

TEXT OF PROPOSED REGULATORY ACTION
Amend Commission Regulation 1052 Requirements for Course Certification

1052. Requirements for Course Certification.

(a) Instructor-Led Training

(a)(9) Learning activities, if applicable (e.g., table-top exercises, role playing, scenarios) or other means of assessing student learning (e.g., cognitive or manipulative skills test);

(D) Each training presenter of POST-certified courses involving the manipulative skills training shall implement a formal written safety policy. Training presenters shall at all times develop and implement safety policies for courses when applicable or when student safety is involved. Training presenters shall refer to the *POST Guidelines for Student Safety in Certified Courses 2007*, herein incorporated by reference, for clarification and requirements. The POST regional consultant shall review and approve safety policies.

1. Training shall at all times be conducted in a manner designed to minimize any risk of injury and to promote student, staff, and instructor safety.
2. The POST Regional Consultant shall be notified in writing within five (5) business days when an injury requiring more than basic first aid occurs during training.

(a)(10) Methods of assessing student learning, if applicable (e.g., learning activities demonstrations, testing, teach backs)

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(b) Instructor-led Training Course Certification Request

(b)(3) Certification I expanded course outline shall minimally include: presenter name, presenter identification number, course name or title on each page, page numbers, [revision date](#), statement of purpose, and subject topics to the second level of detail to sufficiently indicate technical information in the subject areas.

Certification II expanded course outline shall minimally include: presenter name, presenter identification number, course name or title on each page, page numbers, [revision date](#), statement of purpose, subject topics to the third level of detail or learning objectives and minimum topics to sufficiently indicate the technical information in the subject areas, student activities, and methods for assessing student learning. A generic outline example is as follows:

Presenter Name, Presenter Identification Number

Course Name or Title

Page Number

(A) Course Purpose

(B) Topic 1 or Section 1

(C) Topic 2 or Section 2

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(b)(5) Course safety policies and procedures for courses when applicable, (reference *POST Guidelines for Student Safety in Certified Courses 2007* for clarification and sample policies) must minimally address:

Presenter Name, Presenter Identification Number

Course Name or Title

Page Number

(A) Rules of safety and conduct

1. General rule
2. Course specifics
3. Site specific rules

(B) Reporting and handling injuries

1. Minor injuries
2. Major injuries

(C) Ratios of instructional staff to students

[\(D\) Address, phone number, and contact person for each training site](#)

(E) Name, location, and phone number of nearest emergency medical facility for each training site.

(b)(6) A course budget is required when POST provides reimbursement for training or training presentation; however, a course budget is not required when the total course tuition per student is \$125 or less per day of instruction and the reimbursement is limited to subsistence, commuter lunch, and travel.

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(f)(2)(E) Course safety policies and procedures for courses when applicable, (reference *POST Guidelines for Student Safety in Certified Courses 2007* for clarification and sample policies) must minimally address:

Presenter Name, Presenter Identification Number

Course Name or Title

Page Number

(A) Rules of safety and conduct

1. General rule
2. Course specifics
3. Site specific rules

(B) Reporting and handling injuries

1. Minor injuries
2. Major injuries

(C) Ratios of instructional staff to students

~~(D) Name, location, and phone number of nearest emergency medical facility for each training site.~~

[\(D\) Address, phone number, and contact person for each training site](#)

[\(E\) Name, location, and phone number of nearest emergency medical facility for each training site](#)

(f)(2)(F) Course budget is necessary if the cost per student exceeds \$100. (reference Regulation 1054) Course budget information collected via EDI shall consist of the following:

- (A) Course title
- (B) Presenter
- (C) Site indicator: onsite or offsite
- (D) Services ...
- (E) Travel ...
- (F) Indirect costs as defined in Regulation 1054(j)
- (G) Supplies and equipment ...
- (H) Support costs ...
- (I) Subventions ...

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(f)(3) Each academy shall designate an academy director whose qualifications, based upon education, experience, and training shall include a demonstrated ability to manage an academy. [Any academy director appointed on or after April 1, 2020, shall have sworn, full-time, first-level supervisory experience.](#) The academy director is ultimately responsible for academy performance and is the primary point of contact to POST.

(A) Academy management responsibilities shall include:

1. Integrating and sequencing instruction;
2. Managing instructional methods, testing, and remedial training;
3. Hiring, assigning, and evaluating performance of the instructor(s), coordinator(s), training officer(s), and staff;
4. Coordinating, budgeting, and controlling academy resources; and
5. Maintaining academy discipline.
6. Supervising academy operations for certification compliance when instruction is being conducted.

(f)(4) Each academy shall designate an academy coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the Regular Basic Course instructional system. [Any academy coordinator appointed on or after April 1, 2020, shall have sworn, full-time, first-level supervisory experience.](#)

(A) Regular Basic Course instructional system coordination responsibilities shall include:

1. Developing sequenced instructional schedules;
2. Overseeing and evaluating instructional, technological, testing, and remedial training;
3. Participating in the hiring process of instructor(s), training officer(s) and staff, and making recommendations for their selection and assignment; and evaluating instructor's(s') and training officer's(s') performance;
4. Delivering course curriculum in accordance with the Training and Testing Specifications; and
5. In the absence of the director or when designated, supervising academy operations for certification compliance when instruction is being conducted.

(f)(5) Each Modular Format presenter, that is not an academy, shall designate a coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the Regular Basic Course instructional system. Any coordinator appointed on or after April 1, 2020, shall have sworn, full-time, first-level supervisory experience. The coordinator is ultimately responsible for course performance and is the primary point of contact for POST.

(A) Regular Basic Course instructional system coordination responsibilities shall include:

1. Developing sequenced instructional schedules;
2. Overseeing and evaluating instructional, technological, testing, and remedial training;
3. Participating in the hiring process of instructors(s), training officer(s) and staff, and making recommendations for their selection and assignment;
4. Evaluating instructor's(s') and training officer's(s') performance;
5. Approving student enrollment based on verification of completion of course prerequisites;
6. Delivering course curriculum in accordance with the Training and Testing Specifications; and
7. Supervising academy operations for certification compliance when instruction is being conducted.

(f)(6) Each Modular Format presenter, that is not an academy, shall comply with the minimum training standards for coordinators as prescribed in Regulation 1071.

(f)(7) Each academy shall designate recruit training officers whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to supervise trainees attending a Regular Basic Course - Standard Format, Module I, or the Specialized Investigator's Basic Course. Any recruit training officer appointed on or after April 1, 2020, shall have sworn, full-time law enforcement experience.

(A) Recruit training officer responsibilities shall include:

1. Monitoring that instruction meets state legislative mandates and Commission regulations and procedures;
2. Providing day-to-day first line supervision of trainees;
3. Supporting, motivating, mentoring, evaluating, and advising trainees;
4. Performing Operational risk management and enforcing the student safety policy; and
5. Ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment.

(f)(8) The position of academy director, coordinator(s) and recruit training officer(s) are independent positions held by separate individuals.

(f)(8)(9) Each academy shall designate a scenario manager.

(A) Scenario Manager responsibilities shall include:

1. Performing role player and evaluator selection, training, and scheduling;
2. Supervising scenario demonstration, and testing;
3. Providing scenario briefings, logistics, and protocols;
4. Ensuring the security of scenario test events and documents; and
5. Designating the safety officer(s).

(f)(9)(10) Each academy shall designate scenario evaluators.

(A) Scenario evaluator's responsibilities shall include:

1. Performing scenario scene management;
2. Ensuring security of scenario test events and documents;
3. Ensuring scene safety; and
4. Evaluating and documenting trainee performance.

(f)(10)(11) Each college academy shall institute an advisory committee of law enforcement officials to assist in providing logistical support and validation of the training.

(f)(11)(12) Each academy/presenter shall comply with the minimum training standards for directors, coordinators, recruit training officers, scenario managers, and scenario evaluators as prescribed in Regulation 1071.

(f)(12)(13) Each academy/presenter shall comply with the Test-Use and Security Agreement as defined in Regulation 1052.

(f)(13)(14) Each academy shall establish and comply with the Test Administration and Security Policy, as specified in the *POST Basic Courses Test Management and Security Protocols 2018*.

(g) Courses for which POST has established minimum curriculum and/or hourly requirements must comply with those requirements at the time of the certification request and any subsequent presentations. (See Regulation(s) 1081, 1082, and any training specifications referenced in [PAM Training Procedure](#), section D-1, which have been incorporated into regulation by reference.) An exception would be a course pilot presentation that is determined to meet amended curriculum, hourly, and/or course certification requirements, in which case, POST certification and presentation approval may be granted. In addition to meeting the amended curriculum, hourly, and/or course certification requirements, a pilot presentation must meet any additional requirements set forth in Regulations 1052, 1054, 1055, and 1056. Any course attendee who has successfully completed a POST-certified pilot presentation shall receive credit for the training (thus satisfying the training mandate) even though the training occurred prior to the adoption of the training mandate or required curriculum/hours. POST has established the following process for approval and implementation of a pilot presentation:

- (1) Any interested person may submit a request for a pilot presentation, in writing, to the Executive Director. Each request shall minimally include the purpose, fiscal impact, desired outcome, implementation plan, and evaluation method of the pilot presentation;

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