

INITIAL STATEMENT OF REASONS
POST Basic Courses Test Management and Security Protocols
Training and Testing Specifications for Peace Officer Basic Courses
Regulations 1001, 1005, 1007, 1008, 1009, 1080, and 1083 and
Procedures D-1 and D-10

At the June 23, 2016 meeting, the Commission approved proposed amendments to the POST Administrative Manual (PAM), Section B - Regulations 1001, 1005, 1007, 1008, 1009, 1080, and 1083 and Section D - Procedures D-1, D-10, and D-11, the Training and Testing Specifications for Peace Officer Basic Courses, and the POST Basic Courses Test Management and Security Protocols.

In 2010, POST experienced the largest test security compromise in its history with a loss of more than 600 test items. As a result, two things happened. First, POST established a basic course Test Task Force Committee consisting of basic course directors and coordinators who were tasked with reviewing and modifying the current security requirements and recommending changes where necessary. Second, the POST Test Panel was tasked with reviewing the existing testing process to determine if there was a more effective and secure method to both develop and administer the required tests. The test development and management processes involve the use of subject matter expert groups to ensure the accuracy and validity of the tested material and POST staff to ensure statewide applicability.

The existing test requirement of 21 POST-constructed knowledge tests with 21 retests, and 14 POST-constructed mid-course and end-of-course tests with 14 retests, has proved to be cumbersome and labor intensive for many presenters, especially those with large class sizes. The current process also allows presenters of the basic courses (i.e., Regular Basic Course, Modular Format Courses, Specialized Investigators Basic Course, Requalification Course and the PC 832 Arrest Course) to print hard copies of tests to be used for administration and review purposes with a requirement that they be destroyed within 10 days of the conclusion of the course.

The POST Test Panel, along with POST staff, have determined that replacing the existing administration requirement of the POST-constructed knowledge tests with fewer, more in depth, comprehension tests, will serve multiple purposes. It will not only increase the security of the test material, but will also reduce the workload and increase the efficiency for the staff of presenters while effectively ensuring students are tested in the competencies required by the Training and Testing Specifications. These changes, along with changes to the Test Management and Assessment System (TMAS), allow POST to require the comprehension tests to be administered in an electronic format which eliminates the need to print test material and increases security.

Justification for these changes is described below. To assist in reviewing these changes, the justification is presented in a legend format.

Justification for Proposed Revisions

All changes to Regulations begin with recommendations from law enforcement practitioners or in some cases as the result of a compromise of test material. POST then facilitates meetings with advisors and subject matter experts (SMEs) who recommend changes to existing Regulations. These recommendations, related to test security and the testing format, are submitted for review to the Consortium Advisory Council (CAC), which is comprised of directors and coordinators of POST-certified basic courses. The recommendations are then reviewed, and approved, by all presenters at the Basic Course Consortium meetings facilitated by POST. The Commission approved these changes at the June 23, 2016 Commission meeting, subject to the Notice of Proposed Regulatory Action process.

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Regulation 1001

- As part of the course certification process, outlined in Regulations 1052 and 1053, presenters are required to provide brief descriptions of any learning activities used during the presentation of a course. If a presenter is not clear on what a learning activity is, Regulation 1052 directs them to the definition in Regulation 1001. The proposed revision is necessary to alleviate confusion and enhance a presenter's understanding of the requirement and what is required when completing the course certification process.

Regulation 1005

- (a)(4)- The proposed revision is necessary to spell out a new term with the abbreviation placed in parentheses as it first appears so no other PC832 entries need to be modified.

Incorporation by Reference Statements

- The proposed revision is necessary to update the incorporation by reference statements for historical accuracy and to ensure utilization of only the most recent PAM sections and Training and Testing documents.

Regulation 1007

- The proposed revision is necessary to update the incorporation by reference statements for historical accuracy and to ensure utilization of only the most recent PAM sections and Training and Testing documents.

Regulation 1008

- In previous years all "exam", "examinee", or "examination" references in POST Procedures and the Training and Testing Specifications for Peace Officer Basic Courses were changed to other terms but those changes were not reflected throughout all POST Regulations. The proposed revision is necessary to ensure consistency in terms between all POST Regulations, Procedures, and the Training and Testing Specifications for Peace Officer Basic Courses while correcting an inadvertent oversight to alleviate confusion. The revisions are reflected in subsections (a)(1), (a)(2)(B), (a)(3), (a)(3)(B), (a)(4), (a)(4)(A), (a)(4)(B), (a)(4)(C), (a)(4)(C)(1-6), (a)(4)(D), (a)(4)(D)(1), (d)(2)(B), (d)(2)(B)(1), (d)(3), (d)(3)(B), (d)(4), (d)(4)(A), (d)(4)(B), (d)(4)(C), (d)(4)(C)(1-6), (d)(4)(D), and (d)(4)(D)(1).
- The proposed revisions are necessary to ensure consistency of the required test names in this section with the new testing process outlined in the Training and Testing Specifications for Peace Officer Basic Courses (TTS). The proposed revisions are also necessary to ensure consistency of the test titles in this section with those in the TTS to alleviate confusion regarding testing requirements. These revisions are reflected under subsections (a)(2)(B), (a)(4)(B), (a)(4)(D), (d)(2)(B), (d)(4)(B), and (d)(4)(D).
- The POST Profile is an accurate accounting of POST-certified training completed by and individual. In previous years individuals did not have immediate access to their profile reports so were required to submit their course completion certificates when registering for courses or testing processes where completion of prerequisite training was necessary. There have been instances of individuals having been provided, or creating their own, false course completion certificates causing problems for presenters when those individuals have

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registered for courses or testing processes but do not meet the requirements for attendance. The proposed revisions are necessary to enhance the integrity and security of the Waiver and Requalification processes while enhancing understanding of course or testing process attendees regarding documentation required for attendance. These revisions are reflected under subsections (a)(4)(A)(2) and (d)(4)(A)(2).

- (a)(4)(B)- In previous years all “examination” references in POST Procedures and the Training and Testing Specifications for Peace Officer Basic Courses were changed to other terms but those same changes were not reflected throughout all POST Regulations. The proposed revisions are necessary to clarify that this section refers to testing fees, alleviate confusion and enhance understanding of the fee requirements and what fees will be forfeited under certain circumstances. This revision is reflected in subsection (d)(4)(B).
- (a)(4)(D) and (a)(4)(D)(1)- The proposed revision is necessary to clarify that individuals are allowed to take only one initial test and, if failed, are allowed only one retest. The proposed revision is also necessary to clarify, and enhance understanding of, the initial and retesting processes for both presenters and those individuals taking the tests as well as the training requirements if a retest is failed. This revision is reflected in subsection (d)(4)(D) and (d)(4)(D)(1).

Incorporation by Reference Statements

- The proposed revision is necessary to update the incorporation by reference statements for historical accuracy and to ensure utilization of only the most recent PAM sections and Training and Testing documents.

Regulation 1009

- In previous years all “remediation” references in POST Procedures and the Training and Testing Specifications for Peace Officer Basic Courses were changed to “remedial training” but those same changes in terms were not reflected throughout all POST Regulations. The proposed revision is necessary to ensure consistency between terms in all POST Regulations, Procedures, and the Training and Testing Specifications for Peace Officer Basic Courses to enhancing understanding and to alleviate confusion.

Regulation 1080

- In previous years all “exam”, “examinee”, or “examination” references in POST Procedures and the Training and Testing Specifications for Peace Officer Basic Courses were changed to other terms but those changes were not reflected throughout all POST Regulations. The proposed revision is necessary to ensure consistency in terms between all POST Regulations, Procedures, and the Training and Testing Specifications for Peace Officer Basic Courses while correcting an inadvertant oversight to alleviate confusion. The revisions are reflected in subsections (b)(2), (c), (c)(2), (d), (d)(1), (d)(2), (d)(3), (d)(3)(A-F), (d)(4), and (d)(4)(A).
- (d)(1)(B)- The POST Profile is an accurate accounting of POST-certified training completed by and individual. In previous years individuals did not have immediate access to their profile reports so were required to submit their course completion certificates when registering for courses or testing processes where completion of prerequisite training was

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necessary. There have been instances of individuals having been provided, or creating their own, false course completion certificates causing problems for presenters when those individuals have registered for courses or testing processes but do not meet the requirements for attendance. The proposed revisions are necessary to enhance the integrity and security of the Waiver and Requalification processes while enhancing understanding of course or testing process attendees regarding documentation required for attendance.

- The proposed revisions are necessary to ensure consistency of the required test names in this section with the new testing process outlined in the Training and Testing Specifications for Peace Officer Basic Courses (TTS). The proposed revisions are also necessary to ensure consistency of the test titles in this section with those in the TTS to alleviate confusion regarding testing requirements. These revisions are reflected under subsections (d)(2) and (d)(4).
- (d)(2)- In previous years all “examination” references in POST Procedures and the Training and Testing Specifications for Peace Officer Basic Courses were changed to other terms but those same changes were not reflected throughout all POST Regulations. The proposed revisions are necessary to clarify that this section refers to testing fees, alleviate confusion and enhance understanding of the fee requirements and what fees will be forfeited under certain circumstances.
- (d)(4) and (d)(4)(A)- The proposed revision is necessary to clarify that individuals are allowed to take only one initial test and, if failed, are allowed only one retest. The proposed revision is also necessary to clarify, and enhance understanding of, the initial and retesting processes for both presenters and those individuals taking the tests as well as the training requirements if a retest is failed.

Regulation 1083

- (a)(1)(I)- The proposed revision is necessary to accurately reflect the information currently being presented in the course and for consistency with other basic course staff position training courses.
- (a)(3)(F)- The proposed addition is necessary to accurately reflect the information currently being presented in the course and for consistency with other basic course staff position training courses. The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the inclusion of the new subsection (F).
- (a)(4)(H) and (a)(5)(F)- The proposed revision is necessary to clarify and accurately reflect the information currently being presented in the course and for consistency with other basic course staff position training courses.

Procedure D-1

Terminology Sections 1-3(a)(4), 1-4(a)(4), 1-5 (a)(4), 1-7(a)(4), and 10-2(a)(4)-

- Learning Activity –The proposed revision is necessary to clarify successful completion of a learning activity is based on active involvement in structured work, as set forth in the proposed section 1001 “Learning Activity” definition, and are not graded. The proposed revision is necessary to alleviate confusion for presenters and enhance understanding of the regulation.

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- 1-3(a)(8) – 10-2(a)(5)(A)- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the integrity and security of the testing process by eliminating test security breaches involving printed materials and alleviate confusion regarding the approved format for administering these tests. These revisions are reflected in subsections 1-3(a)(8)(A), (d)(2)(D), (e)(3)(G), 1-4(a)(6)(A), (d)(2)(D), and 10-2(a)(5)(A).
- 1-3(a)(8)(A)- POST is moving from a knowledge and comprehensive test format to a comprehensive test format consisting of four tests. The comprehensive test format is designed to prevent test security breaches and eliminate recognition and recall (“learn and purge”) level test questions in favor of application level items through written vignettes used as the source material for a series of test questions each designed to measure a student’s ability to apply what they have learned. The vignettes are written in such a way that if individual test questions become compromised, a vignette can still be used, but with other, easy to create test questions. The proposed revisions are necessary to enhance the security and integrity of the training and testing process and clarify testing requirements for presenters. These revisions are reflected in subsections 1-3(a)(8)(D), 1-3(a)(9), 1-3(d)(2)(A), 1-3(e)(3)(A), 1-4(a)(6), 1-4(a)(6)(C), 1-4(a)(7), and 1-4(d)(2).
- 1-3(a)(8)(A)- The purpose of this section is to define what each POST-developed test measures and should not list specific test names which are referenced in another section. The proposed revisions are necessary to ensure consistency with the definition format of the other required tests in this section and reflect the renumbering of existing provisions as a result of the deletion of subsection (A). The proposed revisions are also necessary to clarify that the tests will be based on learning objectives, not learning domains, and will no longer be administered in a printable format to enhance the integrity of the testing process.
- 1-3(a)(8)(B – F)- The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (A).
- 1-3(a)(8)(D)- POST-developed report writing test videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos from the security agreement and no longer considers these materials confidential. The proposed revision is necessary to enhance the integrity of the training and testing process, will allow presenters to tailor the test method and testing process to their specific needs, and reflects the renumbering of existing provisions as a result of the deletion of subsection (A). The revision is reflected in subsection 1-3(a)(9).
- 1-3(a)(8)(F)- POST-developed test material can be piloted in cooperation with academies when new test documents or test forms are developed. The information in this section did not cover all POST-developed test material. The pilot process takes place to ensure the required tests are properly validated prior to implementation of a requirement for use. The proposed revisions are necessary to clarify the types of materials that can be piloted, enhance understanding of the regulations, and reflect the renumbering of existing provisions as a result of the deletion of subsection (A).
- 1-3(a)(11)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-3(a)(12)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide

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more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-3(d)(2)(A).

- 1-3(a)(8-14)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (11) and (12).
- 1-3(d)(1)(D)- The proposed revision is necessary for consistency with the deletion of subsection 1-3(a)(12).
- 1-3(d)(2)(B)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (A), ensure consistency with comprehensive test names in the Training and Testing Specifications for Peace Officer Basic Courses, and clarify for presenters the required POST-developed proctor training courses are online. The proposed revisions are necessary to enhance understanding of the regulations.
- 1-3(d)(2)(D)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-3(d)(2)(E)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-3(d)(2)(A).

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- 1-3(d)(2)(H)- POST-developed test material can be piloted in cooperation with academies when new test documents or test forms are developed. The information in this section did not cover all POST-developed test material. The pilot process takes place to ensure the required tests are properly validated prior to implementation of a requirement for use. The proposed revisions are necessary to clarify the types of materials that can be piloted, enhance understanding of the regulations, and reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (D) and (E).
- The remaining revisions to subsection 1-3(d)(2)(A-H) entail renumbering of existing provisions as a result of the deletion of subsections (A), (D) and (E).
- 1-3(e)(1)(A & B)(3)- The proposed revisions are necessary to ensure consistency of the required test names in this section with the new testing process outlined in the Training and Testing Specifications for Peace Officer Basic Courses (TTS).
- 1-3(e)(2)(D)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-3(e)(3)(A).
- 1-3(e)(3)(B)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (A), ensure consistency with comprehensive test names in the Training and Testing Specifications for Peace Officer Basic Courses, and clarify for presenters the required POST-developed proctor training courses are online. The proposed revisions are necessary to enhance understanding of the regulations.
- 1-3(e)(3)(F)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-3(e)(3)(G)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it

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is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-3(e)(3)(A).

- 1-3(e)(3)(I)- POST-developed test material can be piloted in cooperation with academies when new test documents or test forms are developed. The information in this section did not cover all POST-developed test material. The pilot process takes place to ensure the required tests are properly validated prior to implementation of a requirement for use. The proposed revisions are necessary to clarify the types of materials that can be piloted, enhance understanding of the regulations, and reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (F) and (G).
- 1-3(e)(3)(A-J)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (F) and (G).
- 1-4(a)(6)(B)- The purpose of this section is to define what each POST-developed test measures and should not list specific test names which are referenced in another section. The proposed revisions are necessary to ensure consistency with the definition format of the other required tests in this section and reflect the renumbering of existing provisions as a result of the deletion of subsection (A). The proposed revisions are also necessary to clarify that the tests will be based on learning objectives, not learning domains, and will no longer be administered in a printable format to enhance the integrity of the testing process.
- 1-4(a)(6)(D)- POST-developed report writing test videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos from the security agreement and no longer considers these materials confidential. The proposed revision is necessary to enhance the integrity of the training and testing process, will allow presenters to tailor the test method and testing process to their specific needs, and reflects the renumbering of existing provisions as a result of the deletion of subsection (A). The revision is also reflected in subsection 1-4(a)(7).
- 1-4(a)(6)(F)- POST-developed test material can be piloted in cooperation with academies when new test documents or test forms are developed. The information in this section did not cover all POST-developed test material. The pilot process takes place to ensure the required tests are properly validated prior to implementation of a requirement for use. The proposed revisions are necessary to clarify the types of materials that can be piloted, enhance understanding of the regulations, and reflect the renumbering of existing provisions as a result of the deletion of subsection (A).
- 1-4(a)(6)(A-F)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (A).
- 1-4(a)(9)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-4(a)(10)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning

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objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-4(d)(2)(A).

- 1-4(a)(6-12)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (9) and (10).
- 1-4(d)(1)(C)- The proposed revision is necessary for consistency with the deletion of subsection 1-4(a)(10).
- 1-4(d)(2)(B)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (A), ensure consistency with comprehensive test names in the Training and Testing Specifications for Peace Officer Basic Courses, and clarify for presenters the required POST-developed proctor training courses are online. The proposed revisions are necessary to enhance understanding of the regulations.
- 1-4(d)(2)(D)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-4(d)(2)(E)- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor. The report requirement is covered under subsection 1-4(d)(2)(A).
- 1-4(d)(2)(F)- POST-developed test material can be piloted in cooperation with academies when new test documents or test forms are developed. The information in this section did not cover all POST-developed test material. The pilot process takes place to ensure the required tests are properly validated prior to implementation of a requirement for use. The proposed revisions are necessary to clarify the types of materials that can be piloted, enhance understanding of the regulations, and reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (D) and (E).
- 1-4(d)(2)(A-G)- The proposed revisions are necessary to reflect the renumbering of existing provisions as a result of the deletion of subsections (A), (D) and (E).
- 1-7(a)(5)(A)- The proposed revisions are necessary to clarify that the comprehensive tests will be based on learning objectives, not learning domains, and will no longer be administered in a printable format to enhance the integrity of the testing process.

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- 1-7(a)(7)- The proposed revision is necessary for consistency with all other POST Regulations and Procedures in order to direct presenters to the current version regardless of the revision date.
- 1-7(a)(8)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-7(a)(9)- The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (8).
- 1-7(d)(2)(A)- The proposed revisions are necessary to ensure consistency with comprehensive test names and wording in the Training and Testing Specifications for Peace Officer Basic Courses and POST Regulations and to clarify for presenters the required POST-developed proctor training courses are online. The proposed revisions are also necessary to clarify for presenters the requirement that students are to be provided feedback outlining the learning objectives failed by each student in the form of a report, and to enhance understanding of the regulations.
- 1-7(d)(2)(B)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 1-7(d)(2)(C)(2)- The proposed revisions are necessary to clarify for presenters the instructor training requirements that must be completed prior to designation as a proctor for either the Arrest and Control exercise test or the Firearms exercise test, and enhance the understanding of the regulations.
- 1-7(d)(2)(B-D)- The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (B).

Procedure D-10

- 10-2(a)(5)(A)- The proposed revisions are necessary to clarify that the comprehensive tests will be based on learning objectives, not learning domains, and will no longer be administered in a printable format to enhance the integrity of the testing process.
- 10-2(a)(7)- The proposed revision is necessary for consistency with all other POST Regulations and Procedures in order to direct presenters to the current version regardless of the revision date.
- 10-2(a)(8)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 10-2(a)(9)- The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (8).
- 10-2(d)(3)(A)- The proposed revisions are necessary to ensure consistency with comprehensive test names and wording in the Training and Testing Specifications for Peace Officer Basic Courses and POST Regulations and to clarify for presenters the required POST-developed proctor training courses are online. The proposed revisions are also

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necessary to clarify for presenters the requirement that students are to be provided feedback outlining the learning objectives failed by each student in the form of a report, and to enhance understanding of the regulations.

- 10-2(d)(3)(B)- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.
- 10-2(d)(3)(B-D)- The proposed revision is necessary to reflect the renumbering of existing provisions as a result of the deletion of subsection (B).

Procedure D-11

- In previous years all “exam”, “examinee”, or “examination” references in other POST Procedure sections and the Training and Testing Specifications for Peace Officer Basic Courses were changed to other terms but those changes were not reflected throughout all POST Regulations and this section. The proposed revision is necessary to ensure consistency in terms between all POST Regulations, Procedures, and the Training and Testing Specifications for Peace Officer Basic Courses while correcting an inadvertent oversight to alleviate confusion. The revisions are reflected in subsections 11-5, 11-6, 11-7, and 11-8.
- 11-5(a)- The proposed revisions are necessary to correct a grammatical error in the sentence and to ensure consistency with terminology in POST Regulations which will enhance understanding of the regulations. The revisions are also reflected in subsections 11-6, 11-6(d), 11-7(a), and 11-7(c).
- 11-6- There is inconsistency with the names of tests used throughout POST Regulations, Procedures and the Training and Testing Specifications for Peace Officer Basic Courses. The proposed revisions are necessary to ensure the names of required tests are consistent throughout these documents. Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests. These changes are also reflected in subsections 11-6(a), 11-6(b), 11-8(a), and 11-8(b).
- 11-6(b)- The Training and Testing Specifications for Peace Officer Basic Courses outline what competencies must be tested for each required test. The proposed revision is necessary to ensure consistency with the Training and Testing Specifications and also alleviate confusion by enhancing understanding of the regulation.
- 11-6(d)- The proposed revisions are necessary to clarify individuals must choose one of two options for completing the BCW Testing Process.
- 11-8(a)- The proposed revision is necessary to clarify that individuals are allowed to take only one initial test and, if failed, are allowed only one retest. The proposed revision is also necessary to clarify, and enhance understanding of, the initial and retesting processes for both presenters and those individuals taking the tests as well as the training requirements if a retest is failed. The revision is also reflected in subsection 11-8(b).

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Cover Page

- The proposed revision is necessary to reflect the proposed effective date for these changes.

Table of Contents

- The proposed revisions are necessary to reflect changes to the document text.

Guideline 1.0

- The proposed revisions are necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and to enhance the understanding of the regulations.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The POST-developed report writing videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. The report writing testing process requires the students write a report based on the test video viewed. The reports were written based on the POST-developed videos and were considered confidential. Presenters were required to develop a policy for the handling of the reports when instructors removed them from the academy site for grading purposes but removal of these reports from the academy site made it difficult to guarantee the required level of security was maintained. For these reasons POST is deleting the report writing tests from the security agreement and presenters will now administer the required test in a format of their choosing which is not required to be covered in their test security policy. The proposed revision is necessary to enhance the integrity of the training and testing process while allowing presenters to tailor the testing and scoring processes to their specific needs.
- POST is moving from a knowledge and comprehensive test format to a comprehensive test only format consisting of four tests. The comprehensive test format is designed to prevent test security breaches and eliminate recognition and recall (“learn and purge”) level test questions in favor of application level items through written vignettes used as the source material for a series of test questions each designed to measure a student’s ability to apply what they have learned. The vignettes are written in such a way that if individual test questions become compromised, a vignette can still be used, but with other, easy to create test questions. The proposed revisions are necessary to enhance the security and integrity of the training and testing process.
- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing

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presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.

- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- The proposed revisions are necessary to ensure consistency in the language in order to accurately reflect which materials are a part of which tests.
- POST-developed test material is accessed through two different systems. The first system is the testing system (TMAS) used to access the secure comprehensive test material. The second system is the Basic Course Informational Website used to access both non secure test materials (e.g., exercise test forms) and secure test materials (i.e., scenario test materials). Individuals who are provided access to the secure test materials on either site are supplied with a login ID and password specific to the individual. The proposed revisions are necessary to clarify for presenters the restrictions on sharing login information and will enhance the security of POST-developed test material.

Guideline 2.0

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

Guideline 3.0

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.

Guideline 3.1

- The proposed revision is necessary to clarify for presenters they will no longer have the ability to print comprehensive test material and this restriction is no longer relevant.

Guideline 3.2

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- The proposed revisions are necessary to clarify for presenters which materials are able to be printed.
- The POST-developed report writing videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. The report writing testing process requires the students write a report based on the test video viewed. The reports were written based on the POST-developed videos and were considered confidential. Presenters were required to develop a policy for the handling of the reports when instructors

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removed them from the academy site for grading purposes but removal of these reports from the academy site made it difficult to guarantee the required level of security was maintained. For these reasons POST is deleting the report writing tests from the security agreement and presenters will now administer the required test in a format of their choosing which is not required to be covered in their test security policy. The proposed revision is necessary to enhance the integrity of the training and testing process while allowing presenters to tailor the testing and scoring processes to their specific needs.

Guideline 3.2.2

- The proposed revisions are necessary to clarify for presenters which materials are able to be printed.

Guideline 3.2.3

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- The proposed revision is necessary to clarify for presenters that the report writing test videos are no longer confidential or covered under this section and will enhance the integrity of the training and testing process.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the integrity and security of the testing process and clarify for presenters what test materials must be covered in the test security policy.
- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.
- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- At one time POST required presenters to “record” inventoried test material by maintaining a log. The requirement has been gone for some time but this section was never modified to reflect the removal of the requirement. The proposed revision is necessary to correct an unintentional oversight and enhance understanding of the regulation.

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Guideline 3.2.4

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.
- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- The POST-developed report writing videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. For this reasons POST is deleting the report writing test videos from the security agreement and presenters will now administer the required test in a format of their choosing which is not required to be covered in their test security policy. The proposed revision is necessary to enhance the integrity of the training and testing process while allowing presenters to tailor the testing and scoring processes to their specific needs.
- The proposed revisions are necessary to clarify for presenters which materials are required to be destroyed within the designated timeframe and which materials POST must be notified about if a presenter must maintain them beyond the designated timeframe. The proposed revision is also necessary to enhance the integrity of the training and testing process.

Guideline 4.2

- The proposed revision is necessary to clarify that both POST requirements and presenter processes must be documented in the test security policy.
- The proposed revisions are necessary to clarify that procedures for administering all POST-required tests be documented in the test security policy. The proposed revisions are also necessary to ensure consistency between proctors/evaluators in the testing process for each required test and enhance understanding of the regulations.
- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

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- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to clarify for presenters the move to online testing, maintain consistency of terms in all POST Regulations and Procedures, and enhance the security and integrity of the testing process. The proposed revision is necessary to reflect the renumbering of existing exhibits as a result of the deletion of Exhibit 2.
- POST’s Computer Services Bureau developed a thumb drive option for testing called “boot devices” in this document. The boot devices allow basic course presenters to use presenter-provided computers for other purposes (e.g., report writing, note taking), without restricting them to testing use only. The TMAS program is housed on the boot device and for that reason the boot devices must be secured and controlled in the same manner as laptops used for testing. The referenced Exhibit 5 outlines the requirements presenters must follow before, during, and after the testing process when boot devices are provided to them and used by the students for testing purposes. The proposed revisions are necessary to enhance the security and integrity of the training and testing process as well as enhancing understanding of the requirements and alleviate confusion.
- The proposed revision is necessary to clarify student access to test material and to enhance understanding of the regulation.
- The proposed revision is necessary to clarify for presenters the paper-and-pencil test administration procedures are no longer necessary with the online testing requirement. The proposed revision is also necessary to enhance the security and integrity of the testing process.

Guideline 4.3

- The proposed revisions are necessary to clarify for presenters what behaviors are prohibited during the administration of confidential test material, to clarify who this information applies to, and to enhance the security and integrity of the testing process.
- The proposed revision is necessary to add additional information which clarifies for presenters the different ways confidential test material could be removed from a test session. The proposed revisions are also necessary to further guard against cheating, safeguard against unauthorized dissemination of test material and strengthen the integrity of the training and evaluation process.
- The proposed revision is necessary to reflect the renumbering of existing exhibits as a result of the deletion of Exhibit 2.

Guideline 4.4

- For security purposes, instructors are currently unable to administer the written test for the learning domain they instruct but are able to proctor the test for any other learning domain. The four comprehensive test format will include multiple learning objectives from multiple learning domains. The new format will restrict presenters from utilizing as a proctor, any instructor who teaches a learning domain evaluated by the comprehensive tests. The proposed revisions are necessary to clarify POST restrictions for access and to enhance the security and integrity of the training and testing process.

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- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.

Guideline 5.0

- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.

Guideline 5.1

- The proposed revision is necessary to clarify for presenters the requirement for maintaining scanning machines, for administering POST-required tests, is no longer relevant.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The POST-developed report writing videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. The report writing testing process requires the students write a report based on the test video viewed. The reports were written based on the POST-developed videos and were considered confidential. Presenters were required to develop a policy for the handling of the reports when instructors removed them from the academy site for grading purposes but removal of these reports from the academy site made it difficult to guarantee the required level of security was maintained. For these reasons POST is deleting the report writing tests from the security agreement and presenters will now administer the required test in a format of their choosing which is not required to be covered in their test security policy. The proposed revision is necessary to enhance the integrity of the training and testing process while allowing presenters to tailor the testing and scoring processes to their specific needs.

Guideline 5.2

- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. The proposed revision is necessary to clarify for presenters that without the ability to access item content there is no process in place for them to conduct an Administrative Test Review process and the requirement is removed as it is no longer relevant.

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Guideline 5.3

- POST currently allows test items to be excluded from only the written tests when a presenter submits a validated report of item error to POST. Excluding test items from the comprehensive tests has never been an option. The proposed revision is necessary to clarify for presenters the item exclusion process is no longer relevant with the comprehensive test format.

Guideline 6.0

- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor.
- Presenters have had the option of holding a Student Test Review which allowed presenters to print and take into the classroom a test booklet which they used to review each test question with students along with providing the correct answer. There have been instances where students removed test material from the review session causing the test material to be compromised. The proposed revision is necessary to clarify for presenters the deletion of the review process and to enhance the security and integrity of the training and testing process.

Guideline 6.1

- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student's response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor.

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- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.

Guideline 6.2

- Presenters have had the option of holding a Student Test Review which allowed presenters to print and take into the classroom a test booklet which they used to review each test question with students along with providing the correct answer. There have been instances where students removed test material from the review session causing the test material to be compromised. The proposed revision is necessary to clarify for presenters the deletion of the review process and to enhance the security and integrity of the training and testing process.

Guideline 6.3

- The proposed revision is necessary to reflect the renumbering of existing guidelines as a result of the deletion of guideline 6.2.
- To eliminate the need for updating this section when there is a regulatory change affecting this document, the specific test formats have been removed from this section. The proposed revision is necessary to ensure the guideline section is always relevant when test requirements are added or removed from the basic courses.
- To increase the security of test materials and prevent test security breaches, modifications were made to reports in the testing system allowing presenters to provide more detailed feedback to students without compromising the security of the test material. Currently the reports print the student’s response and the correct response (i.e., the test key). There have been instances where these reports were not collected at the conclusion of the review and accessing that report would provide an advantage to a student in that same academy or another academy who has not yet completed that test. The modified failed objectives report will no longer contain the correct response and will only print the learning objective ID numbers for questions the student failed. The proposed revision is necessary to clarify for presenters that the Learning Objective Review process, designating time for supervised students to record information from a confidential report, has been removed as it is no longer relevant and presenters will now be required to provide the failed objectives report to each student. Providing this report will allow the students to ask questions and get clarification from the applicable instructor.
- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

Guideline 6.4

- The proposed revision is necessary to reflect the renumbering of existing guidelines as a result of the deletion of guideline 6.2.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding how the format used to administer these tests.

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Guideline 7.0

- The proposed revision of adding a bullet, is necessary to correct a prior inadvertent omission.
- The proposed revision of capitalizing the “P” in policy, is necessary for consistency within this document and to correct a prior inadvertent omission.
- For security purposes, instructors are currently unable to administer the written test for the learning domain they instruct but are able to proctor the test for any other learning domain. The four comprehensive test format will include multiple learning objectives from multiple learning domains. The new format will restrict presenters from utilizing, as a proctor, any instructor who teaches a learning domain evaluated by the comprehensive tests. These changes will no longer require the presenters have instructors sign attachments or exhibits as they will no longer have access to the comprehensive test material. The currently stated roles that were required to sign Exhibit 5 did not cover all roles with access to confidential test material. Scenario managers get access to the materials in order to manage the testing process, while role players get access to the test scripts in order to know the material they should be presenting to the student. The term “evaluator” is used for both scenario testing and exercise testing. The exercise test materials are not confidential documents and are not covered by this exhibit. The proposed revisions are necessary to clarify for presenters which roles are required to sign the exhibit, add consistency throughout this document, and enhance the security and integrity of the training and testing process.

Guideline 9.1

- Currently the testing system is set up to allow presenters to designate one or more administrators responsible for creating classes, adding students to the class, scheduling test sessions and running reports. The system does not restrict a presenter designated administrator from adding their own users into the system. This flaw in the system has caused many problems in the past as individuals were provided access to the system without the proper POST-provided training and have caused serious errors in the system such as classes being deleted along with the attached student information, students being removed from a class that are still in attendance, etc. These errors could lead to a situation where POST would not be able to validate a student’s training as their testing records are deleted and the presenter did not retain the reports reflecting successful completion. To fix the issue, the system has been modified to restrict presenter designated administrators from adding other users into the system and their role will no longer be administrative. They will now be considered course managers. POST System Administrator staff will have sole responsibility for creating system user accounts. The proposed revisions are necessary to clarify for presenters the change in user permissions/functions and enhance the security and integrity of the training and testing process.

Guideline 9.2

- The proposed revision is necessary to reflect the relocation of this information to guideline 4.2.

Guideline 9.3

- The proposed revision is necessary to reflect the renumbering of existing guidelines as a result of the deletion of guideline 9.2.

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Guideline 9.4

- The proposed revision is necessary to reflect the renumbering of existing guidelines as a result of the deletion of guideline 9.2.
- On April 1, 2016 changes were implemented to the Test Management and Security Protocols document. One of those changes was a renumbering of Exhibit 7 to Exhibit 6 but the change was not reflected in this guideline. The proposed revision is necessary to correct a prior inadvertent oversight.
- The testing system (TMAS) software and database was residing on a server located at the Department of Technological Services (DTS) facility. DTS moved the physical server to a virtual server which caused many presenters to have problems with connectivity as well as rendering the “boot devices” used for testing inoperable. To solve the problem POST purchased a server and moved the TMAS software and database to POST headquarters which has solved all of the issues arising from the use of the virtual server. The proposed revision is necessary to clarify for presenters the security requirements necessary to access TMAS are no longer DTS requirements but are now POST requirements.

Exhibit 1, POST Basic Courses Test Use and Security Agreement

III. Test Material

A. Types of Material

- The proposed revision is necessary to reflect the renumbering of existing subsections as a result of the deletion of subsection 1.
- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- The comprehensive test format is designed to prevent test security breaches and eliminate recognition and recall (“learn and purge”) level test questions in favor of application level items through written vignettes used as the source material for a series of test questions each designed to measure a student’s ability to apply what they have learned. The vignettes are written in such a way that if individual test questions become compromised, a vignette can still be used, but with other, easy to create test questions. The proposed revision is necessary to clarify for presenters the knowledge test format will no longer be utilized and to enhance understanding of the testing process and applicable regulations.
- POST-developed report writing test videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos from the security agreement and no longer considers these materials confidential. The proposed revision is necessary in order to allow presenters to tailor the testing process to their specific needs, will enhance the integrity of the training and testing process, and reflects renumbering of existing subsections as a result of the deletion of subsection 4.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary in order to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where

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those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.

- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- POST-developed test material is accessed through two different systems. The first system is the testing system (TMAS) used to access the secure comprehensive test material. The second system is the Basic Course Informational Website used to access both non secure test materials (e.g., exercise test forms) and secure test materials (i.e., scenario test materials). Individuals who are provided access to the secure test materials on either site are supplied with a login ID and password specific to the individual. The proposed revisions are necessary to clarify for presenters the restrictions on sharing login information and will enhance the security of POST-developed test material.
- The designated test question formats (i.e., multiple choice, true false) are not required for this subsection as the test questions as well as the active or inactive tests are covered. Removing the designated formats will allow additional questions formats to be added in the future (e.g., fill in the blank, etc.) without going through the update process for this subsection while protecting the new formats under the active or inactive test umbrella. The proposed revision is necessary to allow flexibility when developing new question formats.

B. Confidentiality of Test Material

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

IV. Terms and Conditions

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

IV. (A)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Anyone involved in a test session, including the students taking those tests, that involves confidential POST-developed test material must be advised that the materials are confidential, must be informed of this agreement, and required to comply with it. The currently stated roles did not cover all those with access to confidential test material. Scenario managers get access to the materials in order to manage the testing process, proctors get access to the material when present in the room during the administration of the

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test and instructors will no longer be provided access as they can no longer proctor the comprehensive test sessions. The term “authorized agents” is very vague and when left open to interpretation has led to individuals being present during test administrations, and being provided access to confidential test material, who should not have been causing those test materials to be considered confidential. The only individuals that would have access to confidential test material are those designated to perform the duties of the assigned roles. The proposed revisions are necessary to add consistency and clarity to this section as well as enhance the security and integrity of the training and testing process.

IV. (B)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to clarify for presenters the required proctor training courses are online and enhance the understanding of the regulation.
- For security purposes, instructors are currently unable to administer the written test for the learning domain they instruct but are able to proctor the test for any other learning domain. The four comprehensive test format will include multiple learning objectives from multiple learning domains. The new format will restrict presenters from utilizing as a proctor, any instructor who teaches a learning domain evaluated by the comprehensive tests. The proposed revisions are necessary to enhance the security and integrity of the training and testing process.
- POST-developed report writing test videos have been provided to presenters for testing purposes on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos and testing process requirements from the security agreement and no longer considers these materials confidential. The proposed revision is necessary in order to allow presenters to tailor the test method and testing process to their specific needs and will enhance the integrity of the training and testing process.

IV. (C)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

IV. (D)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Currently the testing system is set up to allow presenters to designate one or more administrators responsible for creating classes, adding students to the class, scheduling test sessions and running reports. The system does not restrict a presenter designated administrator from adding their own users into the system. This flaw in the system has caused many problems in the past as individuals were provided access to the system without the proper POST-provided training and have caused serious errors in the system such as classes being deleted along with the attached student information, students being removed from a class that are still in attendance, etc. These errors could lead to a situation where POST would not be able to validate a student’s training as their testing records are

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deleted and the presenter did not retain the reports reflecting successful completion. To fix the issue, the system has been modified to restrict presenter designated administrators from adding other users into the system and their role will no longer be administrative. They will now be considered course managers. POST System Administrator staff will have sole responsibility for creating system user accounts. The proposed revisions are necessary to clarify for presenters the change in user permissions/functions and enhance the security and integrity of the training and testing process.

- The comprehensive test format is designed to prevent test security breaches and eliminate recognition and recall (“learn and purge”) level test questions in favor of application level items through written vignettes used as the source material for a series of test questions each designed to measure a student’s ability to apply what they have learned. The vignettes are written in such a way that if individual test questions become compromised, a vignette can still be used, but with other, easy to create test questions. The proposed revision is necessary to clarify for presenters the knowledge test format will no longer be utilized and to enhance understanding of the testing process and applicable regulations.
- Comprehensive tests will only be administered in an online, computer-based format and presenters will no longer be able to print paper-and-pencil copies. The proposed revision is necessary to clarify for presenters the online testing requirement and will enhance the security and integrity of the training and testing process.
- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.
- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- POST-developed report writing test videos have been provided to presenters for testing purposes on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos and testing process requirements from the security agreement and no longer considers these materials confidential. The proposed revision is necessary in order to allow presenters to tailor the test method and testing process to their specific needs and will enhance the integrity of the training and testing process.
- The proposed revision is necessary to reflect the renumbering of existing subsections as a result of the deletion of subsection 3.

IV. (E)

- Anyone involved in a test session, including the students taking those tests, that involves confidential POST-developed test material must be advised that the materials are confidential, must be informed of this agreement, and required to comply with it. The

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currently stated roles did not cover all those with access to confidential test material. Scenario managers get access to the materials in order to manage the testing process, proctors get access to the material when present in the room during the administration of the test and instructors will no longer be provided access as they can no longer proctor the comprehensive test sessions. The term “authorized agents” is very vague and when left open to interpretation has led to individuals being present during test administrations, and being provided access to confidential test material, who should not have been causing those test materials to be considered confidential. The only individuals that would have access to confidential test material are those designated to perform the duties of the assigned roles. This revision is reflected throughout the section. The proposed revisions are necessary for consistency in this document and will enhance the security and integrity of the training and testing process.

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- The proposed revision is necessary to clarify for presenters the required proctor training courses are online and enhance the understanding of the regulation.

IV. (F)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Currently the testing system is set up to allow presenters to designate one or more administrators responsible for creating classes, adding students to the class, scheduling test sessions and running reports. The system does not restrict a presenter designated administrator from adding their own users into the system. This flaw in the system has caused many problems in the past as individuals were provided access to the system without the proper POST-provided training and have caused serious errors in the system such as classes being deleted along with the attached student information, students being removed from a class that are still in attendance, etc. These errors could lead to a situation where POST would not be able to validate a student’s training as their testing records are deleted and the presenter did not retain the reports reflecting successful completion. To fix the issue, the system has been modified to restrict presenter designated administrators from adding other users into the system and their role will no longer be administrative. They will now be considered course managers. POST System Administrator staff will have sole responsibility for creating system user accounts. The proposed revisions are necessary to clarify for presenters the change in user permissions/functions and enhance the security and integrity of the training and testing process.
- To increase the security of test materials and prevent test security breaches, changes to the testing system will no longer allow presenters to print/view specific test item content. Without the ability to access item content there is no process in place for presenters to conduct test reviews. The proposed revision is necessary to clarify for presenters the removal of the review requirement as it is no longer relevant and enhances the security and integrity of the training and testing process.
- At times during an investigation of a presenter there may be a need to email or mail confidential test documents for review. The proposed revision is necessary to clarify for presenters that test material can only be sent in this fashion when directed by POST.
- The proposed revision is necessary to add additional information which clarifies for presenters the different ways confidential test material could be removed from a test session. The proposed revisions are also necessary to further guard against cheating,

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safeguard against unauthorized dissemination of test material and strengthen the integrity of the training and evaluation process.

- Currently the scenario evaluation forms contain comprehension questions which could provide an advantage during the test if a student saw the questions in advance which causes the forms to be considered confidential and strict requirements are in place dictating the reproduction, storage and destruction of the forms. There have been instances where those requirements were not met and unsecured access was provided to individuals who did not have a need to access the materials. In order to prevent test security breaches the comprehension questions have been modified to no longer provide an advantage. The proposed revisions are necessary to clarify for presenters which materials are confidential and protected by the security agreement. The proposed revisions are also necessary to enhance the security and integrity of the training and testing process while providing presenters more flexibility with the reproduction process and in the use of electronic evaluation programs.
- The scenario scoring matrix is a POST-developed tool that presenters use when grading the scenario evaluation form for each student. The matrix contains the confidential point values associated with each tested performance dimension. The proposed revisions are necessary to enhance the security of POST-developed test material by incorporating all confidential materials and to clarify for presenters what materials are confidential and protected by the security agreement.
- POST-developed report writing test videos have been provided to presenters for testing purposes on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos and testing process requirements from the security agreement and no longer considers these materials confidential. The proposed revision is necessary in order to allow presenters to tailor the test method and testing process to their specific needs and will enhance the integrity of the training and testing process.
- The proposed revisions are necessary to clarify for presenters which materials are required to be destroyed within the designated timeframe and which materials POST must be notified about if a presenter must maintain them beyond the designated timeframe. The proposed revision is also necessary to enhance the integrity of the training and testing process.
- When POST-developed test material is to be reviewed with students certain requirements must be followed to ensure the security of those materials. For security purposes the review must be provided by an authorized staff member, students are not allowed to remove test material from the review, in any fashion, and once the review is concluded the staff member must secure all test material. The proposed revisions are necessary to clarify for presenters those requirements and enhance the security and integrity of the training and testing process.
- Anyone involved in a test session, including the students taking those tests, that involves confidential POST-developed test material must be advised on what is considered prohibited behavior. The proposed revisions are necessary to clarify for presenters those behaviors and will enhance the integrity of the training and evaluation process.
- When utilizing titles in a document in order to restrict a behavior or access to secure material it is not always possible to cover all possibilities and with this revision are removing the designated titles and to make a broad statement in order to clarify that POST-developed test material shall not be provided to any agency or person not authorized to have access. The proposed revision is necessary to enhance the security and integrity of the test material.

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IV. (G)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- Presenters have, at times, provided specific test content to students in an effort to improve test scores. Presenters have a responsibility for ensuring the confidentiality of the POST-developed test material for which they are provided access. The proposed revision is necessary to enhance the security and integrity of the training and testing process.
- POST-developed report writing test videos have been provided to presenters for testing purposes on DVD making it difficult to guarantee the security of the test materials. For this reason POST is deleting the videos and testing process requirements from the security agreement and no longer considers these materials confidential. The proposed revision is necessary in order to allow presenters to tailor the test method and testing process to their specific needs and will enhance the integrity of the training and testing process.
- With the move to online testing, presenters will no longer have the ability to access the comprehensive test material and these tests will be administered in an online format only. With the inability to access the test questions, presenters will no longer be able provide instructors with information to tailor instruction only to what is being tested. The proposed revision is necessary to clarify for presenters the online testing requirement and enhance the security and integrity of the training and testing process.

IV. (H)

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- POST has the responsibility of conducting any validation studies necessary for POST-developed test materials. Without the ability to access the comprehensive test material, presenters will be unable to perform this function. The proposed is necessary to enhance understanding of the regulation.

VI Termination of Agreement

B. POST’s Right to Terminate this Agreement

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

C. Examining Agency’s Right to Terminate this Agreement

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

D. Decertification- Right of Examining Agency to Appeal

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.

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VII Acceptance of Terms and Conditions of this Agreement

A. Accepting Responsibility

- Anyone involved in a test session, including the students taking those tests, that involves confidential POST-developed test material must be advised that the materials are confidential, must be informed of this agreement, and required to comply with it. The currently stated roles did not cover all those with access to confidential test material. Scenario managers get access to the materials in order to manage the testing process, proctors get access to the material when present in the room during the administration of the test and instructors will no longer be provided access as they can no longer proctor the comprehensive test sessions. The term “authorized agents” is very vague and when left open to interpretation has led to individuals being present during test administrations, and being provided access to confidential test material, who should not have been causing those test materials to be considered confidential. The only individuals that would have access to confidential test material are those designated to perform the duties of the assigned roles. The proposed revisions are necessary to add consistency and clarity to this section as well as enhance the security and integrity of the training and testing process.

B. Signature of Authorizing Officials

- It is not necessary for the presenter to twice indicate the date this page is signed. The proposed revision is necessary to delete the first fill-in date requirement for ease of use.
- The proposed revision is necessary to reflect the effective date of the changes and ensures utilization of only the most recent test security documents.

Attachment A- Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement

- The proposed revision is necessary to reflect the effective date of the changes and ensures utilization of only the most recent test security documents.

Exhibit 2

- The proposed revision is necessary to enhance the security and integrity of the testing process and to clarify for presenters the online testing requirement.

Exhibit 2

- The proposed revision is necessary to clarify for presenters the move to online testing, maintain consistency of terms in all POST Regulations and Procedures, and enhance the security and integrity of the testing process.
- The proposed revision is necessary to reflect the renumbering of existing exhibits as a result of the deletion of Exhibit 2.
- The proposed revision is necessary to clarify for presenters the required proctor training courses are online and enhance the understanding of the regulation.

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Exhibit 3

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The POST-developed report writing videos have been provided to presenters on DVD making it difficult to guarantee the security of the test materials. The report writing testing process requires the students write a report based on the test video viewed. The reports were written based on the POST-developed videos and were considered confidential. Presenters were required to develop a policy for the handling of the reports when instructors removed them from the academy site for grading purposes but removal of these reports from the academy site made it difficult to guarantee the required level of security was maintained. For these reasons POST is deleting the report writing tests from the security agreement and presenters will now administer the required test in a format of their choosing which is not required to be covered in their test security policy. The proposed revision is necessary to enhance the integrity of the training and testing process while allowing presenters to tailor the testing and scoring processes to their specific needs.
- Now that comprehensive tests will be administered only there will no longer be paper-and-pencil test booklets for students to return to the proctor at the end of the test session. The proposed revision is necessary to clarify which materials must be returned to the proctor at the conclusion of the test, enhance understanding of the regulation, and alleviate confusion regarding student responsibilities.
- The proposed revision is necessary to reflect the renumbering of exhibits due to removal of content within the Test Management and Security Protocols.

Exhibit 4

- For security purposes, instructors are currently unable to administer the written test for the learning domain they instruct but are able to proctor the test for any other learning domain. The four comprehensive test format will include multiple learning objectives from multiple learning domains. The new format will restrict presenters from utilizing, as a proctor, any instructor who teaches a learning domain evaluated by the comprehensive tests. These changes will no longer require the presenters have instructors sign attachments or exhibits as they will no longer have access to the comprehensive test material. The currently stated roles that were required to sign Exhibit 5 did not cover all roles with access to confidential test material. Scenario managers get access to the materials in order to manage the testing process, while role players get access to the test scripts in order to know the material they should be presenting to the student. The term “evaluator” is used for both scenario testing and exercise testing. The exercise test materials are not confidential documents and are not covered by this exhibit. The proposed revisions are necessary to clarify for presenters which roles are required to sign the exhibit, add consistency throughout this document, and enhance the security and integrity of the training and testing process.
- Currently students are prohibited from discussing the contents of POST-constructed tests with staff, instructors and evaluators. This prohibition caused students to be leery about getting clarification on a topic of instruction they were confused on in the event it violated this contract. The prohibition is being revised so it applies to discussions with other students

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regarding test content. The proposed revision is necessary to enhance the learning process for students and clarify the regulation for presenters and students.

- The proposed revision, replacing the term “supplied” with “developed”, is necessary for consistency in terminology within this document and the POST Administrative Manual Regulations and Procedures and will enhance understanding of the regulations.
- The proposed revision is necessary to reflect the renumbering of exhibits due to removal of content within the Test Management and Security Protocols.

Exhibit 5 (new)

- The boot devices are a thumb drive option for testing that was developed by POST’s Computer Services Bureau. The boot devices allow basic course presenters to use presenter-provided computers for other purposes (e.g., report writing, note taking), without restricting them to testing use only. The TMAS program is housed on the boot device and for that reason the boot devices must be secured and controlled in the same manner as laptops used for testing. The agreement outlines the requirements presenters must follow before, during, and after the testing process when boot devices are provided to them and used by the students for testing purposes. The proposed revisions are necessary to enhance the security and integrity of the training and testing process as well as enhance understanding of presenter requirements and alleviate any confusion regarding their responsibility.

Training and Testing Specifications for Peace Officer Basic Courses

The learning domains affected by the proposed changes are as follows:

LD 02 *Criminal Justice System*
LD 03 *Policing in the Community*
LD 05 *Introduction to Criminal Law*
LD 06 *Property Crimes*
LD 07 *Crimes Against Persons*
LD 08 *General Criminal Statutes*
LD 09 *Crimes Against Children*
LD 10 *Sex Crimes*
LD 11 *Juvenile Law and Procedure*
LD 12 *Controlled Substances*
LD 15 *Laws of Arrest*
LD 16 *Search and Seizure*
LD 20 *Use of Force*
LD 25 *Domestic Violence*
LD 26 *Unusual Occurrences*
LD 28 *Traffic Enforcement*
LD 31 *Custody*
LD 36 *Information Systems*
LD 37 *People with Disabilities*
LD 39 *Crimes Against the Justice System*
LD 40 *Weapons Violations*
LD 43 *Emergency Management*

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The reference numbers listed below correspond with the page numbers for each topic and include the justification for the changes.

Reference numbers: 2-3, 3-7 & 3-8, 5-3, 6-3 & 6-4, 7-3 & 7-4, 8-2, 9-3, 10-3, 11-3, 12-3 & 12-4, 15-5, 16-4 & 16-5, 20-4 & 20-5, 25-3 & 25-4, 26-3, 28-5, 31-3, 36-2 & 36-3, 37-5 & 37-6, 39-3 & 39-4, 40-3 & 40-4, and 43-5 & 43-6

- POST is moving from a knowledge and comprehensive test format to a comprehensive test only format consisting of four tests. The comprehensive test format is designed to prevent test security breaches and eliminate recognition and recall (“learn and purge”) level test questions in favor of application level items through written vignettes used as the source material for a series of test questions each designed to measure a student’s ability to apply what they have learned. The vignettes are written in such a way that if individual test questions become compromised, a vignette can still be used, but with other, easy to create test questions. The proposed revisions are necessary to enhance the security and integrity of the training and testing process.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.
- The proposed revision is necessary to clarify for presenters that test forms have been deleted from each learning domain where objectives from that topic are not being evaluated on those forms.
- The proposed revision is necessary to reflect the proposed effective date for these changes.

Additional changes have been made to the Minimum Content and Hourly Requirement documents for basic courses. The justification for each change is as follows:

Minimum Content and Hourly Requirements Regular Basic Course

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to ensure consistency with the removal of the review process in all POST Regulations and Procedures. The review is no longer necessary with the modifications that have been made to reports the presenters can now provide to the students.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.
- The proposed revision is necessary to clarify for presenters the reduction in testing hours that corresponds with the reduction in the number of tests they are required to administer.
- The Learning Domain 34 test is an Emergency Medical Services Authority (EMSA) required test. EMSA regulates the content presented in that instructional block as well as the test requirement. The Learning Domain 34 test will be administered independently of the other comprehensive tests as EMSA must review, and approve, the test content. To limit the exposure to test content, EMSA will not be provided access to the test content of the 3 additional comprehensive tests. The proposed revision is necessary to meet EMSA requirements while ensuring the confidentiality of POST-developed test material.

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- The reduction in testing hours left some of the required minimum course hours unaccounted for. The minimum required hours for the Regular basic Course are 664 with most presenters adding hours to the POST-required content therefore increasing their overall course hours. At this time POST is not in a position to reduce the minimum course hours of 664 but will provide presenters the ability to utilize those unaccounted for hours for POST-required instructional and testing purposes. Each presenter will be able to determine which topics, testing or review processes could use those hours and will reflect that information in the course documents they submit for course certification. The proposed revision is necessary to maintain the POST-required minimum course hours of 664 while the unaccounted for hours will provide the presenters the ability to tailor training and testing to local needs while ensuring the minimum instructional hours are maintained.

Minimum Content and Hourly Requirements Regular Basic Course (RBC) Modular Format – Module I

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to ensure consistency with the removal of the review process in all POST Regulations and Procedures. The review is no longer necessary with the modifications that have been made to reports the presenters can now provide to the students.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.
- The proposed revision is necessary to clarify for presenters the reduction in testing hours that corresponds with the reduction in the number of tests they are required to administer.
- The proposed revision is necessary to ensure consistency in all POST Regulations and Procedures by removing duplicate information that is appropriately covered in POST Procedures.
- The proposed revision is necessary to ensure compliance with the testing requirements for that learning domain and to clarify for presenters that although the Learning Domain 28 test was previously not evaluated in the comprehensive test format, but rather the knowledge (written) test format, it has been added as a component of the comprehensive tests.
- The reduction in testing hours left some of the required minimum course hours unaccounted for. The minimum required hours for the Regular basic Course- Module I are 394 with most presenters adding hours to the POST-required content therefore increasing their overall course hours. At this time POST is not in a position to reduce the minimum course hours of 394 but will provide presenters the ability to utilize those unaccounted for hours for POST-required instructional and testing purposes. Each presenter will be able to determine which topics, testing or review processes could use those hours and will reflect that information in the course documents they submit for course certification. The proposed revision is necessary to maintain the POST-required minimum course hours of 394 while the unaccounted for hours will provide the presenters the ability to tailor training and testing to local needs while ensuring the minimum instructional hours are maintained.

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Minimum Content and Hourly Requirements Regular Basic Course (RBC) Modular Format – Module II

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to ensure consistency with the removal of the review process in all POST Regulations and Procedures. The review is no longer necessary with the modifications that have been made to reports the presenters can now provide to the students.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.
- The proposed revision is necessary to clarify for presenters the reduction in testing hours that corresponds with the reduction in the number of tests they are required to administer.
- The proposed revision is necessary to ensure consistency in all POST Regulations and Procedures by removing duplicate information that is appropriately covered in POST Procedures.
- The reduction in testing hours left some of the required minimum course hours unaccounted for. The minimum required hours for the Regular basic Course- Module II are 189 with most presenters adding hours to the POST-required content therefore increasing their overall course hours. At this time POST is not in a position to reduce the minimum course hours of 189 but will provide presenters the ability to utilize those unaccounted for hours for POST-required instructional and testing purposes. Each presenter will be able to determine which topics, testing or review processes could use those hours and will reflect that information in the course documents they submit for course certification. The proposed revision is necessary to maintain the POST-required minimum course hours of 189 while the unaccounted for hours will provide the presenters the ability to tailor training and testing to local needs while ensuring the minimum instructional hours are maintained.

Minimum Content and Hourly Requirements Regular Basic Course (RBC) Modular Format – Module III

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to ensure consistency with the removal of the review process in all POST Regulations and Procedures. The review is no longer necessary with the modifications that have been made to reports the presenters can now provide to the students.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.

INITIAL STATEMENT OF REASONS

POST Basic Courses Test Management and Security Protocols Training and Testing Specifications for Peace Officer Basic Courses Regulations 1001, 1005, 1007, 1008, 1009, 1080, and 1083 and Procedures D-1 and D-10

- The proposed revision is necessary to clarify for presenters the reduction in testing hours that corresponds with the reduction in the number of tests they are required to administer.
- The Learning Domain 34 test is an Emergency Medical Services Authority (EMSA) required test. EMSA regulates the content presented in that instructional block as well as the test requirement. The Learning Domain 34 test will be administered independently of the other comprehensive tests as EMSA must review, and approve, the test content. To limit the exposure to test content, EMSA will not be provided access to the test content of the 3 additional comprehensive tests. The proposed revision is necessary to meet EMSA requirements while ensuring the confidentiality of POST-developed test material.
- The reduction in testing hours left some of the required minimum course hours unaccounted for. The minimum required hours for the Regular basic Course- Module III are 144 with most presenters adding hours to the POST-required content therefore increasing their overall course hours. At this time POST is not in a position to reduce the minimum course hours of 144 but will provide presenters the ability to utilize those unaccounted for hours for POST-required instructional and testing purposes. Each presenter will be able to determine which topics, testing or review processes could use those hours and will reflect that information in the course documents they submit for course certification. The proposed revision is necessary to maintain the POST-required minimum course hours of 144 while the unaccounted for hours will provide the presenters the ability to tailor training and testing to local needs while ensuring the minimum instructional hours are maintained.

Minimum Content and Hourly Requirements Specialized Investigator's Basic Course (SIBC)

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term "written" implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.
- The proposed revision is necessary to ensure consistency with the removal of the review process in all POST Regulations and Procedures. The review is no longer necessary with the modifications that have been made to reports the presenters can now provide to the students.
- The proposed revision is necessary to ensure consistency of the comprehensive test names in all POST Regulations and Procedures.
- The proposed revision is necessary to clarify for presenters the reduction in testing hours that corresponds with the reduction in the number of tests they are required to administer.
- The Learning Domain 34 test is an Emergency Medical Services Authority (EMSA) required test. EMSA regulates the content presented in that instructional block as well as the test requirement. The Learning Domain 34 test will be administered independently of the other comprehensive tests as EMSA must review, and approve, the test content. To limit the exposure to test content, EMSA will not be provided access to the test content of the 3 additional comprehensive tests. The proposed revision is necessary to meet EMSA requirements while ensuring the confidentiality of POST-developed test material.
- The reduction in testing hours left some of the required minimum course hours unaccounted for. The minimum required hours for the Specialized Investigator's Basic Course are 591 with most presenters adding hours to the POST-required content therefore increasing their overall course hours. At this time POST is not in a position to

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POST Basic Courses Test Management and Security Protocols Training and Testing Specifications for Peace Officer Basic Courses Regulations 1001, 1005, 1007, 1008, 1009, 1080, and 1083 and Procedures D-1 and D-10

reduce the minimum course hours of 591 but will provide presenters the ability to utilize those unaccounted for hours for POST-required instructional and testing purposes. Each presenter will be able to determine which topics, testing or review processes could use those hours and will reflect that information in the course documents they submit for course certification. Combined the “Administrative Time” hours with the additional instructional and testing hours. The proposed revision is necessary to maintain the POST-required minimum course hours of 591 while the unaccounted for hours will provide the presenters the ability to tailor training and testing to local needs while ensuring the minimum instructional hours are maintained.

PC 832 Minimum Hourly Requirements

- Changes to the testing system will allow POST to move forward with requiring POST-developed comprehensive tests be administered in an online format rather than a paper-and-pencil format. The term “written” implies the ability to utilize printed materials. The proposed revision is necessary to enhance the understanding of the regulations and alleviate confusion regarding the format used to administer these tests.

Requalification Course Minimum Hourly Requirements

- The proposed revision is necessary to ensure consistency with test names in all POST Regulations and Procedures as well as the naming convention in the testing system.

Business Impact/Small Businesses

The Commission has made an initial determination that this regulatory proposal would have no significant statewide adverse economic impact directly affecting California businesses, including the ability of California businesses to compete with businesses in other states. The proposal does not affect small businesses, as defined by Government Code section 11342.610, because the Commission sets selection and training standards for law enforcement, which are government entities, and does not have an impact on California businesses, including small businesses.

Cost Impacts on Representative Private Persons or Businesses

The Commission on Peace Officer Standards and Training is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with this proposed action.

Assessment

The adoption of the proposed regulation amendments will neither create nor eliminate jobs in the State of California and will not result in the elimination of existing businesses or create or expand businesses in the State of California.

Consideration of Alternatives

The Commission must determine that no reasonable alternative considered by the Commission or that has otherwise been identified and brought to the attention of the Commission would be more effective in carrying out the purpose for which the action is proposed, would be as effective, and less burdensome to affected private persons that the proposed action, or would be more cost-

INITIAL STATEMENT OF REASONS
POST Basic Courses Test Management and Security Protocols
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Regulations 1001, 1005, 1007, 1008, 1009, 1080, and 1083 and
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effective to affected private persons and equally effective in implementing the statutory policy or other provisions of the law.

Economic Impact Analysis

Impact of Jobs/New Business:

The Commission on Peace Officer Standards and Training (POST) sets law enforcement selection and training standards for its member law enforcement agencies. Participation in POST programs, and adherence to POST regulations, is voluntary and limited to law enforcement agencies that are governmental entities. The proposed regulatory revisions pertain exclusively to voluntary testing protocols and training standards and, accordingly, will neither create nor eliminate jobs in the State of California nor result in the elimination of existing businesses or create or expand businesses in the State of California ,

Assessment:

The adoption of the proposed regulation amendments will neither create nor eliminate jobs in the state of California and will not result in the elimination of existing businesses or create or expand businesses in the State of California.

Benefits of the Regulation:

The benefits of proposed amendments to the regulation will increase the security of POST-developed test materials and hold accountable those individuals involved in cheating or otherwise compromising these materials. Thus, the law enforcement standards are maintained and effective in preserving peace, protection of public health, safety, and welfare of California. The proposed amendments will have no impact on worker safety or the State's environment.