

COMMISSION MEETING AGENDA

October 23, 1981, 10 a.m. to 5 p.m.
Holiday Inn Holidome - Sierra Room
Located at I-80 and Madison Ave.
Sacramento, California
Phone: (916) 338-5800

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

A. APPROVAL OF MINUTES

Minutes of regular Commission meeting July 16, 1981.

B. CONSENT CALENDAR

1. Receiving Course Certification/Decertification Report

Since the July meeting, there have been 33 new certifications and 18 decertifications.

In approving the Consent Calendar, your Honorable Commission takes official note of the report.

2. Receiving Information on New Entries Into Regular Program

Procedures provide for agencies to enter the Regular POST Program if certain qualifications are met and the category has been previously approved. Two agencies do meet these requirements and have been approved:

- a. Cabrillo Community College District Police
- b. Peralta Community College District Police

This item is on the Consent Calendar for information. In approving the Consent Calendar, your Honorable Commission takes note of receiving this information.

3. Receiving Financial Report

This report includes financial information for the period from July 1, 1981, through September 30, 1981. Revenue which accrued to the Peace Officer Training Fund is shown, as are expenditures made from the Fund for administrative costs and for reimbursement to cities, counties, and districts in California.

In approving the Consent Calendar, your Honorable Commission notes receipt of the report.

Consent Calendar - cont.

4. Rescinding Vehicle Accident Report Requirement

As suggested by Commission action on July 27, 1978, POST Bulletin 78-15 was issued to require agencies to maintain certain police vehicle accident data if they wished to claim reimbursement for employees attending the POST Driver Training Course. Because of the integration of this training into the Basic Course, there is no longer a need to require these records.

By approval of the Consent Calendar, the Commission rescinds this requirement.

5. Reappointing Two Advisory Committee Members

As the Commission is aware, members of the Advisory Committee are selected to three-year, overlapping terms. Two terms expired in September, 1981, and are before your Honorable Commission for reappointment -- that of CHP representative Chief Larry Watkins, and the Community Colleges representative J. Winston Silva. Their respective agencies have requested the continuation of their representation on the Advisory Committee.

By approval of the Consent Calendar, your Honorable Commission approves the reappointment of Larry Watkins and J. Winston Silva for three-year terms on the Advisory Committee, to expire in September, 1984.

6. Adopting a Resolution Commending Edwin Meese, III

Included under this tab is the text of a Resolution commending Edwin Meese, III, who serves as a member of the Commission's Advisory Committee. Mr. Meese has contributed significantly to the improvement of law enforcement and now serves as Counselor to the President of the United States, a position of Cabinet rank.

In approving the Consent Calendar, your Honorable Commission adopts this Resolution and instructs the Chairman to present the Resolution on behalf of the Commission in an appropriate setting.

7. Approving a Resolution Commending Gerald Townsend

At the July, 1981, Commission meeting, the Commission approved the drafting of a resolution from the POST Commission commending Gerald Townsend for his 12 years of service to POST.

By approval of the Consent Calendar, your Honorable Commission approves the resolution to Gerald Townsend as shown under this tab.

C. PUBLIC HEARING TO REVIEW POST REGULATIONS CONSISTENT WITH OFFICE OF ADMINISTRATIVE LAW REQUIREMENT

A Public Hearing is being held to adopt the amendments to the Regulations recommended by the Commission at the April, 1981, meeting. The amendments are the result of the review process required by Government Code 11349. The Commission will recall that a review of regulations was required of all state agencies by the Office of Administrative Law (OAL) to streamline and simplify the language. This Public Hearing completes the process and also adopts the necessary changes to Section 1008 relative to Basic Course equivalency changes. Upon approval of OAL, changes to the Regulations will be filed with the Secretary of State and printed in the Administrative Code.

At the conclusion of the Public Hearing, the appropriate action is a MOTION to adopt the proposed changes with whatever amendments may be made a result of public testimony.

D. PUBLIC HEARING - COMMISSION PROCEDURE D-11: WAIVER OF ATTENDANCE OF A POST-CERTIFIED COURSE

At its July, 198¹/₂, meeting, the Commission adopted new Procedure D-11 relative to waiver of attendance at a POST-certified Basic Course. This revised regulation is now in effect; however, the Commission scheduled a Public Hearing for this meeting to receive testimony that could cause the Commission to decide to further amend the procedure.

P.C. 13511 specifies that a test shall be made available to persons under consideration for hire by an agency participating in the POST Program when such person has had prior law enforcement training. Upon satisfactory completion of the evaluation and examination process as determined by the Commission, the individual will have been deemed to have satisfactorily completed the training requirements of the Basic Course. A one-time-only retest shall also be made available for any failed modules. Amended D-11 guidelines establish:

1. When an individual is under consideration for hire.
2. Through evaluation and examination when prior training is sufficient to meet minimum standards.
3. Examination passing criteria.
4. Re-examination criteria.
5. Retraining (remediation) provisions as an alternative to re-examination.

Commission Procedure D-11 provides the Commission policy for implementing Regulation Section 1008, Waiver of Attendance of a POST-Certified Basic Course.

At the conclusion of the Public Hearing, the appropriate action is a MOTION to adopt Procedure D-11 as amended along with any further adjustments which may be made as a result of the public testimony.

E. ADDITIONAL ITEMS RELATING TO WAIVER OF ATTENDANCE OF
POST-CERTIFIED BASIC COURSE: FEES AND 3-YEAR TIME FRAME

Two additional items related to Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course, are being presented to the Commission for policy decision.

Charging of Fees: Fees to recover costs for the evaluation and examination process are currently charged only to persons seeking employment with agencies in the reimbursable program. The procedures for evaluating persons under consideration for hire also apply to:

1. An individual under consideration for hire by a specialized agency, either general enforcement or investigative; and
2. A Level I reserve currently assigned or under consideration for such an assignment by an agency in the POST program.

Staff is recommending that to be consistent and equitable to all individuals and agencies requesting a Waiver of Attendance of a POST-certified basic course or Specialized Investigator's Course, that the fees be charged to all persons being evaluated and tested.

Time Frame for Continued Acceptance of Certified Training: The cut-off date specified in Commission Procedure D-11 was adopted by the Commission at the October 1979 meeting to accept prior POST Basic Course training without evaluation and examination. That cut-off date is January 1, 1973. The cutoff applies only to those individuals who completed a POST-certified Basic Course but never acquired the Basic Certificate due to non-employment or a break in employment. POST-certified Basic Course training completed after that date is accepted as satisfying the minimum current basic training requirements.

At the July 16, 1981, Commission meeting, the Task Force on Education and Training (pre-employment training and education) presented its final report and recommendation which included that "a limit of three years should be established within which a pre-service student must be employed" (after having completed the POST-certified Basic Course). This was approved by the Commission.

The current policy is in conflict with the action of the Commission at its July meeting. The recommendation is, therefore, being made to abolish the fixed date of January 1, 1973, and that the certified Basic Course be honored for a maximum time period of three years for persons not continuously employed and certified. If the Commission concurs, the appropriate action would be a MOTION to approve the recommendations related to both fee charging and cutoff date, to be effective 1/1/82.

F. 1982/83 BUDGET CHANGE PROPOSALS - BUDGET COMMITTEE REPORT

The Fiscal Year 1982/83 Budget Change Proposals (BCP's) will be presented by Commissioner Vernon, Chairman of the Budget Review Committee. The BCP's were approved for submittal by the Budget Committee at its meeting on September 10, 1981. The BCP's have since been submitted to the Department of Finance which is presently conducting review and analysis of them.

The BCP's are as follows:

1. Selection Standards Research

This involves establishing standards for physical agility, vision, hearing, emotional stability and education as required by A.B. 1310. \$ 329,143

2. Test Item Bank

This will permit POST to establish and maintain a bank of validated test items relating to peace officer basic training testing for use by POST and training academies \$ 86,355

3. Use of Video in Training

This establishes use of funds for clearinghouse and perhaps some production activities relating to an expanded use of video in peace officer training at all levels. Planning on how this could most effectively be done will go on during this current fiscal year including the assembling of a panel of experts.

Assuming the approval of the BCP through the state budget process, the Budget Committee will have final clearance prior to money actually being spent. \$ 295,477

4. Key Data Operators

As the Commission is aware, POST has been paying for services of key data operators through General Services Agency at a premium cost including overhead. This BCP would allow POST to hire the key data operators directly at a net saving of approximately \$35,000 per year. Total cost -0-

5. Salary Reimbursement Money

This BCP provides additional money to help the Commission continue to approach salary reimbursement at or close to the 50% level totaling \$ 3,307,041.

Since the 30% PLUS formula has enabled the Commission to stabilize its finances, the Budget Committee feels that the \$1,500,000 reserve is no longer needed. The BCP's would reduce the reserve to approximately \$422,000 at the end of F.Y. 1982/83. We note also that these BCP's were based on

Budget Change Proposals - cont.

the passage and signing of S.B. 210, which has occurred. This provides \$3,500,000 to \$4,500,000 annual revenue to the P.O.T.F., which is roughly equivalent to the financial levels the Commission has enjoyed during the year just ended and the year we are presently in. S.B. 210 sunsets January 1, 1986.

If the Commission concurs, the appropriate action would be a MOTION to accept the recommendations of the Budget Review Committee.

G. POST PROFICIENCY TEST REPORT

At the April, 1981, Commission meeting, the Commission requested a report by staff concerning the effectiveness of the Basic Course Proficiency Test program, to be presented at the October, 1981, Commission meeting. In addition to the written material included under this tab, staff will be prepared to make a verbal report, if the Commission so desires.

Staff analysis of the program revealed that a majority of the test items are acceptable from relevance, statistical and measurement standpoints. Academy administrators have not been receiving sufficiently detailed and descriptive information regarding test results. For that reason, a new "feedback" report was designed and is included under this tab.

If the Commission concurs, the appropriate action would be a MOTION to accept the report.

H. REGULATION 1002 (a) (7), READING ABILITY STANDARD: LIFTING MORATORIUM

In October of 1975, the Commission adopted POST Regulation 1002 (a) (7), a reading ability standard, as a minimum standard for employment to be effective in January, 1977. At its January, 1977, meeting, the Commission declared a moratorium on enforcement of the standard pending development and availability of a suitable examination.

The POST Entry-Level Law Enforcement Examination which measures reading ability has been available since February 1, 1981. In addition to the POST test, there are tests now available which measure reading ability that have been developed by other public and private organizations.

If the Commission concurs, the appropriate action would be a MOTION to lift the moratorium and enforce the reading ability standard beginning January 1, 1982.

I. MANAGEMENT COURSE REVISION

The Management Course is a mandated training requirement for law enforcement middle managers. The course has been presented

Management Course Revision - cont.

without major revision since the Commission last approved the performance-oriented training in 1976. Recent evaluations of the course indicated the need to upgrade the course to maintain relevancy to current management subjects and skills.

POST staff, in conjunction with law enforcement officials and trainers, conducted an extensive review of the management course culminating in the development of new learning goals set forth under this tab.

If the Commission concurs, the appropriate action would be a MOTION to approve the learning goals and the corresponding revision to PAM Procedure D-4 presented under this tab.

J. UPDATING BASIC COURSE CURRICULUM

In adopting a performance objectives approach to basic training in 1979, the Commission supported the principle of regular review and update of the Basic Course curriculum. Included under the tab are proposed changes to performance objectives relating to report writing. Basic academy directors and instructors endorse these revised objectives.

The appropriate action, if the Commission concurs, would be a MOTION to adopt both the approval policy and the revised Basic Course performance objectives, effective immediately.

K. TUITION GUIDELINES - RECOMMENDED CHANGES

The tuition guidelines have been revised to make provisions for obtaining the services of uniquely qualified instructors. On those limited occasions where it may be necessary to obtain special expertise to provide executive-level training, it is proposed that the maximum \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

In addition to the above, other minor changes are also proposed as indicated in the report included under this tab.

If the Commission concurs, the appropriate action would be a MOTION to approve the recommended changes in tuition guidelines as set forth under this tab.

L. TASK FORCE ON RETENTION STRATEGIES - LONG-RANGE PLANNING COMMITTEE REPORT

This Task Force has produced a document discussing attrition levels and causes in California law enforcement. The document provides general approaches to ameliorate the problems and makes the following recommendations:

1. It is recommended that POST assume responsibility

Task Force on Retention Strategies - cont.

for gathering attrition data from local agencies on an ongoing basis for the purpose of monitoring police attrition. This information should be disseminated to all agencies annually.

2. It is recommended that POST develop a regionalized concept of written testing and physical agility and the development of an eligible list should be explored and implemented. Such lists should be utilized in association with qualification panels of individual agencies.
3. It was strongly recommended that POST establish, as a minimum standard, the requirements and appropriate minimum passing level for reading and writing tests developed by POST.
4. It is recommended that lateral mobility should not be specifically encouraged or discouraged, but should open as an option for individual agencies. POST, in connection with its study of attritional data, should analyze lateral mobility through its computerized data bank to determine its implications and impact over the next 10 years.

In approving the report and recommendations, the Professionalization Coordinating Committee also recommended publication of the report.

The Commission received the report at the July Commission meeting and referred it to the Long-Range Planning Committee. The Committee will conduct their review prior to the meeting and consider these recommendations along with some alternatives.

Following the Committee's report, the matter will be before the Commission for action.

M. TASK FORCE ON CONTINUING EDUCATION & TRAINING - GROUP I SUPERVISION & MANAGEMENT - REFER TO LONG-RANGE PLANNING COMMITTEE

This Task Force has submitted their report with eight recommendations to the Professionalization Coordinating Committee. The Committee has reviewed and is submitting the recommendations as modified to POST for review.

If the Commission concurs, the appropriate action would be a MOTION to receive the report and recommendations under this tab and to refer the matter to the Long-Range Planning Committee for their recommendation for Commission action at the January, 1982, Commission meeting.

N. LEGISLATIVE REVIEW COMMITTEE

A status report of legislation being followed by POST will be presented by the Committee Chairman, Robert Edmonds.

O. ORGANIZATIONAL AND PERSONNEL POLICIES COMMITTEE

Commissioner Jake Jackson, Chairman of the Organizational and Personnel Policies Committee, will report on the Committee's proposed recommendations on three issues:

1. Appointments of Members to the Advisory Committee.
2. Role of the POST Advisory Committee.
3. Personnel compensation matters.

If the Commission concurs, the appropriate action would be a MOTION to approve the recommendations of the Committee.

P. ADVISORY COMMITTEE

Barbara Ayres, Chairperson of the Advisory Committee, will report on the October 8, 1981, meeting of the Advisory Committee and other Advisory Committee business.

Q. SPECIALIZED LAW ENFORCEMENT REPRESENTATION ON THE POST ADVISORY COMMITTEE

The composition of the POST Advisory Committee includes representation for participants in the POST Specialized Program, i.e., marshals, D. A. Investigators, Fish and Game, etc. The current representative was nominated by the former bargaining agency for state specialized law enforcement (C.S.E.A.). With the recent bargaining unit determination elections resulting from passage of A.B. 839, state specialized law enforcement is now represented by the Coalition of Associations of Unions and State Employees (CAUSE). CAUSE has sent a letter requesting that their representative be named in place of CSEA's representative.

The issue before the Commission is a determination of how the specialized law enforcement representative of the Advisory Committee is to be selected.

R. AMENDMENT OF PAM, PROCEDURE D-9, FIELD MANAGEMENT TRAINING

A change in procedure is proposed to increase the scope of the Field Management Training program. Currently, field visits may be made only to other law enforcement agencies. The proposal is to include visits to exemplary programs in other organizations as appropriate (for example, military and private sector organizations) when benefit to law enforcement processes can be served. The proposed Procedure D-9 includes this recommendation along with clean-up language and is included under this tab.

Field Management Training - cont.

The appropriate action if the Commission concurs, is a MOTION to adopt the proposed amendment of Procedure D-9, effective January 1, 1982.

S. DATA PROCESSING CONTRACT AUGMENTATION

As the Commission is aware, POST has an on-going need for data processing entry. In the past this has been handled under contract with General Services, including a very high overhead charge. The present contract terminates December 31, 1981. On the agenda earlier was the Budget Committee's recommendation for hiring two key data operators directly, at a considerable saving, next fiscal year. To fill the gap between January 1 and July 1, 1982, we are proposing continuation of the contract with General Services in the amount not to exceed \$36,000 to pay for key data entry services. The likelihood is that carry-over funds could reduce this contract by as much as \$10,000.

If the Commission concurs, the appropriate action is a MOTION to authorize the Executive Director to augment the contract with the Department of General Services for the services mentioned in an amount not to exceed \$36,000. Any monies previously authorized by the Commission for this purpose and unspent by December 31, 1981, will be applied to reduce the contract amount accordingly.

T. OLD/NEW BUSINESS1. Professionalization Coordinating Committee

The Professionalization Coordinating Committee met on September 3, 1981. In addition to receiving the report from the Task Force on Continuing Education and Training, Group I, they reviewed and reconciled position differences on the recommendations which had previously been submitted to POST, CPOA, and PORAC policy making bodies. A report will be made by the Chairman of the Professionalization Coordinating Committee, Nat Trives, which will indicate that all three groups have reached agreement on all 17 recommendations with the exception of one of the elements of licensing legislation -- whether it should be required of all or a limited group of peace officers. Chairman Trives is suggesting that this element, as well as others, should be considered by the Commission's Legislative Committee.

2. Correspondence

- a. A response from Jeffrey Harris, Executive Director, Attorney General's Task Force on Violent Crime, U. S. Department of Justice, Washington, D.C., to correspondence by Chairman Trives.

Correspondence - cont.

- b. A letter from Roger Moulton, Chief of Police, City of Montclair, commending the quality of the Law Enforcement Executive Seminars for police chiefs and sheriffs.

U. DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 21, 1982, Kona Kai Club, San Diego
April 15, 1982, Flamingo Hotel, Santa Rosa
July 15, 1982, Bahia Hotel, San Diego
October 21, 1982, to be decided.

V. RECESS - To Closed Session as requested by the Commission

Though this closed session is scheduled for the purpose of considering executive compensation and benefits, the purpose of the session may have been addressed under the Organizational and Personnel Policies Committee report earlier in the agenda. In any event, the session is scheduled and may be held.

W. ADJOURNMENT



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

July 16, 1981
Bahia Hotel, San Diego

COMMISSION MEETING MINUTES

The meeting was called to order at 10 a. m. by Chairman Trives. A calling of the roll indicated a quorum was present.

Commissioners Present:

Nathaniel Trives	- Chairman
Jay Rodriguez	- Vice-Chairman
Robert Edmonds	- Commissioner
Jacob Jackson	- Commissioner
William Kolender	- Commissioner
Richard Pacileo	- Commissioner
Joseph Trejo	- Commissioner
John Van de Kamp	- Commissioner
Robert Vernon	- Commissioner
Joe Williams	- Commissioner
Rod Blonien	- Attorney General Representative

Commissioner Absent:

Al Angele

Staff Present:

Norman Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
Don Beauchamp	- Assistant to the Executive Director
Ron Allen	- Bureau Chief, Field Services
John Davidson	- Bureau Chief, Administrative Services
Bradley Koch	- Bureau Chief, Information Services
John Kohls	- Research Specialist
Gary Kuwabara	- Staff Services Manager
Ted Morton	- Bureau Chief, Training Program Services
Bobby Richardson	- Bureau Chief, Training Delivery Services
Hal Snow	- Senior Project Coordinator
George Williams	- Bureau Chief, Management Counseling
Brooks Wilson	- Senior Project Coordinator
Imogene Kauffman	- Executive Secretary
Rachel Fuentes	- Secretary

Visitors Roster:

Dave Allan	- Special Programs, Office of the Attorney General
Hugh French	- University of California Police Department
Herbert Hoover	- Department of Justice Training Center
Ronald Jackson	- San Francisco Police Department
Richard Klapp	- San Francisco Police Department
Richard Lucero	- President, P.O.R.A.C.
Martin Mayer	- Martin J. Mayer Associates
Roger Neuman	- Chief of Police, San Luis Obispo Police Department
Carolyn Owens	- Kellogg West -- Cal Poly, Pomona
Phillip L. Pownders	- San Bernardino Sheriff's Department

INTRODUCTIONS and ACKNOWLEDGEMENTS

- Richard Pacileo, newly appointed as a Commissioner 5/12/81, was introduced.
- Commissioner Joseph Trejo, newly appointed as Chief of Police of Sanger Police Department, was congratulated.
- MOTION - Jackson, second - Rodriguez, carried unanimously for approval of the drafting of a Resolution from the POST Commission commending Gerald Townsend for his 12 years of service to POST.
- The following members of the POST Advisory Committee, meeting in joint session with the Commission, were introduced:

Barbara Ayres - Chairperson and representative of the Women Peace Officers' Association

Larry Watkins - Vice-Chairman, representing the CHP

Robert Coombs - Public member

Michael Gonzales representing C.A.P.T.O.

Joe McKeown representing C.A.D.A.

Alex Pantaleoni representing C.A.A.J.E.

Arnold Schmeling representing C.O.P.S.

J. Winston Silva representing California Community Colleges

George Tielsch representing C.P.C.A.

A. APPROVAL OF MINUTES

MOTION - Jackson, second - Pacileo, carried unanimously for approval of the minutes of the April 16, 1981, meeting of the Commission in Sacramento.

B. CONSENT CALENDAR

MOTION - Kolender, second - Trejo, carried unanimously for approval of the Consent Calendar with the exception of Item 7 -- Setting Public Hearing Re. Proposed Regulations -

Consent Calendar - cont.

Nondiscrimination in State-Supported Programs and Activities, removed from the agenda at the request of the Executive Director on advise of counsel (See Item 7, below).

1. Receiving Course Certification/Decertification Report
This report is made Attachment "A" of the minutes.
2. Affirming Policy Statements for Commission Policy Manual
 - a. Amendment of Commission Policy B-4 to increase the dollar value of contracts and interagency agreements delegated to the Executive Director for approval from \$5,000 to \$10,000.
 - b. Add new category of Airport Police to the policy statement of category entrants in the Specialized Program.
3. Receiving Information on New Entry Into Regular Program
 - El Camino College Police Department
4. Receiving Information on New Entries Into Specialized Program
 - Ontario-Montclair School District Safety Department
 - San Luis Obispo County Airport Police
 - San Francisco Airport Commission Police
5. Receiving Report of Contracts Included in F. Y. 1980/81
6. Setting Public Hearing For Review of POST Regulations Consistent With Office of Administrative Law Requirements
7. Setting Public Hearing Re. Proposed Regulations - Nondiscrimination in State-Supported Programs and Activities

The proposed regulations were forwarded to Health and Welfare Agency for approval to be set for public hearing at the October 1981 Commission meeting. On the advice of counsel and because the Attorney General's Office is reviewing the regulations, it was requested by the Executive Director that this item be taken from the Consent Calendar and replaced on the agenda for the October, 1981, or January, 1982, meeting.
8. Receiving POST Computer Update Report
9. Adopting Resolutions Honoring Advisory Committee Members Robert Coombs, Herbert Ellingwood, and Richard Pacileo -- Resigning Members

C. FINANCIAL REPORT FOR F. Y. 1980/81

John Davidson presented the Financial Report for F. Y. 1980/81. Highlights of the report were:

Revenue: Revenue from traffic and criminal fines and interest on the accumulated reserve totaled \$17,200,730 for the 1980/81 F. Y. compared to \$16,012,137 for the 1979/80 F. Y., an increase of \$1,188,593 (7.5%).

Reimbursement: Reimbursement to cities, counties and districts for the 1980/81 F. Y. totaled \$11,403,307 compared to \$10,317,833 for the 1979/80 F. Y. In comparing these figures, it should be remembered that F. Y. 80/81 year allotment includes \$1,042,930 in claims that were held over from 1979/80. Furthermore, the 1980/81 claims were all reimbursed at a salary rate of 30%, while the 1979/80 claims were paid partly at a 60% rate, partly at a 50% rate and partly (about 1/3) at a 30% rate. The addition of \$2,792,136 in supplemental reimbursement will bring the total reimbursement for F. Y. 1980/81 to \$14,195,444.

MOTION - Kolender, second - Jackson, carried unanimously for approval of the F. Y. 1980/81 Report.

The Peace Officer Training Fund Analysis for the year ending June 30 1981 is made Attachment "B" of these minutes.

D. TASK FORCE on EDUCATION and TRAINING (Pre-Employment Training and Education)

The purpose of this task force (developed from the Symposium on Professional Issues) is "to develop suggested regulation changes or other strategy to increase pre-employment training in conjunction with improving the relevance and quality of such training, and to standardize career entry paths." All recommendations were reviewed by the Long-Range Planning Committee and approval recommended.

MOTION - Kolender, second - Williams, carried unanimously for approval of the following recommendations:

1. The current dual entry pattern for entry into law enforcement should be continued (hire - then train, or hire those already trained).

Pre-employment training should be encouraged, but pre-employment students should be screened to minimize the possibility of undesirable or obviously unqualified students attending basic courses.

2. Basic academy screening should consist of reading/writing tests, physical agility examination to determine the student's ability to participate in physical training activities, fingerprint check to determine felony conviction, counseling about standards and working

Pre-Employment Training and Education - cont.

conditions, and formalized documentation of this screening to minimize redundancy with agency screening. Legislation required to facilitate this process should be supported by POST, CPOA, and PORAC.

Two modifications to this recommendation were included:

- a. Academies should be authorized only information about felony conviction from local law enforcement agencies.
 - b. Delete the following phrase from the recommendation: "To minimize redundancy with agency screening."
3. The same standards of quality and content control should be applied to extended format presentations that are applied to intensive format presentations.
 4. Prior to 1987, an AA degree curriculum should be restructured to totally include or integrate the POST-approved Basic Course with the objective that the requirements of an AA degree, or its equivalent, be met upon graduation from the basic academy and prior to employment as a peace officer.

Staff is to be authorized to work with representatives of preservice programs, agency- and college-based academies, user agencies, and the Chancellor's Office to develop an AA degree program which integrates the Basic Course and the degree.

5. A limit of three years should be established within which a pre-service student must be employed. After that, the equivalence testing process must be invoked.
6. POST should modify its records system to measure current and future levels of pre-employment training and retention.
7. Communicate to the community colleges with AJ degree programs about the concern for lack of relevance in the community college AJ program and recommend that they adhere to the core curriculum developed through the Chancellor's Office, California community colleges.
8. The following recommendation was approved in concept and staff authorized to review the certificate requirements matter for public hearing:

POST's Regulations be amended to require an Associate degree or 60 semester units (with 40 units in general education) for the Intermediate Certificate and a Baccalaureate degree for the Advanced Certificate along with experiential requisites.

Pre-Employment Training and Education - cont.

9. An active advisory committee be utilized for all AJ degree programs.
10. The following recommendation was approved to be developed for public hearing within 18 months. Provisions are to be included for resolving small agency implementation and compliance standards issue:

POST should mandate a field training program with the following characteristics:

- a. The FT program should be required for all newly employed officers and lateral transfers as part of the agency certification requirements.
 - b. The requirement should be "prior to field assignment," rather than "immediately following basic."
 - c. The program should be closely related or integrated into the Basic Course, should be performance-objective orientated rather than time related, and that POST should update, distribute, and maintain a field training guide for that purpose.
11. POST should eliminate the six-unit requirement (POST Regulation 1004(b)) as a condition of employment.

E. TASK FORCE on CONTINUING EDUCATION and TRAINING - Group 2
(Increased Executive Training)

The stated purpose of this task force is to develop suggested increased executive training. The Long-Range Planning Committee met and reviewed the recommendations and recommended certain action.

MOTION - Rodriguez, second - Vernon, carried unanimously for approval of the recommendations 2, 3, 4 and 5 as follows, with special discussion and action on 1 and 6:

2. Initiate the public hearing process to mandate the Executive Development Course effective January 1, 1983, with consideration being given to the addition of an assessment center and appropriate equivalency and grandfathering process.
3. Expand the executive series of courses. Direct content to contemporary needs, continuing executive careers, and various agency sizes. Courses should be affiliated with a college or university for credits. The course should be organized to minimize travel. POST should provide a certificate upon completion of the series which include basic core, contemporary issues and electives. Further, to approve the concept and direct staff to expand and improve the

Increased Executive Training - cont.

current program and to develop a comprehensive plan for the executive seminar series.

4. Provide a program of Executive Resources which includes:
 - a. Expansion of POST management counseling services to include a cadre of resource personnel to assist executives on-site with specific or general needs.
 - b. Expansion of the Field Management Training to provide more than five days per training session.
 - c. Maintenance by POST of a list of exemplary projects to include:
 - (1) organizational design,
 - (2) facilities,
 - (3) data processing,
 - (4) communications systems,
 - (5) vehicle fleet maintenance procedures, and
 - (6) technology transfers.

This concept is approved, except do not fund on-site counseling by outside experts.

5. POST should provide and maintain a quarterly digest of excellent management articles, and a video/audio tape management series.

This concept is approved and costs and capability be explored.

Recommendation #1 stated "POST should provide a comprehensive Executive Profile Assessment - a comprehensive assessment of the chief executive's strengths, weaknesses, management styles, and aptitude by a variety of examinations and analysis by experts." Long-Range Planning Committee recommended rejection of #1, but that POST act as a clearing house for commercial sources.

1. MOTION - Van de Kamp, second - Rodriguez, carried unanimously to explore the costs and capability of POST's providing this Executive Profile Assessment, to be discussed more thoroughly at a subsequent Commission meeting.
6. Following a discussion on Commissioner Blonien's concern about staff time and costs of POST's being involved in exploring the feasibility of a police college, the following motions were made:

MOTION - Vernon, second Trejo, carried unanimously for adoption of the recommendation to authorize staff to prepare a developmental study designed to explore the feasibility of

Increased Executive Training - cont.

establishing a "police college" for supervisory, management, and executive education and training.

MOTION - Van de Kamp, second - Jackson, carried unanimously that part of the study should include the feasibility of POST's having sites for police training in both Northern and Southern California, or at least find some area in Southern California that would be the center for training delivery services.

F. TASK FORCE on LICENSING/ENHANCED CERTIFICATION

The stated purpose of this task force is to develop legislation or PAM changes directed to the licensing of police officers, or PAM changes which would upgrade the Basic Certificate to license status. Increased training and minimum selection standards are to be considered as part of the legislation or regulation changes.

MOTION - Vernon, second - Kolender, carried unanimously to support legislation which would upgrade the Basic Certificate to license status and would expand the requirements and condition for revocation, with the following modifications added to the proposed legislation:

1. Reword the definition of "peace officer" to include only those peace officer categories currently in the regular program.
2. Reword proposed P.C. Section 13527, para. 3(c) to require completion of the Basic Course and passing a subject matter examination.
3. Reword proposed P.C. 13527, para. H to distinguish between subject matter examinations which would be administered to academy graduates, and equivalency examinations which would be administered as part of the equivalent training evaluation process. This would require a modification of the proposed definitions of subject matter examination and the addition of a definition of equivalency examination.
4. To move the proposed effective date of December 31, 1981, back to January 1, 1984, to provide time to make necessary preparations.
5. Add a requirement for a POST-approved field training program.
6. Specifically spell out in the legislation that a certificate does not immunize the holder from justified dismissal or local discipline.

G. TASK FORCE on NEW ORGANIZATIONAL CONCEPTS

The stated purpose of this task force is to develop position papers and strategies for implementing consolidation, regionalization, more efficient

New Organizational Concepts - cont.

use of nonsworn personnel, regional selection procedures, and new career ladders.

MOTION - Jackson, second - Rodriguez, question not called, to refer the report back to the Coordinating Committee to assess whether police professional associations, the Legislature, local government, and other appropriate groups should be asked to review the feasibility and acceptance of this concept.

AMENDED MOTION - Van de Kamp, second - Vernon, carried unanimously to ask the Coordinating Committee to contact police professional associations, members of the Legislature, local governmental bodies, and other appropriate groups to discuss and provide their views on this general idea as to whether it would be feasible and would the concept work -- that being, as a long-range goal, police services in California be consolidated so as to form a system in which the State is divided into geographic areas, each served by a locally managed police force; all of the forces by law comprising the statewide system. These views are to be brought back to the Commission at a future meeting.

H. TASK FORCE on RETENTION STRATEGIES

The Task Force developed a report analyzing attrition rates in California law enforcement agencies along with general causes and remedies. The study and report generated four recommendations supported by the Coordinating Committee with an additional recommendation for publication and distribution of the report.

MOTION - Vernon, second - Kolender, carried unanimously that the Commission refer this report to POST staff for study, evaluation, and their reaction prior to acting on any of the recommendations.

Martin Mayer of Mayer Associates submitted to the Commission that a recommendation be added that POST come up with an idea of how these various ideas could be implemented and utilized by all law enforcement departments.

I. TRAINING NEEDS ASSESSMENT ACTION PLAN

This agenda item covered the five topics scheduled from the TNA Action Plan to be reported on at this Commission meeting. A progress/status report was made on each of the following. No formal Commission action was taken.

1. Innovative Forms of Training Delivery

TNA Action Plan - cont.

2. Simplified POST Reimbursement Procedures

It was stated that staff anticipates that an initial feasibility study could be completed and a preliminary report presented to the Commission at its meeting in October, 1981.

3. First Aid and CPR Training Requirement

POST has been informed that Mac Crone Productions is exploring the feasibility of developing a modular video package thus obviating the need for POST's becoming involved in actual production. The Training Committee of CPOA has agreed to review the adequacy of the First Aid and CPR training requirements. It is POST staff direction to monitor the progress of Mac Crone Productions, CPOA, and the State Department of Health so that these issues are expeditiously addressed. It was also suggested that staff contact the Red Cross and Heart Society to determine whether either organization has video training programs available.

4. Stress Management Training

Since substantial effort has occurred and staff is now prepared to certify needed training in this area, it is believed that this issue, as it relates to implementing the TNA Action Plan, has been adequately and appropriately addressed.

The report was accepted as a final report on the stress management training issue identified in the TNA.

5. POST Reimbursement of Reserve Officer Training and Availability of Reserve Officer Training

The issue of funding travel and subsistence expenses for reserve Level I trainees or providing some other type of convenient training is complicated. Any decision on these issues should be delayed until final legislative action is taken on A.B. 2078. In the interim, staff will continue exploring the alternative delivery methods for the purpose of determining the most feasible and cost-effective approach to delivery of reserve training to remote areas of the State.

J. BASIC COURSE EQUIVALENCY EVALUATION and EXAMINATION PROCESS

The amendment of Penal Code Section 13511 created the need to revise the POST Administrative Manual, Procedure D-11, Basic Course Equivalency Evaluation and Examination. The following issues were addressed:

- Definition of "under consideration for hire" proposed;

An individual is under consideration for hire when POST receives a statement from an agency head attesting to the

BCEE Process - cont.

fact that the individual is currently on the employer's applicant list. An applicant list, for purposes of this definition, is a list of potential new employees that have been subject to review and screening by the agency head to ensure that they possess the agency's minimum qualifications for the position of peace officer.

- Changes were proposed in four "re-testing" areas:
 1. If the individual obtains a score of less than 70% on any of the modules, the individual will be allowed to re-test for the failed modules.

MOTION - Vernon, second - Kolender, carried unanimously that the present policy be retained which allows only up to three modules be failed. Failure of four or more modules is failure of the examination, and re-testing will not be provided.

2. The re-test may be taken after 30 days from the original examination date, and no later than 180 days from the original examination date.
3. The individual will be allowed to be re-tested only one time on those modules of the Basic Course Equivalency Examination that were failed.
4. The individual, in order to satisfy Regulation 1005(a), who fails modules of the Basic Course Equivalency Examination and fails to be re-tested within 180 days or fails any module of the re-test is required to satisfactorily complete a POST-certified Basic Course to satisfy peace officer training requirements.

- The proposed "fee" to be charged is as follows:

Application and evaluation fee	\$ 75
Basic Course Equivalency Examination fee	91
Basic Course Equivalency Examination Re-test fee	91

- PAM Technical or Format changes

PAM Procedure D-11 requires formal revision to accommodate the significant changes. The proposed changes in Procedure D-11 are made Attachment "C" of these minutes.

MOTION - Edmonds, second - Rodriguez, carried unanimously for approval of the following recommendations:

1. Approve revisions to PAM Procedure D-11 and direct that

BCEE Process - cont.

these revisions establish immediate interim procedures for the equivalency evaluation and testing process.

2. Set a public hearing for the October, 1981, meeting (as previously approved by the Commission at the January meeting) to allow field input and to confirm these procedural changes.

K. ADVISORY COMMITTEE

Barbara Ayres, Chairperson of the Advisory Committee, stated there was no report from the Advisory Committee.

L. MEMBER VACANCIES TO THE ADVISORY COMMITTEE

Resolutions in appreciation of service to the Advisory Committee were read into the record and presented to resigning Advisory Committee members Dr. Robert Coombs and Sheriff Richard Pacileo. A resolution commending Herbert Ellingwood was also approved and will be mailed.

Chairman Trives presented the names of two nominees to fill the public member vacancies on the Advisory Committee:

Ms. Mimi Silbert, Executive Director of the Delancey Street Foundation, a private, non-profit rehabilitation center in San Francisco, nominated by C.A.D.A.

Ms. Alice Lytle, Secretary, State and Consumer Services Agency, and Chairperson of the Governor's Task Force on Civil Rights, nominated by the Chairman

A nomination had been received from the California Sheriffs' Association for the replacement of Sheriff Richard Pacileo on the Advisory Committee by Sheriff Ben Clark of Riverside County.

MOTION - Jackson, second - Williams, carried unanimously for approval of the above-mentioned nominees to fill the vacancies on the POST Advisory Committee.

During discussion, it was suggested by Commissioner Blonien that public members should possibly be representative of some public-type group and have a constituency they would be representing rather than individuals.

Commissioner Kolender stated he felt in the future there should be a policy established whereby input would come from all Commissioners on Advisory Committee nominees. (See Item N.4. Chairman Trives assigned the matter to the Organizational and Personnel Policies Committee for a report and recommended action at a future meeting.)

M. LEGISLATIVE REVIEW COMMITTEE

At the request of Committee Chairman Edmonds, Commissioner Jackson presented the report on the status of pending legislation of interest to POST.

The Committee was provided a status report on the active bills being monitored by the Commission, and the Committee concurred in the action taken to date by staff, as follows:

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
S.B. 201 Richardson	D.A. Investigators: POST reimbursement	Neutral	In Assembly
S.B. 210 Presley	Marshals: POST reimbursement POST Fund: Increase revenue	Support	In Assembly
S.B. 588 Rains	Child Abuse: Investigative procedures and training	Neutral	In Assembly
A.B. 674 Katz	Arson Investigators: POST reimbursement	Oppose	In Assembly
S.B. 751 Doolittle	School District police: POST reimbursement	Oppose	Held by author
A.B. 1169 Martinez	Firearms training: Public	Neutral	Two-year bill
A.B. 2078 Nolan	Reserves: Level I training standards	Support	In Senate

The Committee considered one new bill, A.B. 2172 by Assemblyman Vasconcellos, which has potential impact on POST. This legislation, which is now a two-year bill because it has not yet been heard in Committee, requires that the Department of Justice, in cooperation with POST, provide for the training and certification of certain private patrol personnel. There is apparently a feeling that the Department of Consumer Affairs is not adequately addressing these training needs.

Because A.B. 2172 does not require any significant investment of POST's resources and the bulk of the responsibility would rest with the Department of Justice, the Committee recommended that the Commission not take a position on this legislation at this time. This will allow staff to closely monitor the bill and report back on any amendments which could cause the Commission to either support or oppose the bill.

MOTION - Jackson, second - Kolender, carried unanimously that the Commission remain neutral on A.B. 2172.

N. OLD/NEW BUSINESS1. Correspondence: White House Response to Chairman Trives' Letter

In response to correspondence sent to President Reagan last January congratulating him on his inauguration and offering POST's support, a response was received from Jeffrey Harris, Executive Director, Attorney General's Task Force on Violent Crime stating he would be pleased to receive any information or suggestions the Commission would care to submit.

Chairman Trives asked for Commissioner's recommendations on the text of a response to be sent back to Washington. Commissioner Van de Kamp stated recommendations should be specific, particularly related to training which they might be able to provide for law enforcement in California. They want specific proposals, and broad, general discussions are a waste of time. The Chairman stated that with that consideration a letter will be drafted for his signature within the next couple of weeks.

2. Committee Appointments/Reappointments

Chairman Trives made the following new appointments/reappointments to the Committees of the POST Commission:

Budget Review Committee

Chairman Bob Vernon
 Members: Nat Trives
 John Van de Kamp
 Joe Trejo
 Rod Blonien
 Jay Rodriguez - Alternate

Organization and Personnel
Policies Committee

Chairman Jake Jackson
 Members: Bob Edmonds
 Bill Kolender
 Joe Trejo
 Bob Vernon
 Joe Williams

Legislative Review Committee

Chairman Bob Edmonds
 Members: Dick Pacileo
 Bill Kolender
 Nat Trives
 Rod Blonien

Long-Range Planning Committee

Chairman Nat Trives
 Members: Bob Edmonds
 Jake Jackson
 Bill Kolender
 Jay Rodriguez
 Bob Vernon

Contract Committee

Chairman Jay Rodriguez
 Members: Al Angele
 John Van de Kamp
 Bob Vernon
 Dick Pacileo

POST Facilities Review Committee

Chairman John Van de Kamp
 Members: Al Angele
 Jake Jackson
 Joe Trejo
 Nat Trives
 Bob Vernon

POST Committee - cont.

Basic Course Review Committee

Chairman Al Angele
 Members: Bob Edmonds
 Dick Pacileo
 Joe Williams

3. Review of the Executive Director's Salary

The Chairman stated that due to the compaction of exempt position salaries on POST staff, the salary of the Executive Director should be reviewed. Although the POST Executive Director had not come to the Commission with the issue, it was felt to be appropriate that the Commission look into and review the process and designate the Deputy Executive Director to prepare a package for review by the Organizational and Personnel Policies Committee.

MOTION - Kolender, second - Edmonds, carried unanimously for approval of a raise in salary for the Executive Director. The issue is to be reviewed by the Organizational and Personnel Policies Committee of the Commission and placed on the October 22 Commission meeting agenda for closed session.

4. Advisory Committee Appointments Policy


The matter of drafting a policy for the appointment process for new Advisory Committee members was referred to the Organizational and Personnel Policies Committee for review and to report back to the Commission at the October 22, 1981, Commission meeting.

O. DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

October 22-23, 1981, Holiday Inn - Holidome, Sacramento
 January 21-22, 1982, Kona Kai Club, San Diego
 April 15-16, 1982, Flamingo Hotel, Santa Rosa
 July 15-16, 1982, Bahia Hotel, San Diego

P. ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 12:15.


 Imogene Kauffman
 Executive Secretary

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Decertification Report		Meeting Date July 16, 1981
Division Training Delivery Services	Division Director Approval <i>B.W. Richardson</i>	Researched By Carla Nasca
Executive Director Approval <i>Norman C. Boehm by BX</i>	Date of Approval <i>6-25-81</i>	Date of Report June 8, 1981
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 or decertified since the April 16-17, 1981 Commission Meeting:

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement	
			Plan	Fiscal Impact
1. Staff Officer Mgmt. Sem.	LAPD	Mgmt. Sem.	IV	\$ 11,250
2. Motor Officer Trng. School	LAPD	Technical	III	\$ 55,000
3. Nuclear Ship-ment Safeguard Exercise	CSTI	Technical	IV	\$ 15,000
4. Computer Crime Investigation	DOJ-TC	Technical	IV	\$ 15,000
5. Officer Safety & Field Tactics	Alameda Co. SO	Technical	IV	\$ 18,886
6. Crisis Inter-vention Course	LAPD	Technical	IV	-0-
7. Complaint Dis-patcher Course	NCCJTES, Butte Cntr.	Technical	II	\$ 9,096
8. Jail Operations (Basic Course Graduates)	Sacramento Co. SO	Technical	II	\$ 36,385
9. Jail Operations 80 Hours	Cabrillo College	Technical	II	\$ 13,652
10. Police Budgeting	San Diego Reg. Trng. Cntr.	Mgmt. Sem.	III	\$ 10,752

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CERTIFIED
(Page 2)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
11. PR-24 Baton Instructors Course	Baton Instruction Assoc.	Technical	IV	\$ 2,064
12. PCP Abuse Control for Trainers	UCLA	Technical	IV	\$ 30,110
13. Report Writing for Trainers	Central Coast Co. Peace Off. Acad.	Technical	IV	\$ 1,486
14. Driver Training Instructor	NCCJTES, Los Medanos College	Technical	IV	\$ 5,376
15. Heroin Influence	Sierra College	Technical	IV	\$ 2,064
16. Narcotic Enforcement for Peace Officers	Sierra College	Technical	IV	\$ 2,064
17. Heroin Influence	Central Coast Co. Peace Off. Acad.	Technical	IV	\$ 6,192
18. Narcotic Enforcement for Peace Officers	Central Coast Co. Peace Off. Acad.	Technical	IV	\$ 6,192
19. Crime Prevention Officer Trng.	San Bernardino Co. SO	Technical	III	\$ 9,288
20. Field Training Officer	Acad. of Justice, Riverside CC	Technical	II	\$ 10,233
21. Effective Report Writing	El Camino College	Technical	IV	\$ 2,670
22. Chemical Agent Instructor	Central Coast Co. Peace Off. Acad.	Technical	IV	\$ 5,580
23. Adv. Accident Reconstruction	El Camino College	Technical	IV	\$ 2,786
24. Adv. Special Weapons & Tactics	NCCJTES, Butte Center	Technical	IV	\$ 2,348

CERTIFIED
(Page 3)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
25. Law Enforcement Skills & Knowledge Modular Course	Acad. of Justice, Riverside CC	Technical	IV	\$ 4,830
26. Auto Theft Investigation	CHP	Technical	II	\$ 6,822
27. Special Weapons and Tactics	NCCJTES, Los Medanos College	Technical	IV	\$ 4,953
28. Police Budgeting	Univ. of So. California	Mgmt. Sem.	III	\$ 6,616
29. Reserve, Level II, Course	San Diego Reg. Law Enforcement Trng. Center	Approved	N/A	-0-
30. Reserve, Level III, Course	San Diego Reg. Law Enforcement Trng. Center	Approved	N/A	-0-

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
1. Reserve Trng., Modules A,B	San Bernardino Co. SO	Approved	N/A	-0-
2. Coroners Course	San Bernardino Co. SO	Technical	IV	-0-
3. Defensive Tactics Refresher	Rio Hondo College	Technical	IV	-0-
4. Traffic Accident Investigation	Rio Hondo College	Technical	II	-0-
5. Modular Trng. for Law En- forcement	Central CA Crmnl. Justice & Delquency Planning District	Technical	IV	-0-
6. Organizational Development	LAPD	Mgmt. Sem.	III	-0-
7. Supplemental Mgmt. Trng.	LAPD	Exec. Dev. Sem.	III	-0-
8. Arrest & Fire- arms (PC 832)	LAPD	Approved	IV	-0-
9. Planning	Golden Gate University	Exec. Sem.	III	-0-
10. Reserve Trng., Module B	San Diego Co. SO	Approved	N/A	-0-
11. Adv. Officer Course	Sacto Law En- forcement Trng. Center	Adv. Officer	II	-0-

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PEACE OFFICER TRAINING FUND

PEACE OFFICER TRAINING FUND ANALYSIS
FOR THE YEAR ENDING JUNE 30, 1981

Resource

Accumulated Reserve: July 1, 1980	\$4,991,738.73	
Less Correction Journal Entry 6-9 & 11-3	5,148.94	
Corrected Accumulated Reserve		\$ 4,986,589.79
Revenue July 1, 1980 through June 30, 1981		<u>17,200,730.47</u>
Total Resources		<u>\$22,187,320.26</u>

Expenditures

Total Administrative Budget	\$3,036,661.00	
Cash Disbursed	\$ 2,849,210.29	
*Debts to be Paid (Balance)	<u>187,450.71</u>	
Total Administrative Costs		\$ 3,036,661.00
Total Aid to Local Gvmts.	\$16,053,614.00	
6/30/81 Reserve for Accruals	\$ 10,000.00	
Training Claims Paid	11,403,307.86	
**Training Claims to be Paid	2,792,136.23	
Contractual Services Paid	1,279,210.96	
Contractual Services to be Paid	484,150.91	
Letter of Agreement and Room Rentals Paid	<u>84,808.04</u>	
Total Aid to Local Government		<u>\$16,053,614.00</u>
Prior Year Net Expenditures		<u>- 51,022.05</u>
Total Expenditures		<u>\$19,039,252.75</u>
Subtotal, Accumulated Reserve		\$ 3,148,067.51
Plus Reimbursements		<u>91,243.00</u>
Accumulated Reserve, June 30, 1981		<u>\$ 3,239,310.51</u>

*This report does not reflect total 1980-81
Fiscal year expenditures as year-end accruals are
not included at this time. These accruals will be
less than the balance remaining.

**Salary Adjustment Claim

(9489A/06)

POST Administrative Manual

Commission Procdeure D-11

*Revised:
January 1, 1981
July

Training

BASIC COURSE EQUIVALENCY EVALUATION AND EXAMINATION PROCESS

Purpose

- * 11-1. Establishes Guidelines: This Commission Procedure implements the guidelines for determining equivalent training for newly employed or re-employed peace officers who do not possess a POST Basic Certificate, and reserve officers to be assigned Level I responsibilities. The waiver of basic training for an already trained peace officer who has completed equivalent training is authorized by Section 1008 of the Regulations.

Eligibility

* 11-2. Eligibility Status:

- a. The individual must be ~~currently employed under consideration~~ for hire by the requesting agency as a full-time law enforcement officer (as defined by Regulation 1001(1) or appointed as a reserve officer to be assigned Level I duties in order to have prior training evaluated for eligibility to take the POST Basic Course Equivalency Examination (BCEE).
During the evaluation and testing process, ~~the~~ an employed regular officer may exercise peace officer powers while participating in a POST-approved Field Training Program for a maximum of 90 days from date of employment. (See PAM, Section D-13)
- b. An individual who satisfactorily completed a POST-certified Basic Course on or after January 1, 1973, including those certified under the former 200 hour Basic Course standards, are, except as otherwise determined by the Commission, deemed to have met the current training requirement of either the regular Basic Course (PAM Section D-1), or the Specialized Basic Investigators Course (PAM, Section D-12), and no evaluation or testing is required. (Refer PAM, Section D-1 and D-12)
- c. Basic Course training completed prior to January 1, 1973, shall not be deemed to have met the basic training requirement. All such persons requesting a waiver of basic training must, through the evaluation and testing process, meet the current training requirements of PAM, Section D-1 or D-12, as appropriate to the type of agency of employment.
- d. The evaluation and testing process shall be followed in all cases when the peace officer was trained in another state and is ~~appointed under consideration for hire~~ for the first time as a California peace officer. Training completed by persons being re-employed as a California peace officer will be evaluated and tested, as determined by the Commission.

Equivalent Training

- * 11-3. Regular Basic Course Equivalent to Specialized Basic Investigators Course: An individual who meets the current PAM, Section D-1 training requirement is deemed by the Commission to meet the training requirement of PAM, Section D-12. However, an individual who has completed the training requirement of PAM Section D-12 must document training equivalent to the PAM, Section D-1 requirement through the evaluation and testing process.
- * 11-4. Agency Comparison of Completed Training is a Prerequisite to POST Evaluation and Testing:
- Each equivalency evaluation request must be accompanied by the individual's application fee and a comparison which has been made by the requesting department head using POST Form 2-260 of the individual's completed training. Information provided must specify the basis upon which the equivalency is being declared and specify training that can be verified when compared to PAM, Section D-1 or D-12, as appropriate to the Basic Course training requirements for the employing agency.
 - When POST determines that the training material submitted in support of an equivalency evaluation request is equivalent to the existing basic training requirement, a Basic Course Equivalency Examination (BCEE) will be scheduled and administered by POST staff within 15 days. The department and individual will be notified of the results of the examination.
- * 11-5. Training and Education Accepted by POST for Evaluation: POST staff will evaluate documentation of training and education, including POST-certified Reserve Courses, submitted under the provisions of Commission Regulation 1008 which may be equivalent to the training required for the Basic Course.

Equivalency Examination

- * 11-6. Requirement for Passing Basic Course Equivalency Examination: Each individual who takes the BCEE must pass with a minimum score of at least 70% on each of the modules in order to satisfy the Basic Course training requirement.
- If the individual receives obtains a score of less than 70% on each of three or less any of the modules, he/she the individual will be allowed to remediate re-test for the failed modules to satisfy the Basic Course training requirement, provided the aggregate test score is 70% or better.
 - If the individual receives a score of less than 70% on each of four or more modules, or fails to achieve a minimum aggregate test score of at least 70%; regardless of the number of modules failed; he/she is required to satisfactorily complete a POST-certified Basic Course.
 - If the department has a POST-approved field training program, the individual; if to exercise peace officer powers, may be assigned to participate in such program for a maximum of 90 days from date of employment while making up the failed modules of the examination; or before being enrolled in a certified Basic Course (PAM, Section D-11-2a).
 - If the department does not have a POST-approved field training program, the individual does not have peace officer powers until the training requirement of the Basic Course has been satisfactorily completed.

D-11

July 1, 1981

- b. The re-test may be taken after 30 days from the original examination date, and no later than 180 days from the original examination date.
 - c. The individual will be allowed to be re-tested one time only on those modules of the Basic Course Equivalency Examination that were failed.
 - d. The individual, in order to satisfy Regulation 1005(a), who fails modules of the basic course equivalency examination and fails to be re-tested within 180 days or fails any module of the Re-test is required to satisfactorily complete a POST-certified Basic Course.
 - e. If the individual is employed as a full-time peace officer and the department has a POST-approved Field Training Program, the individual, in order to exercise peace officer powers, may be assigned to participate in such a program for a maximum of 90 days from date of employment prior to successful re-testing of failed modules of the examination or before being enrolled in a certified Basic Course. (PAM, Section D-11-2a).
- ~~* 11-7. - Remediation of failed modules: - An individual who receives a score of less than 70% on each of three or fewer modules of the BCEE must satisfactorily complete those modules at a POST-certified Basic Academy, or at any institution approved by the Commission, prior to exercising peace officer powers. - The department head has the discretion of requiring the individual to satisfactorily complete a full, certified Basic Course in lieu of making up the failed modules.~~

Fee Schedule

- * 11-7. Basic Course Equivalency Examination and Re-test Fee Schedule: Penal Code Section 13511 requires that the Commission charge a fee to cover administrative costs which is sufficient to cover all costs associated with the testing conducted under this subdivision. The fee schedule is as follows:
- a) application and evaluation fee - \$75.00;
 - b) Basic Course Equivalency Examination fee - \$91.00;
 - c) Basic Course Equivalency Examination Re-examination fee - \$91.00.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Decertification Report		Meeting Date October 23, 1981
Bureau Training Delivery Services	Reviewed By <i>B.W. Richardson</i>	Researched By Judy Yamamoto
Executive Director Approval <i>Memorandum</i>	Date of Approval 9/16/81	Date of Report September 8, 1981
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 or decertified since the July 16, 1981 Commission Meeting:

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
1. Economic Crime	Southwest Regional Trng.	Technical	III	\$ 33,653
2. Officer Safety/Field Tactics	CSTI	Technical	III	139,200
3. Terrorism	CSTI	Technical	III	78,300
4. Arrest & Control Tech. for Trainers	CSTI	Technical	III	34,965
5. Civil Emergency Preparedness Test Exercises	CSTI	Technical	IV	20,000
6. Planning for Civil Emergency Management	CSTI	Technical	IV	12,825
7. Tech. for Nuclear Incidents/Accidents	CSTI	Technical	IV	8,550
8. Tech. for Civil Disorders	CSTI	Technical	IV	17,100
9. Tech. for Hazardous Materials	CSTI	Technical	IV	25,650
10. Tech. for Earthquakes	CSTI	Technical	IV	29,925
11. Search & Rescue	CSTI	Technical	IV	2,064

Utilize reverse side if needed

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
12. Community Service Officer	NCCJTES - Santa Rosa	Technical	IV	\$ 10,320
13. Reserve Trng. Modules A & B	El Camino Col.	Approved	NA	-0-
14. Report Writing Skills Improvement	Maric College	Technical	III	25,473
15. Firearms Instructor Course	Wm. Penn Mott Jr. Training Center	Technical	IV	-0-
16. Jail Planning Data Collection	California Board of Corrections	Technical	IV	2,064
17. Patterns of Violence--Its Impact on Society	California Youth Authority	Technical	IV	1,444.80
18. Weaponless Defense Instructor	NCCJTES - Santa Rosa	Technical	IV	8,256
19. Team Building Workshop	Management Development Assoc.	Technical	III	13,500
20. Specialized Basic Investigators Course	Saddleback College	Technical	NA	-0-
21. Field Evidence Tech. Workshop (Advanced)	Technical	Technical	IV	3,096
22. Gambling Inv.	NCCJTES - Los Medanos	Technical	IV	3,096
23. Homicide Inv.	NCCJTES - Los Medanos	Technical	II	4,548
24. Crimes Against The Elderly	NCCJTES - Los Medanos	Technical	IV	3,096
25. Fencing Inv.	NCCJTES - Los Medanos	Technical	IV	3,096
26. Advanced Supervisory Trng.	Long Beach PD	Sup. Seminar	IV	-0-

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
27. Clandestine Laboratory Inv.	Fresno Co. Sheriff's Dept.	Technical	IV	\$ 1,180
28. Gambling Inv.	NCCJTES - Redwoods Center	Technical	IV	3,612
29. L.E. Skills & Knowledge Modular Course	NCCJTES - Santa Rosa	Technical	IV	7,700
30. Advanced Officer	San Francisco Co. Sheriff's Dept.	A0	II	42,134.40
31. Security & Tactical Planning Computer Simulation	LASD	Technical	IV	4,000
32. Team Building Workshop	Marin Consulting Associates	Technical	III	13,500
33. Team Building Workshop	San Diego Regional Training Center	Technical	III	13,500

DECERTIFIED

1. Civil Disorder Mgmt. Seminar	CSTI	Mgmt. Sem.	IV	-0-
2. Civil Emergency Management	CSTI	Mgmt. Sem.	IV	-0-
3. Hazardous Material Familiarization	CSTI	Technical	IV	-0-
4. Contingency PIng. for Haz. Material	CSTI	Technical	IV	-0-
5. L. E. Modular Training	CSTI	Technical	IV	-0-
6. Officer Safety/Field Tactics	CSTI	Technical	IV	-0-
7. Terrorism Mgmt. Training	CSTI	Mgmt. Sem.	IV	-0-
8. Terrorism Mgmt. Course	CSTI	Technical	IV	-0-

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
9. International Terrorism Course	CSTI	Technical	IV	\$ -0-
10. Nuclear Shipment Safeguard	CSTI	Technical	IV	-0-
11. Physical Evidence Presentation	Bahn-Fair Inst.	Technical	III	-0-
12. Crime Scene Inv.	Bahn-Fair Inst.	Technical	III	-0-
13. Arson for Profit Investigation	U.S. Treasury Dept.	Technical	IV	-0-
14. Field Evidence Technician	Modesto Regional Trng. Center	Technical	II	-0-
15. Hostage Negotiations	Los Angeles Co. Sheriff's Dept.	Technical	III	-0-
16. Jail Operations	State Center Peace Officer Academy	Technical	II	-0-
17. Field Evidence Technician	Orange County Sheriff-Coroner	Technical	II	-0-
18. Reserve Trng. Module A	Mendocino Community College	Approved	NA	-0-

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Cabrillo College District Police		Meeting Date October 22-23, 1981
Division Operations	Division Director Approval	Researched By George Fox <i>Fox</i>
Executive Director Approval <i>Norman C. Boehm</i> <i>mb</i>	Date of Approval 7-3-81	Date of Report June 8, 1981
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

The Cabrillo Community College District Police has requested entry into the POST Regular Program.

BACKGROUND

The provisions of Section 830.31(c) Penal Code, permits a Community College to create a police department. Section 13507(e) Penal Code places such a department into the Regular POST Reimbursable Program. The college district has submitted the necessary resolution supporting POST objectives and regulations.

ANALYSIS

The department presently employs two sworn members who have attended a Basic Course. Adequate selection standards and background investigations have been employed. The projected fiscal impact should be less than \$400 annually.

RECOMMENDATION

The Commission be advised that the Cabrillo College District Police Department has been admitted into the Regular POST Program consistent with Commission policy.

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF REQUESTS

TO PARTICIPATE IN THE POST PROGRAM

Reimbursable and Specialized

1. REQUEST RECEIVED FROM (AGENCY) Cabrillo College District Police Department		NO. SWORN PERSONNEL 3
2. DATE OF LETTER RECEIVED April 27, 1981	ACCOMPANIED BY <input type="checkbox"/> ORDINANCE _____ EFFECTIVE DATE _____ <input checked="" type="checkbox"/> RESOLUTION April 6, 1981 EFFECTIVE DATE _____ <input type="checkbox"/> LETTER OF INTENT _____ GOVERNING AUTHORITY _____ <input type="checkbox"/> NONE	
3. ACKNOWLEDGMENT OF RECEIPT DATE by telephone	4. ASSIGNED TO PERSONNEL STANDARDS CONSULTANT George Fox <i>fox</i> DATE ASSIGNED 2/2/81	
4a. AGENCY QUALIFICATION		
COMMISSION POLICY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PREVIOUSLY APPROVED CLASS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PENAL CODE PROVISIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 830.31(c) PC		
COMMENTS _____		
4b. AGENCY VISITED DATE 5/22/81	4c. DISCUSSED WITH E & T CONSULTANT Fred Williams DATE DISCUSSED 2/2/81	4d. REPORT PREPARED DATE 6/8/81
RECOMMENDATION AND REMARKS		
The Cabrillo College District Police Department has requested entry into the POST Regular Program as authorized by passage of Section 13522 Penal Code. It is recommended that the Cabrillo College Police be included in the POST Regular Program.		
5. <input type="checkbox"/> COMMISSION ACTION OR <input checked="" type="checkbox"/> STAFF ACTION		
6. LETTER NOTIFYING AGENCY OF RESULTS		
DATE _____		BY _____
7. COPY OF LETTER TO ALL DIVISIONS		
DATE _____		BY _____

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Peralta Community College District Police		Meeting Date October 22-23, 1981
Division Operations	Division Director Approval	Researched By George Fox <i>Jy</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 7-3-81	Date of Report June 8, 1981
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" 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

The Peralta Community College District Police Department has requested entry into the POST Regular Program.

BACKGROUND

The College Department has participated in the POST Specialized Program since July 28, 1971. The provisions of Section 830.31(c) Penal Code, permits a Community College to create a police department. Section 13507(e) Penal Code places such a district department into the Regular POST Reimbursable Program. The College has submitted the necessary Letter of Intent supporting POST objectives and regulations.

ANALYSIS

The department presently employs 23 sworn members. All officers possess a Basic Certificate or will be qualified for same. Adequate selection standards have been employed. The projected financial impact should be less than \$3,500 annually.

RECOMMENDATION

The Commission be advised that the Peralta College District Police has been admitted into the Regular POST Program consistent with Commission policy.

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF REQUESTS
TO PARTICIPATE IN THE POST PROGRAM

Reimbursable and Specialized

1. REQUEST RECEIVED FROM (AGENCY) Peralta Community College District Police		NO. SWORN PERSONNEL 23
2. DATE OF LETTER RECEIVED March 20, 1981	ACCOMPANIED BY <input type="checkbox"/> ORDINANCE _____ EFFECTIVE DATE _____ <input checked="" type="checkbox"/> LETTER OF INTENT <u>Chancellor</u> GOVERNING AUTHORITY <input type="checkbox"/> RESOLUTION _____ EFFECTIVE DATE _____ <input type="checkbox"/> NONE	
3. ACKNOWLEDGMENT OF RECEIPT DATE <u>by telephone</u>	4. ASSIGNED TO PERSONNEL STANDARDS CONSULTANT <u>George Fox</u> <i>GF</i> DATE ASSIGNED <u>3/25/81</u>	
4a. AGENCY QUALIFICATION		
COMMISSION POLICY YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> PENAL CODE PROVISIONS <input checked="" type="checkbox"/> <input type="checkbox"/> 830.31(c) PC PREVIOUSLY APPROVED CLASS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
COMMENTS _____		
4b. AGENCY VISITED DATE <u>5/21/81</u>	4c. DISCUSSED WITH E & T CONSULTANT <u>Fred Williams</u> DATE DISCUSSED <u>5/19/81</u>	4d. REPORT PREPARED DATE <u>6/8/81</u>
RECOMMENDATION AND REMARKS		
The Peralta Community College District Police Department has participated in the POST Specialized Program since July 28, 1971. With the passage of Section 13522 Penal Code, the district now desires to participate in the POST Regular Program. It is recommended that the Peralta District Police be included in the POST Regular Program.		
5. <input type="checkbox"/> COMMISSION ACTION OR <input checked="" type="checkbox"/> STAFF ACTION		
6. LETTER NOTIFYING AGENCY OF RESULTS		
_____ DATE _____		_____ BY _____
7. COPY OF LETTER TO ALL DIVISIONS		
_____ DATE _____		_____ BY _____

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - First Quarter 1981-82		Meeting Date October 23, 1981
Bureau Administrative Services	Reviewed By <i>Sam D. Davidson</i>	Researched By Staff
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval October 8, 1981	Date of Report October 5, 1981
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) 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 includes information for the period from July 1, 1981 through September 30, 1981. Reimbursement of training costs to cities, counties and districts in California are shown. Detailed information is included, showing a breakdown of training costs by category of expense, i.e. subsistence, travel, tuition, and salary at a 30% rate of reimbursement (Schedule I). Also included is the cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund, providing detailed information on:

- Reimbursement made on each course category of training
- Number of trainees
- Average cost per trainee
- Hours of training

Reimbursements for the first three months of the 1981-82 Fiscal Year totaled \$2,189,508.99 compared to approximately \$1,797,362 (does not include 1979-80 carryover) for the corresponding quarter in the 1980-81 Fiscal Year, an increase of \$392,147 (22%).

Revenue information is included for July and August only. (Due to a change in the method of receiving and computing funds, the Controller's Office does not provide us with revenue information until late in the month following that in which the revenue was received). If September's revenue information is received in time, a supplemental report will be distributed at the meeting.

MONTH <u>September</u>		REIMBURSEMENT BY CATEGORY OF EXPENSE										State of California		Department of Justice	
FISCAL YEAR <u>1981-82</u>												COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 Bowling Drive, Sacramento, CA 95823			
Code	COURSE CATEGORY	Resident Subsistence	%	Commuter Meal Allowance	%	Travel	%	Tuition	%	Salary	%	TOTAL	%		
A	BASIC COURSE	Total this Month	72,958.26		13,111.90		20,783.43		51,395.00		531,066.97	689,315.56			
		Previous Months	121,276.93		11,462.98		28,969.45		31,747.50		323,968.90	517,425.76			
		Total to Date	194,235.19	16	24,574.88	02	49,752.88	04	83,142.50	07	855,035.87	71	1,206,741.32	55	
C	ADVANCED OFFICER COURSE	Total this Month	3,073.79		374.34		1,186.18				12,171.80	16,806.11			
		Previous Months	11,267.88		1,992.34		4,229.41				156,364.51	173,854.14			
		Total to Date	14,341.67	08	2,366.68	01	5,415.59	03			168,536.31	88	190,660.25	09	
D	SUPERVISORY COURSE (MANDATED)	Total this Month	6,472.69		864.28		2,118.67				9,930.01	19,385.65			
		Previous Months	8,818.90		700.77		2,394.31				12,037.43	23,951.41			
		Total to Date	15,291.59	35	1,565.05	04	4,512.98	10			21,967.44	51	43,337.06	02	
G	SUPERVISORY SEMINARS AND COURSES	Total this Month			186.00		28.85		1,995.00			2,209.86			
		Previous Months	1,160.64		316.85		921.43		2,940.00			5,338.92			
		Total to Date	1,160.64	15	502.85	07	950.29	13	4,935.00	55			7,548.78	0	
E	MANAGEMENT COURSE (MANDATED)	Total this Month	1,032.72		100.00		414.48				1,056.00	2,603.20			
		Previous Months	7,805.09		222.10		2,555.52				5,960.03	16,542.74			
		Total to Date	8,837.81	45	322.10	02	2,970.00	16			7,016.03	37	19,145.94	01	
H	MANAGEMENT SEMINARS AND COURSES	Total this Month	11,838.88		256.46		2,972.52		1,562.50			16,630.36			
		Previous Months	17,711.03		531.65		5,445.12		9,328.00			33,015.80			
		Total to Date	29,549.91	59	788.11	02	8,417.64	17	10,890.50	22			49,646.16	02	
F	EXECUTIVE DEVELOPMENT COURSE	Total this Month	424.00				291.52					715.52			
		Previous Months	880.00				206.07					1,086.07			
		Total to Date	1,304.00	72			497.59	28					1,801.59	0	
I	EXECUTIVE SEMINARS AND COURSES	Total this Month			17.59		113.40		276.00			406.99			
		Previous Months	1,440.55		433.88		1,790.23		7,394.00			11,058.66			
		Total to Date	1,440.55	12	451.47	04	1,903.63	17	7,670.00	67			11,465.65	01	
J	JOB SPECIFIC COURSES	Total this Month	26,763.75		2,338.99		7,847.63		11,010.00		56,915.53	104,875.90			
		Previous Months	78,507.06		3,876.13		26,012.82		18,542.25		60,626.50	187,564.76			
		Total to Date	105,270.81	36	6,215.12	02	33,860.45	12	29,552.25	10	117,542.03	40	292,440.66	13	
K	TECHNICAL SKILLS AND KNOWLEDGE COURSES	Total this Month	47,788.91		1,948.97		17,683.93		18,135.00			85,556.86			
		Previous Months	135,942.63		4,278.52		52,673.36		43,702.50			236,597.01			
		Total to Date	183,731.54	57	6,227.49	02	70,357.34	22	61,837.50	19			322,153.87	15	
L	FIELD MANAGEMENT TRAINING	Total this Month	410.68				648.91					1,059.59			
		Previous Months	2,190.30		16.50		1,458.35					3,665.15			
		Total to Date	2,500.98	55	16.50	0	2,107.26	45					4,724.74	0	
M	TEAM BUILDING WORKSHOPS	Total this Month	5,976.98		115.50		638.36		10,350.00			17,080.84			
		Previous Months	4,718.84				586.81		6,187.50			11,493.15			
		Total to Date	10,695.82	37	115.50	0	1,225.17	05	16,537.50	58			28,573.99	01	
N	POST SPECIAL SEMINARS	Total this Month	1,194.59		32.50		1,248.13					2,475.22			
		Previous Months	6,446.64		120.00		5,268.89					11,835.53			
		Total to Date	7,641.23	53	152.50	01	6,517.02	46					14,310.75	01	
O	APPROVED COURSES	Total this Month			90.39		54.69					144.99			
		Previous Months	212.44				50.25					262.70			
		Total to Date	212.44	52	90.39	22	104.85	26					407.69	0	
TOTAL FOR MONTH		177,935.25		19,435.92		56,030.67		94,723.50		611,140.31		959,265.65			
TOTAL FOR PREVIOUS MONTHS		298,378.93		23,951.72		132,562.02		119,841.75		558,957.37		1,233,691.80			
GRAND TOTAL TO DATE		576,314.18	26	43,387.64	02	188,592.74	09	214,565.25	10	1,170,097.68	53	2,192,957.45	100		

REIMBURSEMENT-BY-COURSE-CATEGORY

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

1st Quarter Cumulative Report, 1981-82 F.Y.

Course Category	Course Code	Course Category Designation	Amount of Reimbursement	No. of Trainees	Average Cost Per Trainee	Hours of Training	Number Of Claims
Basic Course	0010	A	\$ 1,206,741.32	881	\$ 1,369.74	315,083	144
Advanced Officer Course	0030-31	C	\$ 190,660.25	1,821	\$ 104.70	46,181	107
Supervisory Course (Mandated)	0040	D	\$ 43,337.06	79	\$ 548.57	6,280	45
Supervisory Seminars and Courses	1200, 2040, 3366	G	\$ 7,548.78	47	\$ 160.61	1,128	19
Management Course (Mandated)	0050	E	\$ 19,145.94	26	\$ 736.38	2,080	22
Management Seminars and Courses	1010-1050, Various 4000 codes.	H	\$ 49,646.16	189	\$ 262.68	6,332	117
Executive Development Course	7000	F	\$ 1,801.59	3	\$ 600.53	240	3
Executive Seminars and Courses	1110-1150, 1310, 3205, 4990-4991	I	\$ 11,465.65	109	\$ 105.19	862	43
Job Specific Courses	Various 4000 Series Codes	J	\$ 292,440.66	860	\$ 340.05	41,864	343
Technical Skills and Knowledge Courses	Various 2000, 3000 & 4000 Codes	K	\$ 322,153.87	1,215	\$ 265.15	45,134	692
Field Management Training	6000	L	\$ 4,724.74	19	\$ 248.67	532	12
Team Building Workshops	5000	M	\$ 28,573.99	95	\$ 300.78	2,280	9
POST Special Seminars	1320	N	\$ 14,310.75	85	\$ 168.36	1,375	85
Approved Courses	8000-8999	O	\$ 407.69	5	\$ 81.54	200	4
Subtotal			\$2,192,958.45	5,434	\$	469,571	1,645
Adjustments to Prior Payments			\$ (+) 231.09		\$		
State Controller Audit Adjustments			\$ (-) 3,680.55		\$		
TOTAL REIMBURSEMENT			\$2,189,508.99	5,434	\$	469,571	1,645

DISTRIBUTION OF REIMBURSEMENT

During the first three months of the 1981-82 Fiscal Year \$2,189,508.99 was reimbursed for training. Of this amount \$1,459,884.57 (67%) was reimbursed for mandated training; \$1,801.59 (0%) for Executive Development Course; \$292,440.66 (13%) for Job Specific Courses; and \$438,831.63 (20%) for all other categories. The difference of (-) \$3,449.46 was adjustments to prior reimbursement payments.

<u>Course Category</u>	<u>Reimbursement</u>	<u>Percent</u>	<u>Number of Trainees</u>
Basic	\$1,206,741.32	55%	881
Advanced Officer	190,660.25	09%	1,821
Supervisory Course	43,337.06	02%	79
Supervisory Seminars	7,548.78	0%	47
Management Course	19,145.94	01%	26
Management Seminars	49,646.16	02%	189
Executive Development Course	1,801.59	0%	3
Executive Seminars	11,465.65	01%	109
Job Specific Courses	292,440.66	13%	860
Technical Skills and Knowledge Courses	322,153.87	15%	1,215
Field Management Training	4,724.74	0%	19
Team Building Workshops	28,573.99	01%	95
POST Special Seminars	14,310.75	01%	85
Approved Courses	407.69	0%	5
Subtotal	<u>\$2,192,958.45</u>	<u>100%</u>	<u>5,434</u>
Net adjustments to prior payments	- 3,449.46		
GRAND TOTAL	<u><u>\$2,189,508.99</u></u>		<u><u>5,434</u></u>

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	1981-82 F.Y. Reimbursements	Adjustments and Audit Report	Ltr. of Agr.	Contract Reimb.	Total Aid to Local Gov't Item 812-101-268
			Room Rent		
July	\$ 698,521.71		\$ 1,121.36 342.00	\$ 4,037.30	\$ 704,022.37
August	535,170.09		3,806.08 55.10	5,507.44	1,248,561.08
September	959,266.65	\$ +231.09 -3,680.55	2,592.23 256.20	8,544.34	2,215,771.04
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL	\$	\$	\$	\$	\$

Commission on Peace Officer Standards and Training

STATEMENT OF REVENUE

September 30, 1981

<u>Month</u>	<u>Penalty Assessment Fund</u>	<u>Basic Course Waiver Exam</u>	<u>Interest Income</u>	<u>Other Income</u>	<u>Total</u>
July	\$1,582,664	\$	\$	\$	\$1,582,664
August	991,991	723		3,625	996,339
September *	5,773	557			6,330
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTALS	\$2,580,428	\$ 1,290	\$ 0	\$ 3,625	\$2,585,333

*September Revenue not yet received from Controller's Office. The amount indicated is based on a previous method of revenue distribution.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Vehicle Accident Reports		Meeting Date October 23, 1981
Bureau Executive Office	Reviewed By	Researched By D. Beauchamp <i>DJB</i>
Executive Director Approval <i>Merrill C. Boehm</i>	Date of Approval 9-4-81	Date of Report 9-4-81
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

To inform the field that a Commission recommendation of July 27-28, 1978 regarding the establishment of police vehicle accident reporting procedures, as outlined in POST Bulletin 78-15, is no longer valid.

Background

In an effort to ensure that the high cost driving training courses certified by POST would be used to the best advantage, the Commission, in its 1978 bulletin to the field, advised departments that they could be subject to a POST audit to determine if they were collecting and analyzing police vehicle accident data as required for receiving reimbursement for driver training costs. A suggested data collection system was included with the bulletin.

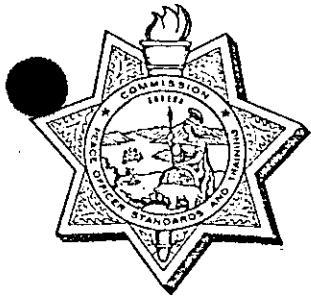
Analysis

With the integration of the driver training program into the Basic Course, the costs associated with this training have been substantially reduced. Although agencies should be encouraged to maintain an active police vehicle accident prevention program and associated records, there is no longer a need to require that these records be made available for a POST audit.

Recommendation

It is recommended that the field be advised that it is no longer required that they maintain police vehicle accident records as outlined in POST Bulletin 78-15.

Utilize reverse side if needed



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

Bulletin: 81-

Subject: Vehicle Accident Reports

POST Bulletin 78-15, dated August 17, 1978, required that agencies, which desired POST reimbursement for attendance at POST-certified, tuition-related driver training courses, to collect, analyze, and maintain police vehicle accident data. Agencies were also advised to establish accident review procedures designed to evaluate and reduce their officer-involved traffic accident problem. These records and procedures were to be maintained by the department, subject to review by POST. The purpose of the described procedure was to ensure that high-cost, POST driver training courses were part of a comprehensive plan by the agencies to reduce police vehicle accidents.

Due to the integration of the driver training programs into the Basic Course with a resultant reduction in POST subvention of in-service driver training, it is no longer necessary for POST to require agencies to meet the mandates of the 1978 bulletin. Effective immediately, the requirements of POST Bulletin 78-15 are revoked, and records now maintained by agencies to meet the mandates of that bulletin may be disposed of as the agency sees fit.

POST does not advocate the abolition of accident prevention programs and associated records. To the contrary, POST suggests that such programs are effective and should be utilized by the departments as appropriate. The purpose of this communication is to indicate that POST no longer requires that such programs be in operation as a condition of reimbursement for tuition-related driver training courses.

NORMAN C. BOEHM
Executive Director

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P.O. BOX 898

SACRAMENTO, CALIFORNIA 95804

(916) 445-3418



September 21, 1981

File No: 3.1463.A1323

Mr. Nathaniel Trives, Chairman
Department of Justice
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

Dear Mr. Trives:

This is confirming our recent telephone conversation in which I requested that Chief Larry Watkins of this Department be considered as a member of the P.O.S.T. Advisory Committee.

Chief Watkins, as Commander of our Personnel and Training Division, is well versed in the training needs of law enforcement.

I firmly believe he will continue to provide valuable input to this Committee.

Sincerely,

A handwritten signature in cursive script, appearing to read "L. E. Sellers".

L. E. SELLERS
Assistant Commissioner, Staff

cc: Chief L. Watkins

SEP 24 9 54 AM '81
COMMISSION ON POST

CALIFORNIA COMMUNITY COLLEGES

1238 S STREET
SACRAMENTO, CALIFORNIA 95814
(916) 445-8752



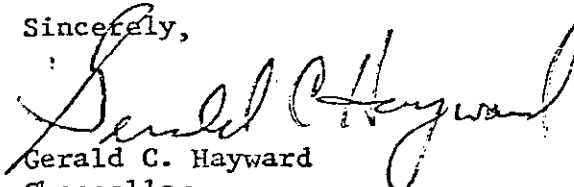
September 21, 1981

Nathaniel Trives
Chairman
Commission on Peace Officer Standards
and Training
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

Dear Mr. Trives:

I am pleased to reappoint J. Winston Silva to the Peace Officer Standards and Training Advisory Committee. I am convinced that Mr. Silva will continue to represent community colleges well on the committee.

Sincerely,


Gerald C. Hayward
Chancellor

GCH/jc

cc: Win Silva
Gus Guichard
Arch McPherran
Allan Petersen

COMMISSION ON POS
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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

R E S O L U T I O N

WHEREAS, Edwin Meese, III, has devoted five years of service to the law enforcement community as a member of the POST Advisory Committee; and

WHEREAS, the POST Advisory Committee and the Commission on Peace Officer Standards and Training has greatly benefited from the counsel and direction given by Edwin Meese, III, during his tenure on the Advisory Committee; and

WHEREAS, Edwin Meese, III, has been recognized for these leadership qualities to the extent that he has been appointed Counselor to the President of the United States; now, therefore, be it

RESOLVED, that the Commission on Peace Officer Standards and Training hereby commends Edwin Meese, III, for his service to California law enforcement and POST, and, be it

FURTHER RESOLVED, that the Commission wishes Edwin Meese, III, every success as a member of the President's staff.

October 23, 1981

Chairman

Executive Director

State of California

Commission on Peace Officer Standards and Training

Resolution

WHEREAS, Gerald E. Townsend has served as a staff member of the Commission on Peace Officer Standards and Training since 1969, and

WHEREAS, He has served effectively and diligently as a field consultant and Assistant Director in many capacities, and

WHEREAS, He served as the original Project Director for Project Star, and

WHEREAS, He capably represented POST while serving as Secretary to the National Association of State Directors of Law Enforcement Training,

WHEREAS, He has supervised numerous other POST Projects of statewide and national importance, and

WHEREAS, He has gained the recognition and respect of law enforcement agencies and organizations throughout the United States; now, therefore be it

RESOLVED That the members of the Commission on Peace Officer Standards and Training do hereby commend Gerald E. Townsend for his outstanding service and dedication to law enforcement; and, be it

FURTHER RESOLVED, That the Commission wishes Gerald E. Townsend every success in future endeavors.



October 23, 1981

Date

Chairman

Executive Director

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Public Hearing - Commission Regulations		Meeting Date October 23, 1981
Bureau Training Program Services	Reviewed By <i>Gene De Crona</i>	Researched By <i>Beverley Clemons</i>
Executive Director Approval <i>Memorandum Boelens</i>	Date of Approval <i>9/25/81</i>	Date of Report August 21, 1981

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

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

ISSUE

AB 1111, effective July 1, 1980, and Executive Order B72-80 signed by the Governor on October 9, 1980, require state regulatory agencies to conduct a comprehensive review of all existing regulations. A public hearing is required under the administrative procedures act in order to adopt the proposed additions, amendments, and deletions made to the Regulations as approved at the April 16, 1981 Commission meeting as the result of the review process.

BACKGROUND

In accordance with the Administrative Code Section 11340 et seq., a Plan for the review of the Regulations was developed and submitted to the Office of Administrative Law. This public hearing is the final step in the completion of that Plan. A staff committee was selected to coordinate the review process and the Commission directed the Advisory Committee to publicly review the Regulations. The findings were submitted to and approved by the Commission at its April meeting and a Public Hearing was set for the October Commission meeting to formally adopt those findings.

Subsequent to the April meeting, an amendment was made to Penal Code Section 13511 which impacted Regulation Section 1008 regarding the Basic Course evaluation and examination (BCEE) process. The amendment no longer required an individual to be employed as a California peace officer in order to qualify for the BCEE, but only required the individual to be under consideration for hire.

ANALYSIS

The final report of the Commission's action at the April meeting has been sent to the Office of Administrative Law (OAL). OAL has six months to review the proposed additions, amendments, and deletions as well as the procedure followed in the review process. Staff has been advised by OAL to proceed with a public hearing on the proposed changes for inclusion in the State Administrative Code.

Amendments to Section 1008 are being recommended to implement PC 13511(b) to provide for a waiver of attendance of a POST-certified Basic Course for an already trained individual who is currently employed or under consideration for hire as a California peace officer.

RECOMMENDATION

The requested action of the Commission is to approve the proposed additions, amendments and deletions of the Regulations as indicated.

ATTACHMENTS

Utilize reverse side if needed

REGULATIONS

CALIFORNIA ADMINISTRATIVE CODE

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with and by authority of Penal Code Sections 13500 et. seq. 13506 and 13510 of the Penal Code of California.

The Regulations are codified in Title 11, Chapter 2 of the California Administrative Code of California, originally effective October 23, 1960, and revised effective January 1, 1980. January 1, 1982.

TITLE 11

PEACE OFFICER STANDARDS AND TRAINING

CHAPTER 2

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Article I. General

1000. Objectives

The objectives of the Commission on Peace Officer Standards and Training are:

- (a) To raise the level of competence of regular, reserve, ~~peace officers and specialized peace law enforcement officers:~~
 - (1) By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of such peace officers, and city police officers, peace officer members of county sheriffs' departments and districts as authorized by law, and specialized agencies, and
 - (2) By establishing minimum standards for training such peace officers.
- (b) To provide such services and aid to local law enforcement as ~~are~~ authorized by law.

Purpose of Amendment: To include reserve officers; and for clarity.
Authority: 13506 and 13503 P.C.; Reference: 13510 and 13510.5 P.C.

1001. Definitions

- (a) "Accredited College" is a community college, college or university accredited as such by:
- (1) The department of education of the state in which the community college, college or university is located, or
 - (2) A recognized national or regional accrediting body, or
 - (3) The state university in the state in which the community college, college or university is located.
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."
- (c) "Approved Course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are outlined described in *PAM, Section D-7 Section 1017 of the Regulations.

Purpose of Amendment: Section 1017 is being deleted.

- (d) "Assistant Department Head" is a peace officer occupying the first position subordinate to a department head, is generally responsible for supervision of middle managers and/or supervisors, and is a position for which commensurate pay is authorized.

Purpose of Amendment: To be consistent with similar definitions.

- (e) "Certified Course" is a formal program of instruction for law enforcement for which the Commission approved individual presentations for the purpose of maintaining quality control.
- (f) "Commission" is the Commission on Peace Officer Standards and Training.
- (g) "Commuter Trainee" is one who attends a training course and travels between his or her department or normal residence and the course site each day.
- (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, and Community College District 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.

Purpose of Amendment: To add new category to definition.

- (i) "Department Head" in the Regular Program is the chief of police, sheriff, or 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 function of an agency.

1001. Definitions (continued)

- (j) "Executive Position" is a position occupied by a department head, assistant department head, or a position between middle management and department head that is responsible principally for command assignments, the supervision of subordinate middle management and supervisory positions, is most commonly the rank of captain or higher, and is a position for which commensurate pay is authorized.
- (k) "First-Level Supervisory Position" is the supervisory peace officer position between the operational level and the "Middle Management Position", for which commensurate pay is authorized, and which in the upward chain of command, is responsible principally for the direct supervision of subordinates, or is subject to assignment of such responsibilities and most commonly is of the rank of Sergeant. The first level supervisory position does not encompass positions with limited or intermittent supervisory responsibilities, i.e., quasi-supervisory positions.

Purpose of Amendment: Clarity

- (l) "Full-time Employment" as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to public safety workmans compensation and retirement provisions as are other full-time peace officer employees of the department.
- (m) "High School" is a school accredited as a high school by the department of education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.
- (n) "Lateral Entry" refers to a hiring practice which may exempt an individual from established hiring procedures in a jurisdiction, and the individual's prior peace officer experience, level of responsibility, and/or training are taken into consideration in such appointment. ~~the appointment of a peace officer whose employment is based upon special qualifications and/or experience in the law enforcement field.~~

Purpose of Amendment: To more adequately define Lateral Entry

- (o) "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and which, in the upward chain of command, is responsible principally for management and/or command duties, and most commonly is of the rank of Lieutenant or higher.

1001. Definitions (continued)

- (p) "Non-Sworn Personnel Performing Police Tasks" are those full-time, nonpeace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (q) "Paraprofessional" is a full-time employee of a department in the Regular Program and includes, but is not limited to, such job classifications as: community service officer, police trainee, police cadet, and for whom reimbursement may be claimed for attendance of POST-certified courses as determined and approved by the Commission.
- (r) "POST Administrative Manual (PAM)" is a document containing Commission Regulations and Procedures, and Guidelines which implement the Regulations.
- (s) "Quasi-Supervisory Position" is a peace officer position above the operational level position, for which commensurate pay is authorized, is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-level Supervisory Position", and most commonly is of a rank below that of Sergeant.
- (t) "Regular Officer" is a peace officer regularly employed and paid as such who is subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state while employed by a city police department, a county sheriff's department, a department or district enumerated in Penal Code Section 13507, or the California Highway Patrol. ~~a regional park district, a district authorized by statute to maintain a police department, or a peace officer regularly employed and paid as such who is employed by the California Highway Patrol, the University of California, or the California State University and Colleges.~~

Purpose of Amendment: Not necessary to list agencies in P.C. 13507.

- (u) "Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.
- (v) "Reimbursement Plan" consists of a combination of training-related expenditures for which reimbursement is approved by the Commission.
- (w) "Resident Trainee" is one who, while away from his or her department or normal residence, attends a training course and takes lodging and meals at or near the course site for one or more days/nights.
- (x) "Specialized Law Enforcement Agency" is:
 - (1) A segment of an agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law; or

1001. Definitions (continued)

- (2) ~~An government~~ agency engaged in the enforcement of regulations or laws limited in scope or nature; or
- (3) ~~An government~~ agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; and
- (4) ~~Which is~~ Authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.

Purpose of Amendment: "Government" is not germane to Specialized Program requirements.

- (y) "Specialized Peace Officer" is a peace officer employee of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.
- (z) "Trainee" is an employee of a department who is assigned to attend a POST-certified course.

Authority: 13506 P.C.; Reference: 13503, 13507, 13510, 13510.5 P.C.

1002. Minimum Standards for Employment

- (a) Every peace officer employed by a department shall:
 - (1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
 - (2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.
 - (3) Be of good moral character as determined by a thorough background investigation as prescribed in PAM, Section C-1, "The Personal History Investigation." The background investigation shall be completed on or prior to the appointment date.
 - (4) Be a high school graduate or have passed the General Education Development test with an overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, or have attained a score on a written test of mental ability approved by the Commission and equivalent to that attained by the average high school graduate.
 - (5) Be examined by a licensed physician and surgeon and must meet the requirements prescribed in PAM, Section C-2, "Physical Examination."

Purpose of Amendment: For consistency with California medical terminology, and Section 1031 G. C.

1002. Minimum Standards for Employment (continued)

(6) Be interviewed personally prior to employment by the department head or a representative(s) to determine the peace officer's suitability for the police service, which includes but is not limited to as well as the peace officer's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the peace officer's oral interview panel.

(7) Be able to read at the level necessary to perform the job of a peace officer as determined by ~~passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related. as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines.~~

~~(b) It is emphasized that these are minimum entrance standards and do not preclude departments from hiring the best qualified individuals.~~

Purpose of Amendment: Clarity and subsection (b) is not necessary

~~(b) (c) Effective July 1, 1974, All requirements of Section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.~~

Purpose of Amendment: Date is not necessary

Authority: 13506 P.C.; Reference: 13510, 13510.5 P.C., 1029-31 G.C., Title VII of the Civil Rights Act of 1964 and uniform Guidelines on Employee Selection Procedures.

1003. Notice of Peace Officer Appointment/Termination

Whenever a regular, specialized, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, ~~i.e., reserve to regular,~~ the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM, Section C-4, "Notice of Peace Officer Appointment/Termination."

Purpose of Amendment: The specific reference is not necessary

Authority: 13506 P.C.; Reference: 13512 P.C.

1004. Conditions for Continuing Employment

(a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.

(b) Every peace officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

Authority: 13506 P.C.; Reference: 13510 P.C.

1005. Minimum Standards for Training

(a) Basic Course (Required)

Penal Code Section 832.3 requires that peace officers of cities, counties and districts complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer. The course of training approved by the Commission is the Basic Course. Penal Code Section 832.3 further provides that peace officers who have not completed an approved course may exercise the powers of a peace officer while participating in a field training program approved by the Commission on Peace Officer Standards and Training.

- (1) Every regular officer, except those participating in a POST-approved field training program, shall be required to satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of state laws.

Requirements for the Basic Course are set forth in PAM, Section D-1/. ~~"The Basic Course."~~

Purpose of Amendment: Title of Section is not necessary.

- (2) Regular Program agencies may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for POST-approved Field Training Programs are set forth in PAM, Section D-13/. ~~"Field Training Program"~~.

Purpose of Amendment: Title of Section is not necessary.

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

(b) Supervisory Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete 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 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.

1005. Minimum Standards for Training (continued)

- (3) ~~(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 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.

Purpose of Amendment: Reference to reimbursement should be in 1015, and for consistency in subject matter and format.

- (4) ~~(C)~~ Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed for allowable travel and subsistence expenses only under Plan IV following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

Purpose of Amendment: To delete reference to a specific reimbursement plan; for clarity and format consistency.

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

Purpose of Amendment: Title of Section is not necessary.

(c) Management Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete 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 middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (3) ~~(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 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.

Purpose of Amendment: Reference to reimbursement should be in 1015, and for consistency of subject matter and format.

1005. Minimum Standards for Training (continued)

- (4) (C) Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course and the officer's jurisdiction may be reimbursed for allowable travel and subsistence expenses only under Plan IV following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

Purpose of Amendment: To delete reference to a specific reimbursement plan and for clarity.

- (3) Requirements for the Management Course are set forth in PAM, Section D-4/. ~~"The Management Course."~~

Purpose of Amendment: Title of Section is not necessary.

(d) Advanced Officer Course (Required)

- (1) ~~After July 1, 1971,~~ Every peace officer below the rank of first-level supervisory position as defined in Section 1001 (k) shall satisfactorily complete the Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

Purpose of Amendment: Date is not necessary

- (2) The above requirement may be met by satisfactory completion of any certified Technical Course of 20 or more hours/, or satisfactory completion of the alternative method of compliance as determined by the Commission.

Purpose of Amendment: To include commission policy - will be included in Commission Procedure Section of PAM.

- (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
- (4) Requirements for the Advanced Officer Course are set forth in PAM, Section D-2/. ~~"The Advanced Officer Course."~~

Purpose of Amendment: Title of Section is not necessary.

(e) Executive Development Course (Optional)

- (1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend a certified Executive Development Course 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.~~

Purpose of Amendment: Not necessary to repeat "optional."

1005. Minimum Standards for Training (continued)

- (2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development 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.~~

Purpose of Amendment: Reference to reimbursement should be in 1015 and for consistency of subject matter.

- (3) Requirements for the Executive Development Course are set forth in PAM, Section D-5, ~~"Executive Development Course."~~

Purpose of Amendment: Title of Section is not necessary.

(f) Technical Courses (Optional)

- (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise. ~~The courses are optional.~~

Purpose of Amendment: Not necessary to repeat "optional".

- (2) Requirements for Technical Courses are set forth in PAM, Section D-6, ~~"Technical Courses."~~

Purpose of Amendment: Title of Section is not necessary.

(g) Approved Courses

- (1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.

~~(1) Approved Courses are mandated by the Legislature.~~

- (2) Requirements for Approved Courses are set forth in ~~Regulation 1017 and in~~ PAM, Section D-7, ~~"Approved Courses."~~

Purpose of Amendment: Section 1017 was unnecessary, text was rewritten and moved to 1005 (g).

(h) Seminars (Optional)

- (1) Seminars are designed to study and solve current and future problems encountered by departments. Enrollment is open to any rank. ~~Seminars are optional.~~

Purpose of Amendment: Not necessary to repeat "optional."

- (2) Requirements for Seminars are set forth in PAM, Section D-8, ~~"Seminars."~~

Purpose of Amendment: Title of Section is not necessary.

1005. Minimum Standards for Training (continued)

(i) Field Management Training (Optional)

- (1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments. ~~The training is optional.~~

Purpose of Amendment: Not necessary to repeat "optional."

- (2) ~~Participation Requirements and procedures related to for Field Management Training~~ are set forth in PAM, Section D-9, ~~"Field Management Training"~~ and PAM, Section E-1-3-g.

Purpose of Amendment: For consistency in language and not necessary to repeat title of Section.

Authority: 13506 P.C.; Reference: 13510, 13510.5, 13511, 13513, 13514, 13516, 13517 P.C.

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) ~~The Commission may grant an extension of time for any course required by Section 1005 of the Regulations upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time prescribed for reasons other than those specified in subsection (a).~~ In the event that a department in the Regular Program does not require an individual to complete the applicable training by the end of the extension period, such department shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs. ~~in the event that an agency in the Specialized Program does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for participation in the Specialized Law Enforcement Certification Program.~~

Purpose of Amendment: For clarity

Authority: 13506 P.C.; Reference: 13510, 13510.5 P.C.

1007. Reserve Officer Program

Every reserve peace officer serving in a department participating in the POST Program shall satisfy the selection and training standards adopted by the Commission. See PAM, Section H.

1007. Reserve Officer Program (continued)

Participation requirements and procedures relating to reserve officer employment and training standards are set forth in PAM, Section H, "Reserve Officer Program".

Purpose of Amendment: For clarity

Authority: 13506; Reference: 13510 P.C. 832.6 P.C.

1008. ~~Waiver for Equivalent~~ of Attendance of a POST-Certified Basic Course Training

~~The Commission may waive, for an already trained peace officer, the completion of the basic training course attendance of a POST-certified Basic Course required by Section 1005(a)(1) of the Regulations upon acceptance of documentation submitted by a department that the peace officer has satisfactorily completed equivalent training. (See PAM, Section D-11, Basic Course Equivalency and Examination Processes) for an already trained individual who is currently employed or under consideration for hire as a full-time California peace officer by an agency participating in the POST program. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-11, Waiver of Attendance of a POST-Certified Basic Course.~~

Purpose of Amendment: Compliance with P.C. Section 13511, amended July 1, 1981.

Authority: 13506 P.C.; Reference: 13510, 13510.5 P.C.

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

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

Purpose of Amendment: Program date and Penal Code reference are not necessary.

~~(a) Objective.~~

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

- ~~(1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers; and~~

1009. Specialized Law Enforcement Certification Program. (continued)

- ~~(2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.~~

Purpose of Amendment: Section is not necessary, is included in Section 1000.

(a)-(b) Standards for Specialized Agencies Entry into Program.

- (1) Must perform law enforcement or investigative duties, as determined ~~defined~~ by the Commission; and

Purpose of Amendment: Clarity

- (2) Must at the time of application for entry into the Program submit a schedule which ensures that all its employed peace officers will meet POST training standards within a reasonable period of time., and ~~For purposes of satisfying this requirement, agencies which have requested entry on or before August 1, 1978 may apply the training standards in effect on the date of application; and~~

Purpose of Amendment: No longer necessary.

- (3) Must present to the Commission an application to participate in the Program accompanied by a certified copy of an ordinance; or, in the case of an agency not empowered to pass ordinances, a resolution or letter of intent adopted by its governing body providing that while participating in the Program the agency will adhere to the standards for recruitment and training established by the Commission. The application shall contain such information as the Commission may request.
- (c) The provisions for the Specialized Law Enforcement Certification Program are the same as for the Regular Program except as expressed in the Regulations and Procedures.

Authority: 13506 P.C.; Reference: 13503, 13510.5 P.C.

1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or agency must adhere to the minimum standards as defined in these Regulations for every peace officer employed by the jurisdiction or agency. ~~A jurisdiction or agency shall be ineligible to participate if it:~~

(b) A jurisdiction or agency shall be ineligible to participate if it:

- (1) Employs one or more peace officers who do not meet the minimum standards for employment; or

(2) Does not require that every peace officer satisfactorily completes the required training as prescribed in these Regulations; or

(3) ~~(A)~~ ~~Effective January 1, 1971,~~ Has in its employ any Regular Program peace officer hired after January 1, 1971, ~~thereafter~~ who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission; in ~~(See PAM, Section F-1-5-a.);~~ or

(4) ~~(B)~~ Effective upon entry into the Specialized Program, has in its employ any specialized peace officer hired thereafter who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or

(5) ~~(4)~~ Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or agency is, in fact, adhering to the Commission's Regulations.

(c) ~~(b)~~ If it appears to the Commission that a jurisdiction or agency has failed to adhere to the minimum standards for recruitment, selection or training, the Commission shall notify the jurisdiction or agency of its concern and of the jurisdiction's or agency's probable ineligibility for participation. The Commission shall ~~also~~ request that the agency or jurisdiction comply with the minimum standards. ~~compliance.~~ In the event that the jurisdiction or agency fails to comply, the Commission shall afford the concerned jurisdiction's or agency's official representatives the opportunity to appear before the Commission and present appropriate evidence or testimony. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's or agency's requests for services or benefits. A jurisdiction or agency may be reinstated in the Program and again become eligible for participation when, in the opinion of the Commission, the jurisdiction or agency has demonstrated that it will adhere to the prescribed standards. The period during which the jurisdiction or agency shall remain ineligible for services or benefits shall be at the discretion of the Commission.

Purpose of Amendment: For clarity and format consistency.

Authority: 13506 P.C.; Reference: 13503, 13523 P.C.

1011. Certificates and Awards

(a) Certificates and awards ~~are may be~~ presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.

1011. Certificates and Awards (continued)

(b) Professional certificates shall remain the property of the Commission. Certificates may be denied or cancelled when: ~~and subject to denial or cancellation only: if~~

(1) A peace officer is adjudged guilty of a felony; or

(2) If the certificate was obtained through misrepresentation, or fraud; or

(3) The certificate was issued due to administrative error.

(c) 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.

(d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2, ~~"Denial or Cancellation of Professional Certificates."~~

(e) ~~(c)~~ Regular Certificates, and Specialized Law Enforcement Certificates, i.e., e.g., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1, "Regular and Specialized Law Enforcement Certificate Programs."

~~(d) Specialized Law Enforcement Certificates, e.g., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are established for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the duties performed by specialized peace officers. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F-1, "Regular and Specialized Law Enforcement Certificate Programs."~~

Purpose of Amendment: Clarity and format consistency, and to incorporate Section (d) into (e)

Authority: 13506 P.C.; Reference: 13506, 13510.1 P.C.

1012. Certification of Courses

(a) The Commission may certify courses. Criteria for certification include, but are not limited to, a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.

(b) Certification of courses may be revoked by action of the Commission when:

1012. Certification of Courses (continued)

- (1) There is no longer a demonstrated need for the course; or
- (2) There is failure to comply with standards set forth in (a) above; or
- (3) There are other causes warranting revocation as determined by the Commission.

Authority: 13506 P.C.; Reference: 13503, 13510, 13510.5, 13511 P.C.

1013. Code of Ethics

The Law Enforcement Code of Ethics, as stated in PAM, Section C-3, "~~Law Enforcement Code of Ethics~~," shall be administered to all peace officer trainees during the Basic Course or at the time of appointment.

Purpose of Amendment: Title of Section is not necessary.

Authority: 13506 P.C.; Reference: 13503 P.C.

1014. Training for Non-Sworn and Paraprofessional Personnel

- (a) Reimbursement shall be provided to in the Regular Program agencies for the training of non-sworn personnel performing police tasks and paraprofessional personnel, as determined by the Commission. (See Regulation 1015 and PAM Section E-1-3-f)
- (b) Request for Approval
 - (1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training the agency shall include in the approval request from the Commission, it shall be obtained by providing the following information regarding each individual.
(See PAM, Section E-1-3-f) ~~A request for approval must include:~~
 - (A) The trainee's name and job title.
 - (B) Job description.
 - (C) Course title, location and dates of presentation.
 - (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

Purpose of Amendment: For clarity

1014. Training for Non-Sworn and Paraprofessional Personnel (continued)

(c) Reimbursement

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employee's classification as set forth in PAM, Section E-1-3-f. Note: No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM, Section E-1-3-f (3).

Purpose of Amendment: For clarity specific Sections were added.

Authority: 13506 P.C.; Reference: 13503 P.C.

1015. Reimbursements

(a) Proportionate Reimbursement

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

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

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

Purpose of Amendment: Not necessary to quote statute.

(b) Claims for Reimbursement

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

~~Effective January 1, 1975, All claims for training expenditures eligible for reimbursement from the Peace Officer Training Fund are subject to the following provisions:~~

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

Purpose of Amendment: Date is no longer necessary

1015. Reimbursements (continued)

- (c) Notwithstanding the provisions of sub-paragraph (b) of this Section, upon a regular officer's appointment and within one year from satisfactory completion of training enumerated in sub-paragraph (b)(2)(B), (c)(2)(B) or (e)(2)(B) of Regulation 1005, the officer's jurisdiction may be reimbursed.

Purpose of Addition: Eliminates repetition previously written in 1005(b) (c) and (e) and provides consistency in subject matter.

(d) ~~(c)~~ Training Expenses May Be Claimed Only Once

When a Regular Program trainee has attended a course certified by the Commission for which reimbursement has been legally claimed and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course unless attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

(e) ~~(d)~~ Reimbursement Limited to Actual Expenses

Reimbursement is provided only for expenses related to attendance of POST certified courses. Reimbursement is limited to expenses as described ~~authorized~~ in PAM, Section E, or actually incurred expenses which are approved by the Commission, whichever is less.

- (f) ~~(e)~~ Reimbursement may be provided only for satisfactorily completed training acquired by full-time employees in an on-duty status. (See PAM, Section E-1-3-i & k)

~~(f) A schedule of reimbursements allowed by the Commission is set forth in PAM, Section E, "Reimbursements."~~

Purpose of Amendment: Subsection (f) is not necessary

- (g) Reimbursement may be made to a jurisdiction which terminates a Regular Program trainee or allows a trainee to resign prior to completion of a certified Basic Course, provided the requirements of Section 1002(a) (1) through (6) have been completed prior to the trainee's appointment date and the date the course began.
- (h) Reimbursement may be paid to a jurisdiction when a Regular Program trainee fails a certified Basic Course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course, as required by the Commission. (See PAM, Section E-5-3-f-(2).)

Purpose of Amendment: For clarity.

Authority: 13506 P.C.; Reference: 13510, 13520, 13522, 13523 P.C.

1016. Service Provided by the Commission

Counseling services are provided only to sheriff and city police departments upon request. Aid may also be given to such agencies in implementing recommended procedures or practices. See PAM, Section G.

- ~~(a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction participating in the Regular Program, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving its administration, management, or operations, and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.~~
- ~~(b) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement and, when such programs involve training and education courses, to cooperate with and secure the cooperation of state level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college level training and education programs.~~
- ~~(c) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the Act.~~

Purpose of Amendment: Not necessary to repeat statute - rewritten for clarity.

Authority: 13506 P.C.; Reference: 13503, 13513 P.C.

~~1017. Standards for Approved Courses~~

~~State law requires the Commission to establish course curriculum standards for various kinds of peace officers and other groups. Standards for the following approved courses are provided in PAM, Section D-7. The Commission may designate training institutions or agencies to present approved courses.~~

~~Penal Code Section~~

832	Arrest and Firearms
832.1	Airport Security
832.3	Basic Course
832.6	Reserve Peace Officer
12002	Baton for Private Security
12403	Chemical Agents for Peace Officers
12403.5	Chemical Agents for Private Security
13510.5	State Agency Peace Officers
13516	Sex Crimes Investigation
13517	Child Abuse and Neglect

~~Vehicle Code Section~~

40600	Traffic Accident Investigation
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1017. Standards for Approved Courses (continued)

~~Civil Code Section~~

~~607f~~

~~Humane Officer Firearms Course~~

Purpose of deletion: Not necessary. Information is covered in Section 1005(g) and D-7 of the procedures.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PUBLIC HEARING - COMMISSION PROCEDURE D-11		Meeting Date October 23, 1981
Bureau Training Program Services	Reviewed By <i>Dene DeCroua</i>	Researched By Beverley Clemons <i>Boat</i>
Executive Director Approval <i>Norman Bohan</i>	Date of Approval 10-6-81	Date of Report September 29, 1981
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUE

A Public Hearing, in accordance with the Administrative Procedures Act, is being conducted to amend Commission Procedure D-11 of the POST Administrative Manual. Commission Procedure D-11, Waiver of Attendance of a POST-certified Basic Course, establishes the guidelines for implementing the provisions of Penal Code Section 13511(b), effective July 1, 1981.

BACKGROUND

AB 1055, Chapter 213 (1980) amended Penal Code Section 13511 to become operative July 1, 1981. At the July 1981 Commission meeting, revisions to PAM Section D-11 were approved in order to comply with the provisions of the amended law. Subsequently, two POST Bulletins have been sent to agencies in the POST Programs and to all certified presenters. The first Bulletin provided the guidelines approved by the Commission for requesting a Waiver of Attendance of a POST-certified Basic Course. The Second Bulletin announced the Public Hearing of October 23, 1981 on the proposed revision to PAM Section D-11. To date, six telephone requests for copies of the proposed amendments have been received; one letter has been received from the State Center Police Academy Advisory Committee expressing concern about the assessment process for a Waiver of Basic Course attendance. POST's response and a copy of their correspondence is included as attachment "A" under Tab D.

Amended P.C. Section 13511 specifically:

1. provides that individuals need only to be "under consideration for hire" by an agency participating in the POST program to request a Waiver of Attendance of a POST-certified Basic Academy;
2. provides that a re-test be made available on those portions of the examination failed on the original examination;
3. directs that POST shall charge a fee that is sufficient to cover administrative costs associated with the testing.

At the July Commission meeting, the Commission approved to retain the current pass/fail policy for the examination, approved the re-examination guidelines, and approved the staff-recommended fee schedule for evaluation, examination, and re-examination. The Commission's policy decisions in these areas have been incorporated in the amended D-11 procedure.

Additional amendments have been made to D-11 to make more specific the following subject areas:

- (1) Definition of "under consideration for hire."
- (2) Prior training that is to be documented for evaluation purposes.
- (3) Continue to allow remediation by retraining as an alternative to re-testing if no more than three modules failed in the original examination.

ANALYSIS:

In the Summary portion of the July Commission Agenda on this subject, it was stated that the issues resulting from implementation of P.C. Section 13511 would continue to be evaluated.

Further analysis of the procedures necessary to implement the amended P.C. Section 13511 has resulted in the development of more comprehensive guidelines for Commission Procedure D-11. While some amendments are merely technical, non-substantive in nature, and made for clarity and consistency, some amendments are substantive and are being pointed out specifically for Commission recognition and policy decision.

Under Consideration for Hire

The definition approved by the Commission at its July meeting is as follows:

An individual is under consideration for hire when POST receives a statement from an agency head attesting to the fact that the individual is currently on the employer's applicant list. An applicant list, for purposes of this definition, is a list of potential new employees that have been subject to review and screening by the agency head to ensure that they possess the agency's minimum qualifications for the position of peace officer.

Further consideration has been given the definition regarding its application, reasonableness, clarity, and implementation. Staff is proposing a revised definition of "under consideration for hire" as follows:

An individual is under consideration for hire when POST receives a statement from an agency head attesting to the fact that the agency has accepted an employment application from the individual and that the individual is under consideration for hire.

Prior Training Acceptable for Evaluation Purposes

Administratively, staff has always required specified training and verifying documentation in the evaluation of an individual's prior training to determine eligibility to take the Basic Course Waiver Examination. In order to have validity and the force and effect of a regulation, guidelines are being included in D-11 regarding what type of training will be acceptable for evaluation, and the documentation that will be required. The most substantive provision is the requirement that a minimum of 200 hours of the required 400 hours must have been basic training completed in an academy. The remaining 200 hours of the training may be other law enforcement training, or college or university courses in criminal justice subjects. All training and education must be in specific subjects presented in the Basic Course in order to be acceptable for evaluation. Previous procedures for evaluation did not specify how much of the required 400 hours had to be Basic Academy training.

Re-Training as an Alternative to Re-Testing

Current Commission Procedures allow for re-training of three or fewer modules that may have been failed in the Basic Course Waiver Examination. Satisfactory completion of the failed modules at a POST-Certified course, basic academy, or college or university, has been acceptable for completion of the required training. POST re-testing after re-training has not been previously required. Documentation from the presenter that the required number of hours and all subject areas for that module have been satisfactorily completed has been acceptable by POST as evidence of having completed the failed modules. Testing is a part of the complete re-training process and the proposed D-11 has been revised accordingly. It is staff's recommendation not to require POST to re-test after an approved re-training program, since the individual will be tested at the completion of the re-training course by the presenter.

The same guidelines would apply to re-training as to re-examination:

- (1) Allow the individual to be re-trained as an alternative to POST re-examination for three or fewer failed modules.
- (2) Must complete the re-training within 180 days of original examination date.
- (3) Submit to POST verification of satisfactory completion of required hours and subjects contained within the functional areas from a presenter certified or approved by the Commission or from an accredited college.
- (4) Re-training would be allowed one time only and would be accepted in lieu of POST re-examination as makeup of the failed modules.

RECOMMENDATIONS

Staff recommends that the Commission approve the amended Commission Procedure D-11 as proposed in the attached text. Old material is crossed out and new material is underlined.

Attachment

*Revised:
January 1, 1982

Training

WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

PURPOSE

~~11-1. Establishes Guidelines: This Commission Procedure implements the guidelines for determining equivalent training for newly employed or re-employed peace officers who do not possess a POST Basic Certificate, and reserve officers to be assigned Level I responsibilities. The waiver of basic training for an already trained peace officer who has completed equivalent training is authorized by Section 1008 of the Regulations.~~

11-1. Establishes Guidelines: This Commission Procedure establishes the guidelines for determining whether or not an individual's prior law enforcement training is sufficient to qualify for the issuance of a waiver of attendance of a POST-certified Basic Course. The requirements of the Basic Course are specified in PAM Section D-1. A waiver of attendance of a POST-certified Basic Course is authorized by Section 1008 of the Regulations.

- a. A waiver of attendance of a POST-certified Basic Course shall be determined through an assessment process, including evaluation and examination. The waiver process assists an agency in determining whether or not an individual should be required to attend a POST-certified Basic Course, and does not propose to determine whether or not the individual should be hired.

EVALUATION AND EXAMINATION FEE

11-2. Fee: A fee to cover administrative costs of evaluation, examination, and re-examination, if applicable, shall be charged by the Commission. The appropriate fee must accompany the request for evaluation, examination, and re-examination. The appropriate fee shall be determined by the Commission and shall be based on actual expenditures related to this procedure.

ELIGIBILITY

11-3. Eligibility For Evaluation: The individual for whom the request for evaluation of prior training is being made must be currently employed or under consideration for hire as a full-time law enforcement officer, as defined by Regulations Sections 1001(1). The request for evaluation of prior law enforcement training may only be submitted to POST by an agency participating in a POST Program.

~~a. The individual must be currently employed by the requesting agency as a full time law enforcement officer (as defined by Regulation 1001(1)) or appointed as a reserve officer to be assigned Level I duties in order to have prior training evaluated for eligibility to take the POST Basic Course Equivalency Examination (BCEE). During the evaluation and testing process, the employed regular officer may exercise peace officer powers while participating in a POST-approved field training program for a maximum of 90 days from date of employment. (See PAM, Section D-13).~~

- a. An individual is under consideration for hire when POST receives a statement from the agency head attesting to the fact that the agency has accepted an employment application from the individual and the individual is under consideration for hire.

EQUIVALENT TRAINING

- ~~a. Each equivalency evaluation request must be accompanied by a comparison of the individual's completed training which has been made by the requesting department, using POST Form 2-260. Information provided must specify the basis upon which the equivalency is being declared and specify training that can be verified when compared to PAM, Section D-1 or D-12, as appropriate to the Basic Course training requirements for the employing agency.~~
- ~~b. When POST determines that the training material submitted in support of an equivalency evaluation request is equivalent to the existing basic training requirement, a Basic Course Equivalency Examination (BCEE) will be scheduled and administered. The department and individual will be notified of the results of the examination.~~

EVALUATION OF TRAINING

11-4. Agency Comparison of Completed Training: and Examination: The agency shall compare the individual's already completed peace officer training against the current minimum basic course training requirements as specified in PAM, Section D-1, Basic Course. The training that is applicable shall be documented by the agency on the Evaluation of Training Schedule, POST Form 2-260. Satisfactory training in each of the functional areas must be documented on the form

and verified by supporting documents prior to requesting an evaluation from POST. Satisfactory training must have been completed in each of the functional areas in order for the individual to be eligible to take the Basic Course Waiver Examination (BCWE).

a. In order for the individual's prior training to be evaluated, a minimum of 200 hours of the required 400 hours shall be basic training completed in an academy certified or approved by the Commission or a similar POST agency in another state, a California reserve academy, or a Federal agency law enforcement basic academy. The remaining 200 hours may be law enforcement training completed other than in a basic academy, or may be college or university courses in criminal justice subjects taken at an accredited institution and supported by transcripts.

1. College or university credit in specific subject areas may only be applied to those subjects not covered through law enforcement training.

2. One semester unit shall be equal to a maximum of 20 training hours and one quarter unit shall be equal to a maximum of 14 training hours.

b. Prior training and education must be in the specific subjects presented in the Basic Course in order to be acceptable for evaluation.

1. The completed POST Form 2-260, along with all supporting documents verifying such training and education, shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267.
2. The Application Form POST 2-267 is to be signed by the applicant and department head in Section 1, Request for Evaluation.
3. Each evaluation request must be accompanied by the appropriate fee in the form of a certified check or money order made payable to the Commission on POST.

~~11-5. Training and Education accepted by POST for Evaluation: POST staff will evaluate documentation of training and education, including POST-certified Reserve Courses, submitted under the provisions of Commission Regulation 1008, which may be equivalent to the training required for the Basic Course.~~

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260 and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify the findings of the agency. POST will accept for evaluation purposes, copies of peace officer academy course and reserve officer course outlines. All training must be verified by a certificate of completion or a course roster. If college courses are used in addition to training, a copy of the individual's college transcript must be submitted. POST may require additional verification documents to evaluate the individual's training.

- a. The agency and the individual will be notified of the results of POST's evaluation.

1. If the evaluation shows that prior training is sufficient in each of the functional areas, the individual will be eligible to take the Basic Course Waiver Examination.

2. If prior training is not sufficient in one or more functional areas, the individual shall have up to 180 days from date of evaluation to provide additional verification documents of completed training without an additional evaluation fee.

BASIC COURSE WAIVER EXAMINATION

11-6. Examination Scheduling: A Basic Course Waiver Examination will be scheduled upon receipt of the appropriate examination fee and the signed application form.

- a. The Application for Assessment of Basic Course Training, POST Form 2-267, signed by the applicant and the department head in Section 2, Request for Examination, is to be submitted to POST with the appropriate examination fee in the form of a certified check or money order made payable to the Commission on POST.

- b. Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of applicants eligible to take the examination. The geographic location of the applicant will be taken into consideration in determining the most appropriate location for the examination to be administered.

1. The agency and applicant will be notified of the examination date, time, and location.

EQUIVALENCY

11-7. Requirement for Successful Completion of the Basic Course Waiver

Examination: ~~Each individual who takes the BCEE must pass with a minimum score of at least 70% on each of the modules, in order to satisfy the Basic Course training requirement.~~ The examination is divided into twelve (12) modules covering all functional areas of the POST Basic Course. An individual who takes the examination must demonstrate competency within each functional area by passing each of the modules.

~~a. If the individual receives a score of less than 70% on each of three or fewer modules, he/she will be allowed to remediate the failed modules to satisfy the Basic Course training requirements provided the aggregate test score is 70% or better.~~

a. If the individual fails three or fewer modules, the following options are available to successfully complete the failed modules:

1. A re-examination may be taken on the failed module(s) (see Section 11-8 of this procedure).
2. Re-training of the failed module(s) at a POST-certified or approved course or at an accredited college or university (see Section 11-9 of this procedure).

b. ~~If the individual fails receives a scores of less than 70% on each of four or more modules, re-training or re-examination shall not be allowed. ~~fails to achieve a minimum aggregate test score of at least 70%, regardless of the number of modules failed, he/she is required to satisfactorily complete a POST-certified Basic Course. The individual must then satisfactorily complete a POST-certified Basic Course in order to exercise the powers of a peace officer.~~~~

~~1. If the department has a POST-approved Field Training Program, the individual, if to exercise peace officer powers, may be assigned to participate in such program for a maximum of 90 days from date of employment while making up the failed modules of the examination, or before being enrolled in a certified Basic Course (PAM, Section D-11-2a).~~

~~2. If the department does not have a POST-approved Field Training Program, the individual does not have peace officer powers until the training requirement of the Basic Course has been satisfactorily completed.~~

RE-EXAMINATION

11-8. Re-Examination: The re-examination may be taken after expiration of 30 days from the original examination date, but no later than 180 days from the original examination date. The re-examination shall include all previously failed modules not completed through the re-training option. The re-examination shall be allowed one time only.

- a. A letter from the agency requesting a re-examination on the failed modules, must be submitted to POST with the appropriate re-examination fee in the form of a certified check or money order made payable to the Commission on POST.
- b. The agency and the individual will then be notified of the re-examination date, time, and location.
- c. An individual who fails to be re-examined within 180 days from the date of the original examination, or fails any module of the re-examination and is employed as a peace officer must then satisfactorily complete a POST-certified Basic Course in order to exercise the powers of a peace officer.

~~11-7. Remediation of Failed Modules: An individual who receives a score of less than 70% on each of three or fewer modules of the BCEE must satisfactorily complete these modules at a POST certified basic academy, or at any institution approved by the Commission, prior to exercising peace officer powers. The department head has the discretion of requiring the individual to satisfactorily complete a full, certified Basic Course in lieu of making up the failed modules.~~

RE-TRAINING

11-9. Re-training: Re-training will be allowed in the failed modules not completed through the re-examination option. Re-training shall be allowed one time only, and only as an alternative to re-examination.

- a. Re-training may be completed through a POST-certified or approved course, or an accredited college or university course in the specific subject area of the failed module(s). Arrangements for scheduling the re-training are the responsibility of the agency or individual. A fee may be charged by the presenter of the re-training course.
- b. Verificaton of satisfactory completion of the required hours and specified subjects, including testing, submitted to POST within 180 days from the original examination date will serve to satisfy the re-training requirement of the failed modules.
- c. Following appropriate re-training, no additional re-examination of the failed modules will be required by POST.
- d. An individual who fails to be re-trained within 180 days from the date of the original examination or fails the re-training course and is employed as a peace officer must then satisfactorily complete a POST-certified Basic Course to exercise the powers of a peace officer.

ISSUANCE OF WAIVER

- 11-12. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be issued by POST. The waiver shall be valid for a period of time in accordance with Section 11-13 of this procedure.

PRIOR POST-CERTIFIED BASIC COURSE TRAINING

11-13. The following applies to an individual who has previously completed a POST-certified Basic Course, or has been issued a Waiver of Attendance of a POST-certified Basic Course (Section D-11-12 of this procedure) and who has not been awarded a POST Basic Certificate, or higher certificate, and has not been continuously employed as a California peace officer as defined in Commission Regulations Section 1001(1), and who is desiring to be employed or re-employed as a full-time California peace officer in an agency participating in a POST Program.

~~a. b. An individual who satisfactorily completed a POST-certified Basic Course completed on or after January 1, 1973, including those certified under the former 200 hour POST Basic Course standards, are is, except as otherwise determined by the Commission, deemed to satisfy the have met the current minimum training requirements of either the regular Basic Course (PAM Section D-1), or the Specialized Basic Investigators Course (PAM, Section D-12), and no evaluation or testing is required. (Refer PAM, Section D-1 and D-12)~~

~~b. e. A POST-certified Basic Course training completed prior to January 1, 1973, shall not be deemed to have does not satisfy the current minimum basic training requirement. A waiver of attendance of a POST-certified Basic Course basic training must, through the evaluation and testing process, may be requested in accordance with this procedure in order to meet the current minimum training requirements for PAM, Section D-1 or D-12, as appropriate to the type of agency of employment. either the Basic Course or the Specialized Basic Investigators Course, as determined by the Commission.~~

~~d. The evaluation and testing process shall be followed in all cases when the peace officer was trained in another state and is appointed for the first time as a California peace officer. Training completed by persons being re-employed as a California peace officer will be evaluated and tested, as determined by the Commission.~~

11-14. Basic Course Acceptable for Specialized Basic Investigators Course:

An individual whose previous training meets satisfies the current minimum Basic Course PAM, Section D-1 training requirement is deemed by the Commission to meet the minimum training requirement of the Specialized Basic Investigators Course. PAM, Section D-12. ~~However an individual who has completed the training requirement of PAM Section D-12 must document training equivalent to the PAM, Section D-1 requirement through the evaluation and testing process.~~

11-15. Specialized Basic Investigators Course Not Acceptable For Basic

Course: An individual whose previous training satisfies the current minimum Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course. A request for a Waiver of Attendance of a POST-certified Basic Course may be made in accordance with this procedure.



August 11, 1981

Harold McKinney
Sheriff

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards & Training
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

COMMISSION ON P.O.S.T.
AUG 20 10 42 AM '81

Dear Mr. Boehm:

The State Center Police Academy Advisory Committee at their meeting of July 29, 1981 discussed the proposed California Equivalency Examination for the Peace Officer Standards and Training (P.O.S.T.) Basic Police Academy Training.

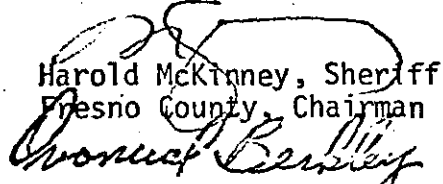

The members of the advisory committee have serious concerns regarding the examinations being accepted as fulfilling the minimum requirements of the P.O.S.T. Certified Basic Training Program for individuals without prior regular police experience.

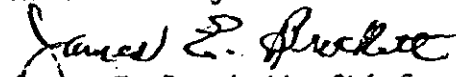
The undersigned advisory committee members representing the law enforcement departments and agencies in the College district hereby inform your office that the membership strongly opposes the examination as a substitute or equivalency of the basic Police Academy training provided by the State Center Peace Officers' Academy. We urge you to use the influence of your office to oppose any effort made to dilute the police training standards.

The members of the advisory committee will meet with you if necessary to discuss this matter.

Thank you.

Sincerely,

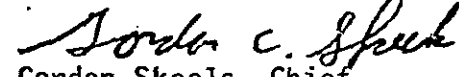

Harold McKinney, Sheriff
Fresno County, Chairman

Ovuna Berkley, Sheriff
Madera County


James E. Brockett, Chief
Selma Police Department


Forrest Brown, Chief
Reedley Police Department


Gerald T. Galvin, Chief
Clovis Police Department


George Hansen, Chief
Fresno Police Department


Gordon Skeels, Chief
Madera Police Department

September 17, 1981

Harold McKinney, Chairman
State Center Police Academy
Advisory Committee
Law Enforcement Administration
Building
2200 Fresno Street
Fresno, CA 93717

Dear Sheriff McKinney:

Thank you for your letter of August 11, 1981 expressing the State Center Police Academy Advisory Committee's concern for the Waiver of Attendance of a POST-Certified Basic Course.

Penal Code Section 13511 was amended by the Legislature, effective July 1, 1981. This change in the law requires that the Commission provide for testing in lieu of further training for those who have "acquired prior equivalent peace officer training".

The Commission will hold a public hearing on Friday, October 23, 1981, at 10 a.m., at the Holiday Inn, U.S. Highway 99 and Madison Avenue, Sacramento, to approve procedures for implementing the guidelines for determining whether or not an individual's prior law enforcement training satisfies the minimum requirements of the POST-Certified Basic Course before the applicant will be considered for the examination process. Your letter will be brought to the attention of the members of the Commission for their consideration at the October 23rd public hearing.

As we discussed over the telephone, individuals will not be evaluated or tested unless they are under active consideration for hire by a law enforcement agency. Additionally, the concerned law enforcement agency will first examine prior training to verify equivalency before submitting a request to POST.

Harold McKinney
September 17, 1981
Page 2

I enjoyed talking with you and look forward to a future meeting
with you and the Police Chiefs in the Fresno area.

Sincerely,

NORMAN C. BOEHM
Executive Director

NCB/na

ADDENDUM TO PUBLIC HEARING

ON COMMISSION PROCEDURE D-11

The California Association of Police Training Officers (CAPTO) submitted written comments in regard to "Evaluation of Training", proposed D-11-4(a). Staff recognized their concerns as being valid and has prepared an amendment to the proposed section.

CAPTO's Comments - "Training Evaluation Process Section 11-4(a)

Does this permit a person who has failed out of an academy, but has completed 200 hours, to then attend college classes (junior college or state college AJ programs) for the remainder of the 400 hours, and thus qualify for the BCEE?

If not, the wording needs to be changed to state ". . . successful completion of an academy . . ." is required in order to be considered for the BCEE."

Proposed amendment is as follows which would replace Section D-11-4(a) as specified in the proposed text.

11-4(a) - To qualify for an evaluation of prior training, the individual must have successfully completed at least a 200 hour basic general law enforcement training course. Such training must have been certified or approved by California POST or a similar standards agency of another state, a California reserve course, or a Federal agency general law enforcement basic course. If the training completed in the Basic Course being evaluated is not sufficient to satisfy the minimum required subjects and hours in each of the functional areas of the POST Basic Course, for a total of 400 hours, additional law enforcement training or college/university courses in the specific subjects may be considered. The completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses.

Recommended action of the Commission is to approve the wording of the above-stated proposed amendment and approve that it replace Section D-11-4(a) as specified in the proposed text of D-11.

K 0108202

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Public Hearing
October 23, 1981

Statement of Reason

Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course, establishes the guidelines for implementing the provisions of Penal Code Section 13511(b), amended effective July 1, 1981.

The law states that in those instances where persons have acquired prior equivalent peace officer training and are under consideration for hire by an agency participating in the POST program, they may be given an examination in lieu of attendance at a basic training academy or accredited college. Retesting procedures are to be designed so that any portion which was passed in the original examination shall not have to be retaken. The law also specifies that the Commission shall charge a fee to cover administrative costs associated with the testing.

Prior to July 1, 1981, Commission Procedure D-11, by authority of Commission Regulation 1008, established guidelines for a waiver of basic training for an already trained peace officer who was employed by an agency in the program at the time of the request for a waiver. The Commission established by Regulation an evaluation procedure to determine whether or not an individual's prior training satisfied the training requirements of the POST-certified Basic Course in order for the individual to be eligible to take the examination. The current Commission Procedures allows only for remediation of test modules when three or less are failed. The evaluation and examination process was provided as a service to California law enforcement agencies free of charge.

The revised Commission Procedure D-11 establishes the intent of amended P. C. Section 13511 as a waiver of attendance of a POST Basic Course which is established through an evaluation and examination process to determine whether or not the individual should be re-trained. The Procedures have been made more specific in the areas of eligibility for evaluation of prior law enforcement training, evaluation guidelines, and Basic Course examination requirements. Procedures for re-examination and remediation as an alternative to re-examination have been established. The fees approved by the Commission at its April meeting have also been established to cover administrative costs for evaluation, examination, and re-examination, if applicable.

RECEIVED FOR FILING PUBLICATION DATE

AUG 20 1981 AUG 26 1981

Office of Administrative Law

NOTICE OF PUBLIC HEARING

Commission on Peace Officer Standards and Training

Notice is hereby given that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 13503 of the Penal Code and to implement, interpret or make specific Section 13511 of the Penal Code, proposes to amend Commission Procedure Section D-11, of the POST Administrative Manual (PAM).

The Commission Procedure implements the guidelines for determining whether or not an individual's prior law enforcement training satisfies the minimum training requirements of the POST-certified Basic Course. A waiver of the attendance of the POST-certified Basic Course required by Section 1005(a)(1) of the Regulations is authorized by Section 1008 of the Regulations for an already trained individual.

A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date : Friday, October 23, 1981
Time : 10:00 A.M.
Place: Holiday Inn - Holidome
U.S. Highway 80 and Madison Avenue
Sacramento, California

INFORMATIVE DIGEST

Existing guidelines for a waiver of attendance of the POST-certified Basic Course specify that an individual requesting an evaluation of prior law enforcement training must be employed at the time of the request with a California law enforcement agency participating in the POST program. The present evaluation and examination process is provided free of charge.

Penal Code Section 13511, amended effective July 1, 1981, requires that a waiver of attendance of a POST-certified Basic Course be made available for individuals under consideration for hire by an agency participating in the POST program, as well as for a currently employed peace officer. The amendment also specifies the Commission shall charge a fee to cover the administrative costs associated with the evaluation and examination process.

Commission Procedure Section D-11 establishes guidelines relating to the training acceptable to the Commission for evaluation purposes, and the conditions for examination and re-examination. The guidelines also specify the Commission's authority to establish any fees associated with the evaluation and examination process.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed. Written comments must be received by the Commission not later than 5 p.m. on October 16, 1981, in order for the Commission to take them into consideration. The Commission, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals as presented, or may modify such proposals if such modifications are directly related to the subjects or issues so noticed.

The Commission has prepared a statement of the purpose of the action and information upon which it is relying in proposing the above action.

Copies of the exact language of the proposed Commission Procedure and of the statement of purpose may be obtained at the hearing, or prior to the hearing, upon request from the Commission on POST, 7100 Bowling Drive, Sacramento, California 95823.

The proposed amendments have no cost to local, state, or federal government pursuant to Section 2231 of the Revenue and Taxation Code.

Inquiries may be directed to Beverley Clemons (916) 445-0345.

*Revised:
January 1, 1982

Training

WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

PURPOSE

~~11-1. Establishes Guidelines: This Commission Procedure implements the guidelines for determining equivalent training for newly employed or re-employed peace officers who do not possess a POST Basic Certificate, and reserve officers to be assigned Level I responsibilities. The waiver of basic training for an already trained peace officer who has completed equivalent training is authorized by Section 1008 of the Regulations.~~

11-1. Establishes Guidelines: This Commission Procedure establishes the guidelines for determining whether or not an individual's prior law enforcement training is sufficient to qualify for the issuance of a waiver of attendance of a POST-certified Basic Course. The requirements of the Basic Course are specified in PAM Section D-1. A waiver of attendance of a POST-certified Basic Course is authorized by Section 1008 of the Regulations.

- a. A waiver of attendance of a POST-certified Basic Course shall be determined through an assessment process, including evaluation and examination. The waiver process assists an agency in determining whether or not an individual should be required to attend a POST-certified Basic Course, and does not propose to determine whether or not the individual should be hired.

EVALUATION AND EXAMINATION FEE

11-2. Fee: A fee to cover administrative costs of evaluation, examination, and re-examination, if applicable, shall be charged by the Commission. The appropriate fee must accompany the request for evaluation, examination, and re-examination. The appropriate fee shall be determined by the Commission and shall be based on actual expenditures related to this procedure.

ELIGIBILITY

11-3. Eligibility For Evaluation: The individual for whom the request for evaluation of prior training is being made must be currently employed or under consideration for hire as a full-time law enforcement officer, as defined by Regulations Sections 1001(1). The request for evaluation of prior law enforcement training may only be submitted to POST by an agency participating in a POST Program.

~~a. The individual must be currently employed by the requesting agency as a full-time law enforcement officer (as defined by Regulation 1001(1)) or appointed as a reserve officer to be assigned Level I duties in order to have prior training evaluated for eligibility to take the POST Basic Course Equivalency Examination (BCEE). During the evaluation and testing process, the employed regular officer may exercise peace officer powers while participating in a POST-approved field training program for a maximum of 90 days from date of employment. (See PAM, Section D-13)~~

- a. An individual is under consideration for hire when POST receives a statement from the agency head attesting to the fact that the agency has accepted an employment application from the individual and the individual is under consideration for hire.

EQUIVALENT TRAINING

- ~~a. Each equivalency evaluation request must be accompanied by a comparison of the individual's completed training which has been made by the requesting department, using POST Form 2-260. Information provided must specify the basis upon which the equivalency is being declared and specify training that can be verified when compared to PAM, Section D-1 or D-12, as appropriate to the Basic Course training requirements for the employing agency.~~
- ~~b. When POST determines that the training material submitted in support of an equivalency evaluation request is equivalent to the existing basic training requirement, a Basic Course Equivalency Examination (BCEE) will be scheduled and administered. The department and individual will be notified of the results of the examination.~~

EVALUATION OF TRAINING

11-4. Agency Comparison of Completed Training: and Examination: The agency shall compare the individual's already completed peace officer training against the current minimum basic course training requirements as specified in PAM, Section D-1, Basic Course. The training that is applicable shall be documented by the agency on the Evaluation of Training Schedule, POST Form 2-260. Satisfactory training in each of the functional areas must be documented on the form

and verified by supporting documents prior to requesting an evaluation from.

POST. Satisfactory training must have been completed in each of the functional areas in order for the individual to be eligible to take the Basic Course Waiver Examination (BCWE).

a. In order for the individual's prior training to be evaluated, a minimum of 200 hours of the required 400 hours shall be basic training completed in an academy certified or approved by the Commission or a similar POST agency in another state, a California reserve academy, or a Federal agency law enforcement basic academy. The remaining 200 hours may be law enforcement training completed other than in a basic academy, or may be college or university courses in criminal justice subjects taken at an accredited institution and supported by transcripts.

1. College or university credit in specific subject areas may only be applied to those subjects not covered through law enforcement training.

2. One semester unit shall be equal to a maximum of 20 training hours and one quarter unit shall be equal to a maximum of 14 training hours.

b. Prior training and education must be in the specific subjects presented in the Basic Course in order to be acceptable for evaluation.

1. The completed POST Form 2-260, along with all supporting documents verifying such training and education, shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267.

2. The Application Form POST 2-267 is to be signed by the applicant and department head in Section 1, Request for Evaluation.

3. Each evaluation request must be accompanied by the appropriate fee in the form of a certified check or money order made payable to the Commission on POST.

~~11-5. Training and Education accepted by POST for Evaluation: POST staff will evaluate documentation of training and education, including POST-certified Reserve Courses, submitted under the provisions of Commission Regulation 1003 which may be equivalent to the training required for the Basic Course.~~

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260 and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify the findings of the agency. POST will accept for evaluation purposes, copies of peace officer academy course and reserve officer course outlines. All training must be verified by a certificate of completion or a course roster. If college courses are used in addition to training, a copy of the individual's college transcript must be submitted. POST may require additional verification documents to evaluate the individual's training.

a. The agency and the individual will be notified of the results of POST's evaluation.

1. If the evaluation shows that prior training is sufficient in each of the functional areas, the individual will be eligible to take the Basic Course Waiver Examination.
2. If prior training is not sufficient in one or more functional areas, the individual shall have up to 180 days from date of evaluation to provide additional verification documents of completed training without an additional evaluation fee.

BASIC COURSE WAIVER EXAMINATION

11-6. Examination Scheduling: A Basic Course Waiver Examination will be scheduled upon receipt of the appropriate examination fee and the signed application form.

- a. The Application for Assessment of Basic Course Training, POST Form 2-267, signed by the applicant and the department head in Section 2, Request for Examination, is to be submitted to POST with the appropriate examination fee in the form of a certified check or money order made payable to the Commission on POST.
- b. Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of applicants eligible to take the examination. The geographic location of the applicant will be taken into consideration in determining the most appropriate location for the examination to be administered.

1. The agency and applicant will be notified of the examination date, time, and location.

EQUIVALENCY

11-7. Requirement for Successful Completion of the Basic Course Waiver

Examination: ~~Each individual who takes the BCEE must pass with a minimum score of at least 70% on each of the modules in order to satisfy the Basic Course training requirement.~~ The examination is divided into twelve (12) modules covering all functional areas of the POST Basic Course. An individual who takes the examination must demonstrate competency within each functional area by passing each of the modules.

~~a. If the individual receives a score of less than 70% on each of three or fewer modules, he/she will be allowed to remediate the failed modules to satisfy the Basic Course training requirements provided the aggregate test score is 70% or better.~~

a. If the individual fails three or fewer modules, the following options are available to successfully complete the failed modules:

1. A re-examination may be taken on the failed module(s) (see Section 11-8 of this procedure).
2. Re-training of the failed module(s) at a POST-certified or approved course or at an accredited college or university (see Section 11-9 of this procedure).

b. If the individual fails receives a scores of less than 70% on each of four or more modules, re-training or re-examination shall not be allowed. fails to achieve a minimum aggregate test score of at least 70%, regardless of the number of modules failed, he/she is required to satisfactorily complete a POST-certified Basic Course. The individual must then satisfactorily complete a POST-certified Basic Course in order to exercise the powers of a peace officer.

~~1. If the department has a POST-approved Field Training Program, the individual, if to exercise peace officer powers, may be assigned to participate in such program for a maximum of 90 days from date of employment while making up the failed modules of the examination, or before being enrolled in a certified Basic Course (PAM, Section D 11 2a).~~

~~2. If the department does not have a POST-approved Field Training Program, the individual does not have peace officer powers until the training requirement of the Basic Course has been satisfactorily completed.~~

RE-EXAMINATION

11-8. Re-Examination: The re-examination may be taken after expiration of 30 days from the original examination date, but no later than 180 days from the original examination date. The re-examination shall include all previously failed modules not completed through the re-training option. The re-examination shall be allowed one time only.

- a. A letter from the agency requesting a re-examination on the failed modules, must be submitted to POST with the appropriate re-examination fee in the form of a certified check or money order made payable to the Commission on POST.
- b. The agency and the individual will then be notified of the re-examination date, time, and location.
- c. An individual who fails to be re-examined within 180 days from the date of the original examination, or fails any module of the re-examination and is employed as a peace officer must then satisfactorily complete a POST-certified Basic Course in order to exercise the powers of a peace officer.

~~11-7. Remediation of Failed Modules: An individual who receives a score of less than 70% on each of three or fewer modules of the BCEE must satisfactorily complete these modules at a POST-certified basic academy, or at any institution approved by the Commission, prior to exercising peace officer powers. The department head has the discretion of requiring the individual to satisfactorily complete a full, certified Basic Course in lieu of making up the failed modules.~~

RE-TRAINING

11-9. Re-training: Re-training will be allowed in the failed modules not completed through the re-examination option. Re-training shall be allowed one time only, and only as an alternative to re-examination.

- a. Re-training may be completed through a POST-certified or approved course, or an accredited college or university course in the specific subject area of the failed module(s). Arrangements for scheduling the re-training are the responsibility of the agency or individual. A fee may be charged by the presenter of the re-training course.
- b. Verificaton of satisfactory completion of the required hours and specified subjects, including testing, submitted to POST within 180 days from the original examination date will serve to satisfy the re-training requirement of the failed modules.
- c. Following appropriate re-training, no additional re-examination of the failed modules will be required by POST.
- d. An individual who fails to be re-trained within 180 days from the date of the original examination or fails the re-training course and is employed as a peace officer must then satisfactorily complete a POST-certified Basic Course to exercise the powers of a peace officer.

ISSUANCE OF WAIVER

- 11-12. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be issued by POST. The waiver shall be valid for a period of time in accordance with Section 11-13 of this procedure.

PRIOR POST-CERTIFIED BASIC COURSE TRAINING

11-13. The following applies to an individual who has previously completed a POST-certified Basic Course, or has been issued a Waiver of Attendance of a POST-certified Basic Course (Section D-11-12 of this procedure) and who has not been awarded a POST Basic Certificate, or higher certificate, and has not been continuously employed as a California peace officer as defined in Commission Regulations Section 1001(1), and who is desiring to be employed or re-employed as a full-time California peace officer in an agency participating in a POST Program.

~~a. b.~~ An individual who satisfactorily completed A POST-certified Basic Course completed on or after January 1, 1973, including those certified under the former 200 hour POST Basic Course standards, are is, except as otherwise determined by the Commission, deemed to satisfy the have met the current minimum training requirements of either the regular Basic Course (PAM Section D-1), or the Specialized Basic Investigators Course (PAM, Section D-12), and no evaluation or testing is required. (Refer PAM, Section D-1 and D-12)

~~b. e.~~ A POST-certified Basic Course training completed prior to January 1, 1973, shall not be deemed to have does not satisfy the current minimum basic training requirement. A waiver of attendance of a POST-certified Basic Course basic training must, through the evaluation and testing process, may be requested in accordance with this procedure in order to meet the current minimum training requirements for PAM, Section D-1 or D-12, as appropriate to the type of agency of employment. either the Basic Course or the Specialized Basic Investigators Course, as determined by the Commission.

~~10. The evaluation and testing process shall be followed in all cases when the peace officer was trained in another state and is appointed for the first time as a California peace officer. Training completed by persons being re-employed as a California peace officer will be evaluated and tested, as determined by the Commission.~~

11-14. Basic Course Acceptable for Specialized Basic Investigators Course:

An individual whose previous training meets satisfies the current minimum Basic Course PAM, Section D-1 training requirement is deemed by the Commission to meet the minimum training requirement of the Specialized Basic Investigators Course. PAM, Section D-12. ~~However an individual who has completed the training requirement of PAM Section D-12 must document training equivalent to the PAM, Section D-1 requirement through the evaluation and testing process.~~

11-15. Specialized Basic Investigators Course Not Acceptable For Basic

Course: An individual whose previous training satisfies the current minimum Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course. A request for a Waiver of Attendance of a POST-certified Basic Course may be made in accordance with this procedure.

ADDENDUM TO PUBLIC HEARING
ON COMMISSION PROCEDURE D-11

The California Association of Police Training Officers (CAPTO) submitted written comments in regard to D-11, on re-training as an alternative to re-testing on failed modules.

After reviewing this issue, staff is recommending that re-training as an alternative to re-testing be retained in the guidelines. However, recommendation is being made to only allow re-training to be completed through and approved by an institution certified to present the Basic Course. Proposed amendment is as follows which would replace Section D-11-7(a)(2) and D-11-9(a).

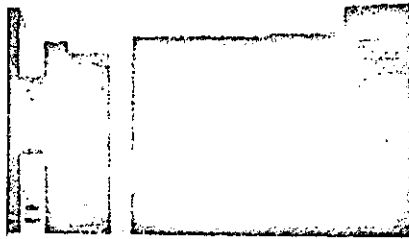
11-7(a)(2) - Re-training of the failed module(s) may only be completed through and approved by an institution certified to present the Basic Course.

11-9(a) - Re-training of the failed module(s) may only be completed through and approved by an institution certified to present the Basic Course. Arrangements for scheduling the re-training are the responsibility of the agency or individual. A fee may be charged by the presenter of the re-training course.

Recommended action of the Commission is to approve the wording of the above-stated proposed amendments and approve that they replace Section D-11-7(a)(2) and D-11-9(a), respectively, as specified in the proposed text of D-11.

CAPTO

"Professionalization through Training"



CALIFORNIA ASSOCIATION OF POLICE TRAINING OFFICERS

October 13, 1981

Mr. Norman Boehm
Commission on Peace Officer Standards and Training
7100 Bowling Drive
Sacramento, CA 95823

RE: Basic Course Equivalency Exam

Dear Mr. Boehm,

At our State Board meeting on October 12, 1981, in Ventura, one of the agenda items was the Basic Course Equivalency Exam (BCEE), Commission Procedure D-11. Ron Allen of your office was present. He was able to offer answers for many of our questions. However, two concerns we have he did not have answers for.

Training Evaluation Process Section 11-4 (a)

Does this permit a person who has failed out of an academy, but has completed 200 hours, to then attend college classes (junior college or state college AJ programs) for the remainder of the 400 hours, and thus qualify for the BCEE?

If not, the wording needs to be changed to state ".....successful completion of an academy....." is required in order to be considered for the BCEE.

Retraining Section 11-9

We are concerned that if POST permits a person who fails a functional area test of the BCEE to go to a school for retraining, and NOT retake POST's exam, that the validity of taking the BCEE to begin with will be lost.

We would like to see POST continue with its current policy of having the person re-test with POST's exam.

Thank you for your attention to these concerns. If you need to have more information about these questions, I can be contacted at UC Berkeley PD (415) 642-6760.

Sincerely,

Jeanne M. Cook
Jeanne M. Cook
President - CAPTO North

Michael L. Sorg
Michael Sorg
President - CAPTO South

JMC:jc

attachments: D-11-4(a)
D-11-9

1. The agency and applicant will be notified of the examination date, time, and location.

EQUIVALENCY

11-7. Requirement for Successful Completion of the Basic Course Waiver

Examination: ~~Each individual who takes the BCEE must pass with a minimum score of at least 70% on each of the modules in order to satisfy the Basic Course training requirement.~~ The examination is divided into twelve (12) modules covering all functional areas of the POST Basic Course. An individual who takes the examination must demonstrate competency within each functional area by passing each of the modules.

~~a. If the individual receives a score of less than 70% on each of three or fewer modules, he/she will be allowed to remediate the failed modules to satisfy the Basic Course training requirements provided the aggregate test score is 70% or better.~~

a. If the individual fails three or fewer modules, the following options are available to successfully complete the failed modules:

1. A re-examination may be taken on the failed module(s) (see Section 11-8 of this procedure).
2. Re-training of the failed module(s) at a POST-certified or approved course or at an accredited college or university (see Section 11-9 of this procedure).

- a. Re-training may be completed through a POST-certified or approved course, or an accredited college or university course in the specific subject area of the failed module(s). Arrangements for scheduling the re-training are the responsibility of the agency or individual. A fee may be charged by the presenter of the re-training course.
- b. Verificaton of satisfactory completion of the required hours and specified subjects, including testing, submitted to POST within 180 days from the original examination date will serve to satisfy the re-training requirement of the failed modules.
- c. Following appropriate re-training, no additional re-examination of the failed modules will be required by POST.
- d. An individual who fails to be re-trained within 180 days from the date of the original examination or fails the re-training course and is employed as a peace officer must then satisfactorily complete a POST-certified Basic Course to exercise the powers of a peace officer.

ISSUANCE OF WAIVER

- 11-12. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be issued by POST. The waiver shall be valid for a period of time in accordance with Section 11-13 of this procedure.

CALIFORNIA PEACE OFFICER'S LEGAL SOURCEBOOK

Background

The Office of the Attorney General is committed to develop, publish, distribute and maintain the California Peace Officer's Legal Sourcebook. Targeted groups to receive the document, which analyzes and simplifies constitutional limitations, statutory constraints, statutory law and dynamic case law, are the 45,000 city police officers, county sheriff's deputies, members of the California Highway Patrol and other officers in the POST regular program who deliver law enforcement services to the citizens of California on a daily basis, as well as deputy district attorneys who determine whether cases are filed and prosecutions initiated. The funding requirement for the publication of 50,000 copies is estimated at \$350,000.

The concept of placing such a legal resource in the hands of line law enforcement officers and prosecutors, with revisions as necessary, is long overdue and has been met with enthusiasm from every individual, association and group advised of its forthcoming publication and proposed content.

The effective utilization of the Sourcebook appears endless. It will serve as an immediate reference to the field officer on the street and to the complaint deputy in the district attorney's office; a resource for the initial and continuing education and training of peace officers in basic academies, advanced officer courses and field training programs; and through current police knowledge in arrest situations, reduce backlogs in the courts generated by inappropriate arrests; and serve to reduce dismissals and reductions of charges in plea bargaining adverse to the prosecution in those arrests which will sustain successful prosecution.

Additional benefits will accrue to cities, counties and state agencies which may utilize the Sourcebook in the preparation of legal aspects of promotional examinations. The resulting extensive study efforts will enhance the knowledge of street officers and create higher quality arrests, searches and seizures.

Finally, the California Peace Officer's Legal Sourcebook will provide, through timely revision based on new legislation and case law decisions, up-to-date knowledge and uniform statewide application by peace officers and prosecutors. It is anticipated that such revision will be accomplished by existing staff within the Criminal Division with printing and distribution by the Legal Information Center.

In March 1981, the Attorney General's Office initiated the development of the Sourcebook by hiring a special consultant on a nine-month basis to write the document, which is designed to improve upon a similar publication prepared by the State of Arizona.

The development of the document is in progress and is expected to be ready for publication prior to the end of Fiscal Year 1981-1982. The development methodology and anticipated time frame of the Sourcebook are clearly depicted in the following appendices which will be provided at a later date:

- . Chart of Goal, Objectives, and Activities (Appendix A)
- . Chronology of Activities to Date (Appendix B)
- . Draft Flow and Approval Process (Appendix C)
- . Chapter Titles and Comparison to Arizona Document (Appendix D)
- . Roster of Subject Matter Experts-Instructors, Prosecutors, and Judges (Appendix E)
- . Printing and Distribution Proposals (Appendix F)
- . Cost Estimates (Appendix G)
- . Comparison Financial Value and Salary Reimbursement in Selected Agencies

Issue

The issue is simple, while its resolution involves alternatives with extensive implications. The broad issue is how the initial publication of 50,000 copies of the Sourcebook will be funded. Alternatives are presented with their associated assets and liabilities from the funding source's point of view.

- . Peace Officer's Training Fund (Commission on Peace Officer Standards and Training (POST))

Obviously, the most appropriate funding source is the Peace Officer's Training Fund (POTF) administered by POST.

An appropriation for the publication of the Sourcebook is a legal, logical and appropriate use of the POTF and entirely within the intent of enabling legislation. Penal Code Section 13503(e) authorizes POST to develop and implement programs, and Section 13504 requires the Attorney General to render assistance, insofar as possible, to meet legislative intent encompassed in POST's initial and basic regulation (1000), which provides its purpose: To raise the level of competence of law enforcement and to provide services to local law enforcement. Further, the Commission's Regulation 1016(c) provides authorization to the Commission to periodically publish manuals to local departments in achieving the objectives of the enabling act.

There is no question that POST can legally fund the publication of the Sourcebook in accordance with the Penal Code and its regulations contained in the Administrative Code.

The Commission staff anticipates an increase in revenues resulting from Assembly Bill 210. This bill is expected to increase the POTF revenue by \$4,000,000 annually. The POTF retains a reserve of over \$3,000,000 and is currently budgeted to continue that reserve through Fiscal Year 1982-1983.

Utilization of the POTF reserves is simply a question of priorities to be established by the Commission, resulting from staff recommendations. After reviewing the budget change proposals (Fiscal Year 1982-1983) developed by the POST staff, it is evident that a sound and successful argument can be presented to the Commission proposing that funding of the Sourcebook should receive the highest priority.

Advantages (POST)

- . Meets POST's purpose (Regulation 1000) to raise the level of competence of and provide services to law enforcement.
- . Provides a direct benefit to each law enforcement officer in the POST program.
- . Clearly meets the requirements of Penal Code Section 13523 regarding equally proportionate aid to cities, counties, and districts.
- . No staff time is required other than administrative transfer of allocation.
- . Will be provided on a continuing basis following publication, including initial distribution, sales and subscription services to outside agencies, revision, preparation and distribution.
- . Will serve as a valuable teaching resource in certified basic courses enabling academies to reduce the extensive cost of handout materials.
- . Will provide parenthetical references to POST basic course performance objectives throughout the text with design to conform with sequencing.
- . Will serve as a resource in advanced officer courses and technical courses with legal subject matter.
- . Will provide study and evaluation material in field training programs.
- . Associated video programs, developed by the Attorney General's Office on selected chapters, will serve as teaching aids in certified courses, as well as roll call training, if desired.
- . Precedent has been established by the Commission in prior publications, i.e., Code of Professional Conduct (40,000), Sheriff's Civil Manual, CAPTO Media Catalog, etc.
- . Budget allocation is clearly an aid to local government, rather than administrative cost.
- . Will provide favorable response to the desires of statewide law enforcement groups and associations which either endorse or support the sourcebook concept.

Disadvantages (POST)

- . Will reduce the reserve of the POTF.
- . Will be viewed by some agencies as a potential dilution of funds available for reimbursement.
- . Will adversely impact on other budget change proposals currently pending.

01

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Additional Items Relating to Waiver of Attendance of POST-Certified Basic Course		Meeting Date October 23, 1981
Bureau Training Program Services	Reviewed By <i>Gene De Croux</i>	Researched By Beverley Clemons <i>De C.</i>
Executive Director Approval <i>William C. Bell</i>	Date of Approval 10-6-81	Date of Report October 1, 1981
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

Two issues relating to the Waiver of Attendance of a POST-certified Basic Course have been identified as needing Commission action. These issues are:

1. Should a fee be charged for the assessment process for a waiver of attendance of a POST-certified Basic or Specialized Investigators Basic Course for (1) an individual under consideration for hire by a specialized agency, or (2) a Level I reserve officer currently assigned or under consideration for such assignment by an agency in the POST program?
2. Is it the Commission's intent to retain a fixed date of January 1, 1973 (PAM Section D-11, revised paragraph 11-13) for accepting Basic Course training completed after that date as satisfying the current Basic Course training requirements?

BACKGROUND

Issue I

Amendment to PC 13511 requires the Commission to make available testing as an alternative to attending a POST-certified Basic Course for an already trained peace officer. The intent of the law is directed toward regular peace officers of city and county agencies. The amended law also requires the Commission to charge a fee for administrative costs of the evaluation and testing process. The agencies in the Specialized Program and the Reserve Program were not specifically affected by the law.

By Commission action, the agencies in the Specialized Program have been authorized by the provisions of Commission Procedure D-11 to participate in the Basic Course evaluation and examination process.

Regulation Section 1005(a)(3) provides that the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course for the Basic Course for its officers whose primary duties are investigative. The training required for the specialized peace officer whose duties are primarily investigative is not the same as for a regular officer (Reference Revised Pam D-11-15).

The training required for the Specialized peace officer whose duties are primarily general enforcement would be the same as for regular peace officers.

Utilize reverse side if needed

With the exception of those specialized agencies designated as investigative, the same evaluative process is involved for agencies in the Specialized Program as for agencies in the Regular Program. Likewise, the same Basic Course Waiver Examination (formerly Basic Course Equivalency Examination) is given. The Specialized agency investigative peace officer participates in an evaluation and examination process that does not generally meet the minimum training requirements of the Basic Course.

Issue 2

At the October, 1979 Commission meeting, the guidelines for the Basic Course Evaluation and Examination Process were adopted. Included in those guidelines was the provision that "an individual who satisfactorily completed a POST-certified Basic Course on or after January 1, 1973 . . ." would not have to complete additional Basic Course training in order to satisfy the minimum current training requirements. Individuals completing a POST-certified Basic Course prior to January 1, 1973, would have to either complete the current Basic Course at the time of appointment or have the prior training evaluated for eligibility to take the Basic Course Equivalency Examination. The effective date of the procedural guidelines was January 1, 1980.

The date of January 1, 1973 was selected because the majority of the basic academies at that time were presenting at least 400 hours or more of training. The January 1, 1973 date provided seven years for an already trained California peace officer to re-enter California law enforcement without being re-trained or tested.

At the July 16, 1981 meeting, the Commission approved the Task Force on Education and Training's (Pre-Employment Training and Education) recommendation to limit acceptance of the Basic Course from the period between training to employment to three years. Beyond three years, the equivalency process would be invoked.

ANALYSIS

Issue 1

The evaluation of prior training involves the same process for Specialized agencies, Level I reserve officers, and agencies in the Regular Program. The same examination is given in all cases except for Specialized Investigators. The administrative costs involved are the same, however, PC 13511(b) requires the Commission to charge a fee for the evaluation and examination process to only individuals employed or under consideration for hire by an agency participating in the POST program. The intent of the law is directed towards agencies in the Regular Program.

It is possible, under the current guidelines for a Level I reserve officer and an individual in a specialized agency designated as general enforcement to apply for a Waiver of Attendance of a POST-certified Basic Course, be evaluated and tested without any fee. The end result of having satisfied the current Basic Course training requirements would qualify the individual to be hired as a full-time regular peace officer. The provisions of 832.6(d) specify that "the Commission may establish and levy appropriate fees" for testing to satisfy reserve training standards. Presently, no fee is being charged for this service.

Option 1

To be equitable to all agencies and individuals requesting a waiver of attendance of a POST-certified Basic Course or a POST-certified Specialized Basic Investigators Course and to provide consistency in policy, the same criteria (including fee) should be applied for all such requests. The inclusion of reserve peace officers and Specialized agency peace officers in the provisions of PAM Section D-11 would provide for this equity and consistency.

This policy would establish that the same fees would be charged for all waiver requests regardless of category of agency or peace officer assignment.

Option 2

During the past 12 months, requests for evaluation and testing have been received as follows:

Level I Reserves	0
Specialized Agencies - Regular Basic	9
" " - Investigator Basic	6

Due to the relative low volume in these categories, charge a fee to only individuals employed or under consideration for hire by an agency in the Regular Program as specified in PC 13511.

Issue 2

When the Commission adopted the January 1, 1973 date, it provided a seven (7) year span that would be acceptable as satisfying the minimum current basic training requirements without retraining. By having a "fixed date" obviously that span increases as time goes by. The Basic Course Performance Objectives became effective July 1, 1980, and at that time, a 400-hour course became mandatory. Recognizing the Commission's intent to place credibility on the POST-certified Basic Course training after January 1, 1973, while at the same time recognizing the changes in the curriculum after that time, perhaps a specified number of years rather than a "fixed date" would be more appropriate.

A POST Consultant has been assigned full time to the Basic Course project and the Basic Course Consortium Committee is continuously reviewing all of the performance objectives by functional area. It is anticipated that substantive changes will be made periodically to the Basic Course, necessitated by social issues, contemporary issues, and changes in the law. Also, the retention period between completion of training and employment is a consideration for pre-service persons. At the July 16, 1981 meeting, the Commission adopted the Task Force on Education and Training's recommendation that "a limit of three years should be established within which a pre-service student must be employed. After that, the equivalence testing process must be invoked."

The present policy of a fixed date is in conflict with the Commission's action of July, 1981.

It is being recommended that PAM Section D-11 be amended to delete references to January 1, 1973 and to read as follows:

11-13(a) A POST-certified Basic Course ~~completed on or after January 1, 1973, including those certified under the former 200 hour POST Basic Course standards,~~ are less than three (3) years from date of application, is deemed to satisfy the current minimum training requirements of either the Basic Course (PAM Section D-1), or the Specialized Basic Investigators Course (PAM Section D-12), and no evaluation or testing is required.

11-13(b) A POST-certified Basic Course ~~completed prior to January 1, 1973,~~ more than three (3) years from date of application, does not satisfy the current minimum basic training requirement. A waiver of attendance of a POST-certified Basic Course may be requested in accordance with this procedure in order to meet the current minimum training requirements for either the Basic Course or the Specialized Basic Investigators Course, as determined by the Commission.

NOTE: These sections refer to a person who has completed a prior POST-certified Basic Course, and has not been awarded a POST-Basic Certificate, or higher certificate, and has not been continuously employed as a California peace officer as defined in the Commission Regulations Section 1001 (1).
Refer: PAM Section D-11-13 (Revised). See Tab D

RECOMMENDATIONS

The action being requested by the Commission is as follows:

Issue 1

Approve Option 1 which provides that the following peace officer categories be included in PAM Section D-11, Waiver of Attendance of a POST-certified Basic Course and the charging of appropriate fees for all waiver requests.

1. An individual employed or under consideration for hire by a specialized agency, either general enforcement or investigative.
2. A Level I reserve under consideration for such an assignment by an agency in the POST program.

Issue 2

Abolish the fixed date of January 1, 1973, and approve that the certified Basic Course be honored for a maximum time period of three years for persons not continuously employed and certificated.

Memorandum

: COMMISSION MEMBERS

Date : October 7, 1981

From : ROBERT L. VERNON, Chairman, Budget Committee
Commission on Peace Officer Standards and Training

Subject: BUDGET CHANGE PROPOSALS FOR 1982-83 FISCAL YEAR.

In order to meet the state deadline for the submission of BCP's, the Budget Committee of the Commission convened in Los Angeles on September 10, 1981 and approved the attached Budget Change Proposals to the 1982-83 budget. Approval was made contingent on the passage of Senate Bill 210, which provides additional revenue to the Peace Officers' Training Fund. Senate Bill 210 has since passed and has been signed into law by the Governor, effective January 1, 1982.

The Budget Change Proposals and corresponding one year costs are as follows:

1. Selection Standards Research Required by 13510 P.C.	\$329,143
2. Establishment of a Basic Training Test Item Bank	86,355
3. Use of Video as a Training Medium	295,477
4. Conversion of Key Data Operators from Contract to Authorized Positions	-0-
5. Salary Reimbursement Maintenance	<u>3,307,041</u>
TOTAL -	\$4,018,016

The Budget Change Proposal covering video training was approved subject to the proviso that no expenditures will be made towards the development of this proposal without further review by the Budget Committee.

If the Commission approves of these proposals, an appropriate action would be a motion to accept the recommendation of the Budget Committee that the Budget Change Proposals be approved.

Attachments: Fund Analysis Summary
 Budget Change Proposals

PROJECTED 1982-83 BUDGET, BCP and
FUND BALANCE ANALYSIS SUMMARY

Beginning Fund Balance	\$ 3,195,973
Est. 1982-83 Revenue	20,500,000 *
Est. 1982-83 Baseline Expenditure	(19,256,197)
Est. 1982-83 Ending Balance	4,439,776
Less Budget Change Proposals	
BCP S-1 A.B. 1310	\$ 329,143
BCP S-2 Test Item Bank	86,355
BCP T-1 Video	295,477
BCP A-1 KDO	-0-
BCP AC-1 Salary Supplement	3,307,041.
	(4,018,016)
Est. Ending Fund Balance After BCP's	421,957

* Includes \$4,000,000 revenues to be generated by S.B. 210

DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING



1000 BOWLING DRIVE, SUITE 250

SACRAMENTO 95823

September 14, 1981

EXECUTIVE OFFICE

General Administration
(916) 445-4515OPERATIONS DIVISION
Standards and Training
Management Counseling
(916) 445-0345ADMINISTRATION DIVISION
Administration
(916) 322-2235
Center for Police Management
(916) 445-4515Certified Course Records
(916) 322-2180Professional Certificates
(916) 322-2237Reimbursements
(916) 322-2238Resource Library
(916) 445-4515Standards Validation Unit
(916) 322-3492

Robert L. Harris, Program Budget Manager
Department of Finance, Budget Division
General Government
1025 "P" Street
Sacramento, CA 95814

Dear Mr. Harris:

Re: Budget Change for the 1982/83 Fiscal Year

The Commission on Peace Officer Standards and Training has evaluated areas requiring the submission of Budget Change Proposals for the 1982/83 Fiscal Year and is submitting five BCP's for representing the requirements necessary to implement the needs found during this evaluation. The BCP's will enable POST to initiate research concerning job-related minimum standards for physical ability, vision, hearing, education, and emotional stability as mandated by A.B. 1310, 1980; establish an automated bank of test-item questions from which proficiency and/or academy examinations may be assembled; develop a video resource program to enhance the quality and expand availability of POST-certified training courses; maintain data-input operations at cost savings; and provide salary reimbursement to local agencies at 45% for those officers taken off line for training in specified categories.

The total funding required is \$4,018,016, which is comprised of the BCP's as follows:

<u>BCP No.</u>	<u>State Operation</u>	<u>Local Assistance</u>
S-1	A.B. 1310	\$ 329,143
S-2	Test Item Bank	86,355
T-1	Video	295,477
A-1	Key Data Operator	-0-
AC-1	Salary Supplement	\$ 3,307,041
		<u>\$ 710,975</u>
		\$ 3,307,041

I look forward to meeting and discussing the BCP's with you. If there are any immediate questions regarding the materials contained within, please feel free to call 5-4515.

Sincerely,

NORMAN C. BOEHM
Executive Director

Enclosures

BUDGET CHANGE PROPOSAL

1982-83 Fiscal Year

CFIS Code 812	PRIORITY
Character 1	Request S-1
Special Key	Date Sept. 8, 1981

DEPARTMENT Commission on Peace Officer Standards & Training	PROGRAM Standards and Evaluation Services
--	--

ELEMENT	COMPONENT
---------	-----------

I. DESCRIPTION OF EXISTING PROGRAM (Do not exceed this space)
 The objectives of the Standards activities of the Commission are to establish and insure compliance with job-related selection standards; to establish procedure for systematic and quantitative personnel assessments; and to provide a management consultation service for local agencies. Research in the area of peace officer selection-training, field compliance audits, management counseling to local agencies, law enforcement certificate issuance and development of training and performance examinations are performed by personnel in the Standards and Evaluation Services Program.

- II. NATURE OF PROPOSAL**
- Scheduled Justification of Program Base
 - Program Maintenance (Workload Adjustment)
 - Adding a New Function
 - Expanding an Existing Function
 - Reducing or Eliminating an Existing Function
 - Redirecting an Existing Function
 - Implementing Legislation

SUMMARY OF PROPOSED CHANGES (Do not exceed this space) VISION, HEARING; PHYSICAL ABILITY, EMOTIONAL STABILITY AND EMOTIONAL STANDARDS
 Proposes that POST initiate research to comply with legislative mandate of AB 1310 (P.O.S.T. to conduct research concerning statewide job-related minimum standards for physical ability, vision, hearing minimum education, emotional stability by January 1, 1985).

III. FISCAL IMPACT	PAST YEAR	CURRENT YEAR	BUDGET YEAR
Existing Program Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	_____
Other Funds	_____	\$ 820,654	\$ 820,654
Reimbursements	_____	_____	_____
Personnel-Years		21.0	21.0
Proposed Changes--Total:			
General Fund		_____	_____
Federal Funds		_____	_____
Special Funds		_____	329,143
Other Funds		_____	_____
Reimbursements		_____	_____
Personnel-Years		_____	5

<input type="checkbox"/>	REVIEWED BY	GOVERNOR'S ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	DATE	
<input type="checkbox"/>	APPROVED AGENCY	DATE
	DATE	

**BUDGET CHANGE PROPOSAL
FISCAL DETAIL**

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
			<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>

TOTAL SALARIES AND WAGES	\$		\$	119,946
Salary Savings			-	5,997
NET TOTAL SALARIES AND WAGES	\$		\$	113,949
Staff Benefits b/				36,464
TOTAL PERSONAL SERVICES	\$		\$	150,413
Operating Expenses and Equipment				
General Expense				8,005
Printing				
Communications				3,810
Postage				
Insurance				
Travel-in-State				33,000
Travel-Out-of-State				5,000
Training				
Facilities Operations				7,395
Utilities				
Consultant & Prof. Svcs: Interdept'l				
Consultant & Prof. Svcs: External				101,520
Departmental Services				
Consolidated Data Center				
Data Processing				20,000
Central Administrative Services				
Equipment				
Other Items of Expense				
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$		\$	178,730
SPECIAL ITEMS OF EXPENSE	\$		\$	
TOTAL EXPENDITURES	\$		\$	329,143
Source of Funds				
General Fund	\$		\$	
Special Funds				
Federal Funds				
Other Funds				
Reimbursements				

a/ List by classification as in Salaries and Wages Supplement. Use reverse side if needed.

b/ Provide detail on reverse.

Staff Benefits Detail:

QASDI	\$	\$
Health and Welfare Insurance		
Retirement ^{d/}		
Workers' Compensation		
Industrial Disability Leave		
Nonindustrial Disability Leave		
Unemployment Insurance		
Other		
TOTAL	\$	\$ 36,464

<u>Salaries and Wages^{f/}</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
Research Specialist II	1.00		2621-3167		
Research Specialist I	2.00		2386-2879		
Assoc. Programmer Analyst	.50		2073-2501		
Stenographer	1.50		1044-1210		
	<u>5.00</u>				

9/8/81

^{d/}List type of retirement, i.e., misc., safety, industrial, etc.
^{f/}Specify if continued from other side.

Background

AB 1310 requires POST to conduct research concerning statewide job-related minimum vision, hearing, education, emotional stability, and physical agility employment standards for the entry-level patrol position. Substantial resources must be devoted to the establishment of these standards for the following reasons:

1. Complex research will have to be conducted to establish these standards. For example, to be complete, research to establish minimum vision standards must address depth perception, binocular vision, color vision, night vision, field of vision, and visual acuity. Furthermore, a thorough investigation must be made of the effects and limitations of various corrective devices (e.g., different types of contact lenses). The great complexity of these research issues is evidenced by the fact that no conclusive research has been conducted to answer these questions.
2. Any standards established in these areas are likely to have adverse effect against members of a protected class (as defined by race, religion, sex, national origin, etc.), and thus fall under Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, or the various federal and state statutes prohibiting discrimination on the basis of physical handicap. Consequently, in addition to meeting recognized standards for scientific research, the research must comply with the extensive procedural requirements for establishing job-related selection standards which are outlined in the Federal Uniform Guidelines on Employee Selection Procedures, the American Psychological Association (APA) Standards for Educational and Psychological Tests, the APA Division 14 Guidelines, etc. The procedural requirements that must be satisfied to comply with these guidelines are extensive and demand, among other things:
 - a. A job analysis of the contents of the job (e.g., visual demands of the job)
 - b. Development of criteria of acceptable job performance (e.g., acceptable visual performance)
 - c. Completion of a validation study (using one of the acceptable validation methodologies) to establish the relationship between a measurement device (e.g., visual acuity measure) and acceptable job performance. (acceptable visual performance)
 - d. An analysis of the practical utility of implementing the measurement device (standards) in the employee selection process (using one of the recognized methodologies for establishing test utility)

- e. Completion and documentation of those actions taken to satisfy the alternate showing requirement (showing that no other standard exists having the same validity but less adverse impact against protected classes)
 - f. Where technically feasible, an analysis of test fairness
 - g. Extensive documentation of all research procedures, findings and conclusion
3. As mandated by the Legislature, all standards established by POST must be statewide standards. Thus, the complexity of the research is further compounded by the fact that any standard established by POST must be shown to be job-related across the over 400 police and sheriff departments in the POST program.

This requires that all research conducted by POST be multi-jurisdictional in scope, with special precautions taken to assure that representation is achieved with regard to the full range of variables that impact on the patrol job (size of department, location of department, population served by department, etc.)

Therefore, in order to satisfy the requirements of AB 1310, five major, complex validation studies are required. Each study represents a major effort, requiring expert input, sophisticated data collection and analysis, and the use of highly specialized equipment and/or measurement techniques.

Proposed Program

The initial planning for each project will be completed by existing POST staff in fiscal year 1981-82. The validation research needed to establish job-related standards will be conducted during fiscal years 1982-83 and 1983-84.

Three full-time research positions are included in the budget. The Research Specialist II will have primary responsibility for the technical aspects of the research effort (the five validation projects). The two Research Specialist I's will serve as primary researchers for each of the specific projects. As such, they will be responsible for developing proposed research methodologies, identifying and working with subject matter consultants (physicians, exercise physiologists, clinical psychologists, curriculum specialists, etc.), coordinating all project activities, analyzing all research results and developing final reports of findings and recommendations. The half-time Associate Programmer Analyst will be responsible for the processing and computer analysis of the extensive data that will be collected as part of the five projects, (e.g., establish data files, develop software and use existing software to analyze data). Duties of the proposed stenographers (one and one-half time position) will consist of providing general clerical and support services for the five projects (typing correspondence, maintaining files, coding data, typing reports, arranging meetings, etc.)

Given the nature of the projects, extensive reliance will be placed on contracting with medical and other specialists. Service performed under contract will consist primarily of: (1) general consultation, and (2) completion of specific project activities requiring special expertise and/or facilities/equipment (vision testing, stress testing, etc.). All contracts will thus serve the general purpose of providing POST staff with access to necessary expertise (whether it be in the form of specific or general services). However, POST staff will be responsible for overall project management (designing and conducting the projects) and in no instance will a complete project be contracted for. This approach will provide for both better quality control and enhanced ability to assist local agencies in program (standards) implementation (a significant portion of the research activities will be devoted to developing procedural manuals and other documents to assist local agencies in complying with POST mandated standards).

Consequences If BCP Not Approved

As indicated earlier, POST is mandated by law to perform this research. Without the additional staff, POST will be unable to carry out the very complex research necessary to establish job-related and legally defensible vision, hearing, emotional stability, education and physical agility standards within the time frame of AB 1310. Thus, approval of this BCP is critical to the successful achievement of the duties imposed on POST by the legislature. Furthermore, the legislation calling for these services is a reflection of the concerns and frustration expressed by local agencies over the need to have meaningful employment standards in these areas. With few exceptions, local agencies have neither the resources nor the expertise to carry out the research needed to establish the job-relatedness of employment standards. If POST does not perform the research, California agencies would simply have to do without meaningful standards in the five areas covered by AB 1310.

Budget Allocations for Fiscal Year 82/83*
 For BCP
 To Satisfy AB 1310 Requirements

	Physical Ability	Vision	Hearing	Min. Edu.	Emotional Stability	Man Year Totals
Research Specialist II	20%**	20%	20%	20%	20%	1.00
Research Specialist I	60%	30%	30%	20%	60%	2.00
Associate Programmer Analyst	5%	15%	15%	5%	10%	.50
Stenographer	20%	35%	35%	20%	40%	1.50

						<u>Dollars</u>
Contracts	\$7,400	21,850	27,020	11,200	34,050	101,520
Travel-in-state	5,000	7,000	7,000	4,000	10,000	33,000
Travel-out-of-state		1,500	1,500		2,000	5,000
Data Processing	3,000	3,500	3,500	1,000	9,000	20,000

* The same projected budget allocations will be necessary for fiscal year 83/84.

**Percent of a man year.

Assembly Bill No. 1310

Passed the Assembly August 31, 1980

Chief Clerk of the Assembly

Passed the Senate August 27, 1980

Secretary of the Senate

This bill was received by the Governor this _____
day of _____, 1980, at _____ o'clock ____ M.

Private Secretary of the Governor

CHAPTER _____

An act to amend Section 13510 of the Penal Code, relating to peace officer training.

LEGISLATIVE COUNSEL'S DIGEST

AB 1310, Young. Peace officer training.

Existing law requires the Commission on Peace Officer Standards and Training to adopt and amend rules establishing minimum standards relating to physical, mental, and moral fitness governing the recruitment of specified local law enforcement officers.

This bill would require the commission to conduct research concerning job-related educational standards and job-related selection standards relating to vision, hearing, physical agility, and emotional stability, to consult with local entities while conducting such research, and to adopt such standards prior to January 1, 1985. This bill would provide that local law enforcement agencies are not prohibited from establishing selection and training standards exceeding such minimum standards.

This bill would become operative only if SB 1428 is chaptered, and would become operative on the operative date of SB 1428.

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

SECTION 1. Section 13510 of the Penal Code is amended to read:

13510. (a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace officer members of a county sheriff's office, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, or peace officer members of a district, in any

city, county, city and county, or district receiving state aid pursuant to this chapter, and shall adopt, and may, from time to time amend, rules establishing minimum standards for training of city police officers, peace officer members of county sheriff's offices, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, and peace officer members of a district which shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 4.5 (commencing with Section 11371) of Part 1, Division 3, Title 2 of the Government Code.

(b) The commission shall conduct research concerning job-related educational standards and job-related selection standards, to include vision, hearing, physical ability, and emotional stability. Job-related standards which are supported by this research shall be adopted by the commission prior to January 1, 1985, and shall apply to those peace officer classes identified in subdivision (a). The commission shall consult with local entities during the conducting of related research into job-related selection standards.

(c) Nothing in this section shall prohibit a local law enforcement agency from establishing selection and training standards which exceed the minimum standards established by the commission.

SEC. 2. This act shall become operative only if Senate Bill 1428 of the 1979-80 Regular Session of the Legislature is chaptered. If Senate Bill 1428 is chaptered, this act shall become operative on the operative date of Senate Bill 1428.

BUDGET CHANGE PROPOSAL

1982-83 Fiscal Year

812	
Character 1	Request S-2
Special Key	Date Sept. 8, 1981

DEPARTMENT Commission on Peace Officer Standards & Training	PROGRAM Standards and Evaluation Services
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ELEMENT	COMPONENT
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I. DESCRIPTION OF EXISTING PROGRAM (Do not exceed this space)

The objectives of the Standards activities of the Commission are to establish and insure compliance with job-related selection standards; to establish procedure for systematic and quantitative personnel assessments; and to provide a management consultation service for local agencies. Research in the area of peace officer selection training, field compliance audits, management counseling to local agencies, law enforcement certificate issuance and development of training and performance examinations are performed by personnel in the Standards and Evaluation Services Program.

II. NATURE OF PROPOSAL

- Scheduled Justification of Program Base
- Program Maintenance (Workload Adjustment)
- Adding a New Function
- Expanding an Existing Function
- Reducing or Eliminating an Existing Function
- Redirecting an Existing Function
- Implementing Legislation

SUMMARY OF PROPOSED CHANGES (Do not exceed this space) IMPROVED TESTING RELATED TO TRAINING

Proposes establishing an automated bank of test items from which Proficiency and/or Academy examinations may be assembled. Test items will be generated, reviewed, and cataloged in terms of subject matter, job relatedness and measurement properties. This will enable POST to act as a test item "clearinghouse" for law enforcement in California.

III. FISCAL IMPACT	PAST YEAR	CURRENT YEAR	BUDGET YEAR
Existing Program Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	_____
Other Funds	_____	\$820,654	\$820,654
Reimbursements	_____	_____	_____
Personnel-Years	_____	21.0	21.0
Proposed Changes--Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	86,355
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	1.5

DATE	REVIEWED BY	GOVERNOR'S ACTION
	DATE	
DATE	APPROVED AGENCY	DATE
	DATE	

- Approved
- Disapproved

FISCAL DETAIL

<u>Short Title of Proposed Change</u>	<u>Personnel Years</u>		<u>BCP Number</u>	<u>Date</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
<u>Salaries and Wages a/</u>			<u>Salary Range</u>		<u>Amount</u>
Test Validation & Development Specialist II	--	1.0	2073-2509	-	1.0
Associate Programmer Analyst	--	.5	2073-2501	-	.5

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$	\$ 37,314
Salary Savings	-	1,866
NET TOTAL SALARIES AND WAGES	\$	\$ 35,448
Staff Benefits b/		11,343
TOTAL PERSONAL SERVICES	\$	\$ 46,791
Operating Expenses and Equipment		
General Expense		2,402
Printing		1,143
Communications		
Postage		
Insurance		
Travel-in-State		3,000
Travel-Out-of-State		
Training		
Facilities Operations		2,219
Utilities		
Consultant & Prof. Svcs: Interdept'l		
Consultant & Prof. Svcs: External		4,800*
Departmental Services		
Consolidated Data Center		
Data Processing		21,000*
Central Administrative Services		
Equipment		5,000*
Other Items of Expense		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$	\$ 39,564
SPECIAL ITEMS OF EXPENSE	\$	\$
		86,355
TOTAL EXPENDITURES	\$	\$
Source of Funds		
General Fund	\$	\$
Special Funds		86,355
Federal Funds		
Other Funds		
Reimbursements		

a/ List by classification as in Salaries and Wages Supplement. Use reverse side if needed.

b/ Provide detail on reverse.

Staff Benefits Detail:

QASDI		\$	\$
Health and Welfare Insurance			
Retirement ^{d/}			
Workers' Compensation			
Industrial Disability Leave			
Nonindustrial Disability Leave			
Unemployment Insurance			
Other			
	TOTAL	\$	\$ 11,343

<u>Salaries and Wages</u> ^{f/}	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>

^{d/}List type of retirement, i.e., misc., safety, industrial, etc.
^{f/}Specify if continued from other side.

Issue

Over 3500 students attend the POST certified basic course. Each student, in order to graduate from a basic academy, must master over 500 performance objectives. Assessing whether mastery of a performance objective has been achieved requires a reliable and valid test instrument. Therefore, each successful student, in effect, must take and pass over 500 tests.

In addition, POST, by law,* administers a Training Proficiency Test to every graduate of the POST certified Basic Course. The test assesses mastery of twelve major basic course topics such as law and patrol procedures. The test results are used by POST to determine whether students are mastering important job knowledge, and also whether academies are providing proper instruction.

It is essential to the maintenance of the quality of law enforcement in California that tests administered by the academies and by POST be reliable and valid. To the extent that such tests are unreliable and invalid, the actual level of student mastery of the performance objectives cannot be assessed.

Academy Testing

Developing, updating, and maintaining over 500 good tests is extremely difficult for any one academy to accomplish. For 28 academies to undertake such activities independently represents a tremendous waste of resources. Once an effective test is developed it could be used by all 28 academies.

Having 28 sets of tests also raises the very real possibility that the tests from one academy to another will differ tremendously in quality and job-relatedness. To the extent that academies are using poor tests, unqualified individuals may be entering the field of law enforcement in California.

Developing tests is a highly technical endeavor requiring specialized knowledge of psychometrics and statistics. Few, if any, academies have personnel with such expertise. Therefore, if the tests could be produced by a centralized test development staff, all academies would benefit.

POST Testing

The POST Basic Course Training Proficiency exam is administered each year to over 3500 basic course graduates. Currently, there are three parallel versions of the test (over 500 test items altogether). Based upon a recent psychometric evaluation of the tests, it was determined that a number of the items were deficient and would have to be replaced. This kind of item evaluation and test revision will have to become a regular POST responsibility if we are to maintain an adequate tool with which to evaluate the quality of California peace officer basic training.

Therefore, this ECP is designed to achieve two objectives: (1) assistance to local POST certified basic academies in their evaluation of student mastery of required performance objectives; (2) maintenance of a program evaluation tool which is designed to continually assess, and help maintain, the quality of basic training in California.

*P.C. 832.3 (attached)

The Program

This BCP involves the establishment of POST as the State repository of test items which measure basic course performance objective proficiency. These items, subsequent to review, will be entered into a computer file. Computer software will be developed to psychometrically analyze items, generate test forms, and produce item lists to disseminate to local academies.

The program will involve the following steps:

- (1) POST will collect all existing test items from the 28 academies. The total number of existing items may be as high as 20,000.
- (2) POST staff will review these test items, eliminate those that are deficient, and eliminate duplicates. A recent review of over 3000 such items resulted in fewer than 300 acceptable items. Therefore, significant attrition from the original item pool is expected as a result of this review.
- (3) The remaining items will be entered into a computer file. Items for which response data exists will be further reviewed for psychometric deficiencies.
- (4) POST staff will train academy personnel to write new test items. A program will be designed and implemented to generate several hundred new test items each year.
- (5) Staff will review the newly written items and add them to the test item pool.
- (6) Software will be written to allow searches of the computer file, generation of new test forms, evaluation of newly created item composites, and lists of items which relate to specific topics for academy use.
- (7) Staff will periodically generate new forms of the POST Training Proficiency test.
- (8) Staff will monitor the results of the POST Training Proficiency Test to identify possible weaknesses in the training being provided by individual academies.
- (9) Staff will feed back to academies the results of the Training Proficiency Test so that academies can make appropriate changes to correct deficiencies.

The project duties fall into two major categories: (1) test item development, and (2) software development. A Test Validation and Development Specialist II will perform all the duties associated with test item development. These will include: (a) collection of academy items, (b) a review of test items, (c) item writing, (d) training of item writers, (e) trial test administration, (f) generation of final test forms, (g) analysis of test results data, (h) dissemination of test results to academy administrators, and (i) generation of periodic reports on the functioning of the program. One full-time Test Validation and Development Specialist II will be required.

An Associate Programmer Analyst will perform all the software development. This will include: (1) design and development of the test item file, (2) design of the system to analyze test items, (3) design of the system to generate test forms, (4) generation of test results, (5) generation of evaluative reports on test items, test forms, individual performance, and academy performance, and (6) continuous update of the computer files as new items and new test cases (test respondents) are added. A one-half time Associate Programmer Analyst will be required to perform these tasks.

Adverse Effect If Denied

POST must rely heavily on evaluation to maintain the quality of its program. The only standardized criterion POST has to gauge the quality of the academy training is the POST Training Proficiency Test.

The academies must also rely on evaluation to verify that students have mastered the POST required performance objectives. Currently, the academies are conducting these evaluations using items of dubious (according to a recent survey) and inconsistent worth.

Without this BCP, the quality of the POST Training Proficiency Test would certainly deteriorate and seriously reduce POST's capability to monitor the effectiveness of the program for which it is responsible. Second, academies will fail to get the assistance they need from POST to upgrade and subsequently maintain the quality of the student evaluations which they must perform. As a result, academies will have a higher probability of graduating students who have not adequately mastered basic course material. The ultimate result will be a reduction in the quality of law enforcement in California.

BUDGET CHANGE PROPOSAL
FISCAL DETAIL

.....
Cons. and Prof. Svcs: External \$ 4,800
Consultation with test item banking expert

Data Processing \$21,000
\$15,000 - key entry and connect time
6,000 - data processing runs

Equipment \$ 5,000
Letter-quality printer
Computer terminal
1200 baud modum
computer tapes

§ 832. Course of training in exercise of powers to arrest and in carrying and use of firearms

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

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

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

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

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

(Added by Stats.1971, c. 1504, § 2. Amended by Stats.1974, c. 410, § 1; Stats.1978, c. 1194, § 1.)

Cross References

Security officers as peace officers while performing duties of employment, see § 830.4.

§ 832.1. Airport security personnel; training course

Any airport security officer, airport policeman, or airport special officer, regularly employed and paid by a city, county, city and county, or district who is a peace officer shall have completed a course of training relative to airport security approved by the Commission on Peace Officers Standards and Training. Any such airport officer so employed on the effective date of this section shall have completed the course of instruction required by this section by

September 1, 1973. Any airport officer so employed after such effective date shall have completed the course of instruction within 90 days after such employment.

Any officer who has not satisfactorily completed such course within such prescribed time shall not continue to have the powers of a peace officer until they have satisfactorily completed such course.

(Added by Stats.1973, c. 145, § 3. Amended by Stats.1974, c. 1006, § 2; Stats.1975, c. 163, § 1.)

§ 832.2. Blank

§ 832.3. Sheriffs, undersheriffs, deputy sheriffs, city and district policemen; employment after January 1, 1975; training; proficiency testing program; comparisons of presenters; preferential enrollment in community college courses

(a) Except as provided in subdivision (b), any sheriff, undersheriff, or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, for the purposes of the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall successfully complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

(b) For the purpose of standardizing the training required in subdivision (a), the commission shall develop a training proficiency testing program, including a standardized examination which enables (1) comparisons between presenters of such training and (2) development of a data base for subsequent training programs. Presenters approved by the commission to provide the training required in subdivision (a) shall administer the standardized examination to all graduates. Nothing in this subdivision shall make the completion of such examination a condition of successful completion of the training required in subdivision (a).

(c) Notwithstanding subdivision (c) of Section 84500 of the Education Code and any regulations adopted pursuant thereto, community colleges may give preference in enrollment to employed law enforcement trainees who shall complete training as prescribed by this section. At least 15 percent of

each presentation shall consist of nonlaw enforcement trainees if they are available. Preference should only be given when the trainee could not complete the course within the time required by statute, and only when no other training program is reasonably available. Average daily attendance for such courses shall be reported for state aid.

(Added by Stats.1973, c. 477, § 1. Amended by Stats.1974, c. 1397, § 1; Stats.1978, c. 1193, § 1; Stats.1978, c. 1260, § 1; Stats.1978, c. 1260, § 2.)

Amendment of this section by § 2 of Stats.1973, c. 1193, failed to become operative under the terms of § 3 of that act.

§ 832.4. Undersheriffs, deputy sheriffs, city and district policemen; employment after Jan. 1, 1974; basic certificate within 18 months.

Any undersheriff or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1974, and is responsible for the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training within 18 months of his employment in order to continue to exercise the powers of a peace officer after the expiration of such 18-month period.

(Added by Stats.1973, c. 478, § 1. Amended by Stats.1974, c. 1006, § 3; Stats.1980, c. 1340, § 23.)

§ 832.5. Citizens' complaints against personnel; investigation; description of procedure; retention of records

(a) Each department or agency in this state which employs peace officers shall establish a procedure to investigate citizens' complaints against the personnel of such departments or agencies, and shall make a written description of the procedure available to the public.

(b) Complaints and any reports or findings relating thereto shall be retained for a period of at least five years.

(Added by Stats.1974, c. 29, § 1. Amended by Stats.1978, c. 630, § 4.)

§ 832.6. Deputies or appointees as reserve or auxiliary officers; powers of peace officer; conditions

(a) On or after January 1, 1981, every person deputized or appointed as described in subdivision (a) of Section 830.6 shall have the powers of a peace officer only when such person is:

(1) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone and the person has completed the basic training for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training in existence at the time he or she was deputized or appointed; or

(2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and such other training prescribed by the commission; or

(3) Deployed only in such limited functions as would not usually require general law enforcement powers and the person has completed the training required by Section 832 or such other training prescribed by the commission.

(b) Notwithstanding the provisions of subdivision (a), a person who is issued a level I reserve officer certificate before January 1, 1981, shall have the full powers and duties of a peace officer as provided by Section 830.1 if so designated by local ordinance or, if the local agency is not authorized to act by ordinance, by resolution, either individually or by class, if the appointing authority determines the person is qualified to perform general law enforcement duties by reason of the person's training and experience.

(c) In carrying out the provisions of this section, the commission:

(1) May use proficiency testing to satisfy reserve training standards.

(2) Shall provide for convenient training to remote areas in the state.

(3) Shall establish a professional certificate for reserve officers as defined in paragraph (1) of subdivision (a) of this section, and may establish a professional certificate for reserve officers as defined in paragraphs (2) and (3) of subdivision (a) of this section.

(d) In carrying out paragraphs (1) and (3) of subdivision (c), the commission may establish and levy appropriate fees, provided the fees do not exceed the cost for administering the respective services. These fees shall be deposited in the Peace Officers' Training Fund established by Section 13520.

BUDGET CHANGE PROPOSAL

1982-83 Fiscal Year

Character 1

Request T-1

Special Key

Date

DEPARTMENT
Commission on Peace Officer Standards and Training

PROGRAM
Training

ELEMENT

COMPONENT

I. DESCRIPTION OF EXISTING PROGRAM (Do not exceed this space)

The objectives of the training activities of the Commission are to coordinate efforts to increase the effectiveness of law enforcement personnel by developing courses of training to meet needs identified through planning; to provide quality control and adequate scheduling of such courses; to assist law enforcement agencies meet training and career development programs; and to render such other services as may be required by the agencies and appropriate to the mission of POST. Establishment of criteria for course certification, periodic field inspections, assessment of needs and development of new courses to meet the needs are performed in the Training Program.

II. NATURE OF PROPOSAL

- Scheduled Justification of Program Base
- Program Maintenance (Workload Adjustment)
- Adding a New Function
- Expanding an Existing Function
- Reducing or Eliminating an Existing Function
- Redirecting an Existing Function
- Implementing Legislation

SUMMARY OF PROPOSED CHANGES (Do not exceed this space)

To develop a video resource program at POST to expand availability of training programs across the state, eliminate duplication in production efforts and enhance the quality of POST certified courses.

The need for this program was identified in the 1980/81 POST Training Needs Assessment in which the virtual majority of California law enforcement agencies suggested that POST take a proactive role in use of innovative forms of training delivery, including video programming.

III. FISCAL IMPACT

Existing Program Total:

	PAST YEAR	CURRENT YEAR	BUDGET YEAR
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	\$ 821,861	\$ 821,861
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	22.0	22.0

Proposed Changes--Total:

General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	\$ 295,477
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	2.0

REVIEWED BY



DATE

GOVERNOR'S ACTION

Approved

Disapproved

APPROVED AGENCY



DATE

DATE

DATE

FISCAL DETAIL

<u>Short Title of Proposed Change</u>	<u>Personal Years</u>		<u>BCP Number</u>	<u>Date</u>
	<u>CY</u>	<u>BY</u>		
<u>Salaries and Wages a/</u>				9/2/81
				<u>Amount</u>
			<u>Salary Range</u>	<u>CY</u> <u>BY</u>
Motion Picture Specialist			\$2073-2501	\$24,876
Stenographer			971-1124	11,652

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ _____	\$ 36,528
Salary Savings	_____	1,826
NET TOTAL SALARIES AND WAGES	\$ _____	\$ 34,702
Staff Benefits b/	_____	11,105
TOTAL PERSONAL SERVICES	\$ _____	\$ 45,807
Operating Expenses and Equipment		
General Expense		6,692
Printing		3,500
Communications		2,200
Postage		
Insurance		
Travel-in-State		2,800
Travel-Out-of-State		
Training		
Facilities Operations		1,632
Utilities		
Consultant & Prof. Svcs: Interdept'l		225,000
Consultant & Prof. Svcs: External		
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		7,846
Other Items of Expense		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ 249,670
SPECIAL ITEMS OF EXPENSE	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL EXPENDITURES	\$ _____	\$ 295,477
Source of Funds		
General Fund	\$ _____	\$ _____
Special Funds		295,477
Federal Funds		
Other Funds		
Reimbursements		

a/ List by classification as in Salaries and Wages Supplement. Use reverse side if needed.
 b/ Provide detail on reverse.

Staff Benefits Detail:

OASDI	\$ _____	\$ _____
Health and Welfare Insurance	_____	_____
Retirement <u>c/</u> _____	_____	_____
Workers' Compensation	_____	_____
Industrial Disability Leave	_____	_____
Nonindustrial Disability Leave	_____	_____
Unemployment Insurance	_____	_____
Other	_____	_____
Total	\$ _____	\$ _____

<u>Salaries and Wages d/</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
Motion Picture Specialist	1		\$2073-2501		\$24,876
Stenographer	1		971-1124		11,652

c/ List type of retirement, i.e., misc., safety, industrial, etc.
d/ Specify if continued from other side.

OFFICE FURNITURE

All prices include 6% sales tax and 7% inflationary adjustment

(1) Desk	#6018	\$324.00
(1) Typewriter Center	#6024	362.00
(1) Executive Chair	#6202	237.00
(1) Steno Chair	#7212	87.00
(3) Side Arm Chairs @ \$94.16 ea	#6213	299.00
(2) Double Door Credenzas @ \$164.78 ea	#6395	349.00
(1) Bookcase	#6901	200.00
(1) 5-drawer, letter size, file cabinet		230.00
(1) 87½" single faced shelving unit, 10" deep (initial)	#6803	250.00
(1) 87½" single faced shelving unit, 10" deep (additional)	#6804	200.00
(1) 10-drawer card catalog unit	#6889	250.00
(1) Cornice top (for above unit)	#6887	57.00
(1) 4-leg, high base unit	#6689	<u>112.00</u>
		\$2,957.00

EQUIPMENT

(1) Facit Typewriter w/long carriage & self correction	#1850/4212	797.00
(1) Video recorder/player, 3/4" tape cassette including RF modulator (Panasonic #NV6134)	Panasonic #NV9300A	1,928.00
(1) Video recorder/player, ½" tape cassette	Panasonic #NV8320(VHS)	1,361.00
(1) Monitor/receiver, 19" diagonal	Panasonic #CT1910M	567.00
(1) Audio Visual Stand	Bretford #BTRC45C	221.00

EQUIPMENT (con't)

(1) UHF-VHF connection cable	\$ 12.00
(1) RCA-RCA connection cable	<u>3.00</u>
	\$4,889.00

VIDEO SUPPLIES

(100) 3/4" video cassette tapes, 611 ft. 30 Min (\$23.82 ea)	Panasonic #NV-P23	2,382.00
(100) 1/2" video cassette tapes, 611 ft. 30 min (\$11.00 ea)	T-30	<u>1,100.00</u>
		\$3,482.00

Authority for Function

The Commission is required by Penal Code Section 13510 to adopt standards for the selection and training of specified peace officer classes that are employed by the State and by local government. Penal Code Section 13510.5 requires the Commission to adopt standards for the training of specified peace officer classes employed by the state.

Proposed Program

The Commission on POST maintains responsibility for the establishment of training standards and development of training programs designed to increase the effectiveness and professional expertise of California peace officers. In carrying out these duties, POST is to ensure that programs offered address current training needs, are of superior quality and are readily accessible to all agencies within the state. To assist in these efforts, the Commission is proposing development of a video resource program at POST. Goals of the program are five-fold:

1. Secure full-time services of a media specialist, a stenographer for support services, and video recorder/playback equipment needed for viewing capabilities;
2. Provide, in a more equitable and cost-effective manner, training to agencies located in remote areas of the state;
3. Enhance the availability of quality video programs and facilitate their incorporation into training packages and POST certified courses;
4. Develop a series of training tapes, currently unavailable from public or private entities, that can be utilized for instructional, remedial, testing or simulation purposes; and
5. Establish a clearinghouse service to provide information on video programs being developed and those available for use.

Video based instruction in law enforcement training is not a new phenomenon. Because of the scheduling flexibility, potential for standardization and quality control that this type of programming allows, numerous agencies have purchased recorder/players, and commercially produced instructional tapes, for use in departmental training programs. In addition, some agencies have developed their own video tapes for in-house use. The need exists to incorporate these resources into training packages that can be used in POST certified courses. Many of these programs are of unusual merit and offer an effective means to address performance objectives in a concise, systematic manner. To facilitate this process, purchase of two recorder/players, one in 1/2" format and the other in 3/4" format, and a monitor/receiver are proposed. This equipment will allow staff to review and

and evaluate films available from public agencies and private production firms. Suitable tapes, or tape segments, can then be selected and a determination made as to where they can be most beneficially utilized within any given course.

This process will facilitate development of standardized instructional programming. Furthermore, unique educational programs and presentations by specialized instructors can be presented to a vastly expanded audience. To encourage utilization of these programs and ensure that certain tapes, or portions thereof, are readily available to course presenters, provisions for commercial reproduction of tapes have been included in this BCP. Master copies of programs available for duplication will be maintained at POST in a video library. It is believed that these measures will serve to substantially reduce demand on large producing agencies to honor requests to copy media. In addition, duplication of production efforts, a statewide problem at this time, will be minimized.

One of the most critical training issues currently facing POST, of which video programming could have a highly significant impact, is the limited availability of certified courses in geographically remote areas of the state. This problem has generated a great deal of concern in the law enforcement community. In order to comply with POST training standards, trainees from departments in these areas oftentimes are forced to travel extended distances in order to attend certified courses.

While the ideal means to effectively address this issue would be to encourage colleges and regional centers to send instructors out into the field to conduct off-site presentations, the costs associated with this method have served to restrict its use. Community colleges simply cannot afford off-site instruction without assistance from outside sources. POST has an obligation to take an active role in these efforts. At this time, it appears that the most cost-effective solution is to bring training to the trainees through the use of multi-media training packages. Substantial segments of courses, or in some cases entire courses, can be reproduced on video and then a single instructor can be used to present tapes, facilitate discussion and administer practical exercises or tests. Incorporation of workbooks, or learning guides, into these packages will result in presentations that are of comparable, if not superior, quality to presentations conducted in more populous areas of the state.

Because the reproduction of existing tapes will not totally fulfill the need for video programs designed to address the availability issue, provisions have been made in this program budget for commercial production of video tapes. Use of this media for testing, remediation and simulation applications will also necessitate production of tapes currently unavailable from public and private entities.

In-house production of video tapes by POST personnel was eliminated as an alternative due to the high costs associated with employment of technical specialists and acquisition of broadcast standard equipment. Since POST's long range goal is to use cable television to broadcast POST sponsored training programs, it is imperative that tapes meet the quality standards required for television broadcast.

It is believed that contracting with the Television and Film Production Center of the Department of Water Resources is the most cost-effective means to secure complete pre-and post-production services. The Center maintains a reputation for quality programming and over forty state agencies presently have production contracts with Water Resources. To hold costs to a minimum, the proposed media specialist will be responsible for maintaining close working relationships with law enforcement agencies, colleges and local community groups in order to secure volunteer services and use of props on an expense-free basis.

Complete development of a video program at POST will also necessitate establishment of a clearinghouse service to provide agencies with information on POST programs being developed or other films available for use. This service will primarily be the responsibility of the media specialist and stenographer. However, the greatest portion of the workload will be carried by the steno. This individual will be responsible for developing catalogs and flyers, as well as maintaining the filing system for the video library.

Staffing

Two full time, permanent staff positions are included in the budget. Primary duties of the motion picture specialist will include: review and evaluation of video tapes to assess quality and applicability to POST programs; coordinating subject research and development of scripts; securing cooperation of local law enforcement agencies to assist in the production process; establishing and overseeing development and operation of a clearinghouse service; assisting production contractor with taping, editing and post-production processes; determining means by which new developments in instructional technology can be utilized to enhance the use of video programming; and operation of video equipment.

Duties of the proposed stenographer shall include: providing general clerical and support services to the motion picture specialist; developing a catalog and flyers on video programs available from various agencies throughout the state; maintaining information files on programs being developed or in use; and responding to requests for assistance and/or information.

Consequences if BCP Not Approved

Constant changes in laws, techniques and factors influencing delivery of police services necessitate that training programs be offered in a timely and systematic manner. While a number of tapes to provide this training are available from various public and private agencies, a means is not available to bring programs together for evaluation and incorporation into POST certified courses. Failure to establish funds for video programming will virtually eliminate development of this service and result in continued underutilization of video programs as well as wasted fiscal resources occurring as a result of duplication in production efforts.

Failure to approve this BCP will also serve to eliminate funding sources required for production of video tapes. POST's intent to utilize video programs in testing, remediation and simulation exercises will necessitate that specially designed programs, unavailable from either public agencies or commercial firms, be developed for use in POST programs..

The issue of course availability in remote areas of the state must be resolved. Limited availability of training programs will continue to adversely affect the ability of departments to meet mandated training requirements. While alternatives, other than video, are available to address this problem, they are very costly. However, denial of this proposal may force POST to look to these methods in order to more equitably provide training in isolated areas of California. Use of these alternatives have the potential of creating a critical fiscal drain on the Peace Officer's Training Fund.

BUDGET CHANGE PROPOSAL

1982-83 Fiscal Year

CFIS-Code	812	Request	A-1
Character	1	Date	
Special Key			

DEPARTMENT	COMMISSION on Peace Officer Standards and Training	PROGRAM	Administration
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ELEMENT		COMPONENT	
---------	--	-----------	--

I. DESCRIPTION OF EXISTING PROGRAM (Do not exceed this space)

The objectives of administration are to execute the Commission's policy and provide support and administrative services, and ensure the organization's compliance with State regulation. Included within the administration are the executive team and support services including budgeting, accounting, personnel, information system and library.

II. NATURE OF PROPOSAL

- Scheduled Justification of Program Base
- Program Maintenance (Workload Adjustment)
- Adding a New Function
- Expanding an Existing Function
- Reducing or Eliminating an Existing Function
- Redirecting an Existing Function
- Implementing Legislation

SUMMARY OF PROPOSED CHANGES (Do not exceed this space)

POST has been converting its manual records system to an electronic data processing system. Records conversion has been accomplished by using two to four Key Data Operators under contract from General Services. While contracting for KDO services was satisfactory during the implementation phase of this program (due to fluctuating entry need), analysis now shows that, with initial entry completed, there is a maintenance need for two KDO's to input data into the system on an ongoing basis. Establishment of the two permanent positions would provide a significant savings over costs to contract for the same level of service. This cost savings to the POST budget is estimated at \$32,000 per year.

III. FISCAL IMPACT

	PAST YEAR	CURRENT YEAR	BUDGET YEAR
Existing Program Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	\$2,253,439
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	33.0
Proposed Changes--Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	-0-
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	2.0

REVIEWED BY	DATE	GOVERNOR'S ACTION
	DATE	
APPROVED AGENCY	DATE	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
DATE	DATE	DATE

Short Title of Proposed Change	BCP Number	Date	Personnel Years		Salary Range	Amount	
			CY	BY		CY	BY
Key Data Operator Rg. B				2.0	\$1,062-1,235	\$68,400	\$36,400

	Current Year	Budget Year
TOTAL SALARIES AND WAGES	\$ 27,576	\$ 27,576
Salary Savings		
NET TOTAL SALARIES AND WAGES	\$ 8,824	\$ 8,824
Staff Benefits b/		
TOTAL PERSONAL SERVICES	\$ 36,400	\$ 36,400
Operating Expenses and Equipment		
General Expense		
Printing		
Communications		
Postage		
Insurance		
Travel-in-State		
Travel-Out-of-State		
Training		
Facilities Operations		
Utilities		
Consultant & Prof. Svcs: Interdept'l		
Consultant & Prof. Svcs: External	\$ 68,400	-36,400
Departmental Services		
Consolidated Data Center		
Data Processing		
Central Administrative Services		
Equipment		
Other Items of Expense		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ -36,400	\$ -36,400
SPECIAL ITEMS OF EXPENSE	\$	\$
TOTAL EXPENDITURES	\$ -0-	\$ -0-
Source of Funds		
General Fund	\$	\$
Special Funds		-0-
Federal Funds		
Other Funds		
Reimbursements		

a/ List by classification as in Salaries and Wages Supplement. Use reverse side if needed.
 b/ Provide detail on reverse.

BUDGET CHANGE PROPOSAL

1982-83 Fiscal Year

Character	2	Request	AC-1
Special Key		Date	

DEPARTMENT	MISSION on Peace Officer Standards and Training	PROGRAM	Assistance to Cities and Counties
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ELEMENT		COMPONENT	
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I. DESCRIPTION OF EXISTING PROGRAM (Do not exceed this space)

To assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to those cities and counties which qualify for State aid for peace officer training. Each jurisdiction participating in the POST program is reimbursed from the POT Fund.

II. NATURE OF PROPOSAL

- Scheduled Justification of Program Base
- Program Maintenance (Workload Adjustment)
- Adding a New Function
- Expanding an Existing Function
- Reducing or Eliminating an Existing Function
- Redirecting an Existing Function
- Implementing Legislation

SUMMARY OF PROPOSED CHANGES (Do not exceed this space)

Increase salary reimbursement to 45% level.

III. FISCAL IMPACT

PAST YEAR CURRENT YEAR BUDGET YEAR

Existing Program Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	\$15,420,147	\$15,420,147
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	_____
Proposed Changes--Total:			
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	\$ 3,307,041
Other Funds	_____	_____	_____
Reimbursements	_____	_____	_____
Personnel-Years	_____	_____	_____

REVIEWED BY

GOVERNOR'S ACTION

DATE

Approved

APPROVED AGENCY

Disapproved

DATE

DATE

DATE

**BUDGET CHANGE PROPOSAL
FISCAL DETAIL**

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>
---------------------------------------	-------------------	-------------

<u>Salaries and Wages a/</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Salary Savings	\$ _____	\$ _____
NET TOTAL SALARIES AND WAGES	\$ _____	\$ _____
Staff Benefits b/	_____	_____
TOTAL PERSONAL SERVICES	\$ _____	\$ _____
Operating Expenses and Equipment		
General Expense	_____	_____
Printing	_____	_____
Communications	_____	_____
Postage	_____	_____
Insurance	_____	_____
Travel-in-State	_____	_____
Travel-Out-of-State	_____	_____
Training	_____	_____
Facilities Operations	_____	_____
Utilities	_____	_____
Consultant & Prof. Svcs: Interdept'l	_____	_____
Consultant & Prof. Svcs: External	_____	_____
Departmental Services	_____	_____
Consolidated Data Center	_____	_____
Data Processing	_____	_____
Central Administrative Services	_____	_____
Equipment	_____	_____
Other Items of Expense	_____	_____
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ 3,307,041
SPECIAL ITEMS OF EXPENSE	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL EXPENDITURES	\$ _____	\$ _____
Source of Funds		
General Fund	\$ _____	\$ _____
Special Funds	_____	_____
Federal Funds	_____	_____
Other Funds	_____	_____
Reimbursements	_____	_____

a/ List by classification as in Salaries and Wages Supplement. Use reverse side if needed.
 b/ Provide detail on reverse.

Program Authority

Sections 13500 - 13523 of the Penal Code.

Present Method Being Used to Accomplish Task

The Commission has in past years established the rate of salary reimbursement from a low of 30% to a high of 100%. At the present time, the salary reimbursement rate is 30% plus. The 30% plus rate was established when increases in salary and subsistence costs due to inflation had created a situation wherein the total reimbursement costs in the 1979-80 Fiscal Year created a shortfall in allocated revenues. The result was that some claims were held over for payment to the new fiscal year. The 1980-81 Fiscal Year was initiated by reducing the salary reimbursement level to 30% with additional reimbursement up to the 50% level to be provided with funds remaining at the end of the year. (Funds at the end of the year provided an additional 15.16% for an annual total of 45.16%.)

The Commission is on record as reflecting their desires and that of the constituency they represent to maintain salary reimbursement levels at approximately 50% for the next three years, if possible, in order to allow maximum use of the fund and facilitate the most cost effective planning by local government agencies. POST has formally and informally surveyed the users to determine their training needs. Our recent training needs assessment does, in fact, reflect the desirability of maintaining the funding level at the recommended level. Informal surveys including discussions with chiefs and sheriffs in the field and in structured seminars indicate their desire and concern to have the monies available for reimbursement in the Peace Officer Training Fund's Aid to Local Government Budget and not in an unappropriated surplus.

Proposed Method Used to Accomplish Task

We propose to continue to maintain the 30% plus formula used in 80-81 and 81-82. It is anticipated however, that increased salary and subsistence costs due to inflationary pressure combined with a greater volume of training will not permit a salary rate in excess of 30%. The additional \$3,307,041 requested in this BCP is to increase that rate to 45%.

Consequences of BCP if Not Approved

Revenues derived from penalty assessments on traffic and criminal fines will not be returned to local law enforcement agencies at the appropriate rate possible within existing resources. Current requests from local government require that we strengthen our position in meeting the demand for training and subsequent reimbursement, rather than continuing to build an unappropriated surplus in the POTF. A major consequence if this BCP is not approved would be the imposition of unnecessary financial burdens on local government.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proficiency Test		Meeting Date October 22, 1981
Bureau Standards & Evaluation	Reviewed By	Researched By John W. Kohls <i>JWK</i>
Executive Director Approval <i>Norman C. Beehm</i>	Date of Approval 9/17/81	Date of Report August 21, 1981
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:

At the April Commission meeting, the Commissioners requested a report by staff concerning the effectiveness of the Basic Course Proficiency Test program. The Commissioners requested that the report be presented at the October Commission meeting.

BACKGROUND:

The Proficiency Test is mandated by SB 1126 and it is required that the test be given to graduates of POST certified basic academies. The test exists in three parallel forms. Those forms have been administered to 100 classes and 3500 people during the previous year.

In order to assess the effectiveness of the program, Standards and Evaluation Bureau has: 1) analyzed the test items from a statistical and psychometric standpoint, 2) assessed the quality of the information that was being disseminated to local academies, 3) reviewed the quality of the information being analyzed and stored at POST.

ANALYSIS:*

Our analyses produced the following conclusions. First, a majority of the test items are psychometrically and statistically adequate. The inadequate items will subsequently be rewritten or eliminated. Second, academy administrators feel that the current information which they receive concerning test performance is not sufficiently detailed or descriptive to allow them to accurately evaluate student performance and make appropriate changes. Standards and Evaluation Services has designed a new, more detailed feedback report. Third, a review of the data retained by POST on the program indicated that much more evaluative information could be generated from the extensive computer file which has been established. Using this file, Standards and Evaluation Services will produce a report semi-annually concerning the functioning of the test program.

Our review and analysis indicate that the Proficiency Tests are acceptable measurement instruments which produce data which is valuable to academy administrators and to POST. Recent changes will increase the value of the data to both the academies and POST.

RECOMMENDATION:

If the Commission concurs, the appropriate action would be to accept the report and direct staff to periodically review the program to guarantee its effectiveness.

See attached for a report on (a) the current tests, (b) comparisons among academy class performance, and (c) the plan for the revised information feedback procedure.

Utilize reverse side if needed

EVALUATION OF THE
BASIC COURSE PROFICIENCY TEST
PROGRAM

The Basic Course Proficiency Test is given to all graduates of the POST Certified Basic Course. The Proficiency Test actually exists in three comparable forms of 195 multiple choice test items each. The test was developed in 1978 by a contractor to POST, Psychological Services Incorporated of Los Angeles. Since 1979 the three forms of the test have been administered to approximately 6,179 basic course graduates.

The Proficiency Test is administered to approximately 100 graduating academy classes per year. The test results are compiled by Standards and Evaluation Services. The test results, in the form of 12 "functional area" scores (corresponding to the 12 distinct sections of the basic course curriculum) are fed back to the academy administrators.

The POST Commission at its April, 1981 meeting requested a report from staff concerning the effectiveness of the Basic Course Proficiency Test Program. This report was written to comply with the Commission's request.

The report is divided into three separate areas of evaluation and associated recommendations. The areas are: (1) Evaluation of the test items using statistical and psychometric (i.e., psychological measurement) criteria; (2) Evaluation of the usefulness of the information which is currently being transmitted to academy administrators concerning the performance of their students; and (3) Evaluation of the use being made by POST of the large amount of data resulting from the Proficiency Test Program.

Evaluation of the Tests

As previously stated, the Proficiency Test is actually three parallel (comparable) 195 item test forms. Since Form 3 was recently administered for the first time, sufficient data exists to evaluate only Forms 1 and 2. Forms 1 and 2 have been taken by 2253 individuals and 2926 individuals respectively. Based upon a statistical analysis of these data, the following conclusions have been reached:

1. The majority of the test items meet all criteria of measurement acceptability (e.g., appropriate difficulty level). Nevertheless, a significant number of test items suffer from one or more deficiencies. For example, 36% of the items in Form 1 and 29% in Form 2 possess a lower than desirable correlation with the total test score.

Recommendation: Eliminate the defective items and replace them with items with acceptable psychometric characteristics.

2. The total test reliability (i.e., the degree to which performance on test items purporting to measure a single concept, such as academy proficiency, is consistent) for Forms 1 and 2 is very high - .95 and .90 respectively. However, each test is composed of 12 sub-tests (one for each functional area). The reliabilities for several of the sub-tests is lower than desirable. This is primarily due to the fact that these sub-tests are comprised of a small number of items (e.g., 10).

Recommendation: Add items to sub-tests of low reliability until satisfactory levels of reliability are achieved.

Overall, the statistical properties of Forms 1 and 2 indicate that the tests are currently adequate measurement devices and that confidence can be placed in conclusions reached on the basis of test results. The tests are currently satisfactory. By eliminating the minority of inadequate items which are currently in the tests, and by increasing the total number of items in selected sub-tests, the tests will become excellent measurement instruments.

Evaluation of Test Information Relayed to Academy Administrators

From the time the Proficiency Test Program was initiated to the present, only very brief and cursory test result information was relayed to academy administrators. This feedback was in the form of scores for each of the 12 functional area sub-tests. The statewide averages for the 12 sub-tests were also provided.

During contacts between the academies and Standards and Evaluation Services staff, academy administrators complained that they needed more detailed information in order to determine what corrective steps to take to improve training. For example, in order to identify the specific block of instruction for which improvement was necessary, the administrators pointed out that they needed information on the specific performance objectives which their students failed to master. Scores on 12 sub-tests did not provide them with such information.

Staff's review of (1) the data which resulted from the program and (2) the bureau's capability to produce the necessary software led to the following conclusion: a significant improvement could be made in terms of the comprehensiveness and specificity of the test result information which academy administrators receive.

Recommendation: Write computer software to analyze test results and produce a test "feedback" report for each academy Proficiency Test administration.

Standards and Evaluation Services has produced a draft copy of a computer-generated Proficiency Test "feedback" report. The report greatly expands the amount of information which academies will receive concerning academy class performance. (see attached)

Evaluation of POST Use of Proficiency Test Data

To date, POST has made very little use of the Proficiency Test data. Except for analyses performed recently, POST staff have simply reviewed the 12 functional area scores achieved by each academy class.

With standardized test scores on thousands of academy graduates and hundreds of academy classes, much more information about effectiveness of basic course training could be gleaned from existing data. For example, recent analyses have produced following conclusions:

- a. There is a wide variation in the Proficiency Test scores achieved by individual academy graduates. Some test takers are answering over 90% of the questions correctly, while others are performing at the 50% level. This indicates substantial differences in the achievement level of basic academy graduates.
- b. There are also significant academy differences. The classes in some academies average over 80% of the test answers correct, while the average for other academies is below 60%.
- c. The classes in certain academies consistently achieve high scores, while classes from other academies are consistently low.

Many more such useful conclusions could be reached by a periodic, thorough analysis of the test data file.

Recommendation: Produce a semiannual report (1) concerning the functioning of the Proficiency Test Program and (2) evaluating the level of achievement attained by students in POST certified Basic Academies.

Conclusion

A summary evaluation of the Proficiency Test Program can be stated as follows: The program is a potentially useful means of monitoring the effectiveness of basic training. Nevertheless, in order for the program to realize its potential significant changes will have to be made to; (a) improve the effectiveness of the tests as measuring devices; (b) make more descriptive and complete the information concerning test results which is relayed to academy administrators, and (c) make better use of the wealth of data which results from the test administrations.

Assuming these changes are made, POST will have at its disposal an extremely valuable, reliable standardized assessment tool with which to monitor and maintain the effectiveness of the POST certified Basic Course.

P O S T

BASIC COURSE PROFICIENCY TEST

ACADEMY RESULTS

DRAFT

ACADEMY: TEST FORM : 3
 PRESENTATION: 101 HIGHEST SCORE: 177 (90.8%)
 TEST DATE: LOWEST SCORE : 115 (59.0%)
 # OF CANDIDATES: AVERAGE SCORE: 149 (76.9)

	NUMBER OF ITEMS	PRESENTATION PERCENTAGE CORRECT	STATEWIDE PERCENTAGE CORRECT	PERCENTILE IN STATE	PREVIOUS PERCENTILE IN STATE
OVERALL	195	76.9	77.7	40	42
PROFESSIONAL ORIENTATION	10	62.4	66.1	13	19
COMMUNITY RELATIONS	10	83.3	84.9	36	42
LAW	44	80.3	78.0	72	80
LAWS OF EVIDENCE	11	73.0	76.6	13	19
COMMUNICATIONS	10	87.9	84.6	81	85
VEHICLE OPERATIONS	11	77.1	77.9	40	47
FORCE AND WEAPONRY	10	78.2	81.9	31	33
PATROL PROCEDURES	44	73.2	76.4	18	23
TRAFFIC	14	79.9	84.7	9	9
CRIMINAL INVESTIGATION	11	70.8	73.9	18	19
CUSTODY	10	82.4	72.7	68	80
FITNESS AND DEFENSE	10	74.2	75.0	40	47

ITEM SUMMARY

DRAFT

FUNCTIONAL AREA # 1: PROFESSIONAL ORIENTATION

Problems of nonenforcement of specific laws by choice.
1. 4. 2

72**

Positive action against criminal conduct by fellow officer.
1. 4. 4

87*

Satisfaction or dissatisfaction in law enforcement careers.
1. 6. 1

39**

Identify three components of criminal justice system.
1. 7. 1

96*

FUNCTIONAL AREA # 2: COMMUNITY RELATIONS

Methods citizens evaluate police departments.
2. 3. 1

75**

Crime prevention concepts.
2. 4. 1

81*

Ways opportunity reduction can be achieved.
2. 4. 6

96***

Combatting effects of stress.
2. 5. 3

93*

Basic psychological responses to victimization.
2. 5. 5

69**

Techniques for assisting citizen in crisis.
2. 5. 7

100

FUNCTIONAL AREA # 3: LAW

Define "principal" and "accessory".
3. 4. 1

69***

Define "accomplice".
3. 4. 2

63*

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Regulation 1002(a) (7), Reading Ability Standard		Meeting Date October 22, 1981
Division Standards & Evaluation	Division Director Approval	Researched By John W. Kohls <i>JWK</i>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval	Date of Report August 21, 1981
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:

Enforcement of POST Regulation 1002(a) (7), reading ability standard which reads:

Every peace officer employed by a department shall:

Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines.

BACKGROUND:

In October of 1975 the Commission prescribed POST Regulation 1002(a) (7), a reading ability standard, as a minimum standard for employment. This regulation was to become effective on January 1, 1977. During its January meeting in 1977, the Commission declared an open-ended moratorium on enforcement of the standard pending development and availability of an examination designed to test this ability.

ANALYSIS:

In the period of time since January, 1977, POST's Standards and Evaluation Services Bureau has developed, validated, and made available to the field an examination which measures reading ability. This test, the Entry-Level Law Enforcement Examination, has been available since February 1, 1981, through Cooperative Personnel Services of the State Personnel Board. By all measures, the administration of the exam is going smoothly.

In addition to the POST-developed test, there are also now available reading tests developed by other public and private organizations. Some local law enforcement agencies/local personnel departments have developed their own tests to measure reading ability.

RECOMMENDATION:

In view of the sufficient number of valid reading tests available to California law enforcement agencies, staff recommends that the moratorium on Regulation 1002(a) (7) be lifted and that the standard be enforced beginning Jan. 1, 1982. This enforcement

Utilize reverse side if needed

(over)

date would allow sufficient time to inform agencies about compliance with the regulation and allow staff to anticipate any potential problems with that compliance.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Management Course Curriculum Revision		Meeting Date October 22-23, 1981
Bureau Training Program Services	Reviewed By <i>2m</i> Ted Morton	Researched By <i>Di-</i> Mike DiMiceli
Executive Director Approval <i>Norman C. Beelum</i>	Date of Approval <i>9/25/81</i>	Date of Report August 20, 1981
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) 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

Presented for Commission consideration and approval are the revisions to the Management Course and the Commission Procedure described in PAM D-4.

BACKGROUND

The Management Course is a mandated training requirement for law enforcement middle managers, described in Section 1005(c) of the Regulations and in Commission Procedure D-4. The course was developed originally in 1968. In 1975, the California legislature directed POST staff to review the current training requirements to ensure relevancy. POST staff undertook an extensive review and revision effort culminating in a series of recommendations for performance oriented training, published in July, 1976, and approved by the Commission that year.

The Management Course was structured to include the following broad functional areas:

- o Administrative Management
- o Personnel Evaluation
- o Media/Community Relations
- o Behavioral Science
- o Internal Communication

The course has been presented since 1976 without major revision.

Eight presenters were certified for FY 1980/81; five were presented under contract. One course was decertified during FY 1980/81. Evaluations of individual presentations indicated the need to once again upgrade the course to maintain relevancy and provide training in current management subjects and skills. In early 1980, POST staff began an intensive review of the Management Course.

ANALYSIS

The existing 33 performance objectives for the Management Course provided the basis for a comprehensive survey of recent graduates of the course. The survey questionnaire assessed the opinions of the respondents, all law enforcement middle managers, concerning the value and usefulness of each performance objective on the job. In addition, the survey sought suggestions for additional instructional topics for inclusion in the course. Two hundred twenty eight questionnaires were returned (78%) and the responses analyzed to identify those objectives or instructional topics that were to be modified.

Utilize reverse side if needed

Analysis (con't)

The analysis provided the foundation for the development of a set of learning goals within five functional areas.

- o Management Roles and Responsibilities
- o Personnel Management Skills
- o Leadership Styles and Decision Making
- o Organization and Manager Development
- o Legal Responsibilities

The new learning goals represent the elimination of performance objectives that were determined to be no longer useful and the development of new topics of contemporary value. In addition, the new goals recognize the concerns and recommendations of the Task Force on Continuing Education I relative to the Management Course.

The learning goals have been presented to several small group seminars representing course presenters, law enforcement chief officers and management personnel who are recent graduates of the various courses. Final revisions to the goals have been made as a result of the committee reviews concerning the statement of each goal, job usefulness, and instructional content. The learning goals, attached as Appendix A, represent the consensus of the reviewers for the revised Management Course. Upon approval by the Commission, the presenters will incorporate these goals immediately in the courses certified for FY 1981/82.

RECOMMENDATION

POST staff requests the Commission consider for approval the attached learning goals as the required subjects for the mandated Management Course and accordingly, the necessary revisions to Commission Procedure D-4, attached.

Attachment

* Revised:
~~January 1, 1981~~
January 1, 1982

Training

MANAGEMENT COURSE

Purpose

4-1. Specifications for the Management Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005 (c) of the Regulations for Management Training.

Content

4-2. Management Course: The Management Course is a minimum of 80 hours and consists of the ~~performance objectives enumerated in the document, "Final Report on Revision of the Supervisory and Management Courses"~~. learning goals adopted in the revision completed in October, 1981. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval. The POST Management Course ~~Performance Objectives~~ Learning Goals are organized under the following broad topic areas:

~~Administrative Management~~

~~Personnel Evaluation~~

~~Media/Community Relations~~

~~Behavioral Science~~

~~Internal Communications~~

Management Roles and Responsibility

Personnel Management Skills

Leadership Styles and Decision Making

Organization and Manager Development

Legal Responsibilities

TRAINING

MANAGEMENT COURSE

PURPOSE

Specifications for the Management Course:

This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(c) of the Regulations for Management Training.

Management Course: The Management Course consists of the learning goals enumerated below. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval. The POST Management Course learning goals are organized under the following functional areas:

- Management Roles and Responsibility
- Personnel Management Skills
- Leadership Styles and Decision Making
- Organization and Manager Development
- Legal Responsibilities

1.0. Management Roles and Responsibility

The student will have an understanding of management roles and responsibilities.

- 1.1. The student will understand the manager's responsibility for the development and utilization of human resources.
- 1.2. The student will understand the role of law enforcement in contemporary society and the public's right to a satisfactory level of service.
- 1.3. The student will understand the manager's responsibility for training of personnel.
- 1.4. The student will understand the law enforcement manager's relationship with the news media field.
- 1.5. The student will understand the law enforcement manager's responsibility for public information
- 1.6. The student will understand the basic process of control, including the establishment of standards, measurement of performance, and initiation of corrective action.
- 1.7. The student will understand the techniques for developing a tactical plan involving a scheduled and unscheduled major event.

- 1.8. The student will understand the budget process and its practical application as a planning and control resource.
- 1.9. The student will have the understanding of policy formulation and implementation at the political, administrative, and operational levels.
- 1.10. The student will understand the techniques of time management.
- 1.11. The student will understand the methods for the collection and analysis of management data and the planning and decision-making process.
- 1.12. The student will understand the process for the preparation of a watch duty schedule.
- 1.13. The student will understand the need to establish departmental goals and objectives as they relate to performing the law enforcement mission.

2.0. Personnel Management Skills

The student will have an understanding of Personnel Management and the skills necessary for application.

- 2.1. The student will understand the management of the performance appraisal system, including strategies for performance improvement.

- 2.2. The student will understand the management of citizen complaints and personnel investigations.
- 2.3 The student will understand the elements and objectives of counseling.
- 2.4. The student will understand the objectives of and programs for employee recruitment, retention, termination, transfers, promotions, discipline, career development, affirmative action, and working relationships.
- 2.5. The student will have an understanding of the objectives and requirements of a peace officer applicant's background investigator's report.
- 2.6. The student will understand assessment center methods and techniques as a testing and career development device.
- 2.7. The student will understand the principles of conflict resolution.

3.0. Leadership Styles and Decision Making

The student will have an understanding of leadership and the skills necessary for its application.

- 3.1. The student will understand the distinction between management and supervisory roles and leadership styles.

4-0. Organization and Manager Development

The student will have an understanding of the effects of organizational change and leadership skills on employee motivation and productivity.

- 4.1. The student will understand the techniques of management self-evaluation.
- 4.2. The student will have an understanding of effective management communication skills, both written and verbal.
- 4.3. The student will understand the techniques of group dynamics in problem solving.
- 4.4. The student will understand the team building process.
- 4.5. The student will understand stress and physical fitness management.
- 4.6. The student will understand the state of the art technologies and their law enforcement application.
- 4.7. The student will understand organizational change to respond to the needs of the society of the future.

5.0. Legal Responsibilities

The student will have an understanding of management's legal responsibilities.

5.1. The student will understand the legally defined rights of law enforcement employees.

5.2. The student will understand the rights and limits of management.

5.3. The student will understand the law enforcement labor relations process.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Basic Course Curriculum Changes		Meeting Date October 22-23, 1981
Bureau Training Program Services	Reviewed By <i>J. D. Norton</i>	Researched By Donald E. Moura <i>DM</i>
Executive Director Approval <i>William C. Boehm</i>	Date of Approval 9-25-81	Date of Report August 24, 1981
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 _____).

ISSUES

The Commission is being asked to approve (1) a policy for changing and approving performance objectives for the Basic Course and (2) approve specific changes to performance objectives related to report writing.

BACKGROUND

Effective July 1, 1980, the Commission approved the Basic Course performance objective format for basic training. No specific policy was developed for changing performance objectives periodically as needed. Staff periodically convenes Basic Academy Directors (Basic Course Consortium) for the purpose of assisting POST in the updating of the Basic Course curriculum, instructional materials, methodologies, etc. While most of the results of these meetings with Academy Directors are administratively implemented, staff believes changes to Basic Course performance objectives should be approved by the Commission.

ANALYSIS

The proposed policy for changing and approving performance objectives for the Basic Course requires that major changes (additions or deletions) be approved by the Commission in advance of their adoption. All other minor changes may be made administratively, taking effect immediately, and reported to the Commission annually.

As a result of a meeting with the primary report writing instructors from all academies and review by the Basic Course Consortium, major changes are being suggested for the performance objectives related to report writing (See Attachment A): These suggested changes reflect a need for a greater specificity in addressing report writing problems. They also reflect the current "state of the art" in police report writing as it relates to the use of "first vs. third person" and "active vs. passive voice" sentence construction. These suggested changes fall short of mandating a particular report writing format, however, they lead to greater standardization.

RECOMMENDATIONS

1. POST staff requests the Commission adopt a policy of approving major changes of Basic Course performance objectives before their implementation. Attachment A.
2. POST staff requests the Commission approve the specific changes to performance objectives related to report writing. Attachment A.

Utilize reverse side if needed

PROPOSED CHANGES TO PERFORMANCE OBJECTIVES
RELATED TO REPORT WRITING

5.3.0 INTRODUCTION TO REPORT WRITING

(same)

Learning Goal: The student will have a basic understanding of report writing.

Performance Objective(s)

(revised)
80%

5.3.1 The student will identify the following uses of police reports:

- A. Record facts into a permanent record
- B. Provide coordination of follow-up activities and investigative leads.
- C. Provide basis for prosecution
- D. Provide a source for officer evaluation
- E. Provide statistical data
- F. Provide reference material

(formerly
80% 5.4.1,
revised)

5.3.2 The student will identify the following characteristics as essential to a good report:

- A. Accuracy
- B. Conciseness (formerly "Brevity")
- C. Completeness
- D. Clarity
- E. Legibility
- F. Objectivity
- G. Grammatically Correct (new)
- H. Correct Spelling (new)

(should
be defined
in Unit
Guides)

(formerly
80% 5.4.2,
revised)

5.3.3 The student will identify the following questions as those that should be answered by a complete report:

- A. What Who
- B. Who What
- C. When When
- D. Where Where
- E. How Why
- F. Why How

(re-ordered)

5.4.0 REPORT WRITING MECHANICS

(same)

Learning Goal The student will know the basic mechanics of report writing.

PERFORMANCE OBJECTIVE(s):

(new) 80%

5.4.1 The student will demonstrate the ability to spell job related words.

(new) 80%

5.4.2 The student will demonstrate the ability to distinguish between active and passive voice sentence construction.

(new) 80%

5.4.3 Given examples of faulty sentence structure, the student will revise them into clear and complete sentences. This will minimally include correcting:

- A. Sentence fragments
- B. Run-on sentences
- C. Comma splices

(new) 80%

5.4.4 The student will identify inappropriate words for police reports. This will minimally include:

- A. Slang (except when quoted)
- B. Jargon (except when quoted)
- C. Non-standard abbreviations

(new) 80%

5.4.5 The student will revise third person sentence construction to first person.

(new) 80%

5.4.6 Given a series of events, the student will, to the satisfaction of the instructor, place them in chronological order.

5.5.0 REPORT WRITING APPLICATION

(revised)

(revised) 80% 5.5.1 *Given word pictures or audio visual presentations depicting police problems, simulated police situations, the student will organize and write the facts in an appropriate report format. The student will accomplish this by:

- A. Gathering relevant information by conducting a preliminary investigation (Ref. 10.1.0).
- B. Organizing the necessary facts in either a chronological or categorical order.
- C. Relating the facts in appropriate sentence form grammatically and structurally correct sentences.
- D. Utilizing the principles of Report Writing Mechanics (Ref. 5.4.0).

(delete)

5.5.2 Given word pictures or audio visual presentations, the student will complete the primary reports used by his/her agency, consistent with the following rules of a good report:

- A. Concise
- B. Clear
- C. Complete
- D. Legible
- E. Grammatically and structurally correct

(delete)

5.5.3 The student will prepare an inter-office correspondence reflecting the following characteristics:

- A. Concise
- B. Clear
- C. Complete
- D. Legible
- E. Grammatically and structurally correct

*It is recommended the term "simulated police situation" will be defined in the glossary to include word pictures, audio visual presentation, or role-playing. "Simulated police situation" is to be substituted for all references to these terms.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title TUITION GUIDELINES		Meeting Date October 23, 1981
Bureau Training Program Services	Reviewed By <i>Ed Martin</i>	Researched By Beverley Clemons
Executive Director Approval <i>Merrill C. Beehm</i>	Date of Approval 9/25/81	Date of Report September 14, 1981
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

Commission consideration of changes in approved Tuition Guidelines procedures.

BACKGROUND

Tuition guidelines are under continuous staff review as it relates to course certification and contract approval. This review considers available qualified instructors, clerical costs, printing, travel and per diem and course development.

ANALYSIS

Recent costs of obtaining top quality instructors at the maximum rate allowed, major course revision, presenter costs and related activity costs have caused difficulties in ensuring that the best training is available to law enforcement agencies.

The recommended changes will assist staff in obtaining the most qualified instructors for executive and management training and allow a more realistic cost for course development.

The specific recommended changes are:

1. On those limited occasions where it may be necessary to obtain special expertise to provide executive level training, the maximum \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.
2. Development costs would be changed to \$15 for each certified hour from \$15 per hour for each of the first 40 certified course hours and \$7.50 per hour maximum for the remainder of the certified course hours. This change will not be significant but will allow for a more equitable manner of providing for development costs.
3. Other minor, non-substantive changes that have been made for consistency in format and for clarity in language.

RECOMMENDATION

POST staff requests the Commission consider the approval of changes in Tuition Guidelines - Attachment "A".

Utilize reverse side if needed

Tuition Guidelines

10-7. Approved Expenses for Establishing Tuition: The following guidelines are to be ~~utilized~~ used by course coordinators and other individuals presenting or planning to present tuition-type and contract training programs certified by the Commission. These guidelines identify the expenses that may be approved in establishing the allowable tuition and contract costs. ~~amount reimbursed to local jurisdictions.~~ These guidelines are to be used ~~applicable to~~ for currently certified courses and ~~are to be utilized~~ in completing POST Form 2-103 (Course Certification Request) and 2-106 (Course Budget) when requesting the initial certification.

The Budget Categories Worksheet, Page 2 and 3 of POST 2-106, shall be completed, listing the costs for each of the categories as applicable. Each category cost is to be totaled and entered on the Budget Categories Summary, Page 1 of POST 2-106. The Course Budget shall be submitted with the Certification Request, POST 2-103.

Direct costs are those allowable costs directly incident to the development and presentation of a POST certified course. The adopted guidelines for approved direct and indirect costs are as follows:

~~Current adopted guidelines are as follows:~~

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

10-7. Tuition Guidelines (continued)

Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

Up to \$62 per instructional hour may be approved in instances of special need for particular expertise in an instructional area, based upon acceptable written justification from the presenter. ~~up to \$62 per hour may be approved.~~ On those limited occasions where it may be necessary to obtain special expertise to provide executive level training, the maximum of \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

~~The hourly rate to be paid each instructor shall be listed in the Course Budget (POST Form 2-106, Item 10, Services Instruction) which must be submitted for tuition type courses when requesting initial certification.~~

- b. Development Costs: A one-time only cost may be approved for new courses up to \$15 per hour for each certified hour to cover ~~For new courses~~ the cost of necessary research and other attendant developmental activities. ~~will be included only in the first presentation using this formula:~~ The costs for course development are to be included in the tuition charge for the first presentation only.

10-7. Tuition Guidelines (continued)

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

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

c. Coordination: Off-site coordination of certified courses shall, when
appropriate, be allowed using the following formula:

<u>Course Length</u>	<u>Amount</u>
<u>24 hours or less</u>	<u>\$100</u>
<u>25 to 40 hours</u>	<u>150</u>
<u>over 40 hours</u>	<u>\$ 3 per hour up to a maximum of 100 hours</u>

The off-site coordinator has responsibility for the maintenance
presentation of the course including scheduling, instructor selection,
avoidance of duplicative instruction, provision of alternate
instructors or instruction if necessary, ~~and~~ administrative reporting
requirements, subject area time allocation, instructor evaluations,
site selection, and supervision of support staff.

10-7. Tuition Guidelines (continued)

On-site coordination of courses may be paid up to \$9 per certified hour. Up to \$15 per hour may be approved based upon acceptable written justification from the presenter for a special need for a greater degree of expertise. Up to \$15 per hour may be approved. Course quality control during the presentation is the prime responsibility of the on-site coordinator; responsibilities may include securing attendance and selection of alternate instructors.

~~d. Clerical Support: For a certified course of 24 hours or less, up to 40 hours of support is allowed. For courses of 25 hours to 40 hours, up to 50 hours of support is allowed. For courses exceeding 40 hours, a maximum of 100 hours is allowed on the basis of an hour of support to a certified instructional hour.~~

d. Clerical Support: Clerical hourly rates may be allowed up to ~~not~~ exceed \$7.50 per hour for clerical support based on the following formula:

<u>CERTIFIED COURSE LENGTH</u>	<u>CLERICAL SUPPORT</u>
<u>24 hours or less</u>	<u>40 hours maximum</u>
<u>25 to 40 hours</u>	<u>50 hours maximum</u>
<u>Over 40 hours</u>	<u>100 hours maximum</u>

e. Printing/Reproduction: Actual expenses for brochure and handout printing or reproduction may be allowed. Expenses ~~should~~ shall include a per sheet cost breakdown.

f. Books/Films/Instructional Materials: Actual expenses may be allowed provided each expense is identified. Expendables, such as programmed tests, may be allowed in the same manner. Textbooks may be purchased

10-7. Tuition Guidelines (continued)

and a one-time expenditure may be allowed for textbooks which will be used in future class presentations. If ~~Should~~ the course ~~is~~ be decertified, or ~~if~~ the texts ~~are~~ no longer ~~are~~ necessary in this course, they shall be delivered to POST for disposition within a reasonable period of time, at the expense of the training institution.
~~to POST for disposition.~~

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

- g. Paper/Office Supplies/Mailing: Actual expenses may be allowed provided each expense is identified.
- h. Coordinator/Instructor(s) ~~Instructor/Coordinator~~ Travel: ~~Limited to actual expense necessary and approved in advance in the budget in an amount not to be exceeded.~~

An estimate is to be made of the necessary travel expenses for advance budget approval. Expenses for local area travel are ~~not normally~~ allowed only when travel exceeds 25 miles one way or if travel is necessary to an additional course site. If a course presentation is authorized out of the immediate vicinity of the presenter's local normal area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.

10-7. Tuition Guidelines (continued)

~~i. Miscellaneous: Any other item that can be identified and justified may be allowed.~~

i. Miscellaneous: Any other cost of materials and other direct items of expense acquired that can be identified, justified, and approved by POST may be allowed.

~~j. Fee or Indirect Costs: Up to 15% of the total of all the above items may be allowed.~~

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

j. Indirect Costs: Indirect costs are allowable costs for services not readily assignable as direct costs but have an actual cost relatedness to the service to be provided. These may include such items as general administration or use allowances. Indirect costs may not exceed 15% of the total direct costs.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Task Force on Continuing Education and Training, Group 1		Meeting Date October 23, 1981
Bureau Executive Office	Reviewed By	Researched By <i>Brooks Wilson</i> Brooks Wilson
Executive Director Approval <i>Thomas C. Beckman</i>	Date of Approval 9-15-81	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

Commission review of the recommendations of the Task Force on Continuing Education and Training, Group 1 - Supervisory and Management Training, as modified by the Professionalization Coordinating Committee.

Background

This task force is one of six appointed as a result of the "Symposium on Professional Issues in Law Enforcement." The task force has met several times and has written a report (attached) which makes eight recommendations.

Analysis

The Professionalization Coordinating Committee has received and reviewed the task force report and approves it with one modification. The task force recommendations are as follows:

1. Initial Training Requirements: The Task Force recommends that POST Regulation 1005(b) and (c) be amended to require successful completion of certified supervisory and management courses prior to promotion, transfer, or appointment to a supervisory or management position.
2. Supervisory Management Update: The Task Force recommends that POST Regulation 1005(b) and (c) be amended to require supervisors and managers to successfully complete certified supervisory and management update courses, of 24 hours or more, at least once every 24 months after promotion.
3. Administrators Course: The Task Force recommends that an Administrators Course be developed by POST for upper level management positions.
4. Supervisory and Management Course Curricula: The Task Force recommends that a thorough study be conducted by POST to redesign the supervisory and management course curricula into learning goals and performance objectives and to modularize the subject matter and make it more relevant.
5. Adequate Performance Objective Testing: The Task Force recommends that POST exercise more quality control over certified supervisory and management courses by developing appropriate testing processes and assuring that such tests are properly administered.

Utilize reverse side if needed

6. Instructor Development: The Task Force recommends that POST publish an "instructors handbook" on methods of presentation for use as a guide by instructors and training institutions.
7. Improved Quality Control: The Task Force recommends that POST staff conduct on-site course audits to evaluate instructors and report the results to course presenters.
8. Training vs. Education: The Task Force recommends that a committee be established to work with the Chancellors of the Community College system and State University and College system to develop relevant upper division courses or degree programs for the police service.

The Professionalization Coordinating Committee accepted all the recommendations as submitted with the exception of Number 1, which was modified to require completion of the Supervisory and Management Courses within six months instead of the existing requirement of one year.

The precedent set with the recommendation for the other five task forces is to receive the report and to refer it to the Long Range Planning Committee for review and recommendation at the next Commission meeting.

Recommendation

Refer the report and Professionalization Coordinating Committee recommendations to the Long Range Planning Committee for review and recommendation at the January meeting.

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

ACTIVE *

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SB 201 (Richardson)	D.A. Investigators: POST Reimbursement	Neutral	Signed into Law Chapter 710
SB 210 (Presley)	Marshals: POST Reimbursement POST Fund: Increase Revenue	Support	Signed into Law Chapter 966
SB 588 (Rains)	Child Abuse: Investigative Procedures and Training	Neutral	Signed into Law Chapter 1062
AB 674 (Katz)	Arson Investigators: POST Reimbursement	Oppose	Held by Author
SB 751 (Doolittle)	School District Police: POST Reimbursement	Oppose	Held by Author
AB 985 (Brown)	Legal Training: Funding		Two-Year Bill
AB 1169 (Martinez)	Firearms Training: Public	Neutral	Two-Year Bill
AB 2078 (NoIan)	Reserves: Level I Training Standards	Support	Two-Year Bill
AB 2172 (Vasconcellos)	Private Patrol: Training	Neutral	Held by Author

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

Rev. 10/5/81

0007/02

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

INFORMATIONAL *

<u>Bill/Author</u>	<u>Subject</u>	<u>Comments</u>	<u>Status</u>
AB 54 (Filante)	Regulatory Agency: Abolition		Two-Year Bill
SB 111 (Alquist)	Assessment Fund: Amendments		Held by Author
AB 189 (Cortese)	Penalty Assessment: Court Construction		Signed into Law Chapter 1171
AB 253 (Alatorre)	Peace Officers Powers: Off duty		Held by Author
AB 359 (Papan)	State Police: Enhanced Powers		Signed into Law Chapter 1112
SB 375 (Dills)	Driver Training: Continuation of Program	(same as AB 651)	Two-Year Bill
SB 412 (Johnson)	Custodial Officers: Training		Signed into Law Chapter 987
AB 427 (Leonard)	Penalty Assessment: Sunset Date Change		Two-Year Bill
SB 455 (Johnson)	Employee Records: Availability		Held by Author
AB 513 (Stirling)	Reserve: Training Requirements		Held by Author
AB 574 (Hart)	California Specialized Training Institute: Enabling Legislation		Signed into Law Chapter 639
SB 640 (Davis)	Driver Training: Increased Allowance		Two-Year Bill
AB 651 (Young)	Driver Training: Continuation	(same as SB 375)	Two-Year Bill
SB 673 (Sieroty)	Private Police: Standards		Held by Author
AB 832 (Watson)	Assessment Fund: Amendment		Two-Year Bill
AB 975 (Bergeson)	Regulatory Agency: Abolition		Held by Author
AB 1053 (McAlister)	Juvenile Offenses: Penalty Increase		Two-Year Bill
AB 1131 (Bates)	Peace Officer: Prohibited Employment		Signed into Law Chapter 351
SB 1246 (Montoya)	Driver Training: Continuation		Held by Author
AB 1297 (Levine)	Correctional POST: Continuation		Signed into Law Chapter 1153
AB 1304 and 1306 (Moore)	Fines: Increase		Held by Author

*Informational means the Commission will take no official position.
Rev. 10/5/81 (0007/02)

Memorandum

Members of the Organizational and Personnel
Policies Committee

Date : September 14, 1981

Chairman - Jake Jackson

Members: Bob Edmonds
Bill Kolender
Joe Trejo
Bob Vernon
Joe Williams

Jake

Jake Jackson - Committee Chairman

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

Subject:

At the July, 1981, meeting, the Committee was given an assignment relative to Commission policy on the Advisory Committee and other matters. I would like to review these matters with you by way of this memo and its attachments. If, after reviewing the suggestions and materials here, members of the Committee find themselves in agreement, then there may not be an actual need to hold a meeting. The items are as follows:

1. Appointments of Members to the Advisory Committee

Attached are exhibits A and B, the existing and suggested guidelines for appointments to the Advisory Committee. The key change has to do with the appointment of public members that now reads, "The public members are nominated by POST staff." The new language is, "The public members are nominated by members of the Commission. If more than one nomination exist for an opening, the Chairman of the Commission shall poll the Commission to determine the nominee."

2. Role of the POST Advisory Committee

The existing Role of the Advisory Committee Statement provides that the Advisory Committee "may receive briefings on the POST 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; and formulate specific proposals for consideration when directed by the Commission."

The statement goes on to say that 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.

This statement provides the necessary, desirable guidelines within which the Advisory Committee should operate and still provides ample flexibility for the Commission in requesting any particular service of the Advisory Committee. Upon review, it is my recommendation

Memo - cont.

that the statement of the Role of the Advisory Committee stand, as stated in Attachment C.

3, Executive Director's Salary

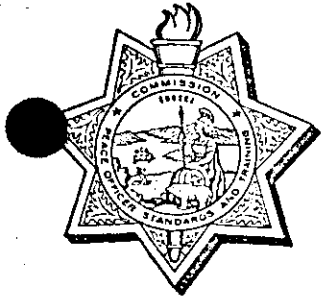
It was the consensus of the Commission and order of the Chair that the seeking of a salary increase for the Executive Director be referred to this Committee. In view of the constraints of the present compensation system, I have been advised that there are several agencies in the State where the Deputy has a potential for being paid more than the top executive, as is the case with POST. This issue is being identified and may be addressed by the State next Spring. My proposal for the Committee's recommendation is that a letter such as the sample draft letter attached be signed by the Chairman of the Commission and forwarded to Martin W. Morgenstern, Director, Department of Personnel Administration, for their reference as the State irons out its over-all executive compensation policies.

If members of the Committee concur with suggestions contained here, there will be no need to call a meeting of the Committee. If, however there is sufficient sentiment that a meeting should be held, please call Executive Director Norman Boehm at (916) 445-4515, and he will forward the concern to me. If sufficient concern is expressed, I will consider calling a meeting. If we do not hear from you by September 30, the suggestions stated here will become the recommendations of the Committee to the Commission.

Attachments

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823



POST ADVISORY COMMITTEE

Policy Regarding Service and Appointment of Members
(As approved by the Commission, January 1976, one thru seven, August 1979, eight and nine)

1. Members are appointed by the full Commission.
 - a. Members representing an association or agency are nominated by the association or agency.
 - b. Public members are nominated by POST staff.
2. Members always serve at the pleasure of the Commission with a normal term of three years.
3. The appointment cycle of members is on a September to September basis, in conformance with Commission appointments, with staggered terms.
4. The Advisory Committee Chairman and Vice Chairman are elected at the last scheduled meeting of each calendar year.
5. A member's absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status, for consideration of removal from the Advisory Committee.
6. A member's service shall, where appropriate, be reviewed annually by the Commission with the association or group represented.
7. Members are not allowed to send alternates to represent them at meetings.
8. 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.
9. The Chairman of the Advisory Committee shall attend Commission Meetings and serve as spokesman for the Advisory Committee.

POST ADVISORY COMMITTEE

Proposed Policy Regarding Service and Appointments of Members

1. Members are appointed by the full Commission.
 - a. Members representing an association are nominated by the association or agency.
 - b. ~~The student representative and public members are nominated by POST staff.~~
 - b. The public members are nominated by members of the Commission. If more than one nomination exist for an opening, the Chairman of the Commission shall poll the Commissioners to determine the nominee.
2. Members always serve at the pleasure of the Commission with a normal term of three years.
3. The appointment cycle of members is on a September-to-September basis, in conformance with Commission appointments, with staggered terms.
4. The Advisory Committee Chairman and Vice-Chairman are elected by their fellow members at the last scheduled meeting of each calendar year.
5. A member's unexcused absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status for consideration of removal from the Advisory Committee.
6. A member's service shall, where appropriate, be reviewed annually by the Commission with the association or group represented.
7. Members are not allowed to send alternates to represent them at meetings.
8. 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.
9. The Chairman of the Advisory Committee shall attend Commission meetings and serve as spokesman for the Advisory Committee.

ROLE OF THE POST ADVISORY COMMITTEE
(Adopted by the Commission October 25, 1979)

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.

SAMPLE DRAFT LETTER

SUGGESTED LETTER TO MARTIN MORGENSTERN, DIRECTOR, Department of
Personnel Administration

Dear Mr. Morgenstern:

During a recent review of the compensation paid to our Executive Director, the Commission on Peace Officer Standards and Training (POST) was surprised to learn that the annual salary for this exempt position is less than that of the incumbent's immediate subordinate, a civil service employee. Although the difference is not great, it struck the Commission as inappropriate and patently unfair that this situation exists, particularly in view of the civil service protection which is afforded the subordinate and which is not available to the Executive Director. It would seem the more responsible, less permanent employee, would be afforded the greater compensation.

We would very much like your staff to investigate this situation with an eye toward upgrading the compensation package for the POST Executive Director to a more appropriate level. This compensation package, hopefully, could include increased benefits, as opposed to only a raise in salary. We believe that this type of comprehensive reward system is needed to ensure that the State and POST attracts and retains high caliber executives.

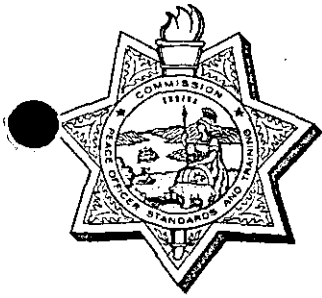
If you should wish to discuss this matter with me personally, I can be reached at (415) 864-1919.

Sincerely,

NATHANIEL TRIVES.
POST Chairman

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823
POST ADVISORY COMMITTEE MEETING
October 8, 1981
Hillsdale Inn, San Mateo, CA



M I N U T E S

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chairperson Ayres.

ROLL CALL OF THE ADVISORY COMMITTEE MEMBERS

Roll was called:

Present were: Barbara Ayres, Larry Watkins, Ben Clark,
Michael Gonzales, Joseph McKeown, Alex Pantaleoni
Jack Pearson, Arnold Schmeling, J. Winston Silva
Robert Wasserman

Absent were: Wayne Caldwell, Alice Lytle (excused),
Mimi Silbert (excused), George Tielsch

POST Staff Present: Brooks Wilson, Norman Boehm, Rachel Fuentes

Other: Daniel Aleman, President of the Latino Peace
Officers Association

APPROVAL OF PREVIOUS MINUTES

Chairperson Ayres indicated that Advisory Committee member Jack Pearson was absent at the July 15, 1981 meeting. MOTION - Pantaleoni, second - Watkins, carried unanimously that the previous meeting minutes of July 15, 1981 be approved as written with one correction indicating Jack Pearson's absence from the previous meeting.

INTRODUCTION OF NEW MEMBERS

Chairperson Ayres introduced new member Ben Clark, Sheriff of Riverside County to the Advisory Committee. She stated that the other two new members, Mimi Silbert and Alice Lytle were unable to attend. They will be introduced at the next meeting.

SYMPOSIUM UPDATE

Brooks Wilson reported on the follow-up to the Symposium on Professional Issues held in October, 1980. He distributed and discussed with the Committee a memo (Attachment A) that was sent to the Professionalization Coordinating Committee. This memo represented the Commission modifications of the task force recommendations which had been submitted to the

Commission for approval. A complete list of task force recommendation, to date, are included as Attachment B. He explained that after CPOA, PORAC, and the Commission reacted to all of the recommendations, they were returned to the Coordinating Committee for resolutions of any differences. Those recommendations listed in Attachment B that are not referenced in the memo to the Professionalization Coordinating Committee (Attachment A) were accepted as submitted.

1. Task Force on New Organizational Concepts

They are recommending a regionalization approach to the delivery of police service in California. The Commission recommended that this concept be submitted to professional associations, such as the League of California cities, CPOA, members of the Legislature, local governmental bodies, and other appropriate groups, to discuss and provide their views on this approach to law enforcement. The Coordinating Committee accepted the Commission suggestion.

2. Task Force on Education and Training

a. Basic Academy Screening

The Commission felt that the academies should be authorized only information about felony convictions and they deleted the following phrase from the recommendation: "To minimize redundancy with agency screening." This was dropped to avoid the possibility of minimizing the importance of the background investigation.

b. Develop an AA degree program which integrates the Basic Course and the degree.

The Commission recommended that POST staff be authorized to work with representatives of pre-service programs, agency and college-based academies, user agencies, and the Chancellor's Office to develop an AA degree program which integrates the Basic Course and the degree. They deleted the date "1987." The Commission also deleted the phrase "prior to employment as a peace officer" as they felt that this could be an issue that could be decided at the time. The Coordinating Commission accepted the changes. There was a lengthy non-conclusive discussion on this issue.

3. Task Force on Continuing Education and Training - Group 2 (Increased Executive Training)

a. Executive Profile Assessment

The Coordinating Committee recommendation was to provide a comprehensive Executive Profile Assessment and the Commission action was to explore the feasibility, costs and capability of POST providing this assessment and discuss more thoroughly at a subsequent Commission meeting.

b. Establishing a Police College

The Coordinating Committee recommendation was to explore the feasibility of establishing a "police college" for supervisory, management, and executive education and training. The Commission action was to adopt the recommendation and consider the possibility of having sites for police training in both Northern and Southern California. This study is now under way.

4. Task Force on Licensing/Enhanced Certification

The Commission suggested a number of changes which are listed below. The most significant change was the definition of a "peace officer" as it relates to licensing.

- a. The Commission recommended to reword the definition of "peace officer" to include only those peace officer categories currently in the regular program and the proposed legislation as submitted by the task force would be universal, that is, all those people defined in the Penal Code as peace officers.
- b. Reword to require completion of the Basic Course and passing a subject matter examination. Wilson explained that the wording of the proposed legislation implies that the Basic Course would be required but does not specifically state it.
- c. Reword to distinguish between subject matter examinations which would be administered to academy graduates, and equivalency examinations which would be administered as part of the equivalent training evaluation process. Both are designed to measure possession of all the possible knowledge and skills that are required in our current Basic Course. The difference being that those people who had graduated from a POST-Certified academy would be given a shorter test which sampled the performance objective because we know more about their training.
- d. To move the proposed effective date of December 31, 1981, back to January 1, 1984, to provide time to make necessary preparations.
- e. Add a requirement for a POST-approved field training program.
- f. Specifically spell out in the legislation that a certificate or license does not immunize the holder from justified dismissal or local discipline.

The Professionalization Coordinating Committee accepted all the changes except the definition of a peace officer. Wilson stated that these recommendations have gone through the entire process and are ready for implementation. The following task force reports are being processed through the system:

Task Force on Retention Strategies

Wilson discussed the Executive Summary report developed by the task force which had generated four recommendations. They were supported by the Coordinating Committee with an additional recommendation for publication and distribution by POST of the report. The Commission has received the report and has referred it to the Long Range Planning Committee. They will meet soon to consider this. POST staff is recommending to the Long Range Planning Committee that Recommendations 2 and 3, regionalized concept of written testing and minimum reading level be held in abeyance pending implementation of Recommendation #1 - a study of attrition rates, and why they are occurring. Staff is recommending that #4 be integrated with #1 - the study of attrition data.

Task Force on Continuing Education I (Supervision and Management)

Wilson reported that this task force has not been to the Commission yet. The task force submitted eight recommendations to the Professionalization Coordinating Committee. They are:

1. Initial Training Requirements

That the management/supervisory training like the basic training be required prior to promotion, transfer, or appointment to a supervisory or management position.

2. Supervisory Management Update

That POST require supervisors and manager to successfully complete certified supervisory and management update courses, of 24 hours or more, at least once every 24 months after promotion.

3. Administrators Course

An Administrators Course be developed by POST for upper level management positions.

4. Supervisory and Management Course Curricula

That a thorough study be conducted by POST to redesign the supervisory and management course curricula into learning goals and performance objectives and to modularize the subject matter and make it more relevant.

5. Adequate Performance Objective Testing

That POST exercise more quality control over certified supervisory and management courses by developing appropriate testing processes and assuring that such tests are properly administered.

6. Instructor Development

That POST publish an "instructors handbook" on methods of presentation for use as a guide by instructors and training institutions.

7. Improved Quality Controls

That POST staff conduct on-site course audits to evaluate instructors and report the results to course presenters.

8. Training vs. Education

That a committee be established to work with the Chancellors of the Community College system and State University and College system to develop relevant upper division courses or degree programs for the police service.

Wilson stated that the Task Force on New Organizational Concepts is meeting today to inquire into new and innovative uses of civilians in law enforcement agencies. He stated that there are just two task forces which have not presented their recommendations to the Commission. They are the Task Force on Retention Strategies which will be heard at the October Commission meeting, and the Task Force on Continuing Education I.

ORGANIZATIONAL AND PERSONNEL POLICIES COMMITTEE REPORT

The Executive Director stated that at the July Commission meeting the Organizational and Personnel Policies Committee was given an assignment relative to Commission policy on the Advisory Committee and other matters. The Committee reviewed the existing and suggested guidelines for appointments to the Advisory Committee. After review, the only change in our "Appointments of Members to the Advisory Committee" was to change the appointment of public members which now reads, "The public members are nominated by POST staff" to read "The public members are nominated by members of the Commission. If more than one nomination exists for an opening, the Chairman of the Commission shall poll the Commission to determine the nominee." He reported that the Role of the Advisory Committee was also reviewed and it was decided that there was enough flexibility and that there was no need to change it.

There was a general discussion on the Role of the Advisory Committee. The Executive Director stated that there is a lot of flexibility in the guidelines. He stated that there are various projects that the Advisory Committee can work on and the Commission will discuss some of these with them, such as the Command College, Video project and the Computer Assisted Instructions.

It was the consensus of the Committee that the Advisory Committee members are not being used as much as could be or being advised appropriately as to what is going on. They would like to see the recommendations first so that they can notify their association and constituents as to what is happening and also to obtain some input from them to report back to the Commission. The Advisory Committee would like the Commission to know that they feel their advisory role is important to the Commission and want to reaffirm their commitment to that role. The Executive Director stated that the Chairperson should feel free to bring this up with the Commission.

After discussion, Chairperson Ayres recommended that the Advisory Committee minutes be sent to the Commission for their information.
MOTION - Pearson, second - Schmeling, carried unanimously for approval to send copies of the Advisory Committee minutes to the Commission.

LEGISLATIVE UPDATE

Wilson reported that the Legislature adjourned on September 15 and will reconvene on January 4, 1982. There were two bills in the last session that POST supported.

SB 210 - Presley - This bill added the Marshals to the POST reimbursement program and will continue the 6.6% of the Assessment Fund to POST until 1986. This will cost us approximately \$200,000 for the Marshals and will add approximately \$3.5 to \$4.5 million per year in new revenues to the Peace Officer Training Fund (POTF).

AB 2078 - Nolan - This bill allows POST to prescribe standards for reserve training. This was made a two-year bill.

He also distributed a status report on both the active and informational bills that POST is following. See Attachments "C" and "D".

PROPOSED DATES AND LOCATIONS OF FUTURE MEETINGS

The dates for the Advisory Committee meetings were set but due to changes in the Advisory Committee assignments, they will be held one week prior to the Commission meeting which are normally held on the third Thursday in January, April and October. The July meeting will be held jointly with the Commission.

January 21, 1982	-	Rodeway Inn, Orange
April 8, 1982	-	POST Headquarters, Sacramento
July 14-15, 1982	-	Bahia Hotel, San Diego
October 14, 1982	-	Bay Area

NEW BUSINESS

Wasserman reported that there was a constituent's concern over the diminishing amount of money that goes back to local government and the increase in the Commission's Administrative Budget. He stated that in 1980-81 it went down about \$1/2 million and other expenses have gone up over a million dollars. The Executive Director went over POST budget with the members explaining that in 1980-81 expenditures to Aid to Local Government went up because we had a mid-year infusion of \$3 and 1/2 million all of which went to aid to Local Government. From budgeted figures from this year to last year, we were able to maintain approximately the same amount. This year we had a little less than \$1/2 million than last year. Since 1979, the Aid to Local Government has increased \$4.5 million. The Executive Director stated that he will send Wasserman some budget information showing historical development of POST budgets.

McKeown stated that there is a concern among the academy directors about the BCEE in the wording of the Commissions' Regulations. There appears to be a loophole in the wording which would allow certain people to take the exam that should not. They are under the impression that the BCEE was primarily for out-of-state people and now it will be given to everyone within the state. Another concern is that anyone who fails the BCEE have to do pursuant to the language that is currently written, could remediate, and this would suffice. The academy directors feel that this

would defeat the performance objectives requirement. The Executive Director will check on this. CAPTO North is going to have a discussion on this at their board meeting on October 13 in Ventura at the Holiday Inn.

Reports from Members

Chairperson Ayres - (WPOA) Chairperson Ayres reported that WPOA is having their next training session on November 9-11 at CSTI in San Luis Obispo. It is a 27-hour mini-course on Officer Survival.

Vice-Chairman Watkins - (CHP) Vice-Chairman Watkins reported that with the passage of AB 202 (Papan), there will be more people to recruit.

Committee Member Schmeling - (COPS) Mr. Schmeling had nothing to report.

Committee Member Pantaleoni - (CAAJE) Pantaleoni reported that the next annual conference will be in San Jose at the Airport Hyatt House in April 1982.

Committee Member Pearson - (PORAC) Lieutenant Pearson reported that PORAC will have their annual conference at the Hyatt Hotel in Lake Tahoe on November 5-8, 1981.

Committee Member Wasserman - (CPOA) Chief Wasserman reported the CPOA conference will be held on November 1-4, 1981 at the Hilton Hotel in Fresno.

Committee Member Gonzales - (CAPTO) Sergeant Gonzales reported that their CAPTO conference will be held on October 14-16, 1981 at the Hotel Inn in Ventura.

Committee Member McKeown - Mr. McKeown had nothing to report.


Committee Member Silva - (Community Colleges) Mr. Silva had nothing to report.

Committee Member Clark - (CSSA) Sheriff Clark reported that the Sheriff's Association is going to have a Jail Training meeting in Visalia on November 17-19, 1981. Clark requested that the Advisory Committee Chairperson ask the Chairman of the Commission to have a specific project for the Advisory Committee or otherwise cancel any future meetings. Chairperson Ayres will take this to the Chairman. He recommended that any Advisory Committee meetings, Commission meetings, or training meetings should not be allowed to go to Lake Tahoe or any place else other than places where there is an airport near for several reasons, costs, etc. He would like this also passed on to the Commission.

The Executive Director reported that Ed Meese, Counselor to the President of the United States, will be in Sacramento on October 23, 1981, the night of the Commission meeting for a private dinner to be held at the Holidome at 6:30 p.m., honoring him for his service to POST Advisory Committee and to California law enforcement. He invited the Advisory Committee members to attend and to call Imogene by October 13 for reservations.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:48 p.m.



Rachel S. Fuentes
Secretary

Attachments

Memorandum

To : Nathaniel Trives, Chairman
Professionalization Coordinating Committee

Date : August 19, 1981

From : B. W. Wilson, Special Projects Coordinator
Commission on Peace Officer Standards and Training
Executive Bureau

Subject: TASK FORCE RECOMMENDATIONS

The purpose of this memo is to review the recommendations submitted by the Professionalization Coordinating Committee and to identify the exceptions made by the Commission on POST. PORAC has endorsed them, as submitted, and CPOA is to report at the September 3, 1981 meeting.

TASK FORCE ON NEW ORGANIZATIONAL CONCEPTS

Coordinating Committee Recommendation

Consolidate police services in California so as to form a system in which the state is divided into geographic areas, each served by a locally managed police force; all of the forces by law comprising the statewide system.

Commission Action

Ask the Coordinating Committee to contact police professional associations, members of the Legislature, local governmental bodies, and other appropriate groups to discuss and provide their views on this general idea as to whether it would be feasible and would the concept work -- that being, as a long-range goal, police services in California be consolidated so as to form a system in which the State is divided into geographic areas, each served by a locally managed police force; all of the forces by law comprising the state-wide system. These views are to be brought back to the Commission at a future meeting.

TASK FORCE ON EDUCATION AND TRAINING

With the following two exceptions, the Commission endorsed all recommendations:

Coordinating Committee Recommendation

Basic academy screening should consist of reading/writing tests, physical agility examination to determine the student's ability to participate in physical training activities, fingerprint check to determine felony conviction, counseling about standards and working conditions, and formalized documentation of this screening to minimize redundancy with agency screening. Any legislation required to facilitate this process should be supported by POST, CPOA, AND PORAC.

Commission Action

Approve with the following modification:

1. Academies should be authorized only information about felony conviction from local law enforcement agencies.
2. Delete the following phrase from the recommendation: "To minimize redundancy with agency screening."

Coordinating Committee Recommendation

Prior to 1987, an AA degree curriculum should be restructured to totally include or integrate the POST-approved Basic Course with the objective that the requirements of an AA degree, or its equivalent, be met upon graduation from the basic academy and prior to employment as a peace officer.

Commission Action

Authorize Staff to work with representatives of preservice programs, agency- and college-based academies, user agencies, and the Chancellor's Office to develop an AA degree program which integrates the Basic Course and the degree.

TASK FORCE ON CONTINUING EDUCATION AND TRAINING

Group 2 (Increased Executive Training)

Coordinating Committee Recommendation

POST should provide a comprehensive Executive Profile Assessment -- a comprehensive assessment of the chief executive's strengths, weaknesses, management styles, and aptitude by a variety of examinations and analysis by experts.

Commission Action

To explore the costs and capability of POST's providing this Executive Profile Assessment, to be discussed more thoroughly at a subsequent Commission meeting.

Coordinating Committee Recommendation

Explore the feasibility of establishing a "police college" for supervision, management, and executive education and training.

Commission Action

To adopt the recommendation and authorize staff to prepare a developmental study designed to explore the feasibility of establishing a "police college" for a supervisory, management, and executive education and training.

and

That part of the study should include the feasibility of POST's having sites for police training in both Northern and Southern California, or at least find some area in Southern California that would be the center for training delivery services.

TASK FORCE ON LICENSING/ENHANCED CERTIFICATION

Commission Action

Support legislation which would upgrade the Basic Certificate to license status and would expand the requirements and condition for revocation, with the following modifications added to the proposed legislation:

1. Reword the definition of "peace officer" to include only those peace officer categories currently in the regular program.
2. Reword proposed P.C. Section 13527, para. 3(c) to require completion of the Basic Course and passing a subject matter examination.
3. Reword proposed P.C. 13527, para. H to distinguish between subject matter examinations which would be administered to academy graduates, and equivalency examinations which would be administered as part of the equivalent training evaluation process. This would require a modification of the proposed definitions of subject matter examination and the addition of a definition of equivalency examination.
4. To move the proposed effective date of December 31, 1981, back to January 1, 1984, to provide time to make necessary preparations.
5. Add a requirement for a POST-approved field training program.
6. Specifically spell out in the legislation that a certificate does not immunize the holder from justified dismissal or local discipline.

RECOMMENDATIONS OF PROFESSIONALIZATION COORDINATING COMMITTEE

As a result of the "Symposium on Professional Issues in Law Enforcement" hosted in October, 1980, by POST, CPOA and PORAC, a steering committee, entitled "Professionalization Coordinating Committee" was appointed to address the professionalization issues identified.

Six task forces were established by the Professionalization Coordinating Committee to assist them in their work. All of the task forces have met several times and five of them have submitted a list of recommendations. Listed below are those recommendations which have been accepted (with some modification) by the Professionalization Coordinating Committee and referred to the policy making bodies of POST, PORAC and CPOA for review.

In reviewing them, please keep in mind that they are in a review process and may or may not emerge in their present form as actions or statements that are endorsed by the three groups (PORAC, POST, CPOA).

The task forces which have reported, along with their purpose and recommendations are:

TASK FORCE ON NEW ORGANIZATIONAL CONCEPTS

Purpose: To develop position papers and strategies for implementing consolidation, regionalization, more efficient use of nonsworn personnel, regional selection procedures, and new career ladders.

Recommendations are directed to Phase I - New Organizational Concepts.

Coordinating Committee Recommendation #1

Consolidate police services in California so as to form a system in which the state is divided into geographic areas, each served by a locally managed police force; all of the forces by law comprising the statewide system.

TASK FORCE ON CONTINUING EDUCATION AND TRAINING
Group II - Increased Executive Training

Purpose: To develop suggested increased executive training.

Recommendation #1

POST should provide a comprehensive Executive Profile Assessment - a comprehensive assessment of the chief executive's strengths, weaknesses, management styles, and aptitude by a variety of examinations and analysis by experts.

Recommendation #2

Mandate the Executive Development course for all chiefs and sheriffs appointed after the effective date to an agency in the Regular or Specialized Program.

Modify the course to include an assessment center and increase instructional allowances to attract the most qualified instructors.

Recommendation #3

Expand the executive series of courses. Direct content to contemporary needs,

continuing executive careers, and various agency sizes. Courses should be affiliated with a college or university for credits. The course should be organized to minimize travel. POST should provide a certificate upon completion of the series which include:

- a. basic core
- b. contemporary issues
- c. electives

Recommendation #4

Provide a program of Executive Resources which includes:

- a. Expansion of POST management counseling services to include a cadre of resource personnel to assist executives on-site with specific or general needs.
- b. Expansion of the Field Management Training to provide more than five days per training session.
- c. Maintenance by POST of a list of exemplary projects to include:
 - 1. organizational design
 - 2. facilities
 - 3. data processing
 - 4. communications systems
 - 5. vehicle fleet maintenance procedures
 - 6. technology transfers

Recommendation #5

POST should provide and maintain a quarterly digest of excellent management articles, and a video/audio tape management series.

Recommendation #6

Explore the feasibility of establishing a "police college" for supervision, management, and executive education and training.

TASK FORCE ON EDUCATION AND TRAINING

Purpose: To develop suggested Regulations change or other strategy to increase pre-employment training in conjunction with improving the relevance/quality of such training, and to standardize career entry paths.

Recommendation #1

The current dual entry pattern for entry into law enforcement should be continued (hire - then train, or hire those already trained).

Pre-employment training should be encouraged but pre-employment students should be screened to minimize the possibility of undesirable or obviously unqualified students attending basic courses.

Recommendation #2

Basic academy screening should consist of reading/writing tests, physical agility examination to determine the student's ability to participate in physical training activities, fingerprint check to determine felony conviction, counseling about standards and working conditions, and formalized documentation of this screening to minimize redundancy with agency screening. Any legislation required to facilitate this process should be supported by POST, CPOA, and PORAC.

Recommendation #3

The same standards of quality and content control should be applied to extended format presentations that are applied to intensive format presentations.

Recommendation #4

Prior to 1987, an AA degree curriculum should be restructured to totally include or integrate the POST-approved Basic Course with the objective that the requirements of an AA degree, or its equivalent, be met upon graduation from the basic academy and prior to employment as a peace officer.

Recommendation #5

A limit of three years should be established within which a preservice student must be employed. After that, the equivalence testing process must be invoked.

Recommendation #6

POST should modify its records system to measure current and future levels of pre-employment training and retention.

Recommendation #7

Communicate to the community colleges with AJ degree programs about the concern for lack of relevance in the community college AJ program and recommend that they adhere to the core curriculum developed through the Chancellor's Office, California Community Colleges.

Recommendation #8

That POST's regulations be amended to require an Associate degree or 60 semester units (with 40 units in general education) for the intermediate certificate and Baccalaureate degree for the advanced certificate along with experiential requirements.

Recommendation #9

An active advisory committee be utilized for all AJ degree programs.

Recommendation #10

POST should mandate a field training program with the following characteristics:

- a. The FT program should be required for all newly employed officers and lateral transfers as part of the agency certification requirements.

- b. The requirement should be "prior to field assignment," rather than "immediately following basic."
- c. The program should be closely related or integrated into the Basic Course, should be performance objective-orientated rather than time related, and that POST should update, distribute, and maintain a field training guide for that purpose.

Recommendation #11

POST should eliminate the six-unit requirement as a condition of employment.

TASK FORCE ON LICENSING/ENHANCED CERTIFICATION

Purpose: To develop for Commission consideration, legislation or PAM change directed to the licensing of police officers, or PAM change which would upgrade the Basic Certificate to license status. Increased training and minimum selection standards to be considered as part of the legislation or regulations change.

This task force is recommending the joint introductions of proposed legislation which:

1. Establishes the Basic Certificate as a license to practice peace officer.
 - a. Grandfathering - Commission sets regulations
 - b. All full time peace officers in 830 et. seq.
 - c. Effective January 1982
 - d. Required 18 mos after employment (832.4 PC)
2. Expands requirements
 - a. Subject matter testing
 - b. Equivalent testing
 - c. Grounds for denial
3. Extends reimbursement to all full time peace officers
4. Requires subject matter examination
 - a. Defines subject matter examination
 - b. Includes job knowledge and skills
 - c. Measures all job knowledge and skills required in basic course
5. Requires both POST and local standards be met and endorsement by employing agency to obtain Basic Certificate.
6. Provides for revocation
 - a. Commission of felony
 - b. Fraud on application
 - c. Same grounds for refusal to issue
7. Requires requalification after 3 years break in service.
8. Authorizes Commission to obtain background information.
9. Makes misuse of certificate misdemeanors.

TASK FORCE ON RETENTION STRATEGIES

Purpose: To develop position papers and strategy for improving retention of quality police personnel in the California law enforcement community for increasing lateral mobility.

Recommendation #1

It is recommended that POST assume responsibility for gathering attrition data from local agencies on an ongoing basis for the purpose of monitoring police attrition. This information should be disseminated to all agencies annually.

Recommendation #2

It is recommended that POST develop a regionalized concept of written testing and physical agility and the development of an eligible list should be explored and implemented. Such lists should be utilized in association with Qualification Appraisal Panels of individual agencies.

Recommendation #3

It was strongly recommended that POST establish, as a minimum standard, the requirements and appropriate minimum passing level for reading and writing tests developed by POST.

Recommendation #4

It is recommended that Lateral Mobility should not specifically be encouraged or discouraged, but should be open as an option for individual agencies. POST, in connection with its study of attritional data, should analyze lateral mobility through its computerized data bank to determine its implications and impact over the next ten years.

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

ACTIVE *

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SB 201 (Richardson)	D.A. Investigators: POST Reimbursement	Neutral	Signed into Law Chapter 710
SB 210 (Presley)	Marshals: POST Reimbursement POST Fund: Increase Revenue	Support	Signed into Law Chapter 966
SB 588 (Rains)	Child Abuse: Investigative Procedures and Training	Neutral	Signed into Law Chapter 1062
AB 674 (Katz)	Arson Investigators: POST Reimbursement	Oppose	Held by Author
SB 751 (Doolittle)	School District Police: POST Reimbursement	Oppose	Held by Author
AB 985 (Brown)	Legal Training: Funding		Two-Year Bill
AB 1169 (Martinez)	Firearms Training: Public	Neutral	Two-Year Bill
AB 2078 (Nolan)	Reserves: Level I Training Standards	Support	Two-Year Bill
AB 2172 (Vasconcellos)	Private Patrol: Training	Neutral	Held by Author

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

Rev. 10/5/81

0007/02

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

INFORMATIONAL *

<u>Bill/Author</u>	<u>Subject</u>	<u>Comments</u>	<u>Status</u>
AB 54 (Filante)	Regulatory Agency: Abolition		Two-Year Bill
SB 111 (Alquist)	Assessment Fund: Amendments		Held by Author
AB 189 (Cortese)	Penalty Assessment: Court Construction		Signed into Law Chapter 1171
AB 253 (Alatorre)	Peace Officers Powers: Off duty		Held by Author
AB 359 (Papan)	State Police: Enhanced Powers		Signed into Law Chapter 1112
SB 375 (Dills)	Driver Training: Continuation of Program	(same as AB 651)	Two-Year Bill
SB 412 (Johnson)	Custodial Officers: Training		Signed into Law Chapter 987
AB 427 (Leonard)	Penalty Assessment: Sunset Date Change		Two-Year Bill
SB 455 (Johnson)	Employee Records: Availability		Held by Author
AB 513 (Stirling)	Reserve: Training Requirements		Held by Author
AB 574 (Hart)	California Specialized Training Institute: Enabling Legislation		Signed into Law Chapter 639
SB 640 (Davis)	Driver Training: Increased Allowance		Two-Year Bill
AB 651 (Young)	Driver Training: Continuation	(same as SB 375)	Two-Year Bill
SB 673 (Sieroty)	Private Police: Standards		Held by Author
AB 832 (Watson)	Assessment Fund: Amendment		Two-Year Bill
AB 975 (Bergeson)	Regulatory Agency: Abolition		Held by Author
AB 1053 (McAlister)	Juvenile Offenses: Penalty Increase		Two-Year Bill
AB 1131 (Bates)	Peace Officer: Prohibited Employment		Signed into Law Chapter 351
SB 1246 (Montoya)	Driver Training: Continuation		Held by Author
AB 1297 (Levine)	Correctional POST: Continuation		Signed into Law Chapter 1153
AB 1304 and 1306 (Moore)	Fines: Increase		Held by Author

*Informational means the Commission will take no official position.
Rev. 10/5/81 (0007/02)

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Specialized Law Enforcement Representative on the POST Advisory Committee		Meeting Date October 23, 1981
Bureau Executive Office	Reviewed By <i>D. Beauchamp</i>	Researched By Brooks Wilson
Executive Director Approval <i>Murray C. Beilin</i>	Date of Approval 9-25-81	Date of Report September 18, 1981
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

Replacement of the specialized police representative on the POST Advisory Committee.

BACKGROUND

The current Advisory Committee representative of specialized law enforcement is Wayne Caldwell who was nominated by the California State Employees' Association, which at the time of appointment was the principal bargaining agency for most state specialized law enforcement officers. With passage of the State Employer-Employee Relations Act (AB 839) and the subsequent election, the official recognized bargaining agency is now the Coalition of Associations and Unions of State Employees (CAUSE). The presidents of CAUSE and PORAC have requested that a representative of CAUSE, Mike Sadlier, replace Wayne Caldwell as the representative on the Advisory Committee (letters attached).

ANALYSIS

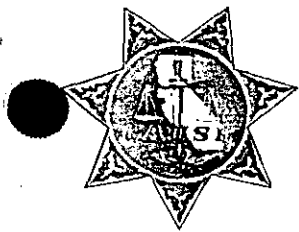
Appointments to positions on the POST Advisory Committee are made by the Commission. Although not required, appointments have frequently been made in the past from nominees of the group they represent. This is the case with the current member. It is not clear nor has it ever been specifically stated that it is policy to make appointments to this slot from a bargaining agency or from any state or local specialized law enforcement agency or association.

Based on historical facts, it would appear that there is no firm policy on the selection of persons to the Advisory Committee. The appropriate initial action of the Commission would be to formulate a policy relating to the seat on the Advisory Committee assigned to Specialized Law Enforcement.

Recommendation

It is recommended that the Commission adopt a formal policy relating to whether the Advisory Committee member representing Specialized Law Enforcement should represent that portion of the field or whether this representative should be from the official bargaining unit.

Utilize reverse side if needed



CAUSE

Coalition of Associations and
Unions of State Employees
"The Viable Alternative"

PORAC State Office • 1111 "L" St. • Sacramento, CA 95814 • 916-447-5262 • 800-952-5263

Association of Special Agents
— DOJ

Association of Conservation
Employees

Association of Criminalists
— DOJ

Association of Motor Vehicle
Investigators of California

California Association of
Criminal Investigators

California Association of Fraud
Investigators

California Association of
Food and Drug Officials

California Association of
Special Investigators

California Organization of
Licensing Registration
Examiners

California Organization of Food
and Agriculture Inspectors

CHP — Radio Dispatchers
Association

California State Police
Association

Associations of POST
Consultants

Fire Marshal's Association

Fish and Game Wardens
Protective Association

Hospital Police Association
of California

State Park Peace Officers
Association of California

August 13, 1981

Mr. Nathaniel Trives, Chairperson
Commission on POST
7100 Bowling Drive
Sacramento, CA 95823

Dear Commissioner Trives:

The Coalition of Associations and Unions of State Employees (CAUSE) has recently won the right to represent Unit Seven, of the twenty state employee units. Unit Seven is composed of forty-three hundred state peace officers and protective services employees, many of whom are in the POST Specialized Program.

We understand that the incumbent member of the Specialized Programs was nominated by the California State Employees Association (CSEA) which no longer represents peace officers in California. CAUSE would like representation on the POST Advisory Committee and is nominating Fish and Game Warden Michael Sadleir for representative of associations in the specialized program. Warden Sadleir is a member of the CAUSE Board of Directors and the President of the Fish and Game Wardens Protective Association.

We will be happy to provide any additional information necessary and would appreciate an early decision.

Sincerely,

LEN DELANEY,
President
CAUSE

ak

COMMISSION ON POST
AUG 14 10 22 AM '81

August 19, 1981

Len Delaney, President
Coalition of Associations and
Unions of State Employees
1111 "L" Street
Sacramento, CA 95814

Dear Mr. Delaney:

Thank you for your letter of August 13, 1981, relating to representation on the POST Advisory Committee. Your recommendations will be duly considered by the Commission at their next meeting on October 22-23, 1981, in Sacramento. If you should desire further information on this matter prior to the meeting, please feel free to contact Norman C. Boehm, our Executive Director, at 445-4515.

Your interest in this matter is very much appreciated.

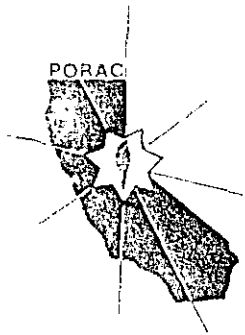
Sincerely,

15/N.C.

NATHANIEL TRIVES
Chairman

DCB:ik

cc: Trives



Peace Officers Research Association of California

THE OBJECTIVE OF THIS ASSOCIATION IS TO UNITE ALL PERSONS WITHIN ITS JURISDICTION FOR THEIR ECONOMIC, PROFESSIONAL AND SOCIAL ADVANCEMENT. IT SHALL BE THE AIM OF THIS ASSOCIATION TO COLLECT, STUDY, STANDARDIZE, SUMMARIZE AND DISTRIBUTE FACTUAL DATA IN ORDER TO PROMOTE THE PROFESSIONAL QUALIFICATIONS AND STANDING OF POLICE OFFICERS, TO STIMULATE MUTUAL COOPERATION BETWEEN LAW ENFORCEMENT AGENCIES, TO SECURE FOR ALL PEACE OFFICERS ADEQUATE COMPENSATION FOR THEIR PROFESSIONAL DUTIES AND TO IMPROVE CONDITIONS OF EMPLOYMENT.

STATE OFFICE

SENATOR HOTEL
1111 "L" STREET
SACRAMENTO, CALIFORNIA 95814
(916) 441-0660

August 17, 1981

Mr. Nathaniel Trives, Chairperson
Commission on Peace Officers Standards
and Training
7100 Bowling Drive
Sacramento, Ca. 95823

Dear Nat:

I have been requested to ask the Commission to reconsider the assignment of a state employee to the Advisory Committee. It is my understanding, according to the Coalition of Associations and Unions of State Employees (CAUSE), that the position is for Specialized Programs and that the California State Employees Association (CSEA) nominated the current representative.

Due to the passage of AB 839, the State Employer-Employee Relations Act, the current Advisory Committee member does not represent state employees. In fact, his position is such that the persons that are identified in state employment falling under the auspices of his "seat" strongly believe that he should not maintain his position. I agree with the position of CAUSE and the members of "Unit 7" who fall within the auspices of the Specialized Program seat on the Committee.

The Peace Officers Research Association of California supports the recommendation of Michael Sadlier to the seat as requested by CAUSE. My personal experience with Mr. Sadlier is that he is a responsible lawman and would more than adequately represent a constituency. Additionally, philosophically he would offer positive input to the Committee relative to the issues at hand. He is more than dedicated to his immediate constituency; he is dedicated to California law enforcement and is well known in these circles.

Sincerely,

RICHARD H. LUCERO
State President

cc: Michael Sadlier
Norman Boehm, Executive Director - POST
Jake Jackson, Commissioner
Len Delaney, President - CAUSE

COMMISSION ON PERS
AUG 20 10 32 AM '81

August 24, 1981

Richard H. Lucero
State President
Peace Officers' Research
Association of California
Senator Hotel
1111 "L" Street
Sacramento, CA 95814

Dear Richard:

I have received your letter of August 17, 1981, regarding the Specialized Law Enforcement seat on the POST Advisory Committee. As I indicated in my recent letter to Len Delany, the President of the Coalition of Associations and Unions of State Employees (CAUSE), this matter will be discussed at the Commission meeting scheduled for October 23, 1981, in Sacramento. If you have any further information on this subject that you wish considered by the Commission, please contact POST staff at your earliest convenience.

We really appreciate your comments, Richard, and we will certainly take them into consideration when making a decision on this important issue.

Sincerely,

15/ N.T. D

NATHANIEL TRIVES
Chairman

DCB:ik

See: Trives

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date	
Amendment of Field Management Training, PAM, Procedure D-9		October 23, 1981	
Bureau	Reviewed By	Researched By	
Management Counseling Services		George W. Williams <i>GWWMS</i>	
Executive Director Approval	Date of Approval	Date of Report	
<i>Moussa C. Boekun</i>		August 25, 1981	

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

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

ISSUE

Amend Commission Procedure D-9, which pertains to Field Management Training. (See Attachment)

BACKGROUND

The proposed amendments are designed to improve the procedure's readability, clarify the process, delete archaic provisions, and correct terminology so as to be consistent with POST's current organization.

ANALYSIS

The amendments proposed contain one substantive change; i.e., to permit trainees to travel to places other than to another law enforcement agency having an outstanding program to be observed. For example, it is proposed that under the auspices of Field Management Training, trainees could travel elsewhere within the state to military installations or private firms whose programs, procedures, or training are the identified objectives. The military and private industry expend vast sums of money on a wide variety of training programs and many of these would be of benefit to law enforcement.

The proposed amendments otherwise are technical and are intended to improve readability, terminology, etc. The Commission's Regulations are not affected by the proposed changes, nor is a public hearing necessary or desirable with regard to these changes. No significant financial impact is anticipated to result from the proposed changes in procedure.

RECOMMENDATION

Adopt the proposed amendments to PAM, Procedure D-9, to become effective January 1, 1982.

Revised: 1982

January 1, 1981

Training

FIELD MANAGEMENT TRAINING

Purpose

9-1. Field Management Training: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(i) of the Regulations for Field Management Training. Field Management Training is a training technique designed to assist in the development and implementation of procedural and operational changes, or in the solution of specific problems within law enforcement agencies which cannot be solved addressed by other available training programs. The Commission provides for financial assistance to participating departments to send their personnel to other California law enforcement agencies or places having outstanding programs in order to observe, or to participate in on-the-job training.

Participation

9-2. Who May Participate: In Particular attention is to be given, in approval of Field Management Training requests, the to management rather than operations operational aspects of a-particular the functions normally-stressed to be addressed by training. Normally, training is limited to those persons with management responsibilities. In special eases circumstances, however, and on an individual basis, POST may approve Field Management Training in operational subjects for management or operational personnel.

9-3. Request for Participation: In order to participate in Field Management Training, the chief or sheriff must submit a letter of request to the Executive Director of POST. The letter must contain the following:

~~a. -- An expressed desire for POST staff assistance.~~

a. -b- A specific request to participate in Field Management Training.

CP D-9

* Rev. January 1, ¹⁹⁸²~~1981~~

- b. ~~-e-~~ A brief summary of the problem ("purpose of training") which the training is intended to address.
- c. ~~-d-~~ Name(s) of trainee(s) and Social Security Number(s).
- d. ~~-e-~~ Place(s) of training.
- e. ~~-f-~~ Proposed date(s) of travel/training.

Approval

9-4. Approval of Training Application: If alternate applicable means of training are presently available, they ~~will~~ must be ~~proposed-in-lieu of used~~ rather than Field Management Training. Field Management Training trips to be reimbursed by POST must not be initiated by the requesting agency until formal approval is received approved by POST. A ~~formal~~ letter of expressing approval or disapproval will be sent by POST to the requesting agency.

9-5. Limited Expenditures: Field Management Training is subject, in addition to the previous limitations set forth, to an a spending limit based upon the allocation of expenditures limit set annually by the Commission. In approving granting requests for reimbursing approval of Field Management Training, POST shall assign first priority to those requests for this training which are designed to impact the management needs of the requesting agency.

Training Schedule

9-6. Schedule of Field Management Training: Arrangements for visits to the agencies concerned may be scheduled by POST, the requesting agency, or by mutual arrangement. The itinerary for the training exercise must be approved by the ~~director-of-POST-Operations-Division~~ Chief, Management Counseling Services Bureau.

9-7. Training Limits: Field Management Training is limited to a maximum of five days for any one training experience. Exceptions may be granted for longer periods of time if deemed appropriate by POST.

CP D-9

* Rev. January 1, ¹⁹⁸²~~1981~~

Reports

9-8. Report of Training Required: Before reimbursement claims will be processed ~~honored~~, the ~~trainee will be required to~~ requesting agency must submit a report with the to POST Operations-Division preferably using POST Form 2-257. The content of the report need not be extensive, but it must be pertinent and describe the degree of accomplishment of the objectives of the trip. In addition, the report must specifically evaluate the effectiveness of the Field Management Training in contributing to the solution of the problem or addressing the matter being studied. The report must be submitted to POST separately and with or prior to the request submission of the claim for reimbursement. (See PAM, Section E-1-3-g)

Reimbursement

*9-9. Reimbursement Claims: ~~For Field Management Training,~~ Eligible claims for reimbursement of training expenses for Field Management Training are paid under Plan IV. Claims for reimbursement must be received by POST within 90 days after completion of the training if they are to be paid without reduction. (See PAM, Section 1015(b))

LETTERHEAD

Date

Norman C. Boehm
Executive Director
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

Dear Mr. Boehm:

POST staff assistance is requested in the form of field management training for the following ~~members~~ employees of my department:

Name(s) of ~~Officer(s)~~ Employee(s) and Social Security Numbers:

Purpose of Training:

Department(s) to be Visited:

Proposed Dates of Travel/Training:

{Optional} It is requested that I be contacted by a POST staff consultant to discuss this training and to assist in identifying specific programs which may be helpful in contributing to a solution of the problem under study. } Optional

I understand that reimbursement is provided under Plan IV, and that a report to POST on the effectiveness of the training must be submitted prior to reimbursement being made, as specified in Commission Procedure E-1-3g.

Chief of Police/Sheriff

Example Letter for Requesting Field Management Training

Illustration i

AGENDA ITEM SUMMARY SHEET

Agenda Item Title KEY DATA OPERATOR CONTRACT		Meeting Date October 23, 1981
Bureau Information Services	Reviewed By	Researched By Bradley W. Koch <i>BWK</i>
Executive Director Approval <i>Norman C. Beckman by b8</i>	Date of Approval 9-28-81	Date of Report September 16, 1981
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 _____).

Background

The Commission has authorized the Executive Director to contract with General Services for the services of Key Data Operators to enter data from our manual records into the computer. During the initial entry period, which concludes December 31, 1981, up to four operators have been authorized and utilized to enter over 60,000 peace officer records and all POST-Certified course information. Now that the first phase of the project is in its final stages of completion, it is necessary to continue to provide key data entry service from January 1, 1982 to June 30, 1982, at which time the positions should be filled by in-house staff. A budget change proposal has been prepared and approved by the Budget Committee to add two positions beginning July 1, 1982.

Analysis

Commission authorization has been previously approved, to provide key data entry service, from the State Department of General Services, under contract which expires December 31, 1981. Since new personnel cannot be brought on board until July 1, 1982, there is a continued need to maintain data entry service from January 1, 1982 to June 30, 1982. This necessitates extension of the contract with General Services to provide this service. A contract extension for this period of time would amount to approximately \$36,000; however, some previously authorized and as yet unused funds will be available at the end of the contract period (12-31-81) and can be used to reduce this figure. Present indication is that approximately \$10,000 may be available.

Recommendations

It is recommended that the Commission authorize the Executive Director to extend the contract with General Services for key data operator service as required for the period of January 1, 1982 to June 30, 1982, at a amount not to exceed \$36,000.

It is further recommended that the Commission authorize the use of any funds, unexpended from the present monies allocated, to the contract expiring December 31, 1981, to be applied to the extended contract with General Services for the period January 1, 1982 to June 30, 1982.

Memorandum

: Members of the POST Commission

Date : September 29, 1981

Nathaniel Trives, Chairman
Professionalization Coordinating Committee

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

Subject: PROFESSIONALIZATION COORDINATING COMMITTEE MEETING OF SEPTEMBER 3, 1981

The Professionalization Coordinating Committee met on September 3, 1981. This committee, consisting of the members of the Commission's Long Range Planning Committee, and representatives of PORAC and CPOA, was established to act as a steering committee for the Symposium follow-up activities. At this meeting, they received reports on the reaction of the three groups (POST, PORAC and CPOA) to seventeen (17) task force recommendations which they had received and approved earlier. The last step in the process (before implementation) is reconciliation of differing positions by the three groups.

As you know, the Commission had approved them with some modifications at the July Commission meeting. The Commission's action on these recommendations have been copied from the minutes and are attached to the report. With some minor changes in wording, the Coordinating Committee accepted the Commission's modifications with one exception. This exception relates to the licensing legislation. While the Commission endorsed most elements of the proposed legislation, their position was to limit it to those peace officers in the Regular Program. The legislation proposed by the Coordinating Committee would extend licensing to all classes of peace officers. The Professionalization Coordinating Committee voted unanimously to retain the all-inclusive element.

It is suggested that further action on the element of the proposed legislation first be considered by the Commission's Legislative Committee.

(For Attachment, refer to July, 1981, minutes,
Items D through G)



U.S. Department of Justice

Attorney General's Task Force on Violent Crime

Washington, D.C. 20530

September 25, 1981

Griffin B. Bell
Co-Chairman
James R. Thompson
Co-Chairman
David L. Armstrong
Frank G. Carrington
Robert L. Edwards
William L. Hart
Wilbur F. Littlefield
James Q. Wilson

Jeffrey Harris
Executive Director

Mr. Nathaniel Trives
Chairman, Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Dear Mr. Trives:

Thank you for your correspondence of August 24, 1981.

The Attorney General's Task Force on Violent Crime, established to examine the role of the Federal Government in combatting violent crime, has now completed its work and presented its recommendations to the Attorney General.

The Task Force examined a large number of issues confronting federal law enforcement. It heard testimony from many experts from around the country and endeavored to consider the very many sides that each issue presented. We have arrived at a series of recommendations that we believe can have a material effect on improving the role of the Federal Government in fighting violent crime.

While your comments and suggestions concerning police training arrived too late to be considered by the Task Force, it was an issue that we examined with great care. I hope our recommendations may reflect, in some way, your concerns.

Yours sincerely,


Jeffrey Harris
Executive Director

DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING



700 BOWLING DRIVE, SUITE 250
 SACRAMENTO 95823

August 24, 1981

EXECUTIVE OFFICE
 General Administration
 (916) 445-4515

OPERATIONS DIVISION Jeffrey Harris
 Standards and Training Executive Director
 Management Counseling Attorney General's Task Force
 (916) 445-0345 on Violent Crime

ADMINISTRATION DIVISION U. S. Department of Justice
 Administration Washington, D.C. 20530
 (916) 322-2235
 Center for Police Management
 (916) 445-4515

Certified Course Record Dear Mr. Harris:
 (916) 322-2180

Professional Certificates
 (916) 322-2237
 Reimbursements
 (916) 322-2238
 Resource Library
 (916) 445-4515
 Standards Validation Unit
 (916) 322-3492

In response to your letter of June 3, 1981, requesting information or suggestions on the Task Force on Violent Crime, I would like to propose cooperative, joint-funded programs that would impact violent crime through police training, and create a law enforcement command school for police officials in the Eastern United States.

Our organization certifies and funds a substantial volume of police training. A substantial amount of this training is directed at prevention and investigation of violent crime. Currently, most of the participants in this training are California officers. There are, however, participants from law enforcement agencies in other states, and out-of-state interest is growing. We believe that, either through a direct grant or joint venture between the Federal government and POST, we could expand our violent crimes training activities to better serve the needs of California law enforcement and make the training available to officers from other western states.

Recently, our Commission has moved to focus more attention on the training needs of police supervisors, managers, and executives, realizing that it is absolutely imperative that these personnel also receive training in the latest technology for dealing with the overall crime problem in the United States. Our experience to date indicates that, as good as our training program has been and is, there is a need to provide comprehensive management training to law enforcement command personnel in California. This we would like to do by establishing a law enforcement command school.

Our problem, however, is that the rapid rise in training costs brought on by inflation has made it difficult, if not impossible, to fund the development of such a school without some funding assistance. Nevertheless, we are committed to the law enforcement command school concept and are already conducting a feasibility study to determine such things as cost, site location, curriculum, and source of funds. Naturally, the Commission would like to

August 24, 1981

have the Federal government participate in the effort to establish a "West Point of Law Enforcement" for the use and benefit of law enforcement in the western states.

Since POST has developed a truly sophisticated training system during a period covering more than 20 years, we believe we have the experience, knowledge and skills necessary to bring about this much-needed project.

Through cost-sharing arrangements, we can develop the staff, facility and capability necessary to undertake these programs. We solicit your participation in these most important projects and urge that a meeting be scheduled as soon as possible to discuss the details with you and members of your staff.

Sincerely,



NATHANIEL TRIVES
Chairman

city of montclair

HAROLD M. HAYES, MAYOR
WM. NELSON GENTRY, MAYOR PRO TEM
COUNCIL MEMBERS:
WALTER HACKETT, JR.
GEORGE C. KLOTZ
LEONARD PAULITZ

July 31, 1981

COMMISSION ON POST
AUG 5 10 36 AM '81

Mr. Nathaniel Trives, Chairman
Commission on Peace Officer Standards and Training
7100 Bowling Drive
Sacramento, California 95823

Dear Mr. Trives:

You are to be highly commended for offering the Law Enforcement Executive Seminars for police chiefs and sheriffs. Although my schedule only allowed me to attend two of the seminars, I found the level of instruction and subject matter to be extraordinary.

The topics were relevant and contemporary in terms of the responsibilities of the law enforcement agency head. Further, the intensive two-day programming is pragmatic, given the demands of a chief executive.

Special recognition and praise are warranted for your executive director Norman Boehm for providing the leadership to make these seminars a reality, and to POST Senior Consultant Gene DeCrona for his conscientious and efficient efforts in coordinating the various offerings. He was very effective in controlling a group of very independent--and sometimes arrogant--police chiefs and sheriffs.

The series of Executive Seminars clearly represents the most productive educational experience I've been exposed to during my tenure as police chief with the exception of the Executive Development course at Cal Poly Pomona.

We are indeed fortunate to have the Commission on Peace Officer Standards and Training in California. You have made an incalculable impact on the professionalization of law enforcement in this State; we genuinely appreciate your contribution and commitment!

Yours for professional law enforcement,

Roger M. Moulton
ROGER M. MOULTON
Chief of Police



pst

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823

August 14, 1981



EXECUTIVE OFFICE
General Administration
(916) 445-4515

OPERATIONS DIVISION
Standards and Training
Management Counseling
(916) 445-0345

ADMINISTRATION DIVISION
Administration
(916) 322-2235
Center for Police Management
(916) 445-4515
Certified Course Records
(916) 322-2180
Professional Certificates
(916) 322-2237
Reimbursements
(916) 322-2238
Resource Library
(916) 445-4515
Standards Validation Unit
(916) 322-3492

Roger Moulton
Chief of Police
Montclair Police Department
P. O. Box 2308
Montclair, CA 91763

Dear Roger:

Thank you for your complimentary letter of July 31, 1981, relating to the Law Enforcement Seminars. The Commission is pleased at the favorable response that the Seminars have had, and we intend to further enhance the executive training opportunities in the future.

I would like to share your letter with the Commission and have asked that it be included as a "for your information" inclusion in the agenda packet for the next meeting.

Again, I appreciate your time and thoughtfulness in sharing your kind remarks with me.

Sincerely,

NATHANIEL TRIVES
Chairman