

**TEXT OF PROPOSED REGULATION**  
**Basic Course Waiver Process**  
**Regulation 1008 and Commission Procedure D-11**

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**1008.Basic Course Waiver and Requalification Requirement.**

[(a) Basic Course Waiver - PAM Section D-10 adopted ...remains unchanged\*\*\*]

PAM Section D-11 adopted effective January 28, 1982, and amended August 17, 1986, November 2, 1986, January 29, 1988, February 22, 1996, June 16, 1999, July 1, 2002, ~~and~~ September 21, 2005, and January 1, 2012 is herein incorporated by reference.

[The document, *Training and Testing* - The document *POST Basic Courses*...remains unchanged\*\*\*]

Note: Authority cited: Sections 832.3, 13503, 13506 and 13510, Penal Code. Reference: Sections 832.3, 13505, 13506, 13510, 13510.5 and 13511, Penal Code.

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**Commission Procedure D -11 Basic Course Waiver Process**

[11-1 Establishes Guidelines – 11-3 Eligibility for Evaluation... remains unchanged \*\*\*]

**11-4. Preliminary Evaluation of Completed Training:** The individual must show satisfactory completion of the minimum required hours of the basic course in which he or she is applying for a waiver. Prior training and education must meet the appropriate basic course (RBC or SIBC) minimum hourly requirements to be acceptable for evaluation.

- (a) The *Basic Course Waiver Application, POST form 2-267 (04/022011)*, must be submitted with all supporting training, education, and experience documentation.
- (b) The *Basic Course Waiver Application, POST form 2-267 (04/022011)*, is to be signed by the individual, and the department head when appropriate, in Section 2, Request for Evaluation.

[(c)Each evaluation – (1)(A)The individual...remains unchanged.\*\*\*]

- (B) Prior successful completion of the legislatively mandated topics required by the Regular Basic Course must be documented and submitted with the *Basic Course Waiver Application, POST form 2-267 (04/022011)*.
- (C) Prior completion of at least one year of successful general law enforcement experience is required for Regular Basic Course Waiver applicants. Written verification on agency letterhead from the department head, training manager, or personnel department for which the applicant was employed must be submitted with the *Basic Course Waiver Application, POST form 2-267 (04/022011)*.

(2) The Specialized Investigators' Basic Course (*PAM Procedure D-1-4*):

- (A) The individual must have successfully completed the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course (Modules A, B, and C), or a federal agency, general or investigative enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours. Copies of peace officer academy course and reserve officer course outlines are acceptable to support the evaluation. All training must be verified by a certificate of completion or a course roster. When college courses are used to supplement training, a copy of the individual's official college transcript must be submitted. One semester unit shall be

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

- (B) Prior successful completion of the legislatively mandated topics required by the Specialized Investigators' Basic Course must be documented and submitted with the Basic Course Waiver Application, POST form 2-267 (04/~~022011~~).
- (C) Prior completion of at least one year of successful general or investigative law enforcement experience is required for Specialized Investigators' Basic Course Waiver applicants. Written verification on agency letterhead from the department head, training manager, or personnel department for which the applicant was employed must be submitted with the Basic Course Waiver Application, POST form 2-267 (04/~~022011~~).

**11-5. POST Evaluation Process:** Upon receipt of the completed *Basic Course Waiver Application POST form 2-267 (04/~~022011~~)*, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training, education and experience to verify comparable training. POST may require additional supporting documents to complete the evaluation.

**11-6. Completion of the Basic Course Waiver Examination (BCWE):** The BCWE consists of two components: written and skills. Both components are graded pass/fail and must be successfully completed.

- (a) The written component consists of an examination designed to evaluate an individual's knowledge of basic course content.
- (b) The skills component consists of tests designed to evaluate an individual's manipulative skills as acquired in the basic course. An individual must demonstrate competency in each skill area.
- (c) The BCWE must be completed within 180 days of notification by POST of successful completion of the waiver evaluation process.
- (d) The BCWE can be acquired by:
  - (1) Attending and successfully completing a POST-certified Requalification Course, or
  - (2) Arranging and successfully completing testing through a POST Testing Center\*

\* Individuals who have a three year or longer break from the last date of service as a peace officer shall successfully complete a POST-certified Requalification Course in order to complete the BCWE.

**11-7. Examination Scheduling:** The BCWE will be scheduled based on the following:

- (a) When the individual chooses to acquire the BCWE through the Requalification Course, the dates and times will be determined by the Requalification Course presenter. When the individual chooses to acquire the BCWE through a POST Testing Center, arrangements must be made directly with the Testing Center.
- (b) All fees are to be paid directly to the Requalification Course presenter or the POST Testing Center.
- (c) An individual who chooses to acquire the BCWE through the Requalification Course must successfully complete the entire course in accordance with PAM Section D-10 and may **not** later choose to complete the testing option. If an individual does not successfully complete the Requalification Course, the individual will be excluded from the Basic Course Waiver process

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and required to successfully complete the appropriate POST-certified basic course (RBC or SIBC) before exercising peace officer powers.

An individual who chooses to acquire the BCWE through the testing option must successfully complete all examinations and may **not** later choose to complete the Requalification Course. If an individual does not successfully complete the testing option, the individual will be excluded from the Basic Course Waiver process and required to successfully complete the appropriate POST-certified basic course (RBC or SIBC) before exercising peace officer powers.

**Testing Option Reexamination**

**11-8. Reexamination:** A reexamination date for the testing option will be determined by the ~~Requalification Course presenter or~~ POST Testing Center no later than 180 days from the original examination date. The reexamination fee shall be submitted directly to the ~~POST-certified Requalification Course presenter or~~ POST Testing Center. Failure to complete a needed reexamination within the 180 days will result in closure of the application process. After that deadline, the individual shall be required to file a new application and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

- (a) The written reexamination shall be allowed one time only. Arrangements for the written reexamination must be made directly with the same ~~POST-certified Requalification Course presenter or~~ POST Testing Center at which the written examination was originally taken. An individual who fails the written reexamination must, before exercising peace officer powers, successfully complete a POST-certified basic course.
- (b) Reexamination of one or more modules of the skills component shall be allowed one time only. Arrangements for the skills reexamination must be made directly with the same ~~POST-certified Requalification Course presenter or~~ POST Testing Center in which the skills examination was originally taken. An individual who does not pass the failed module(s) of the skills reexamination must, before exercising peace officer powers, successfully complete a POST-certified basic course.

**11-9. Waiver of Attendance:** Upon successful completion of the assessment process, a Waiver of Attendance of a POST-certified basic course will be granted by POST.

Procedure D-11 was adopted and incorporated by reference into Commission Regulation 1008 on January 28, 1982, and amended on August 17, 1986, November 2, 1986, January 29, 1988, February 22, 1996, July 1, 1999, July 1, 2002, ~~and~~ September 21, 2005, and January 1, 2012.

Form 2-267 Basic Course Waiver Application is on the following page.

State of California – Department of Justice  
**BASIC COURSE WAIVER APPLICATION**

POST 2-267 (04/02Rev 04/2011)

Department of Justice Commission on  
 Peace Officer Standards and Training (POST)  
 1601 Alhambra Blvd  
 Sacramento, CA 95816-7083

**INFORMATION PRIVACY ACT:** Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this application form, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Information Services Bureau for instructions on requesting records.

**INSTRUCTIONS:**

- Complete Section 1 and Section 2.
- All fees are to be submitted by certified check or money order **made payable to: Commission on POST.**
- This form may be filled in ~~on-screen~~ online, or you can print this document and type or legibly print (in ink) all required information.
- Mail your **signed copy** of the completed application form and supporting documents **with your payment** to POST at the above address.

**SECTION 1. APPLICANT INFORMATION**

1. NAME (LAST, FIRST, MIDDLE)		2. BIRTH DATE (MM/DD/YYYY)	
3. MAILING ADDRESS (STREET / P.O. BOX)		4. POST ID (OR SOCIAL SECURITY NUMBER) - SSN: - -	
5. CITY	6. STATE / ZIP	7. 8. DAYTIME PHONE NUMBER ( ) EXT	
8. EMAIL ADDRESS		9. CELL PHONE ( )	

**SECTION 2. REQUEST FOR EVALUATION**

10. 9. I AM ELIGIBLE TO HAVE MY TRAINING EVALUATED FOR: (CHECK ONE)

- REGULAR BASIC COURSE WAIVER**       **SPECIALIZED INVESTIGATORS' BASIC COURSE WAIVER\***

11. 10. I HAVE ENCLOSED:

- Evaluation fee:** \$ \_\_\_\_\_ (*Money Order or Certified Bank Check ONLY*)
- Written verification, on agency letterhead and signed** by the employing department head, training manager, or personnel department, (*lieutenant or above*), documenting at least one year of successful general law enforcement experience, including dates of hire and job duties. Letter must be on original letterhead with an original signature, no copies.
- \*NOTE: Successful investigative law enforcement experience is also acceptable for Specialized Investigators' Basic Course Waiver applicants.*
- Verification of prior successful completion of the required training**, supported by copies of certificates of completion, course outlines, college transcripts and/or other verifying documents.

12. 11. I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS IS TRUE AND CORRECT.



Applicant Signature

Date

12. 12. AGENCY SPONSORSHIP (OPTIONAL): THE ABOVE-NAMED INDIVIDUAL IS EMPLOYED OR UNDER CONSIDERATION FOR HIRE BY THIS AGENCY.

Agency Head Signature

Date

Agency Name

Name of Contact Person (print clearly)



Phone Number

**FOR POST USE ONLY**

NOTES:	DATE RECEIVED
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