

## PROPOSED LANGUAGE

### Professional Certificates and Certificates of Course Completion

#### Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4

**1005. Minimum Standards for Training.** (Reference Regulation 1007 and Commission Procedure H for *reserve peace officer* training standards.)

[(a) – (g) continued \*\*\*]

**(h) Records Supervisor Training** (~~The following courses are r~~Required only for records supervisors applying for the Records Supervisor Certificate).

~~To be eligible for the award of a Records Supervisor Certificate, a law enforcement records supervisor shall satisfactorily complete the following POST certified courses:~~

- (1) Public Records Act (minimum 16 hours); and
- (2) Records Supervisor Course (minimum 40 hours).

~~Additional requirements for award of the Records Supervisor certificate are specified in Commission Procedure F-6, which is incorporated by reference into Commission Regulation 1011.~~

[PAM section D-1-1 ... - PAM section D-15 ... continued \*\*\*]

Authority cited: Sections 832.3, 832.6, 13503, 13506, 13510, 13510.3, 13510.5 and 13519.8, Penal Code.  
Reference: Sections 832, 832.3, 832.3(f) and (h), 382.6, 13506, 13510, 13510.3, 13510.5, 13511, 13513, 13514, 13516, 13517, 13519.8, 13520 and 13523, Penal Code.

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#### **1011. Certificates and Awards.**

- ~~(a) Certificates and awards are presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.~~
- ~~(b) Professional certificates shall remain the property of the Commission. Certificates shall be denied or canceled when:~~
- ~~(1) A peace officer has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or~~
  - ~~(2) The person is adjudged guilty of a felony which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and which constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or~~
  - ~~(3) The certificate was obtained through misrepresentation or fraud; or~~
  - ~~(4) The certificate was issued due to administrative error on the part of the Commission and/or the employing agency.~~
- ~~(c) Whenever a peace officer, or a former peace officer, is adjudged guilty of an offense described above, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the persons name, charge, date of~~

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~~adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.~~

- ~~(a) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.~~
- ~~(c) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.~~
- ~~(f) The Commission shall award Records Supervisor Certificates to records supervisors who qualify as provided in PAM, Section F-6, for the purpose of fostering professionalism and recognition of achievement and competency.~~

~~PAM Section F-1 adopted effective October 23, 1988, and amended January 17, 1990, July 10, 1993, February 8, 1998, and August 26, 2006 is hereby incorporated by reference.~~

~~PAM Section F-2 adopted effective October 23, 1988, and amended July 29, 1992 is hereby incorporated by reference.~~

~~PAM Section F-6 adopted effective February 8, 1998, and amended September 11, 2000 and August 26, 2006 is hereby incorporated by reference.~~

Authority cited: Sections 13506, and 13510.3, Penal Code. Reference: Sections 13506, 13510.1 and 13510.3, Penal Code.

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#### 1018. Public Safety Dispatcher Programs.

[(a) - PAM section D-1-5 ... continued \*\*\*]

~~PAM section F-5 effective June 5, 1991 and amended effective January 1, 1998 is herein incorporated by reference.~~

The document, *Training Specifications for the Public Safety Dispatchers' Basic Course* adopted effective December 19, 1994 and amended April 23, 1999 and July 1, 2002 is herein incorporated by reference.

Authority cited: Sections 832.3, 13503, 13506, and 13510, Penal Code. Reference: Sections 832.3 and 13510, Penal Code.

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#### 1055. Requirements for Course Presentation.

[(a) - (h) continued \*\*\*] (*lettering reflects prior rulemaking proposal*)

- ~~(i) Certificate of Completion: Any presenter of a POST-certified instructor development course listed in Regulation 1070 or presenters of the Academy Director/Coordinator Workshop or Recruit Training Officer Workshop shall issue certificates to students who successfully complete the training. The certificate of completion must include title of course, dates of course, hours completed, and the POST course control number.~~

Authority cited: Sections 13503 and 13506, Penal Code. Reference: Section 13503(e), Penal Code.

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Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4

#### **Commission Procedure F-1 Regular and Specialized Law Enforcement Certificate Program**

##### **Purpose**

~~1-1. The Professional Certificate Program: This Commission procedure describes the Professional Certificate Program established in Section 1011 of the Regulations.~~

##### **General Provisions**

##### **1-2. Eligibility:**

- ~~(a) To be eligible for the award of a Regular Program Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed the Basic Course listed in PAM, Section D-1-3.~~
- ~~(b) To be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed a specialized basic course listed in PAM, Section D-1.~~
- ~~(c) Notwithstanding the provisions of subsections a and b, full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the PAM.~~
- ~~(d) A currently employed peace officer who has satisfactorily completed the regular Basic Course, regardless of completion date, and was issued the Specialized Basic Certificate and/or higher level Specialized Certificates, may apply for issuance of the Regular Basic and/or higher level Regular Certificates.~~
- ~~(e) A currently employed peace officer who has been awarded a Basic Certificate listing an experience category may apply for another Basic Certificate, after completing the required experience in the new agency category.~~

##### **1-3. Application Requirements**

- ~~(a) All applications for award of certificates covered in this procedure shall be completed on the prescribed Commission form entitled "Certificate Application," POST 2-116 (Rev. 8/88).~~
- ~~(b) Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.~~
- ~~(c) The department head shall sign the following statement which appears on the application:
  - ~~(1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service or probation as provided in Section 1010b (3), (4), or (5) of the Commission's Regulations (Basic Certificate requirement only), and the applicant has been employed in compliance with the minimum standards set forth in Section 1002 of the~~~~

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Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."<sup>2</sup>

- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

#### **Education, Training, Experience**

~~1-4. **Basis for Qualification:** To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.~~

- (a) ~~Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.~~
- (b) ~~Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001 for definition of acceptable college education).~~
- (c) ~~All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.~~
- (d) ~~Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.~~
- (e) ~~For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.~~
- (f) ~~In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.~~
- (g) ~~The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs F-1-8(d), F-1-9(d) or F-1-10(d). Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.~~

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**Professional Certificates and Certificates of Course Completion**

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**Professional Certificates**

**1-5. The Regular or Specialized Basic Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Basic Certificate must:

- (a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- (b) Have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

**1-6. The Regular or Specialized Intermediate Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- (a) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

**1-7. The Regular or Specialized Advanced Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	Associate Degree	Baccalaureate Degree	Masters Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

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~~1-8. **The Regular or Specialized Supervisory Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:~~

- ~~(a) Possess or be eligible to possess an intermediate certificate; and~~
- ~~(b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and~~
- ~~(c) Satisfactorily meet the training requirement of the Supervisory Course; and~~
- ~~(d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined in Regulation 1001.~~

~~The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.~~

~~1-9. **The Regular or Specialized Management Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Management Certificate must:~~

- ~~(a) Possess or be eligible to possess an advanced certificate; and~~
- ~~(b) Have no less than 60 semester units and (see subparagraph F-1-4. b.);~~
- ~~(c) Satisfactorily meet the training requirement of the Management Course; and~~
- ~~(d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined in Regulation 1001.~~

~~The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.~~

~~1-10. **The Regular or Specialized Executive Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Executive Certificate must:~~

- ~~(a) Possess or be eligible to possess an advanced certificate; and~~
- ~~(b) Have no less than 60 semester units (see subparagraph F-1-4. b.); and~~
- ~~(c) Satisfactorily meet the training requirements of the Executive Development Course; and~~
- ~~(d) Have served satisfactorily for a period of two years as a department head as defined in Regulation 1001.~~

~~The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.~~

Historical Note:

Section F-1-5-a was adopted and incorporated by reference into Commission Regulations 1010 on October 23, 1988.

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### Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4

Procedure F-1 was adopted and incorporated by reference into Commission Regulation 1011 on October 23, 1988, and amended on January 17, 1990, July 10, 1993, February 8, 1998, and August 26, 2006.

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#### Commission Procedure F-2 Issuance, Denial or Cancellation of Professional Certificates

##### Purpose

- ~~2-1. **Issuance, Denial or Cancellation of Professional Certificates:** This Commission procedure provides for the issuance, denial or cancellation of POST Professional Certificates as described in Section 1011(b) of the Regulations.~~
- ~~2-2. **Issuance of Certificates:** A Professional Certificate shall be issued following receipt of a Certificate Application, Form 2-116, (Rev. 8/88) that provides all of the required information listed on the form (i.e., information that will be used to identify the applicant, lists present and previous law enforcement experience, and training and educational achievements). Verifying documents shall be attached to the application to substantiate satisfaction of the prerequisites for the award of the certificate. The time period for the processing and issuance of the Basic Certificate shall be: a median of 24 days, a minimum of 15 days, and a maximum of 35 days from the date of receipt of a complete and accepted application; or the applicant shall be notified within the same time period that the application is not acceptable and what specific prerequisite is required. The processing of Basic Certificate applications shall be given precedence over the processing of applications for all other certificates. The determination of time periods established in this section are calendar days based on the date of initial receipt of an application or the last resubmission date thereafter.~~
- ~~2-3. **Appeal When Maximum Time Period is Exceeded:** When an application for a basic certificate has not been acted upon by issuance, return for additional information or denial within the time periods established above, the applicant can appeal directly to the Executive Director. The Executive Director shall determine whether the maximum time period was exceeded, and when confirmed, order the prompt issuance of the certificate if the established maximum time period was exceeded without good cause providing the applicant is qualified for the issuance of a basic certificate.~~

##### Denial or Cancellation

- ~~2-4. **Right to Deny or Cancel:** Professional Certificates remain the property of the Commission, and the Commission has the right to deny issuance of a certificate when the person does not satisfy a prerequisite for issuance of a certificate, or cancel any certificate when:~~
- ~~(a) The person has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or~~
  - ~~(b) The person is adjudged guilty of a felony which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or~~
  - ~~(c) The certificate was issued by administrative error on the part of the Commission and/or the employing agency; or~~

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~~(d) The certificate was obtained or the application was submitted involving misrepresentation or fraud.~~

~~2-5. **Notification by Department Head:** When a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph 2-4 above, the department head shall immediately notify the Commission.~~

#### **Investigation**

~~2-6. **Initiation of Investigation:** When the Commission is notified that a professional certificate has been issued involving conditions listed under paragraph 2-4, subsections a, b, c, or d, the Executive Director shall investigate the allegation. The department head and the concerned individual shall be notified in writing of the initiation of the investigation.~~

#### **Notice of Denial or Cancellation**

~~2-7. **Notification of Denial:** If a professional certificate has been applied for and it is determined that one or more of the prerequisites for the issuance of the certificate has not been satisfied, the concerned individual, via the person's department head, shall be notified in writing of the denial of the issuance of the certificate and given an explanation of the reason for denial.~~

~~2-8. **Notification of Cancellation:** If the facts developed by an investigation substantiate cause for cancellation of a certificate, the individual concerned shall be notified in writing, by certified mail, of the commission's intent to cancel the certificate and the grounds for the proposed cancellation. The notice shall state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice and shall demand that the individual return the certificate to POST.~~

~~If an individual possessing a certificate which is proposed for cancellation in accordance with paragraph 2-4, desires a hearing regarding such action, the individual must notify the Commission in writing of the desire for a hearing within 45 days of the mailing of the notice of cancellation. The individual shall provide, with the request for hearing, all evidence that the certificate cancellation should not occur.~~

~~If the certificate cancellation is proposed in accordance with paragraph 2-4, subsection a or b, a certified copy of the abstract of judgment shall be obtained. The Commission will issue the notification of its intent to cancel the certificate only after ensuring that the time has ended for the criminal appellate process.~~

~~2-9. Notwithstanding the provisions of Section 2-8, when cancellation is being considered for grounds described in Section 2-4, subsection b, the concerned individual and the employing department head will be notified that cancellation is being considered. Each will be invited to submit information to the Commission concerning the appropriateness of the proposed cancellation. Any information received will be considered by the Commission prior to initiating procedures described in Section 2-8.~~

#### **Hearing**

~~2-10. **Procedures for Hearing:**~~

~~(a) All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code Section 11340 et seq.). At the Commission's discretion, the hearing shall be held before the Commission or shall be conducted by a qualified hearing officer who shall~~

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~~prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.~~

- ~~(b) The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.~~
- ~~(c) That portion of a meeting of the Commission to consider and decide upon evidence introduced in a hearing conducted as provided for in paragraph 2-10, subsection a, regarding cancellation of a professional certificate may be closed to the public.~~

#### Historical Note:

~~Procedure F-2 was adopted and incorporated by reference into Commission Regulation 1011 on October 23, 1988, and amended June 29, 1992.~~

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### **Commission Procedure F-3 Request for Reissuance of POST Certificate, POST 2-250**

#### **Purpose**

- ~~**3-1. Request for Reissuance of POST Certificate:** This Commission procedure outlines the requirements for requesting the reissuance of a POST certificate if the original is lost, stolen, destroyed, bears incorrect information at the time of issuance, or a Management or Executive Certificate holder changes jurisdiction of employment (as provided in PAM, Section F-1).~~

#### **General Information**

- ~~**3-2.** A person who has been awarded a POST Certificate which is described above and who applies to POST for the reissuance of a certificate must:~~

- ~~(a) Complete a single copy of the Request for Reissuance of POST Certificate, POST 2-250, and submit it to POST.~~

~~A completed form, POST 2-250, shall be submitted for each certificate for which replacement is requested.~~

- ~~(b) Indicate on the POST 2-250 the certificate for which a replacement is being requested and a narrative statement explaining the circumstances surrounding the status, condition or reason necessitating the replacement of the original POST certificate.~~
- ~~(c) Return the original certificate with the POST form 2-250 if, for example, the circumstance for reissuance merely involves incorrect information.~~
- ~~(d) Sign and date the POST form 2-250, on line 12 or 13, whichever is applicable.~~

- ~~**3-3.** Upon the issuance of the replacement of a lost or stolen certificate, the original certificate is void. In the event the original certificate, if lost or stolen, is recovered, it must be immediately forwarded to the Commission. Management or Executive Certificates that are to be replaced because the holder changes jurisdiction of employment need not be returned to the Commission.~~

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#### **Commission Procedure F-4 POST Certificate Application, POST 2-116**

##### **Purpose**

- ~~4-1. **POST Certificate Application:** This Commission procedure provides instructions for the preparation of the POST Certificate Application, POST 2-116.~~

##### **General Information**

- ~~4-2. **Responsibility for Application:** The preparation of the POST Certificate Application is the responsibility of the employing jurisdiction and the peace officer applicant.~~
- ~~4-3. The Applicant must prepare an original POST Certificate Application, and submit it to the Commission on Peace Officer Standards and Training.~~

~~A completed application form must be submitted for each certificate requested. However, if the applicant is eligible for more than one certificate at the time of application, only one application need be submitted.~~

#### **POST Certificate Application, POST 2-116**

##### ~~4-4. **Form Preparation:**~~

- ~~(a) Spaces 2 through 5 of the form record applicant personal information. The Social Security Number is the personal identifier and must be provided.~~
- ~~(b) Spaces 6, 7, 9, 10, and 11 record current peace officer employment and related information.~~
- ~~(c) Space 1 is to be used to designate the certificate(s) being requested.~~
- ~~(d) Spaces 12 through 15 list previous full-time peace officer employment information. Reserve officer experience is not acceptable and should not be listed.~~
- ~~(e) Spaces 16 through 19 are to be used to list information regarding completion of a basic course. If the basic course training requirement is met through the Basic Course Waiver process (PAM D-11) "BCWE" should be noted in Space 16.~~

~~The application for a basic certificate must be accompanied by copies of documents verifying completion of a POST-certified basic course, its equivalent, or the Basic Course Waiver process.~~

- ~~(f) Spaces 20 through 23 record educational information, if applicable. All statements regarding education must be accompanied by copies of diplomas, degrees, or transcripts. *Do not send originals.* Records submitted will not be returned and may be retained by POST as part of the applicant's permanent record.~~
- ~~(g) Spaces 24 and 25 are for the signature of the applicant and the date of the application.~~
- ~~(h) Spaces 26 through 29 are for the signature of the department head and the date the application was signed, respectively. The department head attests that the applicant is employed in~~

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~~compliance with the minimum standards set forth in Section 1002 of the Commission Regulations, that the applicant is of good moral character, and has completed one year of satisfactory service.~~

~~The department head or a designated subordinate must sign his/her name in full. If the department head authorizes a subordinate to sign the application, a POST Certificate Application Signature Authorization form, POST 2 270, must be submitted to POST.~~

~~(i) Space 29 is for the signature of the person who prepared the application.~~

~~**4-5. Training Points:** Training points may be awarded when proof of acceptable training is submitted to POST. Copies of certificates of completion or a copy of the trainee's training record signed by an authorized official of the agency will be accepted. The training record must include the title of each course, number of hours completed, and when and where the training was presented.~~

~~**4-6. Education Points:** Separate college transcripts must be submitted to support the award of education points. Cumulative college units from several colleges/universities and grade cards will not be accepted.~~

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### Commission Procedure F-5 Public Safety Dispatcher Certificate Program

#### Purpose

~~**5-1. The Public Safety Dispatcher Certificate Program:** This Commission procedure describes the dispatcher certificate program established in Section 1018(f) of the Regulations and sets forth certificate eligibility requirements.~~

#### General Provisions

~~**5-2. Eligibility of Dispatchers Employed After Agency Entry Into Public Safety Dispatcher Program or Specialized Public Safety Dispatcher Program:** To be eligible for the award of a Public Safety Dispatcher Certificate, an applicant must:~~

- ~~(a) Currently be a full-time, non-peace officer employee who performs duties which include receiving emergency telephone calls for law enforcement service and/or dispatching law enforcement personnel; and~~
- ~~(b) Have been selected in accordance with minimum selection standards described in PAM, Section 1018(e); and~~
- ~~(c) Have satisfactorily met the minimum training standards described in PAM, Section 1018(d); and~~
- ~~(d) Have satisfactorily completed a probationary period with the agency of at least 12 months as described in PAM, Section 1018(e); and~~
- ~~(e) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination.~~

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~~5-3. Eligibility of Dispatchers Employed Prior to Agency Entry Into the Public Safety Dispatcher Program or Specialized Public Safety Dispatcher Program: To be eligible for the award of a dispatcher certificate, an applicant must:~~

- ~~(a) Have completed a minimum of one year satisfactory service with the agency as a full-time public safety dispatcher; and~~
- ~~(b) Have been trained according to minimum training standards described in PAM Section 1018(d); and~~
- ~~(c) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination.~~

#### ~~5-4. Application Requirements:~~

- ~~(a) All applications for award of the certificate shall be completed on the prescribed Commission form entitled "Application for Award of POST Public Safety Dispatcher Certificate", POST 2-289 (Rev. 1/1/98).~~
- ~~(b) The certificate application form is not complete unless the following attestation which appears on the application is signed by the department head:
  - ~~(1) "I recommend that the certificate be awarded. I attest that the applicant is a full-time public safety dispatcher and has either:
    - ~~a. completed a probationary period of at least 12 months as provided in Commission Regulation 1018(e), was selected in accordance with the minimum standards in Section 1018(e), and meets the basic dispatcher training requirement set forth in Section 1018(d), or;~~
    - ~~b. that the applicant was employed as a public safety dispatcher at the time the agency entered into the POST Public Safety Dispatcher Program, completed a minimum of one year satisfactory service as a full-time public safety dispatcher, and was trained according to minimum standards described in Commission Regulation 1018(d).~~~~~~

~~The applicant in my opinion is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."~~

~~5-5. Certificate Denial or Cancellation: The Commission shall deny or cancel a Public Safety Dispatcher Certificate if the application that was submitted, or the certificate that was issued, is based on misrepresentation, fraud, or administrative error on the part of the Commission and/or the employing agency.~~

#### Historical Note:

Procedure F-5 was adopted and incorporated by reference into Commission Regulation 1018 effective May 6, 1991, and amended effective January 1, 1998.

## PROPOSED LANGUAGE

### Professional Certificates and Certificates of Course Completion

Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4

#### Commission Procedure F-6 Records Supervisor Certificate

##### Purpose

~~6-1. **Records Supervisor Certificate:** This Commission procedure sets forth certificate requirements for award of the Records Supervisor Certificate.~~

##### General Provisions

~~6-2. **Eligibility Requirements:** To be eligible for the award of a Records Supervisor Certificate, an applicant must:~~

- ~~(a) Currently be a records supervisor as defined in PAM, Section 1001 and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and~~
- ~~(b) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and~~
- ~~(c) Have a minimum of two years' satisfactory service with the employing agency as a records supervisor; and~~
- ~~(d) Have graduated high school or passed the General Education Development Test (GED); and~~
- ~~(e) Have been trained in accordance with the minimum training standards described in PAM Section 1005(h).~~

~~6-3. **Application Requirements:**~~

- ~~(a) All applications for the award of the Records Supervisor Certificate shall be completed on the prescribed Commission form entitled Application for Award of POST Records Supervisor Certificate, POST 2-117 (12/97).~~
- ~~(b) The certificate application is not complete unless the following attestation which appears on the application is signed and dated by the department head:
  - ~~(1) "I recommend that the certificate be awarded. I attest that the applicant is a full-time records supervisor and has: 1) graduated high school or passed the General Education Development Test (GED), 2) completed a probationary period established by this agency, 3) successfully completed a minimum of two years' service with this agency as a records supervisor, and 4) successfully completed the training requirement set forth in Commission Regulation 1005(h).~~~~

~~This applicant, in my opinion, is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this agency substantiate my recommendation."~~

~~6-4. **Certificate Denial or Cancellation:** The Commission shall deny or cancel a Records Supervisor Certificate if the application that was submitted, or the certificate that was issued, is based on misrepresentation, fraud, or administrative error on the part of the Commission and/or the employing agency.~~

##### Historical Note:

Procedure F-6 was adopted and incorporated by reference into Commission Regulation 1011 effective February 8, 1998 and amended September 11, 2000 and August 26, 2006.

## PROPOSED LANGUAGE

### Professional Certificates and Certificates of Course Completion

Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4

#### ~~Commission Procedure H-4 Reserve Officer Certificates~~

##### ~~Purpose~~

~~4-1. This Commission procedure describes reserve officer certificates and certificates of recognition, sets forth certificate eligibility requirements, and describes certificate processing procedures.~~

##### ~~Types of Certificates~~

~~4-2. **Types of Certificates:** The Commission has established two types of certificates for reserve officers:~~

- ~~(a) Certificate of Recognition: This certificate may be issued by department heads to Level I, II or III reserve officers upon a person's designation to a specific reserve officer level.~~
- ~~(b) Reserve Officer Certificate: This certificate is issued by POST to reserve officers who meet the requirements for Level I assignment and in addition have completed 200 hours of general law enforcement experience. The certificate is not required by statute nor necessary to exercise peace officer powers as a Level I reserve officer.~~

##### ~~Certificate of Recognition~~

~~4-3. **Certificate of Recognition Criteria:** POST has not established specific eligibility criteria for issuing Certificates of Recognition. This certificate is designed primarily to be used by departments to give recognition or to document progression to various levels of reserve officer assignment. Each department head may develop criteria and procedures for issuance of the Certificate of Recognition.~~

~~4-4. **Supplies of Certificates:** Certificate of Recognition forms may be obtained by department heads from POST, Administrative Services Bureau.~~

##### ~~Reserve Officer Certificate~~

~~4-5. **Eligibility:** To be eligible for the award of a Reserve Officer Certificate, a reserve officer must:~~

- ~~(a) Have been selected according to minimum selection standards described in Commission Regulation 1002; AND~~
- ~~(b) Currently be appointed or deputized as a Level I reserve officer as described in Penal Code section 830.6 (a); AND~~
- ~~(c) Have completed the training and general law enforcement experience prescribed by the Commission as set forth in paragraph 4-6 of this section and Regulation 1007(a).~~

~~4-6. **Required Experience and Training:** The Commission has established the required training and experience for award of the Reserve Officer Certificate as follows:~~

- ~~(a) General Law Enforcement Experience~~

**PROPOSED LANGUAGE**

**Professional Certificates and Certificates of Course Completion**

**Regulations 1005, 1011, 1018, and 1055; and Procedures F-1 through F-6, and H-4**

~~(1) In addition to the required classroom training and field training, a Level I reserve officer must have completed no less than 200 hours of satisfactory service while assigned to the prevention and detection of crime and the general enforcement of the laws of this state.~~

~~(b) Training~~

~~(1) Reserve Officers appointed on or after January 1, 1999:~~

<del>Classroom Training</del>	<del>200 Hours Field</del>	<del>Verification PC 832</del>	<del>200 Hours General Law Enforcement Experience</del>
<del>Satisfactory completion of the training requirements of the Regular Basic Course (PAM, section D-1)</del>	<del>No</del>	<del>No</del>	<del>Yes</del>

~~(1) Reserve Officers appointed on or after July 1, 1999:~~

<del>Classroom Training</del>	<del>400 Hours Field</del>	<del>Verification PC 832</del>	<del>200 Hours General Law Enforcement Experience</del>
<del>Satisfactory completion of the training requirements of the Regular Basic Course (PAM, section D-1)</del>	<del>Yes</del>	<del>No</del>	<del>Yes</del>

~~**4-7. Application Process:** Application for award of the Reserve Officer Certificate shall be made on POST Form 2-256, "Application for Award of POST Reserve Officer Certificate." Completion of the form requires:~~

- ~~(a) Copies (not originals) of transcripts, certificates of completion and other documents must accompany the application to verify all training indicated.~~
- ~~(b) Signature of the applicant attesting to the truth of the information provided and subscription to the Law Enforcement Code of Ethics.~~
- ~~(c) Signature of the reserve officer's department head attesting that minimum selection, training and experience requirements have been met, the applicant is of good moral character, and is worthy of the award.~~

~~**4-8. Application Submission:** Mail one completed application form and supporting documents to POST, Administrative Services Bureau, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083. Copies of the application and supporting documents should be retained in the personnel files of the submitting department.~~

~~**4-9. Cancellation:** The Commission may deny or cancel any Reserve Officer Certificate as provided in Commission Regulation 1011(b) and as described in PAM, section F-2, Denial or Cancellation of Professional Certificates.~~

**Historical Note:**

Procedure H-4 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982 and amended July 1, 1999 and September 21, 2005.