

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES FIRST (Organizational) MEETING

Held in the Office of the Attorney General
San Francisco State Building
9:00 A.M., October 21, 1959.

Pursuant to Section 13501 of the Penal Code, the Honorable Stanley Mosk, Attorney General of the State of California, convened the first meeting of the Commission on Peace Officer Standards and Training in the Conference Room of his Offices in the San Francisco State Building at 9:00 A.M., October 21, 1959. There were present all of the Commissioners:

ROBERT T. ANDERSEN Term ending September 18, 1960
Chief Administrative Officer
Riverside County
Court House, 4050 Main Street
Riverside, California Tel. OV 3-4000

HOWARD W. CAMPEN Term ending September 18, 1961
Chief Administrative Officer
Santa Clara County Office Building
180 West Rosa Street
San Jose, California Tel. CY 5-1050

ALLEN B. COTTAR Term ending September 18, 1960
Sheriff, Siskiyou County
Court House
Yreka, California Tel. VI 2-4141

LOHN R. FICKLIN Term ending September 18, 1961
City Manager
City Hall
731 Marin Street
Vallejo, California Tel. MI 3-7683

JAMES V. HICKS Term ending September 18, 1961
Chief of Police
Hall of Justice
6th & H Streets
Sacramento, California Tel. GI 2-5041

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MINUTES, Continued

DAN KELSAY Term ending September 18, 1962
Sheriff, Stanislaus County
P. O. Box 858
Modesto, California Tel. LO 4-1251

SAMUEL LEASK, JR. Term ending September 18, 1962
Chief Administrative Officer
City Hall
Los Angeles 12, California Tel. MA 4-5211

MARTIN C. McDONNELL Term ending September 18, 1960
Chief of Police
Police Department
215 S. Boston Street
San Mateo, California Tel. DI 2-1414

GENE S. MUEHLEISEN Term ending September 18, 1962
Captain, Police Department
801 W. Market Street
San Diego 1, California Tel. BE 2-6981

Attorney General Mosk opened the meeting by introducing his associates in attendance who were:

RICHARD R. ROGAN
Chief Deputy Attorney General
Los Angeles Office

MELVIN L. HAWLEY
Deputy Director
San Francisco Office

EUGENE HUSTON
Chief Administrative Officer
Sacramento Office

PAT FRAYNE
Special Representative-Public Information Officer
San Francisco Office

Attorney General Mosk presented each Commissioner with a booklet containing a copy of the Act which established the Commission, it being Assembly Bill 1448, Chaptered 1823, approved by the Governor July 11, 1959, effective September 18, 1959. The booklet also contained a Roster of the Commissioners, a digest of the law, samples of State forms and procedures,

MINUTES, Continued

and a copy of the State Administrative Procedure Act. He then addressed the Commission relative to the purposes of the Statute, the hopes and aspirations of its authors and sponsors, and then contributed his own thoughts regarding his expectations from the Commission. Attorney General Mosk concluded his remarks by thanking each member for accepting appointment to the Commission and volunteering their services to its purposes. He volunteered the services of his Office, both in the legal field of the Attorney General and the enforcement field of the Department of Justice, and announced that Mr. Hawley would represent him at the Commission meetings and that Mr. Huston would be available to assist in the establishment of their offices.

Attorney General Mosk, serving as convening officer, asked for nominations for Chairman of the Commission.

On motion, duly made by Commissioner Muehleisen, seconded by Commissioner Hicks and unanimously carried, elected Lohn R. Ficklin, City Manager of Vallejo, Chairman of the Commission.

Chairman Ficklin appointed Robert T. Andersen, Secretary pro tem, to record the business of the Commission.

Chairman Ficklin asked for nominations for Vice-Chairman. Robert T. Andersen was nominated but declined the nomination in favor of law enforcement officer representation. Martin C. McDonnell, Chief of Police, San Mateo, was nominated but declined nomination in favor of Southern California representation, the Chairman already being a Northern California resident. Commissioner Gene Muehleisen, Captain, San Diego Police Department, was nominated and unanimously elected Vice-Chairman of the Commission.

Chairman Ficklin expressed the appreciation of the Commission to Attorney General Mosk for his remarks regarding the history of the Legislation which established the Commission; his offer of the staff and facilities of his Department to assist the Commission; and, the handbook supplied each Commissioner (described heretofore) which he was sure represented many hours of work by the Department of Justice staff.

The next order of business was to determine the headquarters office of the Commission and establish a regular place of meeting. It was the unanimous action of the Commission that the headquarters of the Commission be tentatively Sacramento and that the regular meetings of the Commission would be held in the Offices of the Attorney General in Sacramento or Los Angeles in recognition of the extreme length of our State.

The Commission then discussed various subjects of organization, State procedures, Department of Justice assistance, and similar matters of general orientation. Questions of law were answered by Chief Assistant Attorney General Richard Rogan. Law enforcement services within the Department were explained by Deputy Director Melvin L. Hawley and Chief Administrative Officer Eugene Huston explained recruitment problems,

MINUTES, Continued

Civil Service Rules and Regulations, budget requirements regarding expenditures and revenues, travel expense allowances, and similar subjects. Mr. Huston also announced that the State Controller had recorded \$712.52 on deposit in the State Treasury pursuant to the Revenue Section of the Statute which refers to the Peace Officers Training Fund (Section 13520 of the Penal Code).

Chairman Ficklin called the attention of the Commission to Section 13503, Sub-section B, which provides for the employment of an Executive Secretary to the Commission. The duties and responsibilities of the position were discussed extensively as were the prerequisites regarding the background, education and experience. The components of the position were delineated for purposes of constructing a set of specifications which would be used to establish a salary range and to guide the appointee in the exercise of his authority. These factors are itemized and scheduled within attachments hereto and were used to construct a letter of specifications for the position, which also is attached. Having agreed upon the statement of duties and the minimum requirements, the Commission agreed to publicize recruitment for the position. It was determined that publicity could be distributed and applications received by the Commission not later than November 16, and that the applications would be mailed in care of the Office of the Attorney General.

A copy of the Announcement or "flyer" is attached to these Minutes. Chairman Ficklin appointed Commissioner Howard Campen and Commissioner Gene Muehleisen to work with him as a subcommittee to screen the applications to at least the three most promising prospects who would then be presented to the full Commission for interview.

On motion duly made by Commissioner Andersen, seconded by Commissioner Hicks and approved by the Commission, the factors of duties, education and experience, applicable to the Executive Secretary position, were to be constructed into a set of specifications which were to be transmitted to the Director of Finance with a formal request for the establishment of an appropriate salary and that recruitment for the position be undertaken without the salary knowledge in order to expedite the appointment and advance the organization of the business processes of the Commission. The Office of General Administration of the Department of Justice made available the facilities of that Office to implement the execution of this planning.

Commissioner Campen introduced the subject of whether or not the Commissioners should consider a budget for the remainder of the fiscal year. It was determined that a budget would soon be required but that the matter would be deferred until the next meeting when it was hoped the Executive Secretary could be a party to the discussion.

Commissioner Muehleisen proposed that the Commission establish minimum standards for recruitment and training (for Peace Officers) as soon as possible. He read to the Commission the proposed minimum recommended standards as compiled by the Peace Officers Association of the State of California and also informed the Commissioners of the minimum training

MINUTES, Continued

standards. Commissioner Muehleisen stated that these two compilations represented a considerable amount of work on the part of a Subcommittee of the Peace Officers Association and stated that this work could serve as a starting point for the Commission. During the ensuing discussion it was learned that many of the members of the Commission had worked on this compilation and there was general agreement that these standards were a good foundation upon which the Commission could start their work. It was agreed that the proposed minimum recommended standards and the minimum training standards would be reproduced by the Office of General Administration and copies supplied to each Commissioner as well as the others present at this meeting. The subject of minimum standards was to be put on the agenda for the next meeting of the Commission as one of the primary items of business.

During the course of the discussion of the preceding item it was the general agreement of the Commission that regional meetings should be held in various sections of California to give interested City and County officials an opportunity to meet with the Commissioners and discuss the minimum standards and the problems that local jurisdictions will have in applying to the Commission for assistance.

There was discussion regarding the construction of a Roster of existing programs and existing facilities. While it was agreed that such a Roster was most important to the conduct of the Commission, this would be one of the first duties to be assigned the new Executive Secretary.

Commissioner Leask introduced the subject of holding meetings at such times and places as practical with requests from Boards of Supervisors or City Councilmen, that the Commissioners may promote the program of standards and training and thus fulfill the purposes of the Commission. Commissioner Muehleisen suggested that such programming could be undertaken in conjunction with the Sheriff and Chief of Police Zone Meetings conducted by the Attorney General's Office and the Department of Justice. Deputy Director Hawley explained the program of Zone Meetings, the various Police Officer Associations in California and the time of their annual conventions, and displayed a map of California showing the various zones organized by the Disaster Office (Civil Defense) which, it is expected, will become a standard for all Zone Meetings. Commissioner Campen emphasized the need for good public relations with the local jurisdictions that there may be no misunderstanding of the purposes of the Commission. In the ensuing discussion it was emphasized that though the Commission would probably orient their meetings largely toward the law enforcement administrators, special effort should be made to solicit the attendance of Supervisors and Councilmen.

Chairman Ficklin opened the meeting for general discussion and considerable time was spent in the method for adopting rules and regulations under the Administrative Procedure Act of California. It was decided that this was a matter to be pursued by the Executive Secretary and when the staffing of the Commission had been completed.

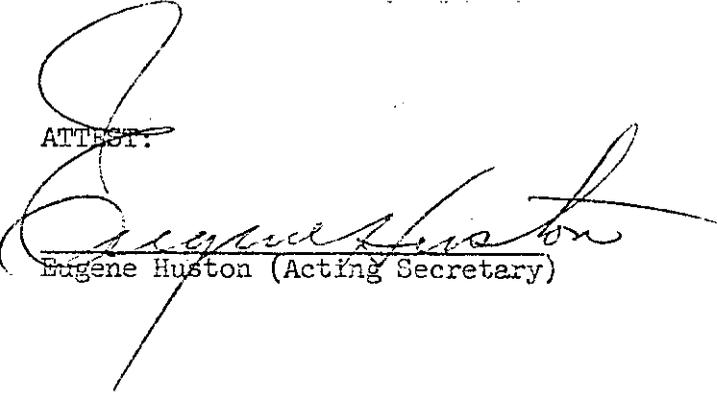
MINUTES, Continued

Motion duly made by Commissioner Muehleisen, seconded by Commissioner Hicks and unanimously carried, that regardless of whether hearings are mandatory under the Administrative Procedure Act, the Commission hold hearings throughout the State as required and that at least one and preferably two Commission member should, together with the Executive Secretary, attend all such hearings. That the workload of such attendance could be divided among the Commissioners, depending upon the geographical area of the hearing. Commissioner Hicks suggested that meetings of the League of California Cities and all like organizations could be utilized as a sounding board for the Commission proposals.

It was decided to hold the next meeting of the Commission on December 3, 1959, at 9:30 A.M., in the Office of the Attorney General, Fifth Floor, Library and Courts Building.

The meeting was adjourned at 12:30 P.M.

ATTEST:


Eugene Huston (Acting Secretary)

MINIMUM TRAINING STANDARDS

Recommended by Training Committee, Peace Officers Association
of California

In respect to your request that our Committee supply you with a suggested curriculum for the new Peace Officers' Minimum Standards and Qualifications Legislation, I appointed a subcommittee from the north and one from the south. The northern subcommittee, chaired by Michael N. Canlis, Under-sheriff of San Joaquin County, met with a representative group on November 6th, 1958. Subsequent to this meeting, the information as submitted by Mike Canlis was reviewed by our southern subcommittee on November 18th, 1958. The material as submitted by Mike Canlis was used extensively for arriving at the final format as set out herein below.

I call your attention to the two subcommittee meetings to indicate to you that we not only utilized representatives state-wide but from law enforcement agencies of varying sizes and degrees.

Both subcommittees were in accord and agreement that the program be developed to the factors that involve jurisdictions of the smallest size as a unit of measurement for training of the unit of one (single person).

The possibility of personnel being relieved for training, recruit training, in-service training, on-the-job training, and available pre-service trained personnel were also examined.

The following is the Training and Education Committee's determination based on the foregoing considerations:

PROPOSED MINIMUM RECOMMENDED STANDARDS

1. Citizen of the United States.
2. Minimum age of 21 years.
3. Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
4. Shall not have been convicted of a felony in this state or any other state, or have been convicted of any offense in any other state which would have been a felony if committed in this state.
5. Good moral character as determined by a thorough background, personal history and character investigation which includes interview of neighbors, associates, teachers, employers, etc.
6. Graduation from high school or a passing of a General Education Development test indicating high school graduation level.
7. Examination by a licensed physician and surgeon. Only those applicants shall be eligible for appointment who are found to be free from any physical, emotional or mental condition which might adversely effect performance of duty as a peace officer.

PART I - PRE-WORK TRAINING (AFTER BEING SWORN
AND ON THE JOB BUT BEFORE ACTUAL
ASSIGNMENT)

1. Organization of political subdivision.
 - a. Explanation of the basic functions of the various departments and divisions comprising the city and county.
2. Organization of department.
3. Basic police responsibility in the administration of criminal justice.
 - a. Attitudes, ethics, civil rights and public relations.
4. Departmental policies and procedures.
5. Legal and moral aspects of the use of firearms and restraining equipment.
6. Firearms training (range)
 - a. Fundamentals of revolver shooting.
7. Laws and mechanics in arrest, searches and seizures.
 - a. Definition of crime (felony, misdemeanor.)
 - b. When felony or misdemeanor arrests can be made.
 - c. When searches and seizures can be made.
 - d. Issuance of citations.

16 hours

PART II - MINIMUM BASIC RECRUIT TRAINING (TO BE ACCOMPLISHED WITHIN THE FIRST YEAR OF EMPLOYMENT)

1. Orientation.	1 hour
2. Classroom note-taking	1 "
3. Human relations.	4 hours
4. Laws of arrest, search and seizure	6 "
5. Rules of evidence.	4 "
6. Criminal law (including federal, state, and local).	20 "
7. Traffic laws, including state and local.	6 "
8. Traffic accident investigation.	6 "
9. Beat patrol and observation	4 "
10. Interrogation and statements	4 "
11. Physical training and defensive tactics.	8 "
12. Crowd and panic control.	4 "
13. Mechanics of arrest.	4 "
14. Police weapons and their use.	6 "
15. Police communications.	1 hour
16. Collection, identification, and preservation of evidence, including field note-taking and crime scene recording.	8 hours
17. Report writing	8 "
18. Description of persons and property.	2 "
19. Juvenile procedure	4 "
20. Courtroom demeanor	2 "
21. Detention, custody and transportation of prisoners.	2 "

PART II - MINIMUM BASIC RECRUIT TRAINING (continued)

- | | | |
|-----|--|----------|
| 22. | Fundamentals of civil processes and relation to police officers. | 1 hour |
| 23. | Basic criminal investigations and procedures. (Will include prowlers, mental illness, domestic complaints, missing persons, narcotics, vagrancy, sex crimes, assaults, homicide, theft, burglary, robbery, and auto thefts.) | 24 hours |
| 24. | First aid. | 8 " |
| 25. | Discussion, review, and examination. | 6 " |

11
10
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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PROPOSED DUTIES OF EXECUTIVE SECRETARY

1. Serves as Administrative Officer & Secretary of Commission
2. Performs all responsibilities under the act and pursuant to direction of the Commission
3. Recommends procedures necessary for the implementation of the act, including forms necessary for the training program
4. Hires all subordinate employees under Civil Service rules and regulations
5. Recommends standards of training and recruitment, as required by act, and develop for approval of the Commission programs to implement the maintenance of these standards
6. Recommends formulas and programs for equitable distribution of available funds to jurisdictions
7. Promotes acceptance of minimum standards of training and recruiting throughout the State
8. Inspects recipient jurisdictions for compliance with rules and regulations of Commission
9. Prepares Agenda for Commission meetings
10. Directs special studies as required by the Commission
11. Other duties as assigned

COMMISSION ON PEACE OFFICER STANDARDS & TRAINING
MINIMUM REQUIREMENTS FOR THE POSITION OF
EXECUTIVE SECRETARY

1. A minimum of 10 years in full time paid
experience as a principal administrator
in law enforcement
2. Demonstrated experience and ability to
direct a training program
3. Education: Graduation from an accredited
4 year university or college
4. Freedom from disabling defects

EXECUTIVE SECRETARY
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Definition:

Under direction of the Commission on Peace Officer Standards and Training, to serve as administrative officer and secretary to the Commission; to plan, organize and direct the staff of the Commission; to administer the program of the Commission; and, to do other work as required.

Typical Tasks:

In accordance with the policies established by the Commission, serves as administrative officer and secretary to the Commission; plans, organizes, and directs the work of the staff of the Commission; administers the programs of the Commission; performs, as delegated, the responsibilities of the Commission pursuant to the governing statutes; makes recommendations to the Commission on standards of recruitment and training and develops programs to implement the maintenance of these standards for approval of the Commission; makes recommendations for programs and formulas for equitable distribution of available funds to participating jurisdictions; promotes acceptance of the Commission established minimum standards for recruitment and training throughout the State; inquires, inspects or otherwise determines recipient jurisdictions adherence to standards or rules and regulations established by the Commission, or supervises such inquiries or inspections; prepares agenda for Commission meetings; records and maintains files of meetings and formal transactions of Commission; institutes or directs special studies required by the Commission; compiles reports; prepares public information material; interviews people, receives and prepares difficult correspondence; represents the Commission and makes public addresses.

Minimum Qualifications:

Experience: A minimum of ten (10) years of full-time paid experience as a principal administrator in law enforcement with demonstrated experience and ability to direct a training program.

and

Education: Graduation from an accredited university or four (4) year college.

and

Knowledge: Wide knowledge of and ability to interpret and apply Sections 13500 - 13523 of the Penal Code; wide knowledge of and ability to apply the principles of law enforcement administration and law enforcement training; general knowledge of educational institutions, private schools, and governmental organizations offering police training; general knowledge of the principles of personnel management and supervision; ability to plan, organize, and direct the work of others; familiarity with accounting and financial record keeping principles; familiarity with office management principles and methods; ability to establish and

maintain cooperative relations with public, police and educational agencies and the public; ability to supervise the preparation of reports; ability to develop and assist in the organization of special programs, studies and plans; ability to address an audience effectively; ability to analyze situations accurately and to adopt an effective course of action; ability to use good english; ability to write effectively; ability to deal tactfully but effectively with the public and associates; ability to maintain cooperative relations with persons contacted in the course of the work.

and

Special personal characteristics: Neat personal appearance; tact, good address, pleasing personality, poise, and freedom from disabling defects.

FROM
CALIFORNIA
DEPARTMENT
OF
JUSTICE



ANNOUNCEMENT

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

SEEKS
APPLICANTS

EXECUTIVE SECRETARY

to the

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Apply to:

Commission on Peace Officer Standards & Training
c/o Melvin L. Hawley, Deputy Director
State Department of Justice
104 Library and Courts Building
Sacramento, 14, California

Mark your envelope "Personal-Confidential"

Application Form:

No special forms required

An autobiographical letter will be appropriate

Position Location:

Sacramento

Salary:

To be established

(Commensurate with duties and responsibilities

hereafter outlined)

Application Deadline:

December 10, 1959

(Must be received by this date)

Application Appraisal:

by Committee of the Commission

The Commission will interview three (3) selectees

Interview

January 7, 1960

Sacramento

Typical tasks of the position:

In accordance with the policies established by the Commission, serves as administrative officer and secretary to the Commission; plans, organizes, and directs the work of the staff of the Commission; administers the programs of the Commission; performs, as delegated, the responsibilities of the Commission pursuant to the governing statutes; makes recommendations to the Commission on standards of recruitment and training and develops programs to implement the maintenance of these standards for approval of the Commission; makes recommendations for programs and formulas for equitable distribution of available funds to participating jurisdictions; promotes acceptance of the Commission established minimum standards for recruitment and training throughout the State; inquires, inspects or otherwise determines recipient jurisdiction's adherence to standards or rules and regulations established by the Commission, or supervises such inquiries or inspections;

Typical tasks of the position (continued) ... prepares agenda for Commission meetings; records and maintains files of meetings and formal transactions of Commission; institutes or directs special studies required by the Commission; compiles reports; prepares public information material; interviews people; receives and prepares difficult correspondence; represents the Commission and makes public addresses; ...

Experience: A minimum of ten (10) years of full-time paid experience as a principal administrator in law enforcement with demonstrated experience and ability to direct a training program.

Education: Graduation from an accredited university or four (4) year college.

Knowledge and ability required: Wide knowledge of and ability to interpret and apply Sections 13500 - 13523 of the Penal Code; wide knowledge of and ability to apply the principles of law enforcement administration and law enforcement training; general knowledge of educational institutions, private schools, and governmental organizations offering police training; general knowledge of the principles of personnel management and supervision; ability to plan, organize, and direct the work of others; familiarity with accounting and financial record keeping principles; familiarity with office management principles and methods; ability to establish and maintain cooperative relations with public, police and educational agencies and the public; ability to supervise the preparation of reports; ability to develop and assist in the organization of special programs, studies and plans; ability to address an audience effectively; ability to analyze situations accurately and to adopt an effective course of action; ability to use good English; ability to write effectively; ability to deal tactfully but effectively with the public and associates; ability to maintain cooperative relations with persons contacted in the course of the work.

Special personal characteristics: Neat personal appearance; tact, good address, pleasing personality, poise, and freedom from disabling defects.

COMMISSION ON PEACE OFFICER TRAINING AND REVENUE

EXECUTIVE SECRETARY

COMMISSION ON PEACE OFFICER TRAINING AND REVENUE

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