



COMMISSION POLICY MANUAL



CALIFORNIA COMMISSION ON  
PEACE OFFICER STANDARDS AND TRAINING

## **POST Commission Policy Manual 2017**

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Standards and Training (POST)

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## Foreword

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**The POST Commission Policy Manual** has been in existence since January 1977. Intended for use by the Commission and POST staff, this manual provides a ready reference to current Commission policies.

The policies reflected in this manual support the Resource Stewardship aspect of the POST mission statement: “POST works in concert with law enforcement to establish priorities for the use of resources. POST allocates its resources in the most productive, equitable, and cost-effective manner. POST and its partners actively work to assure sufficient resources to meet the needs of law enforcement and the communities it serves.”

Listed below each policy in this manual are the applicable Commission meeting date and any other information relevant to the particular policy. This includes references to existing laws, the POST Administrative Manual (PAM) that contains POST regulations, and the POST Policy Manual (PPM) that contains policy for POST operations.

Please direct questions or comments regarding this document to the POST Executive Office at (916) 227-2803.

Joyce Dudley  
Chair, POST Commission

# CONTENTS

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<b>A.</b>	<b>Commission</b>	
A1.	Compliance Reports .....	1
A2.	Commission Agenda Material Submission .....	1
A3.	Contracts .....	1
A4.	Commission Meeting Site .....	2
A5.	Advisory Committee – Service and Appointment of Members .....	2
A6.	Advisory Committee – Orientation.....	3
A7.	Recognition of Exemplary Law Enforcement Service .....	3
A8.	Public Comment Period at Commission Meetings.....	4
A9.	Structure/Process of Executive Director Performance Evaluation .....	4
<b>B.</b>	<b>Courses</b>	
B1.	Labor Management Courses.....	5
B2.	Scope of Basic Course Certification.....	5
B3.	Team Teaching.....	5
B4.	Regional Curriculum Development.....	6
B5.	Regional Training.....	6
B6.	Tuition Charges for Nonreimbursable Students.....	6
B7.	Command College – Applicant Requirements.....	6
B8.	Command College Chief Executive Admittance Guidelines .....	7
B9.	Non-Reimbursable Agencies' Personnel Attending the Command College.....	8
B10.	Command College Graduate Awards.....	8
B11.	Executive Secretary Course Certification .....	8
<b>C.</b>	<b>Legislation</b>	
C1.	Legislative Policy .....	9
C2.	Legislatively Mandated Training.....	10
C3.	Distribution of Law Enforcement Equipment .....	10
C4.	New Categories of Peace Officer – Reimbursement Program.....	10
C5.	New Categories of Peace Officer – General .....	10
<b>D.</b>	<b>Standards</b>	
D1.	Prior Completion of Specialized Basic Investigator's Course – District Attorney Investigators .....	11
D2.	Graduation from High School in a Foreign Country .....	11
<b>E.</b>	<b>Staff</b>	
E1.	Consultants Not to Serve as Chiefs of Police .....	12
E2.	POST Internal Audits .....	12
E3.	Response to Media or Other Inquires.....	12

## A. COMMISSION

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### A1. Compliance Reports

Agency compliance reports to the Commission will be based upon the following definitions:

- a) Voluntary Non-Compliance: The agency is aware of its deficiencies and is making little or no effort to comply with Commission standards.
- b) Involuntary Non-Compliance: Deficiencies exist but the agency is working to comply with POST standards.
- c) Technical Non-Compliance: The agency is substantially in compliance, but minor deficiencies were noted which require additional documentation by the agency to comply fully with POST standards.

Only those agencies found in Voluntary Non-compliance shall be listed by name in the report on Non-Compliance to the Commission, and the categories Involuntary Non-Compliance and Technical Non-Compliance shall be reported by citing the number of agencies falling under each category rather than listing the agencies by name.

..... Commission Meeting: 1/27/78

### A2. Commission Agenda Material Submission

All agenda item material must be submitted to the Commissioners at least two weeks before Commission meetings. With the exception of Financial reports, any items that cannot be finalized and submitted by that time are to be held for the next Commission meeting. Limited exceptions, minor in nature, may be authorized by the Executive Director.

..... Commission Meeting: 7/27–28/78

Ref: PPM, Commission Meeting Agenda Preparation

### A3. Contracts

All contracts or interagency agreements in excess of \$175,000 shall be approved by the Commission.

Contracts or interagency agreements of \$175,000 or less may be entered into upon the authority of the Executive Director without approval of the Commission.

After contracts or interagency agreements are approved by the Commission, the Executive Director is authorized to make any of the following modifications without further approval by the Commission:

- a) An extension of time,
- b) An increase in cost up to \$25,000, or
- c) A modification of contractual services or solutions to other technical problems.

The Executive Director shall periodically report to the Commission on all contracts. Once each year, the Executive Director shall submit a written report to the Commission which describes each contract and interagency agreement, the status of each, and the amount of money encumbered for each contract.

..... Commission Meeting: 4/16/81  
Revised: 1/24/85, 2/25/10, 2/28/13  
Ref: PPM, Contracts

**A4. Commission Meeting Site**

Commission meetings shall be scheduled in cities within the State in the vicinity of major airports for travel convenience.

..... Commission Meeting: 1/17/80

**A5. Advisory Committee – Service and Appointment of Members**

- a) Members are appointed or rejected by the full Commission.

Qualifying associations or agencies may nominate one representative for appointment to the Advisory Committee.

The public members are nominated by sitting members of the Commission. If more than one nomination exists for an opening, the Chair of the Commission shall poll the Commissioners to determine the representative by majority vote.

- b) Members always serve at the pleasure of the Commission, with a three year term which may be renewed indefinitely.
- c) The appointment cycle of members is on a September-to-September basis, in compliance with Commission Appointments, with staggered terms.
- d) The Advisory Committee Chair and Vice-Chair are elected by their fellow members at the last scheduled meeting of each calendar year.
- e) A member's unexcused absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission for consideration of removal of the member from the Advisory Committee.

- f) A member who retires from law enforcement and/or is no longer an active member of the association or agency that nominated the member, may serve until the conclusion of their term. It will be at the discretion of the nominating association or agency to remove the individual from the Advisory Committee before their term expires, submit a new nomination to the Commission for appointment, or renew their term until further notice.
- g) A member's service shall, where appropriate, be reviewed annually by the Commission with the association or group represented.
- h) Members shall not send alternates to represent them at meetings.
- i) The Advisory Committee shall meet a minimum of three times annually in conjunction with Commission meetings. Additional meeting may be scheduled in response to an assigned project by the Commission. Any one or more of the meetings may be canceled by the chair if deemed unnecessary. At least one of the three scheduled meetings shall be with the Commission or its representatives, preferably at or near the site of the Commission meeting and the day before.
- j) The Chair of the Advisory Committee shall attend Commission meetings and serve as spokesman for the Advisory Committee.

..... Commission Meeting: 1/27/83

Revised: 11/6/97, 4/19/07

**A6. Advisory Committee – Orientation**

- a) New POST Advisory Committee Members shall be invited to POST Headquarters within six months of appointment for orientation to POST and its responsibilities. This visit should be in conjunction with a Sacramento area Commission meeting, to allow new member(s) to observe Commission deliberations and to personally meet the Commissioners.
- b) After the initial orientation meeting in Sacramento, Advisory Committee Members shall only be reimbursed for expenditures incurred while attending scheduled Advisory Committee meetings.

..... Commission Meeting: 4/19/84

**A7. Recognition of Exemplary Law Enforcement Service**

Exemplary law enforcement service may be recognized and appropriate resolutions, letters or other forms of expression may be presented to honorees at the time of retirement. The Chair of the Commission and the Executive Director shall determine and issue the appropriate type of recognition, and shall advise the Commission of such actions periodically.

It is not the Commission's intent that this policy obligates the Commission to recognize all retiring law enforcement officials. The policy is meant to be used as a guideline when occasional requests are received for expressions of recognition to retiring law enforcement officials.

..... Commission Meeting: 10/23/86

**A8. Public Comment Period at Commission Meetings**

Pursuant to provisions set forth in the Bagley-Keene Act (CGC 11120-11132), the Commission agenda will include a “public comment” period so that members of the public can express views on any item set for discussion or action during that meeting. In deference to Commission workload and meeting time constraints, the Commission Chair will manage the public comment period. Up to 15 minutes will be allotted at the beginning of each Commission meeting for public comments on agenda items not scheduled for public hearing. Speakers may be given up to three minutes to address the Commission. At the discretion of the Chair, the three-minute time limit may be waived. The Chair may conclude the public comment period if multiple speakers are voicing repetitive or similar statements and the 15-minute public comment period has expired.

..... Commission Meeting: 07/20/06

**A9. Structure/Process of Executive Director Performance Evaluation**

An Executive Committee will be formed consisting of the Chair, Vice-Chair, Past Chair, and one at-large member (four total). If the Past Chair is not available, another at-large member will be chosen. The Executive Committee will have the discretion to initiate either an annual or biennial evaluation supported by meetings with the Executive Director. The meetings will address behavioral goals, both organizational and personal. The Commission Chair will work with the Executive Director on a continual basis.

..... Commission Meeting: 11/06/97

Revised: 06/23/11

## B. COURSES

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### B1. Labor Management Courses

The Commission will not certify courses which train "management" and/or "employees" in labor negotiations. The Commission will certify courses concerning labor management.

..... Commission Meeting: 3/25/77

Revised: 11/6/97

### B2. Scope of Basic Course Certification

When the Commission certifies presentations of the Basic Course, the act of certification means:

- a) The Commission has been assured that facilities, instructional staff, and course management are adequate.
- b) The Commission has been assured that at least the minimum curriculum content and hours of instruction (Section D-1, POST Administrative Manual) will be presented in the Basic Course.
- c) Agreement exists that the Commission will monitor presentations to assure compliance of minimum standards and maintain quality control.

Certification does not imply the Commission has adopted any locally required training subjects as state-level requirements, nor does the Commission take responsibility for the adverse impact of any locally required subject matter.

..... Commission Meeting: 4/20-21/78

### B3. Team Teaching/Co-facilitation

Team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and/or facilitation under conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises or panel discussions. Coordinators or observers, while acting as such, are not teachers or classroom facilitators.

..... Commission Meeting: 7/29/77

**B4. Regional Curriculum Development**

Los Angeles Police Department or any other departments of comparable size are recognized as a region for curriculum consideration in certifying training courses.

..... Commission Meeting: 1/20–21/77

**B5. Regional Training**

The Commission recognizes training regions; and:

- a) Priorities for each region shall be used as a planning tool by POST staff, training agencies, and the Commission in the development and certification of training.
- b) Allocation of training responsibilities within these regions shall be decided, in POST Problem-Solving Seminars, by principals in the regions.

..... Commission Meeting: 10/76  
Revised: 11/6/97

**B6. Tuition Charges for Nonreimbursable Students**

When POST contracts for a course and the course presenter allows nonreimbursable students to attend that course, those students shall be charged an appropriate tuition and the amount of the contract shall be reduced accordingly. Exceptions may be authorized by written approval of the Executive Director.

..... Commission Meeting: 4/24/80

**B7. Command College – Applicant Requirements**

- a) *Peace officer applicants* to the Command College must meet the following qualifications:
  - (1) Be eligible to possess a POST Management Certificate per established POST regulation/standards;
  - (2) Be currently employed in a management position or higher in an agency participating in the POST program;
  - (3) Have experience in a leadership position with the ability to influence policy or impact the operation of the agency;
  - (4) Have involvement in community and professional activities;

- (5) Have leadership potential as viewed by others;
  - (6) Have basic word processing skills and the ability to independently conduct research;
  - (7) Have the ability to express an understanding of the dynamics of leadership in a law enforcement agency, both in writing and verbally;
  - (8) Have evidence of interest in major issues and concerns facing the future of California law enforcement; and
  - (9) Be nominated to attend by the applicant agency's chief executive.
- b) *Non-Peace Officer Applicants* to the Command College must meet the following qualifications:
- (1) Have completed the POST Civilian Management Seminar and the POST Advanced Civilian Management Course, or equivalent as approved by POST;
  - (2) Be currently employed in a management position or higher in an agency participating in the POST Program;
  - (3) Have experience in a leadership position with the ability to influence policy or impact the operation of the agency;
  - (4) Have involvement in community and professional activities;
  - (5) Have leadership potential as viewed by others;
  - (6) Have basic word processing skills and the ability to independently conduct research;
  - (7) Have the ability to express an understanding of the dynamics of leadership in a law enforcement agency, both in writing and verbally;
  - (8) Have evidence of interest in major issues and concerns facing the future of California law enforcement; and
  - (9) Be nominated to attend by their agency's chief executive.

..... Commission Meeting: 10/18/84  
Revised: 10/24/85, 4/18/96, 4/19/07

**B8. Command College Chief Executive Admittance Guidelines**

- a) Effective July 1, 1988, chiefs of police and sheriffs will participate in the same selection process required for the general applicant population.
- b) Five positions shall be reserved for chiefs of police and sheriffs in each Command College class.
- c) After completion of the selection process and acceptance to attend a Command College class, notification of acceptance to the city manager or city/county administrator shall be made at the discretion of the concerned chief of police or sheriff.
- d) Chiefs of police, sheriffs, and other prospective Command College participants shall be encouraged to contact graduates of the Command College for an understanding of the commitment the program requires.
- e) A statement shall be included on the Command College applications regarding the candidate's intent to remain in public law enforcement for three years following graduation.

..... Commission Meeting: 10/23/86

**B9. Non-Reimbursable Agencies' Personnel Attending the Command College**

Persons from non-reimbursable agencies may apply for admission to the Command College to a maximum of three students from this category for each Command College class. Tuition for each trainee for the **two-year course** shall be charged to non-reimbursable agencies; tuition charged shall be reviewed annually and adjusted accordingly. This policy became effective for all classes since January 22, 1987.

..... Commission Meeting: 4/23/87

**B10. Command College Graduate Awards**

Outside entities that wish to present awards to Command College graduates should make arrangements for such with their respective agencies. Awards of this type shall not be made at Command College graduations.

..... Commission Meeting: 1/21/88

**B11. Executive Secretary Course Certification**

The Commission will certify courses to train Chief Executive secretaries in their duties. Agencies will not be eligible for POST reimbursement of any training expenses associated with this course.

..... Commission Meeting: 10/17/95

## C. LEGISLATION

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### C1. Legislative Policy

- a) The Commission shall assume a leadership role on selective legislation pertaining to its mission and goals in improving law enforcement. "Leadership role" in the context of this policy is defined as:
  - (1) Identifying, anticipating and soliciting legislative needs related to POST and its mission;
  - (2) Conducting research which relates to the evaluation and formation of legislative proposals; and
  - (3) When appropriate, testifying on relevant legislative matters.
- b) The Commission shall extend full cooperation to the Legislature, the Executive Branch, and other interested parties on all legislative matters.
- c) The Commission may oppose or seek modification of legislation which would:
  - (1) Augment the Commission's workload without commensurate financing and personnel;
  - (2) Impose programs which the Commission is already legally empowered to establish administratively; or
  - (3) Detrimentally impact a source of revenue for the Peace Officer Training Fund.
- d) Staff Discretion
  - (1) On legislative topics where there is established Commission policy, the POST Executive Director is authorized to speak on behalf of the Commission and perform necessary legislative activities without prior authorization.
  - (2) On legislative matters of a technical or non-policy nature, staff is authorized to testify or perform other legislative activities necessary to clarify issues, laws, procedures, or processes.

..... Commission Meeting: 10/29/76

**C2. Legislatively Mandated Training**

The Commission shall review each legislative proposal involving an unfunded training mandate in order to determine merit, need, and impact. The Commission will oppose legislation which mandates that POST provide training when the bill provides no funds for the training.

..... Commission Meetings: 9/13/73, 7/26/79

Revised: 11/17/84, 11/06/97, 4/23/03

**C3. Distribution of Law Enforcement Equipment**

The Commission will oppose all future legislative efforts that would involve the process of distributing equipment to law enforcement in California.

..... Commission Meeting: 9/13/73

Refer also: Government Code Section 50082

**C4. New Categories of Peace Officer – Reimbursement Program**

The immediate position of the Commission is neutral on legislation making new categories of peace officers eligible for POST reimbursement when there is included in the measure:

- a) An appropriation to the POTF equal to the estimated reimbursement cost of the new category; and
- b) Clear legislative intent language that specifies that every year thereafter the POST Aid to Local Government budget is to be augmented by the current cost of such legislation.

This position shall remain in effect only until the next scheduled Commission meeting at which time the legislation will be reviewed and an official Commission position articulated.

..... Commission Meeting: 10/22/82

**C5. New Categories of Peace Officers – General**

The immediate position of the Commission is to oppose proposed legislation to establish new categories of peace officers without a feasibility study as required by PC 13540. Once the feasibility study has been approved by the Commission and the results made available to the Legislature, the Commission's position becomes "no position."

..... Commission Meeting: 11/30/94

**D. STANDARDS**

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**D1. Prior Completion of Specialized Basic Investigators Course – District Attorney Investigators**

Individuals who have successfully completed the POST Specialized Investigators Basic Course *prior to April 27, 1983*, and have been employed by a district attorney's office in a capacity other than an investigator *prior to April 27, 1983*, shall be deemed to have met the basic training requirements for District Attorney's Investigators provided that:

- a) Each individual so described has successfully completed an 80-hour Investigation and Trial Preparation Module for District Attorney Investigators, and
- b) Each individual so described was hired as a District Attorney's Investigator prior to January 1, 1985.

..... Commission Meeting: 10/20/83

**D2. Graduation from High School in a Foreign Country**

Persons who have graduated from a high school in a foreign country and have not formally completed any higher education shall pass a General Education Development (GED) test indicating high school graduation level.

..... Commission Meeting: 4/20/89

## E. STAFF

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### **E1. Consultants Not to Serve as Chiefs of Police**

POST consultants shall not serve as interim chiefs of police (ref: request from City of Folsom) while employed in any capacity at POST.

..... Commission Meeting: 12/7/73

### **E2. POST Internal Audits**

For purposes of maintaining sound fiscal controls, staff will cause the review of the internal control structure of the organization on a biennial basis. These audits will normally be conducted by the State Controller's Office, under an interagency agreement.

..... Commission Meeting: 8/23/95

### **E3. Response to Media or Other Public Inquiries**

Commission staff shall respond to media or other public inquiries concerning law enforcement action by providing, consistent with the California Public Records Act, appropriate public records, including training curricula, regulations, guidelines, publications, and other similar public information. Commission staff shall not otherwise provide comment or opinions concerning law enforcement actions until completion of any pending or anticipated reviews, inquiries, investigations, or civil or criminal litigation related to a law enforcement action, except to the extent required by law.

..... Commission Meeting: 2/25/10

**End of Document**