

ANALYSIS (Continued)

- c. No salary reimbursement for the Basic Academy (presumably use that money to pay for Advanced Officer training).
- d. No restrictions at all on Advanced Officer attendance: make up the difference by cutting salary reimbursement from technical courses.
- e. Take no action now. Conduct a management systems approach to the whole problem.
- f. Obtain additional revenue. No recommendations made, just an expressed concern that large departments are dominating POST funds.
- g. Will make a personal appearance at the January Commission meeting to discuss specific recommendations.

RECOMMENDATION

No recommendation.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Reimbursement Plans for 1980/81 FY		Meeting Date January 17,18, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-4-80	Date of Report January 2, 1980
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: What reimbursement plans will be utilized in FY 1980/81?

BACKGROUND: The Commission has historically attempted to determine in January the reimbursement plans for the following fiscal year to allow local government to have the information to develop their budgets.

ANALYSIS: The preceding agenda item addressed that reimbursement issue for the remainder of FY '79/80 and decisions made should carry through '80/81.

RECOMMENDATION: Continue for FY '80/81 the reimbursement plans agreed to in the preceding agenda item.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Resource Management System		Meeting Date January 17 & 18, 1980
Division Executive Office	Division Director Approval	Researched By Norman C. Boehm
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report January 4, 1980
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 _____).

POST AND CALIFORNIA PEACE OFFICER TRAINING INTO THE 1980's

Rich Heritage

Law enforcement training in California has a rich heritage, a pioneering spirit and a tradition of leadership and innovation. In 1959, in response to the active and supportive involvement of many people and organizations, the California State Legislature created the California Commission on Peace Officer Standards and Training (POST). POST's purpose was (and remains) to "raise the level of competence of local law enforcement officers by adopting rules and establishing minimum standards relating to physical, mental and moral fitness."

Reputation for Excellence

In the intervening twenty years since POST's creation, literally hundreds of thousands of training opportunities have been attended by California peace officers under POST auspices, often with POST financial support. This training has been of material benefit in California, having attained a highly deserved and widely acknowledged reputation for professional competence in its law enforcement personnel. Neither law enforcement nor POST can rest on the laurels of past success or reputation. The past has brought us to the present, but there are new challenges and opportunities which lie ahead in the 1980's.

1980's Pressures: Economy, Family, Technology

It is difficult to predict the future with accuracy, but certain trends and anticipated results can be considered. For example, society is faced with economic pressures, stress on the family unit, headlong technological change, uncertainty in foreign affairs, etc., all of which (among many other factors)

Utilize reverse side if needed

affect the pace and direction of American life. California law enforcement is certainly caught up in this, both as individuals living in society and as a professional service.

Pressures on Government

Another manifestation of the potential for change within society is the so-called "tax revolt". The full impact of Proposition 13, which was passed June 1978, was initially dampened by a massive financial "local government bailout" by the State Legislature. Without increasing taxes, the state will not have the funds to continue the bailout within a year or two.

Meanwhile, "Jarvis II", which would cut state income taxes in half and which has qualified for the June 1980 ballot, would effectively eliminate any future State surpluses. Without getting into an analysis of governmental finances in California, people are creating, perhaps not only the resetting of governmental priorities, but even the potential for a restructuring of government.

Legalism: A Continuing Trend

In addition to the factors of societal changes and uncertainty of the governmental financial situation is an increasing legalistic atmosphere. Judicial findings and rulings, often deeply rooted in procedure and technicalities, seem to affect an increasingly greater portion of daily activities and practices. Even some jurists are concerned that the judicial system is in danger of being inundated in its own procedural and technical metabolic wastes.

Preparation through Training

These societal, financial and legalistic concerns almost certainly will project into the 1980's. Law enforcement must be prepared to meet the challenges of an increasingly complex, legalistic and uncertain society. Well designed and continual training is an important key to this preparedness. Through training and education, law enforcement officers and agencies will be better prepared to serve the public more effectively. Through effective service, law enforcement will be better equipped to earn the support and understanding of the public and the politicians during what will likely be stressful financial times for government in California.

Bedrock Assumptions

It is in the context of society and government in flux that POST is anticipating its service to local law enforcement with a measure of confidence. Among the "bedrock" assumptions underlying this confidence is that competent, well-trained and responsive law enforcement services will always be a high priority in society, and that these qualities will help assure that law enforcement remains a local-level service in the future.

Local Control

POST's standard setting and training role is entirely consistent with the purposes and interests of the local law enforcement community. The POST Commission consists of members either directly or indirectly involved with, or interested in local-level law enforcement. It is from that reference point that standards for peace officer training are set and certain financial support for training is provided. Local law enforcement is strengthened and benefitted as a result.

POST's Mission and Money

Money for POST to accomplish its mission is derived primarily from assessments on traffic and criminal fines, a just and equitable way to raise money for police training. This Peace Officer Training Fund (POTF) money is used entirely for standards and training purposes. POST-set standards and peace officer training is the basis for the Legislature having established this fund. All funds coming from POST--whether to underwrite travel and living expenses of trainees--to sponsor courses, or subvented to local government to offset a portion of the salaries of officers in training--are justified only within the framework of POST's training and standards mission.

POST's Management Needs

Though the POTF is a special State fund and therefore not evidently subject to pressures on general State funds (which would be exacerbated by the passage of Jarvis II), there is not financial clear sailing at POST. The POTF has been increasing gradually over the years, but not nearly at the increasing rate of inflation or training demands. Therefore, POST too must manage as effectively and efficiently as possible in an environment of limited resources. POST must do the best it can with whatever resources are available.

As part of the necessity of improved management, POST is identifying principles and evolving strategies for getting the greatest possible return from the training dollars invested (training is, after all, an investment). For purposes of this article, several of these principles and strategies are presented here formatively--that is, they are in the process of being developed, refined and validated as the supporting foundations for POST's service to the field as we enter the 1980's.

POST's Resource Management System

The following are hypothesized principles and possible outcomes toward the development of a POST Resources Management System. These comments are not necessarily complete or always entirely new. POST has done a good job of management over the years. However, in the past two years POST budget budget overruns were narrowly averted by special legislative appropriation in one instance and a change in the accounting system in another.

Pressures for training resources and good management practices simply require that POST get an up-front handle on resources and opportunities for better, more organized service to the field.

1. Needs Assessment Process

Supporting Principle: POST resources should be allocated according to current and emerging prioritized needs.

Implementation Strategy: Improve from a periodic needs assessment questionnaire, random requests from potential presentors and best estimate evaluation to a field-direct on-going system of making resource allocation judgments. In practical terms, this could include symposia, conferences, round tables, surveys, adjustments in the role of the POST field consultants among other reliable assessment techniques.

2. Program Conceptualization

Supporting Principles: To be met, needs require strategies and structures for accomplishment.

Implementation Strategy: Needs are evaluated as to the most effective approach of meeting them. This is a type of program conceptualization to help assure a fresh look at a priority as part of an overall needs response system. Field training needs will result in curriculum for example, but the focus of that instruction may be targeted on trainers or on officers directly, depending on effectiveness. The need may be for management counseling, or research and evaluation support. The problem may even call for a combination of approaches. This management system step is to make those judgments. Types of instruction including use of technological training techniques, where applicable, are included in program conceptualization.

3. Training Delivery Resource System

Supporting Principle: Training resources should be effectively matched to training needs.

Implementation Strategy: Organize or conceptualize training facilities and resources, as a training delivery resource system to draw on and to meet training needs. California is blessed with many important training and teaching resources including: community colleges, colleges and universities, institutes, private individuals, etc. Increased coordination and some mutual planning is indicated, so these resources will more closely relate to training program

needs. This concept includes development of new curriculum, scheduling of training research and evaluation approaches. Requests for proposals may even be in certain types of training situations.

4. Field Training Use Estimates

Supporting Principle: Use of POST services by the field should be planned.

Implementation Strategy: Request agencies to give POST an estimate of their training plans and other POST service requests for the coming year. Having some estimate of volume and types of training will assist POST in being of service by organizing to meet anticipated usage. POST is also developing vehicles for administrators to use in identifying training needs ahead of time.

5. Financial Allocations

Supporting Principle: POST expenditures and allocations shall serve POST priorities and be within budgeted, authorized amounts.

Implementation Strategy: Decisions on reimbursement rates must be balanced with course offerings, needs assessments, estimated training volume by category, special priorities (e.g., training of trainers) and available budgeted monies. Steps can then be taken to assure authorized expenditures are not exceeded, as the State Controller will not pay in excess of budgeted amounts.

6. Evaluation

Supporting Principle: Judgments need to be made on POST services' effectiveness.

Implementation Strategy: Intensify and direct evaluation efforts beyond looking primarily at instructor effectiveness toward evaluating whether training is meeting the purposes for which it is presented. Evaluation is POST's "bottom line"--in the sense of finding out the return on the training investment. Evaluation should extend to management counseling and research services as well. Evaluation will become an important factor in the needs assessment process.

This report deals primarily with the need to evolve a more effective management approach within POST to better serve local law enforcement standards and training needs within available resources. It was hypothesized that well trained and highly competent peace officers and agencies will be better able to serve their communities and be better understood and supported as a pleasant secondary result. Better management by POST will result in more effective training for the money invested.

As management principles are applied, POST's service to the field will be enhanced. POST views the 1980's as an era of challenge which can best be met by mobilizing the best that management science has to offer, consistent with the practicalities of getting the job done.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1980-81 CONTRACT REQUESTS

<u>Agency</u>	<u>Actual Amt. Approved By Commission FY 79-80</u>	<u>Contract Amt. Requested By Presenter (FY 80-81)</u>	<u>Unnegotiated Contract Amts. Proposed by Staff</u>	<u>Est. Reimb. Costs Based On Presenters Request</u>	<u>Total Est. Cost to POST Based Upon Presenters Req.</u>
Department of Justice Adv. Training Center	\$ 511,028	\$ 571,892	To Be Negotiated	\$ 181,064	\$ 752,956
CSTI	363,443	388,000	To Be Negotiated	525,636	913,636
General Services	6,167	8,000	8,000	---	8,000
Adm.-Teal Data Center/Benetech Co. Key Data Entry (CEI) Processing					
CPOA Legislative Update	28,688	34,648	34,648	2,000	36,648
Management Courses					
ITDC, San Diego	32,096 (4)	48,144 (6)	To Be Negotiated		
CSU, San Jose	20,997.72 (3)	25,457 (3)	"	426,796	569,945
CSU, Humboldt	41,938 (6)	34,949 (5)	"		
CSU, Northridge	17,405.25 (3)	17,613 (3)	"		
CSU, Long Beach	11,260.80 (2)(1)	30,910 (5)	"		
		157,073*(22)**		380,516	523,665
Executive Development Course (5)	39,585	42,010		61,617	103,627
	\$ 1,072,608.77	\$ 1,201,623		\$ 1,577,629	\$ 2,908,447

*Presenters have indicated their requests will be increased if tuition guidelines are increased by Commission at April meeting.

**Although requests for 22 presentations have been received, staff is recommending approval of a maximum of 20 presentation

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Administration Contracts for F.Y. 1980-81		Meeting Date January 17-18, 1980
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By James L. Phillips
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-4-80	Date of Report December 17, 1979
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 _____).

ISSUE:

What administrative contracts are expected in Fiscal Year 1980-81?

BACKGROUND:

Information is necessary to project costs.

ANALYSIS:

The State Controller's audits are funded from the Aid to Local Government Budget. All others are POST Administrative Budget and deal principally with equipment maintenance and operating costs.

	1979-80	1980-81 ^{1/}
State Controller's Office	\$ 50,000.00 ^{3/}	\$ 55,000.00 ^{3/}
Allen's Press Clippings Bureau	660.00	726.00
Savin Business Machines Corp.	820.00	2,000.00 ^{2/}
Wang Laboratories	2,860.00	3,146.00
Pitney Bowes	825.00	907.00
Xerox Corporation	5,258.00	5,783.00
Monroe Calculator	655.00	720.00
Wood Systems	132.00	145.00
Total	\$61,210.00	\$ 68,427.00

^{1/}All costs increased 10% over 1979-80 costs.

^{2/}Reflects 10% increase, plus estimated cost of a copier under warranty during 1979-80 that should be covered by a maintenance agreement in 1980-81.

^{3/}Negotiated cost. Based on number of audits requested. Currently 50 audits per year are being made.

RECOMMENDATION:

Approval of above proposed contracts in substance with exact costs to be negotiated individually.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CPOA Contract 1980/81 - Legislative Update		Meeting Date January 17-18, 1980
Division Executive Office	Division Director Approval	Researched By D. Beauchamp <i>DUB</i>
Executive Director Approval <i>M. A. Bellman</i>	Date of Approval 12-10-79	Date of Report 12-6-79
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> <small>Yes (See Analysis per details) No <input type="checkbox"/></small>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

ISSUES

The California Peace Officers Association (CPOA) proposes to conduct eighteen one day (6 hours) legislative update seminars and provide attendees and other law enforcement personnel with a manual titled "1981 Legal Update." It is requested that POST provide partial funding for both the seminars and the manual, as well as reimbursing eligible seminar attendees for out of pocket expenditures.

BACKGROUND

POST has been involved, to some degree, in the annual CPOA legislative updates since 1976. The seminars are conducted throughout the State and are designed to provide timely information on statutes affecting law enforcement that have been passed into law during the year. Feedback from the field indicates this program has been very well accepted and is considered a valuable service. Total cost for the 1979/80 manual and seminars was \$28,686.00, excluding reimbursement allowed for out-of-pocket expenses incurred by trainees. This reimbursement figure should not exceed \$2,000.00.

ANALYSIS

This program, which is a joint effort of POST, CPOA, the Attorney General's Office, and the California Highway Patrol, has proven to be a highly successful offering at a minimal expense to POST. The total cost per student for the 1979/80 program was less than \$25.00 per attendee. This included the price of the manual. The projected cost for the 1980/81 CPOA contract is \$34,648.00.

To further enhance the proposed 1980/81 program, the POST legislative coordinator will be assigned to coordinate POST activity relating to the publishing of the manual and the presentation of the seminars. This will include contract formulation and program evaluation.

RECOMMENDATION

It is recommended that POST contract with CPOA to assist in the publication of 2,700 legal update manuals and the presentation of eighteen seminars throughout the State. The contract price is not to exceed \$35,000.00.

It is further recommended the seminars be certified under Plan IV.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PROPOSED 1980/81 POST-CSTI TRAINING CONTRACT		Meeting Date January 17-18, 1980
Division OPERATIONS	Division Director Approval <i>B.W. Kosh by G.D.</i>	Researched By Fravel S. Brown <i>J.S.B.</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report December 17, 1979
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

On November 19, 1979, the California Specialized Training Institute (CSTI) submitted their academic plan for Fiscal Year 1980/81 which included a request for POST funding of \$388,000.

BACKGROUND

In January 1979, the Commission approved an Inter-Agency Agreement between CSTI and POST in the amount of \$363,443 from the POTF for support of law enforcement training at CSTI for Fiscal Year 1979/80. In return for POST funding, CSTI agreed to offer ten courses in 50 presentations to provide 2,152 classroom hours of instruction to 2,170 POST-reimbursable students.

As of December 1, 1979, fifteen presentations have been made. Although several presentations have been canceled or rescheduled for later in the academic year, it appears that CSTI will have no problem meeting the agreement. For courses presented, the number of POST-reimbursable officers trained has exceeded the minimum specified.

ANALYSIS

I. CSTI has the staff and facilities to make approximately 50 weekly course presentations each fiscal year. For 1980/81, CSTI proposes to offer 49 presentations of eight courses to provide 2,045 classroom hours of instruction to 1,930 POST-reimbursable students. This represents a 5% reduction in the number of classroom hours and a 9% reduction in the number of POST-reimbursable students trained. Funding requested by CSTI for this slightly reduced level of training is \$24,557 or 7% more than the 1979/80 agreement. With greatly increased costs due to inflation, CSTI is proposing slightly less training for slightly more funding. The courses proposed to be offered are essentially those offered in the current year with the deletion of the Advanced Terrorism Analysis Course and the Nuclear Site Security Course. The former was deleted when it was determined that a sufficient number of individuals had been trained to meet agency needs, the latter for its political sensitivity at this juncture.

Utilize reverse side if needed

- II. For many years, the CSTI program has been funded 2/3 by Federal monies (OCJP/LEAA) and 1/3 from the POTF. In 1980/81, the Federal funding will not be available. OCJP has in its 1980/81 budget submitted to the Department of Finance a Budget Change Proposal that would maintain current CSTI positions and replace Federal monies with \$750,000 from the General Fund. It is not possible to estimate the outcome of this proposal as it passes through the budget process. If accepted, and with a proportionate level of POST funding, CSTI would operate at approximately the same level and manner as it has since 1976. Without it, CSTI would have to greatly curtail and alter its program and a completely new review of POST-funding participation would be necessitated.
- III. CSTI courses can be divided into two categories: (1) those courses that CSTI is uniquely qualified to present because of facilities and/or intensified training techniques, and (2) those courses that, although well done and meeting training needs, can be provided, perhaps at less cost to the POTF, by other POST-certified presenters. This latter category of course was urged upon CSTI by POST staff in the period 1977/78 to diversify CSTI offerings and to meet training needs identified in POST's Training Needs Assessment Survey of 1976 and 1978.
- IV. In Category I are such courses as:

Civil Emergency Management
 Officer Survival
 Contingency Planning for Hazardous Materials
 Political Violence and Terrorism

In Category II are such courses as:

Investigation of Violent Crimes
 Juvenile Investigation for Patrol Officers
 Robbery Investigation.

For the academic plan submitted for Fiscal Year 1979/80, the first category represents 78% of the presentations, 81% of the training hours, and 77% of the POST-eligible trainees.

- V. To date, POST funding of CSTI has been in the form of performance contracts, rather than simple certification with tuition. This form of payment has been convenient both to CSTI and to those utilizing agencies which have internal problems with making "up-front" tuition payments.

ALTERNATIVES

1. Fund CSTI by contract only for that category of course that CSTI is uniquely qualified to present because of facilities and/or intensified training techniques.
 - a. Authorize the Executive Director to prepare the terms of an Inter-Agency Agreement with CSTI in an amount of not to exceed \$310,000 for the 38 Category I presentations included in the 1980/81 Academic Plan. Or,

- b. Authorize the Executive Director to prepare the terms of an Inter-Agency Agreement with CSTI in an amount not to exceed \$388,000 for 49 presentations of Category I courses that the 1980/81 Academic Plan would permit. (This would increase those course presentations to make up for the loss of investigative courses.)
2. Fund CSTI by contract in the amount requested (\$388,000) for presentation of the various courses currently approved.

RECOMMENDATION

The Commission will be considering a number of fiscal policy decisions in conjunction with the review of this issue. Staff defers a specific recommendation pending the Commission's budget review.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposed 1980-81 POST Training Contract - DOJ/ATC		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval	Researched By Gene DeCrona <i>DeCrona</i>
Executive Director Approval <i>William C. Beeman</i>	Date of Approval 1-4-80	Date of Report December 12, 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 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 12, 1979, DOJ Training Center (TC) submitted a revised training budget request for the 1980-81 fiscal year in the amount of \$571,892.

Background

In January 1979, the Commission approved an Interagency Agreement between DOJ/TC and POST in the amount of \$511,028.00 from the POTF to support the TC law enforcement training program for fiscal year 1979-80. The TC agreed to offer 22 courses with 155 presentations throughout the state.

The purpose of the agreement is to primarily provide law enforcement training to remotely located law enforcement agencies.

For the first five months of the 1979-80 fiscal year, 69 offerings were presented throughout the state. At this rate of 13.8 presentations per month, the TC will have no problem meeting the current agreement.

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

Analysis

The amount requested by DOJ/TC is an increase of \$60,864 (11.9% higher than the approved budget request for 1979-80 fiscal year). DOJ/TC has requested the additional amount to increase training in the Law Enforcement Skills and Knowledge Modular Training course from 640 hours to 736 hours; to offset increased travel, per diem and instructor cost. Additionally, there will be five (5) new courses offered under the agreement. Two (2) of these courses are developed and offered at POST's request. They are "Investigation of Crimes Against the Aged" and "Records Management Training".

The modular training concept has proven to be very successful and has provided a satisfactory means for agencies to meet the Commission Regulation for advanced officer training.

Utilize reverse side if needed

Analysis (continued)

The current proposal increases the number of courses to be offered from 22 to 27. The new courses have been identified by DOJ/TC as essential to meet the current needs of the law enforcement community.

The proposed additional courses are:

- Investigation of Crimes Against Aged
- Records Management Training
- Investigation of Cargo Theft and Security
- Protective Services
- Sinsemilla Eradication

Several changes have been made in the course presentation schedule. DOJ/TC has reduced the number of presentations for courses that have lower enrollment and increased those that have maximum or overflow enrollment. This has enabled them to provide the additional five courses without an appreciable increase in training cost.

Specific course presentations will be negotiated with DOJ/TC prior to finalization of the Interagency Agreement which may result in a reduction in some course presentations. The agreement will be prepared to best meet the needs of California law enforcement agencies:

Flexibility for course and presentation changes remain a necessity to meet changing needs during the existence of the agreement.

Staff Recommendation

We recommend that staff be authorized to negotiate a contract with DOJ not to exceed \$571,892, to be presented to the Commission at its April 1980 meeting.

011-03/79

State of California

Department of Justice
Division of Law Enforcement

Memorandum

To : NORMAN BOEHM, Executive Director
Commission on POST
7100 Bowling Drive
Sacramento, CA 95823

Date : December 13, 1979

From : Office of the Director

Subject: Proposed 1980/81 Department of Justice/POST Local Law Enforcement Training

The Department of Justice is requesting a \$571,892 contract for FY1980/81. Please see attachments for a breakdown of requests.

In order to continue to meet the needs of local law enforcement, we propose that we continue to operate under a flexible contract with POST. This proved very successful during the current fiscal year. As before, we may face changing conditions during the coming fiscal year which may require changes or adjustments in our course offerings.

This program as proposed presents only a modest increase, primarily in the area of Modular Training. We will increase the amount of Modular Training from 640 hours to 736 hours which will enable us to meet the needs of the more remotely located law enforcement agencies.

The current fiscal year total cost for the POST-certified courses contained in this contract request is approximately \$927,000. Maximum POST reimbursement for the program is \$511,859. As we both know, operating costs for all programs are escalating and are expected to continue escalating in future years. However, because of current budget restraints placed on the Department, we will not be able to provide additional support in the future.

To continue efforts to hold down POST program costs, approximately 74% of our courses will be held onsite. However, if POST reimbursements and the Department's contribution are not sufficient to cover our costs, we will take measures to decrease our costs such as reducing onsite courses and increasing the number of courses held at our training center in Sacramento.

This requested reimbursement is based on a 15% indirect charge. The Department does not feel that this amount covers our indirect expenditures in over 80% of our onsite courses. We are, therefore, requesting that POST undertake a study to determine if the current 15% indirect rate is appropriate.

Should there be any questions, please contact me or Herb Hoover at 322-2132.

Nelson P. Kempsey
NELSON P. KEMPSKY, Director
Division of Law Enforcement

-cc

Attachments

DEPARTMENT OF JUSTICE/TRAINING CENTER
PROPOSED 1980/81 TRAINING PROGRAM

Course	Hours	No. of Presentations Onsite	IC	Total	Established Class Sizes (6)	Total Classroom Hours	Estimated Attendees All Presentations (6)	Average Cost Per Course (3)	Estimated Total POST Reimbursement (34)
Data Collector	76	3	2	5	18	380	90	\$ 6,351	\$ 31,755
Data Analyst	75	0	2	2	15	152	30	4,189	8,378
Crime Investigation	40	4	2	6	20	240	120	3,272	19,632
Informant Development & Maintenance	36	6	2	8	20	288	150	3,150	25,200
Commanders' Economic Crime Invest.	36	0	2	2	20	72	40	2,577	5,154
Surveillance Equip.	36	3	1	4	20	304	80	4,909	19,636
Exec. Intell. Sem.	24	9	9	18	15	648	270	2,018	36,324
Terrorist Activity	36	2	0	2	15	48	30	2,417	4,834
Gang Activity	36	0	2	2	20	72	40	2,972	5,944
Crime Analysis	36	5	1	6	20	216	120	3,012	18,072
Invest. Analysis (VIA)	36	6	0	6	15	144	90	2,402	14,409
Chart. Tech.	36	12	0	12	15	96	180	748	6,976
Analysis Program	36	12	0	12	15	96	180	720	6,440
Influence Course (NIC)	36	0	1	1	10	20	10	1,386	1,386
Investigation	36	6	0	6	25	120	150	2,498	14,418
Inf. for Peace Officers	36	0	10	10	18	800	180	10,695	158,950
Navine Smuggling	36	13	0	13	25	260	325	2,300	29,999
Modular Trng. Program (2)	32 (5)	2	0	2	20	64	40	2,983	5,966
Investigation	44	2	0	2	25	736	575	3,754	38,312
Commanders'	36	0	3	3	15	108	60	4,068	6,106
Carolina Invest.	40	4	2	6	20	240	120	2,601	7,593
Crimes Against Aged (1)	40	3	1	4	20	160	80	3,561	11,436
Crime Management Trng. (1)	80	2	1	3	20	240	60	3,022	12,088
Crime Theft & Security (2)	40	3	1	4	20	160	80	5,833	17,499
Protective Services (1)	40	1	1	2	20	80	40	3,024	12,096
Female Extradition (1)	80	1	0	1	20	80	20	2,524	5,048
		122	43	165		5912	3210		5511,259
		74%	26%						

New courses without additional funding. (3) Includes 15% indirect. (5) Typical Modular Program consists of 32 hours of instruction. (6) 20% over enrollment each presentation possible.

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

- a. Officer Survival
- b. Narcotic Conspiracy
- c. Laws of Arrest, Search & Seizure
- d. Report Writing
- e. Livesrock Theft Investigation
- f. Field Evidence Collection

Note: Total revised # 571,892 cc based on increased travel, food, & other costs.

BUDGET BREAKDOWN IN COMPLIANCE WITH
POST REQUIREMENTS

Courses	Coordination				Sub-Total	15% Indirect	Total
	Instruction	Onsite	Clerical	Materials			
Collector	\$ 2,675	\$ 228	\$ 380	\$ 232	\$1,513	\$ 828	\$ 6,351
Analyse	1,900	228	380	352	594	546	4,189
Fencing	1,000	120	200	165	1,000	427	3,272
Informant	1,300	108	180	198	746	411	3,150
Gambling	1,000	120	200	176	860	467	3,501
Int. Commander	1,000	108	180	110	600	336	2,577
Economic Crime	1,900	228	380	231	900	640	4,909
Equipment	900	108	180	231	300	263	2,018
Chief Executive	750	72	120	20	924	315	2,417
Terrorist	1,000	120	200	440	500	388	2,972
Prison Gangs	900	108	180	143	1,000	393	3,012
Crime Analysis	900	84	140	150	752	313	2,102
WIA	200	24	40	110	276	98	748
Link	200	24	40	66	296	94	720
OCAR	500	60	100	55	310	161	1,356
HIC	900	60	100	90	800	314	2,108
Narc. Invest.	8,000	240	400	660	0	1,395	10,695
Beast Patrol	1,000	60	100	440	400	300	2,300
Air/Navine	800	96	160	450	800	369	2,983
Modular	1,600	96	160	480	640	490	3,754
Homicide	1,375	132	220	250	1,200	531	4,068
Narc. Commander	900	108	180	250	500	339	2,601
Inv. Crimes Against Aged	1,000	120	200	198	750	394	3,022
Records Management	1,900	228	450	310	1,500	761	5,333
Cargo Security	1,000	120	200	200	750	394	3,021
Protective Services	1,000	120	200	150	0	275	2,105
Siemilla Prediction	2,500	240	400	150	1,000	752	5,762

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Management Courses		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By <i>B. W. Richardson</i> B. W. Richardson
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report December 5, 1979
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

Commission review and approval of Management Course contract costs as proposed for Fiscal Year 1980/81 is required in order for the Executive Director to enter into contracts with the five Management Course presenters for Fiscal Year 1980/81.

BACKGROUND

Currently, there are eight POST-certified Management Courses located strategically throughout the State, ranging from San Diego to Eureka.

Three of the Management Courses are certified to law enforcement agencies. These courses are:

- California Highway Patrol; reimbursable under Plan II (for local agency personnel)
- Los Angeles Police Department (inactive); reimbursable under Plan I
- Oakland Police Department; reimbursable under Plan I

The remaining five course presenters contract with POST for direct payment of tuition costs, thus reducing the impact on local agency training budgets.

ANALYSIS

The average cost to POST per trainee for reimbursement of salary, travel and per diem for attendance at the Management Course during Fiscal Year 1979/80 is currently averaging \$960.90. Contracts for tuition will add an estimated \$310.02 per trainee, increasing the total cost to POST per reimbursable trainee for attendance of the Management Course to an estimated \$1,270.92.

Utilize reverse side if needed

Maximum Contract Costs for Fiscal Year 1979/80 by Individual Vendor

The maximum cost to POST for eighteen (18) presentations of the Management Course by vendor, number of presentations and contract cost for FY 1979/80 is as follows:

<u>Vendor</u>	<u>Number of Presentations</u>	<u>Contract Cost</u>
Intergovernmental Training & Development Center	4	\$ 32,096.00
CSU, San Jose	3	20,997.72
CSU, Humboldt	6	41,938.00
CSU, Northridge	3	17,405.25
CSU, Long Beach	<u>2</u>	<u>11,260.80</u>
Total Presentations	18	
	Total Contract Costs	<u>\$123,697.77</u>

Reimbursement for FY 1979/80 is projected at \$380,516 for a total estimated cost to POST of \$504,214.

Estimated Contract Costs for Management Courses During Fiscal Year 1980/81

Contract costs for the Management Course for Fiscal Year 1980/81 are currently projected at \$143,149.18 for 20 presentations. Reimbursement of salary, travel and per diem will add another \$426,796.00 to the cost of Management Course presentations, for a total projected cost of \$569,945.18. Course presenters have requested an increase of \$154,713.00 for 22 presentations, and the majority have indicated that their request will be increased if the Commission revises the tuition guidelines upward at the April 1980 meeting.

STATEMENT OF NEED/JUSTIFICATION

Commission Regulation 1005(c) requires that every peace officer promoted, appointed, or transferred to a middle management position satisfactorily complete the Management Course prior to promotion or within twelve (12) months after initial promotion, appointment, or transfer.

Staff currently projects the need to train a maximum of 440 middle management personnel during Fiscal Year 1980/81 with a maximum of 20 course presentations to be shared by the presenters on the basis of available trainees by area.

STAFF RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to enter into contracts with the five Management Course presenters for a maximum of twenty (20) course presentations to not exceed a cost to POST of \$143,149.18, plus any increases approved in the tuition guidelines at the April Commission meeting.

Vendors are:

Intergovernmental Training &
Development Center-San Diego
CSU, San Jose
CSU, Humboldt
CSU, Northridge
CSU, Long Beach

Staff will review training needs to determine scheduling and allocation of authorized courses to presenters. Negotiations will be conducted with each of the five presenters and a report submitted to the Commission at the April meeting recommending the number of presentations by presenter and the contract amount proposed.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Executive Development Course Contract		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Frederick W. Loch</i>	Researched By B. W. Richardson
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report December 7, 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

Commission review and approval of the Executive Development Course contract cost as proposed for Fiscal Year 1980/81 are required in order for the Executive Director to enter into a contract for Fiscal Year 1980/81.

BACKGROUND

Currently there is only one POST-certified Executive Development Course to serve the entire State.

The contractor, Cal-Poly Kellogg Foundation, currently provides five presentations of the course per year with 20 trainees per presentation.

CONTRACT AND REIMBURSEMENT COSTS FY 1979/80

The estimated cost to POST for the contract and attendance reimbursement for the Executive Development Course during Fiscal Year 1979/80 is as follows:

Contract Costs (for tuition)	\$ 39,585.00
Reimbursement (travel and per diem)	<u>61,617.00</u>
Total Cost	<u>\$101,202.00</u>

Contract Costs FY 1980/81

The contract costs for Fiscal Year 1980/81 are currently estimated at \$42,010 with three presentations at Kellogg West, and two presentations in Northern California (to reduce travel costs) at a site to be agreed upon prior to final approval of the contract. The increase in contract for FY 1980/81 over FY 1979/80 are the result of staff's report for two presentations in Northern California.

Reimbursement Costs FY 1980/81

Reimbursement costs for travel and per diem are currently projected at a maximum of \$47,559.

Executive Development Course Contract

Page 2

December 7, 1979

Total Estimated Cost of Executive Development Course FY 1980/81

Total estimated maximum cost for five presentations of the Executive Development Course during FY 1980/81, including the costs for contract and reimbursement, is \$89,569.

STATEMENT OF NEED/JUSTIFICATION

Commission Regulation 1005(e) provides that every regular officer appointed to a middle management or higher position may attend the Executive Development Course and the jurisdiction may be reimbursed provided the officer has successfully completed the Management Course. Staff estimates there will be at least 100 trainees requesting the Executive Development Course in FY 1980/81.

RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to enter into a contract with Cal-Poly Kellogg Foundation to present five (5) presentations of the Executive Development Course during Fiscal Year 1980/81, not to exceed a contract cost of \$42,010.00.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title COURSE EVALUATION INSTRUMENT DATA PROCESSING SERVICE		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Buckley, Koch</i>	Researched By B. W. Richardson
Executive Director Approval <i>Newman C. Boehm</i>	Date of Approval 1-4-80	Date of Report December 7, 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		

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 approval of the contract costs for processing the Course Evaluation Instruments (CEI's) during Fiscal Year 1980/81 is required in order for the Executive Director to authorize development of the contract for Fiscal Year 1980/81.

BACKGROUND

As part of the quality-control process, POST requires that presenters of POST-certified courses have each attendee fill out a course evaluation form after each course presentation.

In the past, the Department of General Services, State of California, provided the needed data processing service. Information was compiled on each presentation and a printout was provided to the presenter and the area Standards and Training consultant. Consultants are required to review the information on each presentation and take action where problems are identified.

Because of the many problems with the Department of General Services processing of the CEI forms and continual problems with the scantron equipment being used, Benetech has been asked to provide a key-data entry system which staff believes will resolve the problems.

The cost of the program has increased as a result of the changes requested. The total maximum cost to POST for Fiscal Year 1980/81 is estimated at \$8,000.

STATEMENT OF NEED/JUSTIFICATION

CEI's are an integral part of the course quality-control program. Information provided on each course presentation is needed to identify problem courses and presentations. Without this information, consultants have no systematic means of identifying problem courses, except by receipt of complaints from attendees or by actually auditing course presentations. It is more cost effective to identify problems through the use of CEI's. Consultants can then concentrate on monitoring those courses which the CEI's have identified as having problems.

Utilize reverse side if needed

ALTERNATIVES

Presently, no other effective alternative exists for maintaining quality control except by receipt of complaints from attendees, or by auditing course presentations. Because of the volume of course presentations, it is not feasible or cost effective for consultants to maintain good quality control without the information provided by the CEI printouts.

STAFF RECOMMENDATION

Because of the lack of feasible or cost effective alternatives, staff recommends that the Commission authorize the Executive Director to enter into a contract with any available vendor to process CEI's during Fiscal Year 1980/81, in an amount not to exceed a maximum of \$8,000. Should we find that POST computer equipment can provide the needed information for less, after it is operational, we will use POST EDP equipment.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DRIVER TRAINING FUNDING STUDY		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By <i>Glen E. Fine</i>
Executive Director Approval <i>Norman C. Kocher</i>	Date of Approval 1-4-80	Date of Report January 2, 1980
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (for 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 _____).

Staff was directed at the July 1979 meeting to develop alternatives for funding behind-the-wheel driver training for presentation to the Commission at the January 1980 meeting. Alternatives have been developed and reviewed with the Commission's Driver Training Committee (See Committee report attached).

The Committee proposes the following recommendations that require action by the full Commission:

Recommendation #1

Place funding emphasis on behind-the-wheel driver training for basic academy recruits by providing additional funding for such training in the Basic Course.

Analysis: The Commission has mandated such training effective July 1, 1980. Many academies lack funds and facilities to adequately implement this training. The current trend is toward development of local academy programs with donated facilities. There is also a trend involving charging students a driver training fee. Department heads using the Santa Rosa Academy have recently agreed to a \$134 per trainee fee to cover costs of a one-day program provided by a private presenter. Other academies are charging lesser fees. Future pressure for POST to reimburse such fees may be anticipated.

Should the Commission accept this recommendation, the equity concept would indicate subvention for all academies including those agency-operated academies that have traditionally funded their own driver training programs.

Fiscal Impact: Precise cost is difficult to determine in advance of staff review of current equipment, maintenance and fuel costs; and establishment of firm criteria for a driver training course designed for recruits. Additionally, it appears appropriate that such training, if separately funded by the Commission, be funded on a cost-sharing basis. The academies could pay for instructional costs, for example, while POST could reimburse for a fee that covers equipment operation and maintenance. Investigation thus far indicates that cost sharing on the part of community colleges is feasible; but a firm proposal is a necessary prelude to community college commitment, and considerable groundwork is necessary on a statewide basis.

Staff believes that a 12- to 16-hour, behind-the-wheel training program could adequately address the relevant Basic Course performance objectives (including currently optional skid control objectives). Staff estimates that such a course could be presented at a cost of \$175 to \$200 per student. This is a rough estimate based upon past costs and the assumption that the course can be tailored to minimize maintenance costs. It is also believed that this estimated cost might be reduced somewhat, through cost sharing by the academies.

It is reasonable to project approximately 2,500 reimbursable trainees per year (there were 2,050 in FY 78/79). Assuming the \$200 per student cost, an annual cost of \$500,000 (2500 x \$200) would be projected. If the Commission accepts this recommendation, it could tentatively commit that amount for expenditure in FY 80/81 or make a commitment to a lesser amount. The Commission could, for example, make a commitment to reimbursing a maximum fee of \$100 per student (est. annual cost of \$250,000) and direct staff to develop the most cost-effective program and delivery system on a cost-sharing basis.

Recommendation #2

Mandate the currently optional skid control objectives.

Analysis: This recommendation was made contingent upon Commission approval of Recommendation #1. Staff views driver training for recruits as being on an importance level similar to firearms training. Should the Commission agree to provide additional funding for recruit driver training, a part of the basis for such funding would be to provide for the skid control training. These objectives are now optional principally because of a lack of resources on the part of many academies.

Recommendation #3

As a long term solution, contract with one vendor, if feasible, to present training for all recruit officers statewide.

Analysis: This recommendation is also contingent upon approval of Recommendation #1. The principal advantages of this approach are:

1. High level of expertise on the part of instructional staff by providing full-time specialists.
2. Ease of control over curriculum and course quality since there would be only one presenter.
3. Potentially the most cost-effective approach because of the high volume of trainees and the competitive bid process involved.

The principal disadvantages of this approach are:

1. It would require statewide coordination of scheduling with all academies to assure a fairly even flow of students and prevent demand for hundreds of students to be trained at the same time.

2. There would be a lessening of local academy influence over content in what would likely be a standardized course.
3. Assuming establishment of only a few centrally located facilities, there would be some increase in travel and subsistence costs.

Some academies, especially agency-operated academies, would, no doubt, prefer to maintain their own driver training program. This proposal would have to be developed with a view towards accommodating that desire by some academies. A question to resolve would be whether their costs should be offset by the Commission, if they chose not to participate in the statewide program.

With a single vendor providing all training, coordination of scheduling would be the most significant problem. Assuming cooperation from the academies, and assuming that the presenter could be in operation at more than one facility at a time if necessary, the scheduling problem could be resolved.

Should the Commission accept this recommendation, staff will develop an RFP and seek, subject to Commission approval, a contract with a vendor for the 80/81 Fiscal Year. Such a contract could involve cost sharing with academies as discussed above.

Should the Commission reject this recommendation, an alternative would be to require each academy to arrange for the driver training, with or without an outside vendor, and charge a reimbursable fee subject to POST approval.

Recommendation #4

As an immediate solution to provide training needed in on-going basic academies, authorize resumption of tuition-based certified training for recruit officer.

Analysis: This action was viewed by the Committee as an interim step pending award of a contract. The advantages are:

1. Provide immediate availability of such training for academies that need and desire it.
2. It would allow staff to closely evaluate during the balance of this fiscal year needed presentation standards, refine cost estimates and implement a demonstration cost-sharing program.

There is one significant disadvantage:

1. Difficulty, if not impossibility, of providing such training immediately should virtually all academies request it. This simply raises a funding equity issue.

Fiscal Impact: Assuming that the largest departments would not seek to immediately use such a course, assuming no presenter could commence operation under such certification before March, assuming only trainees in currently on-going academies could participate, no more than 800 - 900 reimbursable trainees would be available to be trained before July 1. Many of these are already being trained in agency-operated programs.

Assuming a desire to train the maximum estimate of 900 and ability of presenters to train that many, and assuming a maximum reimbursable tuition of \$200, the cost would be \$180,000 ($\$200 \times 900$) plus \$135,000 for related travel and per diem for a total of \$315,000. A more reasonable estimate would be 500 trainees at a maximum of \$200 for a projected tuition cost of \$100,000 plus \$75,000 for travel and per diem for a total of \$175,000.

Memorandum

: Commissioners

Date : December 28, 1979

Brad Gates, Chairman, Driver Training Committee

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

Subject: FUNDING OF DRIVER TRAINING

This Committee met at my office on December 11, 1979 to review alternatives for funding driver training. In attendance were Committee member alternates Kay Holloway, Bob Edmonds, and myself. Norm Boehm, Brad Koch and Glen Fine attended.

The program alternatives developed by staff were:

1. Place funding emphasis on behind-the-wheel driver training for basic academy recruits by providing additional funding for such training in the Basic Course.
2. Develop and fund a course designed to provide remedial training for officers with poor driving records.
3. Continue to provide for general refresher training for experienced officers through Plan IV Technical Courses and Advanced Officer Courses.
4. Maintain status quo as it existed in Fiscal Year 78/79 (tuition course with annual limit on number of trainees).
5. Cease funding tuition-based driver training entirely.
6. Develop courses designed to teach instructors who can present driver training programs in their own departments.
7. Develop a course on employee traffic safety program management for police managers.

Recommendation:

The Committee proposes that only alternatives 1 and 3 should be considered by the Commission at this time. Alternative 1 would assure vitally needed training of recruits. Alternative 2 allows, without increased costs to the POTF, continued availability of refresher/remedial training on a local need basis.

If alternative 1 is approved by the Commission, it is recommended that skid control performance objectives be moved from the optional to the mandatory category.

Funding of behind-the-wheel driver training for basic academy trainees is a highly significant issue with substantial costs. The Committee proposes this alternative for the following principal reasons:

- o The conditions under which officers operate patrol vehicles are unique to law enforcement, and recruit officers may not be presumed prepared to perform by virtue of civilian driving experience.
- o The consequences of poor performance are significant in terms of potential injury and economic loss.
- o Potential liability for failure to train is a real and growing concern.
- o Behind-the-wheel driver training performance objectives were mandated for the Basic Course (effective July 1, 1980) by the Commission at its October 1979 meeting. Many, if not most, academies lack resources to adequately present this training (for this reason, skid control performance objectives were made optional despite strong need for the training).

The Committee believes that these are compelling reasons for the Commission to provide funding that will insure that all academies present effective behind-the-wheel training for all recruit officers. If the full Commission concurs, it is proposed that skid control performance objectives for the Basic Course be moved from the optional to the mandatory category.

The Committee discussed alternative means of funding and delivering this training on a statewide basis. A range of possible alternative means include:

1. Certify one or more vendors to present the training and reimburse as a separate course.
2. Require that each academy arrange for the training and charge a POST-reimbursable fee.
3. Contract with one vendor to provide the training on a statewide basis.

Recommendations:

As a long-term solution, contract with one vendor, if feasible, to present training for all recruit officers statewide.

As an immediate solution to provide training needed in on-going Basic Courses, authorize resumption of tuition-based certified training for recruit officers.

If the Commission approves the contract approach, staff must develop an RFP and seek competitive bids. It would be at least July 1, 1980 before a contract could be awarded.

Staff will develop funding implementation criteria and cost estimates for submittal at our meeting.

Overall evaluation of the driver training issue is discussed in the following pages.

DRIVER TRAINING ALTERNATIVES

Issue

At its July 1979 meeting, the Commission directed staff to evaluate alternative methods of providing driver training for law enforcement officers and report at the January 1980 Commission meeting.

Background

Prior to the 79/80 Fiscal Year, the Commission has annually expended approximately \$250,000 per year on tuition-based driver training. In Fiscal Year 78/79, a total of \$226,000 was reimbursed for 660 trainees. Most of this training has been presented by the Academy of Defensive Driving and the CHP. However, the CHP has not been able to offer this training at all for local officers during this fiscal year. It is not anticipated that they will be able to train significant numbers of local officers in Fiscal Year 80/81.

The training course presented has included some lecture, but the emphasis has been on "behind-the-wheel" training. Areas of focus have been:

1. improvement of backing, parking, and turning skills;
2. driving techniques that improve ability to avoid collisions and maintain vehicle control;
3. skid control;
4. handling characteristics and limitations of the automobile at higher speeds;
5. practical applications of pursuit driving; and
6. improvement of concentration while engaged in routine patrol driving.

In March 1979, the Academy of Defensive Driving requested Commission authorization for continued funding of their certified course during Fiscal Year 79/80 and requested a substantial increase in the previously approved tuition. They also advocated a substantial increase in the number of allowable trainees for the year. Their requested tuition increase was variable based upon the number of trainees authorized. The Academy of Defensive Driving at that time also described continued difficulty in adjusting to annual uncertainty as to how many trainees would be authorized.

At the April 1979 Commission meeting, staff suggested that the Commission consider competitive bids for this type of training. The Commission appointed a committee to review the driver training issue and directed staff to prepare a report for the July 1979 meeting, addressing the competitive bid and cost issues. At that meeting, the Commission declined to authorize continuance of tuition-based driver training courses pending submittal by staff at the January 1980 meeting of a report on available alternatives for funding driver training.

Previous research on driver training has been conducted by staff. In July 1978, after lengthy study, staff submitted a report to the Commission regarding the evaluation of effectiveness of driver training. This report, as requested by the Commission, will provide an evaluation of the alternatives for presentation of driver training.

Evaluation

Existing alternatives may be best examined through review of three primary issues:

1. Is there a driver training problem for which training offers a feasible solution?
2. If presented, for whom should driver training be provided?
3. How should driver training be presented?

Is there a problem for which training offers a feasible solution? The experience of most administrators points to the existence of a traffic accident problem associated with the operation of police patrol vehicles. There is substantial indication of excessive accidents ranging from the minor backing into objects, to hitting parked cars due to inattention, to high speed collisions while operating an emergency vehicle. The latter involve injuries and fatalities with some frequency. Assuming that the problem may be recognized, the question becomes whether the problem may be significantly ameliorated through training.

Staff has in the past attempted to analyze the effectiveness of driver training programs. The results of extensive analysis were not conclusive. At this time, the question of whether training offers an appropriate solution is perhaps best answered by reasoned judgment. It is doubtful that better empirical evidence than that previously submitted can be made available in the near future.

The following observations are pertinent to this issue:

1. Existing training programs within and without the the police field indicate a widespread presumption that training can improve driver performance.
2. Law enforcement administrators have in the past demonstrated a belief that training will improve driver performance by their support of available programs.
3. The conditions under which officers operate patrol vehicles are unique to the occupation, and officers may not be presumed prepared to perform by virtue of civilian driving experience.
4. The consequences of poor performance are significant in terms of potential injury, fatality, and economic loss.
5. Driver training, including behind-the-wheel training, was mandated for the Basic Course by Commission action in October 1979. Driver training performance objectives are attached. See Attachment A.

6. The POST training program, in general, is founded upon reasoned judgment, without empirical proof, that training enhances job performance. (Effectiveness of training may be addressed in the future by the planned for research unit.)
7. Potential liability for failure to train is a real and growing concern.

The safe operation of patrol vehicles is a result of the driver officer's possession of adequate knowledge and skill, and a proper attitude. Existing driver training courses are best suited for imparting knowledge and improving skill. Whether the student officer's job performance is improved by the training may be presumed to be determined by attitude, personality, and supervision.

Staff believes that the Commission properly has a role in making available to the officers through training, the tools, knowledge and improved skill that will enable them to perform in a safe and effective manner. It is for the trainees, and their supervisors, to apply what has been taught.

For whom should driver training be provided? The problem is associated primarily with patrol/traffic vehicle operation. All patrol officers, traffic officers, and plain clothes officers assigned patrol or surveillance duties are potential trainees. (There are more than 20,000 such officers in police and sheriffs' departments.)

Potential trainees may be grouped in the following populations:

1. Recruit officers in or recently graduated from the basic academy.
2. Experienced officers who have been identified as problem drivers through review of accident reports or supervisors' evaluations.
3. All experienced patrol, traffic and plain clothes personnel subject to police driving assignments.

Recruit officers may be presumed to require training simply because they have no experience to prepare them for patrol car operational conditions. The operational conditions include maneuvering through traffic to apprehend violators, operating as an emergency vehicle in response to a wide range of emergency calls, responding as rapidly as safely possible in many instances while under high personal stress (i.e., to call of shooting in progress), and engaging in high speed pursuit driving. The majority of inexperienced officers may be presumed to be functioning under stress during all nonroutine driving.

The strongest rational argument can be made on behalf of driver training for the recruit officers. The rationale is essentially the same as that supporting firearms training where similar "life and limb" issues are present. The Commission's recently adopted Basic Course Performance Objectives mandate driver training for recruits. The mandated objectives which require behind-the-wheel driver training are currently addressed to various extents by the different academies. Adequate funding is a problem for many or most academies.

Identified problem drivers may be presumed to need training simply because of demonstrated substandard performance. However, there exists a presumption on the part of many trainers and administrators that the substandard performance of such drivers is due to attitudes not easily changed by a performance-oriented training course, and that such drivers present a selection and discipline issue rather than a training issue. Staff has no evidence or substantial rational argument to controvert this presumption, and inquiry to date supports the presumption.

The general population of experienced patrol officers may be presumed to need driver training on a "refresher" basis in order to identify poor habits and enhance acquired skill. At least initially, in many departments, refresher training might be presumed desirable to fill knowledge gaps because no prior formal training was provided. Refresher training can and has been provided in a variety of ways including Technical and Advanced Officer Courses.

Whether training is funded by the Commission for all three groups, or perhaps only one group, is a significant fiscal policy issue for the Commission because of the high cost of driver training.

Staff recommends that, at this time, the Commission consider driver training for recruit officers as the highest priority. This recommendation is motivated by:

1. The existing mandate for driver training in the recruit academy coupled with apparent inadequacy of local funds to properly implement the training.
2. The strong rational argument for pre-assignment training of recruit officers.
3. The potential for civil suits based upon failure to train.
4. Speculation that future training of experienced officers may not be as strongly needed if thorough training is provided at the recruit level.
5. Potential for identifying and terminating problem drivers during the academy.

How should driver training be presented? The issue presented here relates to classroom lecture/simulation versus behind-the-wheel training; and if behind-the-wheel training is utilized, whether it should include controlled speed and pursuit driving. As has been pointed out earlier, staff is unable at this time to thoroughly assess effectiveness of driver training through empirical study.

Previous study did, however, indicate that single vehicle accidents are reduced by training that emphasizes skid pan and controlled speed driving. Staff's opinion is that driver training will improve performance if that training includes an essential balance of lecture and behind-the-wheel training. Because of the nature of the driving task, behind-the-wheel training appears to be a necessary, even though costly, element of a balanced program. Controlled speed pursuit and Code 3 training is specifically desirable in order to allow the trainee to more closely experience street conditions.

The Basic Course Revision Consortium has recommended behind-the-wheel training; and as previously stated, the Commission has endorsed that recommendation as a mandate. Staff concurs in that judgment.

Most mandated performance objectives are met in the classroom. Those requiring behind-the-wheel training are:

- 6.6.4 Given a series of driving exercises, the student will demonstrate proper road position, weight transfer, throttle control, braking and steering accuracy both forward and backward while performing the following exercises:
 - A. 90° turn
 - B. 180° turn
 - C. Accelerating and decelerating
- 6.6.5 Given a marked course, the student will demonstrate the techniques of accident avoidance by smoothly and rapidly displacing the vehicle left or right upon command.
- 6.7.1 The student will demonstrate the ability to safely control a law enforcement equipped vehicle operating under Code 3 emergency conditions applying proper driving techniques and avoiding potentially hazardous situations, such as road obstacles, cross traffic, pedestrians, dips, and other vehicles.
- 6.7.2 The student will demonstrate the ability to safely operate and control a law enforcement equipped vehicle during a controlled speed pursuit of an instructor driven vehicle. This will minimally include the use of:
 - A. Headlights
 - B. Emergency lights
 - C. Siren
 - D. Communications equipment

These performance objectives emphasize vehicle control, Code 3 driving, and pursuit driving. All academies may be able to minimally comply with those objectives if no high speed is involved, no stress is placed on vehicles used for training, and training vehicles are loaned by the departments. As previously observed, however, many or most academies lack resources to teach these objectives if they entail controlled speed and significant "wear and tear" on vehicles.

Other behind-the-wheel performance objectives that are currently optional are:

- 6.6.1 The student will regain control of a vehicle experiencing a front skid and a rear skid.
- 6.6.2 The student will experience a vehicle undergoing an "all wheel" braking skid.
- 6.6.3 The student will experience a vehicle undergoing a controlled skid.

These last three performance objectives require a skid pan or other suitable facility. The objectives were made optional because all academies do not have such facilities or the funds to provide for them. In many academies then, trainees will not receive skid control training unless external resources are made available. Should the Commission act to make greater funding available for driver training in the Basic Course, consideration should be given to mandating these objectives.

Alternatives

1. Provide additional funding for basic academy training.

Staff believes that the behind-the-wheel performance objectives, including the optional skid control objectives, are appropriate. Staff also believes that the objectives should be met by demonstrations that entail sufficient speed to allow the trainee to understand vehicle handling characteristics under street driving conditions. Support for this view is found in the trend of firearms training. The trend has been towards training that approximates as closely as possible the conditions under which officers are involved in shootings. Such training provides the officer with a reasonable substitute for experiences and allows the training staff to evaluate not only whether the trainee can fire a gun, but also evaluate whether he can perform in a shooting situation.

To provide recruit officers with driver training that never places the vehicle or driver under the stresses associated with patrol operational conditions may be analogous to dry firing during firearms training. It is of a certain value, but it does not reveal to the trainee or the instructor whether he can hit the target. Staff is concerned that some or many academies, for lack of funds, may present training that does not approximate the conditions and stresses of street driving.

In order to deal effectively with the driver training issue, it appears essential for the Commission to consider the intended nature of the mandated driver training performance objectives. If the Commission believes that its mandate can be met by very low speed driving that places no stress on trainee or vehicle, then it may be presumed that recruit officers can be trained in basic academies without additional funding.

If, however, the Commission believes that its mandate can be met only by behind-the-wheel training that places stress on the trainees and the vehicles driven, then a problem of funding exists. Many academies are not prepared financially to present training that entails substantial "wear and tear" on training vehicles.

Should the Commission decide to subvene increased costs for driver training in the basic academies, annual funding would likely equal or exceed that required for tuition courses in past years. Assuming that increased costs would be associated only with the controlled speed stress aspects of the training, a reasonable estimate would be \$175 per trainee. The number of reimbursable trainees in future years may reasonably be projected at 2,500 per year. This would amount to an approximate annual cost of

\$450,000. Staff believes that the academies could pay for the cost of instructor salaries. If an arrangement were effected wherein the academy paid for instructor salary, and POST paid for the costs of vehicles and facilities, the above estimate might be cut.

Provision for added funding could be made in the following ways:

- a. Require that each academy provide the training (through its own facilities or by arrangement with a private vendor) and charge an agreed upon fee for each student. POST would reimburse local jurisdictions for this fee.
 - b. Certify this training as a separate reimbursable course and require completion in conjunction with the Basic Course. Certification could be either to the academy or to a private vendor.
 - c. Contract with one vendor to provide the training for all recruit officers on a statewide basis.
2. Direct staff to develop a course designed to provide remedial training for officers with poor driving records.

For reasons previously mentioned, staff is not optimistic about the potential for such a course to improve performance. The need could perhaps be met by "recycling" officers through the vehicle operations phase of the basic academy.

3. Provide refresher training for experienced officers through Plan IV Technical Courses and Advanced Officer Courses.

This is currently done consistent with Commission policy and demonstration of local need.

4. Maintain status quo as it existed in Fiscal Year 78/79 (tuition course with an annual limit on the number of trainees).

This alternative would mean reversion to past practices.

5. Cease funding tuition-based driver training entirely.

This is an alternative which should be considered by the Commission if it believes there is a lack of potential effectiveness, or believes that available funds are more appropriately spent elsewhere.

6. Direct staff to develop a course or courses designed to teach instructors who can present driver training programs in their own departments.

This is one method of supporting driver training without high cost. Many departments may be able to develop limited local programs that will ease pressure for state level delivery of the training.

7. Direct staff to develop a course on employee traffic safety program management for police managers.

Such a course could serve to focus attention on the problem and increase managers' awareness of means to prevent accidents.

6.0 FUNCTIONAL AREA: The student will possess the proper driver attitudes, knowledge, and skills to enable him/her to safely and legally operate a police vehicle under all operating conditions.

The following Performance Objectives are directed to this Functional Area:

6.1.0 INTRODUCTION TO VEHICLE OPERATION

Learning Goal: The student will understand the importance of driver attitude and conditions in vehicle operation.

PERFORMANCE OBJECTIVE(S):

80% 6.1.1 The student will identify the following components of "defensive driving":

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Driving conditions

80% 6.1.2 The student will identify the following as those faulty driver attitudes which greatly contribute to the occurrence of traffic accidents:

- A. Over-confidence
- B. Self-righteousness
- C. Impatience
- D. Preoccupation

80% 6.1.3 The student will identify the following driving movements or activities as most frequently contributing to collisions:

- A. Backing
- B. Parking
- C. Left-hand turns

80% 6.1.4 The student will identify the following reasons why "fatigue" is the physiological condition which poses a threat to safe driving:

- A. Fatigue lowers visual efficiency
- B. Fatigue causes longer reaction time

6.2.0 VEHICLE OPERATION FACTORS

Learning Goal: The student will understand the basic factors relative to vehicle operation.

PERFORMANCE OBJECTIVE(S):

- 80% 6.2.1 The student will identify the importance of knowing traffic conditions in all directions and all visible distances and the necessity to act accordingly.
- 80% 6.2.2 The student will identify the following factors which influence the overall "stopping distance" of a vehicle:
- A. Driver condition
 - B. Vehicle condition
 - C. Road condition
 - D. Weather condition
- 80% 6.2.3 The student will identify the following factors of vehicle speed and their effect upon vehicle capabilities:
- A. Feet per second that vehicles travel at various MPH
 - B. Effect of speed upon "stopping distance"
 - C. Effect of speed upon turning movements
- 80% 6.2.4 The student will identify, in the proper sequence, the components that make up total stopping distance:
- A. Perception of danger
 - B. Decision time
 - C. Reaction time
 - D. Braking distance.

6.3.0

CODE 3

Learning Goal: The student will understand the tactics and procedures to use when operating an emergency vehicle under Code 3 conditions.

PERFORMANCE OBJECTIVE(S):

- 90% 6.3.1 The student will identify the elements of the agency's policies regarding the following aspects of high speed pursuits:
- A. Initiation of high speed pursuits
 - B. Abandonment of high speed pursuits
 - C. Utilization of emergency equipment
 - D. Pursuit tactics.
- 80% 6.3.2 The student will identify why a good police driver relies more on caution than upon the emergency warning devices on the police vehicle in order to reduce the chances of being involved in an accident.

6.4.0

VEHICLE OPERATION LIABILITY

Learning Goal: The student will understand the officer's liability when operating an emergency vehicle.

PERFORMANCE OBJECTIVE(S):

- 80% 6.4.1 The student will identify the following situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055:
- A. Responding to an emergency call
 - B. Engaged in a rescue operation
 - C. In pursuit of a violator
 - D. Responding to a fire alarm
- 80% 6.4.2 The student will identify the exemption requirements of Vehicle Code Section 21055(b) regarding the use of red light and siren.
- 80% 6.4.3 The student will identify the reasons why an officer may be personally liable for misuse of a law enforcement vehicle.
- 80% 6.4.4 The student will identify those factors that effect personal liability while operating a vehicle under Code 3 conditions:
- A. Vehicle Code Section 21056
 - B. Department policy and procedures
 - C. Moral obligation

6.5.0

VEHICLE INSPECTION

Learning Goal: The student will know how to conduct a vehicle inspection prior to patrol.

PERFORMANCE OBJECTIVE(S):

- 80% 6.5.1 The student will identify the objectives and techniques of a pre-shift vehicle inventory and safety inspection.

6.6.0

VEHICLE CONTROL TECHNIQUES

Learning Goal: The student will know how to control a vehicle under skid, acceleration, and braking conditions.

PERFORMANCE OBJECTIVE(S):

- * 6.6.1 The student will regain control of a vehicle experiencing a front skid and a rear skid.
- * 6.6.2 The student will experience a vehicle undergoing an "all wheel" braking skid.
- * 6.6.3 The student will experience a vehicle undergoing a controlled skid.
- 80% 6.6.4 Given a series of driving exercises, the student will demonstrate proper road position, weight transfer, throttle control, braking and steering accuracy both forward and backward while performing the following exercises:
 - A. 90° turn
 - B. 180° turn
 - C. Stopping
 - D. Accelerating and decelerating
- 80% 6.6.5 Given a marked course, the student will demonstrate the techniques of accident avoidance by smoothly and rapidly displacing the vehicle left or right upon command.

6.7.0 STRESS EXPOSURE AND HAZARD AWARENESS EMERGENCY DRIVING

Learning Goal: The student will gain knowledge, skill and proper attitude for driving a law enforcement vehicle during emergency conditions.

PERFORMANCE OBJECTIVE(S):

- 80% 6.7.1 The student will demonstrate the ability to safely control a law enforcement equipped vehicle operating under Code 3 emergency conditions applying proper driving techniques and avoiding potentially hazardous situations, such as road obstacles, cross traffic, pedestrians, dips, and other vehicles.
- 80% 6.7.2 The student will demonstrate the ability to safely operate and control a law enforcement equipped vehicle during a controlled speed pursuit of an instructor driven vehicle. This will minimally include the use of:
 - A. Headlights
 - B. Emergency lights
 - C. Siren
 - D. Communications equipment

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advisory Committee Membership		Meeting Date January 17 & 18, 1980
Division Executive Office	Division Director Approval <i>R. Allen</i>	Researched By D. Beauchamp
Executive Director Approval <i>M. Becker</i>	Date of Approval 12-17-79	Date of Report November 30, 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

Should the membership of the Advisory Committee be expanded? Should the membership of the Advisory Committee include the California Academy Directors Association (CADA)?

BACKGROUND

At the Commission meeting held October 25 & 26, 1979 in Sacramento, the California Academy Directors Association (CADA), represented by Lt. Richard Klapp of the San Francisco Police Department, reminded the Commission that CADA's prior request for representation on the Advisory Committee had not yet been acted on (See Attachment-A). The Commission indicated they would have the Organizational Survey Committee look into the matter and report back at the next Commission meeting.

ANALYSIS

Since its inception in 1968 when nine (9) members were appointed, two of the original organizations represented have been replaced. The two groups no longer directly represented are: 1) the Chairman of a police science program at a community college; and, 2) the Chairman of a police science department at a four year college. During the same period of time, six new organizational representatives have been appointed (see Attachment B). No specific criteria for the deletion or addition of representatives could be identified.

The POST Advisory Committee has, historically, been made up of law enforcement organizations, education and training organizations, and public members. At the present time, there are thirteen (13) members; seven of which relate to law enforcement organizations, and three which represent educators and trainers. There continues to be three public members (see Attachment C). Requests for additional members on the Committee have been discouraged on the premise that the major interest groups are currently represented.

The deletion of the Chairmen of the two and four year police science college programs from the POST Advisory Committee has left these groups represented solely by the California Association of Administration of Justice Educators (CAAJE). This organization is concerned with the overall administration of justice programs which includes corrections and court related subjects, as well as law enforcement. POST certified training is only a part of this program.

Utilize reverse side if needed

At the present time, approximately 52% of POST certified training is presented by the 26 training academies. These training institutions are the backbone of the POST training program and are directly affected by Commission actions relating to certifications, decertifications, course modifications, reimbursement changes, etc. The California Academy Directors Association (CADA) is very concerned about the absence of direct input into the POST decision making process, particularly in the present era of limited resources.

Based on the historical precedence and current need, it appears the Academy Directors group has a valid claim to be represented on the Advisory Committee. Although CAAJE representation on the Committee provides some indirect input for the Academy Directors, the day to day concerns of the management segment of the academy programs are not being articulated through the Advisory Committee to the Commission on a regular basis. This kind of feedback is necessary to provide the Commission with accurate information on which to base its decisions.

RECOMMENDATION

1. It is recommended that the California Academy Directors Association (CADA) be represented on the POST Advisory Committee.
2. It is recommended that staff continue to discourage requests for additional members on the Committee on the premise that the major interest groups are currently represented.

FISCAL IMPACT

Four (4) meetings annually. Estimated \$400.00 total impact.

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Research Priorities for the Research and Evaluation Bureau		Meeting Date January 18-19, 1980
Division Executive Office	Division Director Approval	Researched By George W. Williams <i>GW</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 1-4-80	Date of Report December 12, 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 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

What should the research priorities be for the Research and Evaluation Bureau.

BACKGROUND

The Research and Evaluation Bureau will conclude its research projects under the LEAA grant on April 30, 1980. At the October 25-26, 1979 meeting, the Commission approved the Budget Change Proposal which establishes the Bureau as a function within POST staff in Fiscal Year 1980/81. The Commission also asked that proposed research activities of the Bureau be presented to the Commission for review.

ANALYSIS

Included among POST's statutory responsibilities is the charge to "increase the effectiveness of law enforcement." To this end, POST will have an ongoing research and evaluation capability to:

- 1) develop peace officer-related research in the areas of peace officer selection and training, model management and operations procedures, and performance and program evaluation techniques, to name just a few, and;
- 2) do professional evaluation of peace officer training to help ensure that the State's and local government's investment in peace officer selection and training is as effective as possible.

RECOMMENDATIONS

The following are recommended activities of the Research and Evaluation Bureau.

The estimated percentage of time devoted to each component of the proposed activities is based upon the following staff composition: three researchers, one staff analyst, and two clerical support staff.

- a) POST Internal Consulting--(estimated percentage of time to be spent--15%). This activity will include designing and conducting periodic training needs assessment surveys; training POST consultants regarding evaluation and research techniques and procedures; responding to requests from consultants for technical information; and, in general, assisting POST in providing services to the field.

Utilize reverse side if needed

- b) Technical Support to Local Law Enforcement Agencies--(estimated percentage of time to be spent--10%). This activity will include: visiting the agencies concerning implementation of POST's selection and training standards; training agency personnel on the use of selection and evaluation techniques; answering inquiries concerning problems encountered by agencies.
- c) Maintenance of Current Selection Programs--(estimated percentage of time to be spent--10%). This activity will include: updating the Background Investigation and Medical Screening Manuals to reflect changes in fair employment laws and guidelines; incorporating the 200 unsurveyed agencies into the job analysis project; maintaining and updating reading ability, writing ability and physical performance tests.
- d) Maintenance of Current Training-Related Programs--(estimated percentage of time to be spent--15%). This activity will include: consulting on the research aspects of the Basic Course Proficiency testing program, assisting in the analysis and comparison of training academies on the basis of this testing program, developing a revised course evaluation program, and consulting on the research aspects of the Basic Course Equivalency test program.
- e) Major Research Projects--(estimated percentage of time to be spent--50%). Two major projects which have a high priority and which will require approximately one work year each are proposed.
 - (1) Self Screening. As selection standards become more and more difficult to defend and the applicant population grows continually larger, identifying the best law enforcement candidates becomes more troublesome. One technique pioneered by the U.S. Civil Service Commission is a viable and attractive solution. It consists of developing information designed to assist prospective applicants in making realistic career decisions. Such a project will help local agencies by encouraging only those individuals who are truly qualified and interested to apply for law enforcement positions (estimated time to be spent--one work year).
 - (2) Evaluation of Training. It is important for POST to know whether its training programs are having their desired effect. Ultimately, training ought to make possible effective performance or an improved level of functioning. A study will be designed to evaluate the impact of POST training on the quality of performance which job incumbents exhibit (estimated time to be spent--one work year).

It is anticipated that the Research and Evaluation Bureau will, in future years, spend at least 50% of its time on internal consulting, technical support and maintenance of established programs. The remaining 50% of the time will be spent addressing, in succession, a number of other high priority issues. They include, not necessarily to be performed in the order presented: vision and hearing standards, polygraph examining, the selection interview, psychological screening, educational standards, performance appraisal, and promotional procedures.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposed Changes to Commission Procedure D-1		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Frederick W. Koch</i>	Researched By Gene S. Rhodes GSR
Executive Director Approval <i>Norman C. Beckman</i>	Date of Approval 1-4-80	Date of Report January 4, 1979
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE:

Change is required in Commission Procedure D-1 to reflect Commission action on POST Basic Course effective July 1, 1980.

BACKGROUND:

Current language in Commission Procedure D-1 will become obsolete July 1, 1980 when all Basic Academy presenters will have to conform to the performance objectives adopted by the Commission at the October 1979 Commission Meeting.

ANALYSIS:

Proposed changes to D-1 (attached) reflects Commission action.

RECOMMENDATION:

Adopt proposed change to Commission Procedure D-1 and make change effective July 1, 1980.

Revised
July 1, 1980

Training

BASIC COURSE

Purpose

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

Training Methodology

1-2. Training Methodology: The standards for the Basic Course are the Performance Objectives contained in the document "Performance Objectives for the POST Basic Course." This document is part of a dynamic basic course training system designed for change when required by new laws or other circumstances. Supporting documents, although not mandatory, that complete the system are the POST Basic Course Management Guide and Instructional Unit Guides (58).

- a. Performance objectives are divided into mandatory and optional objectives. Mandatory objectives must be achieved as dictated by the established success criteria; whereas optional objectives may be taught at the option of each individual academy. No reimbursement for optional performance objective training will be granted unless they conform to the adopted performance objectives standards.
- b. Training methodology is optional.
- c. Tracking of objectives by student is mandatory; however, the tracking system to be used is optional.
- d. A minimum of 400 hours of instructions in the Basic Course is required.

Content and Minimum Hours

1-3. Basic Course Content and Minimum Hours: The Performance Objectives listed in the POST document "Performance Objectives for the POST Basic Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. The Basic Course contains the following Functional Areas and minimum hours. Within the framework of hours and functional areas, flexibility is provided to adjust hours and instructional topics with prior POST approval.

Content and Minimum Hours (continued)

1-4. Functional Areas:

a. Professional Orientation	10 hours
b. Police Community Relations	15 hours
c. Law	45 hours
d. Laws of Evidence	15 hours
e. Communications	15 hours
f. Vehicle Operations	15 hours
g. Force and Weaponry	40 hours
h. Patrol Procedures	105 hours
i. Traffic	30 hours
j. Criminal Investigation	45 hours
k. Custody	5 hours
l. Physical Fitness and Defense Techniques	40 hours

1-5. Examinations: 20 hours

1-6. Total Minimum Required Hours 400 hours

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Basic Course, Extended Format		Meeting Date January 17-18, 1980
Division Operations	Division Director Approval <i>Bradley W. Cook</i>	Researched By <i>Gene DeCrona</i> Gene DeCrona
Executive Director Approval <i>Norman C. Becken</i>	Date of Approval 11-27-79	Date of Report November 23, 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 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 _____).		

ISSUE:

The Commission, at its regular meeting on January 18-19, 1979, authorized staff to certify three Basic Course presentations on an extended format. Staff evaluation was required within one year.

BACKGROUND:

The first Extended Format Basic Course was certified to Sacramento Law Enforcement Training Center. The course was 556 hours in length and was presented 20 hours per week, from February 6, 1979 through July 28, 1979. All requirements of the Commission were met by the presenter. Frequent audits of the course by POST staff indicated that the quality of instruction and administration of the program was equal to other Basic Course presentations.

The assigned POST consultant has interviewed graduates of the course as well as agency administrators that have graduates from the course working in their departments. It is the general consensus that the Extended Format Basic Course is a worthwhile training program and meets the needs of both the law enforcement agencies and the pre-service peace officer trainee.

Several of the graduates of the first course have already been hired as full-time regular peace officers in the Northern California area.

ANALYSIS:

The first presentation was not evaluated through the required Basic Course testing process. The Basic Course Test is now available for all future graduates of Basic Courses.

There are two additional presentations in progress at this time. The SLETC class will graduate in February 1980 and the College of the Redwoods class in July 1980. Both classes will be administered the Basic Course Test.

An intensive format Basic Course is in progress at the SLETC. This class graduates in January 1980 and will be given the Basic Course Test.

Utilize reverse side if needed

Analysis (continued)

There is currently no substantial data to indicate that extended format training is deficient or a substandard training process for California peace officers.

RECOMMENDATIONS:

- Continue the pilot program for six additional presentations.
- Permit certification of the Extended Format Basic Course by presenters approved by the Executive Director.
- Evaluate each presentation through Basic Course testing.
- Continue on-site evaluations by POST staff to determine quality of the presentations.
- Prepare a written report for the Commission for the July 1981 regular meeting.

Commission on Peace Officer Standards and Training
Advisory Committee
Meeting
February 5, 1980
Golden West College, Arts Conference Room # 138
15744 Golden West Street
Huntington Beach

CONVENED: 9:15 a.m.

ADJOURNED: 3:30 p.m.

ADVISORY COMMITTEE
MEMBERS PRESENT:

Ayres, Barbara
Caldwell, Wayne
Coombs, Robert
Gonzales, Michael
McKeown, Joseph
Pacileo, Richard

Pantaleoni, C. Alex
Pearson, Jack
Tielsch, George
Wasserman, Robert
Watkins, Larry

POST STAFF MEMBERS
PRESENT:

Allen, Ron
Kanavy, Kathie

Boehm, Norman

ADVISORY COMMITTEE
MEMBERS ABSENT:

Ellingwood, Herbert
Meese, Edwin III

Silva, J. Winston

OTHER PARTICIPANTS:

Clark, Ben

Everett, Stan

INTRODUCTIONS

Chairman Wasserman introduced the two new Advisory Committee members: Joseph P. McKeown, CADA Representative; and, Jack Pearson, PORAC Representative (replacing John Riordan).

At its January meeting, the Commission approved an additional position on the Advisory Committee to allow representation of the California Academy Directors' Association (CADA). Day to day concerns of the management segment of the academy programs would be articulated through the Advisory Committee to the Commission on a regular basis. CADA is concerned with the overall administration of justice programs which includes corrections and court related subjects, as well as law enforcement. POST certified training is only a part of this program; however, 52% of POST certified training is presented by the 26 training academies.

ACKNOWLEDGEMENTS

MOTION - Caldwell, second - Pantaleoni, motion carried to approve the resolution commending John Riordan for his two years of service on the Advisory Committee as a representative for PORAC.

APPROVAL OF MINUTES

MOTION carried unanimously that the minutes of the October 24, 1979, Advisory Committee meeting in Sacramento be approved as presented.

COMMISSION MEETING RUN DOWN

Mr. Boehm briefed the Advisory Committee members on the actions taken at the January 17-18 Commission meeting held in San Diego. Specific items of interest to the Committee members were:

- Report to the Legislature - Eighteen months ago, the Legislature requested a report from POST regarding PCP Management and Child Abuse & Neglect. This report has been staffed and the Commission will inform the Legislature that the report will be submitted in the near future.
- Tulare County Marshal - The Tulare County Marshal has withdrawn from the POST Commission at the recommendation of the Board of Supervisors.
- Job Specific Course Curriculum Guidelines - POST and CPOA are working together on this assignment. After review, the Commission gave POST staff the go ahead on completion.
- Auditor General Communication - POST has responded to a report from the Auditor General regarding POST finances. POST supports the recommendations made.
- April 24, 1980 Public Hearing - A Public Hearing has been set for the Commission meeting on April 24 to provide input on the Basic Course Fixed Reimbursement Proposal.
- POST Resource Management System - The system concept has been approved by the Commission. POST staff is working on incorporating the principles into POST operations. The POST Resource Management System was summarized in six steps:
 1. Needs Assessment Process
 2. Program Conceptualization
 3. Training Delivery Resource System
 4. POST Services Use Estimates
 5. Financial Allocations
 6. Evaluation

- POST Resource Management System (Continued) - In response to the Committee's inquiry on how they could help with the POST Resource Management System, the Executive Director reported that the role of the Advisory Committee in this can be two-fold:
 1. To serve as an informed reservoir of awareness on the direction POST is taking to bring a more service-management orientation to its operations; and,
 2. To serve as a link in the evaluation process to provide feedback as we take steps incrementally to implement the system.
- POST will continue to keep the Advisory Committee informed of its activities. POST will also attempt to utilize the many skills and talents of the members of this Committee. An open line of communication between the Committee and POST will be maintained to afford an opportunity for the Committee to act in response to what the Commission wants the Committee to do.
- 30% Budget Cut - The Advisory Committee was briefed on possible implications of such an action by the Legislature. POST will provide information for review by the Committee. Please see Attachment # 1 (Budget Cut memo from the Department of Finance).
- POST 30% Salary Reimbursement - The Advisory Committee recommended that the Commission assign the Committee to review the 30% Salary Reimbursement issue. The Advisory Committee recognized there is a need to prioritize the types of training that are most important to California law enforcement. Public Hearings might be appropriate in order to submit a recommended priority of all types of training delivery in which POST is involved.
- Review of Contracts - Mr. Boehm briefed the Committee members on the contract activities of POST for the 1980/81 Fiscal Year.
- Driver Training Committee Report - A Request for Proposal (RFP) will be developed this fiscal year. The plan is that by early next year, the various academies will be capable of presenting Driver Training or will be able to contract for the services.

The Commission has authorized POST to certify courses at the Academy of Defensive Driving (AODD) in Orange County for the remainder of this Fiscal Year. See attached Bulletin 80-3.

- Organizational Survey Committee - Approved representation by the California Academy Directors' Association (CADA) on the Advisory Committee.

- Legislative Review Committee - AB 1428 would increase the funding by an estimated \$3.5 million for the Peace Officer Training Fund (POTF) through the penalty assessment system.

- Research & Evaluation Bureau---1980/81 Priorities - The following recommended activities of the Research & Evaluation Bureau were approved by the Commission at its January meeting:

1. POST Internal Consulting 15% of time*
2. Technical Support to Local Law Enforcement Agencies 10% of time
3. Maintenance of Current Selection Programs 15% of time
4. Maintenance of Current Training-Related Programs 10% of time

*Estimated percentage of time is based on staff composition of:
2 Researchers, 2 Staff Analysts, and 2 clerical support staff.

Developmental Services - It is recommended the remaining 50% of the Bureau's work time be spent on two high-priority projects in 1980/81:

1. Development of a self-screening instrument--a pre-application device administered by departments to potential applicants to help determine the things they like to do that correspond with peace officer work; and,
2. Evaluation of training - design of a study to evaluate the impact of POST training on the quality of performance of law enforcement officers. This ties in with the POST Resource Management System.

Other high priority issues, to be addressed in future years, will use the remaining 50% on: vision/hearing standards, polygraph examining, selection interview, psychological screening, educational standards, performance appraisals, and promotional procedures.

- Basic Course Extended Format - The Commission approved an additional 6 presentations of the Basic Course Extended Format. A report to the Commission will be made at the July 1981 regular meeting by the Operations Division.
- Request of Chancellor's Office - The California Community Colleges Chancellor requested assistance of the Commission and Advisory Committee in evaluating the revision and updating of the standardized Administration of Justice curriculum. Recommendation was that the Advisory Committee look at the proposal and decide if it was worthy of the Advisory Committee's attention.

923 GROUP

Sheriff Ben Clark and Stan Everett made a presentation regarding the request by the Chancellor for the Commission and Advisory Committee to assist in evaluating the revision and updating the standardized Administration of Justice curriculum.

MOTION - Caldwell, second - Gonzales, carried unanimously that in order to be consistent with what occurred previously, individual Advisory Committee members would respond to the 923 Group as individuals on the standardized curriculum, but that the Committee itself should take no notice or action on the request.
It was recommended that a letter be sent to Sheriff Ben Clark from the Advisory Committee Chairman stating this action (attached).

CSTI CONTRACT

LEAA funding to the California Specialized Training Institute (CSTI) will be discontinued as of July 1, 1980. POST has received a request from CSTI staff to provide financial assistance for the total program from the Peace Officer Training Fund (POTF). In light of this, POST staff is meeting with the staff of CSTI and preparing issue papers addressing the State's needs assessment, the potential for tuition-based operation, and other alternatives. The facts and issues will be presented to the Commission at the April 1980 meeting in Sacramento. See attached Bulletin # 80-2.

ROLE OF THE ADVISORY COMMITTEE

The members of the Advisory Committee reviewed and adopted the Role Statement developed by the Advisory Committee and the Organizational Survey Committee of the Commission. (Attachment)

REPORT FROM MEMBERS

Due to time constraints, the report from members was postponed for discussion at the April 8 & 9 meeting in Sacramento.

NOMINATIONS AND ELECTION OF OFFICERS

NOMINATION - Tielsch, that Robert Wasserman be Re-elected as Chairman.
Passed unanimously.

NOMINATION - Tielsch, that Wayne Caldwell be Re-elected as Vice Chairman.
Passed unanimously.

FUTURE MEETING DATES

April 8 & 9, 1980	POST Conference Room Sacramento
July 1, 1980	San Diego
September 30, 1980	San Jose
December 16, 1980	Palm Desert

ADJOURNMENT

There being no further business to come before the Advisory Committee, the meeting was adjourned at 3:30 p.m.

Kathie

Kathryn L. Kanavy
Secretary

POST

Memorandum

ATTACHMENT # 1

Date : January 17, 1980**To** : Agency Secretaries
Departmental Directors
Department Budget Officers
Department of Finance Staff**From** : **Department of Finance****Subject**: 1980-81 Alternative Financial Plan

The Governor has directed us to work together in preparing an alternative financial plan for the 1980-81 fiscal year.

Should the Jarvis Proposition (Reduction of Personal Income Tax and Elimination of Business Inventory Tax) on the June 1980 ballot be enacted by the voters, the General Fund's revenues will be reduced by \$4.8 billion for 1980-81. This is a reduction of about 25 percent in State General Fund revenues. The base level of State expenditures will have to be reduced permanently because of the ongoing effect of the Proposition.

Accommodating a reduction of this magnitude will be one of the biggest challenges ever for California Government. If passed, the voters of California will be mandating that we change our traditional views of State and local programs and program levels, as well as how services are delivered. We need the help of Agency Secretaries, Departmental Directors, and their staffs in preparing for this possibility.

Since the Jarvis Proposition would take effect on July 1, 1980 (voting on June 3), contingency plans must be started now. The Legislature has asked for alternatives since it will soon begin deliberations on the proposed 1980-81 Governor's Budget. As you know the Governor's Budget was based upon meeting existing needs within current resources and did not take into account the Jarvis Proposition. Consequently, the Governor will present an Alternative Financial Plan to the Legislature by mid March 1980.

To meet the changes called for in the Jarvis Proposition, we must study the whole of our effort and decide what programs or activities can be reduced or eliminated, including those which have been considered essential based upon our current philosophy of government. The proposed reductions must allow us to fund the most essential, high priority programs in the budget within the remaining estimated resources.

This will require our best thoughts, cooperation, and timely action. The timetable within which to accomplish the Alternative Financial Plan follows:

- Instructions to departments to prepare proposals January 17
- Departments prepare and submit proposals to Agency Secretaries (where applicable) and to the Department of Finance by February 6
- Agency Secretaries, Departments, and Finance meetings begin February 19
- All final decisions through Department of Finance by February 25
- Go to Governor's Office for decisions March 3
- Plan to Legislature March 15

To meet this difficult timetable, departments will have to speed up their own decision-making and administrative processes. Departments under a board or commission should call emergency meetings. If the board or commission cannot meet, the executive officer will be expected to prepare the proposals for submission. Most likely we will all have to put in considerable overtime on this over the next several weeks and set aside other urgent matters.

General policies to be used by departments in preparing their proposals are:

1. Each department will submit a plan that includes General and special fund reductions of 30 percent for each fund. Reductions will be made from the 1980-81 Governor's Budget proposed expenditure level. These reductions may include appropriations contained in statute, as well as Budget Act appropriations. Prepare the cost estimate as if the activity is to be reduced or discontinued on July 1, 1980 (i.e. full year cost). The part year savings and other costs of phasing out or reducing these activities will be determined and reported at a later date.

Special fund activities are an existing source of support for State programs. They are usually established as a protected source of revenues unrelated to the condition of the General Fund or other priorities. The Jarvis Proposition requires an entirely new approach, and the use of special funds represents a possible option. Therefore, in order for the Governor to determine statewide priorities and revised funding decisions, alternative proposals must also be submitted for special fund activities. Please remember that Special Accounts in the General Fund are considered Special Funds.

The request for reductions is above the statewide average of 25 percent so the Administration can develop statewide priorities. Just as each department will make larger reductions in some areas and little or no reductions in others, based on departmental priorities, so must the Governor have this flexibility. Therefore, while each department will submit by fund its 30 percent lowest priority activities, the final selection may be less than the 25 percent average reduction required to compensate for the loss of State revenues.

2. THERE ARE NO EXCLUSIONS OR EXEMPTIONS FOR GENERAL AND SPECIAL FUND ACTIVITIES. All departments must submit a 30 percent reduction for General Fund and a 30 percent reduction for Special Funds. All departmental programs and activities are subject to reduction, but across the board reductions to all programs are not recommended. Transfer payments to individuals and local government may be considered for reduction even though it will require a change in statutes. Departments should reflect in their submission appropriate priorities of programs, i.e., programs to be reduced first should carry the lowest priority. Department's are also asked to identify probable effect (consequences) of their proposed reductions. Activities funded from nongovernmental cost, revolving funds, and reimbursements will be reviewed later once the impact of the General and special fund reductions are determined.
3. These reductions will be done separately and equally for State Operations and Local Assistance, i.e., a department may not propose all or a disproportionate share of the reductions in one or the other; each is to be reduced 30 percent.
4. Where Local Assistance cost of living increases proposed in the 1980-81 Governor's Budget, both statutory and discretionary, are included in a proposed reduction, those amounts attributable to cost of living must be separately identified.
5. Reduction of Capital Outlay projects cannot be proposed to meet any of the State Operations or Local Assistance reductions. All Capital Outlay projects will need to be re-evaluated once the impact of reductions in State Operations and Local Assistance is determined. Therefore, Capital Outlay will be considered later.
6. The proposal must include the number of related positions which will be eliminated in each of the reductions. A significant change in the size of the State work force will result because of the magnitude of these reductions. Of course, we want to be as sensitive as possible to State employees.

It is not necessary to identify specific positions now. However, the State Personnel Board needs to know the classifications that will be affected so that they can begin preparing to either transfer employees between departments or prepare for layoffs where transfers are not possible.

Departments, therefore, must send a list of classifications and the number of employees which would be affected to the State Personnel Board (SPB, 801 Capitol Mall, Attn: Wendell Coon). This list must be sent to the State Personnel Board at the same time you submit your proposed reductions to the Department of Finance. Specific positions by classification will be needed for budgetary purposes as soon as final decisions are made. Additional instructions will be issued later.

7. To accomplish such sizable reductions, some changes in law or regulation may be required and will be proposed where necessary. For such cases, pertinent codes and sections will be noted. Instructions for submitting "Request for Approval of Proposed Legislation" will be issued later. However, reductions requiring law change may only be proposed where the State has or can enact the laws or adopt the regulations. Reductions based on proposed changes to the State Constitution or Federal law, rule, or program cannot be included in the reduction package.

January 17, 1980

8. In cases where reducing General Fund expenditures will bring related reductions of revenues to General or special funds, reimbursements, or Federal funds (due to a matching, maintenance of effort or similar Federal provisions), that fact will be noted. In such cases, also include the approximate effect on related revenue. A department must still include 30 percent expenditure reductions in its submittal.
9. Because of time constraints, departments under an Agency Secretary will submit their proposals to their Agency and the Department of Finance simultaneously. An Agency Secretary may, in turn, submit changes or suggest alternatives to a department listing or propose a different sharing of the reductions by departments. The total reductions for the Agency must still equal the 30 percent General and special fund amounts in both State Operations and Local Assistance. In such cases, the Agency must notify the Department of Finance by February 13, 1980. Departments not under an Agency Secretary will submit their proposals to the Department of Finance.

Forms are attached which must be typed and submitted as required in the timetable above. Instructions are printed on the reverse side of the detail forms. Separate color coded forms are provided for General Fund (buff) and special fund (green) proposals. Departments should reproduce (using same color paper) if any extra forms are needed.

It is most important that your proposal is clearly and concisely presented on the forms provided. Departmental material will be used in discussions with the Governor and will be presented to the Legislature for its deliberations.

If you have any questions, please contact your Department of Finance budget analyst or Program Budget Manager.



MARY ANN GRAVES
Director of Finance

Attachments

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