STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING AGENDA
Bahia Hotel
998 West Mission Bay Drive
San Diego, California
January 22, 1986, 10:00 a.m.

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

PRESENTATION OF RESOLUTIONS (TO RETIRING ADVISORY COMMITTEE MEMBERS MICHAEL D'AMICO AND MICHAEL GONZALES)

APPROVAL OF MINUTES

A. Approval of the minutes of the October 24, 1985 regular Commission meeting at the Hyatt Hotel in Oakland.

CONSENT CALENDAR

B.1. Receiving Course Certification Report

Since the October meeting, there have been 24 new certifications and no decertifications. In approving the Consent Calendar, your Honorable Commission takes official note of the report.

B.2. Approving Resolution Commending POST Management Fellow Robert Crawford

In approving the Consent Calendar, the Commission adopts a resolution commending Sergeant Robert Crawford of the Oakland Police Department for his service as a POST Management Fellow in updating the POST Field Training Program including curriculum guide and POST requirements.

B.3. Receiving Information on New Entry Into POST Regular Program

Procedures provide for agencies to enter into the POST Regular Program when qualifications have been met. In approving the Consent Calendar, your Honorable Commission notes that the Mammoth Lakes Police Department has met the requirements and has been accepted.

B.4. Acknowledging Withdrawal of Agencies in the POST Regular Program

In approving the Consent Calendar, the Commission notes the following:

- The Police Department of the City of Plymouth has been disbanded and was therefore removed from the POST Regular Program effective October 1, 1985.

- The Sacramento County Marshal's Office has been disbanded by legislation effective December 31, 1985, and was therefore removed from the POST Regular Program. All sworn personnel have been integrated into the Sacramento County Sheriff's Department

B.5. Receiving Financial Report - Second Quarter 1985/86

The second-quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

PUBLIC HEARING

C. Public Hearing--Amendment of Commission Procedure for Reserve Officer Selection

The purpose of this public hearing is to receive testimony on the proposal that the Commission apply the same background investigation to reserve officers as is required for regular officers.

When the Commission originally established background investigation requirements for reserve officers, reserves were viewed as a volunteer force functioning only under close supervision of regular officers. It was therefore the expressed desire of the Commission at that time to require only that a "thorough background investigation" be conducted for reserves, without specifying the comprehensive procedures prescribed for regular officers.

The nature of reserve forces throughout the state has since changed. Many reserve officers are full- or part-time employees. Many Level I reserves, for example, carry out general law enforcement duties without immediate supervision.

Agencies conducting background investigations for reserve officers are not currently required by POST to conduct inquiries with prior and current employers, references, neighbors, or educational institutions. Similarly, credit checks and DMV checks are not required. While a number of agencies voluntarily conduct the same background investigations for reserves as is required for regular officers, others do not; and the consequences can be serious.

Analysis of this issue as described in the staff report under this tab, recommends that the same requirement for regular officers (Commission Procedure C-1) be imposed for all levels of reserve officers.

Subject to input from this public hearing and if the Commission concurs, the appropriate action would be a MOTION to amend Procedure H-2-3(e) to require that the Personal History Investigation be conducted for all reserve officers in accordance with Commission Procedure C-1. The proposed effective date is July 1, 1986.

## TRAINING PROGRAM SERVICES

### D. Recommendation to Authorize Tuition for Advanced Officer Training Course Pilot Program

In addition to the current ways in which the Advanced Officer Course may be presented, a model Advanced Officer Course has been developed which emphasizes officer safety and other subjects relating to agency liability issues. This new course is designed to be highly participative with a minimum of lectures. Content includes Legal Issues Relating to Liability, Officer Safety and Field Tactics, Arrest and Control, Weaponless Defense, Weapons Retention, Baton Techniques, and Communications. It is a 24-hour course, with an additional eight hours allowed for locally determined curriculum found among Basic Course subjects.

Present Commission policy restricts Advance Officer Course reimbursement to salary, travel and per diem. Under the pilot program and consistent with the Commission's desire to improve the quality of training, the proposed model Advanced Officer Course, by its nature, includes the need for multiple instructors, evaluators, and role players, as well as specialized facilities and equipment. To offset these costs, it is recommended that the Commission allow a tuition of approximately $428 per trainee as part of the POST reimbursement for the higher than normal cost portions of the course.

If the Commission concurs, the appropriate action would be a MOTION to approve three pilot presentations of this model Advanced Officer Course under Plan I reimbursement. As the pilot presentations are completed, a report will be prepared analyzing the effectiveness of this type of course; the report will be presented to the Commission at an appropriate meeting.

### E. Receiving Progress Report on Driver Training Research Project

The purpose of the Driver Training Research Project is to develop a comprehensive plan for law enforcement driver training, and as part of that plan, to research the feasibility of POST supporting the development of a driver simulator.

A POST Management Fellow, Lt. Jim Holts of the Los Angeles Sheriff's Department, is the Project Director and has been working on this since November 1, 1985. Among his findings is that significant progress has been made and the potential for driving simulators as part of an overall program appears technically feasible. A simulator is perhaps the only way training in emergency response driving and pursuit driving can be effectively done in a realistic yet safe manner.

A report describing work to date on this project is included under this tab, and a brief verbal presentation is planned at the meeting. An RFP is planned to be presented for approval at the April meeting.

If the Commission concurs, the appropriate action would be a MOTION to receive the staff report on the Driver Training Research Project.

F. Approval to Release Request for Proposals (RFP) to Develop a Shoot/No-Shoot Firearms Training Simulator

The development of a simulator to support shoot/no-shoot training has been previously approved by the Commission as part of a $1.3 million BCP included in this year's budget for special training programs and studies in high-liability areas. A POST Management Fellow, Lt. Lou Travato of the Los Angeles Police Department, has been working on this project since October 7, 1985.

Preliminary work has been completed suggesting that the most effective simulator would be one utilizing micro-computer/laser video disc technology and a state of the art projection screen to achieve high-quality, life-sized imagery. It is proposed that the desired training simulator system be described in an RFP, and bids solicited. Following approval, the RFP will be finalized and sent to potential vendors.

The Commission has indicated the desire to proceed in an expeditious manner. The current project time frame calls for a vendor to be identified and Commission approval to enter into contract requested at the April 1985 meeting. The proposed maximum dollar amount to be advertised in the RFP is $557,000. This amount is within the overall amount budgeted for this purpose.

If the Commission concurs, the appropriate action would be a MOTION to approve the release of an RFP as described above.

G. Recommendation for Setting a Public Hearing on Reserve Training Requirements for the April 24, 1986 Commission Meeting

At its October 1985 meeting, the Commission approved a study of the reserve officer training standards in light of new curriculum changes adopted for the PC 832 Arrest and Firearms Course. Because the training requirement for Level III reserves is the PC 832 Course, we are recommending that the Commission schedule a public hearing for the April 1986 meeting to receive testimony on increasing the training standard for Level III reserve officers from 40 hours to 56 hours effective July 1, 1986. This would make the Level III reserve training course the same as the required and recommended PC 832 courses.

In addition, we are recommending that the Commission consider further adjustments to the reserve training courses. The study revealed that Level II training is inadequate and that some current Level II training would be partially met by the new Level III requirement.

Therefore, as an alternative proposal, we recommend that the hearing be expanded to consider the proposal that Level II (ride along) reserve officer training standards be increased from 80 hours to 146 hours, and that the training standard for Level I (nondesignated) reserve officers be increased from 200 to 214 hours (8 hours of domestic violence and 6 extra hours of first aid/CPR). The Level I (designated) training requirement is the regular Basic Course and would remain the same.

An explanation of the reasons for the recommendation to improve the reserve training program is included in a report under this tab.

According to the Commission's desires, the appropriate action would be a MOTION to set a public hearing to consider changing the Level III reserve officer training requirement from 40 hours to 56 hours effective July 1, 1986; or, alternatively, to set a public hearing to consider changing the Level III reserve officer training requirement as indicated and, in addition, to modify the Level II and Level I (nondesignated) training requirements as indicated above.

H. Contract Approval for PC 832 CAIVI

At its October 1985 meeting the Commission authorized the dissemination of a Request for Proposals (RFP) to develop a computer-assisted, interactive video instruction program for the PC 832 Arrest and Firearms Course. The RFP calls for the design and development of instructional materials and software to be used on commercially available hardware. Four complete working units are to be provided for pilot testing. Self-pacing and testing are part of the pilot program. Following a successful pilot, this innovative system can be replicated many times over and provide a highly effective means of supplemental and primary training. Reportedly, the military and industry have shown a dramatic decrease in learning time and increase in retention using similar training systems.

The RFP was distributed to more than 100 potential vendors. The proposals are now being evaluated for key factors such as instructional design, technical approach, available expertise and experience, and ability to deliver all products.

Due to the timetable for submission and selection, the recommended vendor and amount of bid are still being analyzed. A specific report and recommendation will be made at the Commission meeting. The maximum amount is $250,000, and the estimated time for delivery is approximately nine months, or December 31, 1986, whichever comes first. This system should be very useful in also meeting Level III reserve training needs.

Assuming a successful bidder, and if the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract for this purpose.

## TRAINING DELIVERY SERVICES

### I. Revision of Commission Procedure D-10

Commission Procedure D-10 contains Commission policies and procedures relative to training course certification. The most recent substantive revision of D-10 occurred in 1980. Staff has identified several areas in need of revision.

Changes proposed in this report are: (1) addition of several policies now contained in either Commission meeting minutes or the Commission Policy Manual, (2) several procedural changes, and (3) nonsubstantive technical changes.

If the Commission concurs with the proposed changes, the appropriate action would be a MOTION to adopt the proposed Commission Procedure D-10 effective January 22, 1986.

## INFORMATION SERVICES

### J. Request for Authorization to Prepare an RFP for Computer Procurement

The Feasibility Study Report (FSR) for a new computer for POST is nearing completion and will be submitted to the State by way of justification prior to the April Commission meeting. The FSR will be reviewed by the Office of Information Technology, which must give approval before acquisition can be completed. In the meantime, the next step for POST is the preparation of an RFP for the acquisition of the actual equipment.

It is recommended by the Commission's Finance Committee that staff be authorized to engage a contractor to prepare the RFP and manage the selection of vendors that will provide POST's new computer system hardware and software. The amount should not exceed $20,000.

The Commission has approved an expenditure of as much as $110,000 to provide for the FSR. The FSR contract amounted to $64,466, so the Commission is still well within the original target amount for computer acquisition professional service.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to contract for the necessary services as indicated in an amount not to exceed $20,000. (ROLL CALL VOTE)

## EXECUTIVE OFFICE

### K. Recommendation on Tuition Guidelines

For some time course development and presentation processes have been hampered by tuition guidelines which were established most recently in October of 1981. Since that time, tuition guidelines have not been

reviewed or adjusted. The result has been that a number of instructors are simply not available for law enforcement training under existing guidelines.

PAM Procedure D-10 contains the Commission's polices concerning allowable salary costs that may be budgeted for in tuition-based certified courses. The salary-related costs are: (1) instructor salary, (2) on-site coordination, (3) general coordination, (4) clerical support, and (5) course development.

Consistent with the Commission's direction to increase and improve the quality of instruction, the subject of increasing maximums and changing tuition guidelines, along with coordination and course development compensation has been reviewed with the Finance Committee.

Allowable costs have not been reviewed or adjusted since 1981. Since 1981, the California Consumer Price Index and state employee salary levels have each increased by approximately 33.3%. This suggests the need to adjust allowable salary costs by up to a similar amount, which is reflected in the recommendation.

With the approval of the Commission's Finance Committee, the following recommendations for changes in tuition guidelines are recommended for the Commission's consideration:

- General maximum instruction rate to be increased from $25 per hour to $33 per hour.

- General coordination fees maximum to be increased from $300 to $400.

- On-site presentation coordination fees to be increased from $9 to $12 per hour, and special on-site presentation coordination fees to be increased from $15 per hour (present) to $20 per hour.

- Clerical support fees to be increased from the current $7.50 per hour to $10 per hour.

- Exceptional compensation policy for executive training to be extended to other types of training where expertise is needed, with the approval of the Executive Director.

- Course development cost policy to be amended so that development costs for new courses or revision of existing courses may be negotiated with the presenter when requested by POST, and subject to approval of the Executive Director. These course development costs shall be prorated to all tuitions approved during the first fiscal year of the certification of the course or for a predetermined number of courses avoiding artifically high initial presentation tuition fees.

It is proposed that the maximum instructor salary remain at $62, with provision for Executive Director approval of higher amounts based upon extraordinary needs.

If the Commission concurs, the appropriate action would be a MOTION to adopt the recommended changes to tuition guidelines. (ROLL CALL VOTE)

## COMMITTEE REPORTS

### L. Finance Committee

Committee Chairman Wilson will report on the January 3, 1986 conference call meeting of the Commission's Finance Committee.

At each January meeting, the Commission receives a report on major training and administrative contracts planned for the upcoming fiscal year. Information regarding these contracts is presented in order to obtain the Commission's approval to negotiate and return the proposed contracts for final approval at the April 1986 meeting. The Finance Committee has reviewed these proposals and recommends approval to negotiate the contracts. The Committee's final report and recommendation will be provided when contracts are brought back for action in April.

Proposed Contracts to be Negotiated for Fiscal Year 1986/87:

1. Management Course

   This course is currently budgeted at $255,130 for 22 presentations by 5 presenters:

   California State University - Humboldt
   California State University - Long Beach
   California State University - Northridge
   California State University - San Jose
   San Diego Regional Training Center

   Course costs are consistent with Commission guidelines, and performance by all five presenters has been satisfactory. Staff anticipates some increases over FY 1985/86 due to increased costs for instructors, coordination, facilities, and materials, although no additional presentations are expected. Upon approval, new contracts with these presenters will be negotiated for FY 1986/87.

2. Executive Development Course

   This course is currently presented by California State Polytechnic University, Pomona, at a cost of $59,285 for five presentations. Course costs are consistent with POST guidelines, and the performance of the presenter has been satisfactory. Staff anticipates some increases over FY 1985/86 expenses due to increased costs for instructors, coordination, facilities, and materials which may be allowable by tuition guidelines. Upon approval, a new contract will be negotiated for FY 1986/87.

3. San Diego Regional Training Center - Support of Command College and Executive Training

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Executive Development. Curriculum development, and instructional and evaluation costs for these training activities for FY 1985/86 came to $351,137. Upon authorization, a new contract will be negotiated for FY 1986/87.

4. Department of Justice - Training Center

The Department of Justice, Advanced Training Center, provides courses in the special expertise of the Department of Justice under contract with POST. For FY 1986/87 the recommendation is for 29 different technical courses providing 180 separate presentations. The total cost is projected not to exceed $775,000 through an Interagency Agreement with DOJ. The FY 1985/86 costs for 28 courses and 160 presentations amounted to $688,000.

5. Cooperative Personnel Services - Basic Course Proficiency Test

Cooperative Personnel Services (CPS) has administered the Basic Course Proficiency Test for POST for the past five years. CPS has demonstrated the ability to effectively administer this test at a cost that is lower than the cost would be for POST staff to administer and proctor the examinations.

The current year contract is for $30,264. The proposed contract for FY 1986/87 is expected to be no more than $32,000. Upon approval, a new contract for FY 1986/87 will be negotiated.

6. POST Entry-Level Reading and Writing

The POST entry-level reading and writing tests have been available free of charge for the last several years to agencies for screening purposes. In addition, for each of the last two years the tests have been administered to all entering basic recruits for a six-month period to evaluate the impact of POST's reading and writing requirement. The evaluation has shown encouraging results in both use of the tests and in the reading and writing skills of entry-level officers.

During FY 1984/85 116 local agencies took advantage of the Commission's offer to pay for administration of the POST reading and writing tests. The cost was $103,054 to POST. During the current fiscal year, contracts total $111,064. The proposed contracts for FY 1986/87 with Cooperative Personnel Services and the State Personnel Board for the reading and writing test administration is expected to total no more than $150,000. This includes an anticipated 5% price increase and a 25% increase in local agency use of the tests.

7. State Controller's Office - Agreement for Auditing Services

Each year the Commission on Peace Officer Standards and Training has negotiated an Interagency Agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed $80,000 for the current fiscal year.

Approval is requested to negotiate a similar agreement for Fiscal Year 1986/87 in an amount not to exceed $80,000 to provide necessary audit capability.

8. Computer Services Contract - Four-Phase Systems, Inc.

The State Master Contract with Four-Phase Systems expires on June 30, 1986. To assure continuity of service, POST will need to lease or purchase existing Four-Phase equipment pending the acquisition, installation and testing of the new computer system for which the feasibility study is currently underway.

One alternative is for the Commission to make an outright purchase of existing Four-Phase equipment. Based on indications from Four-Phase Systems, Inc., the purchase amount would be comparable to the annual lease cost amounting to $81,166.32 in the current fiscal year. As the new computer system comes on-line, POST could either sell or otherwise dispose of the Four-Phase equipment.

Another alternative is, of course, to renew the contract for computer services. This may prove more costly, however, since the services would be terminated upon installation of new equipment based upon the feasibility study.

It is proposed that authority be given to the Executive Director to negotiate the most favorable approach to assure continuity of data processing services during the transition to the new POST computer.

9. Computer Services Contract - Teale Data Center

POST has an Interagency Agreement with Teale Data Center (a State agency) for the current fiscal year in the amount of $50,000. The contract provides computer "tie in" of POST's system with the Teale Data Center. This allows POST staff to utilize the Center's main frame capabilities to process complex data processing needs that cannot be processed by the Four-Phase Systems equipment.

Upon approval, new contracts for Fiscal Year 1986/87 will be negotiated.

M. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the results of the Committee meeting of January 22, 1986 in San Diego.

N. Field Needs Survey Ad Hoc Committee

Commissioner Maghakian, Chairman of the Field Needs Survey Ad Hoc Committee, will report on the January 21, 1986 Committee meeting in San Diego.

O. Advisory Committee

Mike Sadleir, Chairman of the POST Advisory Committee, will report on the results of the January 21, 1986 Committee meeting in San Diego.

OLD/NEW BUSINESS

P. Correspondence

Included under this tab are copies of correspondence which may be of interest to the Commission.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 24, 1986, Sacramento Hilton, Sacramento
July 24, 1986, San Diego Hilton, San Diego
October 23, 1986, Griswold's Inn, Claremont
January 1987, San Diego (To Be Determined)

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
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**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING MINUTES
October 24, 1985
Hyatt Hotel
Oakland, California

The meeting was called to order at 10:40 a.m. by Chairman Vernon.

Chairman Vernon led the salute to the flag.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

| | | |
|---|---|---|
| Robert L. Vernon | - | Chairman |
| B. Gale Wilson | - | Vice-Chairman |
| Sherman Block | - | Commissioner |
| Carm J. Grande | - | Commissioner |
| Cecil Hicks | - | Commissioner |
| Edward Maghakian | - | Commissioner |
| Raquel Montenegro | - | Commissioner |
| Charles B. Ussery | - | Commissioner (arrived at 11:45 a.m.) |
| Robert Wasserman | - | Commissioner |
| John Van de Kamp | - | Attorney General - Ex Officio Member (arrived at 11:00 a.m.) |

Also Present:

Joseph P. McKeown, Chairman, POST Advisory Committee

Staff Present:

| | | |
|---|---|---|
| Norman Boehm | - | Executive Director |
| Glen Fine | - | Deputy Executive Director |
| Don Beauchamp | - | Assistant to the Executive Director |
| Dave Allan | - | Bureau Chief, Compliance & Certificate Services |
| John Berner | - | Bureau Chief, Standards and Evaluation |
| Katherine Delle | - | Executive Secretary |
| Michael DiMiceli | - | Bureau Chief, Management Counseling Services |
| Jan Duke | - | Management Counseling Services |
| Ted Morton | - | Bureau Chief, Center for Executive Development |
| James Norborg | - | Standards and Evaluation Services |
| Otto Saltenberger | - | Bureau Chief, Administrative Services |
| Harold Snow | - | Bureau Chief, Training Program Services |
| Darrell Stewart | - | Bureau Chief, Training Delivery Services, South |
| George Williams | - | Bureau Chief, Information Services |

POST Advisory Committee Members Present:

Gary Wiley

Visitor's Roster

| | | |
|---|---|---|
| Tennise M. Allen | - | Sacramento County Sheriff's Department |
| Jurutna Brown | - | City of Los Angeles Personnel Department |
| Les Clark | - | Sacramento Criminal Justice Training Center |
| Norm Cleaver | - | Santa Rosa Training Center |
| Robert Crumpacker | - | San Bernardino Marshal's Office |
| Tim Farley | - | Lt., Sunnyvale Department of Public Safety |
| J. Ferronato | - | San Bernardino County Sheriff's Department |
| Mike Gonzales | - | Montebello Police Department |
| Charles Lushbaugh | - | Sacramento County Sheriff's Department |
| M. Snaheen | - | Emeryville Police Department |
| Austin Smith | - | Golden West College |
| Daniel J. Spratt | - | Orange County Sheriff's Department Academy |
| Craig T. Steckler | - | Chief, Piedmont Police Department (representing Cal-Chiefs) |
| Regan Williams | - | Captain, Sunnyvale Department of Public Safety |

A. Approval of Minutes of the July 25, 1985 Meeting

MOTION - Wilson, second - Wasserman, carried unanimously for approval of the minutes of the July 25, 1985 regular Commission meeting at the Bahia Hotel in San Diego.

B. Approval of Consent Calendar

MOTION - Dyer, second - Maghakian, carried unanimously for approval of the following Consent Calendar:

B.1. Receiving Course Certification Report

Since the July meeting, there have been 19 new certifications and 12 decertifications.

B.2. Approving Resolution Commending Michael D'Amico for his Service on the POST Advisory Committee

A Resolution commending Michael D'Amico for his service on the POST Advisory Committee was approved. Mr. D'Amico served on the Advisory Committee since 1982 and represented the California Association of Administration of Justice Educators (CAAJE).

B.3. Approving Resolution Commending Michael Gonzales for his Service on the POST Advisory Committee

A Resolution commending Michael Gonzales for his service on the POST Advisory Committee was approved. Mr. Gonzales served on the Advisory Committee since 1979 and represented the California Association of Police Training Officers (CAPTO).

B.4. Approving Resolution Commending Retiring POST Law Enforcement Consultant II Eugene D. Pember

A Resolution was approved commending retiring POST Law Enforcement Consultant II Eugene Pember for his valuable service to the Commission during the past sixteen years.

B.5. Affirming Commission Policy Set By Actions at the July 1985 Commission Meeting

The Commission affirmed the following policy statement revision for inclusion in the Commission Policy Manual:

C18. Command College - Applicant Requirements

Persons applying for admission to the Command College must:

1. Have completed the POST Management Course;

2. Occupy a law enforcement management position which demonstrably includes full-time permanent responsibility to supervise others whose duties include supervising other full-time permanent personnel. This is generally at the rank of lieutenant or higher;

3. Demonstrate the potential for an executive position; and

4. Demonstrate the ability to influence policy, or impact the operation of the agency.

B.6. Acknowledging Withdrawal of Agency in the Specialized Program

The Commission recognized that the Department of Police and Safety of the Los Angeles County Housing Authority has been disbanded and was removed from the POST Specialized Program effective October 1, 1985.

B.7. Receiving Report on Driver Training Tuition Costs at the Academy of Defensive Driving (AODD)

A report was presented and accepted on the staff study of the matter of tuition costs at the Academy of Defensive Driving. The Commission approved the continuation of the current tuition at AODD ($367, with $310 POST reimbursable per student) as a statewide "cap" on driver training tuitions.

B.8. Receiving Financial Report - First Quarter 1985/86

This report provided financial information relative to the local assistance budget through September 30, 1985. The report was presented and accepted and is on file at POST headquarters.

C. Public Hearing on Changes to PAM Regulation 1008 Pertaining to the Basic Course Waiver Process

The purpose of this public hearing was to receive testimony on the proposal that a five-hour manipulative skills testing requirement be added to the Basic Course Waiver Process, and that the written examination be revised, among certain other changes.

The hearing also addressed the proposal that the existing "employed" and "under consideration for hire" prerequisites specified in Regulation 1008 and Procedure D-11 be modified to allow the Commission discretion to evaluate waiver applicants without a specific request from a prospective employer, as is now required.

Also included in the proposal was a provision which would authorize the Commission to waive requirements, should it become necessary.

A report was presented by the Executive Director noting that no written comments regarding this proposal were received. The Executive Director also reported that two of the proposed amendments (those shown on Attachment D of the staff agenda item report) were significant changes from the original language made available to the public for this hearing, and that the Administrative Procedures Act requires that substantive changes, or those not sufficiently related to the original proposal, be noticed to the public before adoption.

Following the staff report, there was no further oral testimony.

The hearing was closed, discussion ensued, and the following action was taken:

> MOTION - Hicks, second - Wasserman, carried unanimously to approve adding a skills testing component to the Basic Course Waiver Process, revising written testing procedures, deleting "employed" and "under consideration for hire" prerequisites, and making other related, non-substantive changes to Commission Regulation 1008 and Commission Procedure D-11 (See Attachment A).
>
> MOTION - Hicks, second - Wasserman, carried unanimously to direct staff to issue a public notice of the intention to adopt two proposed amendments (See Attachment A.1.); it is the intention of the Commission to adopt the proposed amendments substantially as written if no public hearing is requested.

D. Appeal by the City of Los Angeles Personnel Department Requesting Waiver of Portions of the Commission's Regulations Requiring Entry-Level Reading and Writing Testing (1002[a][9])

Chairman Vernon asked Vice Chairman Wilson to preside for the purpose of the discussion of this agenda item.

A staff report was presented on the request by the City of Los Angeles for a limited waiver of the requirements of Commission Regulation 1002(a)(9) pertaining to testing for reading and writing ability. Though Commission

Regulations require the testing of each individual prior to appointment, it is the practice of the City of Los Angeles to waive the reading and writing tests for an applicant who has satisfactorily completed, with at least a "C" average, 60 semester units or 90 quarter units at an accredited college or university.

Current Commission Regulations do not provide for the waiver of the reading and writing tests based on education or on group averages. Recent research by POST staff reconfirms that reading and writing test scores are by far a more accurate predictor of academy success than years of education.

Jurutha Brown, Chief of the Police/Fire Selection Division of the City of Los Angeles Personnel Department, was invited to address the Commission. The City of Los Angeles contends that the the waiver-qualified recruits performed better than other recruits in the LAPD academy selected by written examination, and that elimination of the current waiver process would impair the City's ability to maintain adequate levels of candidates and will force the City to use lower test scores on the eligible list to fill academies.

Commissioner Block suggested the use of a trainee classification rather than the police officer classification in the academy and conducting the reading and writing testing prior to graduation from the academy, rather than prior to entry into the academy. Ms. Brown reported that civilianizing the basic academy's students is currently being considered by the Los Angeles Police Commission, but has not yet been formally proposed to the Civil Service Commission.

Advisory Committee Chairman Joe McKeown reported that the Advisory Committee considered this agenda item and voted unanimously to recommend to the Commission that the appeal be denied.

Les Clark, Chairman of the Academy Director's Association, expressed support of the staff position and denial of this appeal.

Commissioner Wilson reported that the Commission received a letter from the California Peace Officers' Association expressing their unanimous opposition to the waiver request from the City of Los Angeles.

> MOTION - Wasserman, second - Grande, carried unanimously to deny the appeal of the City of Los Angeles Personnel Department (in the appeal, the Commission was requested to waive portions of the Regulations requiring entry-level reading and writing testing [1002(a)(9)]). Staff is directed to work with the City of Los Angeles Personnel Department to gain compliance with Commission Regulations.

E. Petition by Los Angeles Police Department for Award of Basic Certificate

A staff report was presented in response to a request from the Los Angeles Police Department that Basic Certificates be awarded to Captain Gloria Harper and Officer Jean Braun. Neither individual has met the minimum requirements of successfully completing a Basic Course of the appropriate hours of training. Staff was unable to find any authority within the Commission's Regulations which would allow the Executive Director to issue the desired certificates.

It was noted, however, that both individuals were hired more than 27 years ago, prior to the establishment by POST of formalized peace officer standards. It was also noted that at the time these individuals were hired, the Los Angeles Police Department had a 520-hour academy, but that training was not available to persons who were hired in the "policewoman" category.

MOTION - Wasserman, second - Block, carried unanimously to waive the requirements and award a POST Basic Certificate to Captain Gloria Harber and Officer Jean Braun of the Los Angeles Police Department. It is recognized that these are exceptional cases, and it is only due to the exceptional nature of the case that the requirements are being waived; no precedent is intended to be set by this action.

F. Petition by Gerald A. Skinner, Sergeant, Sierra Madre Police Department, Appealing Finding That He Has Not Met the Requirements for the Management Certificate

A staff report was presented in response to an appeal from Gerald A. Skinner, a sergeant with the Sierra Madre Police Department, who was found not to meet all of the qualifications for the Award of the Management Certificate. The staff report concluded that Sergeant Skinner's position is believed to be that of a first-level supervisor, in that he does not, on a permanent basis, supervise full-time supervisors. His position is believed not to meet the definition of a "middle management position" in accordance with Commission Regulation 1001(p), and he is therefore ineligible to receive a POST Management Certificate.

MOTION - Wasserman, second - Wilson, carried unanimously to deny the appeal of Gerald A. Skinner for the award of a POST Management Certificate.

G. Public Hearing Scheduled to Apply Regular Officer Background Investigation Procedures to Reserve Officers

Staff reported that background investigation requirements for reserve officers are less thorough than those for regular officers. Due to the fact that the reserve force has evolved over the past few years to the point where large numbers of reserve officers are paid, part-time officers, many of whom work 40 hours per week, staff recommended setting a public hearing for the January 1986 Commission meeting preparatory to amending Commission Regulations to apply the selection requirements of Commission Procedure C-1 to reserve officers.

The Commission directed that the following areas be addressed in the staff report to be presented at the January 1986 Commission meeting: (1) Should all of Commission Procedure C-1 requirements also apply to Level 3 reserves? (2) What justification exists for this requirement? (3) What expenses are involved in conducting background investigations?

MOTION - Maghakian, second - Montenegro, carried unanimously to schedule a public hearing for the January 1986 Commission meeting regarding a proposal to amend Commission Regulations to require the selection of reserve officers in conformance with Commission Procedure C-1.

H. Report Received on Experience Requirements for Award of POST Certificate

A report was presented and received on the matter of recognizing part-time employment (in effect, reserve officer employment) as a basis for the Award of Professional Certificates.

The report reached the following conclusions:

- There are large variations in how reserve and part-time officers are assigned and whether they are compensated. There is no clear separation of duties and resulting experience of various types of reserve and part-time officers throughout the state.

- To alter the nature of the Professional Certificate Program to recognize experience of the multitude of officers, other than full-time officers, paid and unpaid, on an hourly basis, would add unknown costs to local government and POST. Such a new process would likely generate greater concern for equity than does the current process.

- Professional Certificates have always been awarded on the basis of tenure as a full-time paid officer status. Evaluation suggests that the Certificate Program, in this respect, should not be changed. The POST Advisory Committee, at its July 1985 meeting, concurred with this conclusion.

  MOTION - Maghakian, second - Montenegro, carried unanimously to accept staff report on the matter of not recognizing reserve officer service or part-time employment as a basis for the Award of Professional Certificates without further action.

I. Reading/Writing Test Battery--Report on Testing Scoring Alternatives

Staff reported that a study was conducted as a result of questions asked at the July 25, 1985 Commission meeting regarding the amount of time expended before reporting of scores on the POST reading and writing tests to local agencies. At the last Commission meeting, staff was directed to investigate alternative test scoring procedures and to report to the Commission.

The staff study showed that the average amount of time is 7.4 days between the day POST receives the answer sheets and the day the local agency receives the test results. This is well within the 10-working-day commitment that POST makes to local agencies. To reduce this further, changes were implemented (primarily using faster mail service) which have reduced the turnaround time to 4.4 days.

After reviewing alernative scoring procedures, staff recommended maintaining the current system while proceeding to pilot test the feasibility of on-site scanning of the answer sheets into a microcomputer which, in turn, would be linked via telephone lines to the main scoring computer in Sacramento.

MOTION - Grande, second - Maghakian, carried unanimously to accept staff recommendation to continue the present system of scoring and reporting the scores on the POST reading and writing tests to local agencies, with the understanding that staff will seek to pilot test a system involving local automated scanning of test answer sheets during the 1986/37 Fiscal Year.

J. Basic Course Curriculum Changes Relating to Mutual Aid Training

A staff report was presented recommending changes to the Basic Course curriculum for Mutual Aid training. The recommended changes included revising the performance objectives and learning goal on Mutual Aid from an agency-specific orientation to a statewide perspective as was requested by the Commission at the July 1985 meeting. The revised performance objective includes the general knowledge of Mutual Aid necessary for every peace officer in the state. Agency-specific information relating to Mutual Aid may be taught in various basic academies according to local or regional needs.

MOTION - Wilson, second - Block, carried unanimously to approve the revised recommendations that would change the learning goal and performance objective of Mutual Aid in the Basic Course curriculum effective January 1, 1986 (See Attachment B).

K. P.C. 832 Training Course Revision

A staff report was presented in response to direction by the Commission to evaluate the PC 832 Course and conduct pilot testing of the revised curriculum.

After studies by staff and an advisory committee, and pilot testing of certain curricula, a 40-hour mandated PC 832 Arrest and Firearms Course which puts greater emphasis on laws of arrest, search, and seizure was recommended. The new course curriculum still includes 16 hours of firearms training, and is buttressed by testing.

It was also proposed that the Commission adopt a recommended but not mandated additional 16 hours of training in the techniques of arrest and communication skills.

MOTION - Block, second - Wasserman, carried unanimously to approve the recommended curriculum modifications to the 40-hour P.C. 832 training requirement (Commission Procedure D-7), effective July 1, 1986 (See Attachment C), and also to approve a 16-hour recommended Communications and Arrest Methods Course.

L. Approval Given to Issue Request for Proposals (RFP) to Apply Computer-Assisted, Interactive Video Technology to the P.C. 832 Course

An RFP was submitted to the Commission for approval pursuant to direction given to staff at the April 1985 Commission meeting. At that time, the Commission authorized staff to contract for preparation of an RFP to develop a computer-assisted, interactive video instruction (CAIVI) program for training peace officers as a means of satisfying the requirements of Section 832 of the California Penal Code.

The expenditure for the RFP is estimated not to exceed $250,000 which is available within the current budget allotment. The RFP calls for a vendor to evaluate and apply training and technological concepts to the delivery of this type of training, devise a system for computer/video-based delivery of the training, devise methodology for measurement of student performance, develop software to support the program, and present to POST a complete, workable system along with two sets of hardware which will be used for initial demonstration purposes.

Staff reported that this program will be carefully evaluated and that it should benefit approximately 6,500 trainees per year when fully implemented.

MOTION - Wilson, second - Montenegro, carried unanimously to approve issuance of a Request for Proposal for an Interactive Video Program: Peace Officer Required Training, in an amount not to exceed $250,000.

M. Pilot Study Using Revised Basic Course Success Criteria

Staff presented a report which outlined some potential improvement to the current system for measuring student mastery of subjects taught in the Basic Course. Approval was requested from the Commission to proceed to pilot test the proposed success criteria revision.

In the present system, differing criticality levels are associated with different objectives, and therefore differing pass points for testing are set for each objective. It was proposed that performance objectives be logically grouped and tests administered for entire blocks of performance objectives.

MOTION - Grande, second - Block, carried unanimously to approve a pilot study of the proposed success criteria revision, to be concluded by July 1987, with a report to the Commission.

N. New Performance Objective on Professional Standards and Requirements for Law Enforcement and the Production of Training Videotapes

A staff report was presented recommending the addition to the Basic Course curriculum of a new performance objective developed to meet the need to train peace officers in the professional standards and requirements for a career in law enforcement. In addition, it was proposed that funds be approved for the preparation of modularized videotapes to be used to impart this information effectively. These videotapes would be available to the training academies and may be used at the discretion of the academies.

MOTION - Wilson, second - Maghakian, carried unanimously by roll call vote to approve the adoption of Basic Course Performance Objective 1.2.3. (Professional Standards and Requirements for California Law Enforcement) effective July 1, 1986, and authorize the development and distribution of a supporting videotape program for an amount not to exceed $40,000.

O. Establishment of a POST Institute of Investigation

Concept approval was requested from the Commission on the proposal to develop a POST Institute of Investigation. The institute would identify a series of courses which are needed and desirable for investigators who desire a higher level of training and professional development than would otherwise normally be expected.

The Commission directed that the program establish recommended guidelines in the areas of validation, selection, and evaluation of investigators.

In addition, consensus was reached that some allowance should be made to make individual courses available to persons who do not plan to participate in the entire institute, but who wish to attend certain portions of the training. Staff was asked to develop guidelines for an evaluation process for the selection of investigators.

Chairman Vernon reported that the concept of this institute has been reviewed by and has the support of the Long-Range Planning Committee.

> MOTION - Wasserman, second - Maghakian, carried unanimously to approve the concept of a POST Institute of Investigation and direct staff to begin development of the pilot program.

P. Establishment of a POST Leadership for Supervisors Institute

A proposal to establish a POST Leadership for Supervisors Institute was submitted to the Commission for consideration. The emphasis of the proposal would be to discover which training techniques are most effective in developing leadership skills.

The concept of this institute was reviewed by and has the support of the Commission's Long-Range Planning Committee.

> MOTION - Ussery, second - Maghakian, carried unanimously to approve the concept of a POST Leadership for Supervisors Institute and direct staff to begin development of formal plans to implement the program.

Q. Contract Award--Test Item Data Bank

The Commission was asked to authorize the Executive Director to sign a contract with Brain Designs, Inc. in the amount of $90,000 for the development of test item data bank software. Approval was received at the July 1985 Commission meeting to increase the monies available for software development from the $61,000 quoted in the original RFP, to $90,000. A new Request for Quotation was issued, and upon review of both written quotations and oral presentations, it was the recommendation of the review panel that POST contract with Brain Designs, Inc. for the desired software.

> MOTION - Wilson, second - Ussery, carried unanimously by roll call vote to authorize the Executive Director to sign a contract with Brain Designs, Inc. in the amount of $90,000 for the development of the test item banking software.

R. Recommendation for a "Law Enforcement Symposium on the Future" to be Held on January 30-31, 1986, in Conjunction with the Command College Graduation at Kellogg-West, Pomona

A proposed agenda was presented to the Commission for a "Law Enforcement Symposium on the Future" to be held in conjunction with the Command College Class 1 graduation on January 30-31, 1986. To date, both Attorney General Edwin Meese and futurist Hank Koehn have accepted invitations to speak at the symposium. Letters of invitation to speak have also been sent to a number of other important prospective speakers.

The agenda has been reviewed and approved by both the Long-Range Planning Committee and the Command College Committee. In addition, the Advisory Committee has reviewed the proposed agenda and has given their support.

Up to 300 persons can be accommodated. Present and past Commissioners, Advisory Committee members, chiefs, sheriffs, and many others will be invited to attend.

MOTION - Grande, second - Montenegro, carried unanimously to approve a Law Enforcement Symposium on the Future to be held in conjunction with the Command College graduation on January 30-31, 1986.

S. Recommendation to Negotiate and Enter Into a Contract for the Services of a POST Management Fellow to Provide a Records Systems Manual for Law Enforcement

Commission approval was requested to expend an amount not to exceed $54,000 for the temporary services of one Management Fellow to work on developing a comprehensive records manual to serve local law enforcement agencies as a reference document for the evaluation and improvement of their records systems.

MOTION - Wasserman, second - Wilson, carried unanimously by roll call vote (Van de Kamp abstained) to authorize the Executive Director to negotiate and sign a contract for the services of one Management Fellow, not to exceed six months' time and $54,000 for salary, travel and per diem.

COMMITTEE REPORTS

T. Finance Committee

Commissioner Wilson reported on the August 22, 1985 conference call meeting of the Finance Committee. The subject of that meeting was an RFP for a computer feasibility study report. There were six proposals received, and all were evaluated. The recommended winner was Arthur Young and Associates.

MOTION - Wilson, second - Wasserman, carried unanimously by roll call vote to confirm the contract award for a computer feasibility study report to Arthur Young and Associates.

U. Long-Range Planning Committee

Chairman Vernon reported on the Long-Range Planning Committee meeting of October 7, 1985 which was held in Los Angeles. The Committee discussed and reviewed the following issues: Driver training simulator project, weapons and firearms simulation project, executive strategic planning computer simulation concept, POST Institute of Investigation concept, POST Leadership for Supervisors Institute concept, field needs assessment survey, Law Enforcement Symposium on the Future, and certificate issues.

MOTION - Ussery, second - Hicks, carried unanimously for Chairman Vernon to appoint a Committee consisting of Commissioners Grande, Wasserman, and Maghakian (Chairman) to assist staff in the development of a field needs survey. The survey should contain questions addressing the professional certification issue, among many others.

MOTION - Grande, second - Maghakian, carried unanimously to direct staff to study the feasibility of developing strategic planning simulation training in California.

V. Legislative Review Committee

Commissioner Block and Commissioner Montenegro reported on the October 24, 1985 meeting of the Legislative Review Committee.

Commissioner Block said that the Committee supported the action previously taken by the Commission to eliminate the "employed" and "under consideration for hire" statutory requirements for taking the Basic Course Waiver Examination.

Commissioner Montenegro reported that AB 1911 requires the Commission to conduct a study on peace officer killings and provides funds not to exceed $98,000 for the completion of this study.

MOTION - Montenegro, second - Van de Kamp, carried unanimously by roll call vote to authorize the Executive Director to negotiate and sign contracts not to exceed $98,000 to conduct a study of the circumstances under which peace officers are killed in the course of their employment (as mandated by AB 1911 [Chapter 881, Statutes of 1985]). The study shall include guidelines establishing optional standard procedures to better enable officers to deal with these situations. The Basic Course shall include instructions in these standard procedures.

W. Ad Hoc Committee on Command College Policies

Commissioner Wasserman reported on the September 26, 1985 meeting of the Ad Hoc Committee on Command College Policies held in Sacramento.

The Committee discussed the request by campus chiefs to be exempt from the Assessment Center portion of the Command College application process and recommended that they be treated the same as municipal police chiefs. The entire issue of the waiver of the Assessment Center requirement was also discussed.

MOTION - Wasserman, second - Wilson, carried (nay - Maghakian and Hicks):

1. University of California and California State University Chiefs are municipal police chiefs eligible for admission to the Command College; all chiefs are exempt from the assessment center portion of the Command College selection process. UC and CSU Chiefs would fit within the present five training positions in each class reserved for chiefs.

2. Staff is directed to conduct a study of the entire issue of these exemptions, in terms of the experience that has been gained, with the potential for either eliminating or setting a time limit for these exemptions.

The Committee will notify Chiefs and Sheriffs in the state of the study to allow sufficient time for input from the field. It is anticipated that the Committee will report its recommendations at the January 1986 Commission meeting.

The Committee noted that the heads of other law enforcement agencies in the Reimbursable program are not anticipated to receive the same consideration as a result of the action affecting UC and CSU Chiefs.

The Committee then reviewed the request from Glen Craig, Director of the Division of Law Enforcement (DLE), Department of Justice, to allow DLE's command-level state peace officers to be eligible for Command College participation.

MOTION - Wasserman, second - Wilson, carried unanimously that the Department of Justice, Division of Law Enforcement command-level State peace officers are eligible to apply to attend the Command College.

In addition, the Committee expressed its intent that no further nonreimbursable agencies be considered for participation in the Command College.

Discussion was then held regarding an appropriate recognition of accomplishment for those individuals completing the Command College. A modern sculpture entitled "Metropolis" was considered; however, it was the consensus of the Commission that something that can more clearly be identified as related to law enforcement and POST is desired. In addition, appropriate funding sources were discussed. Staff is in the process of contacting non-profit organizations to fund the purchase of the object of recognition. In addition, the Commission directed staff to again research the possibility of State funding.

X. Advisory Committee

Joe McKeown, outgoing Chairman of the POST Advisory Committee, reported on the meeting of October 23, 1985 in Oakland.

Chairman McKeown reported that a status report was made on the Civilianization in Law Enforcement Study, which is progressing. In addition, the longitudinal study of trainees was tabled inasmuch as the Committee was advised that staff is presently conducting such a study.

A subcommittee was appointed to study the issue of dispatcher selection and training standards.

Elections were held. Mike Sadlier is the new Chairman of the Advisory Committee, and Carolyn Owens is the new Vice-Chairman.

Joe McKeown expressed his appreciation to the Commission for its cooperation during his term as Chairman. Chairman Vernon conveyed the Commission's thanks to Chairman McKeown for his service as Advisory Committee Chairman.

NEW BUSINESS

Y. POST Open House

Executive Director Boehm reported that there will be an Open House at the new POST facility on Thursday, November 21, 1985, from 3:00-7:00 p.m. Commissioners were invited to attend.

Z. Physical Fitness

Chairman Vernon proposed a concept for a statewide program to recognize physical fitness.

MOTION - Vernon, second - Grande, carried unanimously to instruct staff to conduct a study of the concept of establishing a statewide program for recognizing peace officer physical fitness.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 22, 1986, Bahia Hotel, San Diego (on Wednesday, one time only)
April 24, 1986, Sacramento Hilton, Sacramento
July 24, 1986, San Diego Hilton, San Diego
October 23, 1986, Griswold's Inn, Claremont

ADJOURNMENT

MOTION - Hicks, second - Wilson, carried unanimously that, there being no further business before the Commission, the meeting be adjourned at 3:35 p.m.

Katherine D. Delle

KATHERINE D. DELLE
Executive Secretary

REGULATIONS
Revised: ~~October 18, 1985~~
January 1, 1986

1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements

(b) The Commission requires that each individual who has previously completed a POST-certified basic course, or has previously been deemed to have completed equivalent training, or has been awarded a POST certificate, but has a three-year or longer break in service as a California peace officer must be retrained or completed the basic course waiver process (PAM Section D-11)~~/~~, unless such retraining or examination is waived by the Commission pursuant to guidelines set forth in PAM Section D-11-12 (adopted effective January 1, 1986, herein incorporated by reference.

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. The three-year rule described will be determined from the last date of employment as a California peace officer, or from the date of completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.

COMMISSION PROCEDURE D-11
Revised: ~~January 28, 1982~~
January 1, 19

Procedure D-11 was incorporated by reference into Commission Regulation 1008, on January 28, 1982. A public hearing is required prior to revision of this directive.

## WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

### Purpose

11-1. Establishes Guidelines: This Commission procedure establishes the guidelines for determining whether or not an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course. ~~"A POST-certified Basic Course" may be the Basic Course or the Specialized Basic Investigators Course.~~ The prescribed course of training appropriate to the individual's assignment is determined by the Commission and is specified in Section 1005 of the Regulations. The requirements ~~of~~ for the ~~B~~basic ~~C~~courses ~~and Specialized Basic Investigators Course~~ are specified in POST Administrative Manual (PAM) Section D-1. A waiver of attendance of a POST-certified basic course is authorized by Section 1008 of the Regulations.

~~a.~~ A waiver of attendance of a POST-certified basic course shall be determined through an assessment process, including evaluation and examination. The assessment process assists an agency in determining whether or not an individual should be required to attend a POST-certified basic course, and does not propose to determine whether or not the individual should be hired.

### Evaluation, Examination, and Reexamination Fee

11-2. Fee: A fee to cover administrative costs of evaluation, examination, and reexamination, if applicable, shall be charged by the Commission. The appropriate fee must accompany the request for evaluation, examination, and reexamination. The appropriate fee shall be determined by the Commission and shall be based on actual expenditures related to this procedure.

a. An individual who has been awarded a POST Basic Certificate is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate must accompany the application form.

b. An individual who is hired by an agency prior to the date the agency enters the POST program is exempt from the evaluation fee.

c. An individual who has completed a POST-certified Basic Course after July 1, 1980 is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate of completion from the academy must accompany the application form.

COMMISSION PROCEDURE D-11
Revised: ~~January 28, 1982~~
January 1, 1986

## Eligibility

11-3. Eligibility For Evaluation: The individual for whom the request for evaluation of prior training is being made must be currently employed or under consideration for hire as a full-time law enforcement officer, as defined by Regulations Section 1001(1) or under consideration for appointment as a Level I Reserve Officer. The request for evaluation of prior law enforcement training may be submitted to POST only by an agency participating in the POST Program.

~~a.~~ An individual is under consideration for hire when POST receives a statement from the agency head attesting to the fact that the agency has accepted an employment application from the individual and that the individual is under consideration for hire.

## Evaluation of Training

11-4. Preliminary Evaluation of Completed Training: The agency shall compare the peace officer training previously completed by the individual ~~applicant~~ with ~~against~~ the current minimum basic course training requirements appropriate to the individual's assignment as specified in PAM, Section D-1~~,~~. ~~Basic Course or Specialized Basic Investigators Course, whichever is appropriate to the individual's assignment.~~ The training that is comparable shall be documented by the agency on the Evaluation of Training Schedule, POST Form 2-260, or POST Form 2-260.1, respectively. Satisfactory training in each of the Basic Course functional areas must be documented on the form and verified by supporting documents prior to requesting an evaluation from POST. Satisfactory training must have been completed in each of the Basic Course functional areas in order for the individual to be eligible to take the Basic Course Waiver Examination (BCWE) appropriate to the individual's assignment.

~~a.~~ To qualify for an evaluation of previously completed basic course training, the individual must have successfully completed ~~400 hours of specific law enforcement training~~ the current minimum required hours for the appropriate basic course as specified in Procedure D-1. ~~of which at least 200 hours must be the successful completion of one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to complete comprise the remainder of the required 400 hours.~~ The completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses.

11-4. Evaluation of Training (continued)

~~(1)~~ College or university credit in related law enforcement subjects may only be applied to those functional areas not covered through law enforcement training.

~~(2)~~ One semester unit shall be equal to a maximum of 20 training hours and one quarter unit shall be equal to a maximum of 14 training hours.

a. The Basic Course (D-1-3): The individual must have successfully completed at least 200 hours of training in one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general law enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to complete comprise the remainder of the required minimum hours.

b. ~~To qualify for an evaluation of a previously completed~~ The Specialized Basic Investigators Course (D-1-6): ~~t~~The individual must have successfully completed ~~180~~ the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course, or a federal agency, general or investigative enforcement basic course. ~~In addition to the 180 minimum hours of training, 40-hour arrest and firearms course satisfying the training requirements of P.C. 832 is also required. College or university courses in related subjects may also be considered in the evaluation. The completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses.~~

~~(1)~~ ~~College~~ or university credit in related law enforcement subjects may only be applied to ~~those functional~~ areas not covered through law enforcement training.

~~(2)~~ ~~One~~ semester unit shall be equal to a maximum of 20 training hours and one quarter ~~unit shall~~ be equal to a maximum of 14 training hours.

c. Prior training and education must be comparable to the functional areas presented in the appropriate Basic Course to be acceptable for evaluation.

(1) The completed POST Form 2-260, or POST Form 2-260.1, with all supporting training and education documents shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267.

(2) The Application Form POST 2-267 is to be signed by the ~~applicant~~ individual and department head in Section 1, Request for Evaluation.

(3) Each evaluation request must be accompanied by the evaluation fee in the form of a certified check or money order, payable to the Commission on POST.

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260, or 2-260.1, and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify ~~the findings of the agency~~ equivalent training. Copies of peace officer academy course and reserve officer course outlines are acceptable to support the evaluation. All training must be verified by a certificate of completion or a course roster. When college courses are used to supplement training, a copy of the individual's college transcript must be submitted. POST may require additional supporting documents to complete the evaluation.

a. The agency and the individual will be notified of the results of the evaluation.

a ~~(1)~~ When the ~~evaluation~~ ~~determines~~ ~~that~~ prior training is deemed acceptable, the individual will be eligible to take the appropriate Basic Course Waiver Examination (BCWE).

b ~~(2)~~ Wher~~e~~n prior training is deficient in one or more functional areas, the individual shall have up to 180 days from date of ~~evaluation~~ notification by POST to provide additional verification of complete~~d~~ion of the additional required training without the payment of an additional evaluation fee.

Basic Course Waiver Examination

11-6. Examination Scheduling: The appropriate Basic Course Waiver Examination (BCWE) will be scheduled upon receipt of the examination fee and the properly completed application form.

a. The Application for Assessment of Basic Course Training, POST Form 2-267, signed by the ~~applicant~~ individual and the department head in Section 2, Request for Examination, is to be submitted to POST with the examination fee in the form of a certified check or money order, payable to the Commission on POST.

b. Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of ~~applicants~~ individuals eligible to take the examination. The geographic location of the ~~applicant~~ individuals will be taken into consideration in determining the most appropriate location for the examination to be administrated.

~~(1)~~ The agency and the individual will be notified of the examination date, time, and location.

11-7. Completion of the Basic Course Waiver Examination: Each examination is divided into twelve (12) modules covering all functional areas of the Basic Course. An individual who takes the examination must demonstrate competency within each functional area by successful completion of each of the examination modules.

a. If the individual fails three or fewer modules, the following options are available to successfully complete the failed modules:

(1) A reexamination may be taken on each failed module. (See Section 11-8 of this procedure.)

(2) Retraining of each failed module may be completed only through an institution certified to present the Basic Course. Retraining shall include appropriate testing by the presenter upon completion of the course. (See Section 11-9 of this procedure.)

b. If the individual fails four or more modules, reexamination or retraining shall not be allowed. The individual must then satisfactorily complete a POST-certified basic course in order to exercise the powers of a peace officer.

11-7. Completion of the Basic Course Waiver Examination: The examination consists of two components: written and skills.

a. The written examination is designed to evaluate an individual's knowledge of Basic Course content and is pass/fail. An individual must pass the written examination before being admitted to the skills examination.

b. The skills examination is designed to evaluate an individual's manipulative skills as acquired in the Basic Course. An individual must demonstrate competency in each skill area.

Reexamination

11-8. ~~The~~ A reexamination may be taken ~~not less than 30 days from the original examination date, but~~ no later than 180 days from the date of the original examination ~~date~~. ~~The reexamination shall include all previously failed modules not completed through the retraining option.~~

COMMISSION PROCEDURE D-11
Revised: January 28, 1982
January 1, 1986

Reexamination (continued)

a. The written reexamination shall be allowed one time only, and only as an alternative to retraining. An individual who fails the written reexamination must, before exercising peace officer powers, satisfactorily complete a POST-certified basic course.

A written request for the written reexamination ~~on the failed module(s)~~ must be submitted to POST with the reexamination fee in the form of a certified check or money order, payable to the Commission on POST. The individual and the agency will then be notified of the reexamination date, time, and location.

~~b. The agency and the individual will then be notified of the reexamination date, time, and location.~~

b. An individual who fails one or more modules of the skills examination must, before exercising peace officer powers, either pass the reexamination for each of the previously failed modules or satisfactorily complete a POST-certified basic course. The skills reexamination shall be allowed ~~one time only~~ more than once for each module, and only as an alternative to retraining. Arrangements for skills reexamination must be made directly with the same POST Skills Testing Center in which the skills examination was originally taken. The POST-approved reexamination fee shall be submitted directly to the Skills Testing Center in the form of a certified check or money order, payable to the particular institution. The individual and the agency will then be notified of reexamination dates and time. The reexamination process must be completed within 180 days from the date of notification by POST. ~~The reexamination on the skills test shall be allowed one time only.~~ An individual who ~~fails~~ cannot pass any module of the skills reexamination within the alloted time period, must before exercising peace officer powers, then satisfactorily complete a POST-certified basic course.

~~c. An individual who fails to reexamine within 180 days from the date of the original examination, or fails any module of the reexamination must then satisfactorily complete a POST-certified basic course in order to exercise the powers of a peace officer.~~

~~Retraining~~

~~11-9.~~ Retraining is acceptable in each failed module not completed through the reexamination option. Retraining in each module shall be allowed one time only, and only ~~as~~ an alternative to reexamination.

a. Retraining of the ~~failed~~ module(s) may only be completed through an institution certified to ~~present~~ the appropriate Basic Course. An appropriate test is required to ~~be~~ given by the course presenter as evidence of satisfactory completion ~~of~~ retraining of the failed modules. The course presenters are not obligated to offer the retraining, but may if it does not conflict with the training of full-time basic course students. Arrangements for scheduling the retraining are the responsibility of the agency or individual. ~~A fee~~ may be charged by the presenter of the retraining course.

~~Waiver of Testing/Retraining Requirement (continued)~~

~~b. Verification of successful completion of the retraining module(s), including the required testing, submitted to POST within 180 days from the original examination date will satisfy the retraining requirement of the failed module(s).~~

c. An individual who fails to be retrained within 180 days from the date of the original examination, or fails the retraining course, must then satisfactorily complete a POST-certified basic course to exercise the powers of a peace officer.

Issuance of Waiver

11-9. ~~11-10.~~ Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be granted by POST. The waiver shall be valid for ~~a period of time in accordance with Section 11-11 of this procedure.~~ three years.

11-10. ~~11-11.~~ Basic Course Acceptable for Specialized Basic Investigators Course: An individual whose previous training satisfies the current minimum Basic Course training requirement is deemed by the Commission to have met the minimum training requirement of the Specialized Basic Investigators Course.

11-11. ~~11-12.~~ Specialized Basic Investigators Course Does Not Satisfy the Training Requirements of the Basic Course: An individual whose previous training only satisfies the current minimum training requirement for the Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course. ~~A Waiver of Attendance of a POST-certified basic course may be requested as described in this procedure.~~

Waiver of Testing/Retraining Requirement

11-12. The Executive Director may waive the testing/retraining requirement for an individual who is returning to law enforcement employment after a three-year or longer break in service, possesses a POST basic certificate, and:

a. Is re-entering a middle management or executive rank and who will function at least at the second level of supervision; or

b. Has been (with no more than a 60-day break between law enforcement employers) employed continuously in another state as a full-time peace officer; or

c. Has served (with no more than a 60-day break in service between law enforcement employers) continuously as a Level I or Level II reserve officer in California and the individual's department head attests in writing that the reserve officer is currently proficient; or

**Waiver of Testing/Retraining Requirement (continued)**

d. The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient.

REGULATIONS
Revised: ~~October 18, 1985~~
July 1, 1986

1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements

(a) The Commission may waive attendance of a POST-certified Basic Course required by Section 1005(a) of the Regulations for an individual who ~~is currently employed or under consideration for hire as a full-time California peace officer by an agency participating in the POST programs and who~~ has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM Section D-11, Waiver of Attendance of a POST-Certified Basic Course, (adopted effective January 28, 1982, and amended January 1, 1985 and October 24, 1985), herein incorporated by reference.

COMMISSION PROCEDURE D-11
Revised: ~~January 28, 1982~~
July 1, 1986

## Eligibility

11-3. Eligibility for Evaluation: ~~The~~ An individual ~~for whom the request for evaluation of prior training is being made must be currently employed or under consideration for hire~~ who desires to be considered for employment as a full-time law enforcement officer, as defined by Regulations Section 1001(1), or ~~under consideration for appointment as~~ a Level I Reserve Officer is eligible for evaluation. The request for evaluation of prior law enforcement training may be submitted to POST ~~only by an agency participating in the POST Program.~~ by the individual.

~~An individual~~ is under consideration for hire when POST receives a statement from the agency ~~head attesting to the fact~~ that the agency has accepted an employment application from the individual and ~~that the individual is~~ under consideration for hire.

11-4. Preliminary Evaluation of Completed Training: The agency, in the case of an employed individual (or when an individual is under consideration for hire), or the individual, shall compare the peace officer training previously completed by the individual with the current minimum basic course training requirement appropriate to the individual's assignment as specified in PAM, Section D-1. The training that is comparable shall be documented by the agency on the Evaluation of Training Schedule, POST Form 2-260, or POST Form 2-260.1, respectively. Satisfactory training in each of the Basic Course functional areas must be documented on the form and verified by supporting documents prior to requesting an evaluation from POST. Satisfactory training must have been completed in each of the Basic Course functional areas in order for the individual to be eligible to take the Basic Course Waiver Examination (BCWE) appropriate to the individual's assignment.

To qualify for an evaluation of previously completed basic course training, the individual must have successfully completed the current minimum required hours for the appropriate basic course as specified in Procedure D-1. The completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses.

College or university credit in related law enforcement subjects may only be applied to those functional areas not covered through law enforcement training.

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

a. The Basic Course (D-1-3): The individual must have successfully completed at least 200 hours of training in one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general law enforcement

11-4. Evaluation of Training (continued)

basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to complete comprise the remainder of the required minimum hours.

b. The Specialized Basic Investigators Course (D-1-6): The individual must have successfully completed the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course, or a federal agency, general or investigative enforcement basic course.

c. Prior training and education must be comparable to the functional areas presented in the appropriate Basic Course to be acceptable for evaluation.

(1) The completed POST Form 2-260, or POST Form 2-260.1, with all supporting training and education documents shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267.

(2) The Application Form POST 2-267 is to be signed by the individual and department head, when the application is submitted by the employer, in Section 1, Request for Evaluation.

(3) Each evaluation request must be accompanied by the evaluation fee in the form of a certified check or money order, payable to the Commission on POST.

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260, or 2-260.1, and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify equivalent training. Copies of peace officer academy course and reserve officer course outlines are acceptable to support the evaluation. All training must be verified by a certificate of completion or a course roster. When college courses are used to supplement training, a copy of the individual's college transcript must be submitted. POST may require additional supporting documents to complete the evaluation.

The ~~agency and the~~ individual, and the agency when appropriate, will be notified of the results of the evaluation.

a. When prior training is deemed acceptable, the individual will be eligible to take the appropriate Basic Course Waiver Examination (BCWE).

11-5. POST Evaluation Process (continued):

b. When prior training is deficient in one or more functional areas, the individual shall have up to 180 days from date of evaluation to provide additional verification of completion of the additional required training without the payment of an additional evaluation fee.

## Basic Course Waiver Examination

11-6. Examination Scheduling: The appropriate Basic Course Waiver Examination (BCWE) will be scheduled upon receipt of the examination fee and the properly completed application form.

a. The Application for Assessment for Basic Course Training, POST Form 2-267, signed by the individual and the department head, when appropriate, in Section 2, Request for Examination, is to be submitted to POST with the examination fee in the form of a certified check or money order, payable to the Commission on POST.

b. Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of individuals eligible to take the examination. The geographic location of the individuals will be taken into consideration in determining the most appropriate location for the examination to be administrated.

The ~~agency and the~~ individual, and the agency when appropriate, will be notified of the examination date, time, and location.

11-7. Completion of the Basic Course Waiver Examination: The examination consists of two components: written and skills.

a. The written examination is designed to evaluate an individual's knowledge of Basic Course content and is pass/fail. An individual must pass the written examination before being admitted to the skills examination.

b. The skills examination is designed to evaluate an individual's manipulative skills as acquired in the Basic Course. An individual must demonstrate competency in each skill area.

## Reexamination

11-8. A reexamination may be taken no later than 180 days from the date of the original examination.

a. The written reexamination shall be allowed one time only, and only as an alternative to retraining. An individual who fails the written

11-8. Reexamination (continued)

reexamination must, before exercising peace officer powers, satisfactorily complete a POST-certified basic course.

A written request for the written reexamination must be submitted to POST with the reexamination fee in the form of a certified check or money order, payable to the Commission on POST. The individual and the agency, when appropriate, will then be notified of the reexamination date, time, and location.

b. An individual who fails one or more modules of the skills examination must, before exercising peace officer powers, either pass the reexamination for each of the previously failed modules or satisfactorily complete a POST-certified basic course. The skills reexamination shall be allowed one time only for each module, and only as an alternative to retraining. Arrangements for skills reexamination must be made directly with the same POST Skills Testing Center in which the skills examination was originally taken. The POST-approved reexamination fee shall be submitted directly to the Skills Testing Center in the form of a certified check or money order, payable to the particular institution. The individual and the agency, when appropriate, will then be notified of reexamination dates and time. The reexamination on the skills test shall be allowed one time only. An individual who fails any module of the skills reexamination, must before exercising peace officer powers, then satisfactorily complete a POST-certified basic course.

**Waiver of Testing/Retraining Requirement (continued)**

d. The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or

Waiver of Testing/Retraining Requirement (continued)

d. The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or

e. The individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient.

11-13. The Commission in response to a written request or on its own motion may, upon a showing of good cause, waive the testing/retraining process for any individual, other than one described in paragraph 11-12, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

8.38.0 MUTUAL AID

Learning Goal: ~~The student will understand the agency's mutual aid policy.~~

8.38.1 ~~The student will identify their his/her agency's policy(ies) on the following issues of mutual aid and jurisdiction:~~

~~A. Using official vehicles outside the agency's primary jurisdiction~~

~~B. Responding to calls for assistance outside the agency's primary jurisdiction~~

~~C. Assisting outside agencies in arrests within agency area~~

~~D. Organization and local zone of the Office of Emergency Services (OES) Mutual Aid System~~

~~E. Chain of command of calling for mutual aid assistance under OES Guidelines~~

8.38.0 Mutual Aid

Learning Goal: The student will understand the field officer's responsibilities in responding to incidents of mutual aid.

PERFORMANCE OBJECTIVE(S)

70% 8.38.01 The student will identify those issues to be considered when responding to a mutual aid request. This will minimally include:

A. The distinction between mutual aid and outside agency assistance

B. The chain-of-command method of communication

C. Discretionary use of arrest and control during the incident

D. Reporting, booking, and custody procedures during the incident

E. Knowledge that restraint and limitations to independent action may be imposed by the local command

ATTACHMENT C

Commission Procedure D-7

Content and Minimum Hours

7-2. Standards for Approved Course Content and Minimum Hours: Approved courses shall meet the following minimum content and hours when specified. Copies of curricula content for individual courses are available upon request from POST.

| | Minimum Hours |
|---|---|
| Penal Code Section 832 Arrest and Firearms (a)(b) | (40) |

Arrest (26 hours):

A. Introduction
   1. Orientation
   2. Ethics
B. Discretionary Decision Making
C. Arrest, Search and Seizure
   1. Laws of Arrest, Search and Seizure
   2. Methods of Arrest
D. Examination

Firearms (14 hours):
A. Moral Aspects, Legal Aspects and Policy
B. Range
C. Safety Aspects (First Aid)
D. Examination

When the Arrest and Firearms Courses are presented together, only one examination is necessary.

Penal Code Section 832
Arrest and Firearms (a)(b) Part I (Required)

Arrest (24 hours)

A. Professional Orientation
B. Law
C. Laws of Evidence
D. Investigation
E. Examination

Firearms (16 hours): (c)

A. Firearms Safety
B. Care and Cleaning
C. Firearms Shooting Principles
D. Firearms Range (Target)
E. FIrearms Range (Combat)
F. Firearms Range (Qualification)

Communications and Arrest Methods Part II (16 Hours): (d) (Recommended)

A. Community Relations
B. Communications
C. Arrest and Control
D. Examination

(a) Certified Course
(b) Satisfied by the Basic Course
(c) Required for peace officers that carry firearms
(d) Recommended for peace officers that are subject to making arrests

# PENAL CODE SECTION 832 TRAINING

I Arrest Course 24 hours
(Required)

A. Professional Orientation (4 hours)

1. Professionalism
2. Ethics/Unethical Behavior
3. Administration of Justice Components
4. California Court System
5. Discretionary Decision Making

B. Law (12 hours)

1. Introduction to Law
2. Crime Elements
3. Intent
4. Parties to a Crime
5. Defenses
6. Probable Cause
7. Obstruction of Justice
8. Constitutional Rights Law
9. Laws of Arrest
10. Effects of Force
11. Reasonable Force
12. Deadly Force
13. Illegal Force Against Prisoners

C. Laws of Evidence (4 hours)

1. Concepts of Evidence
2. Rules of Evidence
3. Search Concept
4. Seizure Concept

D. Investigation (3 hours)

1. Preliminary Investigation
2. Crime Scene Notes
3. Identification, Collection, and Preservation of Evidence
4. Chain of Custody

EXAMINATION (1 hour)

II Firearms Course 16 hours
(required for peace officers) carrying firearms)

A. Firearms Safety

B. Care and Cleaning

C. Firearms Shooting Principles

D. Firearms Range (Target)

E. Firearms Range (Combat)

F. Firearms Range (Qualification)

Total Hours 40

III Communications and Arrest Methods 16 hours
(recommended for those peace officers that make arrests)

A. Community Relations (2 hours)

1. Community Service Concept
2. Community Attitudes and Influences

B. Communications (5 hours)

1. Interpersonal Communications
2. Note Taking
3. Introduction to Report Writing
4. Interviewing Techniques

C. Arrest and Control (8 hours)

1. Weaponless Defense/Control Techniques
2. Person Search Techniques
3. Restraint Devices
4. Prisoner Transportation

EXAMINATION (1 hour)

Total 16 hours

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| Agenda Item Title | | Meeting Date |
|---|---|---|
| Course Certification/Decertification Report | | January 22, 1986 |
| Bureau: Training Delivery Services | Reviewed By: Darrell L. Stewart, Chief | Researched By: Rachel S. Fuentes |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12/23/85 | Date of Report: December 24, 1985 |

Purpose: ☐ Decision Requested ☒ Information Only ☐ Status Report Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the October 24, 1985 Commission meeting:

CERTIFIED

| | Course Title | Presenter | Course Category | Reimbursement Plan | Annual Fiscal Impact |
|---|---|---|---|---|---|
| 1. | Scenario Role Play Evaluator Course | Southwestern College/SDSD | Technical | IV | $ 6,000 |
| 2. | Advanced Traffic Accident Invest. | San Diego Law Enf. Training Center | Technical | IV | $ 8,648 |
| 3. | Adm. Inst.-Reg./ Eff. Com. for Supv. | CPOA | Technical | III | 12,623 |
| 4. | Adm. Inst.-Reg./ Assert. Supv./Mgmt | CPOA | Technical | III | 12,623 |
| 5. | Disaster Mgmt. | Cristando House, Inc. | Mgmt. Trng. | III | 21,336 |
| 6. | Video Workshop Advanced | Sony Institute | Technical | III | 26,000 |
| 7. | Law Enforcement Skills & Knowledge Modular Training | Central Coast Counties Police Academy (Gavilan College) | Technical | IV | 38,710 |
| 8. | Adm. Inst.-Reg./ Legal Update re: Civil Liability | CPOA | Technical | III | 21,871 |
| 9. | Post-trauma Stress for Supv. & Peer Counselors | National Council on Alcoholism | Supv. Seminar | III | 37,500 |
| 10. | Intro to Computers in Law Enforcement | Academy of Justice Riverside County | Technical | III | 39,960 |

CERTIFIED - Continued

| | Course Title | Presenter | Course Category | Reimbursement Plan | Annual Fiscal Impact |
|---|---|---|---|---|---|
| 11. | Network Comm. Systems (NECS) | Los Angeles P.D. | Technical | IV | 18,750 |
| 12. | Vehicle Theft Investigation | Los Angeles P.D. | Technical | II | 34,560 |
| 13. | Modular Skills & Knowledge Trng. | NCCJTES, Butte Center | Technical | IV | 34,125 |
| 14. | Aircrew Course | CHP | Technical | III | 28,512 |
| 15. | Special Weapons & Tactics | Golden West College RCJTC | Technical | IV | 12,000 |
| 16. | Special Weapons & Tactics | San Joaquin Delta College | Technical | IV | 8,600 |
| 17. | Traffic Accident Investigation | Kern County RCJTC | Technical | II | 19,950 |
| 18. | Adv. Crime Prev.-- Retail/Com. Sec. | NCCJTES, Sacramento Training Center | Techical | IV | 4,994 |
| 19. | Intro to Computers for LE Executives | San Diego Regional Training Center | Exec. Trng. | III | 21,442 |
| 20. | Driver Training | Kern County CJTC | Technical | IV | 3,150 |
| 21. | Incident Command System | Golden West College RCJTC | Mgmt. Sem. | IV | 6,000 |
| 22. | Adv. Crime Prev.-- Crime Prevention in Schools | NCCJTES, Sacramento Training Center | Technical | IV | 8,820 |
| 23. | Baton Instructor (Straight Baton) | NCCJTES, Butte Center | Technical | IV | 5,325 |
| 24. | Outlaw Motorcycle Gangs | State Center Peace Offcrs. Academy | Technical | IV | 10,400 |

TOTAL CERTIFIED 24

TOTAL DECERTIFIED 00

TOTAL MODIFICATIONS 20

739 courses certified as of 12/23/85
149 presenters certified as of 12/23/85

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| Agenda Item Title | | Meeting Date |
|---|---|---|
| Commendation - Sergeant Robert Crawford | | January 22, 1986 |
| Bureau: Training Program Services | Reviewed By: Glen Fine | Researched By: Hal Snow |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12/12/85 | Date of Report: December 2, 1985 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [ ] Yes (See Analysis per details) [X] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Commission commendation for Sergeant Robert Crawford.

## BACKGROUND

At the January 1985 meeting, the Commission approved the five-month appointment of a POST Management Fellow Consultant for the purpose of updating the POST Field Training Program including curriculum, guide, and POST requirements. Subsequently, Sergeant Robert Crawford, Oakland Police Department, was selected and began work at POST on July 1, 1985. Sergeant Crawford served full time as project director until November 30, 1985.

## ANALYSIS

The project was successfully concluded with all products submitted to POST. The revised 40-hour Field Training Officer Course has been implemented. The revised Field Training Program, including guide and program guidelines, is being pilot tested and should be ready for Commission consideration by July 1986.

Sergeant Bob Crawford's work was outstanding and he should be commended for his effort.

## RECOMMENDATION

Approve attached Resolution for Sergeant Bob Crawford.

Attachment

# *Resolution* OF THE

## *Commission on Peace Officer Standards and Training*

STATE OF CALIFORNIA

WHEREAS, Robert Crawford is a Sergeant with the Oakland Police Department with impressive service in law enforcement; and

WHEREAS, He served the Commission on Peace Officer Standards and Training in the capacity of a POST Management Fellow, full time from July to December 1985; and

WHEREAS, He was the Project Director of the Field Training Project which involved updating POST's curriculum, guide and program requirements for field training; and

WHEREAS, He coordinated the efforts of an Advisory Committee providing input on the project; and

WHEREAS, His work on this difficult project was exemplary in every respect; and

WHEREAS, He and his work represented the highest level of dedication and professionalism in law enforcement; so therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training commend Bob for a job well done; and be it

FURTHER RESOLVED, That the Commission extends its best wishes for continued service to California law enforcement.

*Chairman*

*Executive Director*

December 2, 1985

*Date*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Town of Mammoth Lakes | | Meeting Date |
| Bureau Compliance and Certificates Services Bur | Reviewed By | Researched By<br>George Fox |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>12-23-85 | Date of Report |

Purpose:
☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact ☒ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Issue

The new Town of Mammoth Lakes desires to participate in the POST program.

## Background

The Town Council passed Ordinance 85-02 supporting POST standards and expressing their desire and willingness to participate in the POST program.

## Analysis

The town is newly incorporated and has not, as yet, established a Police Department. Anticipate fiscal impact will be approximately $35,000 annually.

## Recommendation

The Commission be advised that the Town of Mammoth Lakes was admitted into the POST Program on October 18, 1985, consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Deletion of Agency in the Regular Program | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Compliance and Certificate Services Bur. | Reviewed By | Researched By<br>Ray A. Bray |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>12-19-85 | Date of Report<br>November 25, 1985 |

Purpose: ☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☒ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Issue

The Department of Police of the City of Plymouth has been disbanded effective at the close of business on October 1, 1985, due to the cost of liability insurance. The department has been in the POST regular program since October 15, 1982.

The law enforcement responsibilities for the City of Plymouth will be assumed by the Amador County Sheriff's Department.

## Recommendation

The Commission be advised that the Plymouth City Police Department has been deleted from the POST Regular Program effective October 1, 1985.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Sacramento County Marshal's Office | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Compliance & Certificate Services Bureau | Reviewed By<br>David Y.Allan | Researched By<br>Ray A.Bray |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-6-86 | Date of Report<br>January 2, 1986 |

Purpose:
☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Background

The Sacramento County Marshal's Office has been disbanded by Legislation effective December 31, 1985, and integrated into the Sacramento County Sheriff's Department.

## Analysis

The 36 sworn Deputy Marshals are, effective December 31, 1985, Sacramento County Sheriff's Deputys. The Marshal has been ranked as a Chief Deputy.

## Recommendation

The Commission be advised that the office of Sacramento County Marshal is dissolved and the duties of the Marshal are assumed by the Sacramento County Sheriff's Department. All sworn personnel have been integrated into the Sheriff's Department.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Financial Report - Second Quarter 1985-86 | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Administrative Services | Reviewed By<br>Otto H. Saltenberger | Researched By<br>Staff |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-16-86 | Date of Report<br>January 15, 1986 |

Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through December 31, 1985. Revenue which has accrued to the Peace Officer Training Fund is shown as are expenditures made from the 1985-86 Budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH

This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officer Training Fund. Through December 31, 1985, we have received $13,707,426. The total is $1,798,574 less than would be anticipated on a straight line project (see Attachment 1A) but is an increase of $99,683 compared to the same period last year.

NUMBER OF REIMBURSED TRAINEES BY CATEGORY

This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 16,508 trainees is a 16.9% increase over the 14,125 trainees reimbursed during the first two quarters of last fiscal year.

REIMBURSEMENT BY CATEGORY OF EXPENSE

This report, identified as Attachment 3, compares the reimbursement paid by course category so far this year with the amount reimbursed last fiscal year. Reimbursement this quarter represents a $3,703,998 (44%) increase compared to the similar period last year. Of this amount, $2.1 million of the increase is in the Basic Course reimbursement category which is due to a higher number of basic trainees this year (+26%) and the difference in course reimbursement of 520 hours this period as compared to 400 hours the first half of last fiscal year. Attachment 3A shows the status of the local assistance budget as of December 31, 1985.

ANALYSIS

An analysis of the training experience for the first six months of the fiscal year indicates the volume of training for this period continues to be significantly higher than last fiscal year. The increased amount of trainee reimbursement, not withstanding adjustments for basic course reimbursement length and increased salaries, is reflective of this higher training level. The lower than projected revenue to the POTF reported last quarter continues this period, although the previously reported current year revenue deficit in comparison to last year has been reversed. Some reduction in expected revenue is probable. The lack of certainty of training volume and revenue trends based on the first six months of the fiscal year suggests conservation of existing reserves and consequently precludes making a salary adjustment recommendation at this time.

ATTACHMENT 1

Comparison of Revenue by Month

Fiscal Years 1984-85 and 1985-86
Commission Meeting
December 31, 1985

| | 1984-85 | | 1985-86 | | | | |
|---|---|---|---|---|---|---|---|
| Month | Monthly Total | Cummulative Total | Cummulative Monthly Estimated | Penalty Assessment Fund | Other | Total | Cummulative Total |
| July | $ 30,896 | $ 30,896 | $ 11,000 | $ 0 | $ 1,953.00 | $ 1,953.00 | $ 1,953.00 |
| Aug | 3,420,277 | 3,451,173 | 3,110,000 | 3,119,522.00 | 1,858.00 | 3,121,380.00 | 3,123,333.00 |
| Sep | 2,206,507 | 5,657,680 | 6,209,000 | 2,409,457.00 | 1,692.00 | 2,411,149.00 | 5,534,482.00 |
| Oct | 2,507,993 | 8,165,673 | 9,308,000 | 2,679,917.00 | 5,077.00 | 2,684,994.00 | 8,219,476.00 |
| Nov | 3,033,876 | 11,199,549 | 12,407,000 | 3,378,155.00 | 5,604.00 | 3,383,759.00 | 11,603,235.00 |
| Dec | 2,408,194 | 13,607,743 | 15,506,000 | 2,102,215.00 | 1,976.00 | 2,104,191.00 | 13,707,426.00 |
| Jan | 3,594,637 | 17,202,380 | 18,605,000 | | | | |
| Feb | 2,643,143 | 19,845,523 | 21,704,000 | | | | |
| Mar | 2,251,986 | 22,097,509 | 24,803,000 | | | | |
| Apr | 2,951,174 | 25,048,683 | 27,902,000 | | | | |
| May | 2,798,329 | 27,847,012 | 31,001,000 | | | | |
| Jun | 6,406,649 | 34,253,661 | 37,199,000 | | | | |
| | $34,253,661 | $34,253,661 | $ 37,199,000 | $13,689,266.00 | $ 18,160.00 | $13,707,426.00 | $13,707,426.00 |

Cummulative % of Estimation 88%

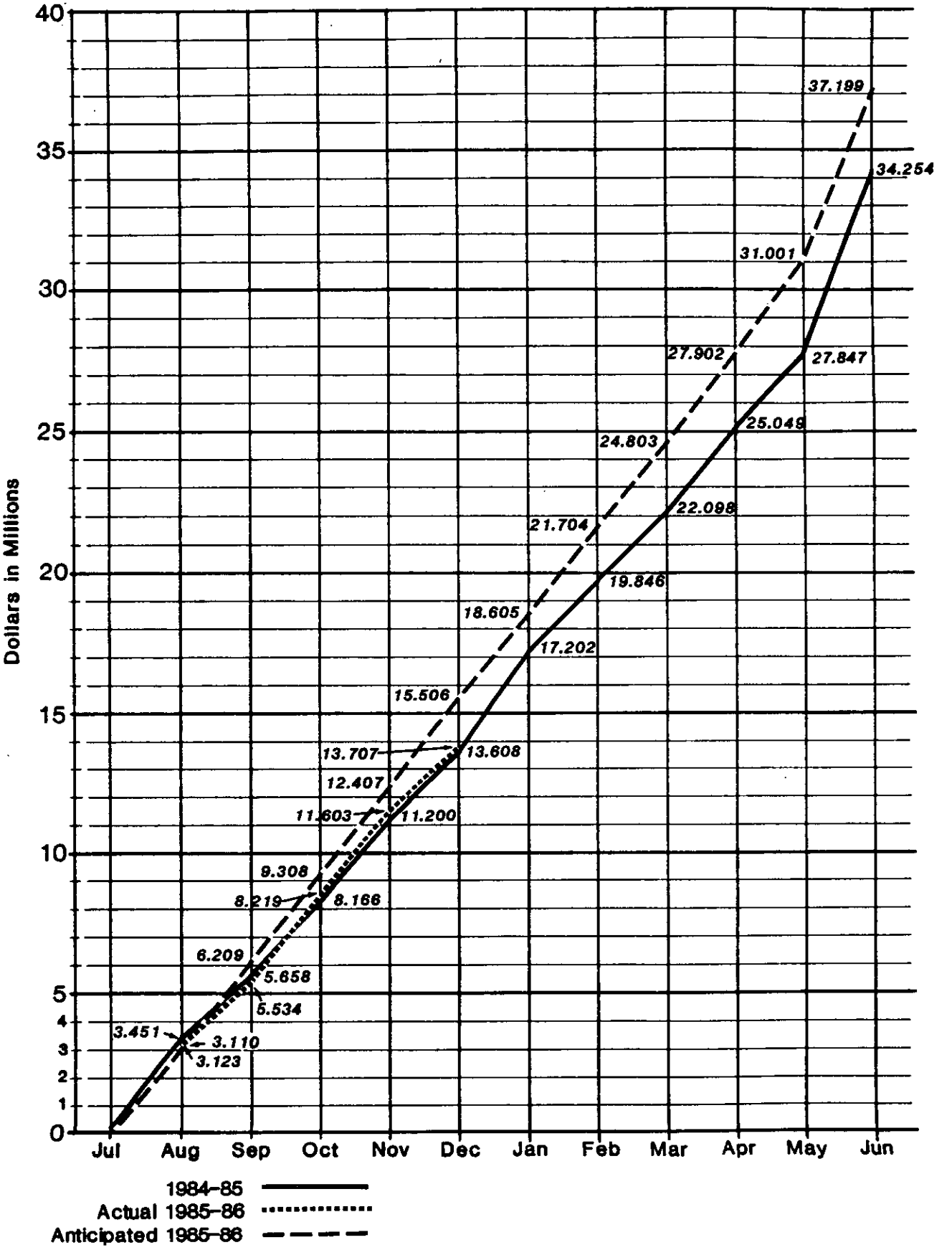
Rev. 01/02/86
0190B/006A

Attachment 1A

## Comparison of Revenue by Month

Fiscal Years 1984-85 and 1985-86

Also shows Projected Revenue for 1985-86



ATTACHMENT 2

COMMISSION ON POST

Number of Reimbursed Trainees by Category - For Claims Processed

December 1985

| Course Category | 1984-85 Actual Total For Year | 1984-85 Actual July-Dec | 1984-85 % of Total | 1985-86 Projected Total For Year | 1985-86 Actual July-Dec | 1985-86 % of Projection |
|---|---|---|---|---|---|---|
| Basic Course | 2,450 | 1,050 | .43 | 2,600 | 1,325 | .51 |
| Specialized Basic Investigators Course | 0 | 0 | .0 | 4 | 0 | .0 |
| Advanced Officer Course | 10,632 | 3,623 | .34 | 10,500 | 3,680 | .35 |
| Supervisory Course (Mandated) | 791 | 320 | .41 | 800 | 400 | .50 |
| Supervisory Seminars and Courses | 966 | 396 | .41 | 1,100 | 528 | .48 |
| Management Course (Mandated) | 381 | 88 | .23 | 360 | 187 | .52 |
| Management Seminars and Courses | 1,771 | 804 | .46 | 2,100 | 532 | .26 |
| Executive Development Course | 379 | 111 | .30 | 500 | 218 | .44 |
| Executive Seminars and Courses | 260 | 82 | .32 | 300 | 128 | .43 |
| Job Specific Course | 6,895 | 3,049 | .45 | 7,150 | 3,066 | .43 |
| Technical Skills and Knowledge Courses | 11,689 | 3,996 | .35 | 11,160 | 5,878 | .53 |
| Field Management Training | 61 | 18 | .30 | 70 | 65 | .93 |
| Team Building Workshops | 503 | 176 | .35 | 600 | 256 | .43 |
| POST Special Seminars | 821 | 370 | .45 | 1,100 | 237 | .22 |
| Approved Courses | 65 | 42 | .65 | 76 | 8 | .11 |
| Totals | 37,664 | 14,125 | .38 | 38,960 | 16,508 | .43 |

1099B/06/3
01/07/86

ATTACHMENT 3

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

| Course Category | 1984 - 1985 Total For Year | 1984 - 1985 Actual July - Dec. | 1985 - 1986 December | 1985 - 1986 Actual July - Dec. |
|---|---|---|---|---|
| Basic Course | $10,753,488 | $ 3,142,515 | $ 659,325 | $ 5,279,860 |
| Specialized Basic Investigators Course | -0- | -0- | -0- | -0- |
| Advanced Officer Course | 4,143,135 | 969,290 | 275,547 | 1,262,903 |
| Supervisory Course (Mandated) | 1,128,068 | 346,141 | 127,681 | 491,203 |
| Supervisory Seminars and Courses | 284,500 | 97,195 | 43,976 | 136,974 |
| Management Course (Mandated) | 697,704 | 125,065 | 58,434 | 333,205 |
| Management Seminars and Courses | 753,237 | 287,750 | 94,283 | 289,344 |
| Executive Development Course | 345,983 | 72,527 | 19,733 | 183,687 |
| Executive Seminars and Courses | 69,358 | 24,208 | 2,521 | 25,340 |
| Job Specific Course | 5,403,635 | 1,831,317 | 458,643 | 2,227,891 |
| Technical Skills and Knowledge Courses | 3,476,265 | 1,335,950 | 342,102 | 1,647,103 |
| Field Management Training | 23,363 | 6,611 | 5,117 | 24,595 |
| Team Building Workshops | 180,283 | 59,581 | 36,680 | 103,913 |
| POST Special Seminars | 116,606 | 46,073 | 6,791 | 48,723 |
| Approved Courses | 10,314 | 6,973 | -0- | 453 |
| Totals | $27,385,939 | $ 8,351,196 | $ 2,130,833 | $12,055,194 |

Attachment 3A

# 1985-86 LOCAL ASSISTANCE BUDGET

As of December 31, 1985

| | Allocated | Expended | Balance |
|---|---|---|---|
| AID TO LOCAL GOVERNMENT: | | | |
| Course Reimbursement @ 60/70% Salary Reimb. | $28,870,000 | $12,055,194 | $16,814,806 |
| OTHER: | | | |
| Training Contracts | 1,908,000 | 1,701,028* | 206,972 |
| Letters of Agreement | 220,000 | 131,512 | 88,488 |
| Room Rental | 25,000 | 11,742 | 13,258 |
| Reserve for Contingencies | 2,000,000 | -- | 2,000,000 |
| Reserve for Training and Service Enhancements | 4,000,000 | -- | 4,000,000 |
| Sub-Total, Other | $ 8,153,000 | $ 1,844,282 | $ 6,308,718 |
| Total, All Categories | $37,023,000 | $13,899,476 | $ 23,123,524 |

*Includes encumbrances

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title: Public Hearing-Amendment of Commission Procedure for Reserve Officer Selection | | Meeting Date: January 22, 1986 |
| Bureau: Compliance and Certificates Services | Reviewed By: | Researched By: David Y. Allan |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12-31-85 | Date of Report: December 11, 1985 |

Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Should the Commission act to establish Background Investigation Selection Standards for Reserve Officers to conform with the Minimum Standards of Employment for other peace officers required by Commission Regulation 1002?

## BACKGROUND

Commission Procedure H-2, which provides standards for Reserve Officer Selection, is incorporated by reference into Commission Regulation 1007. Procedure H-2-(3)(e) specifies the Background Investigation Selection Standards for Reserve Officers, as follows:

e. Moral Character. Government Code Section 1031(d): Requires good moral character, as determined by a thorough background investigation.

Regulation 1002(a)(5) specifies the Background Investigation Selection Standards for Regular Officers as:

Moral Character. Government Code Section 1031(d) requires good moral character as determined by a thorough background investigation.

The background investigation shall be conducted as prescribed in the POST Administrative Manual, Section C-1. "The Personal History Investigation," (adopted effective April 15, 1982), herein incorporated by reference. The background investigation shall be completed on or prior to the appointment date. (For PAM Procedure C-1, refer to Attachment A.)

Presently, the difference between the two separate standards is that reserve officer backgrounds are not subject to the requirements of Procedure C-1.

When the Commission originally established background investigation requirements for reserve officers, they were viewed as a volunteer force functioning under close supervision of Regular Officers. It was therefore the expressed desire of the Commission to impose only what the law required as selection standards.

At its October 1985 meeting, the Commission approved the scheduling of a public hearing to consider adopting new background standards for reserve officers. The Public Hearing Notice and proposed new language for Procedure H-2 are Attachment B.

## ANALYSIS

The nature of reserve forces throughout the State has, in the past few years, evolved to the point where over half of reserve officers are believed to be part-time officers, many of whom work 40 hours per week. The majority of reserve officers are believed to receive salaries for some duties, though not for all assignments. Large numbers, as Level I reserves, carry out general law enforcement duties without immediate supervision.

Unlike the background investigation mandates for regular officers, agencies conducting background investigations for reserve officers are not required to conduct inquiries with prior and current employers, references, neighbors, or educational institutions. Similarly, credit checks and DMV checks are not required. The current requirement is simply that a "thorough background investigation" be conducted. This often results in an uneven and inadequate background check process for reserve officers.

When selection standards for reserve officers were initially mandated by POST in 1978, there was concern regarding the cost of conducting full background investigations of individuals who would function only at various levels as reserves. The liabilities associated with appointing persons, even to perform very limited functions as peace officers, have caused most agencies to require the same background investigations mandated for regular officers. Some departments, however, have conducted only minimal inquiries into the background of reserve officers and a few conduct no background checks at all, except as a result of POST compliance inspections.

An inadequate background investigation may have serious consequences regardless of whether the applicant is to be appointed as a reserve or a regular. Staff and agencies are confused as to what specifically is meant by "good moral character as determined by a thorough background investigation" (Procedure H-2-3(e)). The background investigation requirement in Procedure C-1 for regular officers would provide staff with the tool to explain and require a complete and definitive personal history investigation.

As departments employ varying methods of conducting background investigations, it is difficult to isolate their costs. Departments which contract with private individuals, rather than using staff officials, pay $150 to $450 plus travel expenses per investigation. Agencies conducting their own investigations average up to 40 hours of time per investigation. It is not possible to estimate statewide costs of implementing the proposed procedures as POST records, while improving, have never been entirely accurate with regard to reserve officers due to an unknown attrition and departments' failure to submit timely notices of appointment and termination. Our current records indicate the following appointments:

- Level I 3,188
- Level II 2,266
- Level III 583
- Unknown Level 2,172 (level not specified by reporting departments)

The Commission has expressed intent to consider the need for the proposed changes as they relate to each of the individual reserve officer categories. The present categories include:

- Level I Designated Reserve Officer:

  May perform the same duties as a regular officer, including carrying weapons and exercising arrest powers while off duty.

- Level I Non-Designated Reserve Officer

  May be assigned general law enforcement duties and may work alone. Authority only while on duty.

- Level II Reserve Officer

  May be assigned to general law enforcement duties while engaged in a fiel training program and under the immediate supervision of a peace officer who posseses a POST Basic Certificate. The officer may perform the same duties of a regular officer while on duty, but has no authority off duty.

- Level III Reserve Officer

  Authorized to perform limited duties not requiring general law enforcemer powers in other routine performance. They perform law enforcement duties only under the direct supervision of a peace officer possessing a POST Basic Certificate. Actual duties performed may range from "technical" reserve (piloting aircraft, conducting psychological examinations and producing movies) to staffing complaint desks, dispatching, and conductir boat patrol or transporting prisoners.

Since Level I and Level II reserves are ordinarily appointed to perform general la enforcement functions, it would seem reasonable to specify the full background investigation prescribed in Procedure C-1. The same conclusion is less easily drawn regarding the Level III reserve category.

Analysis does however, suggest that the same requirement be imposed for Level III reserves for the following reasons:

- Some Level III reserves perform custodial and enforcement duties. The assignment of reserves is a local responsibility. POST has authority onl to prescribe minimum standards. Since Level III reserves have peace officer powers, the failure to conduct a thorough background investigatic could jeopardize the public and create liability for employers.

- A thorough background investigation is already required by law for Level III reserves. If the Commission does not impose the requirements of Procedure C-1, confusion will exist as to what constitutes the required investigation.

RECOMMENDATION

Subject to input at the public hearing, amend Procedure H-2-3(e) to require that the personal history investigation for all reserve officers be conducted in accordance with Procedure C-1.

#8285B 12-24-85

Procedure C-1 was incorporated by reference into Commission Regulation 1002(a), on April 15, 1982. A public hearing is required prior to revision of this directive.

## PERSONAL HISTORY INVESTIGATION

### Purpose

1-1. Personal History Investigation: This Commission procedure implements the personal history investigation requirements established in Section 1002(a) of the Commission Regulations. The purpose of the personal history investigation is to find examples of positive or negative behavior in the candidate's life indicative of characteristics which would probably favor or prevent the candidate from becoming a successful peace officer. The investigation must also examine the candidate's past work performance and impact on other people to determine whether or not those affirmative characteristics which are desirable in a peace officer are possessed by the candidate. The POST "Background Investigators Manual," or its equivalent should be followed in conducting an investigation.

### Procedure

1-2. Personal History Investigation: This procedure shall be followed in the pre-employment investigation of each proposed peace officer employee and shall be completed on or prior to the appointment date.

1-3. Completion of Personal History Statement: The department head shall require the candidate to complete the POST Personal History Statement, Form 2.5, or its equivalent prior to conducting the background investigation.

1-4. Written Evaluation Required: The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the candidate is suitable. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.

1-5. Sources of Investigation: The investigation shall include an inquiry into the following sources of information for the purpose indicated:

a. The State Department of Motor Vehicles, Division of Drivers' Licenses --to determine the candidate's driving record.

b. High school and all higher educational institutions that the candidate attended--to determine the educational achievements, character and career potential of the applicant.

c. State bureaus of vital statistics or county records--to verify birth and age records. In the case of foreign born, appropriate federal or local records.

d. All police files in jurisdictions where the candidate has frequently visited, lived or worked--to determine if any criminal record exists.

e. Criminal records of the California Bureau of Investigation and Identification. A copy of the return shall be retained in the candidate's personnel record.

COMMISSION PROCEDURE C-1
Revised: January 1, 1980

1-5. Sources of Investigation (continued)

f. The Federal Bureau of Investigation records. A copy of the return shall be retained in the candidate's personnel records.

g. All previous employers--to determine the quality of the candidate's work record.

h. Within practical limits, references supplied by the candidate, and other references supplied by them, if any--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.

i. The candidate's present neighborhood and where practicable, neighborhoods where the candidate may have previously resided--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.

j. The candidate's credit records--to determine his/her credit standing with banks, department stores and other commercial establishments that would tend to give a clear indication of the candidate's reliability.

k. When appropriate, military records, including medical, in the service of the United States, jurisdictions therein, or foreign government--to determine the quality of the candidate's service.

l. Hospitals, clinics, or physicians having medical records including the current employment physical examination records (if this examination is performed before the Personal History Investigation) of the candidate--to determine whether or not the candidate's current or past health would be a disqualifier for the position sought.

1-6. Relationship to Medical Examination: In whatever order the Personal History Investigation or the Physical Examination is performed, the background investigator and the examining physician should work cooperatively by exchanging their findings and observations which may be useful in performing their individual tasks.

ATTACHMENT B

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Govern
JOHN K. VAN DE KAMP, Attorney Gene

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

November 27, 1985

BULLETIN: 85-17

SUBJECT: PUBLIC HEARING--BACKGROUND INVESTIGATION REQUIREMENTS FOR SELECTION OF RESERVE OFFICERS

A public hearing has been scheduled, in conjunction with the January 22, 1986 Commission meeting in San Diego, for the purpose of considering proposed changes in Commission Procedure to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

The current requirement for reserve officer selection is simply that a "thorough background investigation" be conducted. No further specificity is provided in POST regulations. Regular officers, on the other hand, must be subjected to the detailed background investigation specified in Commission Procedure C-1.

If adopted, the proposed change would essentially mean that agencies conducting background investigations for reserve officers would be required to conduct inquiries with prior and current employers, references, neighbors, and educational institutions. Similarly, credit checks and DMV checks would be required.

To implement the change, the Commission proposes to amend Procedure H-2-3(e) to require that the personal history investigation for reserves be conducted in accordance with Procedure C-1.

The proposed change would affect all categories of reserves (Levels III through I). However, the Commission has expressed intent to consider the proposal's effect and necessity for each reserve officer category.

The Commission invites input on this matter.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed procedure changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Georgia Pinola at (916) 739-5400.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

Attachment

Commission on Peace Officer Standards and Training

# NOTICE OF PUBLIC HEARING

## Amendment of Commission Procedure for Reserve Officer Selection

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific sections 13503, 13506, 13507, 13510, 13510.1, 13510.5, and 13512 of the Penal Code, proposes to adopt, amend, or repeal procedures incorporated by reference into Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendment will be held before the full Commission on:

| | |
|---|---|
| Date: | Wednesday, January 22, 1986 |
| Time: | 10:00 a.m. |
| Place: | Bahia Hotel<br>San Diego, California |

Notice is also hereby given that any interested person may present oral statements or arguments, relevant to the action proposed, during the public hearing.

## INFORMATIVE DIGEST

Existing Commission Procedure H-2, provides standards for reserve officer selection. The proposed amendment would adopt the same personal history investigation for reserve officers as now required for regular officers established in Section 1002(a) of the Commission's Regulations.

Existing H-2-3(e) refers to the requirements of Government Code Section 1031(d). The proposed change would add the requirements of the personal history investigation contained in Procedure C-1. The proposed added requirement would apply to all categories of reserve officers (Levels III, II, and I reserves). The Commission may also consider applying the added requirement to only certain levels of reserve officers.

## PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than January 13, 1986 at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

## ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposal substantially as described in this notice, if approved, or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

## TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

## ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal fun to the State; (4) will have no adverse economic impact on small businesses, and (5) involve no significant cost to private persons or entities.

## CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

Commission on Peace Officer Standards and Training

PUBLIC HEARING: AMENDMENT OF COMMISSION PROCEDURE
FOR RESERVE OFFICER SELECTION

PROPOSED LANGUAGE

COMMISSION PROCEDURE H-2
July 1, 1986

Procedure H-2 was incorporated by reference into Commission Regulation 1007, on April 15, 1982. A public hearing is required prior to revision of this directive.

## RESERVE OFFICER SELECTION

### Purpose

2-1. This Commission procedure sets forth the selection standards established by statute and the Commission for reserve officers and establishes policy and procedures for applying such standards.

### Selection Standards

2-2. Exemption to Selection Standards: Adoption of minimum selection standards, by the Commission, does not imply that reserve officers appointed prior to January 1, 1979, are exempt from these standards. Selection standards were previously mandated by legislative action.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

a. Felony Conviction. Government Code Section 1029: Limits employment of convicted felons.

b. Fingerprint and Record Check. Government Code Section 1030 and 1031(c): Requires fingerprinting and search of local, state and national files to reveal any criminal records.

c. Citizenship. Government Code Section 1031(a) and 1031.5: Specific citizenship requirements for peace officers. (Effective 1-1-85)

d. Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.

e. Moral Character. Government Code Section 1031(d): Requires good moral character, as determined by a thorough background investigation. For Level III, Level II, and Level I reserve officers, the background investigation shall be conducted as prescribed in PAM Procedure C-1.

f. Education. Government Code Section 1031(e): Requires high school graduation or passage of the General Education Development test indicating high school graduation level (refer Commission Regulation 1002(a)(4) for test scores). (This requirement does not apply to a reserve officer appointed prior to March 4, 1972);

g. Physical and Psychological Suitability Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.

h. Interview. Commission requirement that each peace officer must be interviewed personally by the department head or his/her representative prior to appointment.

NOTE: See PAM Section A, Law, for complete text of the above laws specified in 2-3 a through g.

## Selection Documentation

2-4. Selection Files and Records: Departments shall document reserve officer background investigations and maintain records security procedures which are similar to those used for regular officer selection.

## Notice of Appointment/Termination

2-5. Notice of Appointment/Termination, POST Form 2-114, is required to be submitted in accordance with Commission Regulation 1003 and PAM, Section C-4.

Commission on Peace Officer Standards and Training

PUBLIC HEARING: Amendment of Commission's Procedure for Reserve Officer Selection

STATEMENT OF REASONS

The Commission is required by Penal Code Section 13510 to set selection and training standards for all peace officer members of agencies which participate in the POST programs.

Commission Procedure H-2, which provides standards for reserve officer selection, was incorporated by reference into Commission Regulation 1007 on April 15, 1982.

The background investigation selection standard for reserve officers is similar to the minimum standard for regular officers. Both reserve and regular officer appointments are subject to the legal requirement of Government Code Section 1031.

Presently, agencies conducting background investigations for reserve officers are not required to conduct inquiries with prior and current employers, references, neighbors, or educational institutions. Similarly, credit checks and Department of Motor Vehicles checks are not required. The current requirement is simply that a "thorough background investigation" be conducted. Based on POST compliance inspections, this often results in an inadequate background investigation of reserve officers.

When the Commission established background investigation requirements for reserve officers in 1982, reserve officers were viewed as a volunteer force functioning under close supervision of regular officers. It was, therefore, the expressed desire of the Commission to impose only what the law required as selection standards.

The nature of reserve forces throughout the State has evolved to the point where over half of reserve officers are believed to be paid, part-time officers, many of whom work 40 hours per week. The majority of reserve officers are believed to receive salaries for some duties, though not for all assignments. Large numbers, as Level I reserves, carry out general law enforcement duties without immediate supervision.

The liabilities associated with appointing persons, even to perform very limited functions as peace officers, have caused most agencies to conduct the same type of background investigations for reserves as for regular officers. Some departments, however, conduct only minimal inquiries into the background of reserve officers. Given that significant consequences may accrue where adequate background investigations are not conducted, there appears to be a compelling need that all reserve officers be subject to a thorough background investigation.

Specifically, the Commission proposes to amend Procedure H-2-3(e) to require that the personal history investigation be conducted in accordance with Commission Procedure C-1, which will include inquiries with prior and current employers, references, neighbors, and educational institutions, as well as credit checks and Department of Motor Vehicles checks for driving status and records of convictions.

Because Level III Reserve Officers are restricted to limited duties not requiring general law enforcement powers, the Commission may amend the proposal at the hearing to apply only to Level I and Level II Reserve Officers.

11/14/85
#8285B

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AMENDMENT OF COMMISSION PROCEDURE
FOR RESERVE OFFICER SELECTION

JANUARY 22, 1986 PUBLIC HEARING

SCRIPT

CHAIRMAN: THE HEARING ON THE PROPOSED MODIFICATION OF COMMISSION PROCEDURE FOR RESERVE OFFICER SELECTION IS NOW CONVENED.

EXECUTIVE Director: THIS HEARING IS BEING CONDUCTED IN COMPLIANCE WITH REQUIREMENTS SET FORTH IN THE ADMINISTRATIVE PROCEDURES ACT. THE RECORDS OF COMPLIANCE ARE ON FILE AT POST HEADQUARTERS. THE PROPOSED AMENDMENTS ARE DESCRIBED IN AGENDA ITEM C AND WERE ANNOUNCED IN POST BULLETIN 85-17 AND PUBLISHED IN THE CALIFORNIA ADMINISTRATIVE NOTICE REGISTER AS REQUIRED BY LAW. COPIES OF THESE ITEMS ARE AVAILABLE AT THE REGISTRATION TABLE.

CHAIRMAN: THE PURPOSE OF THIS PUBLIC HEARING IS TO CONSIDER THE PROPOSED CHANGES TO COMMISSION PROCEDURE H-2.

EXECUTIVE DIRECTOR: WRITTEN COMMENTARY THAT HAS BEEN RECEIVED REGARDING THIS PROPOSAL WILL NOW BE READ INTO THE RECORD:

LT. GEORGE RANDALL, RESERVE COORDINATOR FOR THE SANTA CLARA POLICE DEPARTMENT, SUPPORTS THE COMMISSION'S PROPOSAL TO ADOPT THE SAME BACKGROUND INVESTIGATION REQUIREMENTS FOR RESERVE OFFICERS AS ARE NOW REQUIRED FOR REGULAR OFFICERS. LT. RANDALL STATED THAT REQUIRING THE SAME BACKGROUND INVESTIGATION STANDARDS IS IMPERATIVE IN MAINTAINING THE INTEGRITY OF THE TITLE, PEACE OFFICER.

WILLIAM KOLENDER, CHIEF OF POLICE, SAN DIEGO POLICE DEPARTMENT, SUPPORTS THE COMMISSION'S PROPOSAL INASMUCH AS THEY APPLY TO LEVEL I AND LEVEL II RESERVE OFFICERS AND RECOMMENDED THE COMMISSION EXEMPT LEVEL III RESERVE OFFICERS FROM THE BACKGROUND INVESTIGATION PROCEDURES DUE TO THE LIMITED FUNCTIONS THEY PERFORM.

RAYMOND E. FARMER, CHIEF OF POLICE, RIALTO POLICE DEPARTMENT, SUPPORTS THE COMMISSION'S PROPOSAL AND STATED THEIR DEPARTMENT'S STANDARD POLICY IS TO CONDUCT THOROUGH BACKGROUND INVESTIGATIONS OF ALL RESERVE OFFICERS.

JERRY BOYD, CHIEF OF POLICE, CORONADO POLICE DEPARTMENT, SUPPORTS THE COMMISSION'S PROPOSAL FOR LEVEL I AND LEVEL II RESERVE OFFICERS. CHIEF BOYD RECOMMENDED THE COMMISSION NOT INCLUDE LEVEL III RESERVE OFFICERS IN THE PROPOSED MODIFICATION STATING THE COSTS IN TIME AND MONEY FOR SMALLER AGENCIES TO CONDUCT LENGTHY BACKGROUND INVESTIGATIONS WOULD BE PROHIBITIVE.

D. D. DOTSON, ASSISTANT CHIEF, OFFICER OF ADMINISTRATIVE SERVICES, LOS ANGELES POLICE DEPARTMENT, STATED THE DEPARTMENT SUPPORTS THE PROPOSED CHANGES AND THAT IT IS THE DEPARTMENT'S STANDARD POLICY TO CONDUCT THOROUGH BACKGROUND INVESTIGATIONS ON ALL RESERVE OFFICERS.

GENE FOWLER, COMMANDER-OPERATIONS, CERES POLICE DEPARTMENT, SUPPORTS THE COMMISSION'S PROPOSAL AND STATED THE DEPARTMENT HAS, SINCE 1983, CONDUCTED THE SAME BACKGROUND INVESTIGATIONS ON RESERVE OFFICERS AS IS REQUIRED FOR REGULAR OFFICERS.

THE WRITTEN COMMENTARY THAT HAS BEEN READ INTO THE RECORD HAS BEEN RESPONDED TO BY POST. RESPONSE TO THE CONCERNS EXPRESSED IN THE WRITTEN COMMENTARY PERTAINING TO THE APPLICATION OF THE MORE DETAILED BACKGROUND INVESTIGATION TO LEVEL III RESERVE OFFICERS MUST AWAIT THE DECISION OF THE COMMISSION.

CHAIRMAN: WE WILL NOW HEAR STAFF'S REPORT ON MODIFYING COMMISSION PROCEDURE H-2 FOR RESERVE OFFICER SELECTION.

CHAIRMAN: WE WILL NOW RECEIVE, FOR THE RECORD, TESTIMONY FROM THE AUDIENCE. PERSONS TESTIFYING ON THE ISSUE BEFORE US TODAY ARE REQUESTED TO PLEASE STATE THEIR FULL NAME AND AGENCY AFFILIATION.

THOSE WHO OPPOSE THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THOSE WHO SUPPORT THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THERE BEING NO FURTHER TESTIMONY, THE HEARING IS ADJOURNED TO ALLOW THE COMMISSION TO ACT ON THIS ISSUE.

CHAIRMAN: HAVING CONSIDERED STAFF'S RECOMMENDATIONS AND THE WRITTEN AND ORAL TESTIMONY, THE CHAIR WILL NOW ENTERTAIN MOTIONS BY THE COMMISSION TO AMEND COMMISSION PROCEDURE H-2, RESERVE OFFICER SELECTION.

# LOS ANGELES POLICE DEPARTMENT

DARYL F. GATES
Chief of Police

COMMISSION ON POST
DEC 26 12 03 PM '85

TOM BRADLEY
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone:
(213)- 485-4018
Ref #: 2.3

December 20, 1985

Mr. Norman C. Boehm, Executive Director
Commission on Peace Officer Standards
and Training
1601 Alhambra Boulevard
Sacramento, California 95816-7083

RE: Public Hearing - Background Investigation Requirements for Selection of Reserve Officers

Dear Mr. Boehm:

The Los Angeles Police Department supports the proposed changes in the Peace Officers Standards and Training (POST) procedure scheduled to be considered at a public hearing on January 22, 1986 in San Diego.

This Department is already in compliance with the proposed POST changes to conduct detailed background investigations on reserve officers under POST Procedure C-1. The Department currently conducts the same thorough background investigation on reserve officer applicants as those conducted on regular police officer applicants in order to maintain the highest possible standards.

If this Department can be of any further assistance to you in this matter, please feel free to contact Sergeant Edward Mautz, Officer-in-Charge, Reserve Administrative Unit, Employee Opportunity and Development Division at (213) 485-4097.

Very truly yours,

DARYL F. GATES,
Chief of Police

D. D. DOTSON, Assistant Chief
Director
Office of Administrative Services

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO 95816-7083
GENERAL INFORMATION
(916) 739-5328
EXECUTIVE OFFICE
(916) 739-3864
BUREAUS
*Administrative Services*
*(916) 739-5354*
*Center for Executive Development*
*(916) 739-2093*
*Compliance and Certificates*
*(916) 739-5377*
*Information Services*
*(916) 739-5340*
*Management Counseling*
*(916) 739-3868*
*Standards and Evaluation*
*(916) 739-3872*
*Training Delivery Services*
*(916) 739-5394*
*Training Program Services*
*(916) 739-5372*
*Course Control*
*(916) 739-5399*
*Professional Certificates*
*(916) 739-5391*
*Reimbursements*
*(916) 739-5367*
*Resource Library*
*(916) 739-5353*

January 7, 1986

D.D. Dotson, Assistant Chief
Los Angeles Police Department
Office of Administrative Services
P.O. Box 30158
Los Angeles, CA 90030

Dear ~~Chief Dotson~~ D.D.:

This is to acknowledge you letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

In particular, we note your support of the issue and the department's standard policy to conduct thorough background investigations of all reserve officers.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commision for consideration at the January 22, 1986, public hearing.

Sincerely

NORMAN C. BOEHM
Executive Director

578 ORANGE AVENUE
CORONADO, CA 92118
(619) 522-7350

JERRY BOYD
DIRECTOR OF POLICE SERVICES
CHIEF OF POLICE

# POLICE DEPARTMENT
# CITY OF CORONADO
# CALIFORNIA

December 16, 1985

COMMISSION ON POST
DEC 23 3 23 PM '85

Norman C. Boehm
Executive Director
P.O.S.T.
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Mr. Baker:

This Department has received the Notice of Public Hearing relative to background investigations requirements for Reserve Police Officer.

At the present time our Reserve force consists only of Level I Reserves. For several years we have conducted the same background investigation of our Reserves as we do for our regular officers and would, regardless of whether required or not, intend to continue that practice for any Level I or II Reserves who might affiliate with this Agency.

My concern, and the basis of providing you with this input, relates to the proposed background investigation requirements for Level III Reserves. As the Commission is well aware thorough background investigations for enforcement personnel are necessary, but time-consuming and expensive. Level III Reserve Officers are not involved in enforcement or field duty. They are, generally, technical experts in such areas as photography, communications and the like. While they may make a positive contribution to this or any other law enforcement agency they do not perform those sensitive enforcement duties that require a thorough background investigation. I strongly believe that a basic, screening background is essential for Level III Reserves, but not the "full blown" investigation appropriate for the higher level Reserves.

My hesitation at supporting the proposed change for Level III Reserves is that, especially for smaller agencies, the costs in time and money of conducting the type of background investigations proposed would be prohibitive. For that reason I encourage the Commission not to include Level III Reserves in the proposed modification.

Sincerely,

Jerry Boyd

Jerry Boyd
Director of Police Services/
Chief of Police

cc: Cdr. Bob Hutton
Chief Vince Jimno, President, S.D. Co. Chiefs/Sheriff's Assoc.

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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January 3, 1986

Jerry Boyd
Chief of Police
Coronado Police Department
578 Orange Avenue
Coronado, CA 92118

Dear Chief Boyd:

This is to acknowledge you letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

In particular, we note your suggestion to exempt Level III Reserve Officers from the thorough background investigation process due to the limited functions they perform; we also note your concern regarding the costs in time and money for the smaller agencies to conduct more lengthly background investigations.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commision for consideration at the January 22, 1986, public hearing.

Sincerely

NORMAN C. BOEHM
Executive Director

# City of Rialto
## California

POLICE DEPARTMENT
Raymond E. Farmer
Police Chief


December 13, 1985

Norman C. Boehm, Executive Director
Commission on Peace Officers Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Subject: Public Hearing - Background Investigation Requirements for Selection of Reserve Officers

Dear Mr. Boehm:

In reference to P.O.S.T. Bulletin #85-17, dated November 27, 1985, I am advising you this department is in full support of changing the commission procedure to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

Since the inception of our Reserve Program several years ago, we felt our reserve officers should possess the same unblemished and untarnished background as our police officers. The only area in the process that differs between a reserve officer and a regular officer is the reserve officer is not required to take a written examination. The remainder of the process is the same; i.e., completion of the P.O.S.T. background forms, physical examination, psychological examination, polygraph and an extensive and intense background investigation to include personal contacts with the applicant's neighbors, friends, relatives, employer and any other area the investigation may take us. As can be readily seen, we have exceeded P.O.S.T. standards relative to the background investigation of reserve officers.

In my opinion, keeping our standards high for our reserve force has provided us with high quality reserves, many of whom have matriculated to full time police officer status. With the latitude of Level I status, there is the added risk of liability.

In closing, I applaud the commission for its foresight in bringing this important issue to a public hearing and I encourage its adoption. If I may be of further assistance, please do not hesitate to call me.

Sincerely,

RAYMOND E. FARMER
Chief of Police


DEC 19 12 24 PM '85
COMMISSION ON POST


REF:PDG:jl


128 N. WILLOW AVENUE, RIALTO, CALIFORNIA 92376-5894 • PHONE (714) 875-3410

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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January 3, 1986

Raymond E. Farmer
Chief of Police
Rialto Police Department
128 N. Willow Avenue
Rialto, CA 92376-5894

Dear Chief Farmer:

This is to acknowledge your letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

In particular, we note your support of the issue and the department's standard policy to conduct thorough background investigations of all reserve officers.

The Commission appreciates your interet in the proposal. Your letter will be provided to the Commission for consideration at the January 22, 1986, public hearing.

Sincerely,

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

THE CITY OF
SAN DIEGO
POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101
(619) 236-6566

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

320

December 11, 1985

COMMISSION ON POST
DEC 18 12 23 PM '85

Norman C. Boehm, Ph.D.
Executive Director
Commission on Peace Officer Standards and Training
State of California
Department of Justice
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Dr. Boehm:

I have reviewed your Bulletin No. 85-17 regarding the upcoming public hearing to consider proposed changes in Commission procedure which would adopt the same background investigation requirements for Reserve officers as are now required for regular officers.

I fully support the proposed changes inasmuch as they apply to Level I and Level II Reserve officers and our Department has, for some time now, been applying the same standards to both regular and Reserve officer background investigations.

Because Level III Reserve Officers are deployed only in such limited functions as would not usually require general law enforcement powers and are, instead, recruited to provide expert/technical advice and assistance to management, I feel they should be exempt from routine background investigation procedures which might needlessly inconvenience them, intrude upon their privacy, and, by so doing, deter qualified professionals from volunteering their services.

Sincerely,

W. B. Kolender
Chief of Police

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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December 19, 1985

W.B. Kolender, Chief
San Diego Police Department
801 West Market Street
San Diego, CA 92101

Dear Chief Kolender:

This is to acknowledge your letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

In particular, we note your suggestion to exempt Level III Reserve Officers from the background investigation procedures due to the limited functions they perform.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the January 22, 1986, public hearing.

Sincerely,

NORMAN C. BOEHM
Executive Director

# Santa Clara Reserve Police

1541 Civic Center Drive
Santa Clara, California 95050
(408) 984-3031

THE MISSION CITY


COMMISSION ON POS
DEC 11 12 21 PM '85

Norman C. Boehm
Executive Director
Commission on Peace Officer Standards & Training
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Sir:

I've reviewed your letter to announce the public hearing about the required background investigation for selecting Reserve Officers, and I wanted to comment on the proposed change.

Our Reserve Officer department would like to indicate our support to requiring similar, if not the same standards, for selecting Reserve Police Officers at all levels. We feel that these standards are imperative in maintaining the integrity of the title, Peace Officer, for the entire state. I really can't remember when we haven't required the same type of thoroughness in background checks for our officers, and I certainly would endorse it for all other police departments.

Sincerely,

Lt. George Randall
Reserve Coordinator
Santa Clara Police Department
Donald C. Ferguson, Chief of Police

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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December 12, 1985

Lieutenant George Randall
Reserve Coordinator
Santa Clara Reserve Police
1541 Civic Center Drive
Santa Clara, California 95050

Dear Lieutenant Randall:

This is to acknowledge your letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

The Commission appreciates your support for the proposal. Your letter will be provided to the Commission for consideration at the January 22, 1986, public hearing.

Sincerely,

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

CITY OF CERES

POLICE DEPARTMENT

GENE FOWLER
COMMANDER

(209) 537-5791
2755 Third Street
Ceres, Calif. 95307

MEMORANDUM

TO : Norman C. Boehm, Executive Director
Commission on Peace Officers Standards and Training

FROM : Gene Fowler, Commander-Operations

DATE : December 16, 1985

SUBJECT: Bulletin 85-17

As of June, 1983, the Ceres Police Department conducts the same background investigations on Reserve Police Officers that is required of regular full-time Police Officers and in accordance with P.O.S.T. guidelines.

Attached is a memorandum from Sergeant Perez pertaining to the background investigative requirement for Reserve Officers.

I am in full agreement with the proposed change.

If I can be of further assistance please do not hesitate to contact me.

A. Gene Fowler
Commander-Operations

DEC 20 12 12PM '85
COMMISSION ON POST

MEMORANDUM

TO : Commander Gene Fowler, Operations

FROM : Sgt. Fred Perez

DATE : December 13, 1985

SUBJECT: Response to Public Hearing--Background Investigation Requirements for Selection of Reserve Officers

In regards to bulletin 85-17 relating to a proposal changing the policy regarding the background investigation requirements for the selection of reserve police officers, the Ceres Police Department Reserve Unit is in full agreement with the proposal and have already adopted it for use within our department.

Attached you will find a brief summary of the guidelines that we use when conducting a background investigation on an applicant for Reserve Police Officer.

Respectfully Submitted,

Sgt. Fred Perez

BACKGROUND INVESTIGATIONS: Ceres Police Dept. Reserve Unit

After June 1983 the Ceres Police Department Reserve Unit has been conducting full background investigations on all Reserve Officer applicants. The Reserve Unit has followed departmental procedures based on State guidelines and regulations.

After each applicant has sucessfully completed a physical agility test, oral interview and written examination, they are issued a background information packet which requires the applicant to complete the POST Personal History Statement. This must be completed prior to conducting the background investigation. Each applicant is fingerprinted and the cards are sent to both the State and F.B.I. to disclose any criminal record.

The applicant is instructed to return the packet to the Background Investigator within a prescribed period of time, together with copies of official records needed to verify citizenship, education, marital status, military service, and bankruptcy. The applicant is also required to sign several release of information waivers. The investigator and applicant review the Personal History Statement and each document is signed by the applicant. When the investigation begins is shall include an inquiry into the following sources of information:

1. State Department of Motor Vehicles
2. High school and all higher educational institutions
3. State bureaus of vital statistics or county records
4. All police files in jurisdiction where the applicant has lived or worked
5. Criminal records of the California Bureau of Investigation and Identification
6. Any F.B.I. records
7. All previous employers
8. Personal references supplied by the applicant
9. The applicant's past and present neighborhoods
10. The applicants credit records
11. When appropriate, military records

During the course of the investigation the investigator will make several unannounced visits to friends and family members of the applicant and will also visit and applicant's home.

The investigator maintains a checklist in the file which notes the date that each required document is received and each visit and personal contact made.

Once the background investigation is completed the results are dictated and transcribed and made available to the Division Commander and Reserve Liason Sergeant for the purpose of evaluation to determine whether the applicant is suitable. The Division Commander shall approve it or return it to the investigator for additional investigation or correction.
When the report has been approved it is forwarded with an endorcement and recommendation as to employment to the Chief of Police who shall make the final determination concerning appointment or rejection of the applicant.

STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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January 2, 1985

Gene Fowler
Commander-Operations
Ceres Police Department
2755 Third Street
Ceres, CA 95307

Dear Commander Fowler:

This is to acknowledge your letter regarding the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers.

The Commission appreciates your interest in the proposal. Your letter will be provided to the Commission for consideration at the January 22, 1986, public hearing.

Sincerely,

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

Commission on Peace Officer Standards and Training

# NOTICE OF PUBLIC HEARING

## Amendment of Commission Procedure for Reserve Officer Selection

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific sections 13503, 13506, 13507, 13510, 13510.1, 13510.5, and 13512 of the Penal Code, proposes to adopt, amend, or repeal procedures incorporated by reference into Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendment will be held before the full Commission on:

| | |
|---|---|
| Date: | Wednesday, January 22, 1986 |
| Time: | 10:00 a.m. |
| Place: | Bahia Hotel<br>San Diego, California |

Notice is also hereby given that any interested person may present oral statements or arguments, relevant to the action proposed, during the public hearing.

## INFORMATIVE DIGEST

Existing Commission Procedure H-2, provides standards for reserve officer selection. The proposed amendment would adopt the same personal history investigation for reserve officers as now required for regular officers established in Section 1002(a) of the Commission's Regulations.

Existing H-2-3(e) refers to the requirements of Government Code Section 1031(d). The proposed change would add the requirements of the personal history investigation contained in Procedure C-1. The proposed added requirement would apply to all categories of reserve officers (Levels III, II, and I reserves). The Commission may also consider applying the added requirement to only certain levels of reserve officers.

## PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than January 13, 1986 at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

## ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposal substantially as described in this notice, if approved, or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

## TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

## ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

## CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

Commission on Peace Officer Standards and Training

PUBLIC HEARING: Amendment of Commission's Procedure for Reserve Officer Selection

STATEMENT OF REASONS

The Commission is required by Penal Code Section 13510 to set selection and training standards for all peace officer members of agencies which participate in the POST programs.

Commission Procedure H-2, which provides standards for reserve officer selection, was incorporated by reference into Commission Regulation 1007 on April 15, 1982.

The background investigation selection standard for reserve officers is similar to the minimum standard for regular officers. Both reserve and regular officer appointments are subject to the legal requirement of Government Code Section 1031.

Presently, agencies conducting background investigations for reserve officers are not required to conduct inquiries with prior and current employers, references, neighbors, or educational institutions. Similarly, credit checks and Department of Motor Vehicles checks are not required. The current requirement is simply that a "thorough background investigation" be conducted. Based on POST compliance inspections, this often results in an inadequate background investigation of reserve officers.

When the Commission established background investigation requirements for reserve officers in 1982, reserve officers were viewed as a volunteer force functioning under close supervision of regular officers. It was, therefore, the expressed desire of the Commission to impose only what the law required as selection standards.

The nature of reserve forces throughout the State has evolved to the point where over half of reserve officers are believed to be paid, part-time officers, many of whom work 40 hours per week. The majority of reserve officers are believed to receive salaries for some duties, though not for all assignments. Large numbers, as Level I reserves, carry out general law enforcement duties without immediate supervision.

The liabilities associated with appointing persons, even to perform very limited functions as peace officers, have caused most agencies to conduct the same type of background investigations for reserves as for regular officers. Some departments, however, conduct only minimal inquiries into the background of reserve officers. Given that significant consequences may accrue where adequate background investigations are not conducted, there appears to be a compelling need that all reserve officers be subject to a thorough background investigation.

Specifically, the Commission proposes to amend Procedure H-2-3(e) to require that the personal history investigation be conducted in accordance with Commission Procedure C-1, which will include inquiries with prior and current employers, references, neighbors, and educational institutions, as well as credit checks and Department of Motor Vehicles checks for driving status and records of convictions.

Because Level III Reserve Officers are restricted to limited duties not requiring general law enforcement powers, the Commission may amend the proposal at the hearing to apply only to Level I and Level II Reserve Officers.

11/14/85
#8285B

Commission on Peace Officer Standards and Training

PUBLIC HEARING: AMENDMENT OF COMMISSION PROCEDURE
FOR RESERVE OFFICER SELECTION

PROPOSED LANGUAGE

COMMISSION PROCEDURE H-2
July 1, 1986

Procedure H-2 was incorporated by reference into Commission Regulation 1007, on April 15, 1982. A public hearing is required prior to revision of this directive.

## RESERVE OFFICER SELECTION

### Purpose

2-1. This Commission procedure sets forth the selection standards established by statute and the Commission for reserve officers and establishes policy and procedures for applying such standards.

### Selection Standards

2-2. Exemption to Selection Standards: Adoption of minimum selection standards, by the Commission, does not imply that reserve officers appointed prior to January 1, 1979, are exempt from these standards. Selection standards were previously mandated by legislative action.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

a. Felony Conviction. Government Code Section 1029: Limits employment of convicted felons.

b. Fingerprint and Record Check. Government Code Section 1030 and 1031(c): Requires fingerprinting and search of local, state and national files to reveal any criminal records.

c. Citizenship. Government Code Section 1031(a) and 1031.5: Specific citizenship requirements for peace officers. (Effective 1-1-85)

d. Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.

e. Moral Character. Government Code Section 1031(d): Requires good moral character, as determined by a thorough background investigation. For Level III, Level II, and Level I reserve officers, the background investigation shall be conducted as prescribed in PAM Procedure C-1.

f. Education. Government Code Section 1031(e): Requires high school graduation or passage of the General Education Development test indicating high school graduation level (refer Commission Regulation 1002(a)(4) for test scores). (This requirement does not apply to a reserve officer appointed prior to March 4, 1972);

g. Physical and Psychological Suitability Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.

h. Interview. Commission requirement that each peace officer must be interviewed personally by the department head or his/her representative prior to appointment.

NOTE: See PAM Section A, Law, for complete text of the above laws specified in 2-3 a through g.

## Selection Documentation

2-4. Selection Files and Records: Departments shall document reserve officer background investigations and maintain records security procedures which are similar to those used for regular officer selection.

## Notice of Appointment/Termination

2-5. Notice of Appointment/Termination, POST Form 2-114, is required to be submitted in accordance with Commission Regulation 1003 and PAM, Section C-4.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>"Model" Advanced Officer Training Course | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Training Program Services | Reviewed By<br>Glen Fine | Researched By<br>Hal Snow HS |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-7-86 | Date of Report<br>December 5, 1985 |

Purpose:
[X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact [X] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Approval of pilot presentations of the "Model" Advanced Officer Training Course under Reimbursement Plan I.

## BACKGROUND

At the January 1985 Commission meeting and public hearing to revise Advanced Officer (Continuing Professional) training requirements, Commissioners were informed that the existing POST requirements for advanced officer course content are flexible to meet local and varying conditions. The curriculum must generally relate to Basic Course subjects and Commission Procedure D-2 suggests recommended subject areas (see Attachment A). The result is that the content of advanced officer courses is largely determined locally and varies considerably from presenter to presenter. Law enforcement agencies generally favor this non-specific curriculum standard and also support permitting any technical course to also satisfy the requirement.

However, there appears to be a need for another alternative in the form of a POST-specified advanced officer course. Staff has been working with the input of an ad hoc advisory committee to develop a "Model" Advanced Officer Course.

## Analysis

A 24-32-hour "Model" Advanced Officer Course has been developed that emphasizes officer safety and other subject matter that address agency liability issues. The course is designed to maximize trainee participative activities and evaluations, thus minimizing lecture format. The intent of this course is to afford opportunity for trainees to experience realistic win-win field exercises so as to gain greater ability and confidence. In a non-threatening and non-embarassing manner, trainees will be evaluated and given on-the-spot remediation for deficiencies. Non-remediated deficiencies will be reported to the employing agencies.

Trainees are expected to participate and pass each proficiency. Student proficiency is expected to be demonstrated at the specified levels. Scenarios, using role players and evaluators, will primarily involve typical situations and, to a lesser

Procedure D-2 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

## ADVANCED OFFICER COURSE

### Purpose

2-1. Specification of Advanced Officer Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(d) of the Regulations for Advanced Officer Training.

### Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training at the operations level. It is not to be used to present single-subject presentations. Since these are designed to train personnel in a specific subject area, single subjects are more properly addressed in POST-certified Technical Courses. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs.

The Advanced Officer Course shall not be used to circumvent Commission-imposed limitations of funding for specific training.

### Course Content

2-3. Advanced Officer Course Content: The Commission recommends the following topics be considered, but not required, as part of the Advanced Officer Course:

New Laws
Recent Court Decisions and/or Search and Seizure Refresher
Officer Survival Techniques
New Concepts, Procedures, Technology
Discretionary Decision Making (Practical Field Problems)
Civil Liability-Causing Subjects

The course may contain other currently needed subject matter such as, the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than a specific, nature.

2-4. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented to the Commission for approval.

2-5. Minimum Hours: The Advanced Officer Course shall consist of time blocks of not less than two hours each, regardless of subject matter, with an overall minimum of no less than 20 hours. The maximum time period for presenting an Advanced Officer Course is 180 days.

Commission on Peace Officer Standards and Training

# POST MODEL ADVANCED OFFICER COURSE

Course Outline

## POST ADMINISTRATIVE MANUAL REFERENCE

Commission Procedure D-2 defines the minimum requirements for Advanced Officer Courses. This course provides an alternative to the existing Advanced Officer Course.

## LEGAL REFERENCE

None

## BACKGROUND

This curriculum is based upon the need to have a POST-specified Advanced Officer Course that is considered by POST and California law enforcement as the desirable refresher training needed for officers and supervisors with field assignments that should be completed once every two years. Particular emphasis is placed on officer safety and other subject matter that address agency liability issues. The course is designed to maximize trainee participative activities and evaluations, thus minimizing lecture format. The intent of this course is to afford opportunity for trainees to experience realistic win-win field exercises so as to gain greater ability and confidence. In a non-threatening and non-embarassing manner, trainees will be evaluated and given on-the-spot remediation for deficiencies. Non-remediated deficiencies will be reported to the employing agency. Trainees are expected to participate and pass each proficiency. Student proficiency is expected to be demonstrated at the specified level. Scenarios, using role players and evaluators, will primarily involve typical situations and to a lesser extent, the unusual type calls. Scenarios will involve trainees in the roles of "handling officer" and "backup officer." Use of proper tactics to avoid injury and death will be stressed.

## CERTIFICATION INFORMATION

Reimbursement is provided under Plan I. To assist presenters and instructors, the POST Basic Course Unit Guides and Scenario Manual are available upon request and contain more detailed information on this curriculum. Course hours may vary from 24-32 depending upon locally determined curriculum. Maximum course attendees is 24.

## TOPICAL OUTLINE

| (Core Curriculum | | Hourly Distribution |
|---|---|---|
| 1.0 | Course Overview/Adminstrative Issues | 1 |
| 2.0 | Legal Issues Relating to Liability | 2 |
| 3.0 | Narcotics Update | 3 |
| 4.0 | Officer Safety and Field Tactics | 12 |
| 5.0 | Arrest and Control/Weaponless Defense/ Weapons Retention/Baton Techniques | 4 |
| 6.0 | Interpersonal Communication Skills | 2 |
| 7.0 | Locally Determined Curriculum (Restricted to Basic Course Subjects) | 8 |
| | Total Hours | 24-32* |

*Evaluation of Trainee Proficiencies Is Done Within Each Instructional Block

## LEARNING GOALS

1.0 COURSE OVERVIEW/ADMINISTRATIVE ISSUES

1.1 The student will understand course participation and performance requirements.

2.0 LEGAL ISSUES RELATING TO LIABILITY

2.1 The student will develop an understanding of civil liability laws impacting the officer and employing agencies.

2.2 The student will become familiar with the most recent case decisions holding individual officers and/or employing agencies liable for negligence.

3.0 NARCOTICS UPDATE

3.1 The student will become familiar with criminal activities related to narcotics including:

a. Newest forms of substance abuse
b. Recent criminal cases
c. Current drug terminology
d. Criminal deception tactics
e. Officer safety

## 4.0 OFFICER SAFETY AND FIELD TACTICS

4.1 The student will develop an understanding of current officer safety issues including:

a. Incidents of officer involved-shootings
b. Assaults on peace officers in California
c. Officer attitudes
d. Officer behavior and over-reaction
e. Need for balanced perspective
f. Prevention
g. Physical conditioning

4.2 The student will understand the importance of proper tactics including:

a. Initial approach and planning
b. How to identify hazardous situations
c. Backup support
d. When to back off and regroup

4.3 The student will participate in small group discussions in reviewing recent case examples (media) and determining appropriate officer response.

4.4 When an officer is shot the student will understand:

a. The psychological effect of being shot or injured
b. How to cope with trauma situations
c. How to maintain calm presence
d. The importance of not over-reacting
e. The type of information to broadcast

4.5 The student will develop an understanding of how to handle and provide backup support including:

a. Avoiding crossfire deployment
b. Gas, helicopters, canine
c. Suspicious person
d. Robbery in progress
e. Routine car stop
f. Neighborhood disturbance
g. Others (at the option of each presenter)

- Mentally disturbed person
- Prowler
- Landlord-Tenant dispute
- Bar disturbance with weapons
- Open door in business
- Warrant service
- Drunk call

4.6 The student will demonstrate proficiency in using proper field tactics for the following situations:

a. Burglary in progress
b. Felony vehicle stop

5.0 ARREST AND CONTROL/WEAPONLESS DEFENSE/WEAPONS RETENTION/BATON

5.1 The student will demonstrate proficiency on the following arrest situations:

a. Search single and multiple suspects
b. Cover officer
c. Visual search, cursory search, felony search
d. Use of restraint devices (single and multiple suspects)
e. Control hold
f. Take-down tactic
g. Carotid restraint
h. Front and rear gun take-aways
i. Recognized method of weapons retention
j. Baton techniques

6.0 INTERPERSONAL COMMUNICATIONS

6.1 The student will understand the fundamental dynamics involved in communicating with others including:

a. Why people generally react properly to the positive approach
b. How the negative approach can be a vicious cycle
c. How to motivate people
d. Listening techniques
e. Advantages to officer for using good communication skills

6.2 The student will understand strategies to diffuse potentially violent persons including:

a. Avoidance of trigger words and behavior
b. Gentle, friendly, and firm demeanor

## HOURLY DISTRIBUTION SCHEDULE

### Day One

| | |
|---|---|
| 8- 9 | Course Overview/Administrative Issues (Classroom) |
| 9-12 | Narcotics Update (Classroom) |
| 12 N | LUNCH |
| 1-5 | Arrest and Control/Defensive Tactics/Weapons Retention (Field Exercises) |

### Day Two

| | |
|---|---|
| 8-10 | Legal Issues Relating to Liability (Classroom) |
| 10-12 | Interpersonal Communication Skills (Classroom) |
| 12 N | LUNCH |
| 1-5 | Officer Safety and Field Tactics (Classroom Lecture, Discussion, Small Groups) |

### Day Three

| | |
|---|---|
| 8-12 | Officer Safety and Field Tactics (Field Exercises and Laser Village) |
| 12 N | LUNCH |
| 1-3:30 | Officer Safety and Field Tactics (Field Exercises and Laser Village) |
| 3:30-5:00 | Officer Safety and Field Tactics (Critique and Evaluation) |

### Day Four

Optional depending on locally determined subjects added

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title: STATUS REPORT ON DRIVER TRAINING RESEARCH PROJECT | | Meeting Date: January 22, 1986 |
| Bureau: Training Program Services | Reviewed By: Harold Snow | Researched By: Jim Holts |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12-17-85 | Date of Report: December 10, 1985 |

Purpose: ☐ Decision Requested ☐ Information Only ☒ Status Report Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Status Report on the Driver Training Research Project.

## BACKGROUND

The 1985/86 POST Budget contained a $1.3 million augmentation for "Specialized Training for Peace Officers in Critical, Liability Causing Subjects," which includes a driver training research study. Two primary objectives for the driver training research study include:

- To develop a long range plan in regard to POST's role for law enforcement driver training that includes examining all alternatives, and

- To research the state-of-the-art advancements in driving simulators or related technologies and determine the feasibility of POST's involvement in appropriate support of such enhancements at selected sites around the State.

It was decided that this research project should be staffed by a POST Management Fellow Consultant. During the months of September and October, numerous candidates were interviewed around the State. Lieutenant Jim Holts from the Los Angeles Sheriff's Department was selected to direct the project. He began his contract with POST on November 1, 1985.

## ANALYSIS

Activities concluded during the months of November and December include:

- Developed Project Objectives and Work Plan

- Developed a six-month itinerary to meet with vendors and view on-site demonstrations of existing simulator systems

- Compiled a tentative listing of Advisory Committee members

- Participated in a 24-hour driver training course

As it relates to descriptive criteria, various capabilities will be considered, including:

- Computer generated graphics - front, sides and rear
- Replication of appearance and handling characteristics of vehicles typically used by law enforcement
- Videotape recording and playback capabilities
- Scenarios used in training should be realistic and winable situations
- Simulator handling characteristics should be responsive to driver actions
- Gravitational and audio sensations should accompany visual simulations.

These criteria are illustrative only and will be carefully developed by staff and the Driver Training Advisory Committee.

The technological research phase is expected to be completed by April, 1986. Recommendations will be submitted to the Commission at that time, possibly with a draft Request For Proposal to vendors for the design of a law enforcement driver training simulator.

The research on the objective dealing with the long range plan for driver training will be intensified after the technological research phase has been completed.

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Approval of RFP on Shoot/No Shoot Simulation System | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Training Program Services | Reviewed By<br>Glen Fine | Researched By<br>Hal Snow |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-8-86 | Date of Report<br>December 27, 1985 |

Purpose: ☒ Decision Requested ☐ Information Only ☐ Status Report Financial Impact ☒ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Should a Request For Proposal (RFP) be approved for a prototype shoot/no shoot simulation system and pilot testing?

## BACKGROUND

The 1985/86 POST Budget contains a $1.3 million augmentation for "Specialized Training for Peace Officers In Critical Liability Causing Subjects," which includes a study to determine the feasibility of developing simulators or simulation systems to more effectively train officers in handling shoot/no shoot situations. Traditional instructional techniques have limited ability to closely simulate street conditions and the stresses they induce.

The project is staffed by POST Management Fellow Consultant Lou Trovato, who is a Lieutenant from the Los Angeles Police Department. He began his contract with POST on October 7, 1985. Progress to date includes literature review, on-site inspections and demonstrations of shoot/no shoot simulation systems, consultation with potential vendors, and formation of a Shoot/No Shoot Technical Advisory Committee.

The training objective to be addressed by the project is the ability of an officer to use good judgment in high stress, possible shoot/no shoot situations which may be encountered in actual field situations. As such, heavy emphasis will be placed on the proper use of deadly force and the associated decision-making process. Emphasis would also be on the use of scenarios which simulate realistic conditions under which decisions must be made for the use or withholding of deadly force. A final report will be prepared summarizing all research, findings and conclusions. The report will recommend an action plan to include the type of equipment to purchase, manner of training delivery, intended trainee audience, cost considerations and the nature of POST's role in the maintenance and operation of the system(s).

Contracts to expend funding included in the current-year budget must be approved by the Department of General Services by June 30, 1986. Various alternatives have

been considered including outright purchase of equipment and contracts for specified software programs or development of an RFP seeking competitive bidding on a well defined system and program for this fiscal year. In order for the latter alternative to be feasible, a clear understanding of the capabilities and requirements for a shoot/no shoot simulation system must be known and approved at this time in order to meet a rigid time schedule that involves Commission approval of a conceptually described RFP at the January 1986 meeting, distribution of the RFP in February 1986, screening and selection of the best bid proposal by April and Commission approval of contract(s) at the April 1986 meeting. This report defines as specifically as possible the RFP objectives and requirements and recommends that an RFP be prepared and distributed.

## ANALYSIS

Existing techniques for shoot/no shoot training usually involve the showing of videotape/film scenarios followed by group discussions or projecting the scenario on paper or a wall and having the trainee react accordingly, sometimes shooting with plastic bullets. This training is considered useful but not as good as it could be with the realism created by a good simulation system. Several shoot/no shoot film and video programs are commercially available, some of which have been adapted to simulations that involve trainee interaction. The commercially developed programs appear not to be directed expressly at the desired judgment or decision-making ability but rather to the manipulative or psychological/physiological aspects of shooting. The existing shoot/no shoot programs, for example, can record the reaction time and accuracy of trainee shooting response. At least one simulation program can vary the difficulty of scenario selection, depending upon the stress condition (heart beat and pulse) of the trainee. The Los Angeles Police Department's DEFT Firearms Simulation System comes close to meeting our desired instructional objective, as it measures whether trainees shoot within the agency's shooting policy or not. The problem with the DEFT system is its use of outdated computer equipment and high cost to produce scenarios using 35 mm film rather than video. This system also does not use laser-fitted weapons to measure trainee response, which would be more cost effective to replicate and develop.

Research to date indicates that no simulator currently exists that is designed to meet POST's specific instructional objective. All of the simulators observed either have other objectives or technologically do not have the required capabilities envisioned as necessary. Our analysis suggests that the ideal sequence of events occurring in a simulation system include: (1) trainee receives instructions and laser-equipped handgun; (2) trainee enters the simulator; (3) trainee learns by video and audio of the circumstances and conditions surrounding the incident he/she is about to handle; (4) trainee views a three to six-minute scenario in life-size images on a screen with high resolution quality; (5) trainee makes a judgment and performs accordingly by shooting, withholds shooting, takes cover, issues voice commands or combinations of the above; (6) simulation system instaneously records trainee's response and branches the scenario to a scene depicting the logical consequence of the response, e.g., innocent bystander shot; (7) in positive feedback language, the simulation system automatically provides coaching instructions on what was done wrong and how the performance could be improved; (8) trainee is recycled through the scenario until it is performed correctly; and (9) upon successful performance, the simulator congratulates the trainee for a job well done.

As the amount of time will vary, the simulation system would record the time each trainee requires to successfully complete each scenario. Permanent records, however, would be maintained on only summary information for all trainees. It is believed that this self-paced instructional design will obviate the costly necessity for instructors to serve as trainee counselors following the scenario, except for especially poor performing trainees. The three unique aspects of this described system are: (1) the realism created by life-size, clear images; (2) the positively reinforced instruction provided by the system based on trainee performance; and most importantly (3) the capability of the system to immediately branch to an appropriate scene depicting consequences of each behavior. Scenarios can be designed to have officers perform either as handling or backup officer. Also, scenarios can be designed for day or night conditions. Finally, scenarios can include the use of various props such as vehicles, vehicle doors, telephone poles, etc. The above-described simulation system appears to include the following equipment capabilities: microcomputer with laser disc player, video images projectable to life size, laser optics-fitted handguns, computer responsive to deflected laser beams and sound commands from trainees, and video recorder/player adapted for low light conditions. Simultaneous video recording should occur of the trainee and the scenario (front and from behind trainee) with both recordings superimposed on one another. The video recording is used to assist in counseling the unusual student with serious performance problems.

In addition to the above described capabilities and equipment, the RFP would be designed to call for the following elements:

1. Instructional objective based upon improving judgment and decisionmaking ability in possible high-stress shooting situations.

2. The scenarios should be based upon actual cases that are realistic and are win-type situations. The RFP would require development of five POST-prescribed scenario programs for pilot testing. POST will provide a general description of each scenario, and the contractor, using a law enforcement representative as a technical advisor, will develop a detailed production script for POST inspection and approval prior to production.

3. The simulation should permit the use of stationary objects for trainee cover, e.g. vehicle, building, etc. It is believed that the use of cover is a reasonable judgment under many shooting circumstances.

4. The simulation system should have the capability to branch to an appropriate result depending on the trainee's response, e.g., withholds shooting, withholds shooting and takes cover, shoots and takes cover, shoots, issues voice commands, etc. The video scenario should instantaneously branch to a variety of alternatives from the suspect returning fire, suspect being wounded and returning fire, suspect surrendering, suspect fleeing, innocent bystander being shot, etc.

5. The simulation system needs to have the computer record the location of the trainee's shots.

6. The simulation system needs to have video recording and playback capability.

7. One complete simulation system should be installed at a location determined by POST by February 28, 1987.

8. The simulation system is to include an authoring software package to enable POST or another contractor to develop scenario programs.

9. The contractor should provide a description of facility requirements for the simulation system to be housed in a fixed facility and a mobile unit.

10. The contractor should provide a description of technical staffing to be provided by the contractor for pilot testing the system at a POST-designated training site for a period beginning March 1, 1987 to June 30, 1987.

11. Vendors will be given opportunity to respond to POST having proprietary rights versus vendor marketing rights, and how that may impact costs.

The long-term use and delivery of shoot/no shoot simulation training should await results of pilot testing and development of an action plan as part of this study's final report. It is clear that this training is relevant to both recruit and in-service training, but pilot testing is planned for in-service level training. Because shooting situations are so infrequent, it is reasonable to suggest that this training should be repeated by trainees from time to time using different scenarios. It also seems reasonable to suggest that because simulator shoot/no shoot training can be relatively brief (one to two hours), it should be combined with other training for cost-effective reasons. Along with these issues, the action plan should also address portability vs. fixed locations for the system.

It is difficult to estimate the cost for developing this shoot/no shoot simulation system because the system envisioned does not now exist. The equipment cost could range from $50,000 to $200,000. A one-time-only cost for developing an authoring software package should be relatively inexpensive. The development of the video scenarios including branching consequences and positive remedial instruction is the most difficult cost to calculate. The most cost-effective means for producing scenarios appears to be video, although POST's RFP should not rule out computer-generated graphics. The development of scenarios, however, must be done with broadcast quality to insure realism. At this time it appears that a dedicated, expressly designed building is not necessary to house the simulation system. It will be necessary to have controlled lighting and sound conditions along with adequate space for trainee waiting and counseling. There appears a strong likelihood that the proposed system could be made mobile and placed in a van or trailer. The results of the competitive bidding should provide considerable insight into some of these costs.

The 1985-86 budget includes an appropriation of $557,000 for equipment and for production of video recorded scenarios. In addition, there is separate money for implementing this pilot training. If approved, the RFP itself will be completed, and sent to potential vendors.

If the Commission concurs, a Request For Proposal will be prepared that is consistent with the description and time schedule provided in this report. A recommended contractor will be brought back to the Commission for action at the April 1986 meeting.

RECOMMENDATION

Approve a Request For Proposal for a prototype shoot/no shoot simulation system and pilot testing, as previously described, at a cost not to exceed $557,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Request For Public Hearing On Reserve Training | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Training Program Services | Reviewed By<br>Glen Fine | Researched By<br>Hal Snow |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-7-86 | Date of Report<br>December 9, 1985 |

Purpose:
[X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact [ ] Yes (See Analysis per details) [X] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Should the Commission approve a public hearing for the purpose of updating POST's Reserve Officer Training Standards?

## BACKGROUND

POST has authority under Penal Code Sections 832.6 and 13510 to establish training standards for reserve officers (See Attachment A). Pursuant to the passage of Section 832.6 in 1977, the Commission, effective January 1, 1979 adopted the existing reserve training standards for Reserve Level I (Work Alone, General Enforcement), Level II (Ride Along), and Level III (Limited Function). Training standards for each level are described in Commission Procedure D-7. See Attachment B for these standards.

As approved by the Commission at its October 1985 meeting, a study of reserve officer training standards was begun in light of the approved curriculum changes to P.C. 832, Arrest and Firearms Course. The Commission approved curriculum changes to the P.C. 832 Course effective July 1, 1986, which impact reserve officer training standards for Levels I and II. In addition, to these technical modifications, it was noted, that particular attention would be devoted to the training requirements of Level II Reserves which are currently considered to be most in need of improvement. This study does not address the classroom training standard of Level I Reserve Officers by significantly increasing the minimum hours beyond 200. If needed, this would be a separate study in the future because of the additional extensive research necessary for such an undertaking.

With the input of an Ad Hoc Advisory Committee on Reserve Officer Training Standards (Attachment C), staff has developed proposed revised training standards for reserve officers to be considered at a public hearing in conjunction with the April 1986 regular meeting should the Commission approve of such action.

ANALYSIS

The existing training requirements for Reserve Officers are as follows:

| | | Existing Training Requirement |
|---|---|---|
| Level III (Limited Function) | - | Module A - Minimum 40 Hours (P.C. 832 Arrest and Firearms Course) |
| Level II (Ride Along) | - | Module A + Module B - Minimum 40 Hours (Includes First Aid, CPR, and Role of Backup Officer) |
| Level I (Non-Designated) | - | Modules A & B + Module C - Minimum 120 Hours (200 Hours Classroom - Modules A, B, and C). In addition, 200 hours of Field Training is required. |
| Level I (Designated) | - | Regular Basic Course |

Alternative #1--The curriculum standards for the 40-hour Arrest and Firearms Course (Attachment D), were modified by Commission action in October 1985 and become effective July 1, 1986. The changes included adding the subjects (Law and Preliminary Investigation) to the 24 Arrest Course and removing the subject of Arrest and Control. At the same time, the Commission approved a change to adopt a 16-hour Communications and Arrest Methods Course which is recommended for those peace officers that make arrests. Penal Code Section 832.6(3) specifically requires Level III Limited Function Reserve Officers to complete the 40-hour P.C. 832 Course. Because these reserve officers are exposed to arrest situations, it is being recommended that they be required to additionally complete the 16-hour Communications and Arrest Methods Course for a total minimum training requirement of 56 hours. This would, if approved, become the new Module A Reserve Officer Training Requirement. This change would necessitate a 16-hour reduction in Module C (Reserve Officer Level I required training) by reducing or eliminating time currently devoted to Investigation, Law, Communications, and Community Relations. The current training requirement for Level II, Ride-Along Reserve Officers, is Module A and the 40-hour Module B that includes First Aid, CPR, and Role of Backup Officer. By increasing Module A by 16 hours, this automatically increases the training required for Level II Reserve Officers by 16 hours.

Alternative #2--The current training requirements for Level II Reserve Officers have long been considered inadequate when compared with their commonly performed duties, which can be virtually everything a regular officer performs, except this reserve officer does so under the immediate supervision of a certificated regular officer. The Commission may wish to consider as an alternative making changes to the training standards of Level II Reserve Officers. If the Commission concurs with this alternative, it is recommended that 50 hours of Module C (Required Training For Non-Designated Level I Reserve Officers), be reassigned to Module B (Required Training for Level II, Ride Along Reserve Officers). The proposed 90-hour Module B would include an additional six hours of First Aid-CPR training mandated to go into effect before July 1, 1986 by the Emergency Medical Services Authority. See Attachment E for proposed revisions to Commission Procedures D-7 and H-5. Alternative #2 would include the changes proposed in Alternative #1, the above changes for Level II Reserve Officers as well as some technical changes described below.

This study does not attempt to address the question of how much additional training beyond 200 hours is needed for non-designated Level I Reserve Officers. It is believed, however, that this training standard is in substantial need of updating because of the new 520-hour Basic Course and the fact these peace officers perform or have authority to perform the same functions as a regular officer. To update this training standard would require a separate study because of the additional research necessary. However, it appears reasonable to recommend as a part of Alternative #2 that Module C (Required Training For Non-Designated Level I Reserve Officers), be increased by 8 hours because of the recent legislatively mandated domestic violence training that has been determined by the Commission to be 8 hours. Thus, Module C is recommended for 68 hours which takes into account moving 16 hours to Module A, 50 hours to Module B and adding the 8 hours of domestic violence and the 6 extra hours of First Aid-CPR training. The revised training standard for Non-Designated Level I Reserve Officers would, if approved, be increased from 200 to 214 hours.

Current Commission Procedure D-7 (Approved Courses) specifies that Designated Level I Reserve Officers are required to complete the POST Basic Course as described in PAM Section D-1. As part of Alternative #2, it is proposed to revise Commission Procedure H-5 (Reserve Officers) to remove the out-of-date reference to the 400-hour Basic Course and substitute the above D-7 language.

Under Alternative #2, the proposed revised training standards would be as follows:

| | | Proposed Revised Training Standards |
|---|---|---|
| Level III (Limited Function) | - | Module A - Minimum 56 Hours (P.C. 832 Arrest and Firearms Course + 16 Hours Communications and Arrest Methods Course) |
| Level II (Ride Along) | - | Modules A + B = Minimum 146 Hours (Module B increased hours from 40 to 90) |
| Level I (Non-Designated) | - | Modules A + B + C = Minimum 214 Hours (Module C - decrease hours and content from 120 to 68) |
| Level I (Designated) | - | Basic Course as defined in Commission Procedure D-1-3 |

It is proposed these training standards continue in topical outline format but organized similarly to the Basic Course functional areas and learning goals. Course presenters can thus use the Basic Course performance objectives and unit guides as illustrative content, yet would not be required to teach/test to each performance objective. Course presenters would be encouraged to use the Basic Course materials. For a comparison of all three Modules, see Attachment F.

Changes to Commission Procedure H-5 are subject to public hearing requirements. If the Commission approves of these proposed changes, a public hearing should be scheduled to be held in conjunction with the April 1986 meeting. If approved at the public hearing, the proposed changes could become effective July 1, 1986 which is when the revised P.C. 832 Course becomes effective. Because reserve officers are generally considered non-paid volunteers, there should be no adverse fiscal impact upon local agencies.

RECOMMENDATION

Approve scheduling a public hearing in conjunction with the April 1986 meeting for the purpose of revising Commission Procedures D-7 and H-5 relating to the training standards of reserve officers:

Alternative #1 - Increase the training standard for Level III (limited function) reserve officers from 40 to 56 hours.

or

Alternative #2 - Increase the training standard for Level III (limited function) reserve officers from 40 to 56 hours, and

Increase the training standard for Level II (ride along) reserve officers from 80 to 146 hours, and

Increase the training standard for Level I (non-designated) reserve officers from 200 to 214 hours, and

Modify the training standard for Level I (designated) reserve officers to specify the Basic Course as defined in Commission Procedure D-1-3.

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## PENAL CODE SECTION 832.6

832.6 Deputies or appointees as reserve or auxiliary officers; powers of peace officer; conditions

(a) On or after January 1, 1981, every person deputized or appointed as described in subdivision (a) of Section 830.6 shall have the powers of a peace officer only when such person is:

(1) Deputized or appointed pursuant to paragraph (1) of subdivision (a) of Section 830.6 and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training prescribed by the Commission on Peace Officer Standards and Training.

A person deputized or appointed pursuant to paragraph (2) of subdivision (a) of Section 830.6 shall have the powers of a peace officer when assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone and the person has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training; or

(2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and such other training prescribed by the commission; or

*(3) Deployed and authorized only to carry out limited duties not requiring general law enforcement powers in their routine performance. Those persons shall be permitted to perform these duties only under the direct supervision of a peace officer possessing a basic certificate issued by the commission, and shall have completed the training required under Section 832 and any other training prescribed by the commission for those persons. Notwithstanding the provisions of this paragraph, a Level III reserve officer may perform search and rescue, personnel administration support, community public information services, communications technician services, and scientific services, which do not involve direct law enforcement without supervision. (Effective 1-1-85)

PENAL CODE SECTION 13510

13510. Rules of minimum standards; adoption; amendment

(a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace officer members of a county sheriff's office, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors of a district attorney's office as defined in Section 830.1 who conduct criminal investigations, or peace officer members of a district, in any city, county, city and county, or district receiving state aid pursuant to this chapter, and shall adopt, and may, from time to time amend, rules establishing minimum standards for training of city police officers, peace officer members of county sheriff's offices, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district attorney's office as defined in Section 830.1 who conduct criminal investigations, and peace officer members of a district which shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3, of Title 2 of the Government Code.

(b) The Commission shall conduct research concerning job-related educational standards and job-related selection standards, to include vision, hearing, physical ability, and emotional stability. Job-related standards which are supported by this research shall be adopted by the Commission prior to January 1, 1985, and shall apply to those peace officer classes identified in subdivision (a). The Commission shall consult with local entities during the conducting of related research into job-related selection standards.

(c) Nothing in this section shall prohibit a local law enforcement agency from establishing selection and training standards which exceed the minimum standards established by the Commission.

COMMISSION PROCEDURE D-7
Revised: July 1, 1983

7-2. Standards for Approved Course Content and Minimum Hours (continued)

Minimum Hours

Penal Code Section 832.6
Reserve Peace Officer (a)(b)

Module A: (40)
P.C. 832 Arrest and Firearms Course

(Module A is required for Level III, Level II, and non-designated Level I Reserve Officers.)

Module B: (40)
A. First Aid & CPR
B. Role of Back-up Officer
   1. Orientation
   2. Officer Survival
   3. Weaponless Defense & Baton
   4. Traffic Control
   5. Crime Scene Procedures
   6. Shotgun
   7. Crowd Control
   8. Booking Procedures
   9. Community Relations
   10. Radio & Telecommunication
   11. Examination

(Module B is required for Level II and non-designated Level I Reserve Officers.)

Module C: (120)
A. Professional Orientation
B. Police Community Relations
C. Law
D. Communications
E. Vehicle Operations
F. Laws of Evidence
G. Patrol Procedures
H. Traffic
I. Criminal Investigation
J. Custody
K. Physical Fitness & Defensive Techniques
L. Examination

(Module C is required for non-designated Level I Reserve Officers.)

Minimum Hours

Module C (continued)

Designated Level I Reserve Officers are required to complete the POST Basic Course as described in PAM, Section D-1.

Penal Code Section 12403 (8)
Chemical Agents for Peace Officers (b)

Exceptions: Chemical Agent Training for California Youth Authority Field Parole Agents and local field probation officers, as described in P.C. Section 830.5 shall be the training prescribed in P.C. Section 12403.7, and certified by the Department of Justice.

A. Legal and Ethical Aspects
B. Chemical Agents Familiarization
C. Medical and Safety Aspects (First Aid)
D. Use of Equipment
E. Simulations and Exercises

Penal Code Section 12403.5 (2)
Chemical Agent Training for Private Security (c)

Chemical Agent Training for private security personnel shall be the training prescribed in P.C. 12403.7 and certified by Department of Justice

A. Self Defense, History of Chemical Agents, and Aerosol Weapons
B. Effectiveness as a Self-Defense Weapon
C. Mechanics of Tear Gas Use
D. Medical Aspects of First Aid
E. Practical Use
F. Field Training and Demonstration
G. Discard of Weapons

(a) Certified course
(b) Satisfied by the Basic Course
(c) Not POST certified. Public institutions currently presenting certified courses, and other as determined by the Commission, are designated to present these approved courses.

ATTACHMENT C

Commission on Peace Officer Standards and Training

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## Content and Minimum Hours

7-2. Standards for Approved Course Content and Minimum Hours: Approved courses shall meet the following minimum content and hours when specified. Copies of curricula content for individual courses are available upon request from POST.

| | Minimum Hours |
|---|---|
| Penal Code Section 832 Arrest and Firearms (a)(b) | (40) |

Arrest (26 hours):

A. Introduction
   1. Orientation
   2. Ethics
B. Discretionary Decision Making
C. Arrest, Search and Seizure
   1. Laws of Arrest, Search and Seizure
   2. Methods of Arrest
D. Examination

Firearms (14 hours):
A. Moral Aspects, Legal Aspects and Policy
B. Range
C. Safety Aspects (First Aid)
D. Examination

When the Arrest and Firearms Courses are presented together, only one examination is necessary

Penal Code Section 832
Arrest and Firearms (a)(b) Part I (Required)

Arrest (24 hours)

A. Professional Orientation
B. Law
C. Laws of Evidence
D. Investigation
E. Examination

Firearms (16 hours): (c)

A. Firearms Safety
B. Care and Cleaning
C. Firearms Shooting Principles
D. Firearms Range (Target)
E. Firearms Range (Combat)
F. Firearms Range (Qualification)

Communications and Arrest Methods Part II (16 Hours): (d) (Recommended)

A. Community Relations
B. Communications
C. Arrest and Control
D. Examination

(a) Certified Course
(b) Satisfied by the Basic Course
(c) Required for peace officers that carry firearms
(d) Recommended for peace officers that are subject to making arrests

COMMISSION PROCEDURE D-7
Revised: July 1, 1983

7-2. Standards for Approved Course Content and Minimum Hours (continued)

| | Minimum Hours |
|---|---|
| **Penal Code Section 832.6 Reserve Peace Officer (a)(b)** | |
| Module A: P.C. 832 Arrest and Firearms Course and Communications and Arrest Methods Course | ~~(40)~~(56) |
| (Module A is required for Level III, Level II, and non-designated Level I Reserve Officers.) | |
| Module B: | ~~(40)~~(90) |
| ~~A. First Aid & CPR~~ | |
| ~~B. Role of Back-up Officer~~ | |
| ~~1. Orientation~~ | |
| ~~2. Officer Survival~~ | |
| ~~3. Weaponless Defense & Baton~~ | |
| ~~4. Traffic Control~~ | |
| ~~5. Crime Scene Procedures~~ | |
| ~~6. Shotgun~~ | |
| ~~7. Crowd Control~~ | |
| ~~8. Booking Procedures~~ | |
| ~~9. Community Relations~~ | |
| ~~10. Radio & Telecommunication~~ | |
| ~~11. Examination~~ | |
| A. Professional Orientation | |
| B. Law | |
| C. Communications | |
| D. Vehicle Operations | |
| E. Force and Weaponry | |
| F. Patrol Procedures | |
| G. Traffic | |
| H. Custody | |
| I. Physical Fitness and Defense Techniques | |
| J. Examination | |
| (Module B is required for Level II and non-designated Level I Reserve Officers.) | |
| Module C: | ~~(120)~~(68) |
| A. Professional Orientation | |
| B. Police Community Relations | |
| C. Law | |
| ~~D. Communications~~ | |
| Module C (continued) | |
| ~~F.~~D. Laws of Evidence | |
| E. Vehicle Operations | |
| ~~G.~~F. Patrol Procedures | |
| ~~H.~~G. Traffic | |
| ~~I.~~H. Criminal Investigation | |
| ~~J. Custody~~ | |
| ~~K.~~I. Physical Fitness and Defensive Techniques | |
| ~~L.~~J. Examination | |
| (Module C is required for non-designated Level I Reserve Officers.) | |
| Designated Level I Reserve Officers are required to complete the POST Basic Course as described in PAM, Section D-1-3. | |
| **Penal Code Section 12403 Chemical Agents for Peace Officers (b)** | (8) |
| Exceptions: Chemical Agent Training for California Youth Authority Field Parole Agents and local field probation officers, as described in P.C. Section 830.5 shall be the training prescribed in P.C. Section 12403.7, and certified by the Department of Justice. | |
| A. Legal and Ethical Aspects | |
| B. Chemical Agents Familiarization | |
| C. Medical and Safety Aspects (First Aid) | |
| D. Use of Equipment | |
| E. Simulations and Exercises | |
| **Penal Code Section 12403.5 Chemical Agent Training for Private Security (c)** | (2) |

(a) Certified courses
(b) Satisfied by the Basic Course
(c) Not POST certified. Public institutions currently presenting certified courses, and other as determined by the Commission, are designated to present these approved courses.

COMMISSION PROCEDURE H-5
Revised: ~~July 15, 1982~~
July 1, 1986

Procedure H-5 was incorporated by reference into Commission Regulation 1007, on July 15, 1982. A public hearing is required prior to revision of this directive.

# RESERVE OFFICER COURSES - MODULES A, B, & C

## Purpose

5-1. Specifications of Reserve Officer Courses: This Commission procedure sets forth the specific requirements for Level I, Level II and Level III reserve officer courses established in PAM, Section H-3.

## Training Methodology

5-2. Recommended Methodology: The Commission encourages use of the performance-objective training methodology described for the Basic Course in PAM, Section D-1. That methodology is not mandated for reserve officer course presentations.

## Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, B, & C. References in these outlines to "Illustrative Performance Objectives" are to be considered advisory only.

COMMISSION PROCEDURE H-5
~~January 1, 1980~~ July 1, 1986

MODULE A - 40 HOURS - ARREST AND FIREARMS (P.C. 832) AND
16 HOURS - COMMUNICATIONS AND ARREST METHODS

(For full satisfaction of Level III reserve training requirements)

Course Outline

| | Hours |
|---|---|
| A. Introduction | |
| 1. Orientation | 1 |
| a. Administrative procedures | |
| Registration and processing | |
| b. Overview of course | |
| Description of course content and examination procedures; notification of graduates to P.O.S.T. and attendance requirements | |
| c. Purpose of course (P.C. 832) | |
| History of and reasons for enactment of P.C. 832 | |
| 2. Ethics | 2 |
| a. Philosophy: Role of peace officer in society | |
| Explanation of the peace officer function within the criminal justice system and society; discussion of role perceptions and discrepancies among various segments of the public | |
| Illustrative Performance Objective: 1.2 | |
| b. Professional obligations | |
| Law Enforcement Code of Ethics; discuss interagency cooperation within the criminal justice system; opportunities for individuals and professional improvement | |
| Illustrative Performance Objectives: 1.2, 8.38 | |
| c. Personal and organization conduct and integrity | |
| Discusses ethical and unethical acts on and off duty; discusses how to maintain integrity within the organization | |
| Illustrative Performance Objectives: 1.3, 1.4 | |
| B. Discretionary Decision Making | 2 |
| Discretion in criminal justice problems; identification of situation and alternative actions possible; alternatives to invoking the criminal justice process; the decision-making process | |
| Illustrative Performance Objective: 2.1 | |

Hours

C. Arrest, Search and Seizure 20

1. Laws of arrest

a. Definition of arrest

Explains those acts and circumstances which constitute a legal arrest; definition of a crime; explains when arrest may be deemed detention only

b. Explains statutes and case decisions which authorize arrests by peace officers

c. Probable cause

d. P.C. 150 and its limitations

Explains statutes which require and restrict citizen aid to peace officers

e. Rights of accused (Miranda)

Explains Miranda warning, admonition; rights to bail, telephone calls, counsel and arraignment, juvenile procedures

Illustrative Performance Objective: 3.38

2. Search and seizure

Defines search and seizure; explains exclusionary rule; defines circumstances under which searches and seizures are permissible; discusses Constitutional principles, federal and state case decisions affecting searches; stop and frisk

a. Incident to arrest

b. Search warrant

c. Consent

d. Exceptions to laws of search and seizure (e.g., court ordered search of probationer; agricultural inspections; parolee)

Illustrative Performance Objectives: 4.7, 4.8

3. Methods of arrest

a. Physical arrest, search and transportation

How to make an arrest; safety precautions; when and how to handcuff; techniques of searching person and premises; how to safely transport prisoners

COMMISSION PROCEDURE H-5
~~January 1, 1980~~ July 1, 1986

C. Arrest, Search and Seizure (continued)

Hours

b. Citation

Explains legal and procedural provisions for releasing on written promise to appear in lieu of taking into physical custody; mechanics of citations

c. Arrest warrant

Defines warrants of arrest; differentiates between felony and misdemeanor warrants; explains endorsements; execution of warrants

Illustrative Performance Objectives: 8.14, 8.18, 8.19, 8.20

D. Firearms 4

1. Moral aspects, legal aspects

Reviews those situations in which the use of deadly force is warranted; the legal restrictions imposed on the use of weapons by law, court decisions and agency firearms use policy. The moral aspects in the use of deadly force are stressed

2. Safety aspects of firearms 2

Explains basic nomenclature; care and cleaning; storage; transportation; range rules; emergency treatment of firearms injuries

3. Range 8

Firing of weapons used in employment. Emphasis is on function, capabilities, firing positions and accuracy; officer must demonstrate familiarity with weapon assigned

Illustrative Performance Objectives: 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.10, 7.13, 7.14, 7.15, 7.16, 7.17, 7.18

E. Examination (1)

Written examination on all subject matter in the course including firearms when officer is required to carry firearm

Arrest Course (Required) 24 Hours

A. Professional Orientation (4 Hours)

1. Professionalism
2. Ethics/Unethical Behavior
3. Administration of Justice Components
4. California Court System
5. Discretionary Decision Making

B. Law (12 Hours)

1. Introduction to Law
2. Crime Elements
3. Intent
4. Parties to a Crime
5. Defenses
6. Probable Cause
7. Obstruction of Justice
8. Constitutional Rights Law
9. Laws of Arrest
10. Effects of Force
11. Reasonable Force
12. Deadly Force
13. Illegal Force Against Prisoners

C. Laws of Evidence (4 Hours)

1. Concepts of Evidence
2. Rules of Evidence
3. Search Concept
4. Seizure Concept

D. Investigation (3 Hours)

1. Preliminary Investigation
2. Crime Scene Notes
3. Identification, Collection, and Preservation of Evidence
4. Chain of Custody

EXAMINATION (1 Hour)

Firearms Course 16 Hours
(Required for peace officers carrying firearms)

A. Firearms Safety

B. Care and Cleaning

C. Firearms Shooting Principles

D. Firearms Range (Target)

E. Firearms Range (Combat)

F. Firearms Range (Qualification)

Total Hours 40

Communications and Arrest Methods 16 Hours
(Recommended for those peace officers that make arrests)

A. Community Relations (2 Hours)

1. Community Service Concept
2. Community Attitudes and Influences

B. Communications (5 Hours)

1. Interpersonal Communication
2. Note Taking
3. Introduction to Report Writing
4. Interviewing Techniques

C. Arrest and Control (8 Hours)

1. Weaponless Defense/Control Techniques
2. Person Search Techniques
3. Restraint Devices
4. Prisoner Transportation

EXAMINATION (1 Hour)

Total 16 hours

MODULE B - ~~40~~ 90 HOURS

(For partial satisfaction of Level II reserve training requirements; refer to PAM, Section H-3-3 for additional training requirements.)

Course Outline

| | Hours |
|---|---|
| A. First Aid and Cardiopulmonary Resuscitation content as specified by the State Department of Health | 15 |
| B. Role of Back-Up Officer | 25 |

1. Orientation

   a. Course

      Registration, Overview of Course, Content, Purpose, History and Reason for Enactment of P.C. 832.6

   b. The Back-Up Officer

      History and Role of Reserves, Duties and Responsibilities, Relationships with Regular Officers and Citizens, Personal Conduct and Attitude, Appearance, Equipment

   c. Laws Related to Reserves

   d. Department Rules and Regulations - Typical Content

2. Officer Survival

   Patrol Techniques, Sniper-Ambush, Firebombs, Patrol Hazards, Pedestrian Approach

   Illustrative Performance Objectives: 8.37, 8.6, 8.7

3. Weaponless Defense and Baton

   Principles of Weaponless Defense, Armed Suspects, Baton Techniques, Demonstration and Practice

   Illustrative Performance Objectives: 12.6, 12.7, 12.8, 12.9

4. Traffic Control

   Violator Contact, Traffic Stop Hazards, Citations, Traffic Direction, Vehicle Pullover, Miscellaneous Vehicle Stops, Felony High Risk Pullover

   Illustrative Performance Objectives: 9.7, 9.9, 9.10, 9.11, 9.12, 8.9, 8.10, 8.11

5. Crime Scene Procedures

   Crimes-in-Progress, Preliminary Investigation, Search

   Illustrative Performance Objectives: 8.21, 8.22, 8.23, 8.24, 8.25, 10.1, 10.2

Hours

6. Shotgun

   Capabilities, Shooting Principles, Practice, Night

   Illustrative Performance Objectives: 7.8, 7.11, 7.17, 7.18

7. Crowd Control

   Principles, Field Problems, Unusual Occurrences

   Illustrative Performance Objectives: 8.43, 8.44, 8.39

8. Booking Procedures

   Custody Orientation and Procedures, Illegal Force Against Prisoners, Adult and Juvenile Booking

   Illustrative Performance Objectives: 11.1, 11.2, 11.3, 11.4, 11.5

9. Community Relations

   Community Attitudes and Influences

   Illustrative Performance Objective: 2.2

10. Radio and Telecommunications, Use of Telephone and Radio

    Illustrative Performance Objective: 5.6

11. Examination

| | Minimum Hours |
|---|---|
| A. Professional Orientation | 1 |
| 1. History and Principles of Law Enforcement | |
| 2. Law Enforcement Profession | |
| B. Law | 4 |
| 1. Theft Law | |
| 2. Burglary Law | |
| 3. Receiving Stolen Property Law | |
| 4. Malicious Mischief Law | |
| 5. Assault/Battery Law | |
| 6. Assault with Deadly Weapon Law | |
| 7. Mayhem Law | |
| 8. Crimes Against Public Peace Law | |
| C. Communications | 8 |
| 1. Report Writing Mechanics | |
| 2. Report Writing Application | |
| 3. Uses of the Telephone/Radio/Telecommunications | |

*Topics correspond to Basic Course Functional Areas and Learning Goals

| | | Minimum Hours |
|---|---|---|
| D. | Vehicle Operation | 8 |
| | 1. Introduction to Vehicle Operation | |
| | 2. Vehicle Operation Factors | |
| | 3. Code 3 | |
| | 4. Vehicle Operation Liability | |
| | 5. Vehicle Inspection | |
| | 6. Vehicle Control Techniques | |
| E. | Force and Weaponry | 12 |
| | 1. Simulated Use of Force | |
| | 2. Handgun | |
| | 3. Shotgun | |
| | 4. Shotgun Shooting Principls | |
| | 5. Handgun/Night Range/(Target) | |
| | 6. Handgun/Combat/Night Range | |
| | 7. Shotgun/Combat/Day Range | |
| | 8. Shotgun/Combat/Night Range | |
| F. | Patrol Procedures | 42 |
| | 1. Patrol Concepts | |
| | 2. Perception Techniques | |
| | 3. Observation Techniques | |
| | 4. Beat Familiarization | |
| | 5. Problem Area Patrol Techniques | |
| | 6. Patrol "Hazards" | |
| | 7. Pedestrian Approach | |
| | 8. Vehicle Pullover Technique | |
| | 9. Miscellaneous Vehicle Stops | |
| | 10. Felony/High-Risk Pullover Field Problem | |
| | 11. Wants and Warrants | |
| | 12. Search/Handcuffing/Control Simulation | |
| | 13. Tactical Considerations/Crimes-in-Progress | |
| | 14. Officer Survival | |
| | 15. Hazardous Occurrences | |
| | 16. First Aid and CPR | |
| G. | Traffic | 4 |
| | 1. Initial Violator Contact | |
| | 2. License Identification | |
| | 3. Traffic Stop Hazards | |

4. Issuing Citations and Warnings
5. Traffic Direction

H. Custody 1

1. Custody
2. Custody Procedures
3. Prisoner Rights and Responsibilities

I. Physical Fitness and Defense Techniques 8

1. Baton Techniques
2. Baton Demonstration

J. Examinations 2

Note: Other subjects may be included as local needs suggest. However, chemical agent training should not be considered as a part of the Level II Reserve Course. In adding subjects, consideration should be given to the content in Module A.

COMMISSION PROCEDURE H-5
~~July 15, 1982~~
July 1, 1986

MODULE C - ~~120~~ 68 HOURS

(For partial satisfaction of "non-designated" Level I reserve training requirements; refer to PAM, Section H-3-3 for additional requirements.)

Hours

A. Professional Orientation ~~31~~

1. ~~History and Principles of Law Enforcement~~ Department Orientation
2. ~~Unethical Behavior~~ Career Influences
3. Administration of Justice Components
4. Related Law Enforcement Agencies
~~5. California Court System~~
5. ~~6.~~ California Corrections System

~~Illustrative Performance Objectives: 1.1, 1.4, 1.7, 1.8, 1.9, 1.10~~

B. Police Community Relations ~~10~~1

1. Citizen Evalution
2. Crime Prevention
3. ~~Stress Factors~~ Factors Influencing Psychological Stress

~~Illustrative Performance Objectives: 2.3, 2.4, 2.5~~

C. Law ~~25~~24

~~1. Introduction to Law~~
~~2. Crime Elements~~
~~3. Intent~~
~~4. Parties to a Crime~~
~~5. Defenses~~
~~6. Probable Cause~~
~~7. Attempt/Conspiracy/Solicitation Law~~
~~8. Obstruction of Justice Law~~
~~9. Theft Law~~
~~10. Extortion Law~~
~~11. Embezzlement Law~~
~~12. Forgery/Fraud Law~~
~~13. Burglary Law~~
~~14. Receiving Stolen Property~~
~~15. Malicious Mischief Law~~
~~16. Arson Law~~
~~17. Assault/Battery Law~~
~~18. Assault With Deadly Weapon Law~~
~~19. Mayhem Law~~
~~20. Felonious Assaults Law~~
1. ~~21.~~ Crimes Against Children Law
2. ~~22.~~ Public Nuisance Law
~~23. Crimes Against Public Peace Law~~
~~24. Deadly Weapons Law~~
3. ~~25.~~ Robbery Law
~~26. Kidnapping Law~~
4. ~~27.~~ Homicide Law

Hours

5.~~28.~~ ~~Sex Crimes Law and~~ Crimes Against Children
6.~~29.~~ Rape Law
~~30.~~ ~~Gaming Law~~
7.~~31.~~ Controlled Substance Law
8.~~32.~~ Hallucinogens Law
9.~~33.~~ Narcotics Law
10.~~34.~~ Marijuana Law
~~35.~~ ~~Poisonous Substances Law~~
11.~~36.~~ Alcoholic Beverage Control Law
~~37.~~ ~~Constitutional Rights Law~~
~~38.~~ ~~Local Ordinances~~
12.~~39.~~ Juvenile Alcohol Law
13.~~40.~~ Juvenile Law and Procedure

~~Illustrative Performace Objectives: 3.1-37, 3.39-41~~

D.~~F.~~ Laws of Evidence 8

~~1.~~ ~~Concepts of Evidence~~
1.~~2.~~ Priviledged Communications
~~3.~~ ~~Witness Qualifications~~
2.~~4.~~ Subpoena
3.~~5.~~ Burden of Proof
~~6.~~ ~~Rules of Evidence~~
4.~~7.~~ Legal Showup

~~D. Communications~~ ~~7~~

~~1.~~ ~~Interpersonal~~
~~2.~~ ~~Note Taking~~
~~3.~~ ~~Introduction to Report Writing~~
~~4.~~ ~~Report Writing Mechanics~~
~~5.~~ ~~Report Writing~~

~~Illustrative Peformance Objectives: 5.1-5~~

~~E.~~ ~~Vehicle Operations~~ ~~50~~

~~1.~~ ~~Introduction to Vehicle Operation~~
~~2.~~ ~~Vehicle Operation Factors~~
~~3.~~ ~~Code 3~~
~~4.~~ ~~Vehicle Operation Liability~~
~~5.~~ ~~Vehicle Inspection~~
~~6.~~ ~~Vehicle Control Techniques~~
~~7.~~ ~~Stress Exposure and Hazardous Awareness Emergency Driving~~

~~Illustrative Performance Objectives: 6.1-6~~

~~Illustrative Performance Objectives: 4.1, 4.2, 4.3, 4.5, 4.6, 4.9~~

E.G.Patrol Procedures 24~~30~~

1.~~1.~~ ~~Patrol Concepts~~ Interrogation
2. Perception Techniques
3. Observation Techniques
4. Beat Familiarization
5. Problem Area Patrol Techniques

Hours

6. Vehicle Checks
7. Wants and Warrants
2. ~~8.~~ Vehicle Search Techniques
3. ~~9.~~ Building Search Techniques
4. ~~10.~~ Missing Persons
5. Burglary-in-Progress Calls
6. Robbery-in-Progress Calls
7. Prowler Calls
8. Crimes-in-Progress/Field Problems
9. ~~11.~~ Handling Disputes
10. ~~12.~~ Family Disputes
11. ~~13.~~ Repossessions
12. ~~14.~~ Landlord/Tenant Disputes
~~15. Labor Disputes~~
13. ~~16.~~ Defrauding an Innkeeper
~~17. Handling Sick and Injured Persons~~
14. ~~18.~~ Handling Dead Bodies
15. ~~19.~~ Handling Animals
~~20. Vehicle Impound and Storage~~
16. ~~21.~~ Mentally Ill
~~22. Mutual Aid~~
~~23. Unusual Occurrences~~
17. ~~24.~~ Fire Conditions
18. ~~25.~~ ~~News Media Relations~~ Barricaded Suspects/Hostage Situations
19. ~~26.~~ ~~Agency Referral~~ Domestic Violence

~~Illustrative Performance Objectives: 8.1-5, 8.8, 8.13, 8.15-17, 8.26-34, 8.36, 8.40-42~~

F. ~~H.~~ Traffic ~~10~~4

1. Introduction to Traffic
2. Vehicle Code
3. Vehicle Registration
4. Vehicle Code Violations
5. Alcohol Violations
6. ~~Psychology of Violator Contacts~~ Auto Theft Investigation
7. License Identification
7. ~~8.~~ ~~Traffic Accident Investigation~~ Traffic Accident Investigation
~~9. Traffic Accident Field Problem~~

~~Illustrative Performance Objectives: 9.1-6, 9.8, 9.13-16~~

G. I. Criminal Investigation ~~10~~4

1. ~~Crime Scene Notes~~ Search
2. Crime Scene Sketches
3. Latent Prints
4. Identification, Collection, and Preservation of Evidence
5. Chain of Custody
6. Interviewing
7. Local Detective Function
2. ~~8.~~ Information Gathering
3. ~~9.~~ Courtroom Demeanor
~~10. Auto Theft Investigation~~
~~11. Burglary Investigation~~
~~12. Grand Theft Investigation~~
~~13. Felonious Assault Investigation~~
4. ~~14.~~ ~~Sex Crimes Investigation~~ Sexual Assault Investigation
~~15. Homicide Investigation~~

Hours

~~16. Suicide Investigation~~
~~17. Kidnapping Investigation~~
~~18. Robbery Investigation~~
5.~~19.~~ Child Abuse Investigation Child Sexual Abuse and Exploitation Investigation

~~20. Vice and Organized Crime~~
~~21. Controlled Substance Abuse~~

~~Illustrative Performance Objectives: 10.3-21~~

~~J. Custody~~ ~~2~~ 0

~~1. Prisoner Rights and Responsibilities~~
~~2. Prisoner Release~~

~~Illustrative Performance Objectives: 11.6, 11.7~~

~~I.K. Physical Fitness and Defense Techniques~~

~~1. Physical Disablers~~
~~2. Prevention of Disablers~~
~~3. Weight Control~~
~~4. Self Evaluation~~
~~5. Life-Time Fitness~~ ~~40~~

~~Illustrative Performance Objectives: 12.1-5~~

H. Examinations ~~42~~

Note: Hours and instructional topics may be adjusted with prior POST approval.

Commission on Peace Officer Standards and Training

| TOPICAL OUTLINE * | | | Proposed Reserve Modules **A | B | C |
|---|---|---|---|---|---|
| 1.0 | Professional Orientation | (10 Hours) | 4 | 1 | 1 |
| 1.1.0 | History and Principles of Law Enforcement | | | X | |
| 1.2.0 | Law Enforcement Profession | | X | X | |
| 1.3.0 | Ethics | | X | | |
| 1.4.0 | Unethical Behavior | | X | | |
| 1.5.0 | Department Orientation | | | | X |
| 1.6.0 | Career Influences | | | | X |
| 1.7.0 | Administration of Justice Components | | | | X |
| 1.8.0 | Related Law Enforcement Agencies | | | | X |
| 1.9.0 | California Court System | | X | | |
| 1.10.0 | California Corrections System | | | | X |
| 1.11.0 | Discretionary Decision Making | | X | | |
| | Police Community Relations | (15 Hours) | 2 | 0 | 1 |
| 2.1.0 | Community Service Concept | | X | | |
| 2.2.0 | Community Attitudes and Influences | | X | | |
| 2.3.0 | Citizens Evaluation | | | | X |
| 2.4.0 | Crime Prevention | | | | X |
| 2.5.0 | Factors Influencing Psychological Stress | | | | X |
| 3.0 | Law | (50 Hours) | 8 | 4 | 24 |
| 3.1.0 | Introduction to Law | | X | | |
| 3.2.0 | Crime Elements | | X | | |
| 3.3.0 | Intent | | X | | |
| 3.4.0 | Parties to a Crime | | X | | |
| 3.5.0 | Defenses | | X | | |
| 3.6.0 | Probable Cause | | X | | |
| 3.7.0 | Attempt/Conspiracy/Solicitation | | | | |
| 3.8.0 | Obstruction of Justice | | X | | |
| 3.9.0 | Theft Law | | | X | |
| 3.10.0 | Extortion Law | | | | |
| 3.11.0 | Embezzlement Law | | | | |
| 3.12.0 | Forgery/Fraud Law | | | | |
| 3.13.0 | Burglary Law | | | X | |
| 3.14.0 | Receiving Stolen Property Law | | | X | |
| 3.15.0 | Malicious Mischief Law | | | X | |
| 3.16.0 | Arson Law | | | | |
| 3.17.0 | Assault/Battery Law | | | X | |
| 3.18.0 | Assault With Deadly Weapon Law | | | X | |
| 3.19.0 | Mayhem Law | | | X | |
| 3.20.0 | Felonious Assaults Law | | | | |
| 3.21.0 | Crimes Against Children Law | | | | X |
| 3.22.0 | Public Nuisance Law | | | | X |
| 3.23.0 | Crimes Against Public Peace Law | | | X | |
| 3.24.0 | Deadly Weapons Law | | | | |
| 3.25.0 | Robbery Law | | | | X |
| 3.26.0 | Kidnapping/False Imprisonment Law | | | | |
| 3.27.0 | Homicide Law | | | | X |
| 3.28.0 | Sex Crimes and Crimes Against Children | | | | X |
| 3.29.0 | Rape Law | | | | X |

*Note that some learning goals have been deleted. This reflects the need to preserve consistency in numbering learning goals and performance objectives.

**Level III Training - PC 832 and Communications and Arrest Course.

| | | | Proposed Reserve Modules A | B | C |
|---|---|---|---|---|---|
| Law (cont.) | | | | | |
| 3.30.0 | Gaming Law | | | | |
| 3.31.0 | Controlled Substances Law | | | | X |
| 3.32.0 | Hallucinogens Law | | | | X |
| 3.33.0 | Narcotics Law | | | | X |
| 3.34.0 | Marijuana Law | | | | X |
| 3.35.0 | Poisonous Substances Law | | | | |
| 3.36.0 | Alcoholic Beverage Control Law | | | | X |
| 3.37.0 | Constitutional Rights Law | | X | | |
| 3.38.0 | Laws of Arrest | | X | | |
| 3.39.0 | Local Ordinances | | | | |
| 3.40.0 | Juvenile Alcohol Law | | | | X |
| 3.41.0 | Juvenile Law and Procedure | | | | X |
| 4.0 | Laws Of Evidence | (20 Hours) | 4 | 0 | 2 |
| 4.1.0 | Concepts of Evidence | | X | | |
| 4.2.0 | Privileged Communication | | | | X |
| 4.3.0 | (Deleted) | | | | |
| 4.4.0 | Subpoena | | | | X |
| 4.5.0 | Burden of Proof | | | | X |
| 4.6.0 | Rules of Evidence | | X | | |
| 4.7.0 | Search Concept | | X | | |
| 4.8.0 | Seizure Concept | | X | | |
| 4.9.0 | Legal Showup | | | | X |
| 5.0 | Communications | (30 Hours) | 4 | 8 | 0 |
| 5.1.0 | Interpersonal Communications | | X | | |
| 5.2.0 | Note Taking | | X | | |
| 5.3.0 | Introduction to Report Writing | | X | | |
| 5.4.0 | Report Writing Mechanics | | | X | |
| 5.5.0 | Report Writing Application | | | X | |
| 5.6.0 | Use of the Telephone/Radio/Telecommunications | | | X | |
| 6.0 | Vehicle Operation | (24 Hours) | 0 | 8 | 0 |
| 6.1.0 | Introduction to Vehicle Operation | | | X | |
| 6.2.0 | Vehicle Operation Factors | | | X | |
| 6.3.0 | Code 3 | | | X | |
| 6.4.0 | Vehicle Operation Liability | | | X | |
| 6.5.0 | Vehicle Inspection | | | X | |
| 6.6.0 | Vehicle Control Techniques | | | X | |
| 6.7.0 | Stress Exposure and Hazardous Awareness Emergency Driving | | | | |
| 7.0 | Force And Weaponry | (50 Hours) | 19 | 12 | 0 |
| 7.1.0 | Effects of Force | | X | | |
| 7.2.0 | Reasonable Force | | X | | |
| 7.3.0 | Deadly Force | | X | | |
| 7.4.0 | Simulated Use of Force | | | X | |
| 7.5.0 | Firearms Safety | | X | | |
| 7.6.0 | Handgun | | | X | |
| 7.7.0 | Care and Cleaning of Service Handgun | | X | | |
| 7.8.0 | Shotgun | | | X | |
| 7.9.0 | (Deleted) | | | | |
| 7.10.0 | Handgun Shooting Principles | | X | | |

| | | | Proposed Reserve Modules A | B | C |
|---|---|---|---|---|---|
| Force And Weaponry (cont.) | | | | | |
| 7.11.0 | Shotgun Shooting Principles | | | X | |
| 7.12.0 | Identification of Agency Weapons and Ammunition | | | | |
| 7.13.0 | Handgun/Day/Range (Target) | | X | | |
| 7.14.0 | Handgun/Night/Range (Target) | | | X | |
| 7.15.0 | Handgun/Combat/Day/Range | | X | | |
| 7.16.0 | Handgun/Combat/Night/Range | | | X | |
| 7.17.0 | Shotgun/Combat/Day/Range | | | X | |
| 7.18.0 | Shotgun/Combat/Night/Range | | | X | |
| 7.19.0 | Use of Chemical Agents | | | | |
| 7.20.0 | Chemical Agent Simulation | | | | |
| 8.0 | Patrol Procedures | (116 Hours) | 4 | 42 | 30 |
| 8.1.0 | Patrol Concepts | | | X | |
| 8.2.0 | Perception Techniques | | | X | |
| 8.3.0 | Observation Techniques | | | X | |
| 8.4.0 | Beat Familiarization | | | X | |
| 8.5.0 | Problem Area Patrol Techniques | | | X | |
| 8.6.0 | Patrol "Hazards" | | | X | |
| 8.7.0 | Pedestrian Approach | | | X | |
| 8.8.0 | Interrogation | | | | X |
| 8.9.0 | Vehicle Pullover Technique | | | X | |
| 8.10.0 | Miscellaneous Vehicle Stops | | | X | |
| 8.11.0 | Felony/High Risk Pullover Field Problem | | | X | |
| 8.12.0 | (Deleted) | | | | |
| 8.13.0 | Wants and Warrants | | | X | |
| 8.14.0 | Person Search Techniques | | X | | |
| 8.15.0 | Vehicle Search Techniques | | | | X |
| 8.16.0 | Building Area Search | | | | X |
| 8.17.0 | Missing Persons | | | | X |
| 8.18.0 | Search/Handcuffing/Control Simulation | | | X | |
| 8.19.0 | Restraint Devices | | X | | |
| 8.20.0 | Prisoner Transportation | | X | | |
| 8.21.0 | Tactical Considerations/Crimes-In-Progress | | | X | |
| 8.22.0 | Burglary-In-Progress Calls | | | | X |
| 8.23.0 | Robbery-In-Progress Calls | | | | X |
| 8.24.0 | Prowler Calls | | | | X |
| 8.25.0 | Crimes-In-Progress/Field Problems | | | | X |
| 8.26.0 | Handling Disputes | | | | X |
| 8.27.0 | Family Disputes | | | | X |
| 8.28.0 | Repossessions | | | | X |
| 8.29.0 | Landlord/Tenant Disputes | | | | X |
| 8.30.0 | Labor Disputes | | | | |
| 8.31.0 | Defrauding an Innkeeper | | | | X |
| 8.32.0 | Handling Sick and Injured Persons | | | | |
| 8.33.0 | Handling Dead Bodies | | | | X |
| 8.34.0 | Handling Animals | | | | X |
| 8.35.0 | (Deleted) | | | | |
| 8.36.0 | Mentally Ill | | | | X |
| 8.37.0 | Officer Survival | | | X | |
| 8.38.0 | Mutual Aid | | | | |
| 8.39.0 | Hazardous Occurrences | | | X | |
| 8.40.0 | Fire Conditions | | | | X |
| 8.41.0 | News Media Relations | | | | |
| 8.42.0 | Agency Referral | | | | |
| 8.43.0 | Crowd Control | | | | |

| | | | Proposed Reserve Modules A | B | C |
|---|---|---|---|---|---|
| **Patrol Procedures (cont.)** | | | | | |
| 8.44.0 | Riot Control Field Problem | | | | |
| 8.45.0 | First Aid and CPR | | | X | |
| 8.46.0 | Barricaded Suspects/Hostage Situations | | | | X |
| 8.47.0 | Domestic Violence | | | | X |
| **9.0 Traffic** | | (30 Hours) | 0 | 4 | 4 |
| 9.1.0 | Introduction to Traffic | | | | X |
| 9.2.0 | Vehicle Code | | | | X |
| 9.3.0 | Vehicle Registration | | | | X |
| 9.4.0 | Vehicle Code Violations | | | | X |
| 9.5.0 | Alcohol Violations | | | | X |
| 9.6.0 | Auto Theft Investigation | | | | X |
| 9.7.0 | Initial Violator Contact | | | X | |
| 9.8.0 | License Identification | | | X | |
| 9.9.0 | Traffic Stop Hazards | | | X | |
| 9.10.0 | Issuing Citations and Warnings | | | X | |
| 9.11.0 | Traffic Stop Field Problems | | | | |
| 9.12.0 | Traffic Direction | | | X | |
| 9.13.0 | Traffic Accident Investigation | | | | X |
| 9.14.0 | Traffic Accident Field Problem | | | | |
| 9.15.0 | Vehicle Impound and Storage | | | | |
| **10.0 Criminal Investigation** | | (50 Hours) | 4 | 0 | 4 |
| 10.1.0 | Preliminary Investigation | | X | | |
| 10.2.0 | Crime Scene Search | | | | X |
| 10.3.0 | Crime Scene Notes | | X | | |
| 10.4.0 | Crime Scene Sketches | | | | |
| 10.5.0 | Fingerprints | | | | |
| 10.6.0 | Identification, Collection, and Preservation of Evidence | | X | | |
| 10.7.0 | Chain of Custody | | X | | |
| 10.8.0 | Interviewing | | X | | |
| 10.9.0 | Local Detective Function | | | | |
| 10.10.0 | Information Gathering | | | | X |
| 10.11.0 | Courtroom Demeanor | | | | X |
| 10.12.0 | (Deleted) | | | | |
| 10.13.0 | Burglary Investigation | | | | |
| 10.14.0 | Grand Theft Investigation | | | | |
| 10.15.0 | Felonious Assault Investigation | | | | |
| 10.16.0 | Sexual Assault Investigation | | | | X |
| 10.17.0 | Homicide Investigation | | | | |
| 10.18.0 | Suicide Investigation | | | | |
| 10.19.0 | Kidnapping Investigation | | | | |
| 10.20.0 | Poisoning Investigation | | | | |
| 10.21.0 | Robbery Investigation | | | | |
| 10.22.0 | Child Sexual Abuse and Exploitation Investigation | | | | X |
| **11.0 Custody** | | ( 5 Hours) | 1 | 1 | 0 |
| 11.1.0 | Custody Orientation | | | X | |
| 11.2.0 | Custody Procedures | | | X | |
| 11.3.0 | Illegal Force Against Prisoners | | X | | |
| 11.4.0 | Adult Booking | | | | |

| | | Proposed Reserve Modules A | B | C |
|---|---|---|---|---|
| Custody (cont.) | | | | |
| 11.5.0 Juvenile Booking | | | | |
| 11.6.0 Prisoner Rights and Responsibilities | | | X | |
| 11.7.0 Prisoner Release | | | | |
| 12.0 Physical Fitness and Defense Techniques | (85 Hours) | 4 | 8 | 0 |
| 12.1.0 Physical Disablers | | | | |
| 12.2.0 Prevention of Disablers | | | | |
| 12.3.0 Weight Control | | | | |
| 12.4.0 Self-Evaluation | | | | |
| 12.5.0 Lifetime Fitness | | | | |
| 12.6.0 Principles of Weaponless Defense | | X | | |
| 12.7.0 Armed Suspect/Weaponless Defense | | X | | |
| 12.8.0 Baton Techniques | | | X | |
| 12.9.0 Baton Demonstration | | | X | |
| Examinations | ( 35 Hours) | 2 | 2 | 2 |
| a. Written and Performance | | | | |
| TOTAL REQUIRED HOURS: | 520 Hours | 56 | 90 | 68 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title: Approve Contract Award To Develop Computerized, Interactive Video Program-PC 832 Training | | Meeting Date: January 22, 1986 |
| Bureau: Training Program Services | Reviewed By: Hal Snow HS | Researched By: George Niesl GWN |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 1-7-86 | Date of Report: December 6, 1985 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact: [X] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Approval of vendor selection and award of contract to develop a computer assisted, interactive video instruction program for the P.C. 832 course.

## BACKGROUND

At its April 1985 meeting, the Commission authorized staff to contract for preparation of a Request For Proposal (RFP) to develop a computer-assisted, interactive video instruction (CAIVI) program for training peace officers as required by Section 832 of the California Penal Code.

In October, the Commission approved dissemination of the RFP and the process of vendor selection was initiated. Following evaluation of the proposals submitted by vendors, the most suitable vendor was selected. Commission consideration of the award of contract to the selected vendor is requested at this time.

## ANALYSIS

In response to the RFP, the vendor proposes to evaluate and apply training and technological concepts to the delivery of this type of training, devise a system for computer/video-based delivery of the training, devise methodology for measurement of student performance, develop software to support the program, and present to POST a complete workable system along with four sets of hardware (personal computers with monitors, terminals, and video disc players). The hardware will be used for initial demonstration and pilot testing purposes. Self-pacing and testing are part of this pilot program. This program will be carefully evaluated and could benefit approximately 6,500 trainees per year when fully implemented following the pilot period. All the materials and technology will also be applicable to the Basic Course and will be maintained and updated on a regular basis.

Among other potential advantages, the program will address the following identified needs:

(a) Standardized training in PC 832 subjects;
(b) Quality training in decision making and psychomotor skills;
(c) Training more available in remote areas; and
(d) Remedial as well as initial training.

A total of 14 proposals were received in response to the RFP. The proposals were evaluated using a formula that weighted key factors such as the instructional design, technical approach, available experience and expertise, and ability to deliver all products. All valid competitors are being ranked by this formula and the four highest-ranking competitors will be further evaluated on the basis of oral presentations. Cost estimates will then be reviewed for the final adjustment of ranking of competitors.

It is planned that the successful bidder will be identified and recommendation for contract award made at the Commission meeting.

Commission approval will enable the contract period to begin on March 1, 1986, for project completion no later than January 1, 1987.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| Agenda Item Title | | Meeting Date |
|---|---|---|
| Revision of Commission Procedure D-10 | | January 22, 1986 |
| Bureau: Training Delivery Services | Reviewed By | Researched By: Darrell L. Stewart |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 1-6-86 | Date of Report: January 2, 1986 |

Purpose: [x] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Consideration of revisions to Commisson policies and procedures concerning course certification and presentation.

## BACKGROUND

Commission Procedure D-10 contains Commission policies and procedures relative to training course certification. The last substantive revision of D-10 occurred in 1980. Staff has identified several areas in need of revision.

Changes proposed in this report are (1) addition of several policies now contained in either Commission meeting minutes or the Commission Policy Manual, (2) several procedural changes, and (3) nonsubstantive technical changes.

Proposed changes are described in the attachment.

## ANALYSIS

Three of the policy statements being included are previously established Commission policies regarding certification of courses. These policies are included in the Commission Policy Manual. However, it is believed that these three policies should also be included in Procedure D-10, because D-10 is often the only certification material given to prospective course presenters. The three policies, with non-substantive language changes are:

- POST will only endorse or co-sponsor courses, seminars, conferences or other programs, and grant permission to use POST's name, when POST takes part in the planning phase and assists in the development of the subject matter or program, and the selection of the instructors or speakers.

- POST will certify courses in management/labor relations, but will not certify courses to train management and/or employees in the techniques of labor negotiations.

- POST will certify courses for developing and improving teaching skills and expertise, but will not certify courses designed to meet state teaching credential requirements, as such training is available from the University of California.

A proposed new policy provides that:

- o POST will only certify courses with tuitions, fees and materials charges when all costs are fully disclosed. After a course is certified, POST reserves the right to review and approve or disapprove any subsequently proposed tuition, fee or material charge. This policy applies to both reimbursable and non-reimbursable charges.

This new policy is based upon a decision reached by the Commission some years ago after review of the charging of non-reimbursable fees. It is believed necessary to avoid instances where courses are certified under a non-tuition plan, and then the presenter adds a tuition or fee to generate more funds. This has occurred in the past, and the presenters have been reluctant to provide POST with course budget information because the course was not certified under a tuition plan.

The major procedural changes included in the proposed draft involve instructions on the current course recertification process and current requirements for expanded course outlines and hourly distribution schedules. The requirement for an expanded course outline on certification and recertification of a course is a quality control measure to assure that proper development of a course has occurred. The requirement for an hourly distribution schedule with each Course Announcement is a quality control measure to assure that the course is being presented as certified. Commission policy requires that all certifications be reviewed annually. Prior to July 1 each year, staff reviews and processes all certifications for renewal. The annual recertification process is not currently described in Commission Procedure D-10, so it has been included as proposed paragraph 10-7.

Several other significant procedural statements are included in the proposed changes. The first is proposed paragraph 10-3. This proposal adds clarification to the factors evaluated during certification processing. Each factor has been considered in the past, but has not been in Procedure D-10. The second is proposed paragraph 10-14-k. This proposal deals with overenrollment of tuition courses and provides for sanctions whenever a presenter has generated excessive profits by overenrolling students in the course. The procedure has been in effect for several years, but has not been in Commission Procedure D-10. The third is proposed paragraph 10-22(i). This proposal describes how course presenters are to report attendance on the POST Roster. The procedure has been in effect for many years, but has not been in Procedure D-10.

Modification of Commission Procedure D-10 does not require a public hearing.

RECOMMENDATION

If the Commission concurs with the proposed changes, the appropriate action would be a MOTION to adopt the proposed Commission Procedure D-10, effective January 22, 1986.

# CERTIFICATION AND PRESENTATION OF TRAINING COURSES

## Purpose

10-1. Course Certification Program: This Commission procedure implements the Course Certification Program established in Section 1012(a) and (b) of the Regulations, which outlines the criteria for certification and presentation of POST courses.

## Standards

10-2. POST Standards for Training: A primary responsibility of the Commission on Peace Officer Standards and Training (POST) is to establish minimum standards for the training of personnel in ~~local police and sheriffs' departments~~ agencies that participate in POST ~~approved~~ training programs. In fulfilling this responsibility, POST conducts on-going evaluations of certified training courses ~~programs~~ to ensure continuing need and sustained quality.

## ~~Evaluation~~ Evaluating Course Proposals

10-3. POST Evaluation of Training: Each ~~Every~~ training course, for which reimbursement allowance is made to eligible law enforcement agencies for personnel training costs, or for which attendance is mandated by POST, ~~must~~ shall be certified by ~~the Commission on Peace Officer Standards and Training~~ POST. The process ~~purpose of the requirement for~~ of course certification ~~is to~~ includes evaluation of ~~evaluate~~ those factors that justify the need for, and ensure the quality of, ~~the~~ each training course. Factors evaluated include:

a. Course content
b. Qualifications of instructors and coordinators
c. Adequacy of physical facilities
d. Cost of course
e. Potential clientele and volume of trainees
f. Need and justification for course
g. Time frame of course presentation
h. Methods of course presentation
i. Adequacy and availability of clerical and support staff
j. Maximum trainees per session
k. Adequacy of trainee testing or evaluation processes
l. Appropriate instructor/trainee ratios

Policy

10-4. Statements of Policy: The following statements of policy shall govern the certification of courses by POST ~~the Commission on Peace Officer Standards and Training~~:

a. Only those courses for which there is a definable and justifiable need shall be certified. The POST training resources are directed primarily toward the development of training according to the priorities identified by a needs assessment process. The need for training which is not thus identified must be substantiated by the requester.

b. Funds allocated for training shall be expended judiciously and in the most cost effective manner possible.

c. POST staff and course presenters shall develop and use appropriate means of evaluating course effectiveness.

d. Courses shall not be certified which will be presented in conjunction with association or organizational meetings or conferences, nor shall courses be certified to associations which offer a one-time presentation if attendance is restricted to association members.

e. POST will only endorse or co-sponsor courses, seminars, conferences or other programs, and grant permission to use POST's name, when POST takes part in the planning phase and assists in the development of the subject matter or program, and the selection of the instructors or speakers.

f. POST will certify courses in management/labor relations, but will not certify courses to train management and/or employees in the techniques of labor negotiations.

g. POST will certify courses for developing and improving teaching skills and expertise, but will not certify courses designed to meet state teaching credential requirements, as such training is available from the University of California.

h. POST will only certify courses with tuitions, fees and materials charges when all costs are fully disclosed. After a course is certified, POST reserves the right to review and approve or disapprove any subsequently proposed tuition, fee or material charge. This policy applies to both reimbursable and non-reimbursable charges.

~~e.~~ i. No course shall be certified which restricts attendance to a single agency unless the purpose of the course is for the improvement of a specific law enforcement agency, and attendance by non-members of that agency would jeopardize the success of the course.

10-4. Statements of Policy (continued)

~~f.~~ j. Contracts for courses shall be awarded competitively with the training to be presented in the most cost-effective manner possible, consistent with quality, cost, and need considerations.

~~g.~~ k. Contracts for courses shall be kept to a minimum and shall be entered into only when absolutely necessary.

~~h.~~ l. Course ~~c~~certification ~~of courses~~ to out-of-state presenters shall be kept to a minimum, and only made on an exceptional basis and with Commission approval.

~~i.~~ m. Course certification shall be made on a fiscal year basis, subject to annual review.

~~j.~~ n. Training course certification and training activities shall be consistent with the Resource Management System.

Forms

10-5. Forms Used for Certification and Presentation of Training Courses: There are ~~five~~ six forms to be used in requesting certification and in presenting a POST certified training course. The forms are:

a. ~~The~~ Course Certification Request ~~Form~~ (POST 2-103): Submitted by the course coordinator to POST and is the basis for obtaining certification of a training course.

b. ~~The~~ Course Budget ~~Form~~ (POST 2-106): Submitted with the Course Certification Request ~~Form only~~ if tuition is to be charged for the course or the course is proposed to be presented for POST under contract.

c. ~~The~~ Course Announcement ~~Form~~ (POST 2-110): Submitted to obtain POST approval for the initial presentation of a specific certified course and for each separate presentation thereafter.

d. ~~The~~ Course Roster ~~Form~~ (POST 2-111): Lists names of trainees attending a given class and is submitted to POST at the conclusion of each course.

e. ~~The~~ Course Evaluation Instrument ~~Form~~ (POST 2-245): Distributed by the course coordinator on the first day of the presentation and completed at the end of the course by each trainee. The completed forms are to be collected on the last day of the course and submitted to POST with the Course Roster ~~Form~~ (POST 2-111).

10-5. Forms Used for Certification and Presentation of Training Courses (continued)

f. Training Reimbursement Request (POST 2-273): This form is not actually used in certification or presentation of a course, but must be collected from POST reimbursable agency trainees attending a certified course presentation and forwarded to POST attached to the Course Roster. Such trainees who do not have the form during a course presentation should be instructed to have their agencies directly contact POST if reimbursement is desired. Trainees from agencies not in the POST Reimbursement Program will not submit this form to the course coordinator.

Each of the listed forms serves to accomplish a progressive step in ensuring that training courses are approved and presented in conformance with POST standards.

The forms will be furnished by POST upon request.

## Certification Process

10-6. Obtaining Course Certification: Any person who wishes to have a course certified ~~must~~ shall:

a. Contact a POST ~~area~~ training consultant for consultation on the proposed course.

b. Prepare the Course Certification Request (POST 2-103). ~~(Fill out a copy of the Course Budget (POST 2-106) only for those courses for which a tuition is to be charged.)~~

c. Prepare the Course Budget (POST 2-106) if the proposed course will require a tuition or is proposed to be presented under contract.

d. ~~c.~~ Prepare ~~a course outline, showing dates and hours of instructions,~~ an expanded course outline, indicating the subject main topics and sub-topics, with sufficient material to indicate technical information on the subject areas. This outline shall be more than a topical outline or synopsis but less than what is commonly known as a lesson plan or unit guide. Example formats are available from POST upon request.

e. ~~d.~~ Prepare ~~a synopsis statement of the course,~~ an hourly distribution schedule, indicating the days of the week, instructors, and topics scheduled during each specific time period. Example formats are available from POST upon request.

f. ~~e.~~ ~~Secure~~ Prepare a resume~~s of~~ for each instructor~~s'~~ that describes the person's education, ~~and~~ job experience~~r~~, teaching experience, and subjects taught.

10-6. Obtaining Course Certification (continued)

g. ~~f.~~ Submit the above completed forms and other required material to POST, ~~P. O. Box 20145, Sacramento, CA 95820-0145 at least 30~~ which must be received by POST at least 60 days prior to the first planned presentation.

## Recertification Process

10-7. Annual Recertification: Consistent with Commission policy, each certified course is reviewed prior to commencement of a new fiscal year. The review includes evaluation of continuing need for each course, currency of curricula, and continuing adherence to the terms of certification.

a. A course that has not been presented within one year of the time of review shall be decertified unless exceptional justification exists for continuing certification.

b. POST staff will assure that for each course for recertification POST files contain a current expanded course outline, hourly distribution schedule, and instructor resume(s).

c. The presenter of each course shall provide POST with copies of all relevant documents necessary for review of course content and instruction, and shall provide information necessary to examine adherence to the terms of certification.

## ~~Restrictions~~ Certification Period

~~10-9.~~ 10-8. ~~Restrictions to Course~~ Certification Period: A course shall remain~~s~~ certified for a specified number of presentations during a fiscal year, ~~as~~ provided that ~~long as~~ it is presented in the manner in which it is certified, and subject to the restrictions or stipulations stated by POST. ~~at the time the course is certified.~~

## ~~Changes~~

~~10-13. Changes in Total Hours or Tuition: Any change which increases or decreases total hours of presentation or tuition must be submitted to POST for approval.~~

## Valid Certification

~~10-14.~~ 10-9. Validity of Course Certification: A course ~~which~~ that has been certified is valid for presentation only by the ~~training facility~~ presenter receiving the certification~~. It~~, and is not transferable~~.~~ to another presenter.

## Request for Changes

~~10-15.~~10-10. Certified Course Not to be Changed: A course, once certified under the conditions specified in the Course Certification Request and certification confirmation letter, is not to be changed or modified without prior POST approval. If a course change is necessary or desirable, ~~course~~ any proposed change must be submitted to POST ~~staff~~ for approval prior to any change being implemented.

## Basis for Reimbursement

~~10-19.~~10-11. Basis for Reimbursement of Certified Courses: Only ~~those~~ a training course~~s~~ that is ~~are~~ certified by POST and assigned a certification number ~~by POST are recognized as the basis for POST reimbursement~~ is reimbursable.

## ~~Title and Control Number~~ Course Publicity

~~10-20.~~10-12. ~~Course Title and Course Control Number~~ Proper Publicity: A course must be publicized under the title exactly as it is ~~was~~ certified by ~~the Commission~~ POST. Titles must also conform to the POST designated classification. The POST seven digit course ~~control~~ number ~~must~~ should also be printed in any course announcements, brochures, bulletins, or publications~~,~~. ~~W~~when circulating information about the course presentation~~,~~, POST shall be clearly indicated as having certified the training course.

## Course Numbering System

10-13. Course Numbering: Each course certified is assigned a seven digit Course Certification Number. The first three digits identify the presenter and the next four digits indicate the course category or type of training. For example, the Sacramento Training Center has a certified supervisory course. The Course Certification Number is 297-0040; 297 specifies the presenter, and 0040 indicates a supervisory course. Additionally, when a Course Announcement (POST 2-110) is forwarded to POST for approval of a specific presentation, an additional three digits are added to the Course Certification Number. The ten digit number then becomes a Course Control Number, and identifies a particular presentation of a specific course. A Course Control Number for the first presentation of the above example course is 297-0040-401.

Tuition Guidelines

~~10-7.~~10-14. Approved Expenses for Establishing Tuition: The following guidelines are to be used by course coordinators and other individuals presenting or planning to present tuition-type and contract training programs certified by ~~the Commission~~ POST. These guidelines identify the expenses that may be approved in establishing the allowable tuition and contract costs, and are to be used in completing ~~POST Forms 2-103~~ the ~~(~~Course Certification Request~~)~~ (POST 2-103), and ~~2-106 (~~Course Budget~~)~~ (POST 2-106) when requesting the initial certification~~,~~ or recertification.

The Budget Categories Worksheet, Pages 2 and 3 of the Course Budget (POST 2-106), shall be completed, listing the costs for each of the categories as applicable. Each category cost is to be totaled and entered on the Budget Categories Summary, Page 1 of the Course Budget. The Course Budget shall be submitted with the Course Certification Request (POST 2-103).

Direct costs are those allowable costs directly incidental to the development and presentation of a POST-certified course. The adopted guidelines for approved direct and indirect costs are as follows:

a. Instruction Costs:

(1) Up to $25 per hour for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation, when applicable, will be included in this amount.

(2) Up to $62 per instructional hour may be approved in instances of special need for particular expertise in an instructional area, based upon acceptable written justification from the presenter.

On those limited occasions where it may be necessary to obtain special expertise to provide executive level training, the maximum of $62 per instructional hour may be exceeded upon prior approval of the Executive Director.

(3) Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under those conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

b. Development Costs: A one-time only cost may be approved for new courses up to $15 per hour for each certified hour to cover the cost of necessary research and other attendant developmental activities. The cost for course development ~~are to~~ may be included in the tuition charge for the first presentation only.

~~10-7.~~10-14. Approved Expenses For Establishing Tuition (continued)

c. Coordination: POST will pay fees for coordination based on the type of services performed. Coordination is categorized as: (1) General Coordination, and (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks in the development, pre-planning, and maintenance of any certified course to be presented by a specific presenter. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating subject time periods, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting.

General Coordination fees may be charged as follows:

| Certified Course Length | Amount |
|---|---|
| 24 hours or less | $100 per presentation |
| 25 to 40 hours | $150 per presentation |
| Over 40 hours | $ 3 per hour, up to 100 hours |

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., insuring attendance of instructors, identifying the need and arranging for the appearance of alternate instructors through the general coordinator when assigned instructors are not available, and being responsible for the development of a positive learning environment and favorable social climate. It is required that the Presentation Coordinator be in the classroom, or immediate vicinity, to resolve problems that may arise relating to the presentation of the course.

Presentation Coordination fees may be charged as follows:

$9 per certified hour., which is normal, and

Up to $15 per certified hour, with POST approval, supported by written justification showing a need for a greater degree of coordination expertise.

d. Clerical Support: Clerical hourly rates may be allowed up to $7.50 per hour ~~for clerical support~~ based on the following formula:

| Certified Course Length | Clerical Support |
|---|---|
| 24 hours or less | 40 hours maximum |
| 25 to 40 hours | 50 hours maximum |
| Over 40 hours | 100 hours maximum |

~~10-7.~~10-14. Approved Expenses For Establishing Tuition (continued)

e. Printing/Reproduction: Actual expenses for brochure and handout printing or reproduction may be allowed. Expenses shall include a per sheet cost breakdown.

f. Books/Films/Instructional Materials: Actual expenses may be allowed provided each expense is identified. Expendables, such as programmed tests, may be allowed in the same manner. Textbooks may be purchased and a one-time expenditure may be allowed for textbooks which will be used in future class presentations. If the course is decertified, or if the texts are no longer necessary in this course, they shall be delivered to POST for disposition within a reasonable period of time, at the expense of the training institution.

   Films and other expensive instructional aids should normally be rented or obtained without charge from the various sources available. If a purchase is necessary, and authorized by POST, such materials shall remain the property of POST.

g. Paper/Office Supplies/Mailing: Actual expenses may be allowed provided each expense is identified.

h. Coordinator/Instructor(s) Travel: An estimate is to be made of the necessary travel expenses for advance budget approval. Expenses for local area travel are allowed only when travel exceeds 25 miles one way or if travel is necessary to an additional course site. If a course presentation is authorized out of the immediate vicinity of the presenter's local area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.

i. Miscellaneous: Any other cost of materials and other direct items of expense acquired that can be identified, justified, and approved by POST may be allowed.

j. Indirect Costs: Indirect costs are allowable costs for services not easily assignable as direct costs but have an actual cost relatedness to the service to be provided. These may include such items as general administration or use allowances. Indirect costs may not exceed 15% of the total direct costs.

~~10-7.~~10-14. Approved Expenses For Establishing Tuition (continued)

k. Calculation of Tuition: All budgeted costs for one presentation are added to determine the total cost. The total cost is then divided by the maximum number of students, which determines the tuition cost per student.

POST policy allows a course administrator to exceed maximum enrollments up to 20 percent on a given presentation. This is done to accommodate for unavoidable under-enrollment due to students who do not show up or who cancel their reservations. It is the presenter's responsibility to monitor over-enrollment in a POST certified tuition course so that by the end of the certification period, and as nearly as possible, the total number of students does not exceed the maximum number established by the terms of certification.

As an example, in a certification period a course is certified for four presentations with a maximum number of students of twenty-five for each presentation. At the end of the certification period, if all four authorized presentations were presented, the total number of students who attended should not exceed one hundred.

Over-enrollment that is not properly managed and adjusted during the certification period may result in one of the following:

(1) Reduction of tuition
(2) Require presentation(s) without tuition
(3) Require presenter to provide prorated refunds to trainees
(4) Decertification of course.

Certification Request ~~Action~~ Process

~~10-8.~~10-15. ~~Time for~~ Certification Submission to POST: The Course Certification Request (POST 2-103) along with supporting documents enumerated in 10-6 and/or 10-7 above shall be ~~submitted to~~ received by POST at least ~~30~~ 60 days prior to ~~before the beginning of~~ the first planned presentation.

a. Review by POST Staff: After review and processing by POST staff, the Course Certification Request shall be submitted with recommendations to the Executive Director for action. The Executive Director has the option of: (1) certifying the course; (2) not certifying the course; (3) certifying the course with modifications or stipulated conditions; or (4) deferring action until a later date. The ~~requester~~ applicant will be notified in writing of the Executive Director's decision.

10-15 Certification Request ~~Action~~ Process (continued)

b. Executive Director Action: The Executive Director shall report all courses newly certified to the Commission at the next regular Commission meeting. Any person who has applied to have a course certified and is not satisfied with the decision of the Executive Director may appeal it the decision to the Commission. The ~~requestor~~ applicant ~~or other persons making the application~~ may appear before the Commission and offer oral testimony in the appeal.

c. Appearance Before the Commission, Notification: ~~A~~ An applicant for certification of a course ~~coordinator or training officer or other interested persons~~ wishing to appear personally before the Commission should so notify the POST Executive Director in writing at least ~~30~~ 45 days before the scheduled Commission meeting.

d. Time and Place of Commission Meeting: Commission meetings are normally held quarterly. The date, time and location of a scheduled Commission meeting may be obtained by contacting the POST Executive Office. ~~at P. O. Box 20145, Sacramento, CA 95820-0145, or phone (916) 739-5328.~~

~~Identification Numbers~~

~~10-10. Identification Number for Education and Training Facility: Each trainer, police academy, college or university in the State is assigned a permanent identification number. The number is used as an integral part of the numbering systems adopted by POST for purposes of identifying and controlling (1) the certification of training and education courses, and (2) course presentations.~~

~~Identification Category~~

~~10-11. Identification Numbers Assigned by Category: Each training facility and educational institution is assigned a permanent identification number within the number blocks as follows:~~

| | |
|---|---|
| ~~a. Academies~~ | ~~100-299~~ |
| ~~b. Community Colleges~~ | ~~300-499~~ |
| ~~c. State Universities and Colleges and Private Colleges~~ | ~~500-599~~ |
| ~~d. Universities~~ | ~~600-699~~ |
| ~~e. Other Training Institutions~~ | ~~900-999~~ |

~~Course Numbers~~

~~10-12. Education and Training Course Number by Category: For purposes of identification and control, Course Control Numbers are assigned by POST for course categorization and reflected in the Course Catalog.~~

~~Certification Number~~

~~10-16. Course Certification Number: At the time of certification of a course, a course certification number is assigned. The number is recorded in the upper right-hand corner of the Course Certification Request Form (POST 2-103). This number is used as the reference in all future communications and actions regarding the particular course certification.~~

~~Assignment of Number~~

~~10-17. Assignment of Course Certification Number: The Course Certification Number consists of a two-part series of seven digits. The first three digits designate the permanently assigned number of the school or academy; separated by a hyphen, the next four digits designate the course category. For example, assume that the Sacramento Center has a Supervisory Course certified by POST. The Course Certification Number is shown 297-0040; 297 is the school number; 0040 is the course number.~~

~~Purpose of Number~~

~~10-18. Purpose of Course Certification Number: The Course Certification Number is essential to:~~

~~a. Identify and account for the courses that are certified and presented.~~

~~b. Maintain quality control of training courses presented.~~

~~c. Expedite and control the reimbursements of funds to participating agencies and institutions submitting claims.~~

Instructions for Completion of Course Certification Request ~~Form~~

~~10-21.~~10-16. Instructions for Completion of Course Certification Request ~~Form~~ (POST 2-103). The numbers preceding the paragraphs that follow correspond to the numbered spaces on the form:

1. Agency Submitting Request: Enter name of ~~law enforcement or training agency~~ school, agency, individual, or firm submitting the request for course certification.

~~10-21.~~10-16. Instructions for Completion of Course Certification Request ~~Form~~ (POST ~~2-103~~) (continued)

2. Course Title: If course has a descriptive title, other than POST category, ~~give~~ enter the title.

3. College Affiliation: If course is given by a non-college agency but is affiliated with a college or university, enter the name of that college or university.

4. POST Course Category: Enter the POST category of course, i.e., Basic, Advanced Officer, Supervisory.

5. Course Length in Hours: ~~Indicate~~ Enter the total training hours in course.

6. Format: ~~Indicate~~ Enter the chronological arrangement of the course: hours per day, days per week, and number of weeks.

7. Presentations Per Year: Enter the number of times this particular course will be given each fiscal year, July 1 to June 30.

8. Units Granted; Semester, Quarter: Enter the number of semester or quarter units granted for the course.

9. Participating Law Enforcement Agencies and Estimated Number of Trainees from Each Agency: List the law enforcement agencies that have committed personnel to attend this course, and the yearly estimated number of personnel attending from each agency.

10. Enrollment Restrictions: ~~Indicate~~ Enter any ~~pre-conditions~~ prerequisites necessary for admittance to the class, e.g., preparatory training, approval of chief, sworn police officer, etc.

11. Maximum Number of Students: ~~State~~ Enter the maximum number of trainees that will be permitted to enroll in each class.

12. Is Residency Required: Check appropriate ~~box~~ space to indicate whether or not the trainee is required to reside at the course site.

13. Living Accommodations: Check the appropriate ~~box~~ space to indicate where living accommodations are available. If the course is one ~~at~~ which the trainees ~~would~~ commute daily, check "Not Applicable."

14. Costs: State any tuition, fees or material costs in the appropriate space ~~box.~~ If tuition is charged, this request must be accompanied by a detailed course budget. If there are costs other than tuition, meals and lodging, give details in narrative (~~Block~~ space 18).

~~10-21~~.10-16. Instructions for Completion of Course Certification Request ~~Form~~ (2-103) (continued)

15. Address of Course Site: Enter address where course is to be actually ~~given~~ presented. If course is to be ~~given~~ presented at several different locations, write "several" and give details in narrative (Space 18).

16. Facilities--Number and Size of Classrooms: ~~Indicate~~ Enter the number and size (dimensions) of ~~available~~ classrooms in which the course will be presented.

17. Total Seating Capacity: ~~Give~~ Enter seating capacity of the room where class will be presented.

18. Course Objective and Narrative Description of Course: ~~State~~ Enter precisely, the objective of the course. Present any relevant feature of the course not stated elsewhere. Narrative description is optional. Attach ~~topical~~ expanded course outline and hourly ~~class~~ distribution schedule. Lesson plans are to be kept on file at the presenters facility for POST inspection.

19. Method of Presentation: ~~Indicate~~ Enter all instructional techniques to be ~~employed~~ utilized in presenting the training course.

20. Number of Instructors: ~~Indicate~~ Enter the number of instructors to be used and attach a brief resume of each instructor's education, job experience, and teaching experience. ~~for each, showing his qualifications to teach his subject.~~

21. Training Aids Used: ~~Indicate specifically,~~ Enter the training aids to be used.

22. Texts and Reference Material: ~~List~~ Enter the text books or other reference material to be used.

23. Required Project: ~~Describe briefly,~~ Enter any required project.

24. Method of Evaluating Stated Objectives: ~~State briefly,~~ Enter how achievement of course objectives will be evaluated and measured, e.g., written examination, performance examination, critique, etc.

25. Name and Title of Person Requesting Course Certification: Self-explanatory.

26. Date of Request: Self-explanatory.

## Instructions for Completion of Course Budget ~~Form~~

~~10-22.~~ 10-17. Instructions for Completion of Course Budget ~~Form~~ (POST 2-106): The Course Budget ~~Form~~ is to be submitted only for tuition-type and contract training programs. See PAM Section D-10~~-7~~ 14 for tuition guidelines.

## Course Announcement Process

~~10-23.~~ 10-18. Procedures Required For Presentation of a Course: Course coordinators who wish to present a course of instruction which ~~has been~~ is currently ~~previously~~ certified by POST must prepare and submit a Course Announcement ~~form~~ (POST 2-110). The course shall not be presented until the ~~form~~ Course Announcement has been approved by POST and returned to the course coordinator.

a. Deadline for Submission: The Course Announcement ~~form~~ must be submitted to POST~~: (1)~~ at least 30 calendar days, but not more than 60 days, prior to the offering of the course. ~~described, if the course was previously approved at time of course certification.~~ An hourly distribution schedule must be attached to each Course Announcement. ~~(2) At least 90 calendar days prior to the offering of the course described, if the course was not previously approved at the time of course certification.~~

b. Course Control Number: After the Course Announcement has been reviewed and approved by POST ~~staff,~~ the final digits are added to the course certification number. This action changes the course certification number to a course control number and identifies a particular offering of a specific course. The course control number must be used when making any references pertaining to a particular course offering.

c. Sequence for Submission: Each time a course is offered, a new Course Announcement and hourly distribution schedule must be submitted for approval.

d. Concurrent Sessions: In those instances where two sessions of the same certified course are scheduled to run concurrently, two Course Announcement forms must be submitted. In the Comment Section of each Course Announcement ~~form,~~ a remark should be made to the effect that this is one of two sessions of the same course being conducted concurrently.

e. Modification Procedures: If, subsequent to POST having approved a ~~the receipt of an approved~~ Course Announcement, the course coordinator becomes aware of a need to make any course changes, such as dates of presentation, scheduled times, presentation location, or hours of presentation, POST must be contacted for approval prior to the presentation. Corrections for Course Announcements/Rosters (POST 1-140) may be used for this notification.

~~10-23.~~10-18. Procedures Required for Presentation of a Course: (Continued)

f. Approval: Once the Course Control Number is ~~given~~ assigned by POST to a particular course presentation, it is recorded on the Course Announcement ~~form~~ and a copy of the form is returned to the coordinator. The returned Course Announcement ~~form~~ constitutes course approval and is the basis for the presentation of a certified course.

Instructions for Completion of Course Announcement

~~10-24.~~10-19. Instructions for Completion of ~~the~~ Course Announcement ~~Form~~ (POST 2-110): The Course Announcement ~~form~~ shall ~~is to~~ be completed and submitted to ~~the Commission on~~ POST each time a certified course is to be presented. ~~Refer to PAM D-10-23(a) for the deadline for submission.~~ Complete each lettered ~~section where applicable~~ space on the form .

~~A.~~a. Course Certification Number: Enter the POST-approved course certification number for the course.

~~B.~~b. Certified Course Title: Enter the title approved by POST and as shown in the Catalog of Certified Courses, PAM Section D-14.

~~C.~~c. Course Presenter: Enter the name of the school, agency, individual, or firm authorized to present the course as indicated on the Course Certification Request.

~~D.~~d. Address Where Course Will be Presented: Enter the address where the main course of instruction will take place.

~~E.~~e. Course Presentation Dates and Times: Enter the dates and times this course is scheduled to begin and end.

~~F.~~f. Basic Course Only-List Dates of Driver Training: If ~~this~~ the Course Announcement is for a Basic Course presentation, enter the dates of the "behind the wheel" driver training ~~portion of the Basic Course~~. This information will be used to determine if a trainee completed this training and whether his/her agency is eligible for reimbursement of the Driver Training fee.

~~G.~~g. Total Certified Hours: Enter the total number of hours approved on the ~~Course Certification.~~ Certification Confirmation Letter.

~~H.~~h. Hours for This Presentation: Enter the number of hours of instruction for this course presentation.

~~I.~~i. Total Number of Training Days: Enter the number of classroom days that training will be presented ~~in session~~.

~~10-24.~~10-19. Instructions for Completion of the Course Announcement ~~Form~~ (POST 2-110) (continued)

~~J.~~j. Maximum Enrollment: Enter the maximum number of trainees that will be allowed to enroll for this course presentation. This must conform to the maximum number of students permitted by the course certification.

~~K.~~k. List Dates That Class Will Not be Held: Enter as appropriate. Particular attention should be paid to local or school district holidays in addition to legal holidays. It is not necessary to list weekend dates unless they ~~it~~ would be ~~a~~ normal class days.

~~L.~~l. Tuition: Enter the POST-approved tuition amount charged per ~~student~~ trainee or per agency for this course presentation. For Basic Course presentations enter the amount charged for the driver training portion of the course. If the amount varies per ~~student~~ trainee for any reason i.e., tuition was less because agency vehicle will be used for driver training, explain in comments (space P).

~~M.~~m. Travel: Enter number of miles from the training site to the closest off-campus accommodation if the closest affordable lodging accommodation is greater than 5 miles away.

Occasionally ~~students~~ trainees are required to travel to locations away from the normal training site, i.e., to a shooting range. If this course presentation includes training at another location, complete the spaces on the form ~~blanks~~ as follows:

- o Indicate if a ~~student~~ trainee must provide his/her own transportation to another site or if the course presenter has made arrangements for the transportation of ~~students~~ trainees. If the latter is the case, explain the arrangements made and any cost to the ~~student~~ trainee or agency.

- o Indicate the number of round-trip miles for one round trip to the other training site.

- o Enter the number of round trips required to attend training at another site.

~~N.~~n. Lodging: If lodging is arranged by the ~~training institution~~ presenter , provide information necessary for POST to process subsistence reimbursement by completing the applicable spaces. ~~and boxes.~~

A mandatory lodging requirement indicates that all trainees are required to reside at the accommodations provided/arranged by the ~~training institution~~ presenter with no exceptions.

~~10-24.~~10-19. Instructions for Completion of the Course Announcement ~~Form~~ (POST 2-110) (continued)

If the lodging accommodations arranged by the ~~training institution~~ presenter cannot be provided for the full length of the course, it will be necessary at the end of the course to provide POST with an itemized report of the number of lodging days charged for each trainee. Situations of this type should be avoided if possible.

~~O.~~o. Meals: If meals are arranged by the ~~training institution~~ presenter, enter the daily meal charge, and check the applicable ~~box(es)~~ space(s) explaining what meals are provided for this charge. Check the applicable ~~box~~ space indicating the days of the week meals are arranged by the ~~training institution~~ presenter.

~~P.~~p. Comments: Enter information that will serve to clarify or supplement the course presentation information.

~~Q.~~q. Signature of Coordinator: The course coordinator or designee must sign the Course Announcement.

~~R.~~r. Phone: It is important that POST ~~staff have~~ has the phone number of the coordinator in the event there is a need for additional data or clarification of information.

~~S.~~s. Name of Alternate: The name of the coordinator's alternate is essential as a contact person when the coordinator is not available.

## Course Roster Process

~~10-25.~~10-20. Purpose of Course Roster (POST 2-111): The Course Roster provides POST with a record of all ~~students~~ trainees who have attended a POST-Certified Course. The information is used by the Reimbursement Section in approving reimbursements, and by the Certificate Section in maintaining training records and verifying training information for training points.

~~10-26.~~10-21. Procedures Required Upon Course Completion: A Course Roster Form (POST 2-111) must be prepared and submitted to POST after completion of each certified course presentation.

a. Deadline for Submission: The Course Roster ~~form~~ must be submitted to POST ~~upon completion of a course presentation and~~ no later than seven calendar days following the ending date of the course.

b. Modification Procedures: If subsequent to the submission of a Course Roster ~~to POST~~ the course coordinator becomes aware of errors on the form submitted ~~roster~~, he/she ~~POST should~~ shall ~~be~~ contact~~ed~~ POST

~~10-26.~~10-21. Procedures Required Upon Course Completion (continued)

immediately about corrections. Corrections for Course Announcements/ Rosters (POST 1-140), may be used for this notification.

c. Forms to Accompany Course Roster: The Course Roster must be submitted to POST with:

(1) The Course Evaluation ~~form~~ Instrument (POST 2-245), that was completed by each trainee listed on the roster. These forms should not be stapled to the roster form.

(2) The Training Reimbursement Request ~~form~~ (POST 2-273) must be collected from trainees at the beginning of the course. These forms should be stapled together with the Course Roster on top.

## Instructions For Completion of Course Roster

~~10-27.~~10-22. Instructions For Completion of ~~The~~ Course Roster ~~Form~~ (POST 2-111): The Course Roster ~~form~~ is to be completed and submitted to POST each time a certified course has been presented. ~~Refer to PAM D-10-26(a) for the deadline for submission.~~

Enter the appropriate information in ~~Complete~~ the lettered sections of the form for each trainee attending the course presentation. Ditto marks may be used where appropriate.

~~A.~~a. Course Control Number: Enter the course control number assigned by POST on the approved Course Announcement ~~form~~ (POST 2-110).

~~B.~~b. Course Presenter: Enter name of the school, agency, individual or firm authorized to present the course as indicated on the course certification.

~~C.~~c. Course Presentation Dates: Enter beginning date and ending date of training.

~~D.~~d. Name of Trainee: Enter the names of all trainees enrolled in this course by last name, first name, middle initial. Names should appear in the same order as on the Training Reimbursement Requests~~, POST forms~~ (POST 2-273) attached behind the Course Roster. Trainees whose employers are not eligible for reimbursement should be listed in alphabetical order on the roster~~,~~ following the names shown on the Training Reimbursement Request forms.

~~E.~~e. Social Security Number: Enter each trainee's social security number~~,~~. ~~b~~This number will be used on appropriate POST records as a reliable identifier.

~~10-27.~~10-22. Instructions For Completion of ~~The~~ Course Roster ~~Form~~ (POST 2-111): (continued)

~~F.~~f. Trainee Status: If the trainee's name did not appear on a Training Reimbursement Request form, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:

(1) Peace Officer - Is an employee designated as a peace officer as described in ~~subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state.~~ Penal Code Chapter 4.5, starting at Section 830.

(2) Non-Peace Officer - Is a civilian, non-sworn employee~~, or a peace officer that does not exercise the general enforcement of laws, i.e., a jailer, or~~ that does not have authority to exercise peace officer powers ~~field evidence technician~~.

(3) Reserve Officer - Is an individual appointed as a Level I, II, or III Reserve Officer as described in ~~under the authority of~~ Section 832.6(a) of the Penal Code.

~~G.~~g. Department or Agency: Enter the name of the current agency employing the trainee. If the trainee has no agency affiliation, enter "NONE".

~~H.~~h. Number Course Hours Attended: Enter the total number of hours attended by the trainee. It is important that ~~the~~ instructors keep a daily account of the trainee's hours of attendance, as the hours will affect the reimbursement process.

~~I.~~i. Satisfactory Completion?, (Y/N): Enter an "X" ~~mark~~ in the appropriate column. An "X" ~~mark~~ in the "yes" column indicates the trainee ~~satisfactorily~~ successfully completed all the requirements of the course. When a trainee is reported as successfully completing but has missed more than 5% of the certified hours of a Basic Course, or 10% of the certified hours of other classifications of courses, a statement by the course coordinator must be attached to the Course Roster explaining how successful completion was accomplished.

~~J.~~j. Dates of Class Not attended by This Trainee: Enter the date of any full-day of training that was not attended by the trainee for any reason. If the trainee does not attend several consecutive days, the range of days may be shown rather than an individual listing. If additional space is needed, attach an additional sheet of paper.

~~K.~~k. Reason for Absence/Failure: Provide a brief explanation of the reason for absence or failure. If further explanation is required, attach an additional sheet of paper.

~~L.~~l. Lodging Billed: Place an "X" in this space ~~area~~ if ~~student~~ the trainee resided in accommodations arranged by the ~~training institution.~~ presenter and will be billed the amount shown on the Course Announcement ~~form.~~ If the per day rate for lodging varied from the amount ~~entered~~ shown on the Course Announcement ~~form,~~ explain on a separate sheet of paper.

~~M.~~m. Meals Billed: Place an "X" in this space ~~area~~ if ~~student~~ the trainee obtained meals arranged by the ~~training institution~~ presenter and will be billed the amount shown on the Course Announcement ~~form.~~ If the per day rate for meals varied from the amount shown on the Course Announcement ~~form,~~ explain on a separate sheet of paper.

~~N.~~n. Signature of Coordinator: The course coordinator or designee shall sign the Course Roster ~~form.~~

~~O.~~o. Date Approved: Self-Explanatory.

~~P.~~p. Phone: It is important that POST ~~staff have~~ is provided the phone number of the coordinator in the event there is need for additional data or clarification of information.

~~Q.~~q. Page of Pages: ~~Record~~ Indicate the roster page number followed by the total number of roster pages submitted. This is done to account for all pages submitted.

#6468B/75
01-03-86

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| Agenda Item Title | | Meeting Date |
|---|---|---|
| RFP for Procurement of New Computer System | | January 22, 1986 |
| Bureau: Information Services | Reviewed By | Researched By: George W. Williams |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 1-6-86 | Date of Report: December 19, 1985 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Authorization of staff to engage a contractor to prepare a Request for Proposal (RFP) to provide computer hardware and software that can perform the computer services recommended in the POST Computer Feasibility Study (FSR).

## BACKGROUND

The Commission has approved the expenditure of as much as $110,000 to conduct an FSR. Arthur Young International was awarded the contract at the cost of $64,466 to provide the FSR. The service to be provided by Arthur Young is limited to the production of the FSR and several related reports. As scheduled, the FSR will be delivered to POST in February 1986. After the FSR is approved by the Office of Information Technology, POST can begin the procurement of the hardware and software that can perform the computer services recommended in the FSR. The Commission has approved an expenditure of as much as $550,000 in Fiscal Year 1986/87 for these purposes.

## ANALYSIS

The preparation of the RFP for, and the procurement of, the hardware and software is critical to obtaining an appropriate computer system that will best serve POST's short- and long-term needs. This task is highly technical and calls for a very high level of expertise and thorough familiarity with the vast number of computer products and the suitability of their specifications to satisfy POST's needs. The care that is taken at this stage in the process can make the difference between failure and success. Staff does not have the necessary expertise nor is there sufficient staff who can be detached from the performance of other necessary tasks to perform these services.

## RECOMMENDATION

Authorize staff to expend not more than $20,000 to engage a contractor to prepare an RFP and to manage the selection of the vendor(s) that will provide POST's new hardware and software computer system.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Review of Tuition Guidelines (Commission Procedure D-10) | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Executive Office | Reviewed By | Researched By<br>Gene DeCrona DeCrona |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-7-86 | Date of Report<br>December 26, 1985 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [X] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Commission consideration of changes in Tuition Guidelines.

## BACKGROUND

Tuition guidelines governing allowable cost for reimbursable tuition courses are contained in PAM Procedure D-10.

Tuition guidelines are periodically reviewed by POST staff as part of the evaluation and quality control process. In these reviews staff considers all aspects of the budgeting process for tuition and contract courses. The Commission last approved changes in October 1981. Since that date most budget expenses have increased.

In the past year staff has received increasing numbers of complaints from presenters regarding the inadequacy of current tuition guideline rates. Inflation has affected all areas of the budget categories. Instructional rates, coordination rates and clerical rate may be adjusted only with Commission action to change limits and rates outlined in Procedure D-10. It is proposed that the Commission act to increase maximum allowable rates to maintain high quality course development and presentation.

The Command College costs are not defined in or restricted to Procedure D-10. The necessary cost of program development and daily consultant fees for the Command College exceed the Tuition Guidelines. Because of the unusual objectives of the Command College, it is believed that it should continue to be administered through the contract process.

## ANALYSIS

In an attempt to determine appropriate fees for training by tuition presenters, staff has analyzed the cost-of-living increases based on California Consumer Price Index (+33.2%) and the general average salary increases of state employees (+33.4%) for 1981 to 1986. This suggests a 33.3% increase in budget areas containing salary limitations. When this increase is applied to the respective budget items, the changes are as follows:

- General instruction from $25 per hour to $33 per hour;
- General coordination from $300 maximum to $400;
- Presentation coordination from $9 per hour to $12 per hour
- Special coordination from $15 per hour to $20 per hour;
- Clerical from $7.50 per hour to $10 per hour.

General coordination fees are now set based upon course lengths of 24 and 40 hours. Because of the current trend toward 8-hour courses, it is proposed that in the future coordination fees be based upon increments of 8 hours.

It is estimated that all tuition courses certified for F.Y. 1985/86 will require a maximum tuition reimbursement of $2,792,200. If the above changes were approved in the salary rates described, it would represent a maximum increase of $559,278 to a total tuition cost of $3,351,477. Since all instructors would not receive that level of increase (the proposed increases are in parameters rather than individual salaries), the actual increase in tuition cost would be somewhat less.

Commission Procedure D-10-7a(2) currently allows the Executive Director to exceed the maximum hourly rate (now set at $62) to obtain special expertise to provide executive level training. The elimination of this phrase from the procedure would allow the Executive Director to consider the special need and value of instruction for management, supervisory and technical courses in addition to executive level training. The elimination of the phrase, executive level, is suggested in order to provide added flexibility. The $62 rate currently established appears to be appropriate and no request is being made for a change in that rate. However, there may be occasional circumstances where instructional expertise would warrant fees in excess of this amount.

Commission Procedure D-10-7b provides for a one-time-only development cost of up to $15 per hour for each hour of the proposed course. This cost is pro-rated into the tuition and recovered in the first presentation of the course. It is recommended that this procedure be changed as follows:

> Development cost for new courses and/or revision of courses when requested by POST may be negotiated by the presenter and POST with the approval of the Executive Director. The cost shall be pro-rated to all tuitions approved during the first fiscal year of the certification of the course or for an agreed upon number of presentations.

This change if approved will establish a more equitable distribution of the cost to all agencies attending the course as opposed to only those agencies attending the first presentation, thereby reducing an unnecessary expenditure of their training funds. The negotiated cost will provide course presenters a reasonable recovery of the time expended for the development and/or revision of courses at POST's request. Revision costs are not currently recoverable under Commission Procedures. No development cost would be paid under the proposed procedure for courses not specifically requested by staff and approved in advance by the Executive Director.

Specific changes are contained in the attachment. Grammatical and non-substantive changes are included.

RECOMMENDATIONS

- Increase the general instruction rate from $25 per hour to $33 per hour.

- Increase the general coordination fees from a maximum of $300 to a maximum of $400. This change includes a maximum fixed amount of $50 for each 8 hours of presentation not to exced the $400.

- Increase the on-site presentation coordination fee from $9 per hour to 12 per hour, and the special on-site presentation coordination fee from $15 per hour to $20 per hour.

- Increase the clerical support fee from $7.50 per hour to $10 per hour.

- Eliminate the phrase, executive level, from CP D-10-7a(2).

- Adopt the following new provision for course development costs: Development cost for new courses and/or revision of courses when requested by POST may be negotiated by the presenter and POST with the approval of the Executive Director. The cost shall be prorated to all tuitions approved during the first fiscal year of the certification of the course, or for a pre-determined number of presentations.

Tuition Guidelines

~~10-7.~~10-14. Approved Expenses for Establishing Tuition: The following guidelines are to be used by course coordinators and other individuals presenting or planning to present tuition-type and contract training programs certified by ~~the Commission~~ POST. These guidelines identify the expenses that may be approved in establishing the allowable tuition and contract costs, and are to be used in completing ~~POST Forms 2-103~~ the ~~(~~Course Certification Request~~)~~ (POST 2-103), and ~~2-106 (~~Course Budget~~)~~ (POST 2-106) when requesting the initial certification~~.~~ or recertification.

The Budget Categories Worksheet, Pages 2 and 3 of the Course Budget (POST 2-106), shall be completed, listing the costs for each of the categories as applicable. Each category cost is to be totaled and entered on the Budget Categories Summary, Page 1 of the Course Budget. The Course Budget shall be submitted with the Course Certification Request (POST 2-103).

Direct costs are those allowable costs directly incidental to the development and presentation of a POST-certified course. The adopted guidelines for approved direct and indirect costs are as follows:

a. Instruction Costs:

(1) Up to ~~$25~~ $33 per hour for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation, when applicable, will be included in this amount.

(2) Up to $62 per instructional hour may be approved in instances of special need for particular expertise in an instructional area, based upon acceptable written justification from the presenter.

On those limited occasions where it may be necessary to obtain special expertise to provide ~~executive level~~ training, the maximum of $62 per instructional hour may be exceeded upon prior approval of the Executive Director.

(3) Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under those conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

~~b. Development Costs: A one-time only cost may be approved for new courses up to $15 per hour for each certified hour to cover the cost of necessary research and other attendant developmental activities. The cost for course development are to be included in the tuition charge for the first presentation only.~~

b. Development Cost: Development cost for new courses and/or revision of courses when requested by POST may be negotiated by the presenter and POST with the approval of the Executive Director. The cost shall be prorated to all tuitions approved during the first fiscal year of the certification of the course or for an agreed upon number of presentations.

~~10-7.~~10-14. Approved Expenses For Establishing Tuition (continued)

c. Coordination: POST will pay fees for coordination based on the type of services performed. Coordination is categorized as: (1) General Coordination, and (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks in the development, pre-planning, and maintenance of any certified course to be presented by a specific presenter. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating subject time periods, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting.

General Coordination fees may be charged as follows:

| ~~Certified Course Length~~ | ~~Amount~~ |
|---|---|
| ~~24 hours or less~~ | ~~$100 per presentation~~ |
| ~~25 to 40 hours~~ | ~~$150 per presentation~~ |
| ~~Over 40 hours~~ | ~~$ 3 per hour, up to 100 hours~~ |

$50 for each 8 hours, or portion thereof, of a presentation not to exceed $400.

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., insuring attendance of instructors, identifying the need and arranging for the appearance of alternate instructors through the general coordinator when assigned instructors are not available, and being responsible for the development of a positive learning environment and favorable social climate. It is required that the Presentation Coordinator be in the classroom, or immediate vicinity, to resolve problems that may arise relating to the presentation of the course.

Presentation Coordination fees may be charged as follows:

~~$9~~ $12 per certified hour~~.~~, which is normal, and

Up to ~~$15~~ $20 per certified hour, with POST approval, supported by written justification showing a need for a greater degree of coordination expertise.

d. Clerical Support: Clerical hourly rates may be allowed up to ~~$7.50~~ $10 per hour ~~for clerical support~~ based on the following formula:

| Certified Course Length | Clerical Support |
|---|---|
| 24 hours or less | 40 hours maximum |
| 25 to 40 hours | 50 hours maximum |
| Over 40 hours | 100 hours maximum |

**State of California** **Department of Justice**

# Memorandum

To : POST Commission

Date : January 3, 1986

From : B. Gale Wilson, Chairman
Finance Committee
**Commission on Peace Officer Standards and Training**

Subject: Minutes of Finance Committee Meeting of January 3, 1986

A meeting of the Finance Committee of the Commission on POST was called to order by Chairman B. Gale Wilson at 10:00 a.m. on Friday, January 3, 1986. This meeting was held via telephone conference call and was given due public notice which invited interested persons to contact the Commission's Executive Office if they wished to participate in the meeting. No responses by the public were received.

Present were Commissioner Ussery, Commissioner Wasserman, and Committee Chairman Wilson.

Contracts

The Committee considered a number of contracts proposed for FY 1986/87 and recommends to the Commission conceptual approval and authorization for the Executive Director to negotiate the following contracts (these contracts would then be reported on and proposed for final action by the Commission at its April 1986 meeting):

1. Management Course

   Provides for 22 presentations by the following 5 presenters:

   California State University - Humboldt
   California State University - Long Beach
   California State University - Northridge
   California State University - San Jose
   San Diego Regional Training Center

   The amount of the FY 1985/86 contract is $255,130.

2. Executive Development Course

   This contract is with California State Polytechnic University, Pomona, for five presentations of the two-week Executive Development Course. The amount of the FY 1985/86 contract is $59,285.

3. San Diego Regional Training Center - Support of Command College and Executive Training

   This contract is with the San Diego Regional Training Center for executive training including the Office of the Sheriff series, chiefs' seminars and the Command College. The total amount for FY 1985/86 is $351,137.

4. Department of Justice

   The Department of Justice, Advanced Training Center, provides courses in the special expertise of the Department of Justice under contract with POST. For FY 1986/87 the recommendation is for 29 different technical courses providing 180 separate presentations. The total cost is projcted not to exceed $775,000 through an Interagency Agreement with DOJ. The FY 1985/86 costs for 28 courses and 160 presentations amount to $688,000.

5. Cooperative Personnel Services - Basic Course Proficiency Test

   The current year contract for these services is for $30,264. The proposed contract for FY 1986/87 is expected to be no more than $32,000.

6. POST Entry-Level Reading and Writing

   FY 1984/85 contract expenditures for administration and scoring of the tests totalled $103,054.34 -- $92,280.59 for 203 administrations of the tests by 166 local agencies, and $10,773.75 for administration of the tests to all basic academy recruits during a 6-month period. Current fiscal year contracts total $111,064. The proposed contracts for FY 1986/87 are expected to total no more than $150,000. The anticipated increased expenditures assume a 5% increase in costs due to inflation and a 25% increase in local agency use of the tests.

7. State Controller's Office - Agreement for Auditing Services

   As with last year, the Finance Committee recommends a contract not to exceed $80,000 for necessary audits of selected local jurisdictions which receive POST reimbursement funds.

8. Computer Services Contract with Four-Phase Systems, Inc.

   The State Master Contract with Four-Phase Systems expires on June 30, 1986. To assure continuity of service, POST will need to lease or purchase existing Four-Phase equipment pending the acquisition, installation and testing of the new computer system for which the feasibility study is currently underway.

One alternative is for the Commission to make an outright purchase of existing Four-Phase equipment. Based on indications from Four-Phase Systems, Inc., the purchase amount would be comparable to the annual lease cost amounting to $81,166.32 in the current fiscal year. As the new computer system comes on-line, POST could either sell or otherwise dispose of the Four-Phase equipment.

Another alternative is, of course, to renew the contract for computer services. This may prove more costly, however, since the services would be terminated upon installation of new equipment based upon the feasibility study.

It is proposed that authority be given to the Executive Director to negotiate the most favorable approach to assure continuity of data processing services during the transition to the new POST computer.

9. Approval of Interagency Agreement with Teale Data Center

This contract allows a tie-in of POST's computer system with the Teale Data Center for work that cannot be processed on the Four-Phase Systems equipment. As with the current year, the amount proposed is $50,000.

RFP For Computer Acquisition

The next item of business for the Committee was developing an RFP for computer acquisition. After receiving a staff report, the Committee recommended that staff should operate within the $110,000 originally approved for the computer acquisition process and, as appropriate, negotiate a contract to develop specifications and provide services for analysis of bids for new computer equipment.

Firearms Simulator

The Committee received a report that staff will have a firearms simulator RFP prepared for presentation at the Commission meeting and agreed that the amount should be as established in this year's budget BCP for this important project. Video recording of scenarios is funded elsewhere in the budget.

Report on CAIVI Contract

It was reported that bids for a Computer-Assisted, Interactive Video Instruction Program for the PC 832 Course have been received and are currently being analyzed. It is expected that a recommendation for award of a contract within the $250,000 maximum set by the Commission should be available for presentation to the Commission at the January meeting.

Revenue Projections for FY 1986/87

The Committee reviewed revenue projections for FY 1986/87, being advised that revenue as of December is approximately $1.3 million shy of projections. The total budget for the upcoming fiscal year is anticipated at $37.9 million. This year's revenue is estimated at $37,199,000. The total FY 1985/86 budget

is $43,625,000 because of the activation of reserves for special projects and training enhancements. It was agreed that the money budgeted for special projects and training enhancements for this year should be expended for those purposes or, as feasible, carried over into next year's budget as an amount additional to the $37.9 million. The Commission should hold salary reimbursement steady.

Staff Counselor BCP

The Committee was advised that the Governor personally deleted the Commission's request for a staff counselor.

(At this point in the meeting Committee Chairman Wilson excused himself to attend a funeral and turned the gavel over to Commissioner Ussery.)

Tuition Guidelines

The Committee reviewed recommendations for amending Commission tuition guidelines consistent with the Commission's policy of improving the quality of instruction across the board and to assure that the Commission's compensation policies are consistent with the need to assure all reasonable and appropriate training is available to law enforcement.

PAM Procedure D-10 contains the Commission's polices concerning allowable salary costs that may be budgeted for in tuition-based certified courses. The salary-related costs are: (1) instructor salary, (2) on-site coordination, (3) general coordination, (4) clerical support, and (5) course development.

Allowable costs have not been reviewed or adjusted since 1981. Since 1981, the California Consumer Price Index and state employee salary levels have each increased by approximately 33.3%. This suggests the need to adjust allowable salary costs by up to a similar amount.

The following recommendations were approved:

- General maximum instruction rate to be increased from $25 per hour to $33 per hour.
- General coordination fees maximum to be increased from $300 to $400.
- On-site presentation coordination fee to be increased from $9 to $12 per hour, and special on-site presentation coordination fees to be increased from $15 per hour to $20 per hour.
- Clerical support fees to be increased from the current $7.50 per hour to $10 per hour.
- Extend the exceptional compensation policy for executive training to other types of training where expertise is needed, with the approval of the Executive Director.

- Amend the course development cost policy to allow that development costs for new courses or revision of existing courses may be negotiated with the presenter when requested by POST and subject to approval of the Executive Director. These course development costs shall be prorated to all tuitions approved during the first fiscal year of the certification of the course or for a predetermined number of courses, avoiding artifically high initial presentation tuition fees.

The total additional cost of these changes is anticipated to be approximately $559,000.

There being no further business, Commissioner Ussery adjourned the meeting at 10:45 a.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Management Course Contracts - Fiscal Year 1986/87 | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Center for Executive Development | Reviewed By | Researched By<br>Ted Morton |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>12-17-85 | Date of Report<br>December 3, 1985 |

Purpose:
[X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Issue

Commission review and approval of Management Course contracts as proposed for Fiscal Year 1986/87 are required to authorize the Executive Director to negotiate contracts with presenters.

## Background

These courses are currently budgeted at $255,130.00 for twenty-two (22) presentations by five (5) presenters:

California State University - Humboldt
California State University - Long Beach
California State University - Northridge
California State University - San Jose
San Diego Regional Training Center

No other educational institutions have expressed interest in presenting the Management Course. In addition, there are two (2) certified Management Course presenters who offer training to their own personnel at no cost to the POST fund:

California Highway Patrol
State Department of Parks and Recreation

## Analysis

Course costs are consistent with POST tuition guidelines. Required learning goals are being satisfactorily presented by each contractor.

It is estimated that twenty-two (22) presentations will again be required in FY 1986/87. Staff anticipates some increases over FY 1985/86 due to increased costs for instructors, coordination, facilities, and materials, although no additional presentations are expected.

## Recommendation

Appropriate action of the Commission would be a motion to authorize the Executive Director to negotiate contracts with the current five (5) contractors to present twenty-two (22) presentations of the Management Course during Fiscal Year 1986/87. Negotiated contracts will be returned for Commission approval at the April 1986 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Executive Development Course Contract - FY 1986/1987 | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Center for Executive Development | Reviewed By | Researched By<br>Ted Morton |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>12-17-85 | Date of Report<br>December 4, 1985 |

Purpose:
[X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Issue

Commission review and approval of the Executive Development Course contract as proposed for Fiscal Year 1986/1987 are required to authorize the Executive Director to negotiate contracts with presenters.

## Background

The single contractor for the Executive Development Course currently provides training for 100 trainees in 5 presentations per year. The contract costs for FY 1985/1986 are $59,285.00.

Commission Regulation 1005(e) provides that every regular officer who is appointed to an executive position may attend the Executive Development Course, and the jurisdiction may be reimbursed provided the officer has satisfactorily completed the training requirements of the Management Course.

## Analysis

The California State Polytechnic University, Pomona, has been under contract to present the Executive Develpoment Course since October, 1979. The presentations have been well received by law enforcement executives. The presenter has developed a special expertise in presenting POST executive and management training. Because of this expertise, the presenter has attracted a high quality group of instructors and coordinators. Even so, staff anticipates a significant redesign of the course necessary to keep the curriculum current and relevant.

It is estimated that 5 presentations will again be required in FY 1986/1987. Staff anticipates some increases over FY 1985/1986 due to increased costs for instructors, coordination, facilities, and materials as may be allowable by tuition guidelines.

## Recommendation

Appropriate action of the Commission would be a motion to authorize the Executive Director to negotiate a contract with Cal-Poly Kellogg Foundation to present 5 presentations of the Executive Development Course during FY 1986/1987. The negotiated contract will be returned for Commission approval at the April 1986 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title: Contract for Command College and Executive Training | | Meeting Date: January 22, 1986 |
| Bureau: Center for Executive Development | Reviewed By | Researched By: Ted Morton |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12-23-85 | Date of Report: 12-5-85 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## Issue

Commission review and approval of the Command College and Executive Training contract for Fiscal Year 1986/87 are required to authorize the Executive Director to negotiate with the presenter.

## Background

Since the inception of the Command College in 1984, the Commission has approved a contract with the San Diego Regional Training Center to provide the services of faculty, facilitation, coordinators, facilities, materials, course development, and related activities for the Command College and seminars for chiefs and sheriffs.

The first class of the Command College graduates January 27 - 31, 1986. Two classes are commencing annually. During the 1986/87 Fiscal Year, twenty Command College workshops will be presented for classes 3, 4, 5, 6, 7, and 8.

Executive training has been designed to meet the stated needs of chiefs and sheriffs. In 1985/86, CED staff will develop, coordinate, and present 14 seminars for sheriffs or chiefs. It is anticipated the same number will be presented in 1986/87.

Current contract costs for FY 1985/86 are $351,137.00.

## Analysis

To support the activities of the Command College and Executive Training, funds will be required for two Assessment Centers, several Command College planning and project committee meetings, continuing Command College and executive seminar course development, major redesign of the Executive Development Course, and continuing development of Emergency Management/Planning training.

## Recommendation

Appropriate action of the Commission would be a motion to authorize the Executive Director to contract with the San Diego Regional Training Center to provide expert management consultants, educators, faculty, sites, and materials for Command College programs and training seminars for law enforcement executives and senior managers for Fiscal Year 1986/87. It is anticipated that the amount of the negotiated contract will approximate the 1985/86 contract. This matter will be returned for Commission approval at the April, 1986 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>POST/DOJ Interagency Agreement For Training | | Meeting Date<br>January 22, 1986 |
| Bureau<br>TDSB, North | Reviewed By<br>Ronald T. Allen | Researched By<br>George A. Estrada |
| Executive Director Approval<br>Norman C Boehm | Date of Approval<br>12-23-85 | Date of Report<br>December 17, 1985 |

Purpose:
☒ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

The Commission and the Department of Justice Advanced Training Center through an Interagency Agreement (IAA) have provided training to local law enforcement during Fiscal Year 1985-86.

Department of Justice is agreeable to continue the cooperative efforts during FY 86-87. Department of Justice proposed a tentative IAA to provide 29 different courses. Department of Justice will offer 180 separate presentations for a total dollar amount not to exceed $775,000.

## BACKGROUND/ANALYSIS

The Department of Justice under Interagency Agreement has been contracting with POST to provide training to local law enforcement since 1974. The total cost of the training provided in Fiscal Year 1985/86 as approved by the Commission was $687,151.

The requested increase of approximately $87,849 provides for three new courses, and adding 20 presentations more than were offered during Fiscal Year 1985/86. The new courses to be offered are:

Search Warrant Preparation and Service
Card Room and Gambling Investigation
Advanced Asset Seizure Case Making Procedures

The new courses are widely needed.

During the previous year (Fiscal Year 1985/86), Department of Justice had 28 certified courses and provided 160 separate presentations for $687,151.

The requested increase in the total number of presentations is 12.8% above the previous year. The requested dollar amount increase over the previous year is 12.8%. Some of the increase will also provide for increase in travel and per diem cost.

Staff will analyze the current proposal for need justification and cost. This analysis will be finalized prior to the April Commission Meeting, when a complete report on the proposed agreement will be presented.

## RECOMMENDATION

Authorize staff to negotiate an Interagency Agreement with Department of Justice for Fiscal Year 1986/87 for an amount not to exceed $775,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Continuation of POST Contract with CPS | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Standards & Evaluation | Reviewed By | Researched By<br>John Berner |
| Executive Director Approval<br>Norman C Boehm | Date of Approval<br>12-17-85 | Date of Report<br>December 4, 1985 |

Purpose:
[X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact [ ] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Continuation of the POST contract with Cooperative Personnel Services (CPS) to administer the POST Basic Course Proficiency Examination.

BACKGROUND:

Penal Code Section 832(b) requires POST to develop and administer a basic training proficiency test to all academy graduates. POST has contracted with Cooperative Personnel Services (CPS) for the administration of the exam each of the last five years.

ANALYSIS:

CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination over the last five years. Moreover, CPS can administer the exam for much less than it would cost if POST staff were to assume this function.

The amount of the FY 85-86 contract is $30,264. The proposed contract for FY 86-87 is expected to be no more than $32,000. This estimate assumes an anticipated inflation factor of approximately 5%.

RECOMMENDATION:

Authorize the Executive Director to negotiate a contract with CPS for services during FY 86-87.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| Agenda Item Title | | Meeting Date |
|---|---|---|
| Contract Services -- POST Entry-Level Reading and Writing Tests | | January 23, 1986 |
| Bureau: Standards and Evaluation | Reviewed By | Researched By: John Berner |
| Executive Director Approval: Norman C. Boehm | Date of Approval: 12-17-85 | Date of Report: December 12, 1985 |

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report Financial Impact [X] Yes (See Analysis per details) [ ] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE - Continuation of POST contracts with Cooperative Personnel Services and the State Personnel Board to administer and score the POST entry-level reading and writing tests during fiscal year 1986/87.

BACKGROUND - For the past several years, the Commission has authorized that the POST entry-level reading and writing tests be made available to agencies in the POST program free of charge. In addition, for each of the last two years the Commission has authorized that the tests be administered to all entering basic recruits for a six month period, thereby permitting an evaluation of the impact of POST's reading and writing requirements for entry-level employment. During this time, yearly increases have been experienced with regard to the use of the tests for entry-level selection, and yearly improvements have been experienced with regard to the reading and writing skills of entry-level officers. All test administration and scoring services associated with academy recruit testing and local agency use of the tests for entry-level selection have been provided to POST under contracts with the State Personnel Board and Cooperative Personnel Services.

ANALYSIS - Current year contracts for test administration and scoring services total $111,064. They are broken down as follows:

| Contractor | Services | Cost (FY 85/86) |
|---|---|---|
| State Personnel Board | Scan answer sheets/generate computer printouts of results | $20,000 |
| Cooperative Personnel Services | Printing, cleaning, mailing, inventorying, etc., of all test booklets; performing all other administrative activities (with exception of answer sheet scanning) associated with use of tests by local agencies | $74,300 |

| | | |
|---|---|---|
| Cooperative Personnel Services | All administrative Activities, including actual administration of tests (but excluding answer sheet scanning), associated with testing of all entering academy cadets for a 6-month period (resulting data used to evaluate impact of reading/writing requirements) | $16,764 |

All contract services have been acceptable. In addition, POST lacks both the personnel resources and the equipment necessary to perform the services now being provided under contract.

It is reasonable to assume that total costs for proposed FY 86/87 contracts could approach $150,000. This estimate is based on the assumption that current increases in local agency use of the tests will continue, and that increased costs due to inflationary factors will approximate 5%. Unfortunately, because very little billing information for the current fiscal year contracts is available at this time, the $150,000 estimate must be considered very tentative. By April, when the actual contract is before the Commission, much more will be known.

RECOMMENDATION - Authorize the Executive Director to negotiate contracts with Cooperative Personnel Services and the State Personnel Board for reading and writing test administration and scoring services during fiscal year 86/87.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| **Agenda Item Title**<br>State Controller's Office - Agreement for Auditing Services | | **Meeting Date**<br>January 22, 1986 |
| **Bureau**<br>Administrative Services | **Reviewed By**<br>Otto H. Saltenberger | **Researched By**<br>Staff |
| **Executive Director Approval**<br>Norman C. Boehm | **Date of Approval**<br>1-16-86 | **Date of Report**<br>December 18, 1985 |

**Purpose:** ☐ Decision Requested ☐ Information Only ☐ Status Report

**Financial Impact** ☒ Yes (See Analysis per details) ☐ No

**In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.**

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with the State Controller's Office to provide auditing service.

BACKGROUND

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated an Interagency Agreement with the State Controller's Office to conduct necessary audits of selected local jurisdictions which receive POST reimbursement funds.

ANALYSIS

The State Controller's Office continues to do an acceptable job in conducting the audits of several selected jurisdictions yearly to assure that reimbursement funds are being appropriately expended.

The Commission approved an agreement not to exceed $80,000 for the current fiscal year. Approval is requested to negotiate a similar agreement for F.Y. 1986/87.

RECOMMENDATION

Authorize staff to negotiate an Interagency Agreement not to exceed $80,000 with the Controller's Office for services during F.Y. 1986/87.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Computer Contract With Four-Phase Systems, Inc. | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Information Services | Reviewed By | Researched By<br>George Williams GW |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-7-86 | Date of Report<br>12/19/85 |

Purpose:
☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Authorize staff to negotiate a contract with Four-Phase Systems, Incorporated, for computer services during fiscal year 1986/87.

## BACKGROUND

POST has lease/maintenance contracts with Four-Phase Systems, Inc., for the current fiscal year of approximately $81,000. This contract is a three-year commitment which began in Fiscal Year 1983/84. For a number of years the State has had a master agreement with Four-Phase, Inc. that, among other things, included maintenance of equipment; this agreement expires June 30, 1986 and the State has no plans to renew it. As a consequence of these events, POST must arrange a new contractual relationship with Four-Phase, Inc., effective July 1, 1986.

## ANALYSIS

We are working to assure that in Fiscal Year 1986/87, following completion and approval of the feasibility study which is now underway, POST can begin the procurement, installation and testing of a new computer system. In the meantime, and during the transitional period, POST is still dependent upon our aging Four-Phase computer and must provide for its maintenance. Staff has been discussing various options with Four-Phase, Inc., including the purchase of this equipment.

Because of an allowance for several years of leasing the equipment, it may be less expensive for POST to purchase, rather than to lease again. In the latter event, POST might be required to pay a penalty for terminating a Four-Phase lease agreement when POST's new computer is fully operational and we no longer need the Four-Phase computer. Staff does not yet have a firm estimate from Four-Phase, Inc., but staff has been told informally that the cost for purchase/maintenance should approximate our current-year expense of approximately $81,000.

## RECOMMENDATION

Authorize the Executive Director to negotiate an agreement with Four-Phase Systems, Incorporated, for services during Fiscal Year 1986/87.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**COMMISSION AGENDA ITEM REPORT**

| | | |
|---|---|---|
| Agenda Item Title<br>Interagency Agreement With Teale Data Center | | Meeting Date<br>January 22, 1986 |
| Bureau<br>Information Services | Reviewed By | Researched By<br>George Williams GWM |
| Executive Director Approval<br>Norman C. Boehm | Date of Approval<br>1-7-86 | Date of Report<br>12/19/85 |

Purpose:
☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☐ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

## ISSUE

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for Fiscal Year 1986/87, for computer services.

## BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State agency) for the current fiscal year in the amount of $50,000. The contract provides computer "tie in" of POST's system with the Teale Data Center. This allows POST to utilize the Center's main frame computer capabilities to process complex data processing needs that cannot be processed by POST's inhouse Four-Phase Systems computer equipment. The continuation of this agreement is anticipated.

## ANALYSIS

POST's inhouse Four-Phase computer lacks the ability to perform routine computer analytical tasks that are conducted by the Standards and Evaluation Services Bureau; i.e., regarding POST Reading and Writing Tests administration. These and a number of necessary ad hoc computer reports can only be performed by computer facilities of greater sophistication than POST's current computer system.

Arthur Young International is presently conducting a study of POST's computer use and will, according to schedule, provide us with a feasibility study report which when approved by the Office of Information Technology will permit the acquisition of a new Computer System that provides greater utility. It is hoped that the new system will be capable eventually of performing most, if not all, of POST's complex data processing tasks; at that time POST's dependence upon the Teale Data Center will no longer be a routine necessity.

## RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for computer services in Fiscal Year 1986/87.

Commission on Peace Officer Standards and Training
Legislative Review Committee Meeting
January 22, 1986, 9 a.m.
Bahia Hotel, San Diego

## AGENDA

1. Status Report

   - Active and Informational bills followed by POST

2. New Legislation

   - SCR 53 (Dills) Requires study of POST funding
   - AB 2156 (Klehs) Amends PC 13511(b) to remove requirement that peace officers be under consideration for hire before they can be eligible to take the Basic Course Waiver Examination

3. General Discussion

4. Adjournment

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* COMMISSION ON POST 01/03/86 SUMMARY REPORT *
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BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS - ACTIVE LEG

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SCR 53

AB 913 SCHOOLS: PEACE OFFICERS
ALATORRE

SUMMARY: THIS BILL WOULD REQUIRE SCHOOL DISTRICTS AND
06/03/85 COMMUNITY COLLEGE DISTRICTS TO ADHERE TO THE STANDARDS FOR RECRUITMENT AND TRAINING OF PEACE OFFICERS ESTABLISHED BY THE COMMISION ON PEACE OFFICER STANDARDS AND TRAINING, THUS CREATING A STATE-MANDATED LOCAL PROGRAM.

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON WAYS & MEANS

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| TRAINING | NOT CONSID | ACTIVE LEG |

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AB 1988 CRIMINAL TRIALS AND INVESTIGATIONS
WATERS, N

SUMMARY: UNDER EXISTING LAW AND UNTIL JANUARY 1,1989,
08/28/85 COUNTIES WITH A POPULATION OF 300,000 OR LESS MAY RECEIVE ADDITIONAL REIMBURSEMENTS FROM THE STATE IN EXCESS OF A SPECIFIED AMOUNT, WITHOUT REGARD TO FISCAL YEAR, FOR THE COSTS OF A HOMICIDE TRIAL, OR TRIALS OR ANY HEARING. THIS BILL WOULD SHORTEN THE OPERATIVE DATE FROM JANUARY 1, 1989, TO JANUARY 1, 1988, IT WOULD ALLOW FOR REIMBURSEMENT BASED ON SPECIFIC COSTS INCURRED IN A FISCAL YEAR FOR ANY AND ALL OF THE HOMICIDE TRIALS OR HEARINGS IN A COUNTY WITH A POPULATIONS OF 150,000 OR LESS.

Requires POST to revise child Abuse Guidelines

URGENCY FISCAL

STATUS: SENATE COMMITTEE ON APPROPRIATIONS

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| POST RELAT | NEUTRAL | ACTIVE LEG |

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**********
* COMMISSION ON POST 01/03/86 SUMMARY REPORT *
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BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS - ACTIVE LEG

AB 2156 DESTRUCTIVE DEVICES: AMMUNITION
KLEHS

SUMMARY: THIS BILL WOULD INCREASE THE PUNISHMENT FOR A FIRST CONVICTION FOR THE SALE, OFFERING FOR SALE, POSSESSING, OR KNOWINGLY TRANSPORTING ANY PRESCRIBED AMMUNITION WITHOUT A PERMIT TO IMPRISONMENT IN THE COUNTY JAIL FOR A TERM NOT TO EXCEED ONE YEAR, OR BY A $2,000 FINE, OR BOTH, AND WOULD MAKE EACH SUBSEQUENT CONVICTION EXCLUSIVELY A FELONY PUNISHABLE BY IMPRISONMENT IN THE STATE PRISON OR BY A $5,000 FINE, OR BOTH.

To be amended to include section deleting "under consideration for hire by agency in Post program" to take BCWE.

FISCAL STATE-MANDATED

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| TRAINING | NOT CONSID | ACTIVE LEG |

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AB 3187 LANDLORD TENANT: ILLEGAL LOCKOUTS
WATERS, M

SUMMARY: THIS BILL WOULD REQUIRE COUNTY AND CITY LAW ENFORCEMENT AGENCIES TO ADOPT AND IMPLEMENT SPECIAL WRITTEN POLICIES AND STANDARDS FOR RESPONDING TO UNLAWFUL EVICTIONS OF RESIDENTIAL TENANTS. AS SPECIFIED. BY JULY 1, 1986.

Requires Post to develop guidelines + training (Dropped)

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| TRAINING | NEUTRAL | ACTIVE LEG |

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BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS - ACTIVE LEG

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SB 159 ELECTRONIC SURVEILLANCE
PRESSLEY

SUMMARY: 09/13/85 EXISTING LAW GENERALLY PROHIBITS ELECTRONIC EAVESDROPPING OR RECORDING OF CONFIDENTIAL COMMUNICATIONS WITH CERTAIN EXCEPTIONS FOR CERTAIN LAW ENFORCEMENT OFFICERS. THIS BILL WOULD ALSO AUTHORIZE THE INTERCEPTION OF WIRE OR ORAL COMMUNICATIONS BY CERTAIN LAW ENFORCEMENT OFFICERS UNDER SPECIFIED JUDICIAL AUTHORIZATION PROCEDURES. ANY VIOLATION OF THESE PROVISIONS WOULD BE PUNISHABLE AS A MISDEMEANOR OR FELONY, AND PERSONS AGGRIEVED BY A VIOLATION WOULD HAVE A CIVIL CAUSE OF ACTION FOR DAMAGES, AS SPECIFIED.

Requires POST to provide training

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| TRAINING | SUPPORT | ACTIVE LEG |

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SB 1374 FINES AND FORFEITURES: CALIFORNIA HIGHWAY PATROL
KEENE

SUMMARY: 05/29/85 THIS BILL WOULD ESTABLISH A PENALTY ASSESSMENT OF $1 FOR EVERY $10 OR FRACTION THEREOF FOR CRIMINAL OFFENSES, INCLUDING VEHICLE CODE OFFENSES TO BE DEPOSITED IN THE CALIFORNIA HIGHWAY PATROL EDUCATIONAL TRAINING FUND.
THUS IMPOSING A STATE MANDATED LOCAL PROGRAM BY REQUIRING A HIGHER LEVEL OF EXISTING SERVICES.

Adds another $1.00 to Penalty Assessment for CHP

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| FUNDING | NEUTRAL | ACTIVE LEG |

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BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS - INFO LEG

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AB 277 CORRECTIONS RESEARCH AND TRAINING
STIRLING, L

SUMMARY: THIS BILL WOULD REQUEST THE REGENTS OF THE
00/28/85 UNIVERSITY OF CALIFORNIA, IN COOPERATION WITH THE CALIFORNIA STATE UNIVERSITY, THE CALIFORNIA COMMUNITY COLLEGES, THE CALIFORNIA POSTSECONDARY EDUCATION COMMISSION, AND THE DEPARTMENT OF CORRECTIONS, TO UNDERTAKE A STUDY TO IDENTIFY RESEARCH AND TRAINING NEEDS IN THE FIELD OF CORRECTIONS.

FISCAL

STATUS: IN SENATE--THIRD READING FILE--ASSEMBLY BILLS

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| GENERAL | NONE | INFO LEG |

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AB 588 COUNTY OFFICERS: CORONER, SHERIFF
FERGUSON

SUMMARY: THIS BILL WOULD DELETE THE AUTHORITY OF COUNTIES
04/22/85 HAVING A POPULATION OF 200,000 OR MORE TO COMBINE THE OFFICES OF SHERIFF AND CORONER AND IN THOSE COUNTIES WOULD PROHIBIT A PERSON WHO HOLDS OFFICE AS CORONER OR MEDICAL EXAMINER FROM, AT THE SAME TIME, SERVING AS SHERIFF OR DEPUTY SHERIFF OF THE SAME COUNTY.

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON LOCAL GOVERNMENT

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| GENERAL | NONE | INFO LEG |

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BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS - INFO LEG

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AB 2356 ADMINISTRATIVE REGULATIONS
ARBIAS

SUMMARY: EXISTING LAW SETS FORTH LEGISLATIVE DECLARATIONS AND FINDINGS CONCERNING ADMINSTRATIVE REGULATIONS, ESTABLISHES THE OFFICE OF ADMINSTRATIVE LAW WHICH IS CHARGED WITH THE ORDERLY REVIEW OF ADMINISTRATIVE REGULATIONS, AND INLCUDES PROVISIONS FOR THE ADOPTIONS, AMENDMENT, OR REPEAL OF THOSE REGULATIONS. THIS BILL WOULD PROVIDE THAT THE ABOVE PROVISIONS SHALL REMAIN IN EFFECT ONLY UNTIL JULY 1, 1987, WOULD REPEAL THE PROVISIONS AS OF JANUARY 1, 1988, AND WOULD REQUIRE THE LEGISLATIVE ANALYST, ON OR BEFORE JANUARY 1, 1987, TO PREPARE AND DELIVER TO THE LEGISLATURE A REPORT ANALYZING THE EFFECTIVENESS OF THE LAW.

FISCAL

STATUS: ASSEMBLY COMMITTEE ON GOVERNMENTAL EFFICIENCY

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| GENERAL | NONE | INFO LEG |

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SB 1402 ANIMALS: CRUELTY TO: HUMANE OFFICERS:
ROBERTI SCIENTIFIC RESEARCH

SUMMARY: THIS BILL WOULD SPECIFY THOSE PLACES WITHIN THE
07/01/85 STATE AT WHICH A HUMANE OFFICER MAY LAWFULLY INTER
PER INCLUDE RESEARCH LABORATORIES WHERE ANIMALS ARE USED.

FISCAL STATE-MANDATED

STATUS: SENATE COMMITTEE ON JUDICIARY 85-0000

| SUBJECT | POSITION | COMMENTS |
|---|---|---|
| GENERAL | NONE | INFO LEG |

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PROPOSED LEGISLATION

13511(b) PC

(b) In those instances where persons have acquired prior equivalent peace officer training ~~and are under consideration for hire by an agency participating in the POST program,~~ the Commission shall, no later than July 1, 1981, and thereafter, provide the opportunity for testing in lieu of attendance at a basic training academy or accredited college. Tests shall be constructed to verify possession of minimum knowledge and skills required by the Commission as outlined in its basic course. Such tests shall be shceduled periodically in convenient locations, and an opportunity shall be provided for testing and retesting under procedural guidelines established by the Commission. The retesting procedures shall be designed so that any portion which has been previously passed need not be retaken. The Commission shall charge a fee to cover all the costs associated with the testing conducted under this subdivision.

# BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

| TITLE OR SUBJECT | AUTHOR | BILL NUMBER |
|---|---|---|
| Penalty Assessments: Study | Senator Dills | SCR 53 |
| **SPONSORED BY** | **RELATED BILLS** | **DATE LAST AMENDED** |
| Southern California Auto Club | | 1-9-86 |

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Senate Concurrent Resolution 53 would:

1. Require the Judicial Council of California to establish a committee to study the penalty assessment process now used to fund various programs.

2. Require that the committee include various user groups.

3. Require the committee to report their findings to specified Assembly and Senate Committees no later than December 31, 1986.

Analysis

The sponsors of this bill indicate that the original purpose of the penalty assessment on traffic fines was to provide funds for public school driver training programs, which constituted a logical relationship. Currently, most of the programs funded from the penalty assessment have no such logical connection. It is their feeling that a study should be conducted to explore appropriate funding mechanisms for the agencies now receiving monies from the Assessment Fund.

Currently, there are seven programs which receive money directly from the penalty assessment of $5 on every $10 of fine assessed under Penal Code Section 1464. These groups are 1) Fish and Game Preservation Fund, 2) Restitution Fund, 3) Peace Officer Training Fund, 4) Driver Training Penalty Assessment Fund, 5) Corrections Training Fund, 6) Local Public Prosecutors and Public Defenders Training Fund, and 7) Victim-Witness Assistance Fund. In addition, there are various other penalty assessments which are allowed as a local option for such things as courthouse construction, etc. There are other legislative proposals now introduced which would further increase this percentage.

The original intent of assessing a modest penalty assessment to fund driver training has been modified to the point where the assessment could equal the fine in the not too distant future. Many programs which would normally be considered general fund obligations are now being funded exclusively by this special fund money. Because of the process used to generate these special funds, there is no real assurance of a sustained level of income. This situation is made more acute by the continuing addition of new groups and increased penalties.

OFFICIAL POSITION

| ANALYSIS BY | DATE | REVIEWED BY | DATE |
|---|---|---|---|
| Don Beauchamp | 1/15/86 | | |
| **EXECUTIVE DIRECTOR** | **DATE** | **COMMENT** | |
| Norman C. Boehm | 1/17/86 | | |

POST 1-159 (Rev. 6/77)

Comment

Obviously, the problem will have to be addressed at some point in time. There is a question as to whether a study is the appropriate change mechanism. Another more immediate answer might be to deny access of any new groups to this funding program. It has worked well over the years, for the participating agencies, and it need not be jeopardized by other groups seeking the same funding source.

# Senate Concurrent Resolution No. 53

**Introduced by Senator Dills**

January 9, 1986

Senate Concurrent Resolution No. 53—Relative to penalty assessments.

LEGISLATIVE COUNSEL'S DIGEST

SCR 53, as introduced, Dills. Penalty assessments: traffic assessments.

This measure would request the Judicial Council to establish a committee to study and report to the Legislature regarding the use of penalty assessments on traffic and other violations, as specified.

Fiscal committee: yes.

WHEREAS, The original purpose of penalty assessments on traffic infractions was to finance public school driver education programs; and

WHEREAS, The majority of current penalty assessment moneys are diverted to programs that do not have a logical relationship to traffic infractions; and

WHEREAS, Penalty assessments may comprise up to an additional 80 percent of the fine with less than 15 percent of the penalty assessment dedicated to driver training; and

WHEREAS, The assessments on traffic violations bring in far more revenue than those penalties assessed on criminal and violent crimes, yet penalty assessments support courthouse construction, juvenile justice facilities, fish and game preservation, correctional officer training, peace officer training, and restitution funding; and

WHEREAS, The above-cited programs are vital to the state's well-being; and

1 WHEREAS, It is desired that these various programs
2 be provided a stable and predictable source of funding;
3 and
4 WHEREAS, Traffic fines should be levied to deter
5 unlawful conduct rather than as a means of generating
6 revenue; now, therefore, be it
7 *Resolved by the Senate of the State of California, the*
8 *Assembly thereof concurring,* That the Judicial Council of
9 California is requested to establish a committee to study
10 penalty assessments and compare the sources of
11 contribution to the benefits gained and recommend
12 other revenue sources from which various penalty
13 assessment programs may be funded; and be it further
14 *Resolved,* That the committee include representatives
15 of law enforcement, court personnel, motor clubs, and
16 other appropriate user groups who shall serve without
17 compensation; and be it further
18 *Resolved,* That the committee report its findings and
19 recommendations to the Chairperson of the Senate
20 Judiciary Committee and the Chairperson of the
21 Assembly Public Safety Committee not later than
22 December 31, 1986; and be it further
23 *Resolved,* That the Secretary of the Senate transmit a
24 copy of this resolution to the Director of the
25 Administrative Office of the Courts.

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# BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
P.O. Box 20145
Sacramento, California 95820-0145

| TITLE OR SUBJECT | AUTHOR | BILL NUMBER |
|---|---|---|
| Basic Training: Equivalency Testing | Assemblyman Klehs | AB 2156 |
| SPONSORED BY Peace Officers Research Association of California | RELATED BILLS None | DATE LAST AMENDED 1-6-86 |

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Assembly Bill 2156 would:

1. Remove the restriction that only persons under consideration for hire by an agency participating in the POST program, and who meet the other requirements, are eligible to be tested in lieu of attendance at a basic course.

Analysis

Current law restricts basic course equivalency testing to persons who have equivalent training and who are under consideration for hire by a POST-affilated law enforcement agency. The original purpose of this provision was to restrict testing to those persons who are actually being considered for employment. It was felt that providing testing opportunities for all persons could overload the testing mechanism and actually delay the hiring process of law enforcement agencies.

Experience has shown that the current system has, in fact, worked a hardship on some candidates and law enforcement agencies. This is particularly true of out-of-state candidates who do not have a previous commitment for employment from a California law enforcement agency, but desire to be able to state on their employment application that they have satisfied the California POST training requirements and therefore do not have to undergo further training. Both the agency and the candidate state that the previously trained person should have the opportunity, at the persons own expense, to meet all of the employment standards, including training, before actually applying for a law enforcement position.

At the present time, POST is annually testing approximately 100 previously trained persons who are being considered for hire by an agency in the POST program. Although there is no way to accurately predict the number of persons who might apply should the law be changed, previous inquiries indicate this number could increase substantially. All costs, both under current law and under the changes proposed in this bill, would continue to be borne entirely by the applicant in the form of fees. It is felt that the testing mechanism now in place can accommodate a reasonable increase without undue delay in service.

OFFICIAL POSITION

| ANALYSIS BY | DATE | REVIEWED BY | DATE |
|---|---|---|---|
| D. Beauchamp | 1/14/85 | | |
| EXECUTIVE DIRECTOR Norman C. Boehm | DATE 1/17/85 | COMMENT | |

POST 1-159 (Rev. 6/77)

Comments

Because both the employing agencies and the candidates have indicated a desire to modify the existing basic course equivalency testing program to allow all previously trained persons to undergo such testing (at their own expense), POST has no objection to accommodating this change. The increased cost to the Commission will be offset by the required fee provision.

Recommendation

POST support AB 2156.

AMENDED IN SENATE JANUARY 6, 1986

CALIFORNIA LEGISLATURE—1985-86 REGULAR SESSION

# ASSEMBLY BILL No. 2156

**Introduced by Assembly Member Klehs**

March 8, 1985

An act to amend Section ~~12304~~ *13511* of the Penal Code, relating to crimes.

LEGISLATIVE COUNSEL'S DIGEST

AB 2156, as amended, Klehs. ~~Destructive devices: ammunition~~ *Peace officer training.*

*Existing law requires the Commission on Peace Officers Standards and Training to adopt standards regarding the training of peace officers and to allow required training to be obtained at approved institutions. In lieu of training at an institution, the commission is required to provide the opportunity for testing of those persons who have acquired prior equivalent peace officer training and are under consideration for hire by an agency participating in the Peace Officer Standards and Training (POST) program.*

*This bill would delete the requirement that persons eligible for testing must be under consideration for hire by an agency participating in the POST program.*

~~Existing law makes it a misdemeanor punishable by imprisonment in the county jail for a term not to exceed 6 months or by a $1,000 fine, or by both the fine and the imprisonment, if a person or entity sells, offers for sale, possesses, or knowingly transports any prescribed ammunition without a permit. A person subsequently convicted of the offense is guilty of either a misdemeanor or felony.~~

~~This bill would increase the punishment for a first~~

~~conviction of the above offense, thus creating a state/mandated local program, to imprisonment in the county jail for a term not to exceed one year, or by a $2,000 fine, or by both the fine and imprisonment. It would make each subsequent conviction exclusively a felony punishable by imprisonment in the state prison or by a $5,000 fine, or by both the fine and imprisonment.~~

~~The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.~~

~~This bill would provide that no reimbursement is required by this act for a specified reason.~~

Vote: majority. Appropriation: no. Fiscal committee: ~~yes~~ *no*. State-mandated local program: ~~yes~~ *no*.

*The people of the State of California do enact as follows:*

1 ~~SECTION 1. Section 13201 of the Penal Code is~~
2 *SECTION 1. Section 13511 of the Penal Code is*
3 *amended to read:*
4 13511. (a) In establishing standards for training, the
5 commission shall, so far as consistent with the purposes of
6 this chapter, permit required training to be obtained at
7 institutions approved by the commission.
8 (b) In those instances where persons have acquired
9 prior equivalent peace officer training ~~and are under~~
10 ~~consideration for hire by an agency participating in the~~
11 ~~POST program~~, the commission shall, no later than July
12 1, 1981, and thereafter, provide the opportunity for
13 testing in lieu of attendance at a basic training academy
14 or accredited college. Tests shall be constructed to verify
15 possession of minimum knowledge and skills required by
16 the commission as outlined in its basic course. ~~Such~~ *These*
17 tests shall be scheduled periodically in convenient
18 locations, and an opportunity shall be provided for testing
19 and retesting under procedural guidelines established by
20 the commission. The retesting procedures shall be
21 designed so that any portion which has been previously
22 passed need not be retaken. The commission shall charge

a fee to cover administrative costs which is sufficient to cover all the costs associated with the testing conducted under this subdivision.

~~amended to read:~~

~~12304. Any person, firm or corporation who, within this state, sells, offers for sale, possesses, or knowingly transports any fixed ammunition of a caliber greater than .60 caliber, except as provided in this chapter, is guilty of a public offense and upon conviction thereof shall be punished by imprisonment in the county jail for a term not to exceed one year or by a fine not to exceed two thousand dollars ($2,000), or by both the fine and imprisonment.~~

~~A second or subsequent conviction shall be punished by imprisonment in the state prison, or by a fine not to exceed five thousand dollars ($5,000), or by both the fine and imprisonment.~~

~~SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs which may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, changes the definition of a crime or infraction, changes the penalty for a crime or infraction, or eliminates a crime or infraction.~~

O

Commission on Peace officer Standards and Training
Advisory Committee Meeting
Bahia Hotel, San Diego
January 21, 1986, 10 a.m.

## AGENDA

| | |
|---|---|
| Call to Order and Roll Call | Chair |
| Approval of Minutes of Previous Meeting | Chair |
| Announcements | Chair |
| Commission Liaison Committee Remarks | Commissioners |
| Sub-Committee Report - Privatization in Law Enforcement | Clark ✓ |
| Sub-Committee Report - Civilianization in Law Enforcement | Sadleir |
| Sub-Committee Report - Dispatcher Selection/Training Standards | Owens |
| ~~Drug Use by Law Enforcement Officers~~ | ~~Silbert~~ ✓ |
| Psychological Testing of State Employees | Sadleir |
| Commission Meeting Agenda Review | Staff |
| Advisory Committee Member Reports | Members |
| Open Discussion | Chair |
| Adjourn | Chair |

1. Silbert excused
2. McKeown "
3. Brown "
4. Lowenberg "
5. Clark not excused

Commissioners present
Grande
Pantaleoni
Wasserman
Dyer

next meeting at POST. Arrange shuttle from Hilton to POST. Furnish list of motels near POST.

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*
**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST ADVISORY COMMITTEE MEETING
October 23, 1985
Hyatt Airport Hotel
Oakland, California

# MINUTES

## CALL TO ORDER

The meeting was called to order at 10 a.m. by Chairman Joe McKeown.

## ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Joe McKeown, Chairman, Calif. Academy Directors' Assoc.
Michael Sadleir, Vice-Chairman, Specialized Law Enforcement
Don Brown, Calif. Organization of Police and Sheriffs
Ben Clark, Calif. State Sheriffs' Assoc.
Barbara Gardner, Women Peace Officers' Assoc. of Calif.
Derald Hunt, Calif. Assoc. of Administration of Justice Educators
William Oliver, Calif. Highway Patrol
Carolyn Owens, Public Member
Jack Pearson, State Law Enforcement Management
Mimi Silbert, Public Member
J. Winston Silva, Community Colleges
Gary Wiley, Calif. Assoc. of Police Training Officers

Absent were: Ray Davis, Calif. Peace Officers' Assoc.
Ron Lowenberg, Calif. Police Chiefs' Assoc.
William Shinn, Peace Officers' Research Assoc. of Calif.

Commission Advisory Liaison Committee Members present:

Commissioner Carm Grande, Committee Chairman
Commissioner Robert Wasserman

POST Staff present:

Norman Boehm, Executive Director
Don Beauchamp, Assistant to Executive Director
Harold Snow, Bureau Chief, Training Program Services
Imogene Kauffman, Executive Secretary

Guest: Craig Steckler, Chief of Police, Piedmont Police Dept.

## APPROVAL OF MINUTES

MOTION - Silva, second - Pearson, carried unanimously for approval of the minutes of the July 24, 1985 Advisory Committee Meeting at the Bahia Hotel in San Diego.

## COMMISSION LIAISON COMMITTEE REMARKS

Liaison Committee Chairman Carm Grande stated that he had reviewed the "Role of the Advisory Committee" and wished to reaffirm that the Advisory Committee should bring ideas to the Commission rather than the Committee striking out in a direction of its own. The Commission will then take into account whether the idea should be pursued, who should pursue it, when it should be pursued, etc., considering budget, priorities, workloads and that type of thing. The Commission would then make assignments as indicated.

## CIVILIANIZATION IN LAW ENFORCEMENT STUDY - STATUS REPORT

It was reported that POST is in the process of computerizing the results of the survey sent to law enforcement agencies regarding the number of civilian employee category assignments being utilized, job classifications, training needs and areas of interest for a recommended training plan, i.e., where POST should be with regard to providing training courses for civilians. A good sampling has been received and shows law enforcement agencies employ 20% non sworn, and that the use of non sworn personnel is becoming a cost-effective way to deliver police services. The questionnaire responses are showing such a wide diversity of types of training requested that some sorting will have to be initiated to get a clear picture of the priority training needs.

Mike Sadleir, Chairman of the Subcommittee on Civilianization, stated the subcommittee will wait until the report is in final form before scheduling another subcommittee meeting.

## PRIVATIZATION IN LAW ENFORCEMENT - SUBCOMMITTEE REPORT

Chairman McKeown stated that the study on civilianization had been divided into two subcommittees, Civilianization and Privatization, and called for a report from Sheriff Clark, Chairman of the Subcommittee on Privatization.

Sheriff Clark reported he has been sending out requests for data on the use of privatization in law enforcement. When all the material is received, it will be copied, sent to the Subcommittee, and a meeting will be arranged. It has become apparent that a legal opinion is going to be needed regarding the inability to delegate the responsibility for the liability of functions being performed under contract which can lead to arrest or detention.

## LONGTITUDINAL STUDY OF TRAINEES - SUBCOMMITTEE REPORT

Chairman McKeown stated this item generated from the July Advisory Committee meeting was being tabled inasmuch as he had been advised POST staff is presently conducting such a study.

DISPATCHER SELECTION AND TRAINING STANDARDS ASSIGNMENT

At the July Commission meeting the Commission assigned the Advisory Committee to study the training standards of public safety dispatchers, and submit recommendations to the Commission as to whether this would be an appropriate training and certification functional area for POST to become involved in. Chairman McKeown appointed the following Subcommittee to study this issue and bring it back to the Advisory Committee at the next meeting:

Carolyn Owens - Chair
Mike Sadleir - Member
Joe McKeown - Member
Derald Hunt - Member

COMMISSION MEETING AGENDA REVIEW

Norman Boehm, Executive Director, reviewed and discussed the Commission meeting Agenda for the Commission meeting. Following discussion of Agenda Item D. "Appeal by the City of Los Angeles Personnel Department Requesting Waiver of Portions of the Commission's Regulations Requiring Entry-Level Reading and Writing Testing (1002(a)(9))," the following action was taken:

> MOTION - Pearson, second - Silbert, carried unanimously that the Advisory Committee recommend that the appeal of the City of Los Angeles be denied, that there be no waiver of policy and that no exemptions be pursued.

Item H. "Experience Requirements for Award of POST Certificate" was discussed. There was consensus that the Advisory Committee's recommendation remain in support of the position that credit will not be granted for experience other than that of a full-time regular officer for the purpose of awarding certificates.

Item R. "Recommendation for a 'Law Enforcement Symposium on the Future' to be held on January 30-31, 1986 in Conjunction with the Command College Graduation at Kellogg-West, Pomona" was discussed.

> MOTION - Silva, second - Silbert, carried unanimously that the Advisory Committee be invited to participate in the "Law Enforcement Symposium on the Future" on January 30-31, 1986 in Pomona.

The Executive Director announced that the Open House for the new POST Facility has been scheduled for November 21, 1985 from 3 to 7 p.m., and all Advisory Committee Members are invited to attend.

COMMITTEE MEMBER REPORTS

State Law Enforcement Management - Jack Pearson reported that a physical fitness program has been put into place which will be applicable to all general law enforcement officers in California. It will be in effect no sooner than July 1986 nor no later than January 1987.

Public Member - Public Member Mimi Silbert reported she had just finished doing some work in Boston and New York Police Departments on the problem of peace officer drug addiction. She stated she would like to have a spot on the agenda for the Advisory Committee to talk about the growing problem of drug addiction within police departments. There was consensus that this would be included on the January agenda.

California Association of Administration of Justice Educators - Derald Hunt reported that Dick Snibbe, CAAJE President, had recently appointed Ron Havner as the Chairman of the Professionalization and Standards Committee. They held meetings in both the North and South of California to review the core curriculum in some of the pre-service programs. CAAJE feels too much of the pre-service program is really a replication of what the person gets after being employed. This is an effort by CAAJE to take another look at the core course and come up with a component for the A.A. degree. Once this survey is completed by the Professionalization and Standards Committee, they will propose a grant be sought to restudy the criminal justice courses. CAAJE hopes to come up with a two-year degree program for the AA and Bachelor's degrees that could also be endorsed by STC and perhaps by CADA.

California State Sheriffs' Association - Ben Clark announced that the annual Jail Conference is scheduled in the middle of November in Visalia, and that the head of the prison system is scheduled to make a presentation.

Public Member - Public Member Carolyn Owens reported she had recently attended the CAPTO conference and had found it very reassuring to see them moving forward with such an innovative-type conference.

Women Peace Officers' Association of California - Barbara Gardner announced that the WPOAC will be having an institute in San Diego November 7,8,9 on drugs and narcotics.

California Community Colleges - Win Silva reported that the Chancellor's Office has issued RFP's for course revisions to modernize the curriculum for pre-employment. There are complaints that there is duplication in pre-employment and academy programs. RFP's will be read in November, and the selection will be made soon after. There will be a new curriculum by June of 1986.

California Association of Police Training Officers - Gary Wiley reported that CAPTO had held their Training Managers Update Conference last week in Santa Rosa. It was a very successful program. There were a variety of programs and workshops set up with a cross section of training programs. There were also a variety of exhibits of the newer products coming out on the market and interactive video programs. Presentations were well received and, overall, it was a good training conference and very productive.

Specialized Law Enforcement - Mike Sadleir announced that the CAUSE Conference starts October 25 in Las Vegas. He stated he had also attended the CAPTO Conference in Santa Rosa and wished to echo the statements already made that it was an excellent conference.

OPEN DISCUSSION

The issue was brought up of a problem with the State Personnel Board who have yet to implement the psychological testing process. Bill Oliver stated the CHP had come to a real stalemate with the SPB over psychological screening. The Board has not approved the standards and will not approve them until they get an in-house psychologist in place. They are going way beyond their administrative discretion on this, and the CHP is about to request a letter from the Attorney General to that effect, as well as go to the Governor. They may be asking POST for assistance in emphasizing the mandate of the law regarding psychological screening.

A discussion was held on the initiation of some appropriate way for the Advisory Committee to give a recognition of appreciation to departing members when their terms expire and they are replaced.

> MOTION - Brown, second - Wiley, motion carried (Clark - No) that a pool, or something of that nature, be started to purchase a plaque to honor Advisory Committee Members upon their departure from the Advisory Committee.

Chairman McKeown appointed Don Brown and Gary Wiley as a committee to explore the possibilities of this motion and bring a recommendation back at the next meeting.

ELECTION OF OFFICERS

> MOTION - Oliver that Mike Sadleir be elected Chairman of the Advisory Committee for the upcoming year. Wiley moved the nominations be closed, and Sadleir was elected Chairman by acclamation.

> MOTION - Pearson, second - Silbert, motion carried that Carolyn Owens be elected Vice-Chairman for the upcoming year.

There being no further business to come before the Advisory Committee, the meeting was adjourned at 12:15 p.m.

Imogene Kauffman

Imogene Kauffman
Executive Secretary

# TRAINING NEEDS ASSESSMENT FOR NON-SWORN EMPLOYEES OF CALIFORNIA LAW ENFORCEMENT

COMMISSION ON PEACE OFFICER
STANDARDS AND TRAINING

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# INTRODUCTION

This study concerns POST's role in meeting the training needs of non-sworn employees of California law enforcement agencies. POST recognizes the significant contributions made by non-sworn employees toward the effectiveness of California law enforcement. Assumption of a wide variety of activities by non-sworn employees have permitted greater attention to operational law enforcement functions by sworn peace officers.

POST currently provides numerous certified courses that are expressly designed for non-sworn employees or those which may be attended by both sworn and non-sworn alike. As indicated in Attachment A, POST trained 2,612 non- sworn employees in the 1984-85 fiscal year which is 7% of the total 37,664 trainees. POST reimbursement for these non-sworn trainees amounted to $907,311 or 3% of the total $27,385,939.

This study focuses on a proposed POST Training Plan for Non-Sworn Employees that identifies what additional courses should be or should not be POST-certified for non-sworn employees. The plan is based upon an analysis of the results of a Survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs and field input. A summary of the survey results and verbal input from training organizations follow. Recognizing that differing views are held concerning the extent to which POST should provide for non-sworn training, this training plan attempts to offer a rational approach for addressing the training needs of non-sworn employees in California law enforcement. It also recognizes that numerous training opportunities for non-sworn employees exist outside the POST program.

## Summary of Survey Results

Survey Response -- 280 or (68%) of 412 surveys were returned including
228 from police departments,
37 from sheriff's departments.
15 from campus police departments.

Classification of Persons Completing Survey--

| | |
|---|---|
| 59 - Chief or Sheriff | 10 - Officer or Deputy |
| 6 - Undersheriff, Deputy Chief | 12 - Civilian Manager, Supervisor |
| 92 - Lieutenant, Captain, Commander | 15 - Other Civilian |
| 52 - Sergeant | 42 - Training Manager, Officer |

Responding Agencies--represent 36,518 sworn officers or 77% of the 47,236 total number of officers employed in agencies surveyed.

Non-Sworn Employees--17,438 represented by the sample of agencies responding. It can be projected that there are a total of 20,173 non-sworn employees. (See Attachment C for Projected Number of Non-Sworn Employees by Job Assignment).

Job Titles--Over 312 different job titles were identified for non-sworn employees (See Attachment D for Job Titles of Non-Sworn Employees)

Non-Sworn Training Needs Identified--Suggestions for new courses vary considerably from agency to agency depending on size, use of non-sworn employees, and local conditions. Law enforcement is very much divided regarding the need to provide training for some categories of non-sworn, i.e., clerical, records, animal control, etc. (See Attachment E for List of Non-Sworn Training Needs)

Additional Presentations of POST-Certified Courses--Were suggested for certain geographical areas, i.e., Basic Complaint Dispatcher, Complaint Dispatcher Update, Records Clerk, etc. (See Attachments B and G.)

Miscellaneous Survey Results--Overwhelmingly (86%) survey response indicated POST should continue to certify courses for non-sworn employees and should consider certifying a few additional selected courses. Over 79% indicate POST should certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment. Over 53% support POST developing a combined Supervisory/Management Course for non-sworn that would be applicable to both. (See Attachment F.)

## Verbal Input From Training Organizations

Proposed POST Training Plan For Non-Sworn Employees--The proposed plan was well received, with several modifications made as a result. Extensive need was indicated for a short course in dealing with the public for non-sworn employees due to citizen complaints.

## POST Training Plan For Non-Sworn Employees

1. CONTINUE EXISTING POST-CERTIFIED COURSES AVAILABLE TO NON-SWORN EMPLOYEES (See Attachment B for Existing Courses)

2. EXPAND PRESENTATIONS OF EXISTING POST-CERTIFIED COURSES APPLICABLE TO NON-SWORN BASED UPON SURVEY RESULTS AND DEMONSTRATED NEED. SUCH COURSES SHOULD RESTRICT CURRICULUM TO THE LAW ENFORCEMENT FUNCTION. (See Attachment G)

   a. Basic Complaint Dispatcher Course
   b. Complaint Dispatcher Update Course
   c. Records Clerk
   d. Community Service/Public Safety Officer

3. DEVELOP AND CERTIFY THE FOLLOWING ADDITIONAL COURSES FOR NON-SWORN EMPLOYEES WHICH FOCUS ON THE LAW ENFORCEMENT FUNCTION AND PERMIT MULTIPLE AGENCY ATTENDANCE BY SWORN OFFICERS AND NON-SWORN PERSONNEL: (See Attachment C)

   a. Property/Evidence Control Course
   b. Warrants Course
   *c. NCIC/CJIS Course
   d. Dealing With The Public Course

4. DEVELOP AND CERTIFY A NON-SWORN SUPERVISORY/MANAGEMENT COURSE

Reword. Do not use Don't

5. DON'T CERTIFY THE FOLLOWING NON-SWORN COURSES FOR SPECIFIED RATIONALE:

| | Course | Rationale |
|---|---|---|
| a. | Supervisory Courses for Particular Assignments, i.e., Dispatch | The generalist course for Non-Sworn Supervisor/Managers will satisfy the need. |
| b. | Stress Awareness Stress Reduction | POST policy is to provide such training to train trainers and supervisors. It is also part of the curriculum of other courses i.e., Basic Dispatchers. Such courses are readily available through community colleges, adult education, or internally within some agencies. |
| c. | Self-Development Courses Not Related to a Particular Job. | POST certifies only training related to the law enforcement function. |

*Training mandated by FBI and California Department of Justice for persons inputing or having access to NCIC/CJIS systems which impacts both sworn and non-sworn employees. This issue is currently under study by the Department of Justice and there is uncertainty about whether this training can be incorporated within existing courses or develop new courses.

5. DON'T CERTIFY THE FOLLOWING NON-SWORN COURSES FOR SPECIFIED RATIONALE: (continued)

| | Course | Rationale |
|---|---|---|
| d. | Non-Law Enforcement Functions, i.e., Janitorial, Fleet Maintenance, Clerical, Computer Operator, Cooks, Accounting, Animal Control etc. | Local agency responsibility. These functions are normally not performed by peace officers. |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Comparison of Sworn vs. Non-Sworn Trainees
and Reimbursement for the 1984-85 Fiscal Year

| | Reimbursable Trainees | Reimbursement | Average Reimbursement Trainee |
|---|---|---|---|
| Sworn Officers | 35,052 (93%) | $26,478,628 (97%) | $755 |
| Non-Sworn Employees | 2,612 (7%) | $907,311 (3%) | $347 |
| TOTAL | 37,664 | $27,385,939 | $727 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Existing POST-Certified Courses Applicable to Non-Sworn

| Primary Assignment/ Course Title | No. of Presentors | No. of Present-ations 85-86 FY | No. of Non-Sworn Trainees Annually |
|---|---|---|---|
| **Administrative** | | | |
| — | | | |
| **Animal Control** | | | |
| — | | | |
| **Clerical** | | | |
| — | | | |
| **Community Relations** | | | |
| Community Service Officer | 1 | 2 | 60 |
| Public Safety Aide Academy | 1 | 2 | 80 |
| **Complaint Dispatcher** | | | |
| Complaint Disp. Course | 11 | 34 | 1,240 |
| Complaint Disp. Update | 1 | 2 | 60 |
| **Computer** | | | |
| Computer In LE, Intro. | 2 | 11 | 55 |
| Systems Analysis for LE | 1 | 3 | 7 |
| **Coroner** | | | |
| Coroner Invest. Course | 1 | 2 | 0 |
| **Court** | | | |
| Civil Process/Procedures | 2 | 4 | 39 |
| **Crime Analysis** | | | |
| Crime Analysis Course | 1 | 3 | 30 |
| Intelligence Data Anal. | 1 | 3 | 15 |
| **Crime Lab/Identification/ Criminalist** | | | |
| Clandestine Lab Crim. | 1 | 4 | 14 |
| **Crime Prevention** | | | |
| Crime Prevention Course | 2 | 20 | 393 |
| **Crime Scene Processing (Technician)** | | | |
| Field Evidence Tech. | 7 | 25 | 128 |
| Basic Fingerprint Latent | 1 | 4 | 14 |
| Crime Scene Investigation | 3 | 8 | 4 |
| **Firearms Range** | | | |
| Firearms Invest. Course | 6 | 19 | 99 |

| Primary Assignment/ Course Title | No. of Presenters | No. of Present-ations 85-86 FY | No. of Non-Swo Trainee |
|---|---|---|---|
| **Investigation** | | | |
| Criminal Invest. Course | 2 | 17 | 1 |
| Adv. Crim. Invest. | 0 | | |
| **Jail** | | | |
| Jail Operations | 21 | 73 | 2,35 |
| Jail Management | 1 | 4 | 1 |
| **Janitorial** | | | |
| — | | | |
| **Juvenile** | | | |
| Juvenile Procedures | 3 | 16 | 1 |
| **Media Development** | | | |
| Video Workshop | 1 | 4 | |
| **Parking/Traffic Control** | | | |
| — | | | |
| **Planning Research** | | | |
| Systems Analysis | 1 | 3 | |
| **Polygraph** | | | |
| — | | | |
| **Property/Evidence** | | | |
| — | | | |
| **Records** | | | |
| Records Clerk | 4 | 10 | 28 |
| Records Supervisors | 2 | 6 | 11 |
| Records Margin | 1 | 4 | 7 |
| **Report Takers** | | | |
| — | | | |
| **School Resource** | | | |
| — | | | |
| **Traffic Accident Invest.** | | | |
| Traffic Inv. Course | 18 | 58 | 1 |
| Adv. Traffic Inv. | 1 | 2 | - |
| **Training** | | | |
| — | | | |
| **Warrants** | | | |
| — | | | |

Commission on Peace Officer Standards and Training

NON-SWORN EMPLOYEES FROM CALIFORNIA LAW ENFORCEMENT
(1985-86 Fiscal Year) *

| Primary Assignment/Position | Entry Level | Supervisory Level | Management Level | Total |
|---|---|---|---|---|
| Administrative | 267 | 65 | 103 | 435 |
| Animal Control | 171 | 29 | 8 | 208 |
| Clerical | 4,113 | 564 | 43 | 4,720 |
| Community Relations | 65 | 8 | 1 | 74 |
| Community Service Officer | 1,105 | 21 | 0 | 1,126 |
| Complaint Dispatcher | 3,457 | 352 | 25 | 3,834 |
| Computer | 364 | 57 | 14 | 435 |
| Coroner | 26 | 5 | 3 | 34 |
| Court | 88 | 18 | 0 | 106 |
| Crime Analysis | 129 | 29 | 14 | 172 |
| Crime Lab | 430 | 75 | 14 | 519 |
| Crime Prevention | 162 | 9 | 3 | 174 |
| Crime Scene Tech | 186 | 26 | 0 | 212 |
| Firearms Range | 58 | 5 | 0 | 63 |
| Fiscal (Accounting) | 236 | 43 | 35 | 314 |
| Fleet Maintenance | 490 | 38 | 13 | 541 |
| Investigation | 161 | 30 | 0 | 191 |
| Jail | 1,800 | 208 | 16 | 2,024 |
| Janitorial | 313 | 42 | 3 | 358 |
| Juvenile | 34 | 1 | 4 | 39 |
| Media Development | 14 | 3 | 1 | 18 |
| Parking/Traffic | 578 | 27 | 8 | 613 |
| Planning Research | 14 | 8 | 17 | 39 |
| Polygraph | 12 | 4 | 0 | 16 |
| Property/Evidence | 270 | 48 | 9 | 327 |
| Records | 1,499 | 317 | 125 | 1,941 |
| Report Takers | 145 | 0 | 1 | 146 |
| School Resource | 29 | 5 | 0 | 34 |
| Traffic Accident Investigation | 25 | 0 | 0 | 25 |
| Training | 35 | 8 | 3 | 46 |
| Warrants | 101 | 12 | 0 | 113 |
| Other (Miscellaneous) | 2,056 | 181 | 34 | 2,271 |
| Total | 17,438 | 2,238 | 497 | 20,173 |

* Projected data based upon a 77% sample of agencies

8265B
10-28-85

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Job Titles of Non-Sworn Employees of Law Enforcement Agencies by Primary Assignment

(Listed in descending order of frequency)

### Primary Assignment/Position

#### Administrative

| | |
|---|---|
| Administrative Assistant | (20) |
| Secretary | (19) |
| Administrative Analyst | ( 8) |
| Admin. Services Officer | ( 8) |
| Chief's Secretary | ( 6) |
| Division Manager | ( 6) |
| Records & Comm. Supervisor | ( 3) |
| Business Office Manager | ( 3) |
| Technical Services Manager | ( 2) |
| Administrative Aide | ( 2) |
| Steno | ( 2) |
| Department Analyst | ( 2) |
| Medical Services Admin. | ( 2) |
| Administrative Coordinator | ( 1) |
| Management Assistant | ( 1) |
| Staff Technician | ( 1) |
| Chief Dept. Administrator | ( 1) |

#### Animal Control

| | |
|---|---|
| Animal Control Officer | ( 8) |
| Humane Officer | ( 2) |
| Animal Control Aide | ( 1) |
| Field Services Officer | ( 1) |

#### Clerical

| | |
|---|---|
| Secretary | (22) |
| Clerk | (19) |
| Clerk Typist | (17) |
| Clerk Dispatcher | ( 6) |
| Department Secretary | ( 5) |
| Senior Steno | ( 2) |
| Administrative Secretary | ( 2) |
| Senior Clerk | ( 2) |
| Intermediate Clerk | ( 2) |
| Office Assistant | ( 2) |
| Junior Clerk | ( 1) |
| Legal Clerk | ( 1) |
| Intermediate Acctng. Clerk | ( 1) |
| Booking Clerk | ( 1) |
| Payroll Clerk | ( 1) |
| Technical Writer | ( 1) |
| Program Technicaian | ( 1) |
| Microphotographer | ( 1) |
| Receptionist | ( 1) |

#### Community Relations

| | |
|---|---|
| Comm. Relations Rep. | ( 4) |
| Comm. Service Officer | ( 3) |
| Crime Prevention Aide | ( 2) |
| Neighborhood Water Coord. | ( 2) |
| Police Services Rep. | ( 1) |
| Community Aide | ( 1) |
| Public Information Officer | ( 1) |
| Police Cadet | ( 1) |
| Police Record Clerk | ( 1) |

### Primary Assignment/Position

#### Community Services Officer

| | |
|---|---|
| Community Service Officer | (10) |
| Public Service Aide | ( 9) |
| Police Cadet | ( 8) |
| Police Service Technician | ( 6) |
| Police Aide | ( 5) |
| Safety & Police Assistant | ( 4) |
| Support Services Aide | ( 4) |
| Dispatch/Jailer | ( 1) |
| Personal Safety Officer | ( 1) |
| Security Patrol Officer | ( 1) |
| Crime Prevention Coord. | ( 1) |
| Desk Clerk | ( 1) |
| Civil Division Officer | ( 1) |

#### Complaint Dispatcher

| | |
|---|---|
| Dispatcher | (16) |
| Public Safety Dispatcher | (14) |
| Communication Operator | (10) |
| Dispatcher Clerk | ( 7) |
| Communication Technician | ( 3) |
| Dispatcher Matron | ( 3) |
| Police Services Technician | ( 3) |
| Communication Records Clerk | ( 1) |
| Administrative Secretary | ( 1) |
| Sheriff's Aide | ( 1) |
| Community Service Officer | ( 1) |
| Data Processing | ( 1) |
| Emergency Service Operator | ( 1) |
| Administrative Secretary | ( 1) |
| Sheriff's Aide | ( 1) |
| Community Service Officer | ( 1) |
| Data Processing | ( 1) |
| Emergency Service Operator | ( 1) |

#### Computer

| | |
|---|---|
| Key Data Operator | (16) |
| Program Analyst | ( 5) |
| Police Records Clerk | ( 3) |
| Police Inf. System Spec. | ( 2) |
| Computer Operator | ( 2) |
| Programmar | ( 2) |
| Systems Analyst | ( 1) |
| Information Technician | ( 1) |
| Senior Data Entry Operator | ( 1) |
| Administrative Assistant | ( 1) |
| Senior Word Processor | ( 1) |
| Sheriff Services Clerk | ( 1) |

#### Coronor

| | |
|---|---|
| Senior Deputy Corornor | ( 1) |

#### Court

| | |
|---|---|
| Court Liaison | ( 4) |

### Primary Assignment/Position

#### Court (continued)

| | |
|---|---|
| Community Service Officer | ( 3) |
| Police Service Aide | ( 3) |
| Bailiff | ( 1) |
| Police Service Tech. | ( 1) |
| Civil Deputy | ( 1) |
| Subpoena Server | ( 1) |
| Tech. Services Specialist | ( 1) |
| Lead Police Services Spec. | ( 1) |

#### Crime Analysis

| | |
|---|---|
| Systems Analyst | ( 5) |
| Community Service Officer | ( 4) |
| Administrative Analyst | ( 2) |
| Administrative Aid | ( 2) |
| C Cap Officer | ( 1) |
| Police Records Clerk | ( 1) |
| Fingerprint Examiner | ( 1) |

#### Crime Lab

| | |
|---|---|
| I. D. Technician | (11) |
| Fingerprint Technician | ( 4) |
| Criminalist | ( 2) |
| Photo/Video Technician | ( 3) |
| Associate Adm. Analyst | ( 1) |
| Community Service Officer | ( 1) |
| Darkroom Operator | ( 1) |
| I. D. Manager | ( 1) |
| Crime Lab Assistant | ( 1) |

#### Crime Prevention

| | |
|---|---|
| Community Service Officer | ( 8) |
| Crime Prevention Officer | ( 5) |
| Public Safety Technician | ( 1) |
| Police Service Rep. | ( 1) |
| Sheriff's Aide | ( 1) |
| Staff Analyst | ( 1) |
| Community Reaction Assistant | ( 1) |

#### Crime Scene Processing (Technician)

| | |
|---|---|
| Evidence Technician | ( 9) |
| Community Services Officer | ( 6) |
| I. D. Technician | ( 6) |
| Police Service Assistant | ( 3) |
| Photo Technician | ( 2) |
| Crime Scene Investigator | ( 1) |
| I. D. Manager | ( 1) |
| Clinical Lab Technologist | ( 1) |
| Forensic Specialist | ( 1) |

Primary Assignment/Position

Firearms Range

| | |
|---|---|
| Range Master | ( 8) |
| Range Master Assistant | ( 1) |
| Assistant Weapon Coord. | ( 1) |
| Weapons Instructor | ( 1) |
| Community Services Officer | ( 1) |
| Senior Police Analyst | ( 1) |

Fiscal Accounting

| | |
|---|---|
| Account Clerk | (19) |
| Account Technician | ( 3) |
| Administrative Assistant | ( 3) |
| Management Analyst | ( 3) |
| Fiscal Affairs Officer | ( 1) |
| Fiscal Service Supervisor | ( 1) |
| Admn. Services Officer | ( 1) |
| Associate Analyst | ( 1) |
| Office Manager | ( 1) |
| Accountant II | ( 1) |
| Mgmt. Srvs. Administrator | ( 1) |
| Personnel/Payroll Clerk | ( 1) |
| Cashier | ( 1) |

Fleet Maintenance

| | |
|---|---|
| Equipment Mechanic | ( 3) |
| Maintenance Service Worker | ( 2) |
| Technician | ( 1) |
| Cadet | ( 1) |
| Community Service Officer | ( 1) |
| Auto Appraiser | ( 1) |
| Helicopter Worker | ( 1) |
| Lead Worker | ( 1) |

Investigation

| | |
|---|---|
| Community Service Officer | ( 8) |
| Police Service Technician | ( 6) |
| Youth Service Counselor | ( 1) |
| Non-sworn Investigator | ( 1) |
| Microfilm Technician | ( 1) |
| Fingerprint Classifier | ( 1) |

Jail

| | |
|---|---|
| Jailers | ( 6) |
| Correctional Officers | ( 4) |
| Police Assistance | ( 4) |
| Detention Officers | ( 3) |
| Custodial Officers | ( 3) |
| Community Service Officers | ( 2) |
| Matron/Jailer | ( 2) |
| Sheriff's Aide Cooks | ( 2) |
| Special Services Coord. | ( 1) |
| Directors | ( 1) |
| Cadet | ( 1) |
| Station Officer | ( 1) |
| Records Officer | ( 1) |
| Senior Booking Clerk | ( 1) |
| Nurse | ( 1) |
| Correctional Officer | ( 1) |
| Detention Technician | ( 1) |
| Utility Worker | ( 1) |
| Kitchen Helper | ( 1) |
| Storekeeper | ( 1) |
| Laundryman | ( 1) |

Primary Assignment/Position

Janitorial

| | |
|---|---|
| Custodian | ( 4) |
| Maintenance Worker | ( 2) |
| Janitor | ( 1) |
| Executive Housekeeper | ( 1) |

Juvenile

| | |
|---|---|
| Youth & Family Srvs. Cnslr. | ( 5) |
| Community Service Officer | ( 4) |
| Youth Services Specialist | ( 1) |
| Cadet | ( 1) |

Media Development

| | |
|---|---|
| Community Services Officer | ( 2) |
| Media Prod. Specialist | ( 2) |
| Instructional Media Tech. | ( 1) |
| Photographer | ( 1) |
| Communication Electrician | ( 1) |

Parking/Traffic

| | |
|---|---|
| Parking Control Officer | (10) |
| Community Service Officer | ( 8) |
| Police Cadets | ( 2) |
| Police Assistants | ( 2) |
| Prkng. Enforce. Meter Repair | ( 1) |
| Prkng. Enforcement Rep. | ( 1) |
| Reserve Officer | ( 1) |
| Special Services Coord. | ( 1) |
| Substation Attendant | ( 1) |
| Technician | ( 1) |
| Police Service Technician | ( 1) |

Planning Research

| | |
|---|---|
| Administrative Analyst | ( 2) |
| Administrative Aide | ( 1) |
| Administrative Assistant | ( 1) |
| Facilities Planner | ( 1) |
| Management Analyst | ( 1) |
| Planning & Research Coord. | ( 1) |
| Staff Technician | ( 1) |

Polygraph

| | |
|---|---|
| Polygraph Examiner | ( 1) |

Property/Evidence

| | |
|---|---|
| Community Services Officer | ( 6) |
| Property Clerk | ( 5) |
| Property Control Officer | ( 4) |
| Clerk II | ( 3) |
| Police Service Asst. | ( 3) |
| Cadet | ( 3) |
| Evidence Technician | ( 2) |
| Police Technician | ( 2) |
| Property Assistant | ( 2) |
| Sheriff's Aide | ( 2) |
| Estate Mover | ( 1) |
| Field Evidence Tech. | ( 1) |
| Fingerprint Tech. | ( 1) |

Primary Assignment/Position

Property/Evidence (continued)

| | |
|---|---|
| I. D. Technician | ( 1) |
| Prop. & Evidence Tech. | ( 1) |
| Property Technician | ( 1) |
| Police Technician | ( 1) |
| Property Investigation | ( 1) |
| Public Safety Tech. | ( 1) |
| Senior Clerk Dispatcher | ( 1) |
| Storekeeper | ( 1) |
| Station Officer | ( 1) |
| Technical Service Officer | ( 1) |

Records

| | |
|---|---|
| Records Clerks | (29) |
| Clerk Typists | ( 9) |
| Office Technicians | ( 5) |
| Police Clerks | ( 3) |
| Record Technicians | ( 3) |
| Typists | ( 3) |
| Police Service Asst. | ( 2) |
| Senior Records Processor | ( 2) |
| Senior Clerk Typist | ( 2) |
| Administrative Assistant III | ( 1) |
| Aide | ( 1) |
| Administrative Secretary | ( 1) |
| Clerk Dispatcher | ( 1) |
| Principal Clerk | ( 1) |
| Public Safety Clerk | ( 1) |
| Receptionist | ( 1) |
| Records Coordinator | ( 1) |
| Records Officer I, II, & III | ( 1) |
| Messenger Clerk | ( 1) |
| Secretary | ( 1) |

Report Takers

| | |
|---|---|
| Community Service Officers | ( 8) |
| Clerk | ( 4) |
| Complaint Desk Officer | ( 3) |
| Administrative Secretary | ( 1) |
| Sheriff's Aide | ( 1) |

School Resource

| | |
|---|---|
| School Crossing Guards | ( 2) |
| Sheriff's Aide | ( 1) |
| Desk Technician | ( 1) |

Traffic Accident Investigation

| | |
|---|---|
| Community Service Officers | ( 5) |
| Crossing Guard | ( 1) |

Training

| | |
|---|---|
| Intermediate Clerk Typist | ( 2) |
| Training Coordinator | ( 1) |
| Training Specialist | ( 1) |
| Personnel Analyst | ( 1) |
| Management Analyst | ( 1) |
| Assistant Training Officer | ( 1) |
| Sheriff's Aide | ( 1) |

Primary Assignment/Position

Warrants

| | |
|---|---|
| Warrant Clerk | ( 9) |
| Special Operations Sec. | ( 1) |
| Community Service Officer | ( 1) |
| Police Service Aide | ( 1) |
| Reserve Officer | ( 1) |

Other

| | |
|---|---|
| Police Technician | ( 3) |
| Volunteer Services | ( 2) |
| Department Psychologist | ( 2) |
| Civil Process | ( 2) |
| Nurse | ( 2) |
| Storekeeper | ( 2) |
| Emergency Service Coord. | ( 2) |
| School Crossing Guard | ( 2) |
| Legal Process Clerk | ( 1) |
| Summer Boat Patrol Officer | ( 1) |
| Microfilm Technician | ( 1) |
| Family Counseler | ( 1) |
| Legal Adviser | ( 1) |
| Master Social Worker | ( 1) |
| Civil Defense Coordinator | ( 1) |
| Communications Coordinator | ( 1) |
| PBX Operator | ( 1) |
| Cook | ( 1) |
| Confidential Secretary | ( 1) |
| Security Officer | ( 1) |
| Helicopter Maintenance | ( 1) |
| Documents Examiner | ( 1) |
| Food Administrator | ( 1) |
| Medical Technologist | ( 1) |
| Documents Examiner | ( 1) |
| Public Security Assistant | ( 1) |

#8278B/028A

ATTACHMENT E

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Most Frequently Identified Non-Sworn
Training Courses by Geographical Area
(Summary)

| | Geographical Area * | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Needed Training Courses | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
| Property/Evidence Room or System | 7 | 7 | 9 | 5 | 10 | 2 | 4 | 8 | 52 |
| Animal Control Officer Course | 1 | | 7 | 3 | 12 | | 2 | 4 | 29 |
| Update Course for Complaint Disp. | 9 | 3 | 2 | 3 | 3 | | 2 | 2 | 24 |
| Advanced Dispatchers Course | 5 | 5 | 2 | 2 | 4 | 1 | 2 | 1 | 22 |
| Stress for Dispatchers | 1 | 1 | 4 | 3 | 3 | | 4 | 5 | 21 |
| Basic Parking Officer Course | 2 | | 4 | 1 | 5 | | 5 | 4 | 21 |
| Basic Dispatchers Course | 3 | 2 | 3 | 2 | 5 | | 1 | 2 | 18 |
| Warrants Course | 2 | 2 | 6 | 4 | 2 | | | 1 | 17 |
| Supvsry. Course for Dispatchers | 3 | 3 | 4 | 3 | 1 | | 2 | | 16 |
| Basic Property/Evidence | 3 | | 5 | 3 | 1 | | 4 | | 16 |

*Geographical Areas based upon POST Training Delivery Consultant Areas.
(See Attached Index, page 18)

Numbers reflect individual responses and not the number of needed courses.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Non-Sworn Training Courses Needed
by Primary Job Assignment and
Geographical Area

| Primary Assignment/Needed Training Courses * | Geographical Area ** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Administration** | | | | | | | | | |
| Supervision/Management | 1 | 1 | 4 | | 1 | | | | 7 |
| Executive Development | 1 | | 1 | 1 | | 1 | | 1 | 5 |
| Stress Management | | | 1 | | 3 | | | 1 | 5 |
| Accounting Tech. Course | 1 | 2 | | | | | | | 3 |
| Budget | | | | | | 1 | | 1 | 2 |
| Adm. Aide for Office of COP | 1 | | | | | | | 1 | 2 |
| Management Budget | 2 | | | | | | | | 2 |
| Training | 1 | 1 | | | | | | | 2 |
| Personnel Management | 1 | | | | | | | | 1 |
| Personnel Records Keeping | 1 | 1 | | | | | | | 2 |
| Police Manager | | | 1 | | | | | 1 | 2 |
| Skills Improvement | | | 1 | | | | | 1 | 2 |
| POST Reimbursement | | | | | 1 | | | 1 | 2 |
| Time Management | | | | | | 1 | | 1 | 2 |

* Only needed training courses that were identified more than one time are included.

** Geographical Areas based upon POST Training Delivery Consultant Areas. (See attached Index, page 18)

| Primary Assignment/Needed Training Courses | Geographical Area ** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Animal Control** | | | | | | | | | |
| Animal Control Off. Course | 1 | | 7 | 3 | 12 | | 2 | 4 | 29 |
| Training Course | 1 | | 3 | | | | | | 4 |
| Advanced Training | | | 2 | | | | | | 2 |
| Legal Update | | | | 2 | | | | | 2 |
| Time Management | | | | 1 | | | | | 1 |
| **Clerical** | | | | | | | | | |
| Computer Op. (Word Processing) | 1 | | | | 1 | | 3 | 4 | 9 |
| Records Clerk Training | | 1 | 3 | 3 | 1 | | | 1 | 9 |
| Secretary Course | | 1 | 2 | 1 | 1 | | 1 | 1 | 7 |
| Records Security | 1 | 2 | | | | 1 | 1 | 1 | 6 |
| POST Clerical Requirements | 1 | 2 | 3 | | | | | | 6 |
| Stress Management | | | 1 | | 1 | | 1 | 2 | 5 |
| Police Records Management | | | 2 | 1 | | | | | 3 |
| Management | | | 1 | 1 | | | | 1 | 3 |
| Time Management | 1 | | | | 1 | | | 1 | 3 |
| Overview of Crim. Justice | 1 | | 1 | | | 1 | | | 3 |
| Matron Training/PR | 1 | 1 | 1 | | | | | | 3 |
| Public Relations | | | | 1 | 1 | | | | 2 |
| **Community Relations** | | | | | | | | | |
| Update | | | | | | 1 | | 2 | 3 |
| **Community Service Officer (CSO)** | | | | | | | | | |
| CSO Course | | | | | 5 | | | | 5 |
| Report Writing | | | | 2 | | | 1 | 1 | 4 |
| Computer Use Update | | | | | | 1 | | 1 | 2 |
| Public Relations | | | | | | | | 2 | 2 |
| Traffic | 1 | | 1 | | | | | | 2 |

| Primary Assignment/Needed Training Courses | Geographical Area ** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Complaint Dispatcher** | | | | | | | | | |
| Update Courses | 9 | 3 | 2 | 3 | 3 | | 2 | 2 | 24 |
| Advanced Dispatcher Course | 5 | 5 | 2 | 2 | 4 | 1 | 2 | 1 | 22 |
| Stress | 1 | 1 | 4 | 3 | 3 | | 4 | 5 | 21 |
| Basic Course | 3 | 2 | 3 | 2 | 5 | | 1 | 2 | 18 |
| Supervisory Course | 3 | 3 | 4 | 3 | 1 | | 2 | | 16 |
| Computer Aided Dispatch | | | 1 | 2 | | | 1 | | 4 |
| Officer Safety | | | 1 | | | | 1 | 1 | 3 |
| Management | | | | 2 | | | | 1 | 3 |
| Dispatch Supervisor | 1 | | 1 | | | | | | 2 |
| Training | 1 | | 1 | | | | | | 2 |
| First Aid/CPR | | | | | 1 | | | 1 | 2 |
| Public Relations | | | | | | | 1 | 1 | 2 |
| **Computer** | | | | | | | | | |
| Computer Literacy | | 1 | | | | | 1 | | 2 |
| Advanced Systems Development | | | | 1 | | | 1 | | 2 |
| **Coronor** | | | | | | | | | |
| **Court** | | | | | | | | | |
| Criminal Process | | | 2 | | | | 1 | | 3 |
| **Crime Analysis** | | | | | | | | | |
| **Crime Lab/Identification/ Criminologist** | | | | | | | | | |
| **Crime Prevention** | | | | | | | | | |

| Primary Assignment/Needed Training Courses | Geographical Area ** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| Crime Scene Processing (Tech.) | | | | | | | | | |
| Photography | 1 | | | 1 | 1 | | | | 3 |
| Advanced Latent Print | | | 1 | 3 | | | | | 4 |
| Firearms Range | | | | | | | | | |
| Update Course State of Art | | | 1 | | | | | 2 | 3 |
| Fiscal | | | | | | | | | |
| Administration/Budget | 2 | | | | | | | | 2 |
| Fleet Maintenance | | | | | | | | | |
| Basic Course | | | | | 5 | 1 | 2 | 1 | 9 |
| Maintenance Fleet Program | 1 | | 1 | | | | | | 2 |
| Investigation | | | | | | | | | |
| Jail | | | | | | | | | |
| Short-term Facility Op. Training | | | 2 | | 1 | | | | 3 |
| First Aid/CPR | | | | 1 | | | 1 | 1 | 3 |
| Janitorial | | | | | | | | | |
| Juvenile | | | | | | | | | |
| Media Development | | | | | | | | | |
| Making Training Films/Video | 1 | | 1 | | | | | | 2 |
| News Media Development | | | | 1 | | | | 1 | 2 |

| Primary Assignment/Needed Training Courses | Geographical Area** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Parking/Traffic Control** | | | | | | | | | |
| Basic Prkng. Officer Course | 2 | | 4 | 1 | 5 | | 5 | 4 | 21 |
| Vehicle Code Law | | 1 | 2 | | 1 | 1 | | | 5 |
| Public Relations | | | | | 1 | | | 1 | 2 |
| Stress | | | | | | | 1 | 1 | 2 |
| Public Relations Update | | | | | | | | 2 | 2 |
| **Planning Research** | | | | | | | | | |
| Intro. to Computers in LE | | | | 1 | | | | 1 | 2 |
| Report Writing | | | | | 1 | | | 1 | 2 |
| Planning and Research | | | | | | | | 2 | 2 |
| **Polygraph** | | | | | | | | | |
| Polygraph Operator Course | | 1 | | | 1 | 2 | | 1 | 5 |
| **Property/Evidence** | | | | | | | | | |
| Prop./Evidence Room or System | 7 | 7 | 9 | 5 | 10 | 2 | 4 | 8 | 52 |
| Basic Course | 3 | | 5 | 3 | 1 | | 4 | | 16 |
| Advanced | 1 | | | | 2 | | | | 3 |
| Laws on Release & Dispatch | | | | 1 | | | | 2 | 3 |
| Computers Course | | | | | 1 | | | 1 | 2 |
| **Records** | | | | | | | | | |
| Update | 4 | | 2 | 1 | 2 | | 1 | 1 | 11 |
| Advanced Records Clerk | 2 | | 1 | | 1 | | | 1 | 6 |
| Advanced Records Management | 1 | | 2 | | | | 1 | | 5 |
| Public Relations | | 1 | | 1 | | | 1 | 1 | 4 |
| Records Security | | 1 | 1 | 2 | | | | | 4 |
| Basic Course | 1 | | 1 | 1 | | | 1 | | 4 |
| Basic Computer Use | | | 1 | 2 | | | | | 3 |
| Stress Management | | | | 1 | 1 | | | 1 | 3 |

| Primary Assignment/Needed Training Courses | Geographical Area** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Report Takers** | | | | | | | | | |
| Crime Report Writing | | | 1 | 1 | 5 | 2 | 1 | 3 | 13 |
| Basic Report Writing | | | | | | | 1 | 1 | 2 |
| **School Resource** | | | | | | | | | |
| Basic School Resource Course | | | | | | | 1 | 1 | 2 |
| **Traffic Accident Investigation** | | | | | | | | | |
| **Training** | | | | | | | | | |
| Training | | | | | | 1 | | 1 | 2 |
| Training Records Maint. | | | | | | 1 | | 1 | 2 |
| Training Management | | | | | 1 | | | 1 | 2 |
| Field Training Officer | 1 | | | 1 | | | | | 2 |
| Training For Trainers | 2 | | | | | | | | 2 |
| **Warrants** | | | | | | | | | |
| Warrants Course | 2 | 2 | 6 | 4 | 2 | | | 1 | 17 |
| Update Training | 1 | | 1 | | | | | | 2 |
| **Other** | | | | | | | | | |
| Supervisor Course | 3 | | | | | | | 1 | 4 |
| General Supervision | 1 | | 1 | | | | | | 2 |
| Civil Process Prep. | 1 | | 1 | | | | | | 2 |

POST Training Delivery Consultant Areas

| Area Number | Area (Counties) |
|---|---|
| 1 | North Coast - Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, Sonoma, Solano |
| 2 | North Interior - Butte, Colusa, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, Yuba |
| 3 | Bay Area South - Alameda, Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz |
| 4 | Central Valley - Alpine, Amador, Calaveras, El Dorado, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, Tuolumne |
| 5 | South Desert Area - Inyo, Kern, Mono, Riverside, San Bernardino, Los Angeles County East of I-5 |
| 6 | Los Angeles - Los Angeles P.D. and S.D. |
| 7 | South Coast - San Luis Obispo, Santa Barbara, Ventura, Remainder of Los Angeles County |
| 8 | South - Imperial, Orange, San Diego |

move to page #10

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Miscellaneous Survey Results Relating To Non-Sworn Training

Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies? (Circle one or more)

| Response | | | |
|---|---|---|---|
| 224 | (46%) | a. | POST should certify and reimburse for the training of non-sworn employees. |
| 3 | (.6%) | b. | POST should not certify or reimburse for any training of non-sworn employees. |
| 51 | (10.6%) | c. | POST's existing courses for non-sworn employees are about the right number and variety. |
| 135 | (28%) | d. | POST should consider certifying a few additional selected courses for non-sworn employees. |
| 67 | (14%) | e. | POST should provide certified training for all non-sworn positions. |

The regular POST Supervisory Course is designed for non-sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

| Response | | |
|---|---|---|
| 12 | (4%) | No Response |
| 49 | (17%) | No |
| 232 | (79%) | Yes |

Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

| Response | | |
|---|---|---|
| 22 | (7.5%) | No Response |
| 109 | (37.2%) | No |
| 162 | (55.3%) | Yes |

(continued)

From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST shoud not develop training courses.

| Response (listed in descending order of frequency) | |
|---|---|
| 74 | Fleet Maintenance |
| 46 | Animal Control |
| 41 | Clerical |
| 31 | Parking/Traffic |
| 25 | Polygraph |
| 15 | Other (Misc.) |
| 14 | Janitorial |
| 11 | Fiscal |
| 11 | Warrants |
| 10 | Administrative |
| 9 | Court |
| 9 | School Resource |
| 8 | Report Takers |
| 9 | Media Development |
| 6 | Property/Evidence |
| 4 | Coronor |
| 3 | Computer |
| 2 | Crime Lab |
| 2 | Traffic Accident Inv. |
| 1 | Community Relations |
| 1 | Community Services Off. |
| 1 | Firearms Range |
| 1 | Jail |

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Additional Suggested POST-Certified Courses for Non-Sworn Employees by Geographical Area

Open Ended Question #3 - List any existing Post-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses.

| Suggested Course (listed (alphabetically | Geographical Area 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
|---|---|---|---|---|---|---|---|---|---|
| Advanced Traffic Accident Inv. | 1 | | | | | | | | 1 |
| Budget | | | 1 | | | | 1 | 1 | 3 |
| Civil Process | 1 | | | | | | 1 | 1 | 3 |
| Community Service Off. (Aide) | 1 | 1 | | 1 | | 7 | 1 | 4 | 15 |
| Complaint Dispatcher (Basic) | 10 | | 9 | 5 | 6 | | 8 | 3 | 41 |
| Complaint Disp. (Update/Advanced) | 3 | | 1 | 1 | | | | | 5 |
| Computer Systems | 2 | 1 | 2 | 1 | | | 1 | 1 | 8 |
| Crime Analysis | | | 1 | | | 1 | 1 | | 3 |
| Crime Prevention | | 1 | | | | | | 2 | 3 |
| Field Evidence Technician | | | | | | | 1 | | 1 |
| Investigation | | | | | | | 1 | | 1 |
| Jail Operations | | | 2 | 1 | 2 | | 1 | | 6 |
| Public Safety Officer (Aide) | | | 2 | | 4 | | 1 | 3 | 10 |
| Records Clerk | 7 | 1 | 8 | | 5 | 4 | 7 | 3 | 35 |
| Records Supervisor | 1 | 1 | 2 | | 2 | | 1 | | 7 |
| Records Management | 1 | 1 | | | | | 3 | | 6 |
| Research Analysis | | | | | | | 1 | 1 | 2 |
| Stress Management | | | | 1 | | | 1 | 1 | 3 |

Numbers reflect individual responses and not the number of needed responses

#8312B/310A

State of California

Commission on
Peace Officer Standards and Training

# SURVEY OF CALIFORNIA LAW ENFORCEMENT NON-SWORN EMPLOYEE ALLOCATION AND TRAINING NEEDS

July 1985

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

# POST Survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs

_____ (Agency) _____ (Date)

_____ (Name of Person Completing This Questionnaire) _____ (Phone Number)

_____ (Title or Rank)

PURPOSE - To ensure POST is meeting the training needs of law enforcement agencies, we need to know the number of non-sworn employees employed by your agency, their assignment, and job titles. This information will enable us to design both immediate and long range training plans.

INSTRUCTIONS - Please indicate on chart 1 on the next page the number of full-time non-sworn employee positions. Place the entry opposite each primary assignment/position in the appropriate column, depending on the employee's status (e.g., entry level, supervisory, or management). For the purposes of this questionnaire, "Primary Assignment" indicates that even though an individual may have multiple assignments, the employee's listed category constitutes the major portion of the employee's workload. Use actual/current numbers rather than the number of authorized positions. Do not include explorer scouts, volunteers, non-paid reserve officers, or other employees that are not directly employed and supervised by your law enforcement agency. Questions concerning this survey may be directed to Senior Consultant Ray Bray at (916) 739-5383.

## Chart 1

| Primary Assignment/Position for Non-Sworn Employees | Number of Non-sworn Employee Positions: Entry Level | Supervisory Level | Management Level | Job Title(s) (If Different) |
|---|---|---|---|---|
| EXAMPLE: Computer | 6 | 1 | | Key Data Operator |
| Administrative | | | | |
| Animal Control | | | | |
| Clerical (All) | | | | |
| Community Relations | | | | |
| Community Service Officer/Police Service Officer/Police Aides, etc. | | | | |
| Complaint Dispatcher (Public Safety) | | | | |
| Computer | | | | |
| Coroner | | | | |
| Court | | | | |
| Crime Analysis | | | | |
| Crime Lab/Identification/Criminalist | | | | |
| Crime Prevention | | | | |
| Crime Scene Processing (Technician) | | | | |
| Firearms Range | | | | |
| Fiscal (Accounting, Management, etc.) | | | | |
| Fleet Maintenance | | | | |
| Investigation | | | | |
| Jail | | | | |
| Janitorial | | | | |
| Juvenile | | | | |
| Media Development | | | | |
| Parking/Traffic Control | | | | |
| Planning Research | | | | |
| Polygraph | | | | |
| Property/Evidence | | | | |
| Records | | | | |
| Report Takers | | | | |
| School Resource | | | | |
| Traffic Accident Investigation | | | | |
| Training | | | | |
| Warrants | | | | |
| OTHER (Specify) | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Non-Sworn Employee Positions | | | | |

## TRAINING

PURPOSE - POST currently has certified a variety of courses that are either expressly designed for non-sworn employees or courses that may be attended by both sworn and non-sworn employees. The purpose of this section of the questionnaire is to identify additional training needed.

INSTRUCTIONS - First, examine the chart on page 4, which indicates the non-sworn employee positions and existing POST-certified training available. Second, review the non-sworn positions in your agency as indicated on page 2 of this survey. Third, list in column C, opposite the appropriate non-sworn employee category, the title(s) of courses that are needed but not available.

Chart 2

| Column A. Primary Assignment/Position for Non-Sworn Employees | Column B Existing POST Certified Courses | Column C Additionally Needed Courses |
|---|---|---|
| 1. Administrative | --- | |
| 2. Animal Control | --- | |
| 3. Clerical (All) | --- | |
| 4. Community Relations | Community Ser. Officer Course<br>Public Safety Aide Academy | |
| 5. Community Service Officer | Public Safety Aide<br>Community Ser. Officer | |
| 6. Complaint Dispatcher (Public Safety) | Complaint Disp. Course | |
| 7. Computer | Computer Systems, Info. Systems, Systems Analysis for Law Enforcement | |
| 8. Coroner | Coroner Invest. Course | |
| 9. Court | Civil Process | |
| 10. Crime Analysis | Crime Analysis Course<br>Intelligence Data Analy. | |
| 11. Crime Lab/Identification/Criminalist | Clandestine Lab<br>Criminalist | |
| 12. Crime Prevention | Crime Prevention Course | |
| 13. Crime Scene Processing (Technician) | Field Evidence Tech.<br>Basic Fingerprint Latent<br>Crime Scene Invest. | |
| 14. Firearms Range | Firearms Inst. Course | |
| 15. Fiscal (Accounting, Management, etc.) | Budget Analyst Course | |
| 16. Fleet Maintenance | --- | |
| 17. Investigation | Criminal Investigation Course<br>Advanced Criminal Inv. | |
| 18. Jail | Jail Operations Course<br>Jail Management | |
| 19. Janitorial | --- | |
| 20. Juvenile | Juvenile Procedures Course | |
| 21. Media Development | Video Workshop | |
| 22. Parking/Traffic Control | --- | |
| 23. Planning Research | Systems Analysis Course | |
| 24. Polygraph | --- | |
| 25. Property/Evidence | --- | |
| 26. Records | Records Clerk/<br>Records Supervisor<br>Records Management | |
| 27. Report Takers | --- | |
| 28. School Resource | --- | |
| 29. Traffic Accident Investigation | Traffic Inv. Course<br>Advanced Traffic Inv. | |
| 30. Training | --- | |
| 31. Warrants | --- | |
| 32. Other (Specify) | --- | |

MISCELLANEOUS

PURPOSE - Non-Sworn, employee training generates special issues which are important to POST in establishing a training plan.

INSTRUCTIONS - Please answer the following questions:

1. Is your agency dispatched by a consolidated communications center (radio dispatch).

   YES _____ NO _____

   If yes, identify area or agencies served.

   _____

   _____

   What entity of government is responsible for the communications center operations?

   _____

2. Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies?

   Circle One or More

   a. POST should certify and reimburse for the training of non-sworn employees.

   b. POST should not certify or reimburse for any training of non-sworn employees.

   c. POST's existing courses for non-sworn employees are about the right number and variety.

   d. POST should consider certifying a few additional selected courses for non-sworn employees.

   e. POST should provide certified training for all non-sworn positions.

   Additional Comments: _____

   _____

3. List any existing POST-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses. _____, _____, _____

   Comments: _____

   _____

4. The regular POST Supervisory Course is designed for sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

YES _____ NO _____ Comments: _____

_____

_____

5. Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

YES _____ NO _____ Comments: _____

_____

6. From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST should <u>not</u> develop training courses.

Example: Janitorial _____ _____

_____ _____

_____ _____

_____ _____

7. Additional comments pertaining to POST-certified training for non-sworn employees.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

7275B/311
6-21-85

*JOHN K. VAN DE KAMP*
*Attorney General*

*State of California*
*DEPARTMENT OF JUSTICE*

P.O. BOX 13281
SACRAMENTO 95813
(916) 739-5241

November 27, 1985

Norman C. Boehm
Executive Director
Commission on Peace Officer
Standards and Training
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Norm:

Thank you, and please extend my thanks to the Commission, for including our Department in the Command College and allowing us an opportunity to participate in these seminars.

I know that Joe Doane will be an excellent participant and an able representative of the Department.

Very truly yours,

JOHN K. VAN DE KAMP
Attorney General

G. B. CRAIG, Director
Division of Law Enforcement

els

cc: Jerry Clemons
Bob Mannen
Joe Doane

DEC 2 12 55 PM '85
COMMISSION ON POST

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

SAN LUIS OBISPO, CALIFORNIA 93407
(805) 546-0111

December 4, 1985

Mr. Norman C. Boehm
Executive Director
Commission on Peace Officer Standards
and Training
1601 Alhambra Boulevard
Sacramento CA 95816-7083

Dear Norm:

Thank you so much for the letter explaining the recent decision regarding the University of California and California State University Chiefs' exclusion from the Assessment Center process for entry to the Command College.

Your understanding, as well as that of the Commission members, of our concerns is much appreciated. This action is a great morale booster, and I anticipate more interest and participation by members of university law enforcement in the program.

Again, thanks for your consideration and follow-through on the issue.

Sincerely,

Dick

Richard C. Brug
Director of Public Safety

RCB:cq

COMMISSION ON POS
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