STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

PETE WILSON, *Governor*
DANIEL E. LUNGREN, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING AGENDA

April 18, 1996 - 10:00 A.M.
Holiday Inn Centre Plaza
2233 Ventura Street - Salon A-1
Fresno, CA 93721
(209) 286-1000

AGENDA

CALL TO ORDER

FLAG SALUTE

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

Since the last Commission meeting, and as of the writing of this agenda, the following officer has lost his life while serving the public:

- James R. Jensen, Jr., Oxnard Police Department

HONORING PAST COMMISSIONERS

- Marcel Leduc - January 1992 - January 1996
- Lou Silva - March 1994 - January 1996
- Dale Stockton - October 1993 - January 1996

WELCOME TO NEW COMMISSIONERS

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

APPROVAL OF MINUTES

A. Approval of the minutes of the January 18, 1996 regular Commission meeting at the U.S. Grant Hotel in San Diego.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the January meeting, there have been 110 new certifications, 3 decertifications, and 57 modifications. In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 Receiving Financial Report - Third Quarter FY 1995/96

The third quarter financial report is under this tab for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entries Into the Public Safety Dispatcher Program

Procedures provide that agencies that have expressed willingness to abide by POST Regulations and have passed ordinances as required by P.C. Section 13522 may enter into the POST Reimbursable Public Safety Dispatcher Program pursuant to P.C. Sections 13510(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that the following have met the requirements and have been accepted into the POST Reimbursable Public Safety Dispatcher Program. These new entrants bring to 337 the number of agencies joining the program since it began January 1, 1989.

- Santa Monica Community District College Police Department
- Simi Valley Police Department
- CSU Bakersfield Police Department
- San Luis Obispo County Sheriff's Department

B.4 Setting Command College Tuition for Non-Reimbursable Agencies

At its January 1987 meeting, the Commission adopted a Command College tuition for all non-reimbursable agencies. The tuition is reviewed annually, with recommendation for the coming year being reported to the Commission each January. To coincide with the completion of the Command College review, the setting of the tuition for the Fiscal Year 1996/97 was postponed until the April 1996 meeting.

The tuition approved by the Commission for Classes 22 and 23 for the current program is $3,790. The tuition recommended for the revised program is $2,762 for Classes 24 and 25. The new tuition reflects a savings of $1,028 over the current program.

In approving the Consent Calendar, your Honorable Commission receives the report and approves the tuition for the coming year for Classes 24 and 25 at $2,762.

B.5 Receiving Report on Simulator Sickness

At its November meeting, the Commission received a report on the evaluation of the driver training simulator project. Included in that report was information relative to the problem of simulator sickness experienced by a significant percentage of trainees. Staff reported that further research in conjunction with the University of Iowa was being contemplated. The Commission requested a follow up from staff on the motion sickness issue. The report under this tab serves as a progress report on this subject while research continues.

In approving the Consent Calendar, your Honorable Commission receives the progress report.

B.6 Waiver of Bailiff/Civil Process Course for Deputy Marshals

Effective March 1, 1996 by Commission action in November 1995, the 80-hour Bailiff/Civil Process Course is no longer required for deputy marshals. As of March 1, approximately 60 deputy marshals employed before that date have not completed the training. At its March 27, 1996 meeting, the Long Range Planning Committee recommended the Commission grant a blanket waiver of the 80-hour course requirement for those employed prior to March 1, 1996.

In approving the Consent Calendar, your Honorable Commission receives the report and approves the waiver of the 80-course requirement for deputy marshals.

PUBLIC HEARING

C. Receiving Testimony on the Proposal to Adopt Regulation Changes Regarding Certificate Cancellation

In July 1991, the Commission expanded regulatory provisions for cancellation of POST professional certificates. Prior to that time, the certificates were cancelled only following conviction of a felony. The expanded rules provided for cancellation following felony conviction of certain crimes where the nature of the conviction is subsequently reduced to misdemeanor.

The matter has been before the Commission on several occasions. A task force of Commissioners, Advisory Committee members, and representatives of law enforcement labor and management met to discuss the certificate program in September 1995.

The task force concluded that the Commission should:

- Retain the current grounds for certificate cancellation with further expansion to include conviction of felonies reduced to misdemeanors where such felonies have been judicially determined to be admissible for purposes of impeaching testimony.

- Revise certificate cancellation appeal processes to provide that all such appeals be heard by a qualified hearing officer.

The Commission should be advised that representatives of CCLEA stated interest at a Strategic Planning Steering Committee (SPSC) meeting in the recommendation that POST study licensing. At the hearing, they may suggest deferring action on certificates pending the SPSC report and completion of the licensing study.

Depending on the Commission's desires, the proposed MOTION coming into the hearing would be to approve the recommended changes to Regulation 1011(b)(2), as described in the report under this tab, effective September 1, 1996, subject to approval by the Office of Administrative Law as to conformance with California rulemaking law.

STRATEGIC PLANNING STEERING COMMITTEE

D. Report on the Progress of Developing POST Strategic Plan

Included under this tab is a copy of the proposed strategic plan for POST drafted and presented by the SPSC. Also included is a letter of transmittal from Chief Robert Norman, Committee Chairman. Members of the Committee are planning to attend the meeting and present their plan to the Commission.

BASIC TRAINING BUREAU

E. Report and Request for Approval of Proposed Regulatory Changes For the Purpose of Improving and Sustaining a High Level of Quality of Basic Academy Training

Recently, it has been observed and reported that monetary cutbacks and other pressures have threatened the quality of basic training. Regulatory changes are proposed that give the Commission more assurance that only qualified people are selected to manage basic academies. The proposed regulations define responsibilities and qualifications of academy directors and coordinators and require college academies to have advisory

committees. Further, the new regulations will require that academies be supervised by a director or coordinator at all times.

Current regulations allow a discretionary third test by presenters for reasons of extenuating circumstances or marginal performance. The proposed elimination of the third test opportunity would strengthen and enhance the Basic Course testing requirements and prevent preferential treatment.

The proposed changes represent the collective effort of all 35 academies to improve the quality and delivery of basic training. The changes were reviewed and unanimously approved at the March 1996 Consortium of Academy Directors.

The proposed regulations have been considered by the Long Range Planning Committee. The Committee recommends that the Commission approve the regulatory changes as described in the report. The proposed regulatory changes must be adopted pursuant to the Administrative Procedures Act. It is recommended that the Notice of Proposed Action Process be used.

If the Commission concurs, the appropriate action would be a MOTION to approve the changes subject to results of the Notice of Proposed Action. If no one requests a public hearing, the changes would go into effect upon approval by the Office of Administrative Law as to form and procedure September 1, 1996.

F. Report and Recommendation to Adopt Changes to Regular Basic Course Training Specifications Using the Notice of Proposed Action Process

As part of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, compliance with legislatively mandated subject matter, changes in the law, or to improve student testing and evaluation.

Proposed changes to the training specifications for Learning Domains 25, 15, 30, 19, and 33 impact one or more of the following elements of the domain:

Learning Domain #25 (Domestic Violence)
Penal Code Section 13519 requires a basic course of instruction on specified topics, procedures and techniques related to the response, intervention, and resolution of domestic violence incidents. The instructional domain has been reorganized and enhanced to more closely match the statutory provisions and legislative intent of the law.

violence the maximum protection from abuse which the law and those who enforce the law can provide.

Learning Domain #15 (Laws of Arrest)
Proposed changes to this domain would provide additional detail and clarity to existing instructional goals and required topics related to an officer's authority, liability and responsibility when effecting an arrest. Proposed changes include a recommendation to delete an outdated exercise test.

Learning Domain #30 (Preliminary Investigation)
The proposed changes to this domain would provide additional instructional goals and enhance existing goals by providing more detail and clarity. The required topics are proposed to be modified and enhanced to specifically define the intent of instruction to both the student and instructor. Test specifications are proposed for the scenario and exercise tests which more effectively, and without redundancy, require the student to demonstrate requisite knowledge and skill.

Learning Domain #19 (Vehicle Operations)
The curriculum consultants reviewed *California Law Enforcement Pursuit Guidelines*, *California Law Enforcement Pursuit Guidelines Training Syllabus*, Penal Code Section 13519.8. The instructional domain was modified to ensure conformance and consistency with pursuit guidelines.

Learning Domain #33 (Person Searches/Baton)
Proposed changes to this domain provide additional instructional goals, detail and clarity to existing instructional goals. The required topics are proposed to be modified to provide more specific detail of the instruction.

Staff recommends that the proposed curriculum changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Action Process. If approved, these changes will be effective July 1, 1996.

If the Commission concurs, the appropriate action would be a MOTION to approve the curriculum changes as described in the staff report. If no one requests a public hearing, the changes would go into effect upon approval of the Office of Administrative Law as to form and procedure.

STANDARDS AND EVALUATION

G. Report and Recommendation to Adopt Proposed Changes to Basic Course Performance Objectives

The preceding agenda item addressed changes to Basic Course Training Specifications. This item is to adjust certain performance objectives for two learning domains: Domain #25, Domestic Violence, and Domain #30, Preliminary Investigation, accordingly.

Domain #25 (Domestic Violence)
The proposed changes to Domain #25 would add eleven objectives, delete two, and modify one. The changes are the result of a reevaluation of the domestic violence curriculum undertaken in response to Senate Bills 132, 169, and 591.

Three of the proposed new objectives call for exercise tests in which the student must demonstrate how to verify the validity of a protective order, enforce a protective order, and obtain an emergency order.

The other eight new objectives call for paper-and-pencil testing: four require the student to demonstrate knowledge of terminology used in Section 13700 et. seq. of the Penal Code and related statutes that officers must understand to protect the victims of domestic violence; three focus on violations of criminal law that often occur in domestic conflicts; and the last is recommended as a replacement for one of the deleted objectives. Test questions written for the deleted objective have proven to be very ambiguous, and the expectation is that the replacement objective will result in better questions.

The other objective recommended for deletion is redundant as a result of the addition of the eight new paper-and-pencil objectives.

Domain #30 (Preliminary Investigation)
The proposed changes to Domain #30 would modify six objectives and delete seven. All changes are to objectives that require either exercise or scenario testing and are made necessary by recommended changes to the *Training Specifications* for the domain as reported in a previous agenda item.

Three of the deleted objectives call for exercise tests. The requirements of two of the deleted tests - to locate latent and plastic prints, and to prepare an evidence list that documents the chain of custody - will be incorporated into an existing scenario test (and are reflected in modifications to the performance objective for the scenario test). The other deleted exercise test objective corresponds to the requirement that students roll a full set of legible prints. As explained in the agenda item report for the *Training Specifications*, instructors believe this requirement should be discontinued because the majority of field officers never perform this task.

The remaining four deleted objectives correspond to scenario tests that have been deleted from the *Training Specifications*. The tests require the performance of tasks delegated to an officer responding to a burglary, grand larceny, felonious assault, and suicide. The basic investigative skills required by the deleted tests will be assessed in other, expanded scenario tests for conducting a preliminary investigation of a crime scene, and conducting preliminary investigations of sexual assault and homicide crime scenes. The investigative activities specific to the crimes that will no longer be the subject of scenario testing (i.e., burglary, etc.) will continue to be addressed in the curriculum as additions to existing learning activities.

The details of all proposed changes to the performance objectives are described in the full agenda report and have been approved by the Consortium of Basic Academy Directors.

If the Commission concurs, the appropriate action would be a MOTION to adopt the recommended changes to the Regular Basic Course performance objectives effective for all academy classes that begin on or after July 1, 1996.

H. Request to Augment 1995/96 Contract for Administration of POST Reading and Writing Test Battery (ROLL CALL VOTE)

The POST reading and writing test battery has been made available at no cost to agencies in the reimbursable program since 1983. POST contracts with Cooperative Personnel Services for major aspects of the administration of the testing program (i.e., printing, distribution and return, cleaning and storage of all test materials). The current year contract is for $93,803.84 and assumes a total of 28,750 test candidates. Based on testing volume to date, it is estimated that the actual test candidate count for the total fiscal year will be close to 40,000. A contract augmentation of $6,000 is requested to pay the additional costs associated with the greater than expected testing volume.

If the Commission concurs, the appropriate action would be a MOTION to augment the 1995/96 fiscal year contract with Cooperative Personnel Services for administration of the POST reading and writing test battery by $6,000. (ROLL CALL VOTE).

CENTER FOR LEADERSHIP DEVELOPMENT

I. Report and Recommendations to Adopt Changes to the Command College Program

The revision of the Command College program is conceptually complete. This includes the selection process, goals and objectives, curriculum, instructors, and the final product of the student's efforts. Details of these and other related issues are described in the full agenda report. The first class to attend the new program is scheduled to start the week of August 4, 1996.

As an aspect of the review, a Command College Advisory Committee was established. Many of the changes to the program have come about as a result of the insight and expertise of the committee members.

The Command College assessment center is proposed to be replaced with regional interview boards that will conduct interviews at key locations throughout the state. Added to the proposed selection criteria are the requirements that: 1) Applicants have involvement in community and professional activities; 2) Applicants have a basic knowledge of word processing; 3) Applicants have an understanding of the dynamics of leadership; and, 4) Applicants provide letters of recommendation attesting to their potential leadership abilities.

It is recommended that an Annual Leadership Conference take the place of the recently discontinued Graduate's Update Seminar. The Leadership Conference, conducted once a year, would serve as a forum to recognize the work of the graduates while providing them an opportunity to share their work with interested law enforcement professionals.

Students will be required to write a journal article of publishable quality on an issue relevant to his or her agency. These articles will become included as part of a class anthology which will provide readers with a series of articles based on issues impacting law enforcement in the future.

The new program has been designed with an emphasis on leadership, particularly as it relates to the future. The topics covered during the course will help prepare law enforcement leaders of today to lead into the future.

If the Commission concurs, the appropriate action would be a MOTION to adopt the proposed changes to the Command College to become effective with classes beginning August 4, 1996.

LEARNING TECHNOLOGY RESOURCE CENTER

J. Report on Results of an RFP to Produce Shooting Judgment Simulator Scenarios and Recommendation to Approve Award of Contract (ROLL CALL VOTE)

At its January 18, 1996 meeting, the Commission authorized staff to release a Request for Proposal (RFP) to develop a number of scenarios that could be used on a variety of proprietary shooting simulators that have been acquired by law enforcement agencies and training presenters both in California and nationwide.

POST has been working for several years to facilitate use of shooting judgment simulators by law enforcement agencies as part of a comprehensive firearms training program. The development and marketing of the *CALPOST Library of Scenarios* will

provide agencies with access to needed new training scenarios. Based upon the success of the first series of scenarios the Commission could decide to continue to build additional scenarios that could be added to the established library.

The RFP was released on February 15, 1996, and approximately 60 vendor packages were mailed to a variety of public and private vendors, including the vendors that manufacture proprietary hardware. The closing date for submission of proposals was March 22, 1996 and POST received two proposals. Upon initial review they substantially meet all stated requirements in the RFP.

Those proposals were given initial review by POST staff on March 29, 1996. Both vendors have been invited to make oral presentations before a panel on April 5, 1996. Because this process will extend beyond the Commission agenda mailout date, the final report and any recommendations will be brought before the Finance Committee and the Commission at their respective meetings on April 17 and 18, 1996.

K. Recommendation to Approve Driver Training Simulator Contracts (ROLL CALL VOTE

At its January 17, 1996 meeting the Finance Committee recommended that the contracts for the driver training sites at the Los Angeles County Sheriff's Department, the San Bernardino County Sheriff's Department, and the San Jose Police Department be continued for an additional year. Staff was directed to negotiate new contracts that would begin on October 1, 1996 and continue until September 30, 1997.

The contract services provided by the three agencies have been excellent. Each agency has been actively involved in the presentation of a variety of training programs and a host of development and evaluation efforts using the simulators at their respective sites. A comprehensive evaluation of this program was reported to the Commission at the November 9, 1995 meeting. Additional data is being collected on those trainees using the simulators through September 30, 1996. Data will also be collected for the length of the new contract that extends into 1997.

The proposed contracts for fiscal year 1996-97 would be $281,759 for the three sites. That figure includes a modest increase for instructor salary adjustments and funds for computer supplies.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into contracts for the driver training simulator at the three agencies at a cost not to exceed $281,759. (ROLL CALL VOTE)

ADMINISTRATIVE SERVICES BUREAU

L. Request to Augment 1995/96 Eastman Kodak Copier Maintenance Contract (ROLL CALL VOTE)

Each year POST must enter into a contract for maintenance of its Kodak copier, a high volume copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a Master Services Agreement developed by the State Department of General Services.

The current year agreement is for $9,996. The average monthly cost for FY 95/96 has been approximately $1,333, or $16,000 per year. An augmentation in the amount of $6,004 is necessary in order to continue use of the copier.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign an augmentation to the existing agreement with Eastman Kodak for a total contract not to exceed $16,000. (ROLL CALL VOTE)

TRAINING PROGRAM SERVICES

M. Request from Los Angeles Police Department Chief Willie Williams for the Commission to Waive Requirements for Award of the Robert Presley Institute for Criminal Investigation (ICI) Certificate

Correspondence from Los Angeles Police Department Chief Willie Williams requests that the Commission waive the ICI core course requirement for experienced investigators in his department who have completed the LAPD 80-hour investigators' course. Chief Williams' point is that many of his investigators have vast experience and training and should be eligible for ICI certification without the expense and time required to send them through the 84-hour core course.

This report is more fully discussed in the report under this tab. The Long Range Planning Committee discussed this request at its March 27 meeting and expressed concerns. The Committee also discussed and directed staff to fully explore the desirability of a professional certificate for investigators. The Commission may wish to deny this request but let Chief Williams know that recognition opportunity in the form of a professional certificate is being explored. The matter is before the Commission for policy consideration.

COMMITTEE REPORTS

N. Finance Committee

The Committee's April 17, 1996 agenda is enclosed under this tab. As noted, the Committee will review and report on current year and proposed FY 96/97 budgets and may offer recommendations on issues of a financial nature.

At its January meeting, the Commission authorized negotiation of a number of training, standards, and administrative contracts. Commissioner Ortega, Chairman of the Finance Committee, will report the Committee's recommended actions on the following contracts. If the Commission concurs with the Committee's recommendations, the appropriate action would be a MOTION to authorize the Executive Director to sign them on behalf of the Commission (ROLL CALL VOTE).

Proposed FY 96/97 contracts which were negotiated as authorized by the Commission in January are listed below:

Training Contracts

1.	Contracts for the Management Course are proposed for the following presenters: California State University - Humboldt California State University - Long Beach California State University - Northridge California State University - San Jose San Diego Regional Training Center	$ 309,539
2.	A contract with San Diego Regional Training Center for support of Executive Training Training (e.g., Command College, Executive Seminars, and Executive Development Course)	$ 422,345
3.	A contract with CSU Long Beach for support of the Supervisory Leadership Institute	$ 473,320
4.	An Interagency Agreement with Department of Justice Training Center for local law enforcement training	$ 993,451
5.	A contract with San Diego State University or other units of the California State University System for production of 12 satellite video broadcasts	$ 68,000

6.	Contracts with the Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production	$ 58,000
7.	An Interagency Agreement with San Diego State University for production of 12 telecourse programs	$ 550,000
8.	A Contract with the San Diego Regional Training Center for Master Instructor Program	$ 244,103
9.	A Contract with one or more vendors for the core course for the Robert Presley Institute of Criminal Investigation	$ 442,000
10.	A Contract with the San Diego Regional Training Center to coordinate three Instructors' Update Workshops and six course evaluation meetings for the Robert Presley Institute of Criminal Investigation	$ 58,000
11.	Contracts with various vendors for training of over 3,748 students in Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training Courses	$ 1,518,722

Standards Contracts

12.	An Interagency Agreement with Cooperative Personnel Services - Basic Course Proficiency Exam	$ 58,000
13.	An Interagency Agreement with Cooperative Personnel Services - Entry-Level Reading and Writing Test Battery	$ 109,850
14.	An Interagency Agreement with the Cooperative Personnel Services - P.C. 832 Written Exam	$ 39,700

Administrative Contracts

15.	A contract with the State Controller's Office for Auditing Services	$ 85,000

16.	An Interagency Agreement with the Teale Data Center for Computer Services	$ 65,000
17.	Contract with Computer Associates, Inc., for Ingres software maintenance	$ 50,000
18.	An Interagency Agreement with the Health and Welfare Data Center - CALSTARS Contract	$ 25,000
19.	Contract with Eastman Kodak Copier for maintenance	$ 16,000

O. Long Range Planning Committee

Chairman Rutledge, who also serves as Chairman of the Long Range Planning Committee, will report on the Committee meeting held March 27, 1996 in Monterey Park.

P. Legislative Review Committee

Commissioner Block, Chairman of the Legislative Review Committee, will report on the Committee meeting held April 18, 1996 in Fresno.

Q. Advisory Committee

Jay Clark, Chairman of the POST Advisory Committee, will report on the Committee meeting held April 17, 1996 in Fresno.

OLD/NEW BUSINESS

R. Request by Commissioner Campbell for the Commission to Consider Law Enforcement and Victims Effectiveness Issues

Staff has been working on training concepts in helping officers work more effectively with victims. Commissioner Campbell would like to ask the Commission to consider attendant issues and plans on bringing those forward at this point in the agenda.

S. Report of Nominating Committee for Election of Officers

Commissioners Block, Kennedy, and Lowenberg, members of the Nominating Committee, will report the results of the Committee's recommendations for nominations for Commission Chairman and Vice-Chairman.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 18, 1996 - Hyatt Regency Irvine
November 7, 1996 - San Diego
January 23, 1997 -Hyatt Regency Irvine
April 17, 1997 - Holiday Inn Capitol Plaza - Sacramento

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING MINUTES
January 18, 1996
U.S. Grant Hotel
San Diego, CA

The meeting was called to order at 10:13 a.m. by Chairman Rutledge.

Commissioner Hall-Esser led the flag salute.

Chairman Rutledge announced that no officers have lost their lives while serving the public since the last Commission meeting.

WELCOME TO NEW COMMISSIONER

Chairman Rutledge welcomed newly appointed Commissioner William B. Kolender.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

Sherman Block
Collene Campbell
Jody Hall-Esser
Bud Hawkins, Attorney General Representative
George Kennedy
William B. Kolender
Marcel Leduc
Raquel Montenegro
Manuel Ortega
Lou Silva
Dale Stockton
Rick TerBorch
Devallis Rutledge, Chairman

Commissioners Absent:

Ronald Lowenberg

POST Advisory Committee Members Present:

Jay Clark, Chair
Alan Barcelona
Derald Hunt
Woody Williams

Staff Present:

Norman C. Boehm, Executive Director
Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director
Dennis Aronson, Senior Instructional Designer, Learning Technology Resource Center
John Berner, Bureau Chief, Standards and Evaluation
Bob Fuller, Bureau Chief, Center for Leadership Development
Everitt Johnson, Bureau Chief, Basic Training
Holly Mitchum, Bureau Chief, Special Projects
Dick Reed, Consultant, Training Delivery and Compliance Bureau
Otto Saltenberger, Bureau Chief, Training Program Services
Ken Whitman, Bureau Chief, Learning Technology Resource Center
Frederick Williams, Bureau Chief, Administrative Services
Vera Roff, Administrative Assistant

Strategic Planning Steering Committee Members Present:

Robert Norman, Chairman
Stephen D'Arcy
Joe De Ladurantey
Skip Murphy
Jerry Shadinger
Joe Surges
Woody Williams
Tom Esensten, Consultant

Visitor's Roster:

Raymond Boulden, LAUSD POA
Pete Brodie, ALADS
Michael Brooks, Los Angeles Police Department
John Chough, Marshals' Association of California
Steve Craig, PORAC
Steve Fournier, CCPOA

Ted Hunt, LAPPL
Mike Jimenez, CCPOA
Joe Lucero, San Diego Marshal's Office
Michael Mascetti, San Bernardino County Sheriff's Department
John Miller, CAUSE
Mike Minton, LBPOA/CCLEA
Mike Nadeau, Association of Special Agents - DOJ
Willie Pannell, Los Angeles Police Department
Herbert Pawlik, Orange County Sheriff's Department
Randy Perry, PORAC
Jim Pope, Shasta County Sheriff's Department
Jenni Richard, DMV Investigations
Paula Robinson, San Diego Marshal's Office
Darla Singerton, Riverside County Sheriff's Department
Gloria Soltero, Sylmar H&R
James Stawaker, San Bernardino County Sheriff's Department
Mike Stoval, LBPOA/CCLEA
Daniel Swift, Riverside Deputy Sheriffs' Association
John Tenwolde, San Diego County Sheriff's Department
James Vogts, Los Angeles County Professional Peace Officers' Association
Paul Wheeler, CCLEA

APPROVAL OF MINUTES

A. MOTION - Hawkins, second - Leduc, carried unanimously to approve the minutes of the November 9, 1995 regular Commission meeting at the Hyatt Regency Hotel in Irvine.

CONSENT CALENDAR

B. MOTION - Hall-Esser - second - Montenegro, carried unanimously to approve the following Consent Calendar:

B.1 Receiving Course Certification Report

B.2 Receiving Financial Report - Second Quarter FY 1995/96

B.3 Receiving Information on New Entry Into the POST Specialized (Non-Reimbursable) Program

B.4 Deferring Setting Command College Tuition for Non-Reimbursable Agencies Until the April 1996 Meeting When Program Revisions Should be Complete and Cost Estimates Available

B.5 Setting Supervisory Leadership Institute Tuition for Non-Reimbursable Agencies (@$1636 to remain unchanged effective for classes beginning July 1996)

PRESENTATION

On behalf of Commissioners, Collene Campbell presented Chairman Rutledge with a gift for his newborn son, Richie.

PUBLIC COMMENT

For the convenience of the audience, Chairman Rutledge invited public comments on any items on the agenda. Alan Barcelona, President, California Union of Safety Employees, spoke on behalf of Don Novey, President, California Coalition of Law Enforcement Associations (CCLEA), and expressed concerns with the creation of regional training centers pursuant to Assembly Bill 1020, POST's Master Instructor Development Program, and the proposed regulations expanding cancellation of POST Certificates. There is a major concern that these proposals represent POST becoming a regulatory agency. On behalf of CCLEA and CAUSE, Mr. Barcelona offered support for development of the strategic plan and requested that members of the CCLEA be included in the process.

Mike Jimenez, Vice-President, CCLEA, representing correctional peace officers, requested that correctional officers also be included in the development of the plan.

James Vogt, Los Angeles Professional Peace Officers' Association, expressed concern with the survey instrument being used to gather input for the strategic plan and its distribution. He also expressed concern with the direction being taken on the certificate cancellation issue.

Ted Hunt, Director, Los Angeles Police Protective League, spoke in opposition of certificate licensure.

C. Report on Strategic Planning Steering Committee Activities

Robert Norman, Chairman, Strategic Planning Steering Committee (SPSC), reported that over 200 participants attended the six regional workshops conducted to collect input from law enforcement concerning expectations of POST with regard to future training needs and services. In addition, Committee members personally conducted a total of 31 interviews with a diverse group of individuals from the fields of futures-forecasting, criminal justice (non-law enforcement), labor, risk management, city management, the media, high technology, selected law enforcement chief executives as well as POST Commissioners.

At its meeting in Visalia on December 15, the Committee reviewed input received and distilled the input received into seven broad strategic directions for POST in the future.

In order to validate the directions, a survey was prepared and distributed to chief executives with the request that copies be sent to their training manager and local POA president. The survey was mailed on December 28 with response requested by January 12. The final tally will be done in early February. Preliminary indications are that "Licensing/Accredi-tation" and "Expanding POST's Role" were not clearly defined in the survey. The
Committee will review the survey results and discuss those issues at its January 18/19 meetings.

Two internal planning teams comprised of a cross-section of POST staff from differing ranks and bureaus, plus the management team, have each developed draft mission and values statements for POST. The mission and values statements will become an integral part of the final strategic plan to be brought to the Commission at its April meeting.

In addition, the SPSC held a meeting on January 17 with representatives of CPOA/CPCA/CSSA/PORAC to discuss the issue of restoring POST revenues. Resolutions will be prepared for each association board requesting support for the Governor's 1996/97 budget of $41 M for POST and requesting that revenues be made available to actually meet that amount.

The Committee Chairman assured public members that input from all sectors is encouraged and welcomed. He extended an invitation to representatives of CCLEA to attend the Committee meeting immediately following the Commission meeting.

BASIC TRAINING BUREAU

D. Approval to Revise Commission Procedure D-1-3 to Move Hours and Curriculum from Part I to Part II for the Basic Course Transition Pilot Program

The Basic Course Transition Program is designed to divide the Regular Basic Course curriculum into two "pilot format" parts. Part I is a preparatory component of instruction that focuses solely on "knowledge" topics. Part II is a reconfigured and shortened academy that focuses on knowledge application and skills.

Under the pilot program, community colleges will teach the knowledge subjects prerequisites (Part I) in their Administration of Justice (AJ) programs. Certified academies will present the balance of the Basic Course to qualifying trainees (Part II). POST staff, academy directors, and subject matter experts have further reviewed curriculum and hours for the Basic Course Transition Program previously approved by the Commission. It was suggested that three subjects (ABC Law-4 hours, Controlled Substances-12 hours, and Juvenile Procedures-6 hours) initially assigned to Part I would best be presented in Part II.

Commissioners suggested that Gang Awareness should also be moved to Part II due to the sensitivity of such information and the possible implications for officer safety.

Jim Pope, Sheriff of Shasta County, agreed with the concerns expressed regarding Gang Awareness and spoke in support of moving the other three subjects into Part II.

MOTION - Ortega, second - Block, carried unanimously to approve the changes as recommended with the addition that Gang Awareness-8 hours also be moved to Part II, subject to results of the Notice of Proposed Regulatory Action process.

TRAINING DELIVERY AND COMPLIANCE

E. Approval for Waiver of the Testing/Retraining Requirement - San Diego Marshal's Office

The San Diego Marshal has requested that the Commission waive the testing/retraining requirement per PAM D-11-14 for Basic Course trained Court Service Officers (CSOs) who have served in this position in excess of three years. These peace officers were appointed pursuant to Penal Code Section 830.36. Service as an 830.36 officer does not qualify as continuous service because such positions do not require Basic Course training. Therefore, their promotion to Deputy Marshal (which does require Basic Course training) requires requalification of basic training that preceded the promotion by three or more years. They are being promoted "in place" to deputy marshals and will continue to serve in the courts and are not subject to general law enforcement duties.

Paula Robertson, Personnel and Training Lieutenant, San Diego County Marshal's Office, spoke in favor of a waiver of the testing/retraining requirement.

MOTION - Block, second - Stockton, carried unanimously to waive the testing/retraining requirement for these individuals and future deputy marshals who may come under this requirement with the San Diego Marshal's Office as well as other marshals' offices using the same peace officer classifications.

STANDARDS AND EVALUATION

F. Approval to Adopt Proposed Changes to Regular Basic Course Performance Objectives

Ongoing review of the Regular Basic Course performance objectives identified a number of changes that would improve the quality of the domain test. The proposed changes occur in two learning domains: Domain #13, ABC Law; and Domain #34, First Aid and CPR.

The proposed changes to Domain #13 would delete one objective, replace two complex objectives with five simpler objectives, and make minor wording changes to five other

objectives. The objective recommended for deletion requires knowledge of what constitutes "disorderly house" as defined in Business and Professions Code Section 25601. Deletion of this objective is based on the concurrence of subject matter experts that patrol officers rarely cite this section. Instead, this section is more typically enforced by ABC investigators on the basis of an investigation initiated as the result of a record of repeated instances of the same problem at a licensed business (e.g., selling to underage persons).

The proposed changes to Domain #34 would delete one objective and add missing details or make minor wording changes to numerous other objectives. The objective recommended for deletion calls for a paper-and-pencil exercise in which the student lists the precautions that minimize the dangers associated with infectious diseases. As proposed, the ability to take such precautions will be more directly assessed by modifying two other objectives to require demonstration of these precautions when bandaging a simulated injury and when controlling bleeding from an injured limb.

MOTION - TerBorch, second - Hall-Esser, carried unanimously to adopt the recommended changes to the Regular Basic Course performance objectives effective for all academy classes that begin on or after February 1, 1996.

CENTER FOR LEADERSHIP DEVELOPMENT

G. Report on the Progress of the Command College Review

Since its progress report in July, staff has reviewed options with stakeholders, experts in the field of leadership training, noted futurists, and a nationwide forum comprised of educators who specialize in law enforcement leadership training.

From these and other activities, a new Command College program design has emerged which emphasizes developing and enhancing participant leadership skills, continues the futures perspective but with less emphasis on detailed futures forecasting methods, and stresses creativity and development of useful ideas over methodology in writing projects.

As envisioned, the new program will require up to 18 months of activities that will help law enforcement professionals focus on futures issues, help them maximize personal mastery, and launch them onto a path of lifelong learning. All students will be required to conclude these activities by submitting a project that will be beneficial to them, their agency, and law enforcement in general. It is anticipated that the new program will begin by July 1996. A final report will be presented to the Commission at its April meeting.

MOTION - TerBorch, second - Montenegro, carried unanimously to approve the program directions as outlined.

H. Supervisory Training Program Revision

In July 1994 the Commission authorized a review of supervisory and management training. The purpose of the project is to review and restructure, as appropriate, supervisory and management training for California law enforcement personnel.

Staff reviewed progress made to this point. The proposed training model reflects a dramatic change in direction by replacing the current 80-hour course with a modular design. The proposal's key concepts include:

1. Providing the student with both generic principles and theories of supervision and management (phase I) followed by training programs specifically addressing law enforcement applications (phase II). In addition, specialty courses in specific operational areas (i.e., patrol, traffic, investigations, corrections, etc.) would be offered along with "stand-alone" courses in other topical areas of interest to the student based on job assignment and/or career goals (phase III). A schematic of the draft model is attached to the report under this tab.

2. Equivalency credit. Often, prospective students have extensive training and/or experience in supervisory techniques outside the POST training system. Equivalency credit for demonstrated skills and knowledge would eliminate the need to attend the generic course (phase I) and allow students to move on to the training course focusing on law enforcement applications (phase II).

3 The necessity for contracts between students and their agencies regarding course expectations (i.e., use knowledge when they return to work).

There was consensus that staff complete the development of an implementation strategy for the new supervisory training program and to submit the completed project to the Commission for approval at a future date.

I. Report on a Proposed Supervisor Development Program and Recommendation to Make it Available to the Field as a Voluntary Program

Currently, Commission Regulation 1005(b) requires all supervisors to attend an 80-hour POST-certified Supervisory Course within one year of appointment. The Supervisor Development Program (SDP) is designed to provide supervisors with an on-the-job orientation that complements mandated classroom training. This program will facilitate the introduction of new supervisory concepts and reinforcement of expected roles and responsibilities leading to greater supervisory accountability. The critical tasks listed in the General Supervision section of the Supervisor Development Guide are directly tied to the curricula presented in the POST Supervisory Course. Whether presented before or after attending the Supervisory Course, the SDP will enhance the supervisors' transition

into their new jobs. Ideally, new supervisors should be assigned to the SDP as soon as possible after promotion. The program also meets the needs of tenured supervisors who are transferred into specific job assignments where they have little or no experience.

Jay Clark, Chairman of the Advisory Committee, reported the Committee strongly supports the program.

There was consensus that the Supervisory Development Program document be printed and distributed to the field.

TRAINING PROGRAM SERVICES

J. Approval to Increase the Contract for Telecourse Production by $96,970 to Accommodate the COP Telecourse Grant Award

In April 1995, the Commission approved a contract with San Diego State University in the amount of $530,000 for Fiscal Year 1995/96. The purpose of the contract is to produce and broadcast 12 telecourses and to produce specialized broadcasts during the year.

In response to learning of the availability of funds to support development and distribution of a telecourse on community policing, the Executive Director submitted a proposal to the COPS office for $99,970. On September 20, 1995, POST was advised by the COPS office of approval to receive grant funds in the amount of $99,970.

MOTION - Block, second - Silva, approved unanimously by ROLL CALL VOTE to approve a budget augmentation of $96,970 accordingly. The remaining $3,000 will reimburse POST for staff travel and other expenses incurred in conjunction with the grant activities.

K. Approval of Robert Presley Institute of Criminal Investigation Core Course Presentations Added in this Fiscal Year

The Commission approved contracts totalling $300,000 to provide ten offerings of the 84-hour Robert Presley Institute of Criminal Investigation (ICI) Core Course in FY 1995-96. Currently, all presentations scheduled in FY 1995-96 are full, and there is a backlog of 60 students waiting to take the course. There is a need to reduce the waiting list by adding two additional offerings. The contract cost of two more offerings would be $60,000.

MOTION - Hawkins, second - TerBorch, carried unanimously by ROLL CALL VOTE to approve additional presentations of the Robert Presley Institute of Criminal Investigation Core Course and increase total contract amount with the two presenters from $300,000 to $360,000.

ADMINISTRATIVE SERVICES

L. Scheduling a Public Hearing for April 18, 1996 on the Proposal for Regulation Changes Regarding Certificate Cancellation

In July 1991, the Commission expanded regulatory provisions for cancellation of POST professional certificates. Prior to that time, the certificates were cancelled only following conviction of a felony. The expanded rules provided for cancellation following felony conviction of certain crimes where the nature of the conviction is subsequently reduced to misdemeanor.

Some peace officer organizations and associations expressed objections and concerns over the expanded provisions. The matter has been before the Commission on several occasions. A task force of Commissioners, Advisory Committee members, and representatives of law enforcement labor and management met to discuss the certificate program in September 1995.

The task force concluded that the Commission should:

- Retain the current grounds for certificate cancellation with further expansion to include conviction of felonies reduced to misdemeanors where such felonies have been judicially determined to be admissible for purposes of impeaching testimony.

- Revise certificate cancellation appeal processes to provide that all such appeals be heard by a qualified hearing officer.

Due to the concerns expressed earlier, it was suggested that a meeting be held with representatives of CCLEA to provide additional information on the background concerning this issue.

MOTION - Kolender, second - Silva, carried unanimously to schedule a public hearing for April 18, 1996 to consider adoption of the regulation revision as proposed.

LEARNING TECHNOLOGY RESOURCE CENTER

M. Approval of Proposal to Produce Shooting Judgment Simulator Scenarios Via Agreement With Private Vendor and Recommendation to Release of Request for Proposals (RFP)

Staff requested approval for the release of a Request for Proposal (RFP) to contract for the services of a vendor with previous experience and substantiated expertise in producing scenarios for use of force simulators. The RFP would lead to a contract for development of a CALPOST library of scenarios and a marketing agreement that would allow the vendor to market the rights to the CALPOST library of scenarios with royalties returning to POST.

Included in the proposal is that all major costs for development be paid for by the successful vendor.

The RFP and subsequent contracts for development and marketing of the CALPOST scenarios would ensure that the scenarios are equally available to departments no matter what simulator they have purchased, create a library of scenarios at little or no cost to the Commission or California agencies, provide control over scenario content, quality and distribution, and generate revenue from royalties for the Commission.

MOTION - Hall-Esser, second - Block, carried unanimously to authorize the Executive Director to release the RFP when all state requirements are complete. It is anticipated that the process would be complete and a recommendation for award of a development and marketing contract would be on the April 1996 meeting agenda.

N. Proposed Analysis of POST Multimedia and Satellite Training Programs

In early 1993 the Commission established the interactive multimedia and satellite antenna reimbursement programs. Before that program was suspended in November 1993 due to lack of funds, 417 agencies acquired and installed 566 interactive workstations, and 407 agencies acquired and installed 521 satellite antenna systems.

Since beginning the delivery of the interactive multimedia training courses, there has not been any formal effort to determine how many agencies are using the systems, what innovations agencies have implemented for managing multimedia instruction, and what needs agencies have that should be addressed in subsequent courseware development. An evaluation of the satellite distance learning program was completed in conjunction with the pilot program to award continuing professional training credits to those viewing POST telecourses. While POST gathered information, there is a need to update and supplement some of that information.

Staff proposed an analysis of both of these programs. The analysis will form the basis to determine the extent to which these training programs and delivery systems are being used and to learn what POST can do to enhance the programs when new courseware and satellite training programs are developed and released in the future.

There was consensus for staff to complete the analysis of these programs and report the findings to the Commission in July 1996.

O. Demonstration of the *Alcohol and Other Drugs* Courses

The quality checks on the four *Alcohol and Other Drugs* courses are in the final phase. The package that will be released to the field during the first quarter of 1996 will contain four separate training courses: *Drug Identification and the Law, Drug Influence and User Identification, Driving Under the Influence,* and *Basic Narcotics Investigations.*

After viewing the demonstration, the Commission commended staff on the quality of the courseware.

COMMITTEE REPORTS

P. Finance Committee

Commissioner Ortega, Chairman of the Finance Committee, reported the Committee met on January 17, 1996, and addressed the following:

1. Financial data through December 31 indicates the revenue projection of $30.5 million made at the outset of this Fiscal Year seems to be holding. Although the training volume at the end of December is 151 less trainees than what was the case a year ago at this time, reimbursements are $810,897 more. Specifically, increased reimbursement in the areas of resident subsistence and tuition contributed largely to the Second Quarter increase as compared with last year. The estimate of 49,000 trainees for the Fiscal Year has been revised downward to 47,737; a decrease of 1,263.

   Finally, revenue projections are in line with original estimates. The trainee projections have decreased in number. While reimbursement is up compared to what was paid out this time last year, the current payout is, nevertheless, in line with our earlier projections.

2. The Fiscal Year 96/97 Governor's proposed budget, in its initial presentation, indicates $33.3 in revenue for the Fiscal Year. Our projections continue to be more conservative in anticipation of revenue for FY 96/97. Request for BCPs was withdrawn following an unsuccessful appeal of an earlier denial to the Director of the Department of Finance. The request for general funding was for the following programs:

   - Interactive Multimedia & Satellite Distance Learning Program ($1.9M)
   - Interactive Multimedia Development Program ($1M)
   - Interactive Mmultimedia Classroom Project ($300,000)
   - Emergency Tactical Spanish Language Training Program ($1M)

3. In November 1994, the Commission adopted a restriction on the use of CPT credits. The Commission's CPT requirement is for 24 hours every two years for all officers below the rank of middle management. The restriction imposed limits on CPT credits earned through these telecourses to no more than 50% of that CPT requirement. The Finance Committee reviewed and discussed this restriction and recommended removal of the restriction and permit 100% of the requirements to be certified by the telecourse.

If approved by the Commission, it will entail changing Commission Regulation 1005. It was recommended that a Notice of Regulatory Intent be developed and disseminated by staff. If no one requests a public hearing, the regulation amendment would go into effect on July 1, 1996, subject to approval of the Office of Administrative Law.

4. Members of the Committee received a report from staff addressing policy issues relative to the potential certification of courses without reimbursements of tuition. The issue is prompted by the fact some law enforcement agencies are using non-certified training courses that charge tuitions exceeding the Commission's guidelines. After discussion, the Committee asked that staff consider the variety of issues raised and bring a report back to the Committee at its April meeting.

5. At its November meeting, the Commission discussed the contract negotiation process employed by staff to assure cost effectiveness and requested further information. At its meeting yesterday, the Committee reviewed a staff report on the process being used and expressed confidence that cost-effective methods are being employed. Commissioner Hall-Esser thanked the staff for the thoroughness of the report and recommended continued diligence in the contract negotiation process.

6. Contracts to Support Driver Training Simulator Pilot Project

   The Commission is now in its third year for funding simulator-based driver training pilots at three sites. Initial POST funding was based upon the need to stimulate program development for evaluation. The major evaluation was completed and reported to the Commission at its November 1995 meeting.

   The Committee discussed this matter and believes the simulator project is going well and that the Commission should commit to an additional year's funding. With Commission approval, staff will negotiate contracts for FY 96/97 with the proposal to be brought forward at the April meeting.

7. The Committee reviewed proposed contracts to be negotiated for FY 96/97 and recommended that the Commission authorize the Executive Director to negotiate contracts for training, standards, and administration monies and return them to the April meeting for formal approval.

There was consensus that the Commission approve the recommendations of the Finance Committee.

Q. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, reported the Committee met on January 18, 1996 in San Diego and reviewed the language for proposed legislation to (1) delete date for implementation of Local Law Enforcement

Agency Accreditation; and (2) transfer standards setting authority for chemical agency training for private security from POST to the Department of Consumer Affairs.

It was reported that POST has been approached by Governmental Advocates, Inc., a Sacramento based lobbying organization representing the Wiesenthal Center and Beit Hashoah Museum of Tolerance, to support a proposal to obtain state General Fund revenue to train peace officers. The Museum proposes to submit either legislation or a budget act item for FY 96/97 to appropriate $1-2 million from the General Fund that would be revenue to POST earmarked for this training. An analysis of the proposal will be prepared for presentation at the next Legislative Review Committee meeting.

R. Advisory Committee

Jay Clark, Chairman of the POST Advisory Committee, reported the Committee met on January 17, 1996 in San Diego.

1. The Committee reaffirmed the importance of members bringing forward information on emerging issues to the Commission which will continue to enhance the proactive efforts of both groups.

2. The Committee continues to "fine tune" the application and announcement for the Governor's Award for Excellence in Peace Officer Training and any significant recommended changes will be brought to the Commission.

OLD/NEW BUSINESS

S.1. Discussion on the following items was deferred until the April meeting when the Strategic Planning Steering Committee submits its final report.

- CPOA/CPCA/CSSA Task Force Report on POST
- *Summary Analysis of Declining Funding and Proposed Solutions*
- "Summit Meeting" or Symposium on Professional Issues and Public Relations

S.2. Appointment of Nominating Committee for Election of Officers

Chairman Rutledge appointed Commissioners Block, Kennedy, and Lowenberg to serve as members of the Nominating Committee for election of Chairman and Vice-Chairman for 1996/97 with a Committee report to be made at the April 1996 meeting.

S.3. Safe Cities

Commissioner Ortega announced that the City of Irvine has been named as the safest city in the country. Of the 195 included in the survey, 70% of the safest cities with a population of more than 100,000 are located in California. None of the most dangerous cities in the large city category are located in California. Results of the survey were recently published by the Morgan Quitno Press.

#1 - Irvine
#2 - Simi Valley
#3 - Thousand Oaks
#6 - Sunnyvale
#8 - Huntington Beach
#9 - Glendale
#10- Rancho Cucamonga

It was recommended that letters be sent on behalf of the Commission to chief executives of those cities commending them and their officers for this accomplishment. Copies of letters will also be sent to the media and legislators.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 18, 1996 - Holiday Inn Center Plaza - Fresno
July 18, 1996 - Hyatt Regency - Irvine
November 7, 1996 - San Diego
January 23, 1997 - Orange County
April 17, 1997 - Holiday Inn Capitol Plaza - Sacramento

3/7/96

B.1

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Course Certification/Decertification Report		Meeting Date: April 18, 1996
Bureau: Training Delivery & Compliance Bureau	Reviewed By: for RTA Ronald T. Allen, Chief	Researched By: Rachel S. Fuentes
Executive Director Approval: Norman C. Boehm	Date of Approval: 4-2-96	Date of Report: March 29, 1996
Purpose: ☐ Decision Requested ☒ Information Only ☐ Status Report	Financial Impact: ☐ Yes (See Analysis for 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 January 18, 1996 Commission meeting:

CERTIFIED

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
1.	Traffic Collision Inv.	Roseville P.D.	Technical	IV	$ 4,900
2.	Child Victim Interviewing	Arroyo Grande P.D.	Technical	IV	645
3.	EMD Dispatch-Update	Napa Valley Col.	Technical	IV	-0-
4.	Skills & Knowledge Modular Training	Roseville P.D.	Technical	IV	-0-
5.	Chemical Agents Instr.	Napa Valley Col.	Technical	IV	1,280
6.	Basic Course - Extended	Sacramento P.D.	Basic	N/A	-0-
7.	Special Weapons & Tactics - Advanced	Alameda Co. S.D.	Technical	IV	7,140
8.	Defensive Tactics Instr.	Roseville P.D.	Technical	IV	1,540
9.	Death Notification & Stress	Mothers Against Drunk Drivers	Technical	IV	9,000
10.	Mounted Patrol Trng.	Palm Springs P.D.	Technical	IV	3,328

CERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
11.	Managing Assaultive Behavior	Los Medanos Col.	Technical	N/A	$ -0-
12.	Supervisory Update	Alameda Co. S.D.	Supv. Trng.	IV	6,400
13.	Drug Influence - 11550	San Diego P.D.	Technical	IV	4,320
14.	Skills & Knowledge Modular Training	Glenn Co. S D.	Technical	IV	600
15.	Interviewing Advanced Forensic	Giarretto Institute	Technical	N/A	-0-
16.	Special Weapons & Tactics	Modesto CJTC	Technical	IV	-0-
17.	Background Inv.-Cmmd. Ofcr. Orien.	Systems for Public Safety	Mgmt. Trng.	III	9,728
18.	TBW	R.E Brown & Assoc.	TBW	III	5,489
19.	TBW	John O. Oakes	TBW	III	5,489
20.	Problem Solving/ Organization	El Dorado Co S.D.	Technical	IV	2,240
21.	Missing/Lost Children	Childrens Inst. Intnl.	Technical	N/A	-0-
22.	Special Weapon & Tactics	Alameda Co. S.D.	Technical	IV	9,100
23.	Skills & Knowledge Modular Training	Chino P.D.	Technical	IV	4,560
24.	Requalification-Basic Course	Los Angeles P.D.	Technical	IV	30,960
25.	Skills & Knowledge Modular Training	Berkeley P.D.	Technical	IV	-0-
26.	Child Abuse/Sexual Assault	Riverside Co. S.D.	Technical	IV	16,200

CERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
27.	Reserve Training Module D	Modesto CJTC	Technical	IV	$ -0-
28.	Interviewing & Interrogation Techniques	Shasta College	Technical	IV	1,823
29.	Baton/Impact Weapons	El Dorado Co, S.D.	Technical	IV	2,560
30.	Defensive Tactics Upd	Monterey Penn. Col.	Technical	IV	6,000
31.	Spanish for L.E.	Monterey Penn. Col.	Technical	N/A	-0-
32.	Helicopter Water Rescue	Glendale P.D.	Technical	IV	4,240
33.	D.R.E.-Accelerated	Los Angeles P.D	Technical	IV	30,324
34.	Incident Cmmd. System	Hayward P.D	Mgmt. Trng.	IV	3,200
35.	Forensic-Microscopy, Adv.	CCI	Technical	IV	1,624
36.	Firearms/Tactical Rifle	Sacramento Co. S.D.	Technical	IV	14,400
37.	Critical Incident, Tactical Commander	Sacramento Co. S.D.	Supv. Trng.	IV	720
38.	Disaster Planning	Sacramento Co. S.D.	Technical	IV	720
39.	Reserve Training Module D	Rio Hondo CJTC	Reserve Training	N/A	-0-
40.	Fire Inv. Technology	Calif. D.A. Assoc.	Technical	III	19,000
41.	Advanced Officer	East Bay RPD P.D.	A.O.	IV	3,960
42.	Reserve Training Module D	Sacramento P.D.	Reserve Training	N/A	-0-
43.	Reserve Training Module D	Long Beach P.D.	Reserve Training	N/A	-0-
44.	Basic - Intensive	Tulare-Kings LE Advisory Board	Basic	IV	-0-

CERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
45.	Skills & Knowledge Modular Training	Fresno Co. D.A. Ofc.	Technical	IV	$ -0-
46.	Advanced Officer	Yuba College	A.O.	IV	5,600
47.	Drug Alcohol Recogn. Update	Roseville P.D.	Technical	IV	3,037
48.	Skills & Knowledge Modular Training	Plumas Co. S.D.	Technical	IV	3,840
49.	Firearms/Handgun Tactical	Newport Beach P.D.	Technical	N/A	-0-
50.	Interviewing & Interrogation Techniques	FBI-San Diego	Technical	IV	2,400
51.	Sexual Assault Response	Yuba College	Technical	IV	4,416
52.	Dispatcher, Public Public Extended	San Bernardino S.D.	Compl. Disp.	N/A	-0-
53.	Crime Scene Inv.-Ext.	Palomar College	Technical	N/A	-0-
54.	Instructor Development	Golden West Col.	Technical	N/A	-0-
55.	Bicycle Patrol	Imperial Valley Col.	Technical	IV	4,520
56.	TBW	Michele Tamayo	TBW	III	5,489
57.	Baton Instructor	Kern Co. S.D.	Technical	IV	1,720
58.	Communications Trng. Officer	Golden West College	Technical	IV	5,000
59.	Tactical Communications	San Diego Harbor	Technical	IV	800
60.	Officer Safety Field Tactics	FBI, Los Angeles	Technical	IV	9,600
61.	Skills & Knowledge Modular Training	CA Senate Sergeant-at-Arms	Technical	IV	-0-
62.	HazMat-First Responder	Chowchilla P.D.	Technical	IV	1,400

CERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
63.	Traffic Collision Inv.	Merced College	Technical	IV	$ 3,000
64.	Traffic Collision Inv. Extended	Merced College	Technical	N/A	-0-
65.	Fingerprint, Basic	Fresno City College	Technical	IV	4,400
66.	Firearms-Long Rifle Instructor	Fresno City College	Technical	IV	1,200
67.	Officer Safety/Field Tactics Update	Redwood City P.D.	Technical	IV	800
68.	Spanish for LE, Part IV	Redwood City P.D.	Technical	N/A	-0-
69.	Spanish for LE, Part V	Redwood City P.D.	Technical	N/A	-0-
70.	Firearms/Semi-Auto	Dept. of P&R	Technical	N/A	-0-
71.	Mounted Patrol Update	Stanislaus Co. S.D.	Technical	IV	1,450
72.	Officer Safety and Field Tactics	Modesto P.D.	Technical	IV	7,200
73.	Network Comm. Update	Los Angeles S.D.	Technical	IV	-0-
74.	Network Comm. Dispatching - MDT	Los Angeles S.D.	Technical	IV	-0-
75.	Requalification, Basic Course	Southwestern College	Technical	IV	12,240
76.	Training Conference	CSTI	Technical	N/A	-0-
77.	Fraud-Worker's Compensation Inv.	Dept. of Insurance, Fraud Division	Technical	IV	-0-
78.	Defensive Tactics Instr.	Alameda Co S.D.	Technical	IV	13,800
79.	Officer Safety-Field Tactics	Alameda Co. S.D.	Technical	IV	15,600
80.	Baton Instructor Update	Alameda Co. S.D.	Technical	IV	5,250

CERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
81.	Firearms Trajectory Interpretation	CCI	Technical	IV	$ 432
82.	DNA-Extraction & Quantification	CCI	Technical	IV	3,248
83.	Skills & Knowledge Modular Training	Ventura P.D.	Technical	IV	-0-
84.	Labor/Management Partnerships	San Diego RTC	Exec. Trng.	IV	-0-
85.	Laser Firearms Trng. Update	West Covina P.D.	Technical	III	78,360
86.	Hostage Rescue Tactics	FBI, San Francisco	Technical	IV	16,848
87.	Disaster Planning	Sacramento P.D.	Technical	IV	-0-
88.	Legal Update	Sacramento P.D.	Technical	IV	-0-
89.	Defensive Tactics Instr.	Napa Valley College	Technical	IV	4,000
90.	Leadership Effectiveness	Santa Clara S.D.	Supv. Trng.	N/A	-0-

91.-93. 3 additional IVD courses certified as of 3-29-96. To date, 114 IVD certified presenters have been certified and 165 IVD courses certified.

-- There were no additional Proposition 115 Hearsay Evidence Testimony Course Presenters - certified as of 3-29-96. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 286 presenters of Proposition 115 have been certified.

94.-110. There were 16 additional Telecourses certified as of 3-29-96. To date, 355 Telecourse presenters have been certified.

DECERTIFIED

	Course Title	Presenter	Course Category	Reimbursement Plan
1.	School Peace Office - P.C. 832.2	El Monte/ Rosemead Adult School	Technical	N/A

DECERTIFIED (Continued)

	Course Title	Presenter	Course Category	Reimbursement Plan
2.	Chemical Agent Trng.	Brd of Corrections, STC	Technical	N/A
3.	Arrest & Firearms (P.C. 832)	Brd of Corrections,	P.C. 832	N/A

TOTAL CERTIFIED	110
TOTAL PROPOSITION 115 CERTIFIED	0
TOTAL TELECOURSES CERTIFIED	16
TOTAL IVD COURSES CERTIFIED	3
TOTAL DECERTIFIED	3
TOTAL MODIFICATIONS	57

1,682 Skills & Knowledge Modules certified as of 3-29-96
165 IVD Courses as of 3-29-96
355 Telecourses as of 3-29-96
1,704 Other Courses certified as of 3-29-96

684 certified presenters

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Financial Report - Third Quarter 1995/96		April 18, 1996
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 4.3.96	Date of Report April 4, 1996

Purpose: ☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for 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 March 31, 1996. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1995-96 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1A, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through March 31, 1996, we received $22,924,140. The total is $174,140 more than originally anticipated (see Attachment 1B) and is $356,787 more than received for the same period last fiscal 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 32,525 trainees reimbursed through the third quarter represents a decrease of 875 (3%) compared to the 33,400 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursement for courses through the third quarter of $10,006,257 represents a $467,303 (5%) increase compared to last fiscal year. (See Attachments 3A and 3B.)

SUMMARY - The original revenue projection of $30.5 million, made at the outset of this fiscal year, should be exceeded slightly. The revised projection is $30,830,000. Although the training volume at the end of March is slightly less than what was the case a year ago at this time, reimbursements are $467,303 more. Specifically, increased reimbursement mainly in the area of tuition contributed largely to the Third Quarter increase as compared with last year. The reimbursed trainee estimate has been lowered to 47,319.

In summary, projections are generally in line with original estimates. The trainee projections have decreased in number. While reimbursements are up as compared to what was paid out this time last year, the current pay out is, nevertheless, in line with our earlier projections.

File: 9596REV

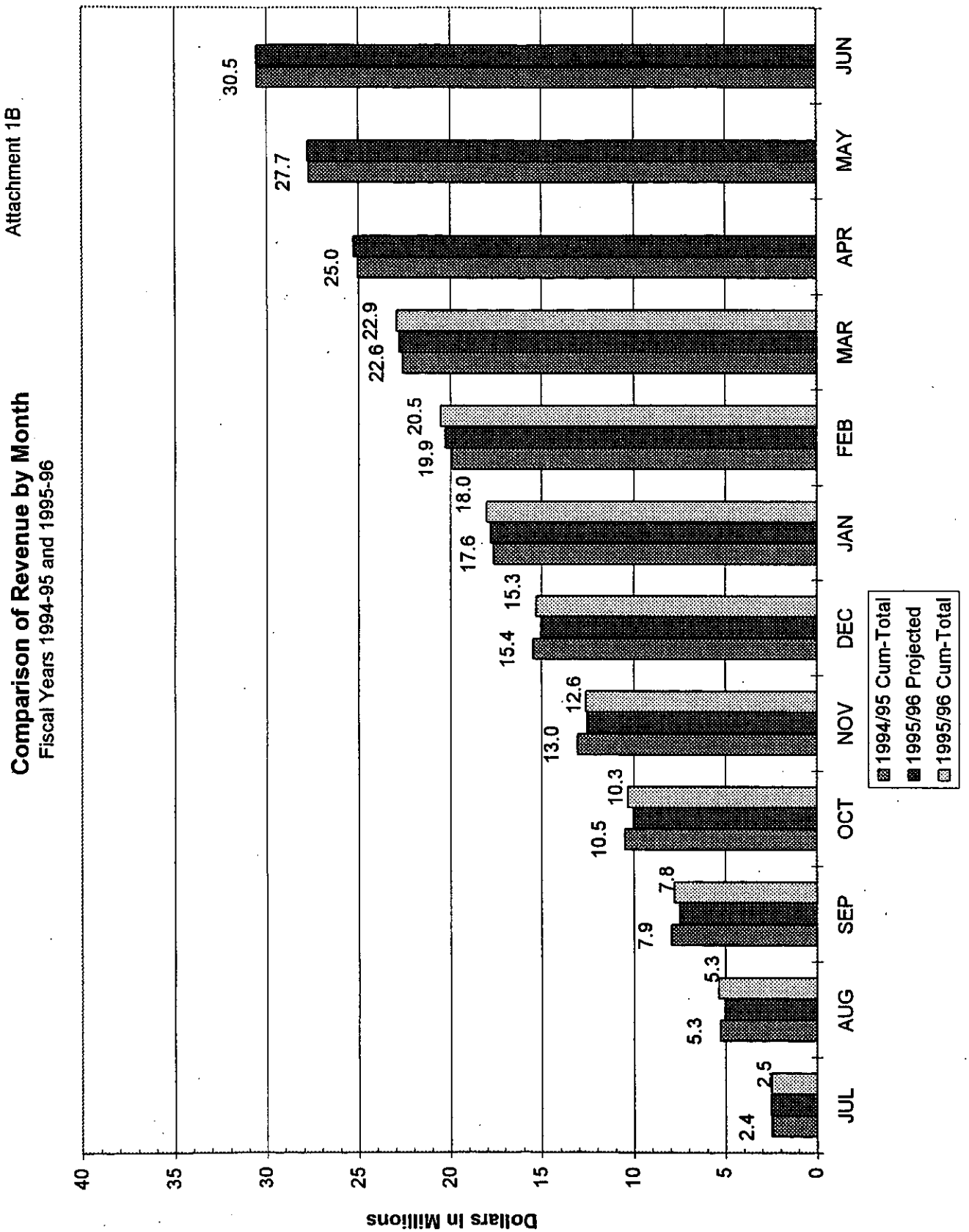
COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1994-95 AND 1995-96

	1994-95				1995-96					
MO	PENALTY ASSESMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMEN FUND	OTHER **	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	2,435,532	2,592	2,438,124	2,500,000	2,468,334	3,371	2,471,705	98.87%	2,471,705	98.87%
AUG	2,829,120	4,678	5,271,922	5,000,000	2,862,613	15,199	2,877,812	115.11%	5,349,517	106.99%
SEP	2,666,819	6,558	7,945,299	7,500,000	2,409,839	8,653	2,418,492	96.74%	7,768,009	103.57%
OCT	2,488,567	27,102	10,460,968	10,000,000	2,539,486	11,431	2,550,917	102.04%	10,318,926	103.19%
NOV	2,550,039	25,449	13,036,456	12,500,000	2,246,004	19,665	2,265,669	90.63%	12,584,595	100.68%
DEC	2,375,259	12,174	15,423,889	15,000,000	2,640,773	32,010	2,672,783	106.91%	15,257,378	101.72%
JAN	1,952,219	212,516	17,588,624	17,750,000	2,472,777	240,337	2,713,114	98.66%	17,970,492	101.24%
FEB	2,267,572	25,589	19,881,785	20,250,000	2,514,105	30,716	2,544,821	101.79%	20,515,313	101.31%
MAR	2,635,857	49,711	22,567,353	22,750,000	2,388,904	19,923	2,408,827	96.35%	22,924,140	100.77%
APR	2,438,613	13,444	25,019,410	25,250,000			0	0.00%	22,924,140	90.79%
MAY	2,609,646	27,795	27,656,851	27,750,000			0	0.00%	22,924,140	82.61%
JUN	2,496,727	332,056	30,485,634	30,500,000			0	0.00%	22,924,140	75.16%
TOT	29,745,970	739,664	30,485,634	30,500,000	22,542,835	381,305	22,924,140	75.16%	22,924,140	75.16%

** - Includes $120,205 from coroner permit fees (per Ch 990/90)

ATTACHMENT 1A


Attachment 1B
Comparison of Revenue by Month
Fiscal Years 1994-95 and 1995-96
Dollars In Millions
0
5
10
15
20
25
30
35
40
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
2.4
2.5
5.3
5.3
7.9
7.8
10.5
10.3
13.0
12.6
15.4
15.3
17.6
18.0
19.9
20.5
22.6
22.9
25.0
27.7
30.5
1994/95 Cum-Total
1995/96 Projected
1995/96 Cum-Total

COMMISSION ON POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY

MARCH 1996

COURSE	1994-95 Actual Total For Year	1994-95 Actual July-Mar	1994-95 % of Total	1995-96 Projected Total For Year	1995-96 Actual July-Mar	1995-96 % of Projection
Basic Course	1,773	1,109	63%	2,000	1,490	75%
Dispatchers - Basic	334	209	63%	330	226	68%
Advanced Officer Course	3,791	2,586	68%	3,810	2,698	71%
Supervisory Course (Mandated)	490	290	59%	450	306	68%
Management Course (Mandated)	283	164	58%	300	159	53%
Executive Development Course	493	375	76%	580	267	46%
Supervisory Seminars & Courses	3,320	2,351	71%	3,500	2,479	71%
Management Seminars & Courses	1,883	1,297	69%	2,000	1,251	63%
Executive Seminars & Courses	481	255	53%	500	267	53%
Other Reimbursement	0	0	0%	0	0	0%
Tech Skills & Knowledge Course	33,370	23,929	72%	34,000	22,719	67%
Field Management Training	12	8	67%	20	6	30%
Team Building Workshops	527	434	82%	600	421	70%
POST Special Seminars	811	355	44%	850	210	25%
Approved Courses	51	38	75%	60	26	43%
TOTALS	47,619	33,400	70%	49,000	32,525	66%

ATTACHMENT 2

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

COURSE	1994-95 Total For Year	1994-95 Actual July-Mar	1995-96 March	1995-96 Actual July-Mar
Basic Course	$1,651,255	$994,991	$182,195	$1,414,134
Dispatchers - Basic	239,027	129,431	26,508	173,323
Advanced Officer Course	243,688	179,647	32,854	167,407
Supervisory Course (Mandated)	319,135	187,577	30,538	186,268
Management Course (Mandated)	272,991	154,642	65,632	157,235
Executive Development Course	300,243	229,667	12,260	182,780
Supervisory Seminars & Courses	1,344,480	964,328	145,933	986,570
Management Seminars & Courses	617,117	376,889	68,705	367,317
Executive Seminars & Courses	158,388	74,412	23,539	75,029
Other Reimbursement	0	0	0	0
Tech Skills & Knowledge Course	8,907,986	5,951,713	900,478	6,030,918
Field Management Training	6,910	4,307	0	2,158
Team Building Workshops	228,547	183,676	21,492	192,610
POST Special Seminars	145,410	85,843	7,712	63,023
Approved Courses	7,377	4,966	2,233	7,485
Training Technology Assistance	16,865	16,865	0	0
TOTALS	$14,459,419	$9,538,954	$1,520,079	$10,006,257

ATTACHMENT 3A

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1994-95 Total	1994-95 July-Mar	1996 March	1995-96 July-Mar
Resident Subsistence	$7,827,698	$5,160,795	$828,459	$5,092,735
Commuter Meal Allowance	858,755	560,867	$85,224	$689,086
Travel	2,595,716	1,711,153	$271,403	$1,796,545
Tuition	3,159,663	2,088,552	$334,993	$2,427,891
Salary	722	722	$0	$0
Training Technology Assistance	16,865	16,865	$0	$0
TOTALS	$14,459,419	$9,538,954	$1,520,079	$10,006,257

ATTACHMENT 3B

B.3

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Safety Dispatcher Program		Meeting Date April 18, 1996
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen, Chief	Researched By Bob Spurlock RKS
Executive Director Approval Norman C. Boehm	Date of Approval 2-21-96	Date of Report February 16, 1996
Purpose ☐ Decision Requested ☒ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☒ No

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

ISSUE

Acceptance of agencies into the Public Safety Dispatcher Program.

BACKGROUND

The agencies shown on the attached list have requested participation in the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525. The agencies have expressed willingness to abide by POST Regulations and have passed ordinances or resolutions as required by Penal Code Section 13522.

ANALYSIS

All of the agencies presently employ full-time dispatchers and some employ part-time dispatchers. The agencies have all established minimum selection and training standards which equal or exceed the standards adopted for the program.

RECOMMENDATION

The Commission be advised that the subject agencies have been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.

NEW AGENCIES IN THE PUBLIC SAFETY DISPATCHER PROGRAM

JANUARY - APRIL 1996

Name	Ord/Res/Letter	Entry Date
Santa Monica Comm. District College PD	Resolution	2-16-96
Simi Valley Police Department	Ord. No. 839	2-16-96
CSU, Bakersfield PD	Resolution	
San Luis Obispo County Sheriff's Department	Resolution 2750	

There are currently 337 agencies participating in the program.

3-18-96

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Annual Review of Command College Tuition		Meeting Date January 12,1995
Bureau Center for Leadership Development	Reviewed By	Researched By Beverley Short
Executive Director Approval Normand L. Becker	Date of Approval 3-29-96	Date of Report March 27, 1996

Purpose:

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

This item is before the Commission for its annual review of the Command College tuition.

BACKGROUND

At the January 1987 meeting, the Commission designated a tuition be charged all eligible, non-reimbursable agencies desiring to send participants to the Command College. The Commission also directed staff to monitor the direct costs and to submit a report annually with recommendations for the tuition rate for the coming year.

The current tuition approved by the Commission for participants in the the Command College program is $3,790.00

The non-reimbursable agencies that have participated in the Command College and were charged a tuition are the California Highway Patrol, the Department of Justice, Los Angeles Housing Police, Department of Motor Vehicles, Office of the Attorney General, and Department of Fish and Game.

ANALYSIS

As reported separately at this Commission meeting, the program has been redesigned and the length of the program has been reduced from 2 years to seven months, and from 10 sessions to only six. These revisions have resulted in an approximately 38 percent reduction in direct, operating costs for the Command College program.

The recommended tuition of $2,762.00 is based on the anticipated direct Command College/Executive Leadership Institute costs per participant for the revised program and would be effective for participants entering the program during the 1996/97 fiscal year, specifically Classes 24 and 25. The new tuition reflects a savings of $1,028.

The tuition is based on the following cost estimates:

		Per Student
Faculty		$2,160
Facility Fees		252
Project Review Committee		350
	Total	$2,762

RECOMMENDATION

Approve the Command College tuition for the revised program of six sessions at $2,762. The tuition would be effective for the Command College/Executive Leadership Institute Class 24 beginning August 4, 1996, and Class 25 tentatively scheduled to begin February 9, 1997.

B.5

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Update on Driving Simulator Sickness		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Standards and Evaluation		John G. Berner
Executive Director Approval	**Date of Approval**	**Date of Report**
Morman C. Boehm	4-1-96	March 28, 1996

Purpose

☐ Decision Requested ☐ Information Only ☒ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☒ No

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

ISSUE

Status report on continued study of simulator sickness.

BACKGROUND

At the November, 1995 Commission meeting staff reported on the results of the driver training simulator pilot program. While overall results of the evaluation were very favorable, a significant number of students reported manifestations of simulator sickness, which in rare instances persisted after training. Upon receiving the report, the Commission directed that staff further monitor simulator sickness and explore what may be done to reduce its occurrence.

ANALYSIS

Subsequent to the November Commission meeting staff modified the form that is completed by all students who complete the simulator training in order to obtain more detail about the kinds of simulator sickness symptoms being experienced and what actions seem to help alleviate the symptoms. The modified form is attached to the agenda report. The expanded coverage of simulator sickness appears at the top of the back side of the form. The simulator sickness symptoms listed on the form parallel descriptors which have been used at the University of Iowa, where considerable research has been conducted in an attempt to better understand the constellation of symptoms that comprise simulator sickness. To date, completed forms have been received from approximately 150 students, and the results for those that have been key entered (N=94) are summarized in Table 1. Continued collection and processing of this data is planned in anticipation of collaborating with the University of Iowa in future controlled studies of simulator sickness (see below).

Table 1: Self-Reported Simulator Sickness Symptoms, Duration of Symptoms, and Actions Taken that Alleviated Symptoms (N=94)

	Have Symptom? (Percent)	**Symptom Go Away? (Percent)**
Headache	36.2%	55.9%
Eye Strain	30.9%	72.4%
Stomach Awareness	20.2%	63.2%
Nausea	21.3%	65.0%
Vomiting	2.1%	50.0%
Hard to Focus	13.8%	84.6%
Blurred Vision	14.9%	50.0%
Increased Salivation	7.4%	100%
Dizzy with Eyes Open	19.2%	61.1%
Dizzy with Eyes Closed	11.7%	72.7%
Difficulty Concentrating	13.8%	61.5%
General Discomfort	14.9%	51.1%
"Fullness of Head"	9.6%	44.4%
Vertigo	8.5%	50.0%
Fatigue	14.9%	71.4%
Burping	3.2%	66.7%
Actions You Took Which Helped to Alleviate Symptoms (Counts)		
Took Break		38
Used/Scanned All Monitors		8
Took Medication		12
Looked Away from Monitors		17
Removed Glasses/Contacts		2
Held Steering Wheel Steady		5
Had Something to Eat/Drink		12

In February POST staff traveled to the University of Iowa to see and drive their full-motion driving simulator and to discuss funding possibilities for collaborative research in which the "POST simulator" would be mounted on the Iowa full motion platform in order to study the effects of different types and degrees of motion on both training effectiveness and simulator sickness. Also discussed was the possibility of studying the effects of the enhanced graphics package for the "POST simulator" that is under development. At the conclusion of the meeting, it was agreed that staff from the University of Iowa would draft a "white paper" outlining the scope of the proposed research which, subject to POST review, would be forwarded to appropriate public and private funding agencies. Unfortunately, despite numerous contacts from POST staff, the University has yet to produce the "white paper." Thus, while there are promising prospects for conducting the types of carefully controlled experiments that will be necessary to better understand and hopefully alleviate simulator sickness, there is little to report in the way of progress in this regard. In the meantime, we will continue our current expanded data collection efforts, and will share the results with those who provide the training and explore possible additional actions to reduce simulator sickness that may be suggested by the results.

ATTACHMENT

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

You have just received training on a driving simulator that is being field tested as part of a program sponsored by the Commission on Peace Officer Standards and Training (POST). Because participation in the program is limited, it is **extremely important** that we learn your views concerning the training. Your responses will be combined with those from other trainees for reporting purposes. **All individual responses will be kept confidential.**

Using the scale below, indicate the extent to which you agree with each of the following statements:

1	2	3	4	5	6
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree

The briefing I received before I began driving the simulator was helpful . . . . . ☐

The orientation scenarios were sufficient for me to "get the feel" of the simulator . . . . . ☐

I would have learned more by repeating a scenario until I mastered it before going on to a different one . . . . ☐

As a result of the simulator training I have a better understanding and appreciation of:

- The dangers associated with pursuit/emergency response driving . . . . . ☐
- The common critical decision points in pursuit/emergency response driving . . . . . ☐
- Basic pursuit/emergency response driving policies . . . . . ☐
- My own limitations in pursuit/emergency response driving situations . . . . . ☐

At the conclusion of the training I was confident in my ability to perform the following functions on the simulator:

- Operate Radio . . . . . ☐
- Operate Emergency Equipment (Lights, Siren, etc.) . . . . . ☐
- Make Emergency Decisions . . . . . ☐

The instructor did a good job of providing feedback on my performance on the simulator . . . . . ☐

What I learned on the simulator will help me in real life vehicle pursuit/emergency driving situations . . . . . ☐

I had adequate opportunity to correct my mistakes on the simulator . . . . . ☐

The simulator training was stressful . . . . . ☐

The effectiveness of the simulator training was limited by:

- The content of the scenarios . . . . . ☐
- Other (Specify:_____) ☐

The simulator training was well integrated with other driver training (classroom, behind-the-wheel, etc.) . . . . ☐

I would have benefitted by more time on the simulator . . . . . ☐

The simulator training was effective . . . . . ☐

During your training, how many other simulators were in use? ___ How many instructors were present? ___

About how much time did you spend on the simulator? ___ minutes Did you complete the training? ___Yes ___No

Over

If you experienced any of the below symptoms while driving the simulator, circle the choice which best describes the severity of the symptom (slight, moderate or severe) and indicate whether the symptom went away during the training.

SYMPTOM	SEVERITY (Circle One)	GO AWAY?	SYMPTOM	SEVERITY (Circle One)	GO AWAY?
Headache	Slight Moderate Severe	Yes No	Dizziness with eyes open	Slight Moderate Severe	Yes No
Eye Strain	Slight Moderate Severe	Yes No	Dizziness with eyes closed	Slight Moderate Severe	Yes No
Sweating	Slight Moderate Severe	Yes No	Difficulty Concentrating	Slight Moderate Severe	Yes No
Stomach Awareness*	Slight Moderate Severe	Yes No	General Discomfort	Slight Moderate Severe	Yes No
Nausea	Slight Moderate Severe	Yes No	"Fullness of the head"	Slight Moderate Severe	Yes No
Vomiting	How Many Times? ___	Yes No	Vertigo**	Slight Moderate Severe	Yes No
Hard to Focus	Slight Moderate Severe	Yes No	Fatigue	Slight Moderate Severe	Yes No
Blurred Vision	Slight Moderate Severe	Yes No	Burping	How Many Times? ___	Yes No
Increased Salivation	Slight Moderate Severe	Yes No	Other (describe)::	Slight Moderate Severe	Yes No

*Discomfort just short of nausea **Loss of orientation with respect to vertical upright

If you experienced any of the above symptoms, please indicate what actions you took, if any, **which you believe helped to alleviate the symptom(s)** (check all that apply):

___Took break in training ___Looked away from video monitors ___Held steering wheel steady
___Used/Scanned all monitors ___Removed glasses/contacts ___Had something to eat/drink
___Took medication (specify medication:_____) ___Other (describe:_____)

What were the greatest strengths and weakness of the training?
Strengths: _____
Weaknesses: _____

What should be done to improve the training and/or the simulator? _____

What did you learn from the training?_____

Background Information Course Control No. _ _ _ _ -- _ _ _ _ _ _ -- _ _ _ _ _ Date Completed (mo/yr): __/__

Received training as part of: ___Basic Course ___Simulator Team Training ___8-Hour EVOC Update
(check one) ___24-Hour EVOC Training ___Other (Specify:_____)

Location of Training : ___LASD ___San Jose PD ___San Bernardino SD ___Other (Specify:_____)

Years law enforcement experience: ___ Number of vehicle pursuits in past 12 months: ___

Age (optional): ___ Gender (optional): ___Male ___Female Years a licensed driver: ___

Are you susceptible to car sickness? ___Yes ___No Does reading in a car make you dizzy/ill? ___Yes ___No

How much sleep did you get the night before the training? ___hrs How long ago had you last eaten something? ___hrs.

While driving the simulator did you wear: Glasses? ___Yes ___No Contact Lenses? ___Yes ___No

*Name (optional): _____ *Work phone (optional): (_ _ _)_ _ _-_ _ _ _
Provide only if you are willing to participate in a brief, confidential phone interview if contacted by POST

B.6

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Waiver of Bailiff/Civil Process Training for Deputy Marshals		April 18, 1996
Bureau Basic Training	**Reviewed By**	**Researched By** Everitt Johnson
Executive Director Approval Norman C. Boehm	**Date of Approval** 4-3-96	**Date of Report** April 3, 1996
Purpose ☐ Decision Requested ☐ Information Only ☐ Status Report	**Financial Impact:**	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

As a policy, should the Commission waive the 80-hour course requirement for deputy marshals employed prior to March 1, 1996?

BACKGROUND

POST Regulation 1005(a) (3) specifies the entry-level training requirement for deputy marshals. The requirement has universally been met by completion of the Regular Basic academy followed by completion of the Bailiff/Civil Process Course (80-hour course to be completed within 12 months of hire).

Effective March 1, 1996, the Commission has modified the standard to require only completion of the Regular Basic Course. We have interpreted this change as applicable to those employed on or after March 1. This interpretation leaves a number of deputy marshals, employed prior to March 1, still needing to complete the 80-hour course to meet POST requirements.

ANALYSIS

Marshals have inquired as to whether POST can waive the 80-hour course requirement since it is no longer required for new hires. They so inquire because the course is not readily available and those who have failed to complete the course are delayed in obtaining their Basic Certificates.

POST's legal counsel has advised that waiving the requirement for those employed prior to March 1, 1996 is within the Commission's discretion.

At its March 27, 1996 meeting, the Long Range Planning Committee recommended the Commission waive the requirement for those deputy marshals employed prior to March 1, 1996.

RECOMMENDATION

Approve the waiver and authorize the Executive Director to notify all Marshals' Departments that the 80-hour Bailiff/Civil Process Course is no longer required.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title: Revision of Regulation 1011 Regarding Cancellation of Certificates		Meeting Date: April 18, 1996
Bureau: Administrative Services Bureau	Reviewed By: Glen Fine	Researched By: Frederick Williams
Executive Director Approval: Norman C. Boehm	Date of Approval: 3-22-96	Date of Report: March 20, 1996
Purpose: [XX] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact: [ ] Yes (See Analysis for details) [ ] No	

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

ISSUE

Should the Commission approve, subject to the public review process, the revision of Regulation 1011 to: (1) allow for cancellation of certificates of officers convicted of a felony, but sentenced at the misdemeanor level, when such felony convictions would be admissible for purposes of impeachment of testimony; and (2) provide that all appeals of certificate cancellation be conducted before a qualified hearing officer?

BACKGROUND

Section 13510.1 of the Penal Code establishes the POST professional certificate program, requires the Commission to cancel certificates issued to persons who have been convicted of a crime classified as a felony, and permits cancellation for other reasons (enclosed as Attachment A). At its July 18, 1991 meeting, the Commission, following a public hearing, approved proposed changes in Commission Regulation 1011 and Commission Procedure F-2 to expand provisions for cancellation of POST professional certificates, effective January 1992. Also enclosed as Attachment A is a listing of those peace officer groups who are or who are not required by law to possess the POST basic certificate.

Prior to this regulation change, the Commission revoked or cancelled certificates only in the event of a felony conviction, or in instances when the certificate was fraudulently obtained. With the change in regulation and procedure, the provisions for certificate cancellation were expanded to include:

1. All peace officer employment disqualification conditions provided for in Government Code Section 1029 (a) (enclosed as Attachment B).

2. Certain felony convictions (sex crimes, narcotics offenses, theft, assault under color of authority, and dishonesty associated with official duties) that are reduced to misdemeanors by virtue of misdemeanor sentence received after conviction under Penal Code Section 17(b) (1) or (3). In these instances, the Commission requires a notice of proposed cancellation to the individual and concerned

department head with an invitation for them to submit information to the Commission. The Commission would review input prior to proceeding with cancellation.

Law enforcement labor groups subsequently requested the rescission of the regulation change, wherein the basis for cancellation of certificates was enhanced. This matter was before the Commission on several occasions. The Commission, at its January 27, 1994 meeting acted to suspend enforcement of the revised regulation pending completion of a renewed effort to reach agreement with labor organizations on mutually acceptable directions.

The POST Certificate Cancellation Task Force met on September 26, 1995 to consider the future of POST certificates and, in particular, certificate cancellation provisions. The task force was composed of four Commissioners, and eleven other representatives of the POST Advisory Committee and the POST Labor/Management Forum. Following discussion there was unanimous agreement on the following recommendations to the Commission relevant to POST's certificates:

1. The purpose of POST certificates, in general, is to establish statewide minimum level of standards; and the basic certificate, in particular, is to grant permission to practice as a law enforcement professional.

2. The current certificate cancellation regulations should be retained and amended to add "other felony convictions involving moral unfitness" to the list of specified felony convictions reduced to misdemeanors. Proposed additions would be those offenses where case decisions hold convictions admissible for purposes of impeaching testimony. A partial list of such crimes is enclosed (Attachment C).

3. The appeals process for certificate cancellation should be amended to require the use of a neutral hearing officer to determine facts and make recommendations to the Commission. The appellant and chief officer of his/her employing agency would be invited to submit comments and POST staff would serve in the role of gathering and presenting facts concerning the existence of court records documenting criminal conviction.

These recommendations were presented to the Commission as an information item at its November 9, 1995 meeting. The POST Advisory Committee recommended support for these proposals and also recommended development of a procedural guide concerning the appeals process (Report enclosed as Attachment C).

ANALYSIS

Within the last several years, revocations for felony convictions have averaged approximately 20 per year. There have been no revocations under the expanded provisions, i.e., selected felony convictions reduced to misdemeanors and Government Code Section 1029 (a), which became effective January 1, 1992 and later suspended by Commission action in January, 1994.

The current and proposed new categories for revocation are offenses that substantially relate to the qualifications, functions, and duties of a peace officer. It is the belief of the Certificate Task Force that revocation of certificates following such convictions will serve to safeguard the integrity of the POST certificate program. Preservation of integrity of the certificates was noted as important because the certificates are widely recognized throughout the United States as evidence of competency and character and are relied upon in employment decisions. The certificates are awarded based in part upon an attestation by the agency head that the recipient is of good moral character. The possession of these certificates by unqualified persons was seen as diminishing the prestige of the Commission and the esteem for the certificates in both the public and professional views.

It would appear that the very successful meeting on September 26, 1995 served to bring all concerned parties, including labor representatives to a point of agreement, regarding the expanded provisions for cancellation of certificates. Recommendations #2 and #3 are particularly relevant to the issues undertaken by the POST Labor/Management Forum and the Commission in seeking reconciliation with regard to certificate cancellation.

Recommendation #2 of the Task Force has been addressed in the attached proposed regulation change (Attachment D),amending Regulation 1011 to include additional felony convictions reduced to misdemeanors as grounds for certificate cancellation. Proposed language would declare all such convictions described in Regulation 1011 as demonstrative of moral unfitness. Penal Code Section 13510 gives the Commission responsibility for setting standards relating to moral fitness. Because this term is used in POST's enabling statute, a December 1993 opinion of the Attorney General concludes that moral fitness should be referenced in Regulation 1011 to maintain a nexus with enabling statutes. Full text of the proposed regulation amendment is found in Attachment D.

The proposed change to Regulation 1011 to reference felony convictions that are reduced to misdemeanors and to add other felony convictions involving moral unfitness was recommended by the Certificate Task Force and has been reviewed by POST's legal counsel. Felonies that have been determined by courts as admissible for impeaching testimony of witnesses are listed in Attachment C. These crimes include the more serious ones such as Arson, Rape, Extortion, Grand Theft, and Narcotics Possession for Sale. The reference material in Attachment C is provided by the Orange County District Attorney. Current case law in this area is readily available through legal data bases and through POST's legal counsel.

Recommendation #3 of the Task Force concerns the certificate cancellation appeals process. It is proposed that Commission Procedure F-2 be revised to require that all appeals be conducted before a qualified hearing officer. Text of the proposed amendment is found in Attachment D.

The following describes the State of California administrative hearing process which if approved by the Commission, would be used in all appeals rather than be optional at the discretion of the Commission. Not withstanding this process, the final decision regarding a matter on appeal would still rest with the Commission.

The California Administrative Procedure Act is found in Government Code Sections 11340

through 11529. Chapter 4 of this Act describes the Office of Administrative Hearings which is administered by the State Department of General Services. The appointment of Administrative Law Judges (fully qualified and experienced attorneys) is done by the director of the Office of Administrative Hearings. The director is also a fully qualified and experienced attorney.

Independent hearing officers (Administrative Law Judges) are made available to state agencies. The procedures governing hearings are designed to ensure that the tribunal is impartial. The printed mission statement of the Office of Administrative Hearings reads: "We provide a neutral forum for fair and independent resolution of matters in a professional, efficient and innovative way, ensuring due process and respecting the dignity of all."

Following a hearing, the hearing officer will propose a decision to the Commission. The Commission can agree or reject the proposal. There are hearing offices located in Sacramento, Los Angeles, San Diego, and San Francisco. The cost for the services of the hearing officer is $125.00 per hour. There is an initial charge of $46.00 to open a file. The cost for the services of a court reporter is $90.00 per day. These costs would be borne by the Commission. The Commission's legal counsel has advised that to direct such charges to the appealing party would have a "chilling" effect on the appellant's quest for due process and would probably not withstand court review. It is also assumed these costs will be negligible because of the infrequency of appeals. An administrative hearing would only be initiated when an appeal is requested.

There are at least three alternative decisions the Commission can consider in reaching a resolution to this matter.

1. Withhold action at this time.

   The moratorium on the implementation of the Regulation change which would expand the basis for certificate cancellation would remain in place. Certificates would be cancelled only for felony convictions, administrative error in issuance, or deliberate misrepresentation of qualifications for the certificate.

2. Reinstate (rescind the moratorium) the existing Regulation (1011) which provides for the expanded basis for cancellation of certificates.

   POST would begin to cancel certificates of those individuals who are disqualified under the provisions of Government Code Section 1029 (a); and also cancel certificates of those individuals convicted of certain felony crimes (sex crimes, narcotics offenses, theft, assault under color of authority, and dishonesty associated with official duties) that are reduced to misdemeanors under Penal Code Section 17 (b)(1) or (3).

   It should be noted that Penal code Section 13510 gives the Commission responsibility for setting standards relating to moral fitness. Because this term is used in POST's enabling statue, a December 1993 opinion of the Attorney General concludes that moral fitness should be referenced in Regulation 1011 to maintain

a nexus with the enabling statues. Hence, it would be recommended that in reinstating Regulation 1011, an amendment of language should be made as noted in the attached Regulation 1011.

3. Reinstate the current Regulation Section 1011 as described above, and also adopt the proposed additional expansion of the basis for cancellation accordingly, "or any other felony conviction constituting a crime of moral unfitness which has been reduced to misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (3), where such felony conviction has been judicially determined to be admissible for purposes of impeachment of testimony."

It is further proposed that Commission Procedure F-2 be modified to provide for a required impartial hearing officer for the appeals process. The hearing would propose a recommended course of action to the Commission.

RECOMMENDATION

It is recommended that the Commission, contingent upon Public Hearing input, adopt the third alternative of reinstatement of the current Regulation 1011, as amended with reference to moral unfitness, and also expand basis for cancellation of certificates by modifying Regulation 1011 to include, "or any other felony conviction constituting a crime of moral unfitness which has been reduced to misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (3), where such felony conviction has been judicially determined to be admissible for purposes of impeachment of testimony." It is also recommended that the Commission modify Commission Procedure F-2 to provide for a required impartial hearing officer for the appeals process. The hearing would propose a recommended course of action to the Commission.

department, peace officer members of a police department operated by a joint powers agency established by Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, regularly employed and paid inspectors and investigators 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, peace officer members of a county coroner's office notwithstanding Section 13526, reserve officers, as defined in subdivision (a) of Section 830.6, police officers of a district authorized by statute to maintain a police department, peace officer members of a police department operated by a joint powers agency established by Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, 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. Those 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) For the purpose of raising the level of competence of local public safety dispatchers, the commission shall adopt, and may from time to time amend, rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies described in subdivision (a), which standards shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. These standards also shall apply to consolidated dispatch centers operated by an independent public joint powers agency established pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code when providing dispatch services to the law enforcement personnel listed in subdivision (a). Those 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. As used in this section, "primary responsibility" refers to the performance of law enforcement dispatching duties for a minimum of 50 percent of the time worked within a pay period.

(d) Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission. *(Added by Stats.1959, c. 1823, p. 4333, § 2. Amended by Stats.1963, c. 372, p. 1161, § 8; Stats.1969, c. 1072, p. 2058, § 2; Stats.1973, c. 1075, p. 2166, § 2; Stats.1977, c. 987, p. 2970, § 4; Stats.1980, c. 654, § 1; Stats.1980, c. 1180, § 1, operative Jan. 1, 1981; Stats.1981, c. 710, § 1; Stats.1981, c. 966, § 5; Stats.1987, c. 971, § 1; Stats.1990, c. 333 (A.B.2306), § 1; Stats.1990, c. 477 (S.B.2457), § 1; Stats.1991, c. 910 (S.B.249), § 7.)*

Cross References

Authority for regulations, see § 13506.
Course of training prescribed by commission on peace officer standards and training, see § 832.
State aid for training of certain local public safety dispatchers, see § 13525.

§ 13510.1. Certification program; purpose; requirements; application; cancellation of certificates

(a) The commission shall establish a certification program for peace officers specified in Sections 13510 and 13522 and for the California Highway Patrol.

(b) Basic, intermediate, advanced, supervisory, management, and executive certificates shall be established for the purpose of fostering professionalization, education, and experience necessary to adequately accomplish the general police service duties performed by peace officer members of city police departments, county sheriffs' departments, districts, university and state university and college departments, or by the California Highway Patrol.

(c) (1) Certificates shall be awarded on the basis of a combination of training, education, experience, and other prerequisites, as determined by the commission.

(2) In determining whether an applicant for certification has the requisite education, the commission shall recognize as acceptable college education only the following:

(A) Education provided by a community college, college, or university which has been accredited by the department of education of the state in which the community college, college, or university is located or by a recognized national or regional accrediting body.

(B) Until January 1, 1998, educational courses or degrees provided by a nonaccredited but state-approved college that offers programs exclusively in criminal justice.

(d) Persons who are determined by the commission to be eligible peace officers may make application for the certificates, provided they are employed by an agency which participates in the Peace Officer Standards and Training (POST) program.

(e) Certificates remain the property of the commission and the commission shall have the power to cancel any certificate.

(f) The commission shall cancel certificates issued to persons who have been convicted of, or entered a plea of guilty or nolo contendere to, a crime classified by statute or the Constitution as a felony. *(Added by Stats.1979, c. 231, p. 486, § 1. Amended by Stats.1992, c. 1249 (S.B.1126), § 4.)*

§ 13510.2. Misuse of certificates; misdemeanor; punishment

Any person who knowingly commits any of the following acts is guilty of a misdemeanor, and for each offense is punishable by a fine of not more than one thousand dollars ($1,000) or imprisonment in the county jail not to exceed one year, or by both a fine and imprisonment:

(a) Presents or attempts to present as the person's own the certificate of another.

(b) Knowingly permits another to use his or her certificate.

(c) Knowingly gives false evidence of any material kind to the commission, or to any member thereof, including the staff, in obtaining a certificate.

(d) Uses, or attempts to use, a canceled certificate. *(Added by Stats.1984, c. 43, § 3.)*

PERSPECTIVE REGARDING CERTIFICATES

Peace Officers Required, per Penal Code Section 832.4, to have POST Basic Certificates in Order to Exercise Peace Officer Powers

Municipal Police Officers, Deputy Sheriffs, Peace Officers of Districts authorized to maintain police departments, San Diego Unified Port District Harbor Police, Marshals of Municipal Court or Judicial District and Inspector/Investigator of the District Attorneys Office. Elected Sheriffs and Marshals are exempted.

Peace Officers Issued but not Required by Law to have POST Basic Certificates

State Agency Peace Officers, State College and University Police, Community College Police, and School Police

Peace Officers not Issued and not Required to have POST Certificates

Peace Officers employed by agencies not Participating in either the POST Reimbursable or Specialized Program. Major groups include Correctional Peace Officers and Probation Officers.

Basic certificates signify completion of basic training, the employing agencies probationary period, satisfaction of entry level selection standards and require attestment of good moral character. Other professional certificates (Intermediate, Advanced, Supervisory, Management, Executive, Dispatcher, Reserve Officers) signify various level of experience, training and education. All of these other certificates also require attestment of good moral character.

LAW RELATING TO SELECTION AND STANDARDS

CALIFORNIA GOVERNMENT CODE

Title 1

GENERAL PROVISIONS

DIVISION 4

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 1

GENERAL

ARTICLE 2

DISQUALIFICATIONS FOR OFFICE OR EMPLOYMENT

1029. Conviction of felony as disqualification for peace officer

(a) Except as provided in subdivision (b), (c), or (d), each of the following persons is disqualified from holding office as a peace officer or being employed as a peace officer of the state, county, city, city and county or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the state, county, city, city and county or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and duties of a peace officer:

(1) Any person who has been convicted of a felony in this state or any other state.

(2) Any person who has been convicted of any offense in any other state which would have been a felony if committed in this state.

(3) Any person who has been charged with a felony and adjudged by a superior court to be mentally incompetent under Chapter 6 (commencing with Section 1367) of Title 10 of Part 2 of the Penal Code.

(4) Any person who has been found not guilty by reason of insanity of any felony.

(5) Any person who has been determined to be a mentally disordered sex offender pursuant to Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(6) Any person adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a state institution as provided in Section 3051 of the Welfare and Institutions Code.

(b) Any person who has been convicted of a felony, other than a felony punishable by death, in this state or any other state, or who has been convicted of any offense in any other state which would have been a felony, other than a felony punishable by death, if committed in this state, and who demonstrates the ability to assist persons in programs of rehabilitation may hold office and be employed as a parole officer of the Department of Corrections or the Department of the Youth Authority, or as a probation officer in a county probation department if he or she has been granted a full and unconditional pardon for the felony or offense of which he or she was convicted. Notwithstanding any other provision of law, the Department of Corrections or the Department of the Youth Authority may refuse to employ any such person as a parole officer regardless of his qualifications.

(c) Nothing in this section shall be construed to limit or curtail the power or authority of any board of police commissioners, chief of police, sheriff, mayor, or other appointing authority to appoint, employ, or deputize any person as a peace officer in the time of disaster caused by

ORANGE COUNTY DISTRICT ATTORNEY

GOOD TO KNOW...

MICHAEL R. CAPIZZI
DISTRICT ATTORNEY

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IMPEACHMENT WITH CRIMES OF MORAL TURPITUDE PART I

PUBLICATION DATE MAY 12, 1995
PREPARED BY J. SMITH
DISTRIBUTION A, D, H, J, L

The following crimes have been held to be crimes of moral turpitude for purposes of impeachment:

CRIMES HELD TO INVOLVE MORAL TURPITUDE

Arson--Miles (1985) 172 CA3d 474;
Assault with Deadly Weapon--Armendariz (1985) 174 CA3d 674;
Assault to Rape--Bonilla (1985) 168 CA3 201;
Rape--Bonilla (1985) 168 CA3 201;
Statutory Rape--Fulcher (1987) 194 CA3d 749;
Assault w/Intent to Commit Rape/Attempted rape--California v. Morris (1991) 53 C3d 152;
Assault w/Intent to Commit Murder--Sandoval (1992) 4 C4th 155;
Attempted Auto Theft--Rodriguez (1986) 169 CSA3d 951;
Auto Theft--California v. Morris (1991) 53 C3d 152;
Unlawful Taking/Driving of Motor Vehicle--Lang (1989) 49 C3d 991;
Auto Burg--Collins (1986) 42 C3d 378;
Battery Upon a Police Officer--Clarida (1988) 197 CA3d 547;
Battery by Inmate--Williams (1985) CA3d 951;
Bribery--Hunt (1985) 169 CA3d 668;
Child Molestation--Massey (1987) 192 CA3d 819;
Extortion--Almarez (1985) 168 CA3d 262;
False Imprisonment--Cornelio (1989) 207 CA3d 1580;
Forgery--Parrish (1985) 170 CA3d 336;
Grand Theft--Boyd(1985) 167 CA3d 36; Cudjo (1993) 6 C4th 585;
Grand Theft (Misdemeanor)--People v. Wheeler(1992) 4 C4th 284;

Kidnap--Zataray (1985) 173 CA3d 390; California v. Morris (1991) 53 C3d 152
Murder--Clark (1985) 171 CA3d; People v. Telfer (1991) 233 CA3d 1194
Voluntary Manslaughter--Coad (1986) 181 CA3d 1094; **Manslaughter**--People v. Gutierrez (1993) 14 CA4th 1425
Perjury--Hunt (1985) 169 CA3d 668
Pimping and Pandering--Jaimez (1986) 184 CA3d 146
Possession for Sale--Standard (1986) 181 CA3d 431
Transport Controlled Substance--Navarez (1985) 169 CA3d 936
Possession of Unregistered Firearm--Garrett (1987) 195 CA3d 795
Receiving Stolen Property--Rodriguez (1986) 177 CA3d 174; People v. Collins (1986) 42 C3d 378
Felony DUI w/3 Priors (CVC S23175)--People v. Forster (1994) 29 CA4th 1746
Felony Indecent Exposure (PCS314 (1))--People v. Ballard (1993) 13 CA4th 687
Felony Vandalism--People v. Campbell (1994) 23 CA4th 1488
Inflicting Corporal Injury in Spouse or Cohabitant--People v. Rodriguez (1992) 5 CA4th 1398
Shooting Into an Inhabited Dwelling--People v. White (1992) 4 CA4th 1299
Willful Threat to Commit a Crime Resulting in Death or Great Bodily Injury--People v. Thornton (1992) 3 CA4th 419
Corporal Punishment of a Child Resulting in a Traumatic Condition--People v. Brooks (1992) 3 CA4th 669
Escape (PC 4530c)--People v. Lee (1991) 229 4 CA3d 1504; People v. Lang (1989) 49 C3d 991; (PC 4532b) Waldecker (1987) 195 CA3d 1152
Escape without Force/Violence--California v. Morris (1991) 53 C3d 152

See "GTK: IMPEACHMENT WITH CRIMES OF MORAL TURPITUDE, PART I" for crimes not involving moral turpitude.

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IMPEACHMENT WITH CRIMES OF MORAL TURPITUDE PART I

PUBLICATION DATE MAY 8, 1995
PREPARED BY J. SMITH
DISTRIBUTION A, D, H, J, L

THIS MEMO SUPERSEDES GOOD TO KNOW MEMO OF 05/02/95

Subject to the descretion of the court under Evidence Code section 352, the veracity of a witness (whether defendant, defense witness, or prosecution witness) may be impeached with the witness' prior conviction(s) of a crime involving "moral turpitude."

Moral turpitude has been defined as a readiness to do evil, not necessarily limited to crimes of dishonesty. **People v. Castro** (1985) 38 C3d 301.

When determining whether a prior felony conviction involves moral turpitude, the other court should only look to the elements of the offense, without reference to the underflying facts of the conviction. **CASTRO, Supra.**

The following list includes cases which have held the crimes to not be crimes of moral turpitude for purposes of impeachment under **Castro.**

CRIMES NOT INVOLVING MORAL TURPITUDE

Assualt (simple)--Cavazos (1985) 172 CA3d 589

Battery with Serious Bodily Injury--Mansfield (1988) 200 CA3d 82

Battery--People v. Thornton (1992) 3 CA4th 419

Conspiracy to Tatoo Minor--Castro (1985) 38 C3d 301

Felony Child Endangerment--People v. Sanders (1992) 10 CA4th 1268

Involuntary Manslaughter--Solis (1985) 172 CA3d 877

Possession Herion for Use--Castro; Dossman (1985) 171 CA3d 843

Posession of Marijuana--Valdez (1986) 177 CA3d 680

Misdemeanor DUI--In re Carr (1988) 46 C3d 1089

Willful Failure to File Income Tax Return--In re Grimes (1990) 51 C3d 199

See "GTK: IMPEACHMENT WITH CRIMES OF MORAL TURPITUDE, PART II" for crimes involving moral turpitude.

ATTACHMENT C

State of California

Department of Justice

Memorandum

DATE: October 3, 1995

TO: POST Advisory Committee
Labor/Management Forum

FROM: NORMAN C. BOEHM
Executive Director
Commission on Peace Officer Standards and Training

SUBJECT: REPORT ON POST CERTIFICATE CANCELLATION TASK FORCE

The POST Certificate Cancellation Task Force met on Tuesday, September 26 in Irvine to consider the future of POST certificates and, in particular, cancellation requirements. In attendance were four POST Commissioners and 11 other representatives of the POST Advisory Committee and the POST Labor/Management Forum. Bud Emerson served as facilitator for the meeting. Minutes of the meeting are attached.

Following discussion, there was unanimous agreement on the following recommendations.

1. The purpose of POST certificates, in general, is to establish statewide minimum level of standards and the basic certificate, in particular, is to grant permission to practice as a law enforcement professional.

2. Existing POST certificate requirements are acceptable; however, the Commission should consider increasing (a) minimum age for peace officers from 18 to 21, and (b) the minimum educational requirements.

3. The certificate cancellation regulations should be amended to add to the list of specified felony convictions reduced to misdemeanors to include "other felony convictions involving moral turpitude as published in the *American Law Review*. NOTE: This list of felony convictions is a compilation of case decisions of convictions related to "readiness to do evil."

4. The appeals process for these felony convictions reduced to misdemeanors should be amended to require, instead of being optional, the use of a neutral hearing officer to determine facts and make recommendation to the Commission. The appellant and chief officer of his/her employing agency would be invited to submit comments and POST staff would serve in the role of gathering and presenting facts concerning the existence of court records documenting criminal conviction.

5. The curriculum for the Basic Course should include some requirements for POST certificate issuance and cancellation.

The Task Force took the position that the Commission, in the future, should involve input from all groups for any changes to professional standards and certificates.

These recommendations will be reviewed by the POST Labor/Management Forum and POST Advisory Committee. Depending upon their input, this issue will be before the Commission at its November meeting.

Attachment

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING

PROPOSED REGULATION

1011. Certificates and Awards.

(a) Continued.

(b) Professional certificates shall remain the property of the Commission. Certificates shall be denied or cancelled when:

(1) A peace officer has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or

(2) The person is adjudged guilty of a felony constituting a crime of moral unfitness which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and which constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, narcotic offense, or any other felony conviction constituting a crime of moral unfitness which has been reduced to misdemeanor pursuant to Penal Code section 17, subsection (b) (1) or (b) (3), where such felony conviction has been judicially determined to be admissable for purposes of impeachment of testimony; or

(3) The certificate was obtained through misrepresentation or fraud; or

(4) The certificate was issued due to administrative error on the part of the Commission and/or the employing agency.

(c) - (e) Continued.

PAM Section F-1 adopted effective October 23, 1988, and amended January 17, 1990, and July 10, 1993 is hereby incorporated by reference.

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

* date to be inserted by OAL.

NOTE: Authority cited: Sections 13503, 13506, and 13510.1, Penal Code. Reference: Sections 13506 and 13510.1, Penal Code.

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING

PROPOSED REGULATION

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-2

ISSUANCE, DENIAL OR CANCELLATION OF PROFESSIONAL CERTIFICATES

Purpose

2-1. through 2-3. continued.

Denial or Cancellation

2-4. Right to Deny or Cancel: Professional Certificates remain the property of the Commission, and the Commission has the right to deny issuance of a certificate when the person does not satisfy a prerequisite for issuance of a certificate, or cancel any certificate when:

(a) The person has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or

(b) The person is adjudged guilty of a felony constituting a crime of moral unfitness which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and which constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, narcotic offense, or any other felony conviction constituting a crime of moral unfitness which has been reduced to misdemeanor pursuant to Penal Code section 17, subsection (b) (1) or (b) (3), where such felony conviction has been judicially determined to be admissable for purposes of impeachment of testimony; or

(c) The certificate was issued by administrative error on the part of the Commission and/or the employing agency; or

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

2-5. through 2-9. Continued.

Hearing

2-10. Procedures for Hearing:

(a) All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code Section 11340 et seq.). ~~At the Commission's discretion, t~~The hearing shall ~~be~~

~~held before the Commission or shall be~~ conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.

(b) - (c) continued.

Historical Note:

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

*Date to be inserted by OAL.

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENTS TO REGULATION 1011 AND COMMISSION PROCEDURE F-1 TO EXPAND THE REASONS FOR CERTIFICATE DENIAL/CANCELLATION

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Penal Code (P.C.) Section 13503 (authority for Commission to develop and implement programs to increase the effectiveness of law enforcement), P. C. 13506 (ability to adopt regulations necessary to carry out purpose of chapter), and P.C. 13510.1 (authority to establish a certification program), and in order to interpret, implement and make specific Penal Code Section 13510.1 proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations. A public hearing to adopt the proposed amendments will be held before the full Commission on :

Date: April 18, 1996
Time: 10:00 a.m.
Place: Holiday Inn Center Plaza
Fresno, California

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

INFORMATIVE DIGEST

Penal Code Section 13510.1(a) requires the Commission to establish a certification program for peace officers. Requirements of the POST certificate program are specified in Regulation 1009, 1011 and Commission Procedure F-1 for Basic, Intermediate, Advanced, Supervisory, Management and Executive certificates.

Regulation 1011 states that professional certificates remain the property of the Commission and shall be denied or cancelled for any of the reasons enumerated in section 1011(b). Amendment of Commission Regulation 1011 and Commission Procedure (CP) F-2 (incorporated by reference into Regulation 1011) is proposed to add an additional circumstance for denial or cancellation of a certificate, as follows: .. . <u>or any other felony conviction constituting a crime of moral unfitness which has been reduced to misdemeanor pursuant to Penal Code section 17, subsection (b)(1) or (b)(3), where such felony conviction has been judicially determined to be admissible for purposes of impeachment of testimony</u>.

CP F-2-8 specifies that an individual possessing a certificate that is proposed for cancellation may request a hearing. Current CP F-2-10 specifies that ***at the Commission's discretion*** the hearing shall be held before the Commission ***or*** shall be conducted by a qualified hearing officer. An amendment to this section is proposed that would require that ***all*** hearings to be conducted by a qualified hearing officer.

PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on April 8, 1996. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

ADOPTION OF PROPOSED REGULATIONS

Following the close of the public comment period, the Commission may adopt the proposal substantially as set forth without further notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the proposed text is modified prior to adoption and the change is related but not solely grammatical or non-substantive in nature, the full text of the resulting regulation will be made available at least 15 days before adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. 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 text for 15 days after the date of 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 by submitting a request in writing to the contact person at the address below. 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., Monday through Friday).

ESTIMATE OF ECONOMIC IMPACT

Fiscal impact on Public Agencies including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Costs to Any Local Agency or School District for which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses Including Small Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendment of Regulation 1005 will have no effect. This finding was based on the determination that the proposed amendment to Regulation 1005 in no way applies to businesses including the ability of California businesses to compete with businesses in other states.

Cost impact on Private Persons or Entities: None

Housing Costs: None

ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

CONSIDERATION OF ALTERNATIVES

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would

be as effective and less burdensome to affected private persons than the proposed action.

CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA 95816-7083, or by telephone at (916) 227-4854.

Commission on Peace Officer Standards and Training

REGULATORY ACTION TO AMEND COMMISSION REGULATION 1011 AND COMMISSION PROCEDURE F-2 TO EXPAND THE REASONS FOR CERTIFICATE DENIAL/CANCELLATION

INITIAL STATEMENT OF REASONS

JUSTIFICATIONS FOR AMENDMENTS TO REGULATION 1011 AND COMMISSION PROCEDURE F-2-4 (B)

Government Code 1031 requires peace officers to meet minimum standards in order to exercise peace officer powers. Among other requirements, individuals are required to be of good moral character.

The amendment to add "moral unfitness" in 1011 (b) (2) is to conform to a recommendation from POST's legal council in the Officer of the Attorney General [see attached Application of Attorney General's Opinion on POST Regulation section 1011 (b)].

The amendment to add "or any other felony conviction constituting a crime of moral unfitness. . .", is made to expand the basis for cancelling certificates to include those felony convictions reduced to misdemeanor sentences in those categories of felonies that have been judicially determined to be related to "moral unfitness" or related to "readiness to do evil." In these cases, courts have determined that persons convicted for these crimes can be impeached as witnesses in any future court appearances. Since testifying in court is an integral part of any peace officer's job, it is concluded that such officer's testimony would be severely tainted, rendering that officer useless in criminal apprehension, arrests, etc.

In addition, a group of law enforcement representatives, including POST Commissioners, management, and labor, concluded that maintaining integrity in law enforcement by screening out such individuals has become a higher priority and imperative in view of society's expectations. A citizen calling for law enforcement's assistance does not have the luxury of screening the officers dispatched to his/her call. Citizens have an expectation that peace officers are above reproach.

JUSTIFICATION FOR AMENDMENTS TO COMMISSION PROCEDURE F-2-10 (a)

The amendments to this section were made because it was concluded that persons wishing to appeal a certificate cancellation should automatically be given the right to have extenuating circumstances reviewed by an impartial administrative hearing officer who would make a recommendation to the Commission. This was viewed as a fairness issue and is consistent with practices in other professions currently revoking licenses to practice in California, e.g. the medical profession, beauticians, etc. Again, this amendment was recommended by the previously referenced group of law enforcement representatives.

NONSUBSTANTIVE CHANGES:

To correct grammar and for consistency, a nonsubstantive change to add the word "which" was made to CP F-2-4 (b).

An amendment is made to the incorporation by reference statement at the end of Regulation 1011 to show the date of the amendment to Regulation 1011.

An amendment is made to the historical note at the end of CP F-2 to show the date of the amendments of CP F-2.

State of California

Memorandum

Department of Justice
1515 K Street, Suite 511
P.O. Box 944255
Sacramento, CA 94244-2550

COMMISSION ON POS

FEB 9 8 47 AM '94

To : GLEN FINE
P.O.S.T.

Date: February 8, 1994

Telephone: ATSS (8) 454-5468
(916) 324-5468
FACSIMILE (916) 324-8835

From : VINCENT J. SCALLY, JR.
Deputy Attorney General
Government Law Section
Office of the Attorney General – Sacramento

Subject: Application of Attorney General's Opinion on P.O.S.T. Regulation section 1011(b)

You have requested advice regarding the impact of Attorney General's Opinion 93-101 on the validity of P.O.S.T. regulation section 1011(b) (California Code of Regulations, Title 11, section 1011(b)). The regulation authorizes the Commission to cancel the P.O.S.T. certificate of any peace officer convicted of certain misdemeanor convictions which have been reduced from felony convictions pursuant to Penal Code section 17(b)(1) or (3). The opinion draws three conclusions regarding the validity of the regulation: 1) the Commission has the statutory authority pursuant to Penal Code section 13510 to enact such a regulation, 2) to be valid, the regulation would need to be amended to specify that moral unfitness is the ground for cancellation of such certificate, and 3) the misdemeanor convictions specified in the regulation must demonstrate lack of moral fitness to be a peace officer. Whether a conviction demonstrates such unfitness would ordinarily be determined on a case by case basis.

First, the opinion concludes that the Commission has the statutory authority to enact a regulation which authorizes the Commission to cancel certificates of peace officers conviction of felonies reduced to misdemeanors. The opinion reasons that the Commission is empowered by Penal Code section 13510 to establish minimum standards of moral fitness for purposes of recruitment of peace officers, and thus would have the authority to cancel certificates of peace officers that demonstrate lack of moral unfitness. The opinion concludes that "[t]he implication that persons falling below those minimum standards should not be initially employed as peace officers provides a reasonable basis for cancelling the certificate of any person who fails to maintain such standards." Slip Opinion, p. 6.

Second, the opinion implies that any such regulation drawing upon section 13510 for its statutory basis should specify that lack of moral fitness is the ground for cancellation of a peace officer's certificate. Slip Opinion, p. 6. Presumably, such explicit specification would provide the peace officer whose certificate would be subject to cancellation under the regulation with notice of the ground for revocation

and the standard by which the certificate is cancelled. Thus, the opinion implies, any P.O.S.T. regulation providing for cancellation of certificates based upon conviction of certain misdemeanor convictions should provide explicitly that the certificate is cancelled on the basis that it demonstrates lack of moral fitness to perform the duties of a peace officer.

Third, the opinion notes that any misdemeanor conviction which by regulation provides the Commission with a basis to cancel a peace officer certificate should demonstrate lack of moral fitness to be a peace officer. Slip Opinion, p. 6. The opinion presumes that "moral fitness" within the meaning of section 13510 equates with "moral turpitude," a concept commonly used to determine whether a person is fit or unqualified to perform the duties of a particular position. Slip Opinion, p. 6. Whether conduct demonstrates such moral unfitness, or moral turpitude, is usually determined by the courts on a case by case basis. Conduct involving dishonesty virtually always demonstrates moral turpitude. For peace officers, conduct involving violation of the very laws it is their duty to enforce demonstrates lack of fitness to perform the duties of a police officer. See *Cranston* v. *City of Richmond* (1985) 40 Cal.3d 772, fn. 13 and fn. 15. Thus, P.O.S.T. regulation providing for cancellation of certificates based upon misdemeanor convictions should specify only those convictions demonstrating lack of moral fitness. While arguably a peace officer's conviction of violation of any penal section which it is the officer's duty to enforce could demonstrate moral unfitness, the Commission should specify in its regulation only those convictions which in its judgement, based upon court decisions addressing specific convictions and moral turpitude, demonstrate lack of moral fitness.

In conclusion, Attorney General Opinion 93-101 impacts section 1011(b) in three ways. It concludes that the Commission has the authority to enact such a regulation. It suggests that the present regulation should, to be valid, be amended to specify that lack of moral fitness is the ground for cancellation of any certificate based upon a misdemeanor conviction. And finally, it notes that cancellation of any certificate based upon a criminal conviction must be based upon only convictions demonstrating moral unfitness, or moral turpitude, i.e., that the conviction demonstrates lack of fitness to perform the duties of a peace officer.

If you have any further questions regarding this matter, please contact me.

VJS:ms

TO BE PUBLISHED IN THE OFFICIAL REPORTS

OFFICE OF THE ATTORNEY GENERAL
State of California

DANIEL E. LUNGREN
Attorney General

OPINION	:	
	:	No. 93-101
of	:	
	:	December 8, 1993
DANIEL E. LUNGREN Attorney General	:	
	:	
ANTHONY S. Da VIGO Deputy Attorney General	:	

THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING has requested an opinion on the following questions:

1. May the Commission on Peace Officer Standards and Training adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued by it to a peace officer who has been convicted of, or entered a plea of guilty or nolo contendere to, an offense punishable in the discretion of the court by imprisonment in the state prison or by fine or imprisonment in the county jail, and (A) for which punishment has been imposed other than imprisonment in the state prison, or (B) for which probation was granted without imposition of sentence and at the time of granting probation, or thereafter upon the application of the defendant or probation officer, the court declared the offense to be a misdemeanor?

2. May the Commission on Peace Officer Standards and Training adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued by it to a peace officer who has been adjudicated by a court of competent jurisdiction as a person falling within the peace officer disqualification provisions of Government Code section 1029, subdivision (a)?

CONCLUSIONS

1. Without specificity regarding moral unfitness, the Commission on Peace Officer Standards and Training may not adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued by it to a peace officer who has been convicted of, or entered a plea of guilty or nolo contendere to, an offense punishable in the discretion of the court by imprisonment in the state prison or by fine or imprisonment in the county jail, and (A) for which punishment has been imposed other than imprisonment in the state prison, or (B) for which probation has been granted without imposition of sentence and at the time of granting probation, or thereafter upon application of the defendant or probation officer, the court declared the offense to be a misdemeanor.

2. The Commission on Peace Officer Standards and Training may adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued by it to a peace officer who has been adjudicated by a court of competent jurisdiction as a person falling within the peace officer disqualification provisions of Government Code section 1029, subdivision (a).

ANALYSIS

The Commission on Peace Officer Standards and Training ("commission") is part of the Department of Justice and is governed and administered pursuant to a detailed legislation scheme (Pen. Code, §§ 13500-13553).[1] Among its responsibilities pertinent to this analysis are those specified in section 13510:

> "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 . . . [designated peace officers], and shall adopt, and may from time to time amend, rules establishing minimum standards for training of . . . [designated peace officers] . . ."

Section 13510.1 provides additional responsibilities as follows:

> "(a) The commission shall establish a certification program for peace officers . . . .

[1]Undesignated section references herein are to the Penal Code.

"(b) Basic, intermediate, advanced, supervisory, management, and executive certificates shall be established for the purpose of fostering professionalization, education, and experience necessary to adequately accomplish the general police service duties performed by peace officer[s] . . . .

"(c)(1) Certificates shall be awarded on the basis of a combination of training, education, experience, and other prerequisites, as determined by the commission.

". . . . . .

"(e) Certificates remain the property of the commission and the commission shall have the power to cancel any certificate.

"(f) The commission shall cancel certificates issued to persons who have been convicted of, or entered a plea of guilty or nolo contendere to, a crime classified by statute or the Constitution as a felony."

Certain peace officers, including deputy sheriffs and police officers, are required to obtain a basic certificate issued by the commission as a condition of continued employment as a peace officer. (§ 832.4, subd. (a).)

The two inquiries presented are whether the commission may adopt a regulation authorizing the cancellation of a certificate previously issued by it to a peace officer (1) who has been convicted of an offense which is punishable as a felony or misdemeanor and (A) for which punishment as a misdemeanor is imposed or (B) for which probation is granted without imposition of sentence and which is declared a misdemeanor, or (2) who has been adjudicated as a person described in Government Code section 1029, subdivision (a). We conclude that the commission has the authority to adopt the regulation with respect to the latter situation but not the former.

1. Section 17 Felonies and Misdemeanors

Section 17 provides in pertinent part:

"(a) A felony is a crime which is punishable with death or by imprisonment in the state prison. Every other crime or public offense is a misdemeanor except those offenses that are classified as infractions.

"(b) When a crime is punishable, in the discretion of the court, by imprisonment in the state prison or by fine or imprisonment in the county jail, it is a misdemeanor for all purposes under the following circumstances:

"(1) After a judgment imposing a punishment other than imprisonment in the state prison.

". . . . . .

"(3) When the court grants probation to a defendant without imposition of sentence and at the time of granting probation, or on application of the defendant or probation officer thereafter, the court declares the offense to be a misdemeanor."

In 58 Ops.Cal.Atty.Gen. 886, 887 (1975) we explained that some crimes are both felonies and misdemeanors at different times under the terms of section 17:

". . . except where a crime is specifically charged as a misdemeanor, the character of the crime which is punishable by either state prison or county jail, is determined by the punishment specified by the court. Penal Code section 17, as applied to a crime which is punishable either as a felony or as a misdemeanor, requires that the charge stand as a felony *for every purpose* up to judgment. *People v. Banks*, 53 Cal.2d 370, 381 (1959). Indeed, if it is adjudged a misdemeanor, it is deemed a misdemeanor for all purposes thereafter, but the judgment does not have a retroactive effect. *People v. Banks, supra, see also Doble v. Superior Court*, 197 Cal. 556, 576-577 (1925); *People v. Bozigian* 270 Cal.App.2d 373, 379 (1969)."

Hence, certain felonies become misdemeanors after judgment is imposed by a court.

The events described in subdivision (b)(1) and (b)(3) of section 17 occur after a finding of guilt by the court or upon a verdict, at which time the felony has become a misdemeanor. The primary issue to be resolved is whether in such circumstances the person has been "convicted of, or entered a plea of guilty or nolo contendere to . . . a felony" for purposes of section 13510.1, subdivision (f). If so, regardless of the fact that the offense may later become a misdemeanor, the commission would be required to cancel the person's peace officer certificate, as directed in subdivision (f).

The critical question is: at what point is a person "convicted" as specified in subdivision (f) of section 13510.1? In a comprehensive analysis, we have previously considered the nature of a "conviction" in the context of various laws providing for disqualification of or exclusion from public office. In 57 Ops.Cal.Atty.Gen. 374 (1974), it was concluded that a conviction consists of a verdict or finding of guilt by the court "followed by a judgment of the trial court upholding and implementing such verdict or finding." (Id., 383.) A conviction thus includes the imposition of judgment by the court.

The additional phrase "or entered a plea of guilty or nolo contendere to"[2] contained in subdivision (f) of section 13510.0 does not refer to the nature of the offense at the moment of the entry of the plea. Rather, it refers to the nature of the offense as ultimately determined by the court pursuant to section 17, subdivision (b)(1) or (b)(3). As we previously explained, "the character of the crime . . . is determined by the punishment specified by the court." (58 Ops.Cal.Atty.Gen., *supra*, at p. 887.) It would, of course, be wholly incongruous to treat differently those who have entered a plea of guilty as distinguished from those who have been convicted upon a finding of guilt by a court or jury.

Hence, in our view subdivision (b)(1) and (b)(3) of section 17 pertains exclusively to *misdemeanors* under the circumstances therein described and provides no basis for the cancellation of a certificate under the terms of subdivision (f) of section 13510.1 pertaining to *felony* convictions. (Cf. *People v. Hamilton* (1948) 33 Cal.2d 45, 50 [witness could not be impeached after conviction deemed a misdemeanor under section 17].)

Section 13510.1, subdivision (e), however, provides that ". . . the commission shall have the power to cancel any certificate." While subdivision (f) of the statute is mandatory, subdivision (e) is permissive. It remains to be determined, therefore, whether the commission *may* adopt a regulation authorizing the cancellation of the certificates of those who have been convicted of a misdemeanor within the description and circumstances of section 17, subdivision (b)(1) or (b)(3).

If subdivision (e) of section 13510.1 were construed literally to authorize the commission to "cancel any certificate" without regard to perceived legislative standards or guidelines, the statute would be subject to challenge as an unconstitutional delegation of legislative power. (See *Kugler v. Yocum* (1968) 69 Cal.2d 371, 375-377; 64 Ops.Cal.Atty.Gen. 503, 511-512 (1981).) However, a statute must be construed, if possible, in favor of its constitutional validity. (*In re Rodriguez* (1975) 14 Cal.3d 639, 651; 64 Ops.Cal.Atty.Gen. 894, 899 (1981).) A court will construe an enactment to give specific content to terms that might otherwise be unconstitutionally vague. (*Klarfeld v. State of California* (1983) 142 Cal.App.3d 541, 548; 66 Ops.Cal.Atty.Gen. 367, 368 (1983).) Accordingly, we shall first determine the existence of perceived legislative standards or guidelines, and then examine whether cancellation based solely upon a section 17, subdivision (b)(1) or (b)(3) misdemeanor violation would be justified under such standards or guidelines.

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[2]The Latin phrase means "I will not contest it." The court is required to "ascertain whether the defendant completely understands that a plea of nolo contendere shall be considered the same as a plea of guilty . . . ." (§ 1016.)

It may be suggested that subdivision (e) of section 13503 provides the requisite legislative standards, since it authorizes the commission "[t]o develop and implement programs to increase the effectiveness of law enforcement." However, we do not view this language as having any probative assistance inasmuch as the power to cancel a certificate does not appear to be a "program" as portended in section 13503.

Section 13510, authorizing the commission to adopt rules establishing minimum standards of physical, mental, and moral fitness for purposes of recruitment, does appear to provide sufficient legislative standards and is not irrelevant because of its specific reference to recruitment. The implication that persons falling below those minimum standards should not be initially employed as peace officers provides a reasonable basis for cancelling the certificate of any person who fails to maintain such standards.

Nevertheless, we cannot agree that every section 17, subdivision (b)(1) or (b)(3) misdemeanor conviction is a necessary indicator of unfitness without regard to the individual circumstances. We believe that the offense must be one involving moral turpitude demonstrating unfitness to be a peace officer (see *Call* v. *State Bar* (1955) 45 Cal.2d 104, 109; *In re Hallinar* (1954) 43 Cal.2d 243, 247-248), not merely involving "private" or other conduct which would not so demonstrate unfitness (see *Pettit* v. *State Board of Equalization* (1973) 10 Cal.3d 29, 34-35; *Morrison* v. *State Board of Equalization* (1969) 1 Cal.3d 214, 223; *Orloff* v. *Los Angeles Turf Club, Inc.* (1951) 36 Cal.2d 736, 741) sufficient to meet the legislative standards of section 13510.

We find no other purported statutory basis for the commission's regulation in question. Since we are asked generally and without specificity regarding moral unfitness, we conclude that the commission may not adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued by it to a peace officer who has been convicted of, or entered a plea of guilty or nolo contendere to, an offense punishable in the discretion of the court by imprisonment in the state prison or by fine or imprisonment in the county jail, and (A) for which punishment has been imposed other than imprisonment in the state prison, or (B) for which probation has been granted without imposition of sentence and at the time of granting probation, or thereafter upon application of the defendant or probation officer, the court declared the offense to be a misdemeanor.

2. Government Code Section 1029 Disqualifications

With regard to the second inquiry, Government Code section 1029 provides:

> "Except as provided in subdivision (b), (c), or (d), each of the following persons is disqualified from holding office as a peace officer or being employed as a peace officer of the state, county, city, city and county

or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the state, county, city, city and county or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and duties of a peace officer:

"(1) Any person who has been convicted of a felony in this state or any other state.

"(2) Any person who has been convicted of any offense in any other state which would have been a felony if committed in this state.

"(3) Any person who has been charged with a felony and adjudged by a superior court to be mentally incompetent . . . .

"(4) Any person who has been found not guilty by reason of insanity of any felony.

"(5) Any person who has been determined to be mentally disordered sex offender . . . .

"(6) Any person adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a state institution . . . .

"(b) Any person who has been convicted of a felony, other than a felony punishable by death, in this state or any other state, or who has been convicted of any offense in any other state which would have been a felony, other than a felony punishable by death, if committed in this state, and who demonstrates the ability to assist persons in programs of rehabilitation may hold office and be employed as a parole officer of the Department of Corrections or the Department of the Youth Authority, or as a probation officer in a county probation department, if he or she has been granted a full and unconditional pardon for the felony or offense of which he or she was convicted. Notwithstanding any other provision of law, the Department of Corrections or the Department of the Youth Authority, or a county probation department, may refuse to employ any such person regardless of his or her qualifications.

"(c) Nothing in this section shall be construed to limit or curtail the power or authority of any board of police commissioners, chief of police, sheriff, mayor, or other appointing authority to appoint, employ, or deputize any person as a peace officer in time of disaster caused by flood, fire, pestilence or similar public calamity, or to exercise any power conferred by

law to summon assistance in making arrests or preventing the commission of any criminal offense.

"(d) Nothing in this section shall be construed to prohibit any person from holding office or being employed as a superintendent, supervisor, or employee having custodial responsibilities in an institution operated by a probation department, if at the time of the person's hire a prior conviction of a felony was known to the person's employer, and the class of office for which the person was hired was not declared by law to be a class prohibited to persons convicted of a felony, but as a result of a change in classification, as provided by law, the new classification would prohibit employment of a person convicted or a felony."[3]

Besides the disqualifying provisions of subdivision (a) of section 1029, we note the minimum standards for peace officers contained in Government Code section 1031:

"Each class of public officers or employees declared by law to be peace officers shall meet all of the following minimum standards:

"(a) Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.

"(b) Be at lease 18 years of age.

"(c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.

"(d) Be of good moral character, as determined by a thorough background investigation.

"(e) Be a high school graduate, pass the General Education Development Test indicating high school graduation level, or have attained a two-year degree from a college or university accredited by the Western Association of Colleges and Universities; provided that this subdivision shall not apply to any public officer or employee who was employed, prior to the

[3]In accord with our interpretation of the term "convicted" as contained in section 13510.1, subdivision (f), a conviction for purposes of Government Code section 1029 encompasses a determination of guilt and judgment. Where ". . . a civil disability flows as a consequence of the conviction, the majority and better rule is that 'conviction' must include both the guilty verdict (or guilty plea) *and* a judgment entered upon such verdict or plea." (*Boyll v. State Personnel Board* (1983) 146 Cal.App.3d 1070, 1074.)

effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of such amendment to be peace officer positions.

"(f) Be found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer. Physical condition shall be evaluated by a licensed physician and surgeon. Emotional and mental condition shall be evaluated by a licensed physician and surgeon or by a licensed psychologist who has a doctoral degree in psychology and at least five years of postgraduate experience in the diagnosis and treatment of emotional and mental disorders.

"This section shall not be construed to preclude the adoption of additional or higher standards, including age."[4]

We believe that Government Code sections 1029 and 1031 provide a constitutionally adequate basis for guidance by the commission in the performance of its delegated power under section 13510.1, subdivision (e), to "cancel any certificate." Inasmuch as the regulation under consideration provides for a determination by a court of an individual's status which would constitute a disqualification, no issue arises concerning the exercise by the commission of judicial power.

Accordingly, in answer the second inquiry, we conclude that the commission may adopt a regulation authorizing the withdrawal or cancellation of a valid certificate previously issued to a peace officer who has been adjudicated by a court of competent jurisdiction as a person falling within the peace officer disqualification provisions of Government Code section 1029, subdivision (a).

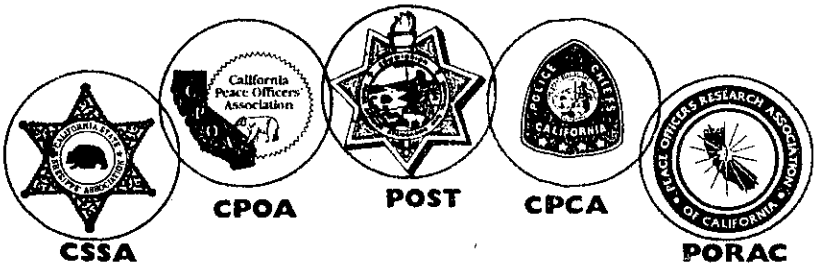
* * * * *

---

[4]Vehicle Code section 2267 states:

"(a) No person shall be appointed as a member of the California Highway Patrol who is not a citizen of the United States.

"(b) A member of the patrol appointed prior to the effective date of this act who is not a United States citizen shall become a United States citizen at the earliest possible time. Inability or failure to comply with this subdivision shall result in termination of employment."



POST STRATEGIC PLANNING STEERING COMMITTEE

"Beyond 2000"

Robert Norman, Chairman (CPCA)
Chief, Foster City P.D.

Jerry Shadinger, Vice Chairman (CSSA)
Sheriff, Colusa County S.D.

Joe De Ladurantey, Chief (CPCA)
Torrance P.D.

Stephen D'Arcy, Undersheriff (CPOA)
Placer County S.D.

Norman Hicks, Sheriff (CSSA)
Monterey County S.D.

Skip Murphy, President (PORAC)
Peace Officers' Research Association of California

Joe Surges (PORAC)
Contra Costa County D.S.A.

Woody Williams, Deputy Chief (CPOA)
San Bernardino County S.D.

April 3, 1996

Mr. Devallis Rutledge
Chairman, Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816

Dear Chairman Rutledge,

It is with a great deal of pleasure and enthusiasm that I submit to you the enclosed proposed Strategic Plan entitled, "**BEYOND 2000: MAKING A BOLD ADJUSTMENT**".

Last July, your Commission chartered the Strategic Plan Steering Committee to, with the cooperation and support of POST staff, design a process to identify the present and future needs of California law enforcement, and to produce a document describing how POST can best serve these needs. It is our collective belief that the proposed Plan, after substantial input and advice from the field, begins to chart this critical course.

As you know from our many progress reports to the Commission over the last several months, our Committee, representing four of the major California law enforcement professional associations, has through a process of inclusion, involved literally hundreds of law enforcement and criminal justice practitioners in our search. These advisors have provided us meaningful, topical, and realistic input into the needs of the people who are actually performing dispatching and peace officer duties in our State.

Several major themes emerged as we traveled the length and breadth of our State, the Strategic Directions identified in the proposed Plan summarize the vast input we received during our work. Additionally, we heard what can only be described as somewhat of a paradox. That is, the vast majority of the participants and respondents were extremely supportive of what the Commission has accomplished in its mission to professionalize California law enforcement. Generally, most felt that we remain in the forefront of law enforcement training and standards. Yet, probably for a variety of reasons, not the least of which being declining revenues, there was a clear perception on the part of the field, that POST has become more of a regulatory body than a service organization. Moreover, a considerable number of people expressed concerns about increasing the current funding level of POST without some type of assurance that the monies would serve to directly benefit local law enforcement agencies and

1601 ALHAMBRA BLVD. SACRAMENTO, CA 95816 (916) 227-2803 FAX (916) 227-3895

personnel.

In spite of the above sentiments, our Committee worked with our respective Associations to produce a joint resolution for the Legislature calling for the full funding of POST to the level contained in Governor's preliminary budget, $41 million. Further, several county law enforcement Associations have prepared and signed proclamations supporting the actions taken by our statewide organizations. We were able to convince our colleagues to approve the above by making personal commitments that the major elements of the proposed Plan will be adopted by the Commission and implemented by POST staff.

With the above information as background, we are recommending that the Commission consider taking two separate actions related to the Strategic Plan at its April meeting:

- We are confident that the described process has provided more than enough input from our constituents and the field, and that the proposed Plan satisfies the present and future needs of California law enforcement. Furthermore, we feel that significant support and energy has been generated by this effort and that some momentum will be lost if the Plan is not acted upon in a timely fashion. Accordingly, we recommend, **The Commission Approve the Proposed Strategic Plan and direct the Executive Director and the SPSC to proceed with having the final Plan printed and distributed throughout California.** (Should the Commission desire any changes to the proposed Plan, the SPSC would be pleased to work with POST staff to amend the plan as necessary, prior to printing.)

- The second action that we would request is that, **The Commission immediately approve the formation of an independent Committee to oversee the implementation of <u>Beyond 2000:</u> Making a Bold Adjustment**. (After careful consideration, the Strategic Plan Steering Committee has included in the proposed Plan a recommendation for the charter and composition of such a group.)

In closing, we appreciate having had the opportunity to work with the Commission and all of the excellent employees of the POST organization in developing what we consider to be a superb roadmap for our future journey. Each of us remain committed to assisting the Commission in **Making the Bold Adjustment** so that, together, we reach our mutually desired destination.

Sincerely,

Robert G. Norman
Chairman, Strategic Plan Steering Committee

Beyond 2000:

MAKING A BOLD ADJUSTMENT

A Proposed Strategic Plan
for the California Commission
on Peace Officer Standards
and Training

Prepared and Submitted by the Strategic Planning Steering Committee

POST's Mission

The mission of the California Commission on Peace Officer Standards and Training (POST) is to continually enhance the professionalism of California law enforcement in serving its communities.

Recognizing that effective law enforcement is the cornerstone of a free and safe society, POST is committed to a vision of the future that ensures quality, integrity, accountability, and cooperation; encourages new ideas; explores and uses appropriate technologies; and delivers relevant, client-based programs and services.

POST fulfills its mission through...

Cooperation

POST is a partner with law enforcement and other public and private entities. POST communicates actively, clearly, and candidly among its staff and with its partners to enhance cooperation in meeting the needs of law enforcement.

Advocacy

POST is an advocate and serves as a catalyst for advancing the profession and the image of law enforcement. POST works with its partners to educate members of the public about their crucial role in supporting quality law enforcement.

Advancing Professionalism

POST, with its partners, establishes and maintains the highest relevant statewide standards for selecting and training law enforcement personnel and ensures compliance with those standards. POST strives to ensure that all California law enforcement agencies have access to high-quality, cost-effective training for the development of the skills, knowledge, ethics, and attitudes necessary for achieving and maintaining professional excellence.

Exchanging Information

POST is a center for the collection, review, evaluation, sharing, and referral of ideas and information on selection, training, technology, police operations, management, leadership, and other relevant topics. This includes identifying trends and emerging needs to enable law enforcement to focus on and address society's changing issues.

Resource Stewardship

POST works in concert with law enforcement to establish priorities for the use of resources. POST allocates its resources in the most productive, equitable, and cost-effective manner. POST and its partners actively work to assure sufficient resources to meet the needs of law enforcement and the communities it serves.

BEYOND 2000:

MAKING A BOLD ADJUSTMENT

A Strategic Plan for the California Commission on Peace Officer Standards and Training

March 1996

Commission on Peace Officer Standards and Training

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ASSOCIATIONS

Association for Los Angeles Deputy Sheriffs
California Association of Police Training Officers
California Coalition of Law Enforcement Associations
California Police Chiefs' Association
California Peace Officers' Association
California State Sheriffs' Association
Los Angeles Police Protective League
Peace Officers' Research Association of California
Professional Peace Officers' Association

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George Nicholson, Justice, Court of Appeal, Third Appellate District

Preface

The primary purpose of government is to provide for the collective security of its citizens; thus, its police powers are central to its existence. Without enforcement of laws, there is no government. Accordingly, law enforcement officers are empowered to carry out this critical primary function.

When the State empowers an officer to enforce its laws, those who enact the laws take on an inescapable moral and ethical obligation to ensure that those officers are selected from well-qualified candidates and then properly trained to do the task in the best possible manner. This requires extensive initial training and perpetual retraining when the laws are to be enforced in a free society. The stakes are too high to allow this prerequisite to go unmet. Not only do officers risk their lives in enforcing the laws, but the manner in which they do their duty affects the property, liberty and well being of every citizen. The most important facet of citizen cooperation with their police officers is to provide, through their elected representatives, for the proper training of those officers.

California is recognized throughout the nation as having the most effective and professional law enforcement of any of our States, and that reputation has been earned with one of the lowest ratios of peace officers per thousand population among all the populous states. Today, California's officers face an increasingly unsettled, violent and diverse society. This deadly combination of relatively few officers policing a large population in a very dangerous environment sends up strong storm warnings for policy makers and citizens alike.

In order to ensure the best possible training for our law enforcement officers, the Commission on Peace Officer Standards and Training has developed this strategic plan. This plan was created through extensive consultation with officers in the field, recognized experts from across the nation, experts from related disciplines in criminal justice and training, and concerned citizens from the panoply of communities that make up our State. After thorough and thoughtful consideration, this plan has been adopted.

Preface (Continued)

This plan before you tries to benefit from our nation's experience with our military. During the Cold War years, we worked diligently to assure our troops' superiority in quality equipment, the latest technology, highly qualified leadership and extensive training. When those forces were called upon to confront a numerically superior force during the Gulf War, our investment was repaid with a quick victory and a very low casualty rate. This plan is designed to accomplish the same types of results as our law enforcement officers do daily battle with crime on our streets.

Just as we as a nation invested funds in preparing our military forces, so we will need to invest resources to ensure the preparedness of our law enforcement professionals. This plan requires that law enforcement maximize the benefits of every dollar spent in training. This plan provides for future improvements in training technology and the quick introduction of new approaches to the peace officer profession.

Key to the strategic plan is a dramatic improvement in communications between all facets of the law enforcement community - management and labor, urban and rural, line and staff, professional associations and state and local agencies. Successful implementation of this plan will lead to more frequent, and more successful, cooperative efforts at all levels of the profession in the State.

Provisions are made to increase the standards of our officers so that we can maintain a leadership in law enforcement professionalism, and continue to serve our citizens at the highest possible level.

The people of California have a constitutional right to protection by law enforcement. Through this plan, the officers who deliver that vital service will have the training needed to safely and effectively protect the rest of us.

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Introduction

"MAKE A BOLD ADJUSTMENT" came from a presentation by Devallis Rutledge, Peace Officer Standards and Training Commission Chairperson and Deputy District Attorney for Orange County, as he challenged California law enforcement to rethink its approaches to training and development, organizational improvement, use of fiscal resources and professional standards for accountability. To "MAKE A BOLD ADJUSTMENT" is what students in artillery spotter school are taught when their first round of fire misses the target. "MAKE A BOLD ADJUSTMENT" is what must be accomplished if you want to hit your target, because to incrementally change your firing coordinates allows the target to move before you get there. California law enforcement must "MAKE A BOLD ADJUSTMENT" to meet the many challenges facing us as we approach the 21st century.

In recent years law enforcement across the country has come under increasing scrutiny by the public, the media, elected officials and the judiciary. While extremely limited in number, highly visible negative events have begun to define the image of the profession. There is the potential for a crisis of credibility as the public's confidence in the police and the police's confidence in public support begin to erode.

In California, law enforcement is also faced with the continuing challenge of limited financial resources. Government at all levels has scaled back. Police and Sheriff's departments have reduced staff, postponed facilities and equipment upgrades, and replaced sworn personnel with civilians. While this challenge has encouraged innovative thinking on how to maintain service levels and quality service with fewer resources, many law enforcement organizations have done all that they can. To a great extent, what has allowed us to maintain quality over the last few years is committed and fully-trained personnel.

In addition to the crisis of credibility and the challenge of limited resources, the changing dynamics of community, crime, technology and workforce issues are unrelenting. As communities change in terms of expectations, cultural diversity, language skills, education level and commitment to social responsibility, law enforcement struggles to meet the needs of its customers. The nature of crime is changing, punctuated by dramatic increases in violence and use of guns, predatory youth who demonstrate a sense of randomness to their acts, and the emergence of technology-based crime through the Internet. Technology offers both threats and opportunities. In a few short years law enforcement has become dependent on technology for its communications, information management and analytic needs. While the technology has contributed to increases in performance, maintenance and upgrade costs are strapping departments during tough financial times. With changing demographics of the community come changing demographics of the workforce. Cultural diversity, inadequate basic skills education, different values systems, and a diversity of life experiences are some examples of the myriad of human resource management challenges faced by law enforcement management every day.

Within this broader context, the California Commission on Peace Officer Standards and Training (POST) began to experience reduced funding levels in FY 89/90. Over the last seven years, there has been a reduction of funding in excess of 33% from the peak level of $44 million. Ultimately this began to impact the level of services and reimbursement of training costs provided to the field, resulting in some dissatisfaction on the part of POST's customers. Accordingly, the California Police Chiefs' Association (CPCA), the California Police Officers' Association (CPOA) and the California State Sheriffs' Association (CSSA) formed a joint task force to review the services provided by POST and make

recommendations for improvement. A key recommendation was that POST undertake a strategic planning process to set long-term direction and priorities for the future.

In July, 1995 the Commission chartered the Strategic Planning Steering Committee (SPSC) to oversee the process. Composed of representatives from CPCA, CPOA, CSSA and the Peace Officer's Research Association of California (PORAC), and supported by a strategic planning consultant and POST staff, the Committee was given a broad charter to set the course for the future of POST. Accordingly, the Committee undertook a customer-driven, nine-month planning process that included: regional workshops to gather input from the field; a customer survey to provide broader validation of workshop results; individual interviews with diverse stakeholders; and extensive input from POST staff at key points in the process. (See Appendix A for a more detailed description of the process.) The result of the process is this plan.

This plan outlines critical challenges and opportunities facing POST over the next few years. More importantly, the strategic directions, strategies, indicated actions and success indicators represent the expectations that California law enforcement has of POST. These expectations focus on the six strategic directions below. All are of equal importance, and sequencing in no way implies prioritization.

INCREASE STANDARDS AND COMPETENCY - Over the last 37 years POST has assisted law enforcement in meeting the selection and training standards set by the Legislature and Commission. It is now time to "**raise the bar.**" This process involves a shift toward competency-based standards, professional standards for all clients served by POST, and increased flexibility for alternatives ways to meet the standards.

MAXIMIZE TRAINING DELIVERY - In recognition that fully trained and skilled employees are critical to the success of law enforcement in the future, effective quality training will continue to be the cornerstone of POST as an organization. Maintaining quality instructors, instructional technology and relevant course content are essential. Training delivery approaches that maximize resources, respond to the diverse operational needs of agencies, and support regionalism must be developed and implemented.

ESTABLISH PARTNERSHIPS - Key to the ongoing success of POST is its ability to form working relationships with a variety of partners. Extensive involvement of law enforcement associations that represent the full range of executive, managerial and labor orientations is required for successful implementation of strategies related to funding, legislative mandates and enhanced professionalism. Additional partnerships with other criminal justice agencies, the private sector and schools will support POST in its mission.

ENSURE ADEQUATE RESOURCES - There is a growing gap between the service expectations of the field and POST's resources. To close this gap, POST must do everything it can to manage and prioritize its resources in the most efficient manner possible. Creative alternatives to traditional funding sources must be aggressively pursued. Most importantly, law enforcement must fulfill its responsibilities as an active partner with POST to ensure the resources necessary to meet service expectations are available.

ESTABLISH A CLEARINGHOUSE FUNCTION - POST can play a vital role by supporting law enforcement in the collection, analysis and dissemination of information about emerging technology, legal, social and law enforcement strategic issues. By building upon many existing elements within the organization, POST can further serve the profession by being an "early warning system" on key issues, offering an easy-to-access single point of contact for vital information, and facilitating communication of innovative ideas with and among law enforcement agencies.

MOVE TOWARD PROFESSIONAL LICENSING AND AGENCY ACCREDITATION - Increased expectations and desire for more accountability from communities has challenged law enforcement to continue its progress in the areas of individual professionalism and enhanced agency performance. As such, two broad strategies requiring careful examination are the licensing of peace officers and the accreditation of agencies. POST and all relevant stakeholders need to collectively study these strategies to ensure shared understanding and consensus relative to recommendations to the Legislature and the Commission for action.

These strategic directions and the specific strategies requiring implementation set the course over the coming years not just for POST as an organization, but for the continuing professionalization of law enforcement in California. The strategies outlined in the next section of this plan are directly reflective of the ideas and debates that surfaced during the planning process. Implementation of each strategy represents a milestone by which we, as a profession, can measure our progress.

Strategic Directions

This section outlines the strategic directions deemed most critical for POST in the coming years, and is defined as to its compelling importance and background.

Strategies are identified. These are statements of desired outcomes or accomplishments to be achieved as a result of actions by POST, and are intended to identify specific expectations of the Strategic Planning Steering Committee.

Indicated Actions are listed. These are illustrative, provide further clarification of the Committee's thinking and intent, and incorporate many of the specific ideas received from the regional workshops and stakeholder interviews. They are not meant to be prescriptive, nor are they exhaustive lists.

In addition, the Committee has developed **Success Indicators** to broadly define measures to be used to assess implementation of the strategies. The six strategic directions are of equal importance. The strategies within each of the directions are of equal importance. Sequencing does not indicate priority.

STRATEGIC DIRECTION 1

INCREASE STANDARDS and COMPETENCY

POST was originally created to set minimum selection and training standards for California law enforcement. Throughout the years, it has provided the leadership and resources that have allowed agencies to met these minimum standards. There is now an overwhelming interest on the part of the field to "**raise the bar.**" It is important to note that the last job/task analysis for a police officer was completed twenty years ago. Historically these standards have applied at the time of entry to the profession, at time of promotion, and through Continuing Professional Training (CPT) requirements met through attendance at POST certified training courses. With this commitment to strengthening the standards, three questions need to be asked. What are the appropriate standards? To whom should the standards apply? What alternative methods should be available to meet them?

There is a general agreement that:

1) there should be a shift from hours-based to competency-based standards;

2) all clients served by POST should have continuing professional requirements; and

3) there should be increased flexibility for alternative ways to meet the training standards.

The critical component for establishing baseline skills and competencies lies within the basic academy selection and instruction processes. The continuing attention to standards and competency is key to law enforcement's long-term performance in a dynamic environment.

Strategies

- **Complete an updated analysis of all law enforcement agency positions covered under the POST program**
- **Conduct a cost/benefit analysis of increased CPT requirements**
- **Establish ongoing job-related training and competency standards for all law enforcement agency personnel**
- **Provide alternative methods for meeting training requirements**
- **Ensure consistency between academy curriculum and field training programs**
- **Strongly advocate legislative changes that require minimum qualifications for all entrants into basic academies**

Indicated Actions

- Provide flexibility for reserve officer training standards
- Assess the need for changes in legislation and POST administrative procedures
- Link certificates with competency testing
- Assess use of non-POST certified courses for meeting CPT requirements
- Develop CPT requirements specific to all law enforcement agency assignments that fall within the POST program
- Evaluate approaches used by other professions for meeting CPT requirements

Success Indicators

- Increased use of competency measurements
- Completion of job analyses
- Implementation of CPT requirements for all law enforcement agency assignments
- Availability of alternative methods to meet requirements
- Revised reserve officer standards
- Appropriate changes in legislation and POST administrative procedures
- Better linkage between academy curriculum and field training

STRATEGIC DIRECTION 2

MAXIMIZE TRAINING DELIVERY

As law enforcement continues to face the challenges of the future, fully skilled and trained employees are critical for success. Accordingly, maximizing effective training will continue to be the cornerstone of what POST is about as an organization. Maximizing the benefits of training is a goal critical to the mission necessitating the continued focus on quality instructors, instructional methodology and content relevancy. In recognition of the variety of law enforcement agencies, course curricula and delivery methods need to be adaptable to different needs. Instructional technology offers an opportunity to address the diversity of training needs of the law enforcement community and should be viewed with a critical eye toward cost/benefit analysis, learning effectiveness, and ease of implementation at the agency level. High-liability areas, as identified by the law enforcement community, should continue to provide focus to POST in its training delivery.

Indicated Actions

- Establish appropriate advisory committees for training development and delivery
- Re-engineer the training needs assessment process for both short-term and long-term planning purposes, and incorporate agency specific training plans
- Simplify and make more adaptable the course certification process
- Require training presenters to deliver their courses in multiple sites around the State, as appropriate
- Develop a fast-track course development model for unanticipated rapidly emerging training needs
- Conduct on-site course audits for quality and instructor accountability

Strategies

- Evaluate current courses for quality, relevancy and continuing need
- Develop a plan to ensure ongoing quality in the areas of instruction, instructional methodology, course objectives, course content and course relevancy
- Develop short and long-range plans for training delivery that identify continuing and emerging course needs, and methods for meeting these needs
- Establish incentives for agencies to encourage training delivery at the local agency and regional levels
- Require agency-specific training plans, linked to reimbursement
- Move toward full reimbursement of training development and presentation costs to local agencies
- Assess impact of modifying travel and per diem reimbursement to support and encourage regionalized training
- Conduct a survey of other relevant training organizations to identify appropriate alternative approaches to funding, developing and delivering professional training
- Actively support establishment of Regional Skills Centers
- Implement competency-based training programs whenever possible
- Continue use of cost-effective and learning effective technology-based training systems
- Conduct a formal evaluation of the satellite and interactive video disk systems for cost effectiveness, learning, and on-the-job application of knowledge and skills
- Develop a systematic, sequential, career path approach to training design and delivery, to include career guidance materials
- Create self-directed training courses with follow-up testing

Success Indicators

- Use of competency measurement tools
- Operational Regional Skills Centers
- Full reimbursement of training costs to local agencies
- Reduced expenditures for student travel and per diem, as a percentage of the total budget
- Broader implementation of proven instructional technology
- Improved instructor quality
- More regionally and locally delivered training courses
- Completion of short-term and long-term training delivery plans
- Local agency training plans

STRATEGIC DIRECTION 3

ESTABLISH PARTNERSHIPS

In order for POST to be successful in the future, it must facilitate the formation and operation of several critical partnerships. The most important of these is the coordination of law enforcement professional associations in addressing legislative mandates, funding, and the continuing efforts to enhance the professionalization, capabilities and therefore the perception of law enforcement. POST should also facilitate relationships with industry and other criminal justice and public safety agencies. Vital to ensuring an ongoing qualified recruitment pool, POST needs to work with schools and other educational institutions as the key to developing future law enforcement professionals.

Indicated Actions

- Establish a series of advisory committees in areas such as technology transfer, instructional technology, joint private sector training and cooperative recruitment
- Develop public awareness marketing programs for law enforcement
- In concert with the education system, establish programs that enhance the image of law enforcement and assist in the development of current and future law enforcement professions

Strategies

- Identify prospective partners and conduct analysis to better understand their needs and expectations
- Build coalitions for ongoing legislative liaison program
- Broaden opportunities for direct interaction between POST and its customers
- Establish cooperative efforts with other criminal justice and related public safety components
- POST shall initiate open communications and cooperation with Correctional Peace Officer Standards and Training (CPOST) and Standards and Training for Corrections (STC) to explore mutually advantageous areas of interest
- Seek out long-term partnerships with private industry
- Actively pursue partners for technology transfer
- Share training expertise with other public safety agencies

Success Indicators

- New partnerships created
- Increased interaction with the private sector
- New legislation reflecting direct involvement and input from the field
- Cooperation between POST, CPOST and STC
- Technology transfer occurs
- New forums for exchange of information with the law enforcement and public safety communities

STRATEGIC DIRECTION 4

ENSURE ADEQUATE RESOURCES

As with the broader law enforcement community, POST has experienced a growing gap between the demand for services and the availability of fiscal resources. This is primarily a result of more than 33% reduction in funding since FY 89/90 coupled with increased legislative training mandates. To address this situation, POST must do everything it can to ensure its resources are managed in the most efficient manner and prioritized to achieve maximum benefits. Creative alternatives to fiscal and other types of resources need to be pursued as a supplement to traditional funding sources. As with all strategic directions, an effective partnership between POST and the law enforcement community is critical in order to be successful.

Indicated Actions

- Provide data to coalition of professional law enforcement organizations for its ongoing legislative liaison program
- Based on cost/benefit analysis, actively pursue grants, seek out private sector partners for in-kind contributions of equipment and services, explore feasibility of a partner-based nonprofit foundation, and explore alternative public funding sources
- Provide periodic reporting to the field on POST's fiscal status
- Market and sell POST's "products" to private industry and other governmental entities
- Consider fee-for-service option where appropriate
- Pursue joint training programs with private industry

Strategies

- POST should support its partners as they advocate for more resources to meet their service expectations
- Prioritize, in concert with law enforcement, training programs and services relative to resource allocation
- Work jointly with partners to ensure new mandates are appropriately funded
- Link short-term and long-term fiscal planning to strategic plan implementation
- Allocate internal POST resources in direct support of strategic plan implementation
- Create a reporting system that clearly aligns specific costs with specific programs
- Use an entrepreneurial spirit in pursuing non-traditional sources of revenue and other resources
- Explore alternative cost-recovery strategies and implement where appropriate

Success Indicators

- Level of in-kind support from private sector
- Fiscal resources accompanying new mandates and clients
- Increased understanding of POST's operations and fiscal matters by the field
- New partnerships created
- Percentage of budget from non-traditional sources

STRATEGIC DIRECTION 5

ESTABLISH A CLEARINGHOUSE FUNCTION

With the rapid explosion of technology, innovative programming, and emerging social issues, California law enforcement can benefit significantly from a single repository of materials and information. With POST fulfilling this critical clearinghouse function, agencies and law enforcement professionals can save hours and resources by building upon existing research and having access to journals and collections of model programs and policies. POST already possesses several elements that can serve as building blocks. The library receives most of the relevant periodicals and can provide on-line access to a number of data bases. POST does provide resources for agencies to do "site visits" to evaluate innovative programs in other agencies. The Command College provides a focus on and information about critical future issues facing law enforcement. These and other elements can be structured around a well-defined clearinghouse model based upon the following: availability of a broad range of information; a "scout" or early warning system whereby POST raises the field's awareness of important issues; an outreach program based upon two-way communications; and customer-friendly, easy-to-access resources.

Indicated Actions

- Design Command College projects to serve as the foundation for the futures research function
- Establish liaison with relevant educational institutions to broaden the availability of information

Strategies

- **Provide early warning futures research services highlighting emerging issues**
- **Provide referrals for research, networking, information exchange and technical assistance**
- **Produce a series of "white papers" analyzing critical issues, as determined by the field**
- **Establish a User Committee to advise the Clearinghouse and evaluate its performance**
- **Implement a marketing outreach program to maximize the field's use of the clearinghouse, as well as the level and quality of contributions from the field**
- **Serve as a single point of contact for linkages with multiple data bases**
- **Develop 24-hour on-line access to relevant data bases**

- Provide financial resources to support the field in site visits to observe innovative programs
- Identify and record model programs and procedures from the field for inclusion in the data base
- Assess the advisability and cost/benefit of charging user fees to agencies not part of the POST program
- Explore the viability of outsourcing this function
- Maximize the field's accessibility to the POST library resources

Success Indicators

- Creation and distribution of emerging issue reports
- Creation of an active User Committee
- Increased applicability and dissemination of Command College projects
- Increased customer use of POST information resources
- Research and information of use to the field
- Expanded methods of accessing POST information

STRATEGIC DIRECTION 6

MOVE TOWARD PROFESSIONAL LICENSING and AGENCY ACCREDITATION

With increased expectations of accountability from communities, there is both pressure for and interest in the continuing effort to improve law enforcement as a profession and upgrade law enforcement agencies. Consistent with models used in other professions, this suggests movement toward individual licensing and agency accreditation.

Professional licensing incorporates a broad range of issues to include: responsibility of the individual for his/her own preparation for and education leading up to a license; ongoing requirements for continued professional development and competency testing; appropriateness of different license requirements based on job responsibility and organization level; and the processes and causes for licensee censure, suspension, revocation and appeals. POST, in partnership with law enforcement professional associations, should thoroughly explore these issues and assess the implications for the individual and employing agencies.

Beyond licensing is agency accreditation. The national Commission for the Accreditation of Law Enforcement Agencies (CALEA) program has been in place for some years now, with only a handful of California agencies participating. There are now several states that have adopted their own accreditation processes as an alternative to CALEA. And in California, the Legislature directed POST to establish a voluntary agency accreditation program. The accreditation program has been developed by POST and is ready for use. Since no funds have been provided by the Legislature to support the program, it has not yet been inaugurated. The availability of a volunteer California-based accreditation process is viewed

with interest by the field. It would provide a useful tool for an agency to periodically assess its organizational capabilities. It would assist agencies and local government in the areas of risk management and liability exposure. It would act as a reminder for the continuing need to focus on improving policies, the profession, and the delivery of public safety services.

Strategies

- **Evaluate current certificate program for its intent, relevancy and usefulness**
- **Conduct a feasibility study of licensing for California law enforcement including but not limited to: cost/benefit analysis; assessment of peace officer licensing in other states; review of licensing for other professionals in California; short-term and long-term implementation costs; and the identification of alternative methods to raise the profession's status other than licensing**
- **Encourage extensive involvement of all relevant stakeholders in the licensing and accreditation issues**
- **Maximize forums for discussions and exchange of ideas about these issues**
- **Evaluate, in concert with relevant stakeholders, the current accreditation model**

Indicated Actions

- Establish customer committee to oversee review of the accreditation program
- Establish customer committee to oversee licensing study
- As appropriate, develop alternative approaches to funding licensing and accreditation programs

Success Indicators

- Feasibility study completed
- Full participation of all relevant stakeholders
- Consensus from stakeholders on proceeding ahead and future actions
- Completed assessment of current accreditation program
- Relevant Commission policy and legislation implemented, as appropriate

Critical Transition Issues

The value of a strategic plan lies not in its words but in its implementation. Often an organization needs to go through a transition process in order to reposition itself to increase its success in achieving the strategic goals. POST needs to go through this transition process. This section of the strategic plan is not intended to be a prescriptive approach for how POST goes through the transition process. Its purpose is to highlight critical elements that need to be addressed in a more detailed transition plan that should be developed by POST staff as the first step in implementation. These critical transition plan elements are:

- **STRATEGIC PLAN OVERSIGHT COMMITTEE** - Continuing enthusiastic participation and support from the field is vital for successful implementation of this plan. Ongoing opportunities for input and feedback are part of maintaining the field's commitment. Accordingly, it is suggested that a Strategic Plan Oversight Committee (SPOC) be chartered by the Commission, with recommended membership of four Commissioners, Chair of the POST Advisory Committee, and four members of the Strategic Planning Steering Committee with one each from CPCA, CPOA, CSSA and PORAC. Participation of Steering Committee members is crucial to ensure that the original intent and thinking of the plan is not lost over time.

  Responsibilities of the SPOC could include, but not be limited to: being a direct conduit of information between POST, the Commission and the field regarding strategic plan implementation issues; receive progress reports from the Executive Director; advise POST staff on implementation issues that impact service; provide updated information for plan modifications; assist the Commission in priority setting; ensure ongoing support from professional law enforcement associations; and provide the Commission with quarterly updates on implementation.

- **ORGANIZATION CAPABILITY ASSESSMENT** - POST should conduct a thorough review of its organizational capabilities relative to the new expectations articulated in this strategic plan. It is recommended that the Executive Director be authorized to, with the

assistance of independent expertise, initiate a complete clean sheet review of POST's structure, processes, reporting systems, accountability systems, and any other organizational issue that could have direct impact on the ability to implement the strategic plan. A review of this nature is not an evaluation of past practices, rather its purpose is to identify changes required to be successful in the future.

- **ORGANIZATION STRUCTURE** - Based upon the results of the capability assessment, POST should modify its organization structure to be in direct support of strategic plan implementation. As appropriate, this could include changes in the number of Bureaus, changes in the number of reporting levels, and realignment of functions, programs and responsibilities. Whenever possible, responsibility for implementation of a major component of the strategic plan should fall within a single Bureau to ensure accountability and control over resources.

- **TEAM BUILDING** - Ultimate implementation of many of the aspects of this strategic plan will be the responsibility of POST staff. Accordingly, it is critical that all staff have a full appreciation of the intent of the plan, expectations of the law enforcement community, and an understanding of their role and responsibility. It is recommended that, with the assistance of independent expertise, POST undertake an agency-wide team building program to involve all staff in goal setting, planning and decision making relative to implementation of the strategic plan. Staff commitment is vital to success.

- **BENCH MARKING** - The purpose of POST has been, and will continue to be, to support law enforcement agencies in fulfilling their duties to their communities. While POST has fulfilled its purpose, there is no consistent source of bench mark data to demonstrate this or to judge future performance through implementation of the strategic plan. It is recommended that the Commission authorize staff to develop a proposal that articulates: the intent of a bench marking system; specific areas to be measured; the process for measurement; the frequency of measurement; and an estimate of resources requirements. This bench marking system should focus on critical components of the strategic plan.

Critical Transition Issues (Continued)

- **REPORTING PROTOCOLS** - Part of the organizational capability assessment should be a review of current reporting practices. Reporting protocols should, when appropriate, be modified to reflect the information needs of the user and enhance the understanding of POST's services and practices. It is recommended that POST do a complete review of its reporting protocols, in particular those reports that are routinely provided to the field. Providing the field with easy-to-understand information about POST's resources and activities will directly contribute to building essential partnerships and facilitating communications.

- **IMPROVED COMMUNICATIONS** - Effective communication is core to any organization's success. Increased frequency and level of communications is essential while organizations are going through significant change. This is the case with POST as it begins its organizational transition to successfully implement the strategic plan. POST should develop a communications plan that details what information needs to be shared, how often it needs to be shared, and with whom it needs to be shared. This is true for communications with the Commission, staff and the field. Timely, accurate and positive information is necessary to ensure there is a mutual correlation of perceptions and reality.

- **MAXIMIZE TRAINING** - Maximizing training is a strategic direction outlined in this plan. Since providing quality training is the cornerstone of POST, investing time and attention to related functions and processes is of the utmost importance. As part of the organizational capability assessment, it is recommended that POST do a complete review of processes related to training delivery to include but not be limited to: training certification; course management; instructor quality controls; participant reimbursement practices; training effectiveness; cost effectiveness of training delivery systems; and ease of accessibility by the field. This review should include participation from the field and experts in training design and delivery.

- **CLEARINGHOUSE** - Serving as a clearinghouse for law enforcement in California is a strategic direction outlined in this plan. There are existing resources and functions within POST that can serve as the foundation for this clearinghouse role. How these various resources and functions interact and where they should be located should be closely examined when POST evaluates its existing organization structure. In addition to looking at the best use of existing resources, it is recommended that POST staff develop a plan that outlines the long-term direction for the clearinghouse function, with particular attention to proposing what expertise should exist in-house and what information will be accessed through networking and referrals.

- **ADVANCING PROFESSIONALISM** - As community expectations change and the demands for law enforcement services change, entry level requirements for peace officers should be continuously reviewed. It is recommended that POST establish a process that re-examines the existing minimum selection criteria for peace officers. This process should include participation from the field, experts in public sector personnel practices and representatives of management and labor organizations.

It is recommended that the Commission authorize POST staff to immediately begin the transition process. The first step in this process should be the development of a transition plan that addresses these and other critical issues. This plan should be a proposal from staff that: identifies the critical issues; outlines a process with major tasks for addressing each issue; and proposes timelines, resource requirements, and roles and responsibilities.

Summary

Innovation, risk taking, entrepreneurship and creativity are what this strategic plan is all about. These attributes are essential if law enforcement as a profession, and POST as an organization, are going to successfully manage the many facets of a dynamic, rapidly changing environment. It is the Strategic Planning Steering Committee's belief that the full embrace of these attributes, coupled with successful implementation of the strategies outlined in this plan, will result in significant progress on each of the six strategic directions.

Implementation of these strategies presents a significant challenge to POST and California law enforcement. While success is dependent upon many factors, two stand out as vital. First, everyone involved in bringing this plan to reality must be fully committed to the strategies and underlying philosophies embedded in the strategic directions. And second, none of these strategies can be successful without meaningful effective partnerships between POST and the associations that represent the diversity of law enforcement professional perspectives. It is the Committee's assessment that the strategic planning process itself has begun building the requisite commitment level and partnerships to "MAKE A BOLD ADJUSTMENT."

Overview of the Planning Process

Appendix A

In early 1995, POST sought the assistance of a consultant to design a strategic planning process and develop a proposal for presentation to the Commission. At its July 1995 meeting the Commission approved the proposal and formally charged the Strategic Planning Steering Committee (SPSC) to oversee the process that would result in a strategic plan to be presented at the April, 1996 meeting. The SPSC was composed of eight members with four organizations each having the authority to appoint two members - California Police Chiefs' Association (CPCA), California Police Officers' Association (CPOA), California State Sheriffs' Association (CSSA) and the Peace Officer Research Association of California (PORAC). Three additional ad hoc members were added by the Committee - representatives from the Governor's Office, the Association of Los Angeles Deputy Sheriffs and the Los Angeles Police Protective League. The Committee was assisted by the consultant and supported by staff from the POST executive office.

At its initial meeting the SPSC finalized the planning process. Key elements of this process included:

Regional Workshops - The Committee was committed to the concept that this strategic planning process had to be not just customer oriented but customer driven. Creating maximum opportunities for input from the law enforcement community became essential both for the quality of the plan as well as its credibility. A series of six regional workshops was conducted between November 6 and December 15, 1995, in Irvine, San Jose, Redding, Ontario, Los Angeles and Visalia. Invitations were sent to more than 368 individuals, as determined by the Committee, CPCA, CPOA, CSSA, PORAC, Commission members and POST staff. In total there were 216 attendees at the six workshops representing: law enforcement chief executives, management, and rank and file; academy directors; the broader criminal justice system; POST presenters; and Commissioners.

Overview of the Planning Process (Continued)

Attendees were broken into small groups to discuss a mix of eight critical issues: New and Emerging Service Needs, Proactive Advocacy for the Professional, Resource Needs and Sources, Balance of Service and Regulation, Legislative Liaison, Client Definition, Alternative Delivery Systems, and Alternative Methods to Meet Training Standards. Small group results were shared with all attendees. Following each workshop, themes were developed and mailed to each attendee.

Stakeholder Input - Input from the law enforcement community was well represented at the workshops; however, the SPSC believed that the process would benefit from even broader thinking. Accordingly, the SPSC identified a group of stakeholders who could reflect the larger context in which law enforcement training should be considered. Ultimately 32 stakeholders were individually interviewed by Committee members. These stakeholders represented the Commission, state and locally elected officials, academicians, the judiciary, futurists, public administrators, district attorneys and a variety of special interest individuals.

Customer Survey - Given its customer orientation, the SPSC desired even broader validation of the input it had received from the law enforcement community. Based upon an analysis of workshop themes and input from the stakeholders, the committee identified and defined seven "draft" strategic directions to serve as the basis for a customer survey. Almost 1500 surveys were sent out to law enforcement executives, middle managers, departmental training managers, association presidents and workshop attendees. There was a 40% return rate.

Mission and Values Statements - A specific charge from the Commission to the SPSC was to oversee the development of mission and values statements for POST. Believing that POST staff involvement was critical, the Committee requested that the Executive Director develop a process requiring extensive staff input that would result in draft mission and values statement for Committee review. Three independent committees of POST staff worked to simultaneously create draft statements. All three versions were reviewed by the Committee. A subcommittee of POST staff took the Committee's comments and developed final mission and values statement that were approved by the SPSC and incorporated as a critical component and driving force of the plan.

Strategy Development - Based upon all of the input received from the above steps in the process, the Committee undertook a strategy development process. Again, POST staff involvement was deemed essential. The SPSC requested the Executive Director to develop a process involving POST staff that would result in suggested strategies for each of the strategic directions. Simultaneously, Committee members individually developed suggested strategies. In a joint meeting of the Committee and POST staff representatives, the suggested strategies were analyzed, consolidated and prioritized.

The result of this undertaking is a strategic plan that the Committee believes: will move POST forward as an organization; assists law enforcement to meet emerging service and professional demands; and most importantly is reflective of the needs and expectations of California law enforcement.

Appendix B

Workshop Information

WORKSHOP ATTENDEES

Mike Adair, Officer, Oxnard PD
Walter Adair, Chief, Santa Paula PD
Claude Alber, Officer, Santa Rosa PD
Thomas Alder, Chief, Jackson PD
Tony Alvarez, Captain, UC Santa Barbara
Jim Anderson, Lt., Santa Barbara Co SD
Tom Anderson, Training Consultant, Anderson & Co.
Bill Andrews, Commander, Arroyo Grande PD
James Anthony, Chief, Glendale, PD
Troy Arbaugh, Sheriff, Nevada Co SD
Don Austin, Lt., Simi Valley PD
David Balch, Rio Hondo College
Alan Barcelona, CAUSE, POST Advisory Committee
Michelle Barnes, Trng. Mgr., Sacramento DMV Investigations
Nelson Beazley, Sgt., Fresno Co SD
Wilbur Beckwith, Asst. Dir., L.E. Liaison, Dept. of Corrections
Brad Bennett, Commander, South Lake Tahoe PD
David Bentz, Captain, Stockton PD
Michael Berkow, Chief, Coachella PD
Alex Bernard, Sgt., Ontario Airport PD
Scott Berry, Captain, Yuba City PD
Forrest Billington, San Bernardino Co SD
Ray Birge, TPW
Michael Bishop, Trng. Mgr., San Diego DA's Office
Ken Blake, Sheriff, Amador Co SD
Robert Blankenship, Chief, Redding PD
Bill Bone, Trng. Mgr., Bart PD
Ed Bonner, Sheriff, Placer Co SD
John Boyle, Lt., Shasta Co SD
Shelly Bracco, Trng. Mgr., Roseville PD
Donald Braunton, Chief, Capitola PD
Richard Breza, Chief, Santa Barbara PD
Joanne Briggs, Lt., Sacramento Co SD
Terryl Bristol, Lt., Santa Barbara Co SD
Gayle Brosseau, Los Angeles Mission College
Allen Brown, Lt., Trng. Mgr., Bakersfield PD
Alvin Brown, Sgt., UCLA
Barry Bruins, Trng. Mgr., San Bernardino DA's Office
Joe Bull, Training Officer, Fresno Co SD
Sandra Bumpus, Dispatcher, Roseville PD
Randy Burba, Officer, USC, Dept. of Public Safety
Gene Burchett, Officer, Sacramento PD
Jon Burrow, Captain, Roseville PD
Armand Burruel, Department of Corrections
Steven Busby, Training Officer, Ridgecrest PD
James Butts, Jr., Chief, Santa Monica PD
Donald Callahan, Yreka PD
Domingo Camit, Deputy Sheriff, Madera Co SD
Bob Cancilla, Lt., San Mateo Co SD
Mike Carona, Marshal, Orange Co Marshal's Office
Larry Carpenter, Sheriff, Ventura Co SD
Irene Carroll, Assistant Comm. Mgr., San Jose PD
Mike Cavallero, Officer, Fresno PD
Robert Chalk, Clearlake PD
Tim Chin, Trng. Mgr., Fresno PD
Norm Cleaver, Director, Santa Rosa Crim.Just.Trng. Ctr.
John Cleghorn, Chief, Corona PD
David Clifford, Lt., Santa Clara Co SD
Louis Cobarruviaz, Chief, San Jose PD
Fred Coburn, Chief, Bishop PD
Phillip Coleman, Chief, David PD
Joseph Colletti, Chief, Emeryville PD
William Colston, Chief, Madera PD
Ted Cooke, Chief, Culver City PD
Gregory Cooper, Chief, Sanger PD
Curtis Cope, Officer, Huntington Beach PD
Mike Costa, Undersheriff, Tuolumne Co SD
Steve Craig, Inv., San Diego Co DA's Office
Rod Craig, Training Officer, Fresno Co SD
Chris Darker, Officer, Redding PD
Nadine Davanis, Sgt., San Francisco Airport Police
Susan Davis, Officer, Irvine PD
Jim Davis, Sunnyvale Dept of Public Safety
Brian DeCuir, Hanford PD
Mike Derbyshire, Lt., Monterey Co SD
Ed Deuel, Sgt., Trng. Mgr., Huntington Beach PD
Randy Dibb, Deputy, San Diego Co SD
Alex Dominquez, Sgt., Trng. Mgr., Huntington Beach PD
Michael Dunbaugh, Chief, Chico PD
Ken Duncan, Sergeant, Nevada CoSD
David Dunwoody, Trng. Mgr., Siskiyou Co SD
Jack Edward Burk, Chief, Susanville PD
Michael Efford, Chief, Sonora PD
William Ellis, Chief, Long Beach PD
Mike Ervin, Sgt., Pomona PD
Lee Evanson, Chief, Hemet PD
John Fannon, Training Officer, Clovis PD
Clancy Faria, Sgt., Sonoma Co SD
Linda Fellars, Captain, Campbell PD
Terrance Finney, Judge, El Dorado Co Superior Court
Gloria Fisher, Dr., Director, San Bernardino Co SD
Tom Fitzpatrick, Chief, CSU Monterey, DPS
Lisa Fleming, Captain, Piedmont PD
Heather Fong, Captain, San Francisco PD
Ken Fortier, Chief, Riverside PD

Appendix B

Hugh Foster, Director, Golden West College
Dave Freeland, Sergeant, Irvine PD
Gretchen Fretters, Trng. Mgr., Los Medanos College
Dan Gann, Sgt., Escondido PD
James Gardiner, Chief, San Luis Obispo PD
Art Garrett, Trng. Mgr., Alameda Co DA's Office
Dennis Garton, Commander, Tehama Co SD
Charles Gillingham, Sheriff, Santa Clara Co SD
Otto Giuliani, Chief, Benecia PD
Robert Glover, Trng. Mgr., Alameda PD
Chris Godfrey, Lt., Ventura Co SD
Jerry Gonzales, Captain, Davis PD
Earle Graham, Security, Inc.
Richard Gregson, Chief, Manteca PD
Mick Grey, Sheriff, Butte County SD
Ruben Gurrola, Captain, Chico PD
Rita Hamilton, Deputy Sheriff, Ventura Co SD
Bill Harbottle, Depty Sheriff, Tulare Co SD
Robert Harmon, Chief, Placerville PD
Wayne Harp, Acting Chief, San Bernardino PD
Ann Harrison, Training, Coronado PD
Mary Harrison, Captain, CHP
Dallas Hawes, Chief, Barstow PD
Joe Hazouri, Lt., San Luis Obispo PD
Paul Heckman, Deputy, Shasta Co SD
Charles Heilman, Chief, Pomona PD
Ed Hendry, Captain, Orange Co SD
Peter Herley, Chief, Tiberon PD
Leo Hertoghe, Chair, Dept of Crim. Just., CSU Sacramento
Jalaine Hogue, DA Investigator, Fresno Co DA's Office
William Honsai, Captain, Eureka PD
Brad Hoover, Chief, Whittier PD
Don Horsley, Sheriff, San Mateo Co SD
Ronald Hunt, Captain, Fremont PD
Robert Hussey, Exec. Director, CA Narc. Officers' Assn.
Mike Hyams, Sgt., Newport Beach BP
Jim Hyde, Lt., Sacto PD
Eve Irvine, Training Officer, Inglewood PD
Deborah James, Operations Manager, SHASCOM
Lee James, Sheriff-Coroner, Sierra Co SD
Paul Jefferson, Chief, Modeston PD
Jim Jennings, Officer, Concord PD
Rick Johnson, Captain, Costa Mesa PD
DeWayne Johnson, Chief, CA Dept of Fish and Game
Jerry Jolly, Deputy Division Chief, Alcohol Bev. Control
John Jordan, Sgt., El Centro PD
Greg Kast, Sgt., Oakland PD
Mary Kay Borchard, Division Chair, Admins.of Justice, Imperial College
Jimmie Kennedy, Coordinator, Fullerton College
Stan Kephart, Director, Public Service Center, Butte Community College
Caryn King, Trng. Mgr., Sacramento Co Welfare Fraud
Ken Klassen, Lt., Chico PD
Stanley Knee, Chief, Garden Grove PD
Steve Krull, Captain, East Bay Regional Park Police
Gene Kulander, Chief, Palm Springs PD
Dan Kupsky, Sgt., Redding PD
Emily Kuzsak, Coordinator, Dept. of Crim. Just., CSU San Jose
Mike Lambert, Commander, Santa Rosa PD
Alan Lanning, Captain, La Mesa PD
William Lansdowne, Chief, Richmond PD
George Lanterman, Chief, Banning PD
Kay Lantow, Trng. Mgr., Berkeley PD
Jim Laveroni, Trng. Mgr., Novato PD
Anthony Lee, Training Officer, Corcoran PD
Dave Leonardo, Captain, Modesto PD
Dave Leonardo, Captain, Modesto PD
Warren Logan, Trng. Mgr., Visalia PD
Leslie Lord, Captain, San Diego PD
Robert Luca, Investigator, Department of Justice
Dan Lucas, Sheriff, Inyo Co SD
Patric Lunney, Chief, Merced PD
Mike Lynch, Ranger, Dept of Parks and Rec
Bruce MacAffee, Chief, Mammoth Lakes PD
Jeff Marschner, Chief Counsel, Dept. of General Services
David Marshall, Undersheriff, Sierra Co SD
Jim Massie, Captain, CSU Chico
Paul Matthies, Lt., CHP
Bruce McDermott, Chief, Visalia Dept of Public Safety
Don McDonald, Sheriff, El Dorado Co SD
Richard McHale, Chief, Atascadero PD
Rosanna McKinney, Comm. Manager, Fresno PD
Bob McMurrich, Deputy Sheriff, Riverside Co SD
Robert McNichol, Chief, Hillsborough PD
Terry Medina, Chief, Watsonville PD
Bob Medker, Los Angeles PD
Thomas Merson, Captain, Palo Alto PD
Arnold Millsap, Chief, Eureka PD
George Mina, Lt., Del Norte Co SD
Greg Miraglia, Div. Mgr., Tech. Services, Fairfield PD
Rodney Mitchell, Sheriff-Coroner, Lake Co SD
Bruce Mix, Sheriff-Coroner, Modoc Co. SD
Ken Mollohan, Lt., Seal Beach PD
Rick Moyoral, Trng. Mgr., West Sacramento PD
Mike Murphy, Captain, Siskiyou Co SD
Bob Muszar, Undersheriff, Calaveras Co SD
Lewis Nelson, Chief, Redlands PD

Workshop Information (Continued)

David Newsham, Chief, Burbank PD
James Nunes, Chief, Pleasant Hill PD
Harvey Nyland, Sheriff-Coroner, San Benito Co SD
Patrick O'Hern, Trng. Mgr., Stockton PD
Craig Olsen, Sgt., Monterey Park PD
Russell Olson, Captain, Beverly Hills PD
Sandra Osibin, Director, Alameda Co SD
W. P. Raner, Jr., Chief, Anderson PD
Jim Palmer, Dean, San Diego Miramar College
Daniel Paranick, Sheriff, Mono Co SD
Mike Payne, Training Officer
Ed Pecinovsky, Lt., San Francisco PD Legal Department
Bill Pedrini, Captain, San Mateo SO
Melinda Pengel, Captain, San Francisco PD
Gary Penrod, Sheriff, San Bernardino Co SD
James People, Trng. Mgr., Yolo Co PD
Gail Peterson, Chief, Ceres PD
Frank Piersoll, Assistant Chief, Los Angeles PD
Charles Plummer, Sheriff-Coroner, Alameda Co SD
Jim Pope, Sheriff-Coroner, Shasta Co SD
Stephen Port, Chief, Hawthorne PD
Mike Prizmich, Undersheriff, Amador Co SD
Mike Rafferty, Editor, *Mountain Democrat News*
Roy Ramirez, Chief, Indio PD
Bob Rassmussen, Trng. Mgr., El Cerrito PD
Bob Rex, Sgt., San Diego PD
Wes Reynolds, Lt., Redding PD
Anthony Ribera, Chief, San Francisco PD
Dave Roberts, Lt., Sacto Co SD
Patrick Rodgers, Lt., Irvine PD
Ginger Rutland, *Sacramento Bee*
Joseph Samuels, Jr., Chief, Oakland PD
Floyd Sanderson, Chief, Monterey PD
Lloyd Scharf, Chief, Ontario PD
Tom Scheidecker, Chief, Ripon PD
Mike Schliskey, Lt., Westminster PD
Mike Schneewind, Captain, Imperial Co SD
Richard Sealy, Trng. Mgr., San Joaquin Co SD
Robert Shadley, Chief, Willows PD
Rick Shipley, Deputy Sheriff, Mendocino Co SC
Rich Shiraishi, Lt., Sacramento PD
Richard Sill, Chief, Chino PD
Lou Silva, Officer, Oakland PD
Thomas Simms, Chief, Roseville PD
Ed Sisneros, Commander, Red Bluff PD
Michael Skogh, Chief, Los Alamitos PD
Nancy Smedley, Deputy Sheriff, San Bernardino Co SD
Jack Smith, Assistant Sheriff, San Diego Co SD
Laurie Smith, Assistant Sheriff, Santa Clara County SD
Larry Smith, Sheriff, Riverside Co SD
David Solaro, Chief, South Lake Tahoe PD
Carl Sparks, Sheriff, Kern Co SD
Ann Stadden, Sheriff Training Specialist, San Bernardino Co SD
Kathy Stanley, Chief, UC Irvine
Terry Starr, Chief Prob. Offcr, Shasta Co Prob. Dept.
Steven Stavely, Chief, La Habra PD
Craig Steckler, Chief, Fremont PD
Doug Storm, Asst. Sheriff, Orange Co SD
Paul Stotesbury, Lt., Escondido PD
Darrell Stump, Trng. Mgr., Sacramento Department of Public Assistance
Paul Tashiro, Trng. Mgr., Santa Cruz Co SD
Jim Taylor, Chief, Kingsburg PD
Hourie Taylor, Chief, Compton PD
John Tenwolde, Captain, San Diego Co SD
Jan Tepper, Chief, UC Santa Cruz
Vic Thies, Lt., Irvine PD
Jim Thomas, Sheriff-Coroner, Santa Barbara Co SD
Oliver Thompson, Chief, Inglewood PD
Walt Thurner, Trng.Mgr, South Gate PD
Bruce Tognetti, Captain, Foster City PD
Mike Tracy Lt., Ventura PD
Mark Tracy, Sheriff, Santa Cruz Co SD
Ed Trucco, Captain, San Mateo PD
Tom Turk, Lt., Trng. Mgr., Madera Co SD
Rich Venturi, Sergeant, Willits PD
James Vestri, Trng. Mgr., Livermore PD
Anthony W. Ishii, Judge
Jim Wait, Deputy Chief, Office of State Fire Marshal
Ron Watson, Lt., Trng. Mgr., State Center Regional Training Academy
Bill Watton, Lt., Atascadero PD
Rinda Webber, Deputy Sheriff, San Joaquin Co SD
Les Weidman, Sheriff, Stanislaus Co SD
Al Weigant, Deputy Sheriff, Ventura Co SD
Sheryl Whisehunt, Trng. Mgr., El Dorado Co SD
Mark Whitehouse, Deputy, Alameda Co SD
Edward Williams, Sheriff, San Luis Obispo Co SD
Edward Winchester, Chief, Fresno PD
Jim Wohlt, Sgt., Vernon PD
Burky Worel, Officer, Vallejo PD
Ken Yamamoto, Trng. Mgr., Woodland PD
George Yamamoto, Deputy, Contra Costa Co SD

REGIONAL WORKSHOP QUESTIONS

CORE QUESTIONS

1. New and Emerging Service Needs
   POST presently provides services related to training program development, delivery and certification, establishment of minimum training standards, establishment of minimum selection standards, and delivery of organizational consultative services. Over the next five years, what new and/or additional services should POST consider providing to better support California law enforcement?

2. Proactive Advocacy for Professionalism
   Historically, POST has established minimum standards in the areas of training and selection. Is there a need for higher standards now and in the future? Should POST's role be to "raise the bar" and always pull law enforcement to a higher level to professionalism? Should POST be advocating additional areas of mandatory training, or should it only react to direction from the Legislature and needs identified by law enforcement?

3. Resource Needs and Sources
   POST's ability to provide services is heavily dependent upon the level of resources available in any given fiscal year. At present, POST 's funding level is at approximately $30 million, down from a high of approximately $44 million. What do you believe is the level of funding necessary to adequately support the continuing professionalism of law enforcement in California? What alternative and/or additional funding approaches or mechanisms do you believe should be explored to actively support the continuing professionalism of law enforcement in California? What alternative and/or additional funding approaches or mechanisms do you believe should be explored and actively supported by the field? In tight budget times, what should be POST's service priorities for limited resources?

Workshop Information (Continued)

SELECTED QUESTIONS

4. Balance of Service and Regulation
POST performs both service and regulatory functions. What should be the proper balance of these two responsibilities? Should service be increased or decreased? Should regulation be increased or decreased?

5. Legislative Liaison
What role should law enforcement play in influencing legislation concerning standards, training, and funding? What are the roles of the major associations? Who and how should coalitions be built when appropriate?

6. Client Definition
POST's present client is peace officers in the State of California. In addition, it has recently begun to oversee training and selection for public safety dispatchers. Who should be the future client of POST? Law enforcement agency personnel? Public safety agency personnel? Criminal justice agency personnel? Public officials with policy oversight responsibility for law enforcement?

7. Alternative Delivery Systems
POST's principal method for providing training services is through classrooms overseen by agencies, academies, private providers and POST itself. There has been a recent commitment of resources in the area of training technology, most notably driving simulators, satellite broadcasts, videotape instruction and interactive laser discs. What alternative training delivery mechanisms should POST explore? What are the implications of these alternatives in terms of effectiveness and cost?

8. Alternative Methods to Meet Training Standards
Although there is standardized testing in the basic academies and technology-based programs, POST primarily defines minimum training standards in terms of subject content and number of hours. Should POST move in the direction of competency demonstration or equivalency recognition as alternative ways to meet training standards? Should POST move in those directions even if such alternative methods would be very costly to establish and maintain?

Stakeholder Information

ROSTER OF STAKEHOLDER INTERVIEWEES

Robert Bjork, Department of Psychology, University of California Los Angeles
Cruz Bustamante, Assemblyman, Democratic Caucus Leader
Jay Clark, Commander, El Cerrito Police Department
Frank Del Omo, Editor, *Los Angeles Times*
Jared Du Fresne, Lawrence Livermore Laboratory
Daniel E. Lungren, Attorney General, State of California
Albert Fierro, Risk Manager, ABAG Plan Corporation
Ray Forsythe, Manager, City of Visalia
Hugh Foster, Director, Golden West College
Susan Hackwood, Ph.D., Dean of Bournes College of Engineering
Bob Henry, News Director, KHJ-TV, Channel 9, Los Angeles
David Horowitz, Judge, Los Angeles County Superior Court
Ray Johnson, Executive Director, OCJP
Rusty Kennedy, Executive Director, Orange County Human Relations
William Kirchhoff, Manager, City of Redondo Beach
Bill Leonard, Senator, Republican/Assembly Caucus Leader
Jim Lombardi, President, California Reserve Peace Officers' Association
Robert Mager, Center for Effective Performance
Marty Mayer, Attorney, Mayer, Coble, and Palmer
Thom McConnell, Executive Director, BOC/STC
Mark Moore, Professor, Harvard University, John F. Kennedy School of Government
George Nicholson, Justice, Court of Appeal, Third Appellate District
D. O. Helmick, Commissioner, California Highway Patrol
Robert Pentz, National Law Enforcement & Corrections Technology Center
Richard Polanco, Senator, Democratic Caucus Leader
Robert Presley, Youthful Offender Parole Board
Curt Pringle, Assemblyman, Republican/Assembly Caucus Leader
Eric Roth, Risk Manager, SCAG
Roger Selbert, Futurist
Ron Wakabayashi, Los Angeles County Cultural Diversity Commission
Adam Walinski, Kronish, Lieb, Weiner & Hellman
Dan Walters, Political Editor, *Sacramento Bee*

Stakeholder Information (Continued)

STAKEHOLDER INTERVIEW DISCUSSION ISSUES

1. What major issues will face law enforcement in the next five years?

2. What are the public's changing expectations of law enforcement, and how will they impact law enforcement?

3. What changes and/or factors in your field specifically might impact law enforcement and law?

4. In light of these earlier questions, what do you believe are the emerging needs of law enforcement?

5. Specifically, what changes in hiring and training standards do you foresee as appropriate in the future?

6. Local law enforcement receives much of its direction and mandates through the State's Penal Code. What role should the State play in establishing standards for local enforcement personnel and agencies? Accordingly, what obligation does the State have to support implementation of the standards?

7. In conclusion, what do you believe is the highest and best use of POST?

Survey Results

Table 2: POST Strategic Plan Survey: Responses to Questions 1-7

Questions	Total N=587-592	Chiefs/ Sheriffs* N=235-238	Chief/ Sheriff Invitees N=63-65	Other Invitees N=88-90	Training Managers** N=169-173	Local Assoc. Presidents N=98-99	Workshop Facilitators N=6	Workshop Attendees N=121-123	Other Law Enforcement Associations N=14-16
1. Establish a clearinghouse function									
% Yes	88.3	90.6	85.9	90.0	93.6	86.7	100	92.7	0
% No	5.6	5.1	7.8	3.3	1.7	3.1		3.3	86.7
% Unsure	6.1	4.3	6.3	6.7	4.7	10.2		4.1	13.3
2. Move toward licensing and accreditation									
% Yes	59.2	61.6	73.4	64.8	59.0	61.2	50.0	70.2	0
% No	25.9	24.1	12.5	14.8	28.3	22.4	16.7	15.7	100
% Unsure	14.4	14.3	14.1	20.5	12.7	16.3	33.3	14.0	0
3. Increase standards & competency									
% Yes	84.3	82.8	87.7	86.7	83.7	87.9	83.3	86.2	73.3
% No	10.0	10.5	7.7	5.6	11.6	9.1	16.7	5.7	20.0
% Unsure	5.7	6.7	4.6	7.8	4.7	3.0	0	8.1	6.7
4. Expand POST's role									
% Yes	50.8	43.6	45.3	52.8	57.0	63.3	33.3	54.5	0
% No	29.4	33.9	31.3	22.5	24.2	18.4	50.0	22.3	100
% Unsure	19.9	22.5	23.4	24.7	18.6	18.4	16.7	23.1	0
5. Establish partnerships									
% Yes	83.3	82.1	82.8	89.8	90.2	80.6	10000	90.0	6.7
% No	7.3	6.0	4.7	4.5	2.9	9.2		5.0	80.0
% Unsure	9.4	11.9	12.5	5.7	6.9	10.2		5.0	13.3
6. Maximize training delivery									
% Yes	96.1	96.6	95.3	98.9	98.2	91.8	10000	99.2	80.0
% No	1.7	2.1	3.1	0	0.6	2.0		0	13.3
% Unsure	2.2	1.3	1.6	1.1	1.2	6.1		0.8	6.7
7. Ensure adequate resources									
% Yes	95.2	95.7	93.7	98.9	98.2	95.9	10000	95.9	28.6
% No	2.9	1.3	3.2	0	0.6	4.1		1.7	64.3
% Unsure	1.9	3.0	3.2	1.1	1.2	0		2.5	7.1

*Includes Chief/Sheriff invitees.

**Incudes surveys from those who also serve as their agency's training manager (N= 28).

Table 1: POST Strategic Plan Survey Sample and Returns

Police Departments		Agency Size Category						
		Total	1-24	25-49	50-99	100-199	200-499	500+
Chief Executives: (total)	No. Sent	346	137	66	76	46	12	9
	No. Returned	210	77	36	51	33	8	5
	% Return	60.7	56.2	54.5	67.1	71.7	66.7	55.6
Chief Exec. Invitees:	No. Sent	88	15	19	24	17	6	7
	Returned	49	9	9	14	11	3	3
	% Return	55.7	60.0	56.3	58.3	64.7	50.0	42.9
Training Managers:	No. Sent	346	137	66	76	46	12	9
	No. Returned*	149	45	32	35	25	8	4
		43.1	32.8	48.5	46.1	54.3	66.7	44.4
Local Assoc. Presidents:	No. Sent	346	137	66	76	46	12	9
	No. Returned	87	29	23	14	13	7	1
	% Returned	25.1	21.2	34.8	18.4	28.3	58.3	11.1
Sheriff's Departments								
Sheriffs: (total)	No. Sent	58	7	10	15	5	11	10
	No. Returned	28	1	4	5	3	10	5
	% Returned	48.3	14.3	40.0	33.3	60.0	90.9	50.0
Sheriff Workshop Invitees:	No. Sent	29	4	3	6	5	6	5
	No. Returned	16	1	2	2	3	7	1
	% Returned	55.2	25.0	66.7	33.3	60.0	100	20.0
Training Managers:	No. Sent	58	7	10	15	5	11	10
	No. Returned*	23	1	4	7	1	6	4
		40.0	14.3	40.0	46.7	20.0	54.5	40.0
Local Assoc. Presidents:	No. Sent	58	7	10	15	5	11	10
	No. Returned	12	1	1	1	1	4	4
	% Returned	20.7	14.3	10.0	6.7	20.0	36.4	40.0
Other								
Other Workshop Invitees:	No. Sent	243						
	No. Returned	90						
	% Returned	37.0						
Workshop Facilitators:	No. Sent	13						
	No. Returned	6						
	% Returned	46.2						
Other Law Enforcement Associations:	No. Sent	16						
	No. Returned	16						
	% Returned	100						

Grand Total	
No. Sent	1484
No. Returned	594
% Returned	40.0

*Includes surveys from those who also serve as their agency's training manager (N=24 police departments; N=3 sheriff's departments; N=1 Invitee/Facilitator).

POST's Values

Central to our mission are the values that guide our work and decisions, and help us contribute to the quality of programs and services we provide.

We value...

Service and Respect

We believe in providing quality services in a timely and professional manner. We are service-driven and client-oriented. We strive for excellence in all that we do. We provide service in a fair, friendly, and respectful manner. We sincerely care about people. By respecting one another, we encourage respect for all.

Cooperation and Teamwork

We value cooperation, partnership, and teamwork. We recognize that only through cooperation with our partners and others can we accomplish our mission. We foster teamwork by encouraging participation and a shared commitment to success.

Pride and Contribution

We believe each of us is crucial to performing the mission of POST. We are proud of our agency, one another, and our contributions to law enforcement. We are empowered to use our best judgment in everything we do. We are encouraged to contribute ideas to improve our services and the way POST functions.

Learning and Accountability

We believe learning and advancing professionalism are life-long endeavors. We welcome the challenge of learning whatever is necessary to grow, both personally and professionally. We set high standards, work with positive attitudes, assume responsibility, and are accountable for our behaviors, decisions, and actions.

Innovation and Diversity

We value innovation and creativity. We recognize that change is constant and we must proactively seek new and better ways to assist law enforcement. We appreciate diversity and recognize that different viewpoints and experiences are central to our understanding and meeting the unique needs of agencies throughout the state.

Communication and Decision Making

We value clear and open communication, and objective research and analysis. We encourage employee involvement and information sharing and provide an environment for active participation in the decision-making process. We value the synergistic effects of participation and group discussions which improve our understanding and help us make sound decisions.

February 22, 1996

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Proposed Changes to Basic Course Training Specifications		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Basic Training Bureau	Everitt Johnson	Jody Buna
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	4-1-96	

Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission approve, subject to a public review process, changes to basic training specifications as enumerated in this report?

BACKGROUND

As part of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, compliance with legislatively mandated subject matter, changes in the law, or to improve student testing and evaluation.

Proposed changes to the training specifications for Learning Domains 25, 15, 30, 19, and 33 impact one or more of the following elements of the domain:

- Instructional goals
- Required topics
- Required tests
- Required learning activities

ANALYSIS

The following changes if approved by the Commission will become effective on July 1, 1996. The complete text of these proposed changes can be found in Attachment A.

- **<u>Learning Domain #25</u> (Domestic Violence)**

Penal Code Section 13519 requires a basic course of instruction on specified topics, procedures and techniques related to the response, intervention and resolution of domestic violence incidents. The instructional domain has been reorganized and enhanced to more closely match the statutory provisions

and legislative intent of the law. The goals, content and testing requirements are designed to assure victims of domestic violence the maximum protection from abuse which the law and those who enforce the law can provide. The domain as proposed is organized in the following manner:

- An overview focuses the student's attention on the domestic violence problem in California and law enforcement's role in addressing it.

- Instruction in the historical development of domestic violence laws reviews legislation related to domestic violence and provides the student with insight into the legislature's strategy for addressing the problem. The instruction highlights the legal tools (e.g. emergency protective orders) created by the legislature to protect domestic violence victims.

- The terminology curriculum defines legal terms used in enforcing the domestic violence laws and requires the student to learn the terms so that they can explain to victims the legal remedies available to them.

- The many consequences of domestic violence to victims, children, families and society are discussed. Some of the psychosocial causes for why men batter women are covered to provide the student with an understanding of the widespread social impact of domestic violence.

- The legal duties imposed on officers to make arrests, enforce court orders, assist victims, provide information and write reports is covered in the domain.

- Other instructional topics and goals deal with penal code statutes, response techniques, report writing skills, requirements for the enforcement of court orders and investigative procedures.

- Specific instruction on assisting and protecting victims by providing civil standbys, transportation to shelters, medical treatment and seizure of firearms has also been enhanced.

Changes to Instructional Goals

New and enhanced instructional goals are proposed which will satisfy the intent of Penal Code Section 13519 and provide a clear basis for the design of the instruction. The proposed instructional goals are designed to ensure that the instruction is in compliance with the law and that the student attains the requisite understanding, knowledge, and ability to intervene, resolve and investigate domestic violence incidents. The proposed instructional goals sharply state the intent of the instruction to both the student and instructor. For example:

- The goal of an understanding of the domestic violence problem in California focuses the student's attention on the problem of domestic violence and law enforcement's role in addressing it.

- The goal of an understanding of the legislative intent that forms the basis for California domestic violence statutes designed to increase law enforcement's responsibility to intervene, investigate and resolve incidents of domestic violence provides insight into the legislature's strategy for addressing the problem of domestic violence and highlights the tools that the legislature has provided officers for dealing with incidents of domestic violence.

Changes to Required Topics

Penal Code Section 13519 requires instruction on specific topics. For example:

- Legal duties imposed on peace officers to make arrests and offer protection and assistance including guidelines for making arrests

- Techniques for handling domestic violence that minimize the likelihood of injury to the officer and promote the safety of the victim

- The nature and extent of domestic violence

- The legal rights and remedies available to victims of domestic violence

The proposed changes to the required topics are designed to ensure compliance with Penal Code Section 13519 by closely mirroring the topics specified in the statute.

Testing Requirements

Court orders play an important role in protecting victims of domestic violence. There are several types of court orders available to officers including emergency protective orders, temporary restraining orders, and stay-away orders. Knowledge of the types of court orders and the ability to enforce them are critical to the protection of abuse victims. To ensure that the student achieves mastery in this area, the addition of three exercise tests is proposed:

- The first test requires the student to demonstrate the ability to verify the validity of a court order to cnsure the proper probable cause is developed prior to the enforcement of the order.

- The second test requires the student to demonstrate the ability to determine the proper action when confronted with the enforcement of a court order to ensure the student understands the responsibility to enforce the order.

- The third test requires the student to demonstrate the knowledge and ability to obtain an Emergency Protective Restraining Order to further ensure that the student has the ability to provide protection.

The scenario test requirement has been enhanced by providing minimal test specifications. The student is required to respond, intervene and completely investigate a simulated domestic violence incident.

Changes to Learning Activities

It is proposed that a learning activity be added to the domain to ensure that the student is provided with the opportunity to practice the correct procedures for handling a domestic violence incident prior to being tested.

- **Learning Domain #15 (Laws of Arrest)**

Proposed changes to this domain would provide additional detail and clarity to existing instructional goals and required topics related to an officer's authority, liability and responsibility when effecting an arrest. Proposed changes include a recommendation to delete an outdated exercise test.

Changes to Instructional Goals

It is proposed that a minor modification be made to the instructional goal relating to arrest powers. The stem is modified to more effectively describe the required instruction. The goal related to providing Miranda rights is expanded to include instruction on issues related to the admissibility of confessions as evidence. A goal involving the understanding of the constitutional issues related to detention, arrests and interrogations is added to clearly state the instructional intent in that area.

Changes to Required Topics

A change is proposed to the required topics to add instruction to specifically include authority, liability, and responsibilities in making arrests. The subject of Miranda rights is expanded to include instruction on the technicalities of interrogation law and the admissibility of confessions as evidence. This will clarify and strengthen the training specifications by adding more precise topic descriptions.

Changes to Testing Requirements

It is proposed that the exercise test which requires students to approach, contact, interview and interrogate suspicious persons be deleted. The test was designed to test the student's ability to administer Miranda warnings during a detention when the investigation "focused" on the individual. Current case decisions do not require officers to administer Miranda warnings to everyone whom they question during a detention even if they have focused on them as suspects. Miranda warnings are better tested in the proposed sexual assault scenario that includes a custodial interrogation.

- **Learning Domain #30 (Preliminary Investigation)**

The proposed changes to this domain would provide additional instructional goals and enhance existing goals by providing more detail and clarity. The required topics are proposed to be modified and

enhanced to specifically define the intent of instruction to both the student and instructor. Test specifications are proposed for the scenario and exercise tests which more effectively, and without redundancy, require the student to demonstrate requisite knowledge and skill.

Changes to Instructional Goals

The proposed modifications continue the trend of providing more explicit instructional goals. Clearly-defined instructional goals support the design of the instructor unit guides and student workbooks. The broad instructional goals of this domain are to provide the student with the knowledge and ability to conduct a preliminary investigation; secure and manage a crime scene; identify, collect and preserve physical evidence; conduct a complex sexual assault investigation and complete a death investigation. For instance, it is proposed that the instructional goal requiring the knowledge and skill to conduct a specific investigation is made more specific by replacement with the following:

- Knowledge of the roles and responsibilities of a peace officer in a criminal investigation including the eight components of a preliminary investigation
- The ability to understand and apply appropriate investigative techniques to distinct types of crimes
- The ability to conduct a complex investigation such as sexual assault or child abuse, neglect or sexual exploitation

Changes to Required Topics

The required topics are expanded to match the instructional goals.

Changes to Testing Requirements

Changes are proposed to the testing requirements in this domain as a first step in creating a more cost effective exercise and scenario testing system designed to test job competencies in the Regular Basic Course. The current testing system requires 59 exercise tests and 26 scenario tests. POST provides "recommendcd" scenarios test, however, there are no test specifications for the exercise tests. As a result, there are no standardized testing requirements throughout the 35 academies; there are open admissions of noncompliance with the existing testing requirements, and there exists a lack of clearly defined performance standards.

Although the proposed changes in this domain will reduce the number of required exercise and scenario tests, staff believes that by providing mandated test specifications, new testing instruments and strategically sequenced testing events, the overall testing requirement will be enhanced. In Domain #30, the number of exercise tests is reduced from five to two by combining existing tests, thus eliminating the need to stage multiple testing events. The scenario tests are reduced from eight to four but the remaining

tests will be more complex than existing requirements and require a more complete assessment of each student's performance. Specific changes include:

- The domain currently requires three exercise tests involving the search of a crime scene, completion of diagrams, location of latent prints and completion of chain of custody forms. It is proposed to combine all three tests into one test that covers the same dimensions. This change would be cost effective and would not reduce the testing requirement.

- It is proposed that the exercise test requiring the student to roll a full set of prints be deleted. According to instructors, this task is not performed by the majority of field officers and therefore should not be tested.

- The preliminary investigation scenario test is proposed bemodified to add the demonstration of the ability to perform the eight steps of a preliminary investigation.

- The sexual assault scenario test is proposed to be expanded to specifically require investigative actions on the part of the officer including a comprehensive victim interview and interrogation of the suspect.

- The homicide scenario test is proposed to specifically test the student's ability to determine death, and manage and protect the crime scene. This is a more complicated test which includes the same abilities tested in less sophisticated scenarios (suicide, felonious assault, grand theft, and burglary) which are proposed for deletion. Although there are fewer testing events, there is no reduction to the training standard.

The deletions are recommended for the following reasons:

Suicide and Felonious Assault: The instruction in death investigation is enhanced to emphasize training in the ability to determine death. It is envisioned that the homicide scenario can be constructed to also test the ability to make a judgement about whether the death appears natural, a homicide or a suicide. Following the determination of death, the responsibilities of the preliminary investigator are distinctly similar in both investigations. Likewise, in a felonious assault investigation, despite the absence of death, the responsibilities of the preliminary investigator are similar to the homicide and sexual assault investigator.

Grand Theft and Burglary: The new preliminary investigation scenario requirement will cover the testing of the skills and abilities necessary for these investigations. It is envisioned that the presenter will be provided with testing instruments for several events including burglary, grand theft, shoplifting, vandalism, and auto tampering. Any of these crimes could be used to test the ability to conduct a simple preliminary investigation.

- The scenario involving the investigation of possible sexual assault or abuse of a child is proposed to be expanded and enhanced with testing requirements to specifically require investigative actions.

Changes to Learning Activities

Investigation of suicide, burglary, felonious assault and grand theft are proposed to be added to existing learning activities to ensure the specifics of those investigations are discussed.

- **<u>Learning Domain #19</u> (Vehicle Operations)**

The curriculum consultants reviewed *California Law Enforcement Pursuit Guidelines*, *California Law Enforcement Pursuit Guidelines Training Syllabus*, Penal Code Section 13519.8 and an outline of the proposed in-service training. The instructional domain was modified to ensure compliance with the provisions of 13519.8 and the POST publications.

Changes to Instructional Goals

The proposed modifications to the instructional goals are expanded to provide goals for training in pursuit driving. This domain was previously modified on July 1, 1995. Therefore the only change is the addition of specific pursuit driving instructional goals. The instructional goals of the domain are as follows:

- Provide the student with an understanding that a vehicle pursuit is an event that requires defined objectives, tactical response and supervisory oversight

- Ensure that the student has a knowledge of the provisions of Penal Code Section 13519.8 and the legislative intent

- Ensure that the student has an understanding of the factors a peace officer should consider when initiating a pursuit and the roles and responsibilities of units involved in a pursuit

Other instructional goals specifically relate to the topics mandated in the penal code section (i.e. management and termination of law enforcement pursuits). The central theme of the instruction is the balancing of the safety of all persons versus the predictability of apprehension.

- **<u>Learning Domain #33</u> (Person Searches/Baton)**

Proposed changes to this domain provide additional instructional goals, detail and clarity to existing instructional goals. It is also proposed that the required topics be modified to provide more specific detail of the instruction.

Changes to Instructional Goals

The proposed changes strengthen existing instructional goals by requiring the student to demonstrate subject matter mastery in the use of the baton and application of weaponless defense techniques. Existing instructional goals are not clear.

Changes to Required Topics

Proposed modifications add topics related to the development of physical skills necessary to perform the required techniques.

RECOMMENDATION

The proposed revisions are recommended by staff and curriculum consultants to update and further refine the existing language of the training specifications. All proposed changes have been reviewed and endorsed by the Consortium of Academy Directors. Staff recommends that the Commission approve the changes enumerated in this report. Proposed changes to training specifications are included in Attachment A and a copy of Regulation 1005 is included as Attachment B.

If the Commission concurs, it is proposed that Commission Regulation 1005, *Training Specifications for the Regular Basic Course,* be amended to include the recommended revisions. Proposed curriculum changes must be adopted pursuant to the Administrative Procedures Act and it is proposed that the Notice of Proposed Action Process be used. These changes would be effective July 1, 1996 if approved.

PROPOSED CHANGES
TO TRAINING SPECIFICATIONS

LEARNING DOMAINS #15, 19, 25, 30, 33

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #15
LAWS OF ARREST

July ~~30, 1995~~1, 1996

I. INSTRUCTIONAL GOALS

The goals of instruction of **Laws of Arrest** are to provide students with:

A. an understanding of ~~the arrest powers~~ a peace officer's authority, liability and responsibility in making an arrest including:

1. ~~t~~The discretion that an officer has in making an arrest

2. ~~l~~Limits on an officer's discretion

3. ~~t~~The elements of an arrest

4. ~~d~~Daytime and nighttime arrests

5. ~~t~~The information that an officer must provide to an arrested person

6. ~~t~~Treatment of an arrested person after the arrest

7. ~~e~~Exceptions to a peace officer's arrest powers

8. Criminal sanctions and ~~C~~civil liability;

~~B. the ability to recognize when suspects must be provided their Miranda rights;~~

~~C~~B. knowledge of an officer's responsibility where the arrest was made by a private person; ~~and~~

~~D~~C. knowledge of the elements required to establish reasonable suspicion and probable cause~~.~~;

D. an understanding of the constitutional issues involved in detentions, arrests and interrogations; and

E. the ability to obtain confessions that are admissible as evidence in court.

II. REQUIRED TOPICS

The following topics shall be covered:

A. ~~Arrest powers of a~~ ~~p~~Peace officer authority, liability and responsibilities in making an arrest

B. ~~Miranda rights of detainees~~ Interrogation law

C. Arrest by a private person

D. Reasonable suspicion and probable cause

E. Legal requirements for entry to make an arrest

F. Follow-up requirements and information which must be provided to an arrested person

G. Consensual encounters

H. Conspiracy to deprive a person of a civil right

I. Deprivation of a civil right under color of law

III. REQUIRED TESTS

~~A.~~ The POST-constructed knowledge test for Domain #15

~~B. An exercise test that requires the student to approach, contact, interview, and interrogate a suspicious person~~

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **12 hours** of instruction on laws of arrest.

VI. ORIGINATION DATE

July 1, 1993

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #19
VEHICLE OPERATIONS

July ~~15, 1995~~1, 1996

I. INSTRUCTIONAL GOALS

The goals of instruction on **Vehicle Operations** are to provide students with:

A. an understanding of the factors that contribute to traffic collisions and the principles of defensive driving;

B. knowledge of the effect that speed has on stopping distance and turning radius;

C. knowledge of legal provisions relating to the operation of a law enforcement vehicle;

D. the ability to safely operate a patrol vehicle while responding to a simulated emergency (i.e., with red light and siren);

E. the ability to conduct a thorough preshift vehicle inspection;

~~F. a basic understanding of considerations regarding high-speed vehicle pursuits; and~~

~~G~~F. the ability to safely and effectively operate a patrol vehicle during a simulated pursuit of a vehicle~~.~~;

G. an understanding that a vehicle pursuit is an event that requires defined objectives, tactical response and supervisory oversight;

H. an understanding of the provisions of Penal Code Section 13519.8 and the legislative intent;

I. a knowledge of the Vehicle Code statutes affecting law enforcement pursuits;

J. an understanding of the factors a peace officer should consider when initiating a pursuit;

K. an understanding of the roles and responsibilities of units involved in a

pursuit;

L. an understanding of the roles and responsibilities of a supervisor during a pursuit;

M. an understanding of the benefit of effective communications during a vehicle pursuit;

N. an understanding of driving tactics during a pursuit;

O. an understanding of intervention tactics that may be authorized during a pursuit;

P. an understanding of the factors influencing speed during a pursuit;

Q. an understanding of the use of air support during a pursuit;

R. an understanding of the factors that may contribute to the decision to terminate a pursuit;

S. an understanding of procedures relating to the capture of suspects at the conclusion of a pursuit;

T. an understanding of policies and procedures concerning interjurisdictional pursuits; and

U. an understanding of the procedures related to postpursuit analysis.

II. REQUIRED TOPICS

The following topics shall be covered:

A. Defensive driving

B. Factors contributing to traffic collisions

C. High-risk driving maneuvers

D. Effects of fatigue on driving ability

E. Use of seat belts

F. Vehicle dynamics (e.g., stopping distance, turning radius, weight shift, etc.)

G. Considerations regarding high-speed vehicle pursuits (Penal Code Section 13519.8)

1. When to initiate a pursuit

2. The number of involved law enforcement units permitted

3. Responsibilities of primary and secondary units

4. Pursuit driving tactics to include:

   a. Safety considerations

   b. Legal considerations

   c. Vehicle control considerations

   d. Use of communications equipment

5. Helicopter assistance

6. Communications

7. Capture of suspects

8. Termination of a pursuit

9. Supervisory responsibilities

10. Blocking, ramming, boxing and roadblock procedures

11. Speed limits

12. Interjurisdictional considerations

13. Conditions of the vehicle, driver, roadway, weather and traffic

14. Hazards to uninvolved bystanders or motorists

15. Reporting and postpursuit analysis

16. Balancing the risk to officer/public safety against the need to apprehend

H. Use of emergency warning devices (i.e., red lights and siren)

I. Vehicle code sections pertaining to the operation of a law enforcement vehicle

J. Liability issues

K. Preshift vehicle inspections

L. "Code 3" driving to include:

1. Safety considerations

2. Legal considerations

3. Vehicle control considerations

4. Use of communications equipment

III. REQUIRED TESTS

The following tests shall be administered:

A. The POST-constructed knowledge test for Domain #19

B. An exercise test that requires the student to regain control of a patrol vehicle experiencing a front-wheel skid and a rear-wheel skid

C. An exercise test that requires the student to regain control of a patrol vehicle experiencing an all-wheel, locked-brake skid

D. An exercise test that requires the student to demonstrate positioning, weight transfer, throttle control, braking, and steering while putting a patrol vehicle through a series of maneuvers at the direction of an instructor

E. An exercise test that requires the student to rapidly displace a patrol vehicle to the right, left, and stop

F. An exercise test that requires the student to demonstrate threshold braking while entering a turn and while bringing a patrol vehicle to a complete stop

G. An exercise test that requires the student to operate a patrol vehicle under simulated emergency conditions

simulated pursuit of another vehicle

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **24 hours** of instruction on vehicle operations.

This instruction is designed to satisfy the requirements for law enforcement high-speed vehicle pursuit training as required in Penal Code 13519.8.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

July 15, 1995
July 1, 1996

/

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #25
DOMESTIC VIOLENCE

~~March 1, 1994~~July 1, 1996

I. INSTRUCTIONAL GOALS

The goals of instruction on **Domestic Violence** are to provide students with:

~~A. an understanding of the psychosocial and other factors, including cultural issues, that influence the frequency and severity of domestic violence;~~

~~B. an understanding of the legislative intent that forms the basis for California domestic violence statutes;~~

~~C. knowledge of the domestic violence statutes and how they are applied by law enforcement officers when they respond to calls involving domestic problems; and~~

~~D. interpersonal and tactical skills needed to safely and effectively handle calls involving domestic problems.~~

A. an understanding of the domestic violence problem in California;

B. a knowledge of the essential elements of Penal Code Sections 13700 et. seq. and 13519;

C. an understanding of the legislative intent that forms the basis for California domestic violence statutes designed to increase law enforcement's responsibility to intervene, investigate and resolve incidents of domestic violence to include:

1. Domestic violence is a serious crime

2. Laws must be enforced to provide maximum protection to victims

3. Violent behavior in the home and within the family is criminal behavior;

D. a knowledge of domestic violence legal definitions and terminology;

E. a knowledge of a peace officer's responsibility and authority in taking

enforcement action related to domestic violence incidents including procedures related to:

1. Felonies and misdemeanors

2. Private person arrests;

F. an understanding that domestic violence is a serious crime and that law enforcement has a duty to make arrests and offer protection and assistance to the victim;

G. the ability to safely respond, intervene, investigate and resolve domestic violence incidents;

H. an understanding of the nature, extent and dynamics of domestic violence;

I. a knowledge of legal rights and remedies available to victims of domestic violence;

J. a knowledge of private person arrest procedures;

K. an understanding of the components of a clear, accurate police report documenting a domestic violence incident;

L. a knowledge of domestic violence reporting requirements;

M. the ability to conduct a thorough preliminary investigation of a domestic violence incident;

N. a knowledge of tenancy rights related to incidents of domestic violence;

O. an understanding of the impact that law enforcement intervention in domestic violence incidents may have on children;

P. a knowledge of the services and facilities available to victims and batterers;

Q. the ability to enforce statutes related to incidents of domestic violence;

R. a knowledge of the types of court orders and enforcement procedures applicable to domestic violence incidents;

S. the ability to enforce court orders whether the suspect is present or has fled;

T. a knowledge of cite-and-release procedures related to incidents of domestic violence; and

U. the ability to provide emergency assistance to victims of domestic violence and assist in the pursuit of criminal justice options.

II. REQUIRED TOPICS

The following topics shall be covered:

~~A. Cultural and societal values that relate to the extent of the domestic violence problem~~

~~B. Relationship of alcohol and drug use to domestic violence~~

~~C. Extent and nature of domestic violence, particularly local statistics and experience~~

~~D. Cycles of violence~~

~~E. Review of recent research that relates to domestic violence~~

~~F. Events, research and case law that prompted domestic violence legislation (e.g., Thurman v. City of Torrington, 595 F. Supp. 1521 (1984)~~

~~G. Domestic violence statutes (Penal Code Section 13700 et seq.)~~

~~H. Court orders including temporary restraining orders, stay-away orders, and emergency protective orders~~

~~I. Response to and preliminary investigation of a domestic violence incident including effective communication with all involved parties~~

~~J. Tactical/safety considerations pertinent to domestic violence incidents~~

~~K. Enforcement aspects, including legislative intent~~

~~L. Victim assistance, including local resources and the requirement for officers to explain the private person arrest process~~

~~M. Domestic violence reporting mandates (state and, if applicable, local)~~

A. An overview of the domestic violence problem in California including local statistics

B. The provisions of Penal Code Section 13700 et. seq. and 13519 which relate to domestic violence response

C. The historical background of domestic violence laws including the legislative intent

D. Domestic violence legal definitions and terminology to include:

1. Domestic violence

2. Abuse

3. Cohabitant

4. Family violence

5. Primary aggressor

E. Legal duties imposed on peace officers to make arrests and offer protection and assistance including guidelines for making arrests

F. Techniques for handling domestic violence incidents that minimize the likelihood of injury to the officer and promote the safety of the victim

G. The nature and extent of domestic violence

H. The legal rights and remedies available to victims of domestic violence

I. Arrest by a private person in a domestic violence situation

J. Documentation, report writing and evidence collection

K. Tenancy issues and domestic violence

L. The impact that law enforcement intervention in domestic violence incidents may have on children

M. The services and facilities available to victims and batterers

N. The use and applications of criminal statutes in domestic violence incidents

O. Verification and enforcement of temporary restraining orders whether the suspect is present or has fled

P. Types, verification and enforcement of restraining /protective court orders to include:

1. Criminal protective/stay-away orders

2. Emergency protective orders

3. Domestic violence restraining orders

4. Civil protective orders by employers

Q. The Domestic Violence Restraining Order System (DVROS)

R. The seizure of firearms and deadly weapons in domestic violence incidents

S. Cite-and-release policies

T. Emergency assistance to victims and how to assist victims in pursuing criminal justice options

III. REQUIRED TESTS

The following tests shall be administered:

A. The POST-constructed knowledge test for Domain #25

B. A scenario test that requires the student to ~~handle a simulated domestic violence incident~~respond, intervene and investigate a simulated domestic violence incident. The test shall minimally include:

1. Intervention and management of a domestic violence incident

2. Demonstration of knowledge of domestic violence laws and arrest procedures

3. Controlling and interviewing involved parties

4. Compliance with reporting requirements

5. Offer of protection and assistance

6. Demonstration of knowledge of victim services, legal rights and remedies

7. Conducting an effective preliminary investigation including evidence collection

8. Demonstration of incident closure skills

C. An exercise test requiring the student to demonstrate the ability to verify the validity of a court order. The test shall minimally include the requirement to verify the following:

1. A court stamp

2. A case control number

3. An expiration date

4. The person to be protected

5. The person to be restrained

6. A judge's signature

7. Proof of service

D. An exercise test requiring the student to demonstrate the ability to determine the proper action when confronted with the enforcement of a court order. The test shall minimally include:

1. Arrest or acceptance of a private person's arrest

2. Proper enforcement of the terms of the order

3. Determination of the primary aggressor in mutual orders

4. Arrest without a warrant for a violation of a protective order not committed in the officer's presence

E. An exercise test requiring the student to demonstrate the knowledge and ability to obtain an Emergency Protective Order. The test shall minimally include:

1. Determining what party is eligible

2. Grounds for issuance

3. Procedures to obtain the order

4. Completion of the proper documents

5. Scope and duration of the order

6. Service of the order

7. Data entry into the Domestic Violence Restraining Order System (DVROS)

8. Distribution of forms

IV. REQUIRED LEARNING ACTIVITIES

~~A. Participation in a facilitated discussion relating to background, legal aspects, and legislative intent associated with domestic violence incidents~~

~~B~~A. Participation in a ~~facilitated discussion~~learning activity relating to proper response to a domestic violence incident to include:

1. Felony arrests

2. Misdemeanor arrests

3. Use of citizen arrests

4. Verification and enforcement of temporary restraining orders when the suspect is present and when the suspect has fled

5. Verification and enforcement of stay-away orders

6. Cite-and-release policies

7. Emergency assistance to victims to include medical care, transportation to a shelter, and law enforcement standbys for the removal of personal property

8. Assistance to victims in pursuing criminal options to include giving the report number and directing the victim to the proper investigative unit

9. Providing written notice to victims at the scene

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **8 hours** of instruction on domestic

violence.

This instruction is designed to satisfy the requirements for law enforcement domestic violence training as required in Penal Code Section 13519.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

March 1, 1994
July 1, 1996

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #30
PRELIMINARY INVESTIGATION

July ~~15, 1995~~1, 1996

I. INSTRUCTIONAL GOALS

The goals of instruction on **Preliminary Investigation** are to provide students with:

~~A.~~ ~~the knowledge and skills needed to conduct a preliminary investigation of specific crimes such as child abuse, burglary, and grand theft;~~

~~B~~A. ~~the knowledge and skills needed to conduct a preliminary investigation and assist survivors of a sudden infant death~~an understanding of the nature of Sudden Infant Death Syndrome (SIDS) and the handling of cases involving the sudden deaths of infants;

~~C~~B. the knowledge and skills needed to provide accurate and effective courtroom testimony;

~~D~~C. ~~the knowledge and skills needed to identify, preserve, document, and collect physical evidence; and~~ability to locate the common types of evidence found at a crime scene and identify the correct methods of collecting, preserving, marking and packaging the evidence;

~~E~~D. the ~~knowledge and skills~~ability~~needed~~ to conduct an effective ~~preliminary~~ interview and an understanding of interview techniques;

E. an understanding of current case decisions related to interrogations and the ability to demonstrate effective interrogation techniques;

F. knowledge of the roles and responsibilities of a peace officer in a criminal investigation including the eight components of a preliminary investigation;

G. the ability to identify indicators of death and identify the correct course of action in a death investigation;

H. the ability to understand and apply appropriate investigative techniques to distinct types of crimes; and

I. the ability to conduct a complex investigation such as sexual assault, child

abuse, neglect or sexual exploitation.

II. REQUIRED TOPICS

The following topics shall be covered:

A. Identification, preservation, documentation, and collection of physical evidence including:

1. ~~e~~Crime scene search techniques

2. ~~e~~Crime scene notes

3. ~~e~~Crime scene sketches

4. ~~e~~Chain of custody

B. ~~Initial actions to be taken when conducting a preliminary investigation~~ Eight components of a preliminary investigation including:

~~1. generation of a crime scene broadcast~~

~~2. controlling access to a crime scene~~

1. Proceed safely to the scene

2. Determine need for emergency medical services and aid any injured persons

3. Verify that a crime, if any, has occurred

4. Identify and arrest the perpetrator(s), if appropriate

5. As soon as possible, provide dispatch with any suspect information including physical descriptions, direction of flight, mode of travel, and other pertinent information

6. Contain and protect the crime scene and cause the proper collection of evidence

7. Locate and interview witnesses and identify other sources of information

8. Collect all available information necessary to write a clear and accurate report (who, what, when, where, why and how)

C. Effective ~~t~~interviewing techniques

D. Courtroom demeanor and testimony

E. Sources of information

~~F. Initial actions to be taken during a preliminary investigation~~

~~G~~F. Techniques for investigating ~~the following types of incidents~~ property crimes including:

1. ~~a~~Auto theft

2. ~~b~~Burglary

~~3. child abuse, neglect, and sexual exploitation~~

~~4. felony assault~~

~~5~~3. ~~g~~Grand theft

G. Death recognition

~~6~~H. ~~homicide~~Techniques for investigating the following deaths including:

1. Homicide

2. Suicide

3. Sudden Infant Death Syndrome (SIDS)

4. Manslaughter

5. Accidental deaths

I. Techniques for investigating crimes against persons including:

~~7~~1. Kidnapping

~~8~~2. Poisoning

~~9~~3. Robbery

J. Techniques for investigating complex crimes including:

~~10~~1. Sexual assault

2. Child abuse, neglect and sexual exploitation

~~11. sudden infant death~~

~~12. suicide~~

~~13. unattended death~~

K. Case decisions related to interrogations

L. Effective interrogation techniques

III. REQUIRED TESTS

The following tests shall be administered:

A. The POST-constructed knowledge test for Domain #30

B. An exercise test that requires the student to systematically search a simulated crime scene and generate crime scene notes and a crime scene sketch. The exercise shall minimally test the student's ability to:

1. Use a systematic method to search the scene and recover all items of evidence

2. Generate crime scene notes that document observations, scene conditions and investigative actions

3. Generate a crime scene sketch that includes measurements, reference points, identification of evidence, a legend and the direction of north

4. Locate latent and plastic prints placed on objects of varying texture and color

5. Complete the necessary forms generally utilized by law enforcement to insure the chain of custody

~~C. An exercise test which requires the student to locate latent and plastic prints placed on objects of varying texture and color~~

~~D. An exercise test which requires the student to roll a full set of legible fingerprints on a standard fingerprint card~~

~~E. An exercise test which requires the student to complete "chain of custody" forms~~

~~F~~C. An exercise test which requires the student to identify the types of information and community resources that may assist SIDS survivors. The exercise shall minimally require the student to explain:

A. SIDS facts to involved parties, as appropriate

B. Required investigative tasks and need for complete investigation

C. Availability of local and regional SIDS survivor support groups

D. How to make a referral to the county public health nurse

E. Which State agencies are responsible for SIDS education, SIDS survivor counseling and support

F. How to notify county coroner's office/medical examiner's office

~~G~~D. A scenario test that requires the student to conduct a preliminary investigation of a simulated crime scene. The scenario shall minimally test the student's ability to:

1. Proceed safely to the scene

2. Determine need for emergency medical services and aid any injured persons

3. Verify that a crime, if any, has occurred

4. Identify and arrest the perpetrator(s), if appropriate

5. As soon as possible, provide dispatch with any suspect information including physical descriptions, direction of flight, mode of travel, and other pertinent information

6. Contain and protect the crime scene and cause the proper collection of evidence

7. Locate and interview witnesses and identify other sources of information

8. Collect all available information necessary to write a clear and

accurate report (who, what, when, where, why and how)

~~H. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a burglary~~

~~I. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a grand theft~~

~~J. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a felonious assault~~

~~K~~E. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a sexual assault. The scenario shall minimally test the student's ability to:

1. Apply laws related to sex crimes
2. Maintain an objective attitude toward the investigation of sex crimes
3. Understand the behavioral, emotional or physical reaction of the sex crime victim
4. Prioritize and perform investigative tasks
5. Conduct a comprehensive interview with the victim
6. Interrogate the suspect and obtain a confession
7. Collect evidence from the suspect

~~L~~F. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a homicide. The scenario shall minimally test the student's ability to:

1. Perform initial response actions
2. Determine if medical assistance is needed
3. Check for signs of life
4. Determine death based upon objective signs
5. Classify the mode of death

6. Determine the need for and summon assisting personnel or a supervisor

7. Manage and protect a crime scene

~~M. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of a suicide~~

~~N~~G. A scenario test which requires the student to perform the tasks required of an officer conducting a preliminary investigation of ~~a~~ either a child abuse, child neglect, or child sexual exploitation. The scenario test shall minimally test the student's ability to conduct investigations to include:

1. Establishing elements of the crime

2. Protecting the child's safety

3. Identifying the suspect

4. Locating witnesses

5. Recovering physical evidence, photographs and statements

6. Demonstrating a knowledge of child abuse reporting procedures

7. Demonstrating a knowledge of the contents in a child abuse report

8. Effectively interviewing a child who may have been a victim of child abuse or sexual assault to include:

   a) Gaining the child's confidence

   b) Remaining neutral in the interview

   c) Speaking to the child in a level the child understands

9. Taking the child into protective custody

IV. REQUIRED LEARNING ACTIVITIES

A. Participation in a~~n instructor-led discussion~~ learning activity relating to actions which should be taken during the preliminary investigation of a SIDS death

B. Participation in a~~n instructor-led discussion~~ learning activity relating to

actions which should be taken during the preliminary investigation of a kidnapping including a felonious assault on the victim(s)

C. Participation in ~~an instructor-led discussion~~ learning activity relating to actions which should be taken during the preliminary investigation of a robbery

D. Participation in ~~an instructor-led discussion~~ learning activity relating to actions which should be taken during the preliminary investigation of an unattended death including the factors that indicate suicide

E. Participation in ~~an instructor-led discussion~~ learning activity relating to actions which should be taken during the preliminary investigation of an auto theft which includes the specific elements of burglary and grand theft

F. Participation in ~~an instructor-led discussion~~ learning activity relating to actions which should be taken during the preliminary investigation of a poisoning

G. Participation in a ~~discussion/critique~~ learning activity involving ~~of~~ one or more simulated interviews or interrogations

H. Participation in a simulated criminal trial by providing or critiquing testimony

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **42 hours** of instruction on preliminary investigation.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

March 1, 1994
July 15, 1995
July 1, 1996

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #33
PERSON SEARCHES/BATON

July 1~~5, 1995~~1, 1996

I. INSTRUCTIONAL GOALS

The goals of instruction on **Person Searches/Baton** are to provide students with:

A. ~~an understanding of how~~ the knowledge, skill and ability needed to conduct a person search including a search of a member of the opposite sex;

B. ~~how to~~ the knowledge, skill and ability needed to effectively use restraint devices;

C. ~~an understanding of how to~~the knowledge, skill and ability needed to effectively position and transport prisoners;

D. the ability to use weaponless defense techniques to control a resisting prisoner or suspect;

E. the knowledge, skill and ability to use the baton to control a resisting prisoner or suspect(s); and

F. the knowledge, ~~and~~ skill and ability needed to act as a cover officer while another officer searches a suspect.

II. REQUIRED TOPICS

The following topics shall be covered:

A. Techniques and methodologies for ~~C~~conducting a person search

B. Searching a person of the opposite sex

C. Providing cover for the officer doing the search

D. Use of restraint devices

E. Transporting prisoners

F. Weaponless defense techniques to include:

1. Control hold(s)

2. Takedown techniques(s)

3. Carotid restraint techniques including first aid

G. Use of the baton

H. Weapon retention

I. Gun takeaway

III. REQUIRED TESTS

The following tests shall be administered:

A. An exercise test that requires the student to act as cover officer for another officer searching a suspect

B. An exercise test that requires the student to search a suspect

C. An exercise test that requires the student to handcuff single and multiple suspects

D. An exercise test that requires the student to position prisoners in a vehicle for transportation to another location

E. An exercise test that requires the student to demonstrate a control hold

F. An exercise test that requires the student to demonstrate a takedown

G. An exercise test that requires the student to demonstrate the carotid restraint

H. An exercise test that requires the student to demonstrate a front and rear gun takeaway from a suspect armed with a handgun

I. An exercise test that requires the student to demonstrate a gun retention technique with the officer's handgun in hand and in the holster

J. An exercise test that requires the student to demonstrate the use of the baton

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **60 hours** of instruction on person searches and use of the baton.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

July 15, 1995
July 1, 1996

1005. Minimum Standards for Training.

(a)(1) through (j)(2) continued.

Continued - All incorporation by reference statements in between (j)(2) and the following:

The document, *Training Specifications For the Regular Basic Course - July 1993* adopted effective January 14, 1994 and amended July 16, 1994, December 16, 1994, and August 12, 1995 is herein incorporated by reference. This document was republished in 1995 as *Training Specifications For The Regular Basic Course - 1995* adopted effective August 16, 1995, and amended August 23, 1995, August 24, 1995, September 20, 1995, November 10, 1995, February 17, 1996, ~~and~~ March 29, 1996 and ___***___ is herein incorporated by reference.

****continued.

NOTE: Authority cited: Sections 13503, 13506, and 13510, 13510.5 and 13519.8 Penal Code. Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514,. 13516, 13517, 13519.8, 13520, and 13523, Penal Code.

*Date to be filled in by OAL.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Approval of Proposed Regulatory Changes		Meeting Date April 18, 1996
Bureau Basic Training Bureau	Reviewed By Everitt Johnson	Researched By Jody Buna
Executive Director Approval Norman C. Boehm	Date of Approval 4-1-96	Date of Report
Purpose ☐ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission approve, subject to a public review process, the proposed regulatory changes enumerated in this report?

BACKGROUND

The Basic Training Delivery System is a combination of agency-sponsored academies and community colleges, some of which are undergoing severe financial cutbacks. Recently, POST staff has observed that monetary cutbacks and other pressures are threatening the quality of basic training. There has been an observable reduction in management and coordinator positions that has resulted in increased workloads. In one case, an academy was decertified based on the decision to reduce management staff and appoint unqualified replacements.

Other trends have been observed which impact the quality of basic training including:

- Decisions to use tenured instructors instead of law enforcement practitioners to deliver basic training
- Open admissions by academy instructors of noncompliance with basic course training specifications
- Expanded academy classes with unreasonable student to instructor ratios
- Poorly-equipped training facilities with inadequate equipment to stage realistic scenario tests
- Student complaints during recertification interviews expressing dissatisfaction with basic course testing system
- Increased media inquiries concerning basic course training standards

ANALYSIS

Existing regulations do not specify the qualifications and responsibilities of academy directors and coordinators. There is no specific requirement for college academies to use advisory committees in the development of academy policies, nor do current regulations contain provisions that require mandatory supervision of an academy by a director and coordinator.

The proposed regulatory changes give the Commission more assurance that qualified people will be selected as academy staff and improve the quality of basic training. The proposed regulatory changes will cover the responsibilities and qualifications of academy directors and coordinators, require supervision of an academy by a director or coordinator at all times and require the mandatory use of advisory committees for college academies. A further change recommends the deletion of testing language that allows discretionary remedial tests. The following regulatory changes are proposed:

- Addition of specific language to Commission Regulation 1052 requiring, as a condition of initial and continued certification, that academy directors and coordinators be qualified to execute their responsibilities based on a combination of training, experience and demonstrated ability. Academies must be supervised at all times by a director or coordinator (Attachment A).

- Addition of specific language to Commission Regulation 1052 requiring college academies to institute law enforcement advisory committees to assist in the delivery of basic training (Attachment A).

- Deletion of the terms "extenuating circumstances" and "marginal performance" from Commission Procedure D-1. The inclusion of these terms currently provides academies with the discretion to retest students more than once on the same subject or skill. The general rule is that students who fail a test on the same subject twice are dismissed from the academy. In the opinion of the academy directors, the discretion provided by these terms is not needed and may lead to preferential treatment. That is, some students may be provided a third opportunity while other students, under similar circumstances, are denied that opportunity. By deleting these terms from D-1, all students will be treated the same. They will have two opportunities to pass a test. If they fail on both attempts, they will be dismissed from the academy class in which they are currently enrolled. (Attachment B)

- Proposed changes to Commission Procedure D-1 clarify academies presenting the Regular Basic Course may present the Reserve Module D (Attachment B).

The Consortium of Academy Directors has endorsed the proposed regulatory changes. The proposed changes must be adopted pursuant to the Administrative Procedures Act. It is recommended that the Notice of Proposed Action Process be used. If approved, these changes will be effective July 1, 1996.

RECOMMENDATION

Subject to the results of the proposed public review process, approve the proposed regulatory changes enumerated in this report.

(Attachment A)

PROPOSED REGULATORY CHANGE

1052. Requirements for Course Certification

(a)

(b) Each request for certification of a Regular Basic Course presented by an academy shall be evaluated in accordance with the following factors:

(1) Each academy, as defined in Commission Procedure D-1-3(a)(5), shall designate an academy director who is responsible for the management of the academy.

(a) The academy director's qualifications shall include a demonstrated ability based upon education, experience and training. Responsibilities shall include:

1) Integrating and sequencing instruction

2) Managing instructional methods, technology, testing and remediation

3) Hiring, assigning and evaluating instructor coordinator, training officer and staff performance

4) Coordinating, budgeting, controlling academy resources and maintaining academy discipline.

(2) Each academy shall designate an academy coordinator who is responsible for the coordination of instruction and management of the Regular Basic Course Instructional System.

(a) The coordinator's qualifications shall include a demonstrated ability, based upon training, experience and knowledge, to coordinate the Regular Basic Course Instructional System including:

1) Developing sequenced instructional schedules

2) Selecting instructional, technology, testing and remediation methods

3) Recommending the selection and assignment of all staff

4) Evaluating instructional staff and training officer performance

(3) College academies shall institute an advisory committee of law enforcement officials to assist in providing logistical support and validation of the training.

(4) Each academy shall be supervised at all times by an academy director or coordinator, when instruction is being conducted.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

Purpose

1-1. Basic Training Specifications: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) and that portion of the Reserve Officer Minimum Standards established in Section 1007(b) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, Specialized Investigators' Basic Course, Public Safety Dispatchers' Basic Course, and Coroners' Death Investigation Course.

Training Requirements

1-2. Requirements for Basic Training: The minimum standards for basic training are described in sections 1-3 to 1-8. The Law Enforcement Code of Ethics shall be administered to students taking the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, and Specialized Investigators' Basic Course. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in an incorporated training specification document developed for the course.

1-3. Regular Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in Section 1-3(a). Testing and training requirements vary by delivery format and are described in Section 1-3(b), *standard format*, Section 1-3(c), *reserve format*, and Section 1-3(d), *transition program-pilot format*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

(a) **Basic Course Terminology**

(1) **Learning Domain.** An instructional unit that covers related subject matter. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training

specifications for a domain also may include learning activities and testing requirements.

(2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.

(3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.

(4) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.

(5) **Academy.** A state or local government agency certified by POST to present the Regular Basic Course in the Standard Format.

(6) **Delivery Formats.** The formats for delivering the Regular Basic Course include the *standard format*, the *reserve format*, and the *transition program-pilot format*.

(A) **Standard Format.** The Regular Basic Course is delivered in a one-part instructional sequence. Testing and training requirements are prescribed in Section 1-3(b). Except as provide for in Section 1-3(b)(9), the course shall be delivered by a single academy.

(B) **Reserve Format.** The Regular Basic Course is delivered in a four-part instructional sequence consisting of reserve training modules A, B, C, and D. Testing and training requirements are prescribed in Section 1-3(c). Module D is instruction delivered by an academy.

(C) **Transition Program-Pilot Format.** The Regular Basic Course is delivered in a two-part instructional sequence. Part 1 is a series of administration of justice (AJ) or criminal justice (CJ) courses delivered by a California community college. Part 2 is instruction delivered by an academy. Testing and training requirements are prescribed in Section 1-3(d).

(7) **Test.** An evaluation of the extent to which students have achieved one or more instructional

goals. Tests are graded on a pass/fail basis. Depending on the delivery format, five types of tests may be used in the Regular Basic Course:

(A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.

(B) **POST-Constructed Comprehensive Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge in multiple learning domains.

(C) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor skills required to achieve one or more instructional goals.

(D) **Physical Abilities Test.** A POST-developed test of physical abilities described in the *Basic Academy Physical Conditioning Manual - 1990.*

(E) **Exercise Test.** Any test other than a POST-constructed knowledge test, POST-constructed comprehensive test, scenario test, or physical abilities test that measures the acquisition of knowledge and/or skills required to achieve one or more instructional goals. There are two kinds of exercise tests: (1) A POST-developed report writing test which is administered and scored under POST's direct supervision, and (2) All other exercise tests which are administered and scored by the training presenters.

(8) **Test-Item Security Agreement.** An agreement between a Regular Basic Course academy and POST that identifies the terms and conditions under which an academy may be provided access to POST-constructed knowledge tests. Failure to accept or abide by the terms and conditions of this agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements for the Standard Format**

The testing and training requirements in this section apply to Regular Basic Courses that POST has certified for presentation in the *standard* format [defined in Section 1-3(a)(6)(A)].

(1) **Topics.** Academies shall provide instruction on all topics specified in *Training Specifications for the Regular Basic Course - 1995*.

(2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in *Training Specifications for the Regular Basic Course - 1995*.

(3) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Regular Basic Course - 1995*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails the course ~~unless the academy determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails the course~~.

(4) **Scenario Tests.** As specified in *Training Specifications for the Regular Basic Course - 1995*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course ~~unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of~~

~~proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course~~.

(5) **Exercise Tests**. As specified in *Training Specifications for the Regular Basic Course - 1995*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course ~~unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course~~.

(6) **Learning Activities**. As specified in *Training Specifications for the Regular Basic Course - 1995*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.

(7) **Physical Conditioning Program**. Students must complete the POST physical conditioning program as described in the *Basic Academy Physical Conditioning Manual - 1990*.

(8) **Physical Abilities Test Battery**. At the conclusion of the POST physical conditioning program, students must pass a POST-developed physical abilities test battery as described in the *Basic Academy Physical Conditioning Manual - 1990*. The use of alternatives to the POST-developed physical abilities test battery is subject to approval by POST. Course presenters seeking POST approval to use alternative tests shall present evidence that the alternative tests were developed in accordance with recognized professional standards and that the alternative tests are equivalent to the POST-developed tests with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed tests and the proposed alternative tests is also required.

(9) **Single Academy**. The Regular Basic Course shall be completed under the sponsorship of one academy unless POST has approved a contractual agreement dividing responsibility for delivering the Regular Basic Course between an academy and other training presenters.

(10) **Academy Requirements.** POST has established minimum, statewide training standards for the Regular Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

(c) **Testing and Training Requirements for the Reserve Format**

The testing and training requirements in this section apply to the four-part *reserve* format [as defined in Section 1-3(a)(6)(B)] for completing the Regular Basic Course. Successful completion of these four training modules fulfills the requirements for the Regular Basic Course.

(1) **Module A.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007.

(2) **Module B.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007. Module A is a prerequisite to Module B.

(3) **Module C.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007. Module B is a prerequisite to Module C.

(4) **Module D.** Course content is specified in *Training Specifications for the Reserve Training Module "D" - 1995.*

(A) Prerequisites. Each applicant to a Reserve Training Module "D" course must present proof of the following prerequisites to the training presenter's satisfaction.

1. Successful completion of reserve modules A, B and C with a combined minimum total of 222 hours.

2. Successful completion (within the last 3 years) of the First Aid and CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services Authority (EMSA) and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, §100005-§100028.

(B) **Topics.** Academies shall deliver instruction on all topics specified in *Training Specifications for the Reserve Training Module "D" - 1995.*

(C) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each domain is specified in *Training Specifications for the Reserve Training Module "D" - 1995.*

(D) **POST-Constructed Knowledge Tests**. As specified in *Training Specifications for the Reserve Training Module "D" 1995*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a

retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails Module D ~~unless the academy determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails Module D~~.

(E) **Scenario Tests.** As specified in *Training Specifications for the Reserve Training Module "D" - 1995*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails Module D ~~unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails Module D~~.

(F) **Exercise Tests.** As specified in *Training Specifications for the Reserve Training Module "D" - 1995*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate

proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails Module D ~~unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails Module D~~.

(G) **Learning Activities.** As specified in *Training Specifications for the Reserve Training Module "D" - 1995*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails Module D unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails Module D.

(H) **Physical Conditioning Program.** Students must complete the POST physical conditioning program as described in the *Basic Academy Physical Conditioning Manual - 1990*.

(I) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students shall pass a POST-developed physical abilities test battery as described in Section 1-3(b)(8).

(d) Testing and Training Requirements for the Transition Program-Pilot Format

The testing and training requirements in this section apply to Regular Basic Courses that POST has certified

for presentation in the two-part, *transition program-pilot format* [defined in Section 1-3(a)(6)(C)]. Successful completion of part 1 and part 2 fulfills the requirements for the Regular Basic Course.

(1) **Topics.** Instruction shall be delivered on all topics specified in *Training Specifications for the Regular Basic Course - 1995* as described below:

(A) **Part 1.** Instruction on topics specified in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, and 42 shall be delivered in AJ or CJ courses [as defined in Section 1-3(a)(6)(C)].

(B) **Part 2.** Instruction on topics specified in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, and 41 shall be delivered by an academy.

(2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in *Training Specifications for the Regular Basic Course - 1995.*

(3) **Paper-and-Pencil Tests**

(A) **Knowledge Tests Administered During Part 1 of the Instructional Sequence.** As specified in *Training Specifications for the Regular Basic Course - 1995*, a POST-constructed knowledge test is required in some, but not all, learning domains. Where a POST-constructed knowledge test is required in learning domains 1 through 10, 15 through 18, 31, 36, 37, 39, 40, or 42, these required tests are waived in lieu of the POST-constructed comprehensive test that must be passed before entering part 2 of the instructional sequence. However, a POST-constructed knowledge test is required for learning domain 34, First Aid and CPR, which is in the part 1 instructional sequence. Students who fail the First aid and CPR POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the course instructor, to prepare for a retest; and (c) be provided with an opportunity to be retested with an alternate form of the same test. If a student fails the

second test, the student cannot advance to part 2 of the instructional sequence.

(B) **POST-Constructed Comprehensive Test.** Students who complete the instruction specified in Section 1-3(c)(1)(A) must pass a POST-constructed comprehensive test [as defined in Section 1-3(a)(7)(B)] before advancing to part 2 of the instructional sequence. The POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 1 through 10, 15 through 18, 31, 36, 37, 39, 40, and 42. The test shall be administered and scored by POST or its agents, not by an academy or community college. Students who fail the POST-constructed comprehensive test on the first attempt shall: (a) be provided with information about their test performance that does not compromise test security; (b) have a minimum of 30 calendar days (from date notification of results is mailed) to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student cannot advance to part 2 of the instructional sequence.

(C) **POST-Constructed Knowledge Tests Administered During Part 2 of the Instructional Sequence.** As specified in *Training Specifications for the Regular Basic Course - 1995*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, it shall be administered by an academy during part 2 of the instructional sequence. Students must earn a score on each knowledge test that is equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails part 2 of the instructional sequence ~~unless the academy~~

~~determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails part 2 of the instructional sequence~~.

(4) **Other Tests.**

(A) **POST-Developed Report Writing Test.** Students who complete the instruction specified in Section 1-3(c)(1)(A) shall be required to pass a POST-developed report writing test before advancing to part 2 of the instructional sequence. The report writing test assesses the knowledge and skills required to write law enforcement reports. The test shall be administered and scored by POST or its agents, not by an academy or community college. Students who fail the POST-developed report writing test on the first attempt shall: (a) be provided with information about their test performance that does not compromise test security; (b) have a minimum of 30 calendar days (from date notification of results is mailed) to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-developed, alternate form of the same test. If a student fails the second test, the student cannot advance to part 2 of the instructional sequence.

(B) **Scenario Tests Administered During Part 2 of the Instructional sequence.** Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails part 2 of the instructional sequence ~~unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a~~

~~student fails to clearly demonstrate proficiency on the third test, the student fails part 2 of the instructional sequence~~.

(C) **Exercise Tests Administered During Part 1 of the Instructional sequence.** As specified in - *Training Specifications for the Regular Basic Course - 1995*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, or 42, it shall be administered in conjunction with AJ or CJ courses [as defined in Section 1-3(a)(6)(B)]. On each required exercise test, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency shall be determined by the course instructor. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student cannot advance to part 2 of the instructional sequence ~~unless the instructor determines that there were extenuating circumstances or the student performed marginally (as determined by the instructor), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student cannot advance to part 2 of the instructional sequence~~.

(D) **Exercise Tests Administered During Part 2 of the Instructional sequence.** Where an exercise test is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, it shall be administered by an academy. On each required exercise test, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails part 2 of the instructional sequence ~~unless the academy determines that there were~~

~~extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails part 2 of the sequence~~.

(5) **Learning Activities in Part 1 of the Instructional Sequence.** As specified in *Training Specifications for the Regular Basic Course - 1995*, learning activities are required in some, but not all, learning domains. Where a learning activity is required in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, or 42, the opportunity to participate in that activity shall be provided in conjunction with AJ or CJ courses [as defined in Section 1-3(a)(6)(B)]. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student cannot advance to part 2 of the instructional sequence.

(6) **Learning Activities in Part 2 of the Instructional Sequence.** Where a learning activity is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, the opportunity to participate in that activity shall be provided by an academy during part 2 of the instructional sequence. A student who does not participate in a learning activity when given the opportunity fails part 2 of the instructional sequence unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails part 2 of the instructional sequence.

(7) **Physical Conditioning Program.** Students shall complete the POST physical conditioning program at an academy during part 2 of the instructional sequence. Requirements for completing the program

are described in the *Basic Academy Physical Conditioning Manual - 1990.*

(8) **Physical Abilities Test Battery**. At the conclusion of the POST physical conditioning program, students shall pass a POST-developed physical abilities test battery as described in Section 1-3(b)(8).

(9) **Additional Criteria for Applicants Entering Part 2 of the Instructional Sequence.** In addition to other minimum requirements for attendance of a Regular Basic Course, applicants to part 2 of the instructional sequence must receive a minimum passing score on the POST-constructed comprehensive test and the POST-developed report writing test. Presenters of part 2 shall verify with POST that these minimum testing scores have been met. Academies may establish additional criteria for entering part 2 of the instructional sequence.

(10) **Additional Requirements for Completing Part 2 of the Instructional Sequence.** POST has established minimum, statewide training standards for completing the Regular Basic Course in the *transition program-pilot format.* However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

(11) **Administration, Scoring, and Processing of the POST-Constructed Comprehensive Test and the POST-Developed Report Writing Test.** The procedures for taking the POST-constructed comprehensive test and the POST-developed report writing test are described below:

(A) **Requirements for Taking the Tests.** To be eligible to take the POST-constructed comprehensive test and the POST-developed report writing test, students must successfully complete part 1 of the instructional sequence. Successful completion of part 1 is defined as a community college transcript indicating that the student received credit for all AJ/CJ courses that incorporates POST-certified part 1 testing and training requirements specified in Sections 1-3(d)(1) to 1-3(d)(5), inclusive, and a signed attestation by the community college AJ/CJ

department head that the student met or exceeded these part 1 testing and training requirements.

(B) **Application to Take the Tests.** A request to take the tests must be submitted to POST in writing. The request must include the applicant's full name, social security number, mailing address, and telephone number. The request must also include the name of the community college(s) where the part 1 curriculum was completed and the dates of attendance. Applicants must arrange for the community college(s) to send the applicant's community college transcript(s) directly to POST. The transcript(s) must include or be accompanied by an attestation(s) as described in section (d)(11)(A). Both the transcript(s) and attestation(s) must include the applicant's full name, social security number, and mailing address. Receipt by POST of the written request, the applicant's transcript(s) and the community college AJ/CJ department head's attestation(s) completes the application process.

(C) **Notification of Eligibility.** POST shall notify applicants that they are either eligible or ineligible to take the tests within 30 calendar days of the day on which the application process is completed. If the applicant is not eligible to take the test, the notification shall state the reasons for the applicant's ineligibility.

(D) **Scheduling.** Applicants who are eligible to take the tests shall be scheduled for the tests within 90 calendar days of the day on which the application process was completed. Applicants shall be notified of the time and date of the tests at least 30 calendar days prior to the day on which the tests will be administered.

(E) **Notification of Test Results.** Applicants shall be notified in writing of their test results, pass or fail, within 30 calendar days of taking the tests. For examinees who failed the test, POST shall identify those areas where the examinees' performance was below average.

(F) **Failure on the First Attempt.** Examinees who fail either or both tests on their first attempt may submit a written request to be retested. The request to retest must include the

applicant's full name, social security number, mailing address, and telephone number. The request must also include the date and location where the examinee was originally tested.

(G) **Retesting.** POST shall retest examinees who fail a test on their first attempt no later than 90 calendar days after the examinee has submitted a written request to be retested.

(H) **Notification of Retest Results.** Examinees shall be notified of their test results within 30 calendar days of the day on which they were retested.

(G) **Failure on the Second Attempt.** Examinees who fail either test on their second attempt shall not be retested and cannot advance to part 2 of the instructional sequence.

1-4. ***

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to the Regular Basic Course Performance Objectives		Meeting Date April 18, 1996
Bureau Standards and Evaluation	Reviewed By John G. Berner	Researched By Jim Norborg
Executive Director Approval Norman C. Boehm	Date of Approval 3-29-96	Date of Report March 28, 1996
Purpose [X] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact:	[ ] Yes (See Analysis for 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 changes to the Regular Basic Course performance objectives as described in this report?

BACKGROUND

Performance objectives serve as blueprints for constructing the tests administered to regular basic course students. Commission Policy C13 requires that major changes to the objectives (additions or deletions) be approved by the Commission in advance of their adoption. As a matter of practice, virtually all changes are reported to the Commission before adoption.

The proposed changes to the performance objectives are the result of ongoing review of the regular basic course curriculum. The intent is to keep the regular basic course curriculum and the corresponding tests up to date and technically sound. The proposed changes have been approved by the consortium of basic academy directors and are consistent with the *Training Specifications for the Regular Basic Course - 1995*.

ANALYSIS

This report describes proposed changes to the performance objectives in two learning domains: Domain #25, Domestic Violence, and Domain #30, Preliminary Investigation.

Domain #25

The proposed changes to Domain #25, Domestic Violence, would add eleven performance objectives, delete two, and modify one. The changes mirror revisions to the *Training Specifications for the Regular Basic Course - 1995* that are explained in another agenda item, and are the result of a reevaluation of the domestic violence curriculum undertaken in response to Senate Bills 132, 169, and 591.

Three of the proposed new objectives call for exercise tests in which the student must demonstrate how to verify the validity of a protective order (8.47.16), enforce a protective order (8.47.17), and obtain an emergency protective order (8.47.18).

The other eight proposed new objectives call for paper-and-pencil testing. Four (8.47.13a - 8.47.13d) require the student to demonstrate understanding of terminology used in Section 13700 et seq. of the Penal Code and related statutes that officers must understand to carry out the legislature's intent to maximally protect the victims of domestic violence. Three others focus on violations of criminal law that are likely to present themselves in the context of a domestic conflict, and require students to: (a) identify when certain crimes have occurred (8.47.14a), (b) identify the crimes by name (8.47.14(b), and (c) identify the crimes by classification (8.47.14c). The last new objective (8.47.15) would replace one of the two objectives recommended for deletion (8.47.12), and is recommended for replacement in order to eliminate ambiguous test items. The current objective requires students to identify an appropriate response to a domestic violence incident depicted in a word picture test item, but leaves undefined what are appropriate and inappropriate response options. The new objective describes specific conditions and response options (appropriate and inappropriate) that are available to an officer under those conditions, and is designed to eliminate ambiguous test items.

The other objective recommended for deletion (8.47.1) requires the student to identify "domestic disputes," "domestic violence incidents," and "civil disputes" based on situations depicted in work picture test items, and is redundant as the result of the addition of the eight new objectives.

All proposed changes to Domain #25 are shown in Attachment 1 in underline-strikeout format. A brief explanation of each change is also provided in Attachment 1.

<u>Domain #30</u>. The proposed changes to Domain #30, Preliminary Investigation, would modify six objectives and delete seven. All proposed changes are with reference to objectives which call for either exercise or scenario testing. Three exercise tests and four scenario tests would be eliminated. All changes mirror revisions to the *Training Specifications for the Regular Basic Course - 1995*, and explanations of each change are provided in the agenda item report on modifications to the *Training Specifications*.

The three exercise test objectives recommended for deletion call for the student to locate latent and plastic prints (10.5.2), prepare an evidence list that documents chain of custody (10.7.2), and roll a full set of legible prints (10.5.3) The requirements of the first two deleted objectives will be added to an existing scenario test objective (10.2.1), and thus will be maintained. The requirements of the deleted objective which calls for the student to roll a full set of legible prints will not be retained elsewhere based on input from instructors that the majority of field officers do not perform this task.

The four scenario test objectives recommended for deletion call for the student to complete those tasks delegated to an officer responding to a burglary (10.13.1), grand larceny (10.14.1), felonious assault (10.15.1), and suicide (10.18.1). As described more fully in the agenda item report modifying the *Training Specifications*, the rationale for deleting these scenario tests is that the basic investigative skills required by the tests will be largely assessed in other, expanded, scenario test requirements for conducting a preliminary investigation of a crime scene (10.1.1), and conducting preliminary investigations of sexual assault and homicide crime scenes (objectives 10.16.1 and 10.17.1). Further, the crimes of burglary, grand theft, felonious assault and suicide will be added to existing learning activities to ensure that the specifics of these investigations will continue to be addressed in the curriculum.

Attachment 2 shows all proposed changes to Domain #30 in underline-strikeout format, and a brief explanation of each change.

RECOMMENDATION

Approve the proposed changes to the regular basic course performance objectives effective for all academy classes that start on or after July 1, 1996.

ATTACHMENT 1: LEARNING DOMAIN #25
DOMESTIC VIOLENCE

8.47.1 ~~Given a word picture depicting a domestic dispute, a domestic violence incident or a civil dispute, the student will determine what situation is depicted.~~

Explanation. Objective 8.47.1 requires students to identify "domestic disputes," "domestic violence incidents," and "civil disputes" based on situations depicted in word-picture test items. According to subject matter experts (SMEs), the key issue is the students' ability to discriminate between noncriminal "domestic disputes" and criminal "domestic violence incidents." Objectives 8.47.13a-8.47.13d require students to demonstrate their knowledge of terminology, including the terms "domestic dispute" and "domestic violence." Students also are required to discriminate between domestic disputes (noncriminal incidents) and domestic violence incidents (crimes) by objectives 8.47.14a-8.47.14c and 8.47.15. Therefore, objective 8.47.1 is redundant and deletion is recommended.

8.47.12 ~~Given a word picture depicting a possible domestic violence incident and the manner in which the officer responded, the student will identify if the response was appropriate.(3-1-94)~~

~~A. The depiction should include whether or not:~~
~~1. The suspect had a prior history of arrests or citations involving domestic violence~~
~~2. The suspect had a prior history of other assaultive behavior (e.g., arrest/convictions for battery or aggravated assaults)~~
~~3. Statements taken from the victim indicated that the suspect had a history of physical abuse towards the victim~~
~~4. Statements taken from the victim expressed fear of retaliation or further violence should the suspect be released~~
~~5. Firearms were involved~~
~~6. A court order existed and was being violated or was previously violated (including temporary restraining order, emergency protective order, stay-away order and permanent restraining order)~~
~~7. The suspect was in lawful possession of the residence and the victim requested that the suspect leave~~
~~8. The victim was injured or claimed to be injured~~
~~9. The victim expressed fear of being left alone or the officer determined the victim needed to be taken to an alternate shelter~~
~~10. The victim wanted to leave but needed to remove some essential items~~
~~B. The circumstances depicted should require one of the following responses by the officer:~~
~~1. Made an arrest when there was reasonable cause to believe that a felony occurred~~
~~2. Made an arrest when there was reasonable cause to believe that a misdemeanor occurred in the officer's presence (violation of restraining order Penal Code Section 273.6 or 166(4))~~

3. ~~If the crime was committed out of the officer's presence, informed the victim of the right to make a private person's arrest and advised the victim on how to do it safely (Penal Code Section 836)~~
4. ~~Requested emergency protective orders when appropriate (Code of Civil Procedure Section 46(b))~~
5. ~~Verified and enforced restraining orders (Penal Code Sections 166(4) and 13730)~~
6. ~~Wrote a retrievable domestic violence incident report and included whether weapons were involved, if applicable (Penal Code Sections 13730(a)(c) and 13701(i))~~
7. ~~Provided the victim with the case number of the report or explained how to obtain it (Penal Code Section 13701(i))~~
8. ~~Accepted a private person's arrest~~
9. ~~Assisted in obtaining appropriate medical attention for the victim~~
10. ~~Assisted in making arrangements to transport the victim to an alternate shelter~~
11. ~~If requested by victim, stood by for a reasonable amount of time while victim removed essential items of personal property~~
12. ~~Seized any firearms in plain sight or found during a consent search and took them into temporary custody (Penal Code Section 12028.5)~~
13. ~~Provided a printed information card to the victim~~

Explanation. The test items based on objective 8.47.12 are not functioning properly because the response options are undefined, resulting in ambiguous test items. A new objective (8.47.15) was written that describes specific conditions and the response options (appropriate and inappropriate) that are available to an officer under those conditions. These explicitly stated condition-response options should eliminate any ambiguity in the test items. Therefore, it is recommended that objective 8.47.12 be deleted and replaced by objective 8.47.15.

8.47.13a Given the definition of one of the terms listed below, the student will select the term that most closely matches the definition.

A. **Domestic dispute** - a disagreement that does not involve violence, threats of violence, or violations of court orders between a person who is an adult or fully emancipated minor and a second person who is an adult or a fully emancipated minor where the first person is a spouse, cohabitant, former cohabitant, or person with whom the second person has had a child or is having or has had a dating or engagement relationship.

B. **Domestic violence** - abuse committed against an adult or a fully emancipated minor who is a spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. (Penal Code Section 13700)

C. **Abuse** - intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury. (Penal Code Section 13700)

D. **Cohabitant** - two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the parties while sharing the same living quarters; (2) sharing income or expenses; (3) joint use or ownership of property; (4) whether the parties hold themselves out as husband and wife; (5) the continuity of the relationship; and (6) the length of the relationship. (Penal Code Section 13700)

E. **Traumatic Condition** - means a condition of the body, such as a wound or external or internal injury, whether of a minor or serious nature, caused by a physical force. (Penal Code Section 273.5(c))

F. **Primary aggressor** - the person determined to be the most significant, rather than the first, aggressor. In identifying the primary aggressor, an officer shall consider the intent of the law to protect victims of domestic violence from continuing abuse, the threats creating fear of physical injury, the history of domestic violence between the persons involved, and whether either person acted in self-defense. (Penal Code Section 13701)

G. **Family or household member** - a spouse, former spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any person who regularly resides or who regularly resided in the household. (Penal Code Section 12028.5)

H. **Affinity** - relationship by marriage which includes the blood relatives of a person's spouse and the relatives by marriage of a person's spouse. For example, the relationship between a husband and his wife's sister or brother is a direct relationship by marriage, and the relationship between a husband and his wife's sister-in-law or brother-in-law is an indirect relationship by marriage.

I. **Consanguinity** - the relationship between blood relatives. For example, the relationship between a person and his or her children, parents, grandparents, brothers, sisters, aunts, and uncles is by blood or *consanguineous*.

J. **Consanguinity or affinity within the second degrees** - is mother, father, sister, brother, aunt, uncle, nephew, niece, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, and brother-in-law.

K. **Emergency protective order** - an ex parte order issued by a judicial officer at the request of a law enforcement officer (usually by telephone) to protect a person in immediate and present danger of domestic violence or a child in immediate and present danger of abuse by a family or household member. Emergency protective orders are available 24 hours a day, whether or not court is in session. A law enforcement officer who requests an emergency protective order must reduce the order to writing and sign it. The officer must also serve the order on the restrained person (if possible), give a copy

of the order to the protected person, and file a copy of the order with the court as soon as practicable. An emergency protective order expires either at: (1) the close of judicial business on the fifth court day following the day of its issuance; or (2) the seventh calendar day following the day of its issuance, whichever occurs first. (Family Code Sections 6240-6257)

L. **Protective order** - a civil court order issued for the purpose of preventing a recurrence of domestic violence. The court may prohibit the enjoined party from contacting, molesting, attacking, striking, threatening, sexually assaulting, battering, telephoning, harassing, or otherwise disturbing the peace of the other party. The court may also exclude the enjoined party from the family dwelling, prohibit specified behavior necessary to effectuate the order, and determine temporary custody and support of a minor child. Orders are effective until the date of expiration. If no date of expiration is listed on the order it expires three years from date of issuance. (Family Code Sections 6300-6345)

M. **Criminal stay-away order** - an order issued by a criminal court, as part of a criminal case, to prevent violence or intimidation by the defendant. Stay-away orders are available to victims and witnesses. Orders are effective for the duration of the criminal proceedings.

N. **Family violence** - domestic violence as defined in Penal Code Section 13700 and also abuse perpetrated against a family or household member. (Penal Code Section 12028.5)

O. **Private person's or citizen's arrest** - an arrest by a person other than a peace officer for a public offense committed or attempted in the person's presence or for a felony not committed in the person's presence. (Penal Code Section 837 and 836(b))

Explanation. Section 13700 et seq. of the Penal Code and related statutes use terminology that officers must understand to carry out the legislature's intent to maximally protect the victims of domestic violence. It is therefore proposed that four new objectives, 8.47.13a-8.47.13d, be added that require students to demonstrate their understanding of these terms in a variety of contexts. The use of four objectives to assess knowledge of this terminology provides SMEs with four different formats for writing test items. It is hoped that this added flexibility will allow SMEs to select the format best suited to assessing the students' knowledge of each term.

8.47.13b Given an incomplete sentence that uses one of the terms listed in **objective 8.47.13a**, the student will select the option that best completes the sentence.

Explanation. See explanation under objective 8.47.13a.

8.47.13c Given a sentence or short paragraph that uses one of the terms listed in **objective 8.47.13a**, the student will select the interpretation of the sentence or paragraph that is most consistent with the meaning of term.

Explanation. See explanation under objective 8.47.13a.

8.47.13d Given a short paragraph that invokes a concept encompassed by one of the terms listed in **objective 8.47.13a**, the student will select the interpretation most consistent with the concept.

Explanation. See explanation under objective 8.47.13a.

8.47.14a Given a word picture depicting a domestic conflict, the student will identify whether a crime has been committed. The crimes shall be limited to those listed below:

A. Willful disobedience of any process or order lawfully issued by any court, misdemeanor. (Penal Code Section 166(a)(4))
B. False imprisonment, misdemeanor/felony. (Penal Code Section 236/237)
C. Assault with a deadly weapon, misdemeanor/felony. (Penal Code Section 245)
D. Shooting at inhabited dwelling house, felony. (Penal Code Section 246)
E. Rape of spouse, felony. (Penal Code Section 262/264)
F. Endangering person or health of a child, misdemeanor/felony. (Penal Code Section 273a)
G. Corporal injury of child, felony. (Penal Code Section 273d)
H. Willful infliction of corporal injury, misdemeanor/felony. (Penal Code Section 273.5)
I. Intentionally and knowingly violate protective order, misdemeanor/felony. (Penal Code Section 273.6)
J. Violation of custody order, misdemeanor/felony. (Penal Code Section 278.5)
K. Disturbing the peace, misdemeanor. (Penal Code Section 415)
L. Draw or exhibit deadly weapon in rude, angry or threatening manner, misdemeanor/felony. (Penal Code Section 417)
M. Forcible entry and detainer, misdemeanor. (Penal Code Section 418)
N. Terrorist threats, misdemeanor/felony. (Penal Code Section 422)
O. Burglary, felony. (Penal Code Section 459/461)
P. Malicious destruction of cable television, telephone or electric lines, misdemeanor. (Penal Code Section 591)
Q. Vandalism, misdemeanor/felony. (Penal Code Section 594)
R. Trespass by credible threat to cause serious bodily injury, misdemeanor. (Penal Code Section 601)
S. Single lodger failure to vacate owner-occupied building, infraction. (Penal Code Section 602.3)
T. Unauthorized entry of property, misdemeanor. (Penal Code Section 602.5)
U. Stalking, misdemeanor/felony. (Penal Code Section 646.9)
V. Disorderly conduct (public intoxication), misdemeanor. (Penal Code Section 647(f))
W. Telephone calls with intent to annoy, misdemeanor. (Penal Code Section 653m)
X. Deadly weapons; possession with intent to assault, misdemeanor. (Penal Code Section 12024)

Explanation. There are Penal Code statutes that prohibit violence against strangers and family members alike (e.g., Penal Code Section 245, Assault with a deadly weapon) and others that prohibit violence only against family members (e.g., Penal Code Section 273.5, Willful infliction of corporal injury on a spouse). To fulfil the legislature's intention to "assure victims of domestic violence the maximum protection from abuse which the law and those who enforce the law can provide," officers must know how to enforce both general and specific prohibitions against violence. It is therefore proposed that three new objectives be added that require students to: (a) identify when certain crimes have occurred (8.47.14a), (b) identify the crimes by name (8.47.14(b), and (c) identify the crimes by classification (8.47.14c). These objectives differ from similar objectives in other domains because they focus on violations of criminal law as they are likely to present themselves in the context of a domestic conflict.

8.47.14b Given a word picture depicting a domestic conflict in which one of the crimes listed in **objective 8.47.14a** has been committed, the student will identify the crime by its common crime name.

Explanation. See explanation under objective 8.47.14a.

8.47.14c Given a word picture depicting a domestic conflict in which one of the crimes listed in **objective 8.47.14a** has been committed, the student will identify whether the crime is a misdemeanor or a felony.

Explanation. Objective 8.47.14c requires students to recognize, in the context of a domestic conflict, when certain crimes have been committed and to identify them by their crime classification (i.e. felony or misdemeanor).

8.47.15 Given a word picture depicting a domestic conflict, the student will select a course of action consistent with the condition-response options shown below.

A. **Condition:** Misdemeanor committed in officer's presence other than Penal Code Section 273.6. (Suspect present)
   1. Appropriate Response Options:
      a. Arrest and book
      b. Cite and release
   2. Inappropriate Responses:
      a. Advise suspect to leave
      b. Verbal reprimand
      c. Take no action

B. **Condition:** Misdemeanor other than Penal Code Section 273.6 not committed in officer's presence. (Suspect present)
   1. Appropriate Response Options:
      a. Advise of private person's arrest. If circumstances listed in Penal Code Section 853.6(i) exist, receive arrested person, and book

b. Advise of private person's arrest. If circumstances listed in Penal Code Section 853.6(i) do **not** exist, receive, cite and release

2. Inappropriate Responses:
   a. Officer initiates arrest and books
   b. Advise suspect to leave
   c. Take no action

C. **Condition:** Violation of a protective order (Penal Code Section 273.6) not committed in officer's presence. (Suspect present)
   1. Appropriate Response Options:
      Arrest and book
   2. Inappropriate Responses:
      a. Advise suspect to leave
      b. Take no action
      c. Cite and release

D. **Condition:** Violation of a protective order (Penal Code Section 273.6) committed in officers presence. (Suspect present)
   1. Appropriate Response Options:
      Arrest and book
   2. Inappropriate Responses:
      a. Cite and release
      b. Advise suspect to leave
      c. Take no action

E. **Condition:** Felony (Suspect present)
   1. Appropriate Response Options:
      Arrest and book
   2. Inappropriate Responses:
      a. Cite and release
      b. Advise suspect to leave
      c. Take no action

F. **Condition:** Domestic dispute where both parties are legally entitled to occupy residence and neither party wants to leave.
   1. Appropriate Response Options:
      a. Keep the peace
      b. Assist in conflict resolution
   2. Inappropriate Responses:
      a. Officer arrest and book
      b. Cite and release
      c. Advise of private person's arrest
      d. Take no action

G. **Condition:** Violation of the conditions of probation or parole. (Penal Code Sections 1203.2 and 3056).
   1. Appropriate Response Options:
      Rearrest and book
   2. Inappropriate Responses:
      a. Cite and release
      b. Advise suspect to leave
      c. Take no action
      d. Advise of private person's arrest

H. **Condition:** A complaint of pain or an apparent injury to an adult victim of Penal Code Section 273.5 (Suspect not present)
   1. Appropriate Response Options:
      a. Assist in obtaining appropriate medical attention

b. Offer to assist in arranging for transportation to an alternate shelter
c. Advise of victim of EPO availability

2. Inappropriate Responses:
a. Forcibly transport to medical facility
b. Take no action

I. **Condition:** Evidence insufficient to substantiate a crime. Both parties legally entitled to occupy residence and one party wants to leave with personal property.
1. Appropriate Response Options:
Provide civil standby
2. Inappropriate Responses:
a. Officer arrest and book
b. Cite and release
c. Advise of private person's arrest
d. Take no action

J. **Condition:** Suspect cannot be located. Victim is afraid to stay in residence or officer determines victim needs a safe place to stay.
1. Appropriate Response Options:
a. Arrange for transportation to an alternate shelter
b. Advise victim of EPO availability
2. Inappropriate Responses:
a. Advise of private person's arrest
b. Take no action

K. **Condition:** At the scene of a family violence incident, a deadly weapon or firearm is in plain sight or found during a consent search. (Penal Code Section 12028.5)
1. Appropriate Response Options:
a. Seize any firearm
b. Seize any weapon or potential weapon listed in Penal Code Section 12020
2. Inappropriate Responses:
a. Take any weapon or potential weapon that is not a firearm and is not listed in Penal Code Section 12020 (e.g., kitchen knife, hammer)
b. Destroy any weapons found

Explanation. As described above, objective 8.47.12 requires students to identify an appropriate response to a domestic violence incident when the incident is depicted in a word-picture test item. However, the test items based on objective 8.47.12 are not functioning properly because they are ambiguous. Therefore, this objective (8.47.15) was written to explicitly describe the conditions that will be depicted in the test items and the appropriate and inappropriate response options associated with each condition. It is recommended that objective 8.47.15 be added and 8.47.12 be deleted.

8.47.16 Given a facsimile of an emergency protective order, protective order, or a criminal stay-away-order, the student will demonstrate how to verify the validity of the order. The test shall minimally assess the student's ability to confirm that the following information is present and correct:

A. A court stamp
B. A case control number

C. An expiration date
D. The person to be protected
E. The person to be restrained
F. A judge's signature
G. Proof of service

Explanation. Objective 8.47.16 is a new objective that would require students to demonstrate that they know how to verify the validity of a protective order. It corresponds to a new exercise test required by a proposed change to the *Training Specifications for the Regular Basic Course - 1995*. The reason for adding the new exercise test is described in the agenda item that modifies the *Training Specifications*.

8.47.17 Given a simulated domestic dispute involving a violation of a protective court order, the student will demonstrate the ability to take the appropriate action. The appropriate action includes:

A. Arrest or acceptance of a private person's arrest
B. Proper enforcement of the terms of the order
C. Determination of the primary aggressor in mutual orders
D. Arrest without a warrant for a violation of a protective order not committed in the officer's presence

Explanation. Objective 8.47.17 is a new objective that would require students to demonstrate that they know how to enforce a protective order. It corresponds to a new exercise test required by a proposed change to the *Training Specifications for the Regular Basic Course - 1995*. The reason for adding the new exercise test is described in the agenda item that modifies the *Training Specifications*.

8.47.18 Given a simulation or other depiction of a domestic violence incident, the student will demonstrate the ability to obtain an emergency protective order. The test shall minimally include:

A. Determining what party is eligible
B. Grounds for issuance
C. Procedures to obtain the order
D. Completion of the proper documents
E. Scope and duration of the order
F. Data entry into the Domestic Violence Restraining Order System (DVROS)
G. Distribution of forms

Explanation. Objective 8.47.18 is a new objective that would require students to demonstrate that they know how to obtain an emergency protective order. It corresponds to a new exercise test required by a proposed change to the *Training Specifications for the Regular Basic Course - 1995*. The reason for adding the new exercise test is described in the agenda item that modifies the *Training Specifications*.

8.47.11 Given a ~~scenario~~ simulation of a domestic violence incident, the student will intervene and investigate. The test shall minimally include: ~~handle a domestic violence situation meeting all criteria of legislative intent, safety, effectiveness, legality, and reasonableness.~~

A. Intervention and management of a domestic violence incident
B. Demonstration of knowledge of domestic violence laws and arrest procedures
C. Controlling and interviewing involved parties
D. Compliance with reporting requirements
E. Offer of protection and assistance
F. Demonstration of knowledge of victim services, legal rights and remedies
G. Conducting an effective preliminary investigation including evidence collection
H. Demonstration of incident closure skills

Explanation. Objective 8.47.11 is an existing objective that requires students to "handle" a domestic violence situation in a scenario test. The proposed modifications to the objective would require students to "intervene" and "investigate" a domestic violence incident. The proposed modifications also list the knowledge and skills that the students are supposed to demonstrate during the scenario test. These changes correspond to changes required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reason for making these changes is described in the agenda item that modifies the *Training Specifications*.

ATTACHMENT 2: LEARNING DOMAIN #30
PRELIMINARY INVESTIGATION

10.6.2 Given a word picture depicting a crime scene where one of the following types of evidence must be collected, the student will identify the appropriate methods for protecting, collecting, marking (or tagging), and/or packaging evidence:

A. Fingerprints
B. Tools and toolmarks
C. Firearms
D. Bullets and projectiles
E. Shoe prints and tire tracks
F. Bite marks
G. Questioned documents
H. Paint
I. Glass
J. Fibers
K. Hairs
L. Body fluids
M. Soil

10.7.1 Given a word picture depicting the collecting and processing of evidence, the student will determine whether or not the chain of custody was maintained. (California Evidence Code and Case Law)

10.23.1 Given a word picture depicting a child's death, the student will identify whether or not indicators are present which would suggest the possibility of a Sudden Infant Death Syndrome (SIDS) death. The following indicators are generally present in a SIDS death:

A. A SIDS death generally occurs within one year of birth
B. A SIDS death generally occurs during a sleep period
C. SIDS infants appear to have been healthy
D. Generally there are no visible signs of trauma
E. Frothy or blood-tinged mucus or vomit may be present in or around the nose and/or mouth

10.23.3 Given a word picture describing a possible Sudden Infant Death Syndrome (SIDS) death and the subsequent response by a peace officer, the student will determine if the officer's response met the guidelines for handling a SIDS incident. The guidelines require that an officer:

A. Explain SIDS facts to involved parties
B. Explain required investigative tasks
C. Provide information concerning regional SIDS resources
D. Make an appropriate referral
E. Notify the coroner

F. Avoid making specific remarks which would demonstrate insensitivity to the survivors

10.2.1 Given a~~n exercise~~ simulated~~ing~~ a crime scene (premises or landscape) ~~where a legally authorized search is permissible~~, the student will ~~contain the crime scene,~~ search the ~~crime~~ scene, ~~locate and identify evidence,~~ generate ~~prepare~~ crime scene notes, and prepare a crime scene sketch The test shall minimally assess the student's ability to ~~of the crime scene using the following criteria~~:

A. ~~The search should~~ ~~u~~Use a systematic method ~~such as the strip, spiral or quadrant technique~~ to search the scene and recover all items of evidence

B. Generate crime scene notes that document observations, scene conditions and investigative actions ~~The physical evidence should minimally include instruments, of the crime, contraband, fruits of the crime, and other evidence pertinent to the event selected~~

C. Generate a crime scene sketch that includes measurements, reference points, identification of evidence, a legend and the direction of north
~~Crime scene notes should minimally include:~~
~~1. Observations of significant conditions present at the time of arrival~~
~~2. Identification of victim(s), witness(es), suspect(s), and other person(s) at the crime scene, as appropriate~~
~~3. A chronological account of actions taken until relieved~~
~~4. Recording of any identification and handling of items of evidence~~

D. Locate latent and plastic prints placed on objects of varying texture and color~~The crime scene sketch should include the following:~~
~~1. Appropriate measurements~~
~~2. Identification of items of evidence~~
~~3. Identification of reference points~~
~~4. Scale to which sketch is drawn~~
~~5. A legend~~
~~6. Direction of north~~

F. Complete the necessary forms generally utilized by law enforcement to insure the chain of custody

Explanation. Objective 10.2.1 is an existing objective that requires students to contain and search a crime scene in an exercise test. The proposed changes correspond to changes in the exercise test required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reasons for making these changes are described in the agenda item that

modifies the *Training Specifications*.

~~10.5.2 Given an exercise wherein a variety of latent and plastic prints have been placed on a number of items which vary in texture and color, the student will locate the prints.~~

Explanation. Objective 10.5.2 requires students to locate latent and plastic prints during an exercise test. This exercise test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*, whereby the requirement to locate latent and plastic prints is added to an existing scenario test (see objective 10.2.1).

~~10.5.3 The student will roll a full set of legible fingerprints on a standard FBI fingerprint card.~~

Explanation. Objective 10.5.3 requires students to roll a full set of legible fingerprints in an exercise test. This exercise test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*, which call for deletion of the test on the basis that the majority of field officers never perform this task.

~~10.7.2 Given a word picture of a situation where evidence was collected and a list made of the evidence, the student will complete the necessary forms generally utilized by law enforcement to insure the chain of custody.(7-1-84)~~

Explanation. Objective 10.7.2 requires students to prepare an evidence list that documents the chain of custody in an exercise test. This exercise test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*, whereby the requirement to complete the necessary forms to insure chain of custody is added to an existing scenario test (see objective 10.2.1).

10.23.2 Given a~~n exercise depicting a possible~~ simulated SIDS death scene, the student will identify, either verbally or in writing, the types of information and community resources that may assist SIDS survivors. ~~They are:~~

A. Explanation of SIDS facts to involved parties, as appropriate
B. Explanation of required investigative tasks and need for complete investigation
C. Availability of local and regional SIDS survivor support groups
D. Referral to county public health nurse
E. State agencies responsible for SIDS education,

SIDS survivor counseling and support

F. County coroner's office/medical examiner's office

Explanation. Objective 10.23.2 is an existing objective that requires students to identify the information that should be made available to SIDS survivors in an exercise test. The changes to the objective correspond to changes in the exercise test required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reasons for making these changes are described in the agenda item that modifies the *Training Specifications*.

10.1.1 Given a ~~scenario depicting a~~ simulated crime scene, the student will ~~effectively~~ conduct a preliminary investigation. The test shall minimally assess the student's ability to ~~that would minimally include~~:

A. Proceed safely to the scene ~~Location and identification of suspects, witnesses, and victims~~

B. Determine need for emergency medical services and aid any injured persons ~~Conduct initial interviews~~

C. Verify that a crime has occurred~~Complete field notes, noting conditions and events~~

D. Identify and arrest the perpetrator(s), if appropriate~~Complete written reports as may be required~~

E. Provide dispatch with any information about the perpetrator(s) including physical descriptions, direction of flight, mode of travel, and other pertinent information as soon as possible

F. Contain and protect the crime scene and cause the proper collection of evidence

G. Locate and interview witnesses and identify other sources of information

H. Collect all available information necessary to write a clear and accurate report (who, what, when, where, why, and how)

Explanation. Objective 10.1.1 is an existing objective that requires students to conduct a preliminary investigation of a simulated crime scene in a scenario test. The proposed changes correspond to changes in the scenario test that are described in the agenda item that modifies the *Training Specifications for the Regular Basic Course - 1995*, whereby students will be required to demonstrate 8 steps of a preliminary investigation.

~~10.13.1 Given a scenario, the student will satisfactorily handle those tasks delegated to a field officer responding to an alleged burglary.~~

Explanation. Objective 10.13.1 requires students to handle those tasks delegated to an officer responding to a burglary in a scenario test. This scenario test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. whereby the basic investigative skills assessed in the test will be evaluated in an expanded scenario test that requires the student to demonstrate the 8 steps of a preliminary criminal investigation (see objective 10.1.1), and the specific requirements associated with a burglary investigation will be addressed in an expanded learning activity (see 13.30.5).

~~10.14.1 Given a scenario, the student will satisfactorily complete those tasks delegated to a field officer responding to an alleged grand larceny.~~

Explanation. Objective 10.14.1 requires students to complete those tasks delegated to an officer responding to a reported grand larceny in a scenario test. This scenario test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. whereby the basic investigative skills assessed in the test will be evaluated in an expanded scenario test that requires the student to demonstrate the 8 steps of a preliminary criminal investigation (see objective 10.1.1), and the specific requirements associated with a burglary investigation will be addressed in an expanded learning activity (see 13.30.5).

~~10.15.1 Given a scenario, the student will satisfactorily complete those tasks delegated to a field officer responding to an alleged felonious assault.~~

Explanation. Objective 10.15.1 requires students to complete those tasks delegated to an officer responding to a felonious assault in a scenario test. This scenario test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*, based on the rationale that the fundamental responsibilities of the preliminary investigator of a felonious assault are highly similar to, and will be evaluated as part of, more complex sexual assault and homicide scenario tests (see 10.16.1 and 10.17.1). Further, the investigative activities specific to felonious assaults will continue to be addressed in an expanded learning activity (see 13.30.2).

10.16.1 Given a ~~scenario~~ simulated sexual-assault crime scene, the student will perform those ~~satisfactorily accomplish all~~ tasks delegated to ~~a field officer~~ the responding officer ~~to an alleged sexual assault~~. The test shall minimally assess the student's ability to:

A. Apply laws related to sex crimes
B. Maintain an objective attitude toward the investigation of sex crimes
C. Understand the behavioral, emotional or physical reaction of the sex crime victim
D. Prioritize and perform investigative tasks
E. Conduct a comprehensive interview with the victim
F. Interrogate the suspect and obtain a confession
G. Collect evidence from the suspect

Explanation. Objective 10.16.1 is an existing objective that requires students to investigate a sexual-assault crime scene in a scenario test. The proposed changes correspond to changes in the scenario test required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reasons for making these changes are described in the agenda item that modifies the *Training Specifications*.

10.17.1 Given a ~~scenario~~ simulation of a homicide crime scene, the student will ~~satisfactorily~~ perform those tasks delegated to ~~a field officer~~ the responding officer~~to an alleged homicide~~. The test shall minimally assess the student's ability to:

A. Perform initial response actions
B. Determine if medical assistance is needed
C. Check for signs of life
D. Determine death based upon objective signs
E. Classify mode of death
F. Determine the need and summon assisting personnel or a supervisor
G. Manage and protect the crime scene

Explanation. Objective 10.17.1 is an existing objective that requires students to investigate a homicide scene. The proposed changes correspond to changes in the scenario test required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reasons for making these changes are described in the agenda item that modifies the *Training Specifications*.

~~10.18.1 Given a scenario, the student will satisfactorily perform those tasks delegated to a field officer responding to an apparent suicide.~~

Explanation. Objective 10.18.1 requires students to complete those tasks delegated to an officer responding to a suicide in a scenario test. This scenario test would be deleted by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*, on the basis that *Course - 1995*, based on the rationale that the fundamental responsibilities of the preliminary investigator of a suicide are highly similar to, and will be evaluated as part of, a more complex homicide scenario test (see 10.17.1). Further, the investigative activities specific to suicides will continue to be addressed in an expanded learning activity (see 13.30.4).

10.22.1 Given a ~~scenario~~ simulation of a child neglect, sexual abuse, physical abuse, or child exploitation crime scene, the student will ~~satisfactorily accomplish all~~ perform the following tasks delegated to ~~a field officer~~ the responding officer ~~to either an alleged child neglect, sexual abuse, physical abuse, or exploitation~~.

A. Establishing elements of the crime
B. Protecting the child's safety
C. Identifying the suspect
D. Locating witnesses
E. Recovering physical evidence, photographs, and statements
F. Demonstrating a knowledge of child abuse reporting procedures
G. Demonstrating a knowledge of the contents in a child abuse report
F. Effectively interviewing a child who may have been a victim of child abuse or sexual assault to include:
   1. Gaining the child's confidence
   2. Remaining neutral in the interview
   3. Speaking to the child in a level the child understands
H. Taking the child into protective custody

Explanation. Objective 10.22.1 is an existing objective that requires students to investigate a report of child neglect, sexual abuse, physical abuse, or exploitation in a scenario test. The proposed changes correspond to changes in the scenario test required by proposed changes to the *Training Specifications for the Regular Basic Course - 1995*. The reasons for making these changes are described in the agenda item that modifies the *Training Specifications*.

Learning Activities

13.30.1 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of a possible SIDS incident, the student will engage in a facilitated discussion relating to actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Indications that a SIDS death has occurred
4. Identification of information and community resources that may assist parents and/or child care workers involved in the investigation
5. Explanation of SIDS facts and required investigative tasks to parents and/or child care workers involved in the investigation
6. Physical evidence considerations

13.30.2 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of a possible kidnapping <u>that includes a felonious assault on the victim</u>, the student will engage in a facilitated discussion relating to actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Establishing the elements of the crime
4. Physical evidence considerations

13.30.3 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of a possible robbery, the student will engage in a facilitated discussion relating to actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Establishing the elements of the crime
4. Physical evidence considerations

13.30.4 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of an unattended death <u>that includes factors suggesting that the death may be a suicide</u>, the student will engage in a facilitated discussion relating to

actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Establishing whether or not a crime has occurred
4. Physical evidence considerations

13.30.5 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of an auto theft that also includes the specific elements of burglary and grand theft, the student will engage in a facilitated discussion relating to actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Establishing whether or not a crime has occurred
4. Physical evidence considerations
5. Vehicle identification numbers (VIN) locations

13.30.6 Given a re-enactment, simulation, role-play, word picture, verbal description, set of facts or other depiction of a poisoning, the student will engage in a facilitated discussion relating to actions which should be taken during a preliminary investigation. The discussion should address:

1. Initial actions
2. Sources of information
3. Establishing whether or not a crime has occurred
4. Physical evidence considerations

13.30.7 Given one or more video re-enactments, simulations, scenarios, role-plays or other depictions of interviews or interrogations, the student will participate in a facilitated discussion/critique which minimally addresses the following issues:

1. Mechanics of the interview process
2. Location and physical environment
3. Interviewer's actions and style
4. Types of questions

13.30.8 Given a simulation of a criminal trial, the student will participate in the event by either providing testimony or critiquing testimony provided by another

person. The simulation should incorporate a variety of questioning styles that officers are likely to encounter on the witness stand, including:

1. Badgering/belligerent
2. Offensive
3. Friendly
4. Condescending

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Augmentation to 1995/96 Contract for Administration of POST Reading & Writing Test Battery		Meeting Date April 18, 1996
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner
Executive Director Approval Norman C. Boehm	Date of Approval 3-29-96	Date of Report March 21, 1996
Purpose [X] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact:	[X] Yes (See Analysis for details) [ ] No

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

ISSUE

Request to augment the 1995/96 fiscal year contract with Cooperative Personnel Services (CPS) for administration of the POST reading and writing test battery by $6,000.

BACKGROUND

Since 1983, the Commission has authorized that the POST entry-level reading and writing test battery be made available to agencies in the POST reimbursable program at no cost. During this time, all test administration services have been provided under contracts with CPS.

ANALYSIS

The current fiscal year contract amount of $93,803.84 assumes a total of 28,750 test candidates. Based on testing volume for the first 8 months of the contract, it is estimated that the total test candidate count for the fiscal year will approach 40,000. A contract augmentation of $6,000 is needed to pay the additional costs associated with the greater than anticipated testing volume.

RECOMMENDATION

Authorize the Executive Director to augment the 1995/96 fiscal year contract with CPS for administration of the POST reading and writing test battery by $6,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Revised Command College/Executive Leadership Institute		Meeting Date April 18, 1996
Bureau Center for Leadership Development	Reviewed By Robert A. Fuller	Researched By Dave Hall/Bev Short
Executive Director Approval Norman C. Boehm	Date of Approval 4-2-96	Date of Report April 1, 1996

Purpose:

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

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

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

ISSUE

Revision of the two-year Command College program is conceptually complete, including the selection process, goals and objectives, curriculum, instructors, and final product as a contribution to law enforcement. Commission approval to begin the new, revised Command College August 4, 1996, and proceed in the final development of the revised program is being requested.

BACKGROUND

In July of 1994, the Center for Leadership Development received Commission approval to commence a study of the Command College. Subsequent progress reports have been received by the Commission and the Long Range Planning Committee detailing the varied methods used to evaluate the program's effectiveness and provide recommendations concerning its future design and content.

This report provides an update of the work completed since the January 1996 Commission meeting and includes a comprehensive summary and final recommendations related to the various components of the Command College program.

ANALYSIS

The primary goal of the revised Command College/Executive Leadership Institute is to provide an enhanced leadership course with a futures perspective to prepare the law enforcement leaders of today to lead into the future. The revised program has an emphasis on adult learning theories, placing more accountablility and responsibility on the student. Involvement in community and professional activities, an understanding of the dynamics of leadership, an understanding of the issues and concerns facing the future of California law enforcement, letters of reference attesting to the applicant's current and potential leadership

abilities, and knowledge of computers at the word processing level have been added as requirements for participation in the revised Command College.

Revised Program

The revised program addresses: 1) Six core topical sessions; 2) the application and selection process; and, 3) a Leadership Conference. The revised program has been shortened from ten sessions to six, and from two years to approximately seven months. The students will have an agreed amount of discretionary time beyond the core program to complete their written project. These revisions have resulted in over an 18 percent reduction in direct operating costs. See **Attachment A** for the former program design and costs on a per class basis.

Attachment B provides a summary of the major requirements of the revised program, a brief description and diagram of each of the six sessions, and estimated direct operating expenses on a per class basis.

Application and Selection

The method of selecting participants to attend the Command College was extensively reviewed and focused on its relevancy to success in the program, as well as placing an emphasis on the current and future leadership ability of the applicant. The high cost and other issues related to the assessment center approach for selection were also taken into consideration. After considerable input from stakeholders and the Command College Advisory Committee, the determination was made that the Command College should not be a "sign up-show up" course and that some type of a selection process should be retained. Consequently, the application was revised and an interview panel for the final selection decision is being recommended. See **Attachment C** for revised application and a description of the role of the interview panel.

Annual Leadership Conference

As part of the prior Command College program, a Graduate's Update Seminar was held annually as a means of bringing the graduates together for networking and keeping them informed of the key emerging issues impacting law enforcement in the future. The Seminars were well attended by over 100 graduates every year and were considered a success by those attending. In the interest of maximizing resources, the seminars were discontinued after the 1994 Update Seminar with the intent of evaluating the feasibility of expanding the Seminar to include all law enforcement leaders, whether or not they are a graduate of the Command College.

A Graduation/Presentation of Papers POST Special Seminar was part of the original Command College and occurred during the last workshop of the program. After careful consideration, the POST Special Seminar (Plan IV reimbursement) was discontinued with Class 18 (July 1994) and replaced with a recognition of completion of the program with only the participants' chief executive being invited, without POST reimbursement. This has proven to be anti-climatic for the hard work, personal sacrifices, and dedication to completing the program put forth by the participants. Additionally, there is a tremendous amount of research and information that should be shared with the entire law enforcement community.

As a solution to retaining the benefits of the Graduate's Update Seminar and in recognition of completion of the program and sharing of information, an Annual Leadership Conference is being recommended. The revised Command College has been designed to take the California law enforcement leadership into the 21st Century by providing a focus on leadership, while maintaining the futures perspective. An Annual Leadership Conference with program graduates, current students, agency executives, and Supervisory Leadership Institute graduates invited to attend would pave the way for a further understanding of the critical need for effective leadership now and into the future. It would also pave the way for those unable to attend the Command College an opportunity to gain an understanding of some of the emerging issues facing law enforcement and, where believed necessary, mitigate some of their impact. A Leadership Conference would serve as a forum to recognize the outstanding work of the recent graduates in terms of presentations of their papers, as well as a ceremony recognizing their completion of the program by a Commencement Ceremony. A Leadership Conference would also facilitate one of the most important aspects of the Command College, the development and maintenance of professional networks for sharing of information, both informally and formally. See **Attachment D** for more detailed information on the Leadership Conference.

Student Project

The Independent Study Project papers completed by graduates of the original Command College have come under close scrutiny the past couple of years. Some of the feedback has been that they are too technical in nature and while of some benefit, overall they were not specifically relevant to the participant's agency. Beginning with Class 15 (January 1993), the Project was divided into two parts, a technical portion and a journal article. Beginning with Class 21 (January 1996) only the journal article is being published, and persons requesting information on the technical/research aspect are being directed to the author.

While the majority of requests for Command College papers are from California law enforcement agencies, requests are also received from around the World. Many requests are from law enforcement agencies throughout the United States. To our knowledge, the project papers produced by the Command College graduates are one of a kind. In this regard, they are serving a purpose of a contribution to the field and body of knowledge and practice of law enforcement. It is the intent of the revised Command College to make this contribution even more relevant. Each student will be required to author a journal article of publishable quality on an issue relevant to his/her agency. Each will also be required to write a condensed version of the article for inclusion in a class anthology. The class anthology will provide interested readers with a series of articles based on issues impacting law enforcement in the future. These topics will also be addressed by the students during the proposed leadership conference. After reading the anthology, the journal article may be requested and will be provided via computer disk, the Internet, or some other form of electronic transfer.

Program Advisory Committee

Over the duration of this program revision, discussion has taken place about the Command College name. As a result it has been determined that it would be desirable to distinguish the original program from the revised program. It is recommended the revised Command College be referred to as **Command College/Executive Leadership Institute.**

A Command College/Executive Leadership Institute Advisory Committee has been established. The Committee is a representation of chiefs of police, sheriffs, graduates, current students, labor, faculty, and academia. See **Attachment E** for a roster of committee members. Many of the changes have come about as a result of the insight and expertise of the committee members. They represent key stakeholders in the Command College program, as well as the future leadership of California law enforcement. It is recommended that this committee meet twice yearly to continue guiding the program to meet the changing needs of California law enforcement leadership.

Master's Degree

Just as the original Command College was designed and developed during 1982 and 1983, the revised Command College/Executive Leadership Institute has been designed without regard to the requirements of academia for the award of master's program credit. There is still an interest on the part of some of the participants in the relationship between the Command College and master's credit. In this regard, we are recommending that POST

staff provide students with the names of the institutions interested in awarding college credits. The responsibility for meeting entrance requirements and seeking university credit will be placed solely on the student.

RECOMMENDATION

Approve the recommendations set forth in this report and proceed with the design and specific implementation of the revised Command College/Executive Leadership Institute in preparation for program presentation beginning with Class 24 on August 4, 1996.

Original Command College, Classes 1-23

COMMAND COLLEGE PROGRAM SCHEDULE

24 MONTHS FOR COMPLETION

WORKSHOPS

1 DEFINING THE FUTURE

2 HUMAN RESOURCE MANAGEMENT I

3 HUMAN RESOURCE MANAGEMENT II

4 PUBLIC FINANCE AND RESEARCH METHODS

5 HIGH TECHNOLOGY

6 FUTURES FORECASTING AND ANALYSIS

7 STRATEGIC PLANNING

8 STRATEGIC DECISION MAKING & TRANSITION MANAGEMENT

9 POLITICS OF CHANGE AND INDEPENDENT STUDY PROJECT COMMITTEE REVIEW

10 PROJECT PRESENTATION AND GRADUATION

1995/96 BUDGETED EXPENDITURES FOR COMMAND COLLEGE

	Command College Workshops	Costs
A.	Defining the Future	$8,000
	Human Resources Management I	9,500
	Human Resources Management II	9,300
	Public Finance/Reserach Methods	6,000
	High Technology	6,200
	Futures Forecasting & Analysis	7,200
	Strategic Planning	6,500
	Strategic Decision Making/Transition Management	6,500
	Politics of Change/ISP Review	1,500
	Graduation	0
B.	Conference Site	1,050
C.	ISP Final Grading	4,800
D.	Assessment Center	8,400
E.	ISP Advisors 20 hours/student @40	20,000
F.	Faculty Graders for Intersessions	7,500
G.	Continuous Course Development	35,350
H.	Faculty Training & ISP Consultant Training	8,800
	TOTAL	$146,600

COMMAND COLLEGE/EXECUTIVE LEADERSHIP INSTITUTE SESSIONS

The primary goal of the revised Command College/Executive Leadership Institute is to provide an enhanced leadership course with a futures perspective to prepare the law enforcement leaders of today to lead into the future. The revised program has an emphasis on adult learning theories, placing more accountability and responsibility on the student. Involvement in community and professional activities, an understanding of the dynamics of leadership, an understanding of the issues and concerns facing the future of California law enforcement, letters of reference attesting to the applicant's current and potential leadership abilities, and knowledge of computers at the word processing level have been added as requirements for participation in the revised Command College.

The following is a summary of some of the major requirements of the revised program, as well as a brief description of each of the six sessions:

Issue Identification, Future File, and Issue of the Week

Students will be required to select an emerging issue impacting their agency in the future. Approval of this issue involves their agency executive, peers in the class, and POST staff. This is different from prior classes in that approval of the issue did not involve, to any great extent, the student's peers or agency chief executive.

During each session, there will be an **Issue/Event of the Week.** This will involve a facilitated discussion among the students to generate thoughts and conversations about current issues/events that may have an impact on various law enforcement organizations in the future.

Futures File

The futures file will remain an integral aspect of the program. Students will be required to bring items for discussion to each session. Emerging trends will be identified and students will be able to start developing expertise on their selected issue. Potential use of the futures file items is to include them in the proposed Clearinghouse function as "early warning" information.

Session One - Defining the Future

The first session of the Command College begins with a discussion of the role of leadership in law enforcement in the future. It

concludes with a facilitated class discussion of emerging trends identified during the week. It is believed this session will provide the students with a more global view of their environment while helping them to identify future issues impacting law enforcement. POST will encourage audits of this and other sessions by law enforcement executives and command college graduates.

Session Two - Enhanced Leadership

Experts in the field of leadership training and education have been consulted. Several are submitting proposals for review and selection by staff.

Session Three - Futures Forecasting and Social Issues

Staff is in the process of selecting a forecasting model that best suits the needs of the students. The new model will be abbreviated and less technical than the one presented in the former program. The intent is to make them practitioners, not experts. Contact has been made with several organizations that engage in forecasting activities for both the private and public sector.

The Social Issues aspect of this session will be addressed by members from a not-for-profit research institute. Their forte is forecasting human resource management issues and then facilitating a discussion on the impact of those forecasts on the various agencies. This is in keeping with the overall goal of the program, which is to facilitate thought, dialogue, and information sharing among the students.

Session Four - Technological and Environmental Issues

In this session students will learn of and discuss broad-based technological and environmental issues and discuss their impact in the future. An instructor has been selected for this session and the details of the course are being developed.

Session Five - Economic and Political Issues

In this session students will learn of and discuss broad-based economic and political issues impacting the workplace in the future. Some aspects of the current workshop on Politics of Change will be retained.

Session Six - Futures Planning Tools

This session will address the various strategic planning methods necessary for organizations to implement change and move into the future. The proper sequencing/placement of this session in the program is still being discussed. The students of the first class of the revised program may be able to provide us the best input as to its placement in the program. Staff is continuing to review materials from several potential instructors.

PROPOSED COMMAND COLLEGE MODEL

Session One

DEFINING THE FUTURE

SESSION GOAL: The student will become familiar with the conceptual roadmap for studying the future and its relationship to the role of a leader. Using the STEEP scanning model, students will be exposed to general research and forecasting techniques, and emerging issues important to the future of California law enforcement

4 Weeks ↔

Session Two

ENHANCED LEADERSHIP

SESSION GOAL: The student will become familiar with various leadership theories, self-assessment instruments, facets of self mastery, and creative decision making. Emphasis will be placed on leadership and the role of leaders in the future.

4 Weeks ↔

Session Three

FUTURES FORECASTING AND SOCIAL ISSUES

SESSION GOAL: The student will become familiar with forecasting methods and scenario writing. Social issues, the first element of STEEP, will be introduced. Today's emerging trends and faint signals will be revealed. Potential impact on the student's agency, and his/her role as a leader will be discussed.

6 Weeks ↔

Each Session will be conducted as a *Leadership Forum* for continuity of recurring themes. The recurring themes to be woven throughout the program are COLLABORATION, CREATIVITY, PERSONAL MASTERY, ENVISIONING THE FUTURE, EXPLORING DIFFERENT PERSPECTIVES.

Session Four

TECHNOLOGICAL ISSUES and ENVIRONMENTAL ISSUES

SESSION GOAL: The student will learn and discuss broad-based technological and environmental issues. Today's emerging trends and faint signals will be revealed. Potential impact on the student's agency, and his/her role as a leader will be discussed.

6 Weeks ↔

Session Five

ECONOMIC AND POLITICAL ISSUES

SESSION GOAL: The student will learn and discuss broad-based economic and political issues. Today's emerging trends and faint signals will be revealed. Potential impact on the student's agency, and his/her role as a leader, along with various strategies for mitigating that impact will be discussed.

6 Weeks ↔

Session Six

FUTURES PLANNING TOOLS

SESSION GOAL: The student will become familiar with strategic planning skills, transition managmeent systems, and evaluation components. Emphasis will be placed on expanding the student's knowledge of available resources for enhancing leadership roles, along with various strategies for mitigating the impact of change on the agency

Note: The Revised Command College/Executive Leadership Institute will be approximately 7 months in length, with an agreed amount of discretionary time beyond the core program to complete their written project. As a written project, the students will be required to complete a full-length Journal Article and a condensed version, both in publishable quality. The condensed versions will be compiled as a class anthology. The full-length version will be available from POST on computer disk or hard copy. Interested parties requesting further detail will be directed to the author. Graduates will be given full recognition of their contribution to their agency and law enforcement during the Annual Leadership Conference. The Leadership Conference is being planned in-lieu of a Graduates' Update Seminar and the POST Special Seminar for Command College graduation. The first Annual Leadership Conference is tentatively planned for Fall 1997.

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3/29/96

1996/97 EXPENDITURES FOR COMMAND COLLEGE/ EXECUTIVE LEADERSHIP INSTITUTE

A.	**Command College Workshops**	**Costs**
	Defining the Future	$10,000
	Enhanced Leadership	10,000
	Futures Forecasting/Social Issues	8,000
	Technological Issues/Environmental Issues	8,000
	Economic/Political Issues	8,000
	Futures Planning Tools	10,000
B.	Conference Site- per 5-day session	1,050
C.	Project Review Committee 20 hours per student @$40	$20,000
D.	Program Selection Interviews	$ 3,000
E.	Continuous Course Development	$35,000
F.	Advisory Committee Meeting 2 per year	$ 6,000
	TOTAL	$119,050

Note: Workshop costs are estimated pending final contracts with faculty and completion of course design.

3/29/96

COMMAND COLLEGE/EXECUTIVE LEADERSHIP INSTITUTE ADVISORY COMMITTEE

Robert Barnes
8711 E. Pinnacle Peak Road, #337
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Foster City, CA 94404

Bud Stone, Sergeant
Berkeley Police Dept.
Traffic Division
2171 McKinley
Berkeley, CA 94703

Karel Swanson
Chief of Police
Walnut Creek Police Dept.
1666 North Main Street
Walnut Creek, CA 94596

Captain Darla Farber-Singerton
Riverside Co. Sheriff's Dept.
46057 Oasis Street
Indio, CA 92201

Command College Selection Process

The criteria for selection to attend the Command College has been reviewed for possible changes. Those areas specifically addressed were the costs associated with an assessment center process and the criteria required for success in the program. In keeping with the direction of the revised Command College program, more emphasis has been placed on current and future leadership abilities, computer literacy, and an understanding of the issues and concerns facing the future of California law enforcement.

As a first step in the selection process, the application was reviewed and revised with the new program in mind. The new application incorporates nine qualifications considered necessary for selection to attend the Command College. These qualifications are as follows:

1. Possess a POST Management Certificate,
2. Be currently employed in a management position or higher in an agency in the POST regular or specialized program.
3. Have experience in a leadership position with the ability to influence policy or impact the operation of the agency,
4. Have involvement in community and professional activities,
5. Have leadership potential as viewed by others,
6. Have basic word processing skills,
7. Have the ability to express an understanding of the dynamics of leadership in a law enforcement agency, both in writing and verbally,
8. Have evidence of interest in major issues and concerns facing the future of California law enforcement, and
9. Be nominated to attend by the applicant's agency chief executive.

There is one current minimum qualification that has been strengthened--the requirement of a POST Management Certificate, rather than requiring the Certificate **OR** completion of the Management Course. As one of the requirements to be awarded a Management Certificate, the officer must have two-years experience at the middle management level. By requiring the Certificate rather than the course, we are assured that every officer selected for the program already has two years of experience, as well as the pre-requisite Management Course.

There are four additions to the selection criteria: 1) Have involvement in community and professional activities; 2) Have a basic knowledge of wordprocessing; 3) Have an understanding of the dynamics of leadership; and 4) Provide letters attesting to the applicant's current and potential leadership abilities.

The applicant is also being asked to write three, one-page essays on specific topics related to leadership style, reasons for wanting to attend the Command College, and discussing the most important emerging issues and concerns facing California law enforcement the next five to ten years.

STATE OF CALIFORNIA

PETE WILSON, *Governor*

DEPARTMENT OF JUSTICE

DANIEL E. LUNGREN, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ALHAMBRA BOULEVARD
RAMENTO, CA 95816-7083

GENERAL INFORMATION
(916) 227-3909
FAX (916) 227-3895

EXECUTIVE OFFICE
(916) 227-2802

Dear Applicant:

Thank you for your interest in the Command College conducted by the Commission on Peace Officer Standards and Training (POST), Center for Leadership Development.

Participants in the program must be nominated by their agency chief executive and will be selected by a review panel of law enforcement leaders and Command College graduates from throughout California.

Sections of the application correspond to the criteria used by the panel to select participants. Those selected to the Command College will be on a first-come basis as established by the date the application is received by POST.

The following qualifications are required at the time of application to the Command College:

1. Possess a POST Management Certificate,
2. Be currently employed in a management position or higher in an agency in the POST regular or specialized program,
3. Have experience in a leadership position with the ability to influence policy or impact the operation of the agency,
4. Have involvement in community and professional activities,
5. Have leadership potential as viewed by others,
6. Have basic word processing skills,
7. Have the ability to express an understanding of the dynamics of leadership in a law enforcement agency, both in writing and verbally, and
8. Have evidence of interest in major issues and concerns facing the future of California law enforcement.

Applications will be accepted on a continuous basis and should be submitted on the forms provided. Attachments are limited to the number and length requested. No additional materials should be provided. Upon receipt of the application, applicants will be informed of when their application will be reviewed, and when and where their interview will be scheduled.

Mail four copies of your application and attachments to the Commission on POST, Center for Leadership Development, 1601 Alhambra Blvd., Sacramento, CA 95816-7083. Questions may be directed to Beverley Short, Command College Selection Coordinator, (916) 227-2821.

Sincerely,

Robert F. Fuller
Bureau Chief
Center for Leadership Development

Enclosure

Commission on Peace Officer Standards and Training
Center for Leadership Development
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

COMMAND COLLEGE APPLICATION

DIRECTIONS: Please complete all requested information on this form and attach those documents that are specifically requested. Be sure to sign your Commitment Statement on the bottom of this page. Your agency chief executive must complete Page 7 and sign the Commitment Statement included on that page.

Name_____
Last First MI

Social Security No._____

Home Address_____
Street Number and Name

_____
City State Zip Code

Home Telephone_____ Agency Telephone_____

Agency Name_____

Address_____
Street Number and Name

_____
City State Zip Code

Present Assignment_____

Present Rank_____

****

COMMITMENT STATEMENT

I understand that if I am selected to attend the Command College, I will be involved in a program that will require commitment of my time and energy and a dedication toward excellence.

I understand that the final study project will become the property of the POST Command College and the POST Library.

I understand that when I complete the requirements of the program that my name, rank, and department will be printed in the PACESETTER newsletter.

I agree that if I do not attend the scheduled programs and complete the required projects and assignments, I will be dropped from the Command College.

I am willing to make this commitment to the program.

Applicant's Signature_____ **Date**_____

EXPERIENCE

Experience in a leadership position with the ability to influence policy or impact the operation of the agency is required. Indicate the leadership position you currently hold, or positions you have held. Include a brief description of your duties and responsibilities in these positions. List current position first.

1. Dates of Assignment Title of Position Rank

Brief description of duties and responsibilities:

2. Dates of Assignment Title of Position Rank

Brief description of duties and responsibilities:

3. Dates of Assignment Title of Position Rank

Brief description of duties and responsibilities:

4. Dates of Assignment Title of Position Rank

Brief description of duties and responsibilities:

EDUCATION

List your educational achievements, include name of institution, degree earned, course of study, and date completed.

TRAINING

List management and executive training you have completed that you believe has prepared you for attendance to the Command College. Include name of course presenter, course title, total hours completed, and date completed.

COMMUNITY ACTIVITIES

List offices and memberships you hold or have held in community organizations. Include accomplishments, dates, and length of such involvement.

PROFESSIONAL ACTIVITIES

List offices and memberships you hold or have held in professional organizations. Include accomplishments, dates, and length of such involvement.

LEADERSHIP ACCOMPLISHMENTS

Indicate your accomplishments as a law enforcement manager/executive, including any major changes or innovations for which you provided primary leadership. List committees and task forces you have chaired.

WRITING ABILITY

For each of the following items, please write a one-page, single-spaced, computer generated essay.

1. **Describe your leadership style and explain how your style makes you an effective leader as a peace officer.**

2. **Discuss your reasons for wanting to attend the Command College. Include your personal and career expectations from the program and your expected contribution(s) to your agency and law enforcement/criminal justice profession in general.**

3. **Discuss what you see as the most important emerging issues and concerns facing California law enforcement over the next five to ten years.**

LEADERSHIP POTENTIAL AS VIEWED BY OTHERS

Attach two letters from individuals who can attest to your current and potential leadership abilities. One letter should be from your current agency chief executive, or other high-ranking official to whom you have reported. The other letter should be from someone in the community with whom you have worked or shared leadership responsibilities.

STATEMENT OF NOMINATION

It is recommended that all persons desiring to attend the Command College enter into a partnership with their agency chief executive. As part of this partnership, the individual must be nominated to attend as evidence of your support and commitment to the program. Your active participation throughout the program will be encouraged.

As part of your nomination, please discuss the reason(s) you would like the Applicant to attend the Command College. Include in your discussion the role the Applicant is expected to play in the agency and in the law enforcement profession the next three to five years.

EXECUTIVE STATEMENT OF COMMITMENT

I understand my nomination of this individual to attend the Command College includes a commitment and pledge of full support for the participation in the Command College program, including release time to attend the scheduled sessions.

Nominator's Signature_____

Title_____ **Date**_____

Command College Selection Process
Interview Panel

The second phase of the selection process, after submitting a completed application, is an application review and panel interview. Interview panelists will be selected from chief executives and program graduates. Interview locations will be strategically located throughout the State, with separate panels selected for each location. The panel members will be sent the completed application packages for applicants in their geographical area. The panel will be responsible for reviewing and evaluating the application based on pre-established criteria, and will be responsible for conducting individual interviews with those applicants. Interviews will be scheduled on a periodic, on-going basis. Based on all information, the panel will determine if the applicant is **Ready to Attend** the Command College or is **Not Ready to Attend**. The panel will also provide feedback to the applicant as to recommendations for specific improvement or professional growth the applicant may need prior to being selected to attend the Command College. Interviews will be scheduled for one hour, with a half-hour feedback session. Four applicants will be interviewed per day, two in the morning and two in the afternoon.

There are some costs associated with the interview panel concept for selection. However, there are considerable cost savings over the assessment center process. The original assessment center design was conducted from November 1983 to April 1994, was modified in November 1994 and conducted two times in the modified format. The following is a summary cost analysis of the three methods, for 36 applicants:

	Original	Modified	Proposed
Assessor Per Diem/Travel	$ 8,381	$4, 958	$ 2,700
POST Staff per Diem/Travel	2,017	1,475	1,000
Law Enforcement TRR (Applicants)	8,400	6,300	2,700
Total per 36 applicants	18,798	12,733	6,400

There is a thirty-two percent savings between the original and modified version, and a sixty-six percent savings between the original and the selection process being proposed for the revised program. The Proposed model has regionalized interview panels, with limited travel requirements to both applicants and panelists. The involvement of POST staff has been reduced from seven in the original version to one under the proposed model. One POST staff person would be expected to be present at each of the interview locations. Nine interview panels will be required to interview 36 applicants. Suggested locations are San Diego, Irvine, Sacramento, Redding, Fresno, and Palo Alto. Specific arrangements will be dependent on where the candidate pool is located and panel interviews would be convened on an as-needed, on-going basis.

ANNUAL LEADERSHIP CONFERENCE

The revised Command College/Executive Leadership Institute has been designed to take California law enforcement leadership into the 21st Century by providing a focus on leadership, while maintaining the futures perspective. An Annual Leadership Conference with Command College graduates, current students, graduates of the Supervisory Leadership Institute, and agency executives invited to attend would pave the way for a further understanding of the critical need for effective leadership now and into the future. It would also provide an opportunity for those unable to attend the Command College to gain an understanding of some of the emerging issues facing law enforcement and how to mitigate their impact.

A Leadership Conference would also serve as a forum to recognize the outstanding work of the graduates of the Command College/Executive Leadership Institute through presentation of selected papers, as well as a ceremony recognizing their accomplishments by graduating from the Command College/Executive Leadership Institute.

Attached is a mock-up, sample program of the First Annual Leadership Conference. The conference would be two days and would be held the Fall of 1997. Concurrent sessions on several topics are being planned, and would be repeated at least twice over the two days to allow for broader participation of the attendees. The sessions would be facilitated, allowing for problem solving and a greater exchange of information. In the plenary sessions, highly acclaimed speakers will inspire as well as challenge the conference attendees to think.

A limit of approximately 250-300 attendees would be recommended for this first conference. A small conference fee may be charged to help defray some of the costs, and a full conference fee charged to attendees from non-reimbursable agencies.

Conference facilities in the Irvine/Orange County area are being considered because of close proximity to a major airport and the number of potential attendees already in the area.

Funding for the First Annual Leadership Conference has been included in the 1996/97 Executive Training Contract going before the Commission at this meeting for approval.

g:ldrspcon

Center for Leadership Development
First Annual Leadership Conference
(Fall)-----, 1997

SUMMARY AGENDA, Tuesday,

8:00 to 9:00 a.m.	**Registration**
9:00 to 9:15 a.m.	**Welcome and Introduction** Norman C. Boehm, POST Executive Director
9:15 to 10:15 a.m.	**Keynote Address** (Example) Daniel Lungren, Attorney General State of California (The political climate for change for law enforcement in California)
10:15 to 10:30 a.m.	**Break**
10:30 a.m. to Noon	**Concurrent Session I**
Noon to 1:30 p.m.	**Lunch (possible luncheon speaker)**
1:30 to 3:00 p.m.	**Guest Speaker** (Example) Michael Josephson, President Josephson Institute of Ethics (Leadership and Ethics)
3:00 to 3:15 p.m.	**Break**
3:15 to 4:45 p.m.	**Concurrent Session II**
5:00 to 7:00 p.m.	**Reception hosted by Alumni Association**

SUMMARY AGENDA, WEDNESDAY,

8:30 to 10:00 a.m.	**Guest Speaker** (example) J. Charles Plumb (value of innerstrength in overcoming adversity)
10:00 to 10:15 a.m.	**Break**
10:15 to noon	**Concurrent Session III**
Noon to 1:30 p.m.	**Lunch**
1:30 to 3:00 p.m.	**Commencement Program for Graduates of Classes 24 and 25 Command College/Executive Leadership Institute**
3:00 to 3:15 p.m.	**Break**
3:15 to 4:00 p.m.	**Summary Wrap Up**

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Report and Recommendation to Approve Shooting Scenario Development		Meeting Date: April 18, 1996
Bureau: Learning Technology Resource Center	Reviewed By: Ken Whitman	Researched By: Staff
Executive Director Approval: Norman C. Boehm	Date of Approval: 4-1-96	Date of Report: March 22, 1996
Purpose: ☒ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact: ☐ Yes (See Analysis for details) ☒ No	

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

ISSUE

Should the Commission authorize the Executive Director to execute a development contract and a marketing agreement to develop the *CALPOST Library of Scenarios* to be used on proprietary vendors' shooting judgment training systems at no cost to the Commission?

BACKGROUND

At its January 18, 1996 meeting the Commission authorized staff to release a Request for Proposals (RFP) to develop a number of scenarios that could be used on a variety of proprietary shooting simulators that had been acquired by law enforcement agencies and training presenters both in California and nationwide.

POST has been working for several years to facilitate use of shooting judgment simulators by law enforcement agencies as part of a firearms training program.

Agencies have been purchasing shooting judgment simulator systems for many years from a variety of vendors. While vendors have been selling the systems, they have not met the need for fresh scenarios to run on those installed systems. Also, during the last two years, new vendors have entered the shooting judgment simulator market, significant improvements to hardware and software have helped make the systems more affordable, the technology has expanded its focus from shooting to exploring the entire use-of-force spectrum, and agencies have continued to acquire, or make plans to acquire simulators. As a result, the demand for new training scenarios is rapidly escalating not only in California but nationwide.

POST received two proposals to develop training scenarios during initial discussion about the feasibility of this type of a project in partnership with private or public vendors. This indicated an interest in providing new scenarios for the systems both in the field and from the vendors. Based on that interest, the RFP was developed and released by the Commission.

The RFP specifies that the development effort be at no cost to the Commission and that marketing rights be protected to provide payment of royalties to the Commission based on a percentage of all sales of the finished scenarios. The entire specifications for the RFP are fully detailed in the January 18, 1996 agenda which is attached.

ANALYSIS

The Request for Proposals (RFP) to develop the shooting scenarios and marketing agreement was released by POST on February 15, 1996. At the same time it was advertised in the State Contracts Register as required by state administrative regulations.

Approximately 60 RFP packages were mailed to a variety of public and private vendors. The RFP package was also mailed to each of the major vendors of shooting judgment simulations. The proposals specified that proposals be received at POST by Friday, March 22, 1996 at 4:30 p.m. As of the closing date POST received two proposals. Cursory examination shows that they substantial meet all stated requirements in the RFP.

These proposals were given initial review by POST staff on March 29, 1996. After the initial review and evaluation, the vendor(s) will be invited to make an oral presentation to a panel on April 5, 1996. Because this process will not be completed until after the agenda is mailed out, the final report and recommendations will be brought to the Finance Committee and the Commission at their meetings on April 17 & 18, 1996 respectively.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Report on Shooting Simulator Scenarios and Release of Request for Proposal		Meeting Date January 18, 1996
Bureau Learning Technology Resource Center	Reviewed By Ken Whitman	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 12-29-95	Date of Report December 18, 1995
Purpose ☒ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission release a Request for Proposal (RFP) to develop a library of scenarios for use in proprietary vendors' shooting judgment training systems?

BACKGROUND

POST has been working for several years to facilitate use of shooting judgment simulators by law enforcement agencies for firearms training.

In the late 1980's, the Commission initiated a pilot project and contracted with the Los Angeles County Sheriff's Department for development of state-of-the-art firearms training to be presented using simulation technology. It was envisioned that the project would result in development of scenarios, to be used with the simulator system developed or selected by LASD, which could then be made available for use by other California law enforcement agencies.

LASD selected the Apogee System, developed by the former Institute of Combat Arms Training (ICAT), for the project. ICAT provided a set of scenarios to use with its system, which the department uses for training purposes. The instructional effectiveness of the simulator, in terms of judgment and decision-making, has proven to be very impressive. Yet, for a variety of reasons, the long-range goal of commencing development of a CALPOST "library" of scenarios has never been realized. Before the pilot was completed, ICAT refocused its business strategy and shifted resources which had been devoted to the shooting judgment simulator to development of video games. The company elected not to continue support of the law enforcement product line, including continuing development of new scenarios.

ANALYSIS

Agencies have been purchasing shooting judgment simulator systems for many years from a variety of vendors. While vendors have been selling the systems they have not met the need for fresh scenarios to run on the installed base of systems. Also, during the last two years, new vendors have entered the shooting judgment simulator market, significant improvements to hardware and software have helped make the systems more affordable, and the technology has expanded its focus from shooting to the exploring the entire use-of-force spectrum and agencies have continued to acquire, or make plans to acquire simulators. As a result, the demand for new training scenarios is rapidly escalating not only in California, but nationwide.

Unfortunately, availability of new scenarios continues to be extremely limited. Once trainees have experienced the scenarios on a particular vendor's laserdisc(s), the training effectiveness of the scenarios is generally lost as the element of surprise is no longer present. Furthermore, creation of quality branching scenarios with multiple branching requires specialized instructional design and video production expertise that few, if any, California law enforcement agencies possess.

At its June 23, 1995 meeting, the Long Range Planning Committee approved the concept and the development of a Request for Proposal (RFP) to contract for the services of a vendor with previous experience and substantiated expertise in producing scenarios for using shooting judgment simulators. The RFP would lead to a contract for the development of a CALPOST library of scenarios and a marketing agreement that would allow the vendor to market the rights to the CALPOST scenarios with royalties flowing to POST.

The RFP would specify the following:

- The vendor would produce the scenarios with a contract production company or with representatives from the POST Media Producers' Committee. They could also provide hands-on training in the specialized production techniques used in this type of development.

- With the exception of reimbursement for the travel and per diem expenses of subject matter experts and law enforcement agency co-producers, meeting room expenses, and location expenses, neither POST nor the participating agencies would contribute any cash outlay during scenario development, video production, or mastering of the finished CALPOST laserdisc. Actors, vehicles, props, locations, etc. would be coordinated by POST in concert with agencies.

- The vendor would incur all costs for the development process that would include storyboards and scripting, video production, mastering the final laserdisc, and making copies for the distribution of the CALPOST laserdisc(s) containing the scenarios. The vendor would also be responsible for making sure that the companies eventually acquiring the videodisc(s) would provide all necessary programming for their respective systems installed statewide.

- POST would jointly market the rights for use of the scenarios to all interested simulator vendors with royalties flowing back to POST from the vendor. If any video producer agency participates in the development effort, that agency would receive a portion of the royalties received for both the master laserdisc and any individual copies of the CALPOST scenarios that are sold to agencies. The exact terms and conditions of the marketing agreement would be negotiated after the Commission elects to award a contract as a result of the RFP.

The development of the CALPOST library of scenarios can be drawn from a variety of incidents that have actually occurred to California peace officers. It is planned that a total of 16 scenarios be developed for the library. The scenarios might depict vehicle pullovers, pedestrian contacts, domestic disputes and disturbance calls, crimes in progress, building search and entry, warrant service, crowd control situations, and off-duty incidents. Many of these types of actual situations have been documented by POST in comprehensive studies of peace officer deaths and assaults.

The RFP and subsequent contracts for development and marketing of the CALPOST scenarios would ensure that the scenarios are equally available to departments regardless of which simulator they have purchased, create a library of scenarios at little or no cost to agencies, provide control over scenario content, quality and distribution, and generate revenue from royalties for the Commission.

At this writing POST is awaiting approval of two key state administrative requirements that must be completed prior to the release of any RFP. They include some additional approvals at the Department of General Services and advertising in the State Contracts Register. The earliest this process would start is February 10, 1996. It is anticipated that the entire process will be completed by April 5, 1996.

RECOMMENDATION

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to release the RFP when all state requirements are complete. A recommendation for award of the contracts for development and marketing would be included on the April 18, 1996 agenda.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Recommendation to Approve Driver Training Simulation Contracts		Meeting Date April 18, 1996
Bureau Learning Technology Resource Center	Reviewed By Ken Whitman	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 3-29-97	Date of Report March 18, 1996
Purpose ☒ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☒ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to enter into driver training simulation contracts at three training sites for fiscal year 1996-97 at a cost not to exceed $281,759?

BACKGROUND

Since 1993, the Commission has authorized contracts with the Los Angeles County Sheriff's Department, the San Bernardino County Sheriff's Department, and the San Jose Police Department to support the Driver Training Simulator program.

During this period, the Commission has provided funds to purchase and acquire the simulators, provide for instructors dedicated to the simulator at each site, and for the development of a library of driving scenarios to be used at each site. Approximately 100 scenarios have been developed and distributed to the sites in California and nationwide through a marketing effort by Time Warner. The current contracts with the sites will expire on September 30, 1996. To date, the total costs of the three-year pilot program are $1,375,725.

At its January 17, 1996 meeting the Finance Committee recommended that the contracts for the training sites be continued for an additional year. Staff was directed to negotiate new contracts that would begin on October 1, 1996 and continue until September 30, 1997.

ANALYSIS

The contract services provided by the three agencies have been excellent. Each agency has been actively involved in the presentation of a variety of training programs using the simulators.

Representatives from each agency have participated in regular Driving Simulator committee meetings and have provided very important expertise and input into the development of the scenarios that are being used at each site. Approximately 20 new scenarios have just been completed and distributed to each site for testing and evaluation.

A comprehensive evaluation of this program was completed on September 30, 1995, and a report on the results of that evaluation were reported to the Commission at its November 9, 1995 meeting. Issues that were raised in that report are being addressed in a separate report at this meeting. Additional data is being collected on those officers who will be receiving their training through September 30, 1996 giving the Commission an additional year of trainee data.

The contracts for fiscal year 1995-96 total $260,907. The proposed contracts for fiscal 1996-97 would be $281,759 for the three sites. That figure includes a modest increase for instructor salary adjustments and funds for computer supplies for use at the simulator sites.

COSTS

The costs for fiscal year 1996-97 at each site are as follows:

1. Los Angeles County Sheriff's Department

a.	One instructor for full year	$85,247
b.	One instructor for half-year **	$33,000
c.	Computer supplies	$ 6,000
	Total costs for site	$124,247

2. San Bernardino County Sheriff's Department

a.	One instructor for full year	$72,756
b.	Computer supplies	$ 6,000
	Total costs for site	$78,756

3. San Jose Police Department

a.	One instructor for full year	$72,756
b.	Computer supplies	$ 6,000
	Total costs for site	$78,756
	Total costs for program	$281,759

** Instructor assigned to develop scenarios for all sites

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to enter into contracts for the continuation of the driver training simulator program with the three agencies at a cost not to exceed $281,759.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Eastman Kodak Copier Maintenence Contract		Meeting Date April 18, 1996
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 3·29·96	Date of Report February 1, 1996
Purpose [XX] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact:	[XX] Yes (See Analysis for details) [ ] No

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

ISSUE

Augmentation of an FY 95-6 agreement with Eastman Kodak for copier maintenance.

BACKGROUND

Each year the Commission on Peace Officer Standards and Training must enter into a contract for maintenance of its Kodak copier, a high volume copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a Master Services Agreement developed by the State Department of General Services.

Commission Policy requires Commission approval of all contracts of $10,000 and above. This maintenance contract has been less than $10,000 in the past but costs will exceed that amount this fiscal year.

ANALYSIS

The current year agreement is for $9,996. The average monthly cost for FY 95-6 has been approximately $1,333, or $16,000 per year. An augmentation in the amount of $6,004 is necessary in order to continue use of the copier.

RECOMMENDATION

Authorize the Executive Director to sign an augmentation to the existing agreement with Eastman Kodak for a total contract not to exceed $16,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Waiving ICI Core Course for LAPD Detectives		Meeting Date April 18, 1996
Bureau Training Program Services	Reviewed By	Researched By Neil Zachary
Executive Director Approval	Date of Approval	Date of Report April 3, 1996

Purpose

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission waive the ICI core course requirement for experienced investigators in the Los Angeles Police Department who have completed the LAPD investigators' course?

BACKGROUND

Chief of Police Willie Williams, Los Angeles Police Department (LAPD), submitted a request (see Attachment 1) that LAPD detectives who have completed their 80-hour Basic Detective School not be required to attend the Robert Presley Institute of Criminal Investigation (ICI) Core Course for graduation from the ICI program.

The requirements of the ICI program were approved by the POST Commission in 1988. Since the ICI Core Course is considered to be essential because it is used as a building block for all other ICI courses, the Commission required that all ICI graduates must attend the course in order to be eligible for award of the ICI completion certificate (see Attachment 2). Staff has, since the establishment of the ICI program, consistently published program criteria that disallows any equivalency.

ANALYSIS

The ICI Core Course and the LAPD's Basic Detective School are very different as to the manner and scope of presentation (see Attachment 3 for the schedule of the LAPD school and the ICI Core Course). The ICI Core Course was created using the most current information available and is updated annually. Instruction for the Core Course is accomplished through adult, experience-based learning techniques, and ICI instructors must attend a special 40-hour training course themselves to learn these learning techniques.

The LAPD requested that they be allowed to present the ICI Core Course and they piloted the Core Course in May of 1995. Approximately 20 LAPD members went through the 40-hour ICI Instructors' training course and developed an outstanding ICI Core Course. LAPD has requested

to present four Core Course offerings in FY 1996-97. In addition to the Core Course, LAPD will continue the Basic Detective School as it has many topics that are generic to LAPD and they consider them important for their personnel.

There are other POST certified courses that are 80 hours in length that have instruction in basic investigative skills. Graduates of these courses have not been waived from taking the ICI Core Course. ICI students who have completed the LAPD's Basic Detective School and these other criminal investigation courses have been credited with one of the three electives they must have to graduate. Eighteen of the 102 students who have graduated from ICI have taken one of these basic investigative courses **and** the ICI Core Course, including 2 LAPD detectives.

If LAPD sent all of its already trained and experience investigators through the ICI Core Course, it would be costly to them and to POST. However, they are not required to send their investigators through the ICI program. Reasons to do so would be an improved training curricula for investigators and the desire to qualify their investigators for ICI Certificates. Obviously, the LAPD has interest in having their experienced investigators receive the certificate without attending the Core Course.

If the request for waiver is granted, the conditions to support the waiver would have to be clear. Should the waiver be based on completion of any similar length criminal investigation course even though the content of the course and the manner of instruction is different than the ICI Core Course? Should graduation from ICI be based upon years of experience or a combination of experience and prior training?

The ultimate decision on LAPD's request will have statewide implications.

At its March 27, 1996 meeting, the Long Range Planning Committee reviewed this matter and expressed concerns that the requested waiver entails accepting a non-equivalent course. The Committee also discussed the potential merits of developing a professional certificate for investigators. Committee members found merit in the conceptual idea of a professional certificate in the same series as Supervisory, Management and Executive Certificates, and directed staff to bring back a refined analysis.

The issue presented by Chief Williams' request is creating opportunity for recognition for the already trained and experienced investigators. The Commission may wish to deny the LAPD request while offering potential for recognition through a future professional certificate. Alternatively, if the Commission believes some type of grandfathering provision needs to be addressed for the ICI training program and its certificate, the Commission could delay a decision on the LAPD request and direct staff to develop policy regarding grandfathering for these purposes.

State of California **Department of Justice**

MEMORANDUM

To : Long Range Planning Committee **Date:** March 18, 1996

From : NORMAN C. BOEHM
Executive Director
Commission on Peace Officer Standards and Training

Subject : WAIVING ICI CORE COURSE FOR LAPD DETECTIVES

Chief of Police Willie Williams, Los Angeles Police Department (LAPD), submitted a request (Attachment 1) that LAPD detectives who have completed their 80-hour Basic Detective School not be required to attend the Robert Presley Institute of Criminal Investigation (ICI) Core Course for graduation from the ICI program.

The requirements of the ICI program were approved by the Commission in 1988. Since the ICI Core Course is considered to be essential because it is used as a building block for all other ICI courses, the Commission required that all ICI graduates must attend the course (Attachment 2).

The ICI Core Course and the LAPD's Basic Detective School are very different as to the manner and scope of presentation (Attachment 3 for the schedule of the LAPD school and the ICI Core Course). The ICI Core Course was created using the most current information available and is updated annually. Instruction for the Core Course is accomplished through adult, experience-based learning techniques, and ICI instructors must attend a special 40-hour training course themselves to learn these learning techniques.

The LAPD requested that they be allowed to present the ICI Core Course and they piloted the Core Course in May of 1995. Approximately 20 LAPD members went through the 40-hour ICI Instructors' Training Course and developed an outstanding ICI Core Course. LAPD has requested to present four Core Course offerings in FY 1996-97. In addition to the Core Course, LAPD will continue the Basic Detective School as it has many topics that are generic to LAPD, and they consider them important for their personnel.

There are other POST certified courses that are 80 hours in length that have instruction in basic investigative skills. Graduates of these courses have not been waived from taking the ICI Core Course. ICI students who have completed the LAPD's Basic Detective School and these other criminal investigation courses have been credited with one of the three electives they must have to graduate. Eighteen of the 102 students who have

graduated from ICI have taken one of these basic investigative courses **and** the ICI Core Course, including two LAPD detectives.

If LAPD sent all of its already trained and experienced investigators through the ICI Core Course, it would be costly to them and to POST. However, they are not required to send their investigators through the ICI program. Reasons to do so would be an improved training curricula for investigators and the desire to qualify their investigators for ICI Certificates. The LAPD has interest in having their experienced investigators receive the status of an ICI certificate without attending the Core Course.

If the request for waiver is granted, the conditions to support the waiver would have to be developed. Should the waiver be based on completion of any similar length criminal investigation course even though the content of the course and the manner of instruction is different than the ICI Core Course? Should graduation from ICI be based upon years of experience or a combination of experience and prior training?

The ultimate decision on LAPD's request will have statewide implications.

Staff has, since the establishment of the ICI program, consistently published program criteria that disallows any equivalency.

The matter is brought to the Committee for information and discussion.

LOS ANGELES POLICE DEPARTMENT

WILLIE L WILLIAMS
Chief of Police

RICHARD J. RIORDAN
Mayor

P.O. Box 30158
Los Angeles, Calif. 90030
Telephone: (213) 485-3202

Ref #: 1.8.1

February 23, 1996

Commission on Peace Officer
Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Dear Honorable Members:

It is recommended that detectives who have completed the 80 hour Los Angeles Police Department (LAPD) Basic Detective Course prior to July 1, 1996, be "grandfathered" into the Robert Presley Institute of Criminal Investigation (ICI) program. Those detectives should be allowed to complete other ICI foundation specialty and elective courses to earn the ICI certificate without having to complete the ICI Core Course.

The Los Angeles Police Department will shortly become an ICI Core Course presenter. The LAPD will conduct four Core Courses per year with a class size limited to 26 students. Fifteen percent of the class space will be made available to non-LAPD law enforcement personnel.

The Los Angeles Police Department has approximately 1500 detectives and promotes nearly 150 new detectives each year. The majority of LAPD detectives have been trained through the LAPD Basic Detective Course (an 80 hour course certified by the Commission on Peace Officer Standards and Training [POST] control number 1850-31480). The Core Course contains about 50 percent of the subject matter covered in the LAPD Basic Detective Course. Our agency will continue to present the Basic Detective Course in addition to the Core Course.

Because of the large number of LAPD detectives coupled with the annual turnover of detective personnel, it is neither practical nor feasible to send all of them through the ICI Core Course. If these detectives are required to complete the Core Course, it will put a significant demand on this Department and the other ICI training sites in Sacramento and San Diego. **It will also drain available POST training funds.** The ICI Core Course is extremely beneficial to

new detectives; however, the benefits gained by retraining previously trained, tenured detectives who carry large caseloads, are questionable.

Your consideration of this request is sincerely appreciated.

Very truly yours,

WILLIE L. WILLIAMS
Chief of Police

MOTION - Hicks, second - Tidwell, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with a local governmental agency for services of a Management Fellow to conduct research related to a video library distribution system. The amount of the contract is not to exceed $45,000.

K. Contract to Develop Instructional Methodology for the POST Institute of Criminal Investigation

An 80-hour Criminal Investigation Core Course has been developed with content based upon a job task analysis and other data. It is proposed that all criminal investigators who participate in the Institute of Criminal Investigation Program will be required to complete this course.

The Finance Committee concurred in the recommendation that POST contract with a governmental agency or an established training institution to provide research services, including instructor identification and training, presentation plan development, production of instructor/student guides and test questions. These contractual services will involve all necessary planning and development for two pilot presentations. It will not include the actual pilot presentation costs which can be accommodated by regular course tuition. Sufficient instructors will be trained for two core course presenters - one north and one south.

MOTION - Hicks, second - Tidwell, carried unanimously by ROLL CALL VOTE to approve a proposed contract to develop instructional methodology for the POST Institute of Criminal Investigation in an amount not to exceed $100,000.

L. Report on Results of Study - Computer Assisted Management Simulation System

At the July 1986 Commission meeting, staff was directed to explore the use of computer/video technology in such management training subjects as strategic planning and critical decision-making. The Commission subsequently authorized a contract with California State University - Chico, Foundation, in the amount of $100,000. The contractor agreed to develop the concept and specifications for a Computer-Assisted Management Simulation System.

The contractor's report has been completed. Major conclusions include: (1) applications envisioned by the Commission are not now available; however, (2) technology is available to develop the desired computer-based application; (3) literature suggests that computer based approaches may be the most effective way of addressing instruction in decision-making and planning; and (4) software development costs are high due to extensive programming requirements.

The report also indicates there is great potential for recovery of development costs for this type of program. However, initial investments could be several million dollars. For this reason, it is proposed that program development be deferred pending exploration of outside funding possibilities, including state and federal sources.

Commission Agenda Item
Report supporting
Commission action taken
April 21, 1988

POST INSTITUTE OF CRIMINAL INVESTIGATION
Institute Requirements

Requirements for completing the POST Institute of Criminal Investigation are listed below. Only courses approved for the Institute will satisfy these requirements.

1. Successful completion of Core Course (Basic Criminal Investigation)

2. Successful completion of a foundational Specialty Course. (Each of the 13 specialties have a foundational course listed below as the first course under each specialty.)

3. Successful completion of three additional elective courses from the specialty selected or maximum of two "Wild Card" Courses may substitute for these elective Specialty Courses. Law enforcement agencies and candidates for the Institute should select elective Speciality Courses that meet individual and departmental needs.

Wild Card Courses

1. Use of the Computer in the Investigative Process
2. Interview/Interrogation
3. Courtroom Testimony Demeanor
4. Video/Audio Recording Equipment Proficiency

Specialty Courses

ARSON

* 1. Arson Investigation (40 hrs.)
2. Basic Arson-Related Electricity/Electronics (24 hrs.)
3. Fraud (arson for profit/knowledge of insurance co.) (24 hrs.)
4. Vehicle Fires (8 hrs.)
5. Arson/Incendiary Devices (explosives) (16 hrs.)
6. Crime Scene Recording (sketching/diagramming/video/photo) (16 hrs.)

BOMB SCENE

* 1. Bomb Scene Investigation (30 hrs)
2. Firing/Fusing Systems for IED's (improvised explosive devices) (8 hrs.)
3. Military/Commercial Explosives (8 hrs.)
4. Courtroom Preparation (8 hrs.)
5. Crime Scene Processing (8 hrs.)
6. Laboratory/Forensic Capabilities (8 hrs.)
7. Bomb Threats/Searching (8 hrs.)
8. Explosive Compliance Regulations (8 hrs.)
9. X-Ray Methods (8 hrs.)
10. Use of Protective Gear (8 hrs.)
11. Booby Traps (8 hrs.)
12. Remote Handling Techniques (8 hrs.)
13. Hand Entry Techniques/Problems (8 hrs.)
14. Setting Up an Explosive Dog Program (8 hrs.)

ROBERT PRESLEY INSTITUTE OF CRIMINAL INVESTIGATION

CORE COURSE

SCHEDULE

WEEK ONE

Sunday, September 10, 1995

1.	**Introductory Information And Exercises** Maril O'Shaughnessy, Course Coordinator and Instructor	3:00 - 6:00 PM

Monday, September 11, 1995

2.	**Investigative Problem Solving** John Lusardi, Detective, San Diego Police Dept.	8:00 - 10:00 AM
3.	**Case Management and Documentation** Marie Valencia, Detective, Los Angeles Police Dept.	10:00 - 12 Noon & 1:00 - 5:00 PM

Tuesday, September 12, 1995

4.	**Managing The Crime Scene** Diana Paul, Criminalist, Firearms Analysis, Los Angeles Police Department	8:00 - 10:00 AM
5.	**Recognizing, Identifying And Handling Evidence** Diana Paul	10:00 AM - 5:00 PM

Wednesday, September 13, 1995

	Case Work	8:00 - 8:45 AM
5a.	**Crime Scene Reconstruction** Diana Paul	8:45 AM - 12 Noon
6.	**Managing Informants** Jim Garcia, Investigator, Sacramento Co. DA's Office	1:00 - 3:00 PM
7.	**Working With Victims and Witnesses** Ted Voudouris, Detective, Sacramento County Sheriff	3:00 - 5:00 PM

Thursday, September 14, 1995

8.	**Interview And Interrogation** Pat Flood, Detective, Sacramento County Sheriff	8:00 - 5:00 PM & 7:00 -9:00 PM

ROBERT PRESLEY INSTITUTE OF CRIMINAL INVESTIGATION

Friday, September 15, 1995

8a.	**Interview And Interrogation Practicals** Pat Flood, Detective, Sacramento County Sheriff Ted Voudouris, Sacramento County Sheriff Rich Overton, Detective, Sacramento Police Dept. Frank Daley, Detective, Hayward Police Dept. Phil Dunnigan, Detective (retired), San Francisco Police Dept.	8:00 AM - 4:00 PM
	Case Work	4:00 - 5:00 PM

WEEK TWO

Monday, September 18, 1995

9.	**Search And Arrest Warrants** Rick Papke, Detective, Los Angeles Police Department	8:00 AM - 5:00 PM

Tuesday, September 19, 1995

10.	**Surveillance Techniques** Bill Christiansen, Detective, Los Angeles Sheriff's Dept. George Gomez, Detective, Los Angeles Sheriff's Dept.	8:00 - 11:00 AM
10a.	**Surveillance Exercise** Bill Christiansen and George Gomez	12N-3:00 PM (Grp. 1) 3:00-6:00 PM (Grp. 2)
	Case Work	1:00-3:00 PM (Grp. 2) 3:00-5:00 PM (Grp. 1)

Wednesday, September 20, 1995

	Case Reports Due	**8:00 AM**
11.	**Media Relations** Jeff Springs, Los Angeles County Sheriff's Dept.	8:00 AM - 12 Noon
12.	**Sources of Information** Don Ray, Investigative Reporter, Los Angeles	1:00 - 5:00 PM

Thursday, September 21, 1995

13.	**Case Presentation** Fred Schroeder, Assistant Chief Deputy District Attorney, Sacramento County District Attorney's Office	8:00 - 5:00 PM

Friday, September 22, 1995

13a.	**Case Presentation** Fred Schroeder John Dougherty, Attorney at Law, Sacramento Judge Jerry Bakarich, Sacramento Municipal Court	8:00 AM - 12 Noon

Updated 3/12/96

ATTACHMENT 3

LOS ANGELES POLICE DEPARTMENT
BASIC DETECTIVE COURSE
MARCH 18 THROUGH 29, 1996

:COND WEEK

HOURS	MONDAY (25)	TUESDAY (26)	WEDNESDAY (27)	THURSDAY (28)	FRIDAY (29)
0700 0800	AUTO THEFT INVESTIGATION Det. Greg Monroe	TELECOMMUNICATIONS FRAUD AND COMPUTER CRIMES (HO #91) Mr. Jerry Swick	SEXUALLY EXPLOITED CHILDREN (HO #58) Det. Bill Dworin	INTERROGATION LAW (HO #9B) Lt. Rick Papke	CIVIL LIABILITY Lt. Pratt or Sgt. Cross
0800 0900	" "	FRAUDS FINANCIAL CRIMES AGAINST THE ELDERLY (HO #57) Det. Chayo Reyes	" "	" "	" "
0900 1000	SEARCH WARRANTS (HO #93) DDA Nick Rini	" "	PAROLE HOLDS & WARRANTS Rep. CDC	" "	FUGITIVE EXTRADITION PROCEDURES (HO #26) Det. Pete Bakotich
1000 1100	" "	BUNCO INVESTIGATIONS (HO #16) Det. Bob Helvin	CRIME ANALYSIS UNIT FUNCTIONS Ofcr. Angelo Morton	" "	" "
		LUNCH - 60 MINUTES			
1200 1300	COURTROOM TESTIMONY (HO #94) DDA Nick Rini	ROBBERY INVESTIGATION & SURVEILLANCE (HO #32) Sgt. Grady Dublin Det. Tom Gattegno	SEX CRIME INVESTIGATIONS (HO #22) Det. Mike Buttitta	THE CONFRONTATION TECHNIQUE (HO # 9A,9C,9D) Lt. Rick Papke	CASE MANAGEMENT (HO #15) Det. Julio Nunez
1300 1400	" "	" "	" "	" "	
1400 1430	OFFICERS SAFETY & TACTICS Sgt. Ted Severns	" "	SHOW-UPS (HO #7) Det. Jack Giroud	" "	FINAL EXAM IAS Staff
1500 1600	" "	" "	" "	" "	" "

COURSE COORDINATORS: Detectives Stephen Wratten and Roger Gripe, IAS, Phone 485-2676

COURSE SITE: Texaco Corporation Western Regional Headquarters, Room 338
10 Universal City Plaza, Universal City

Updated 3/12/96

ATTACHMENT 3

LOS ANGELES POLICE DEPARTMENT
BASIC DETECTIVE COURSE
MARCH 18 THROUGH 29, 1996

FIRST WEEK

HOURS	MONDAY (18)	TUESDAY (19)	WEDNESDAY (20)	THURSDAY (21)	FRIDAY (22)
0700 0730	ORIENTATION IAS Staff	CHILD ABUSE INVESTIGATION	INFORMANT CONTROL	FIREARMS EVIDENCE (HO #31)	VICTIM & WITNESS INTERVIEWS (HO #5)
0730 0800	OPENING REMARKS Cmdr. McMurray	Det. Jiro Oka	Det. Rick Demartino	Crim. Diana Paul Crim. Rubin Daniel	Lt. Rick Papke
0800 0900	QUALITY FOLLOW-UP REPORTING - CASE MANAGEMENT AND CLEARANCE PRACTICES (HO #40) Det. Roger Gripe	"	"	"	"
0900 1000	"	POLYGRAPH TECHNIQUES (HO #6) Ervin Youngblood	BURGLARY INVESTIGATION Det. Tom Donnelly	FORGERY INVESTIGATION (HO #10) Det. John Brown	DOMESTIC VIOLENCE (HO #90) Ofc. Debbie Dresser
1000 1100	"	"	"	"	"
LUNCH - 60 MINUTES					
1200 1300	"	COMPARATIVE ANALYSIS/BLOOD COLLECTION (HO #47) Crim. Sue Brockbank	ELECTRONIC SURVEILLANCE (HO #18) Det. Brian Tyndal CE II Pat McGough	SOURCES OF INFORMATION (HO #28) Det. Steve Madden	CRIMINAL INVESTIGATIVE ANALYSIS (HO #37) Det. Denis Cremins
1300 1400	"	"	PAWNSHOP PROCEDURES Det. Bill Heinlein	"	"
1400 1500	"	"	USE OF FORCE (HO #25) Cmdr. Rick Dinse	CRIMINAL LAW (HO #96) Sgt. Greg Valenti	HOME STUDY IAS Staff
1500 1600	5.9/5.10 PROCEDURES Det. Roger Gripe	"	"	"	"

COURSE COORDINATORS: Detectives Stephen Wratten and Roger Gripe, IAS, Phone 485-2676

COURSE SITE: Texaco Corporation Western Regional Headquarters, Room 338
10 Universal City Plaza, Universal City

STATE OF CALIFORNIA PETE WILSON, *Governor*
DEPARTMENT OF JUSTICE DANIEL E. LUNGREN, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

FINANCE COMMITTEE MEETING
April 17, 1996 - 2:00 P.M.
Holiday Inn Centre Plaza
2233 Ventura Street - Salon A-1
Fresno, CA 93271
(209) 268-1000

AGENDA

A. CALL TO ORDER

B. Financial Report - Third Quarter FY 1996/97

A report on the status of the budget will be presented at the meeting. The report will include revenue and reimbursement paid through March 31, 1996. The report will also include projections of revenue and expenditures through the end of the Fiscal Year.

C. FY 96/97 Governor's Budget

A report will be made at the meeting on the status of the FY 96/97 budget now before the Legislature.

o Projection of FY 1996/97 Expenditures

D. Review of 80-Hour Cap and Request for Chief Executives to Limit Training to Within Their Regions

Staff is evaluating training and reimbursment trends with a view towards providing the Committee with information on effectiveness of the 80-hour limitation on reimbursable training and the request of administrators to give preference to local training courses to avoid per diem costs.

E. Pilot Projects Currently on Hold

The 1996/97 Commission Budget Change Proposals (BCPs) included money for Spanish language training, completing encrypting the POST satellite network training system, producing additional computer-based training courses, and pilot testing of a multi-media interactive classroom(MMIC). The BCPs were withdrawn when it became clear that the Department of Finance would not support them.

We are bringing forward the least expensive of these proposals for the Committee's additional consideration. The MMIC is part of the P.C. 13508 requirements to pilot test learning technologies. The Commission has successfully piloted IVD, satellite, driver simulation, but a full test of the MMIC has yet to be done.

This is again brought to the Finance Committee for consideration. The cost of this pilot would be less than $100,000 for a one-year test. The prospects for increasing learning by getting instructors prepared to use technology in the MMIC setting is quite high - and perhaps worth a try.

This is before the Committee for discussion purposes.

F. Review of Expenditure and Other Fiscal Proposals on the April 20, 1995 Commission Agenda

The following proposals are on the regular Commission agenda. It is appropriate for the Committee to review these items and consider a recommendation for the full Commission:

- Augmentation to FY 1995/96 Contract for Administration of POST Reading and Writing Test Battery (Tab H)
- Approval of Contract to Produce Shooting Judgment Simulator Scenarios (Tab J)
- Augmentation to FY 1995/96 Contract for Eastman Kodak Copier Maintenance (Tab L)

G. Committee Review of Training, Standards, and Administrative Contracts for Fiscal Year 1996/97 for Recommendation to the Commission

The Committee met on January 17, 1996 and recommended that the Commission authorize the Executive Director to negotiate a number of contracts. The Commission accepted the Finance Committee recommendations. The contracts have been negotiated and are now before the Finance Committee for review at this meeting. Among the Committee's purposes is formulation of recommendations to the Commission on these contracts for FY 1996/97. An overview of each of the contracts is under Tab O on the Commission agenda.

H. Final Report - Financial Audit

At its July 19, 1995 meeting, the Commission approved a contract with the Department of Finance to conduct an audit of POST's accounting, procurement, and financial processes and controls.

A copy of the audit report, dated January 10, 1996, is enclosed. The report details four areas of a technical nature which required attention. These findings have been rectified.

I. ADJOURNMENT

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Financial Report - Third Quarter 1995/96		April 18, 1996
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 4.3.96	Date of Report April 4, 1996

Purpose

☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for 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 March 31, 1996. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1995-96 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1A, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through March 31, 1996, we received $22,924,140. The total is $174,140 more than originally anticipated (see Attachment 1B) and is $356,787 more than received for the same period last fiscal 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 32,525 trainees reimbursed through the third quarter represents a decrease of 875 (3%) compared to the 33,400 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursement for courses through the third quarter of $10,006,257 represents a $467,303 (5%) increase compared to last fiscal year. (See Attachments 3A and 3B.)

SUMMARY - The original revenue projection of $30.5 million, made at the outset of this fiscal year, should be exceeded slightly. The revised projection is $30,830,000. Although the training volume at the end of March is slightly less than what was the case a year ago at this time, reimbursements are $467,303 more. Specifically, increased reimbursement mainly in the area of tuition contributed largely to the Third Quarter increase as compared with last year. The reimbursed trainee estimate has been lowered to 47,319.

In summary, projections are generally in line with original estimates. The trainee projections have decreased in number. While reimbursements are up as compared to what was paid out this time last year, the current pay out is, nevertheless, in line with our earlier projections.

File: 9596REV

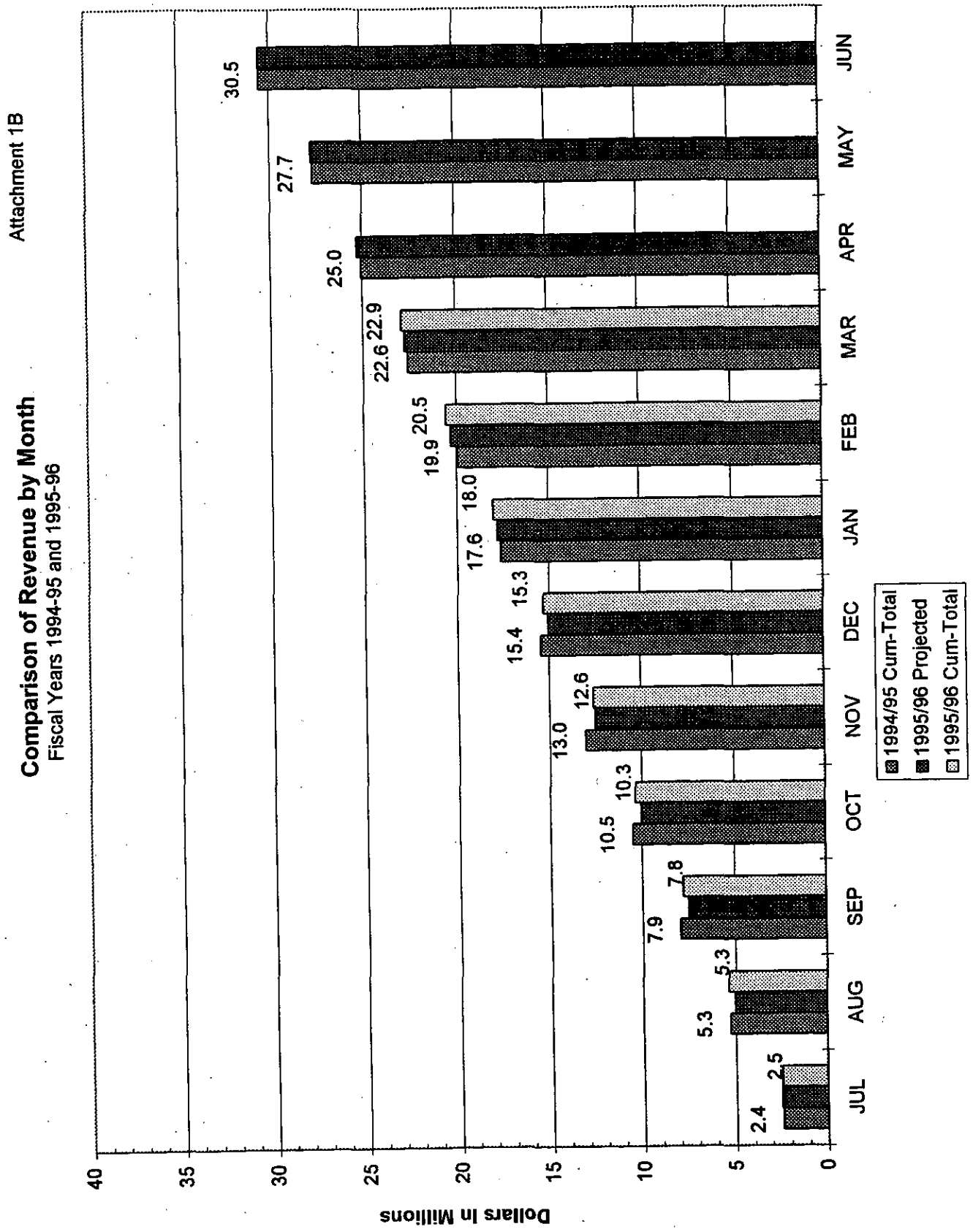
COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1994-95 AND 1995-96

	1994-95				1995-96					
MO	PENALTY ASSESMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMEN FUND	OTHER **	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	2,435,532	2,592	2,438,124	2,500,000	2,468,334	3,371	2,471,705	98.87%	2,471,705	98.87%
AUG	2,829,120	4,678	5,271,922	5,000,000	2,862,613	15,199	2,877,812	115.11%	5,349,517	106.99%
SEP	2,666,819	6,558	7,945,299	7,500,000	2,409,839	8,653	2,418,492	96.74%	7,768,009	103.57%
OCT	2,488,567	27,102	10,460,968	10,000,000	2,539,486	11,431	2,550,917	102.04%	10,318,926	103.19%
NOV	2,550,039	25,449	13,036,456	12,500,000	2,246,004	19,665	2,265,669	90.63%	12,584,595	100.68%
DEC	2,375,259	12,174	15,423,889	15,000,000	2,640,773	32,010	2,672,783	106.91%	15,257,378	101.72%
JAN	1,952,219	212,516	17,588,624	17,750,000	2,472,777	240,337	2,713,114	98.66%	17,970,492	101.24%
FEB	2,267,572	25,589	19,881,785	20,250,000	2,514,105	30,716	2,544,821	101.79%	20,515,313	101.31%
MAR	2,635,857	49,711	22,567,353	22,750,000	2,388,904	19,923	2,408,827	96.35%	22,924,140	100.77%
APR	2,438,613	13,444	25,019,410	25,250,000			0	0.00%	22,924,140	90.79%
MAY	2,609,646	27,795	27,656,851	27,750,000			0	0.00%	22,924,140	82.61%
JUN	2,496,727	332,056	30,485,634	30,500,000			0	0.00%	22,924,140	75.16%
TOT	29,745,970	739,664	30,485,634	30,500,000	22,542,835	381,305	22,924,140	75.16%	22,924,140	75.16%

** - Includes $120,205 from coroner permit fees (per Ch 990/90)

ATTACHMENT 1A


Attachment 1B
Comparison of Revenue by Month
Fiscal Years 1994-95 and 1995-96
Dollars In Millions
40
35
30
25
20
15
10
5
0
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
2.4
2.5
5.3
5.3
7.9
7.8
10.5
10.3
13.0
12.6
15.4
15.3
17.6
18.0
19.9
20.5
22.6
22.9
25.0
27.7
30.5
1994/95 Cum-Total
1995/96 Projected
1995/96 Cum-Total

COMMISSION ON POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY

MARCH 1996

COURSE	1994-95 Actual Total For Year	1994-95 Actual July-Mar	1994-95 % of Total	1995-96 Projected Total For Year	1995-96 Actual July-Mar	1995-96 % of Projection
Basic Course	1,773	1,109	63%	2,000	1,490	75%
Dispatchers - Basic	334	209	63%	330	226	68%
Advanced Officer Course	3,791	2,586	68%	3,810	2,698	71%
Supervisory Course (Mandated)	490	290	59%	450	306	68%
Management Course (Mandated)	283	164	58%	300	159	53%
Executive Development Course	493	375	76%	580	267	46%
Supervisory Seminars & Courses	3,320	2,351	71%	3,500	2,479	71%
Management Seminars & Courses	1,883	1,297	69%	2,000	1,251	63%
Executive Seminars & Courses	481	255	53%	500	267	53%
Other Reimbursement	0	0	0%	0	0	0%
Tech Skills & Knowledge Course	33,370	23,929	72%	34,000	22,719	67%
Field Management Training	12	8	67%	20	6	30%
Team Building Workshops	527	434	82%	600	421	70%
POST Special Seminars	811	355	44%	850	210	25%
Approved Courses	51	38	75%	60	26	43%
TOTALS	47,619	33,400	70%	49,000	32,525	66%

ATTACHMENT 2

ATTACHMENT 3A

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

COURSE	1994-95 Total For Year	1994-95 Actual July-Mar	1995-96 March	1995-96 Actual July-Mar
Basic Course	$1,651,255	$994,991	$182,195	$1,414,134
Dispatchers - Basic	239,027	129,431	26,508	173,323
Advanced Officer Course	243,688	179,647	32,854	167,407
Supervisory Course (Mandated)	319,135	187,577	30,538	186,268
Management Course (Mandated)	272,991	154,642	65,632	157,235
Executive Development Course	300,243	229,667	12,260	182,780
Supervisory Seminars & Courses	1,344,480	964,328	145,933	986,570
Management Seminars & Courses	617,117	376,889	68,705	367,317
Executive Seminars & Courses	158,388	74,412	23,539	75,029
Other Reimbursement	0	0	0	0
Tech Skills & Knowledge Course	8,907,986	5,951,713	900,478	6,030,918
Field Management Training	6,910	4,307	0	2,158
Team Building Workshops	228,547	183,676	21,492	192,610
POST Special Seminars	145,410	85,843	7,712	63,023
Approved Courses	7,377	4,966	2,233	7,485
Training Technology Assistance	16,865	16,865	0	0
TOTALS	$14,459,419	$9,538,954	$1,520,079	$10,006,257

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1994-95 Total	1994-95 July-Mar	1996 March	1995-96 July-Mar
Resident Subsistence	$7,827,698	$5,160,795	$828,459	$5,092,735
Commuter Meal Allowance	858,755	560,867	$85,224	$689,086
Travel	2,595,716	1,711,153	$271,403	$1,796,545
Tuition	3,159,663	2,088,552	$334,993	$2,427,891
Salary	722	722	$0	$0
Training Technology Assistance	16,865	16,865	$0	$0
TOTALS	$14,459,419	$9,538,954	$1,520,079	$10,006,257

ATTACHMENT 3B

State of California **Department of Justice**

Memorandum

To: Finance Committee Date: March 18, 1996

NORMAN C. BOEHM, Executive Director
From: **Commission on Peace Officer Standards and Training**

Subject: DEVELOPMENT OF TRAINING PROGRAM AND PILOT PROJECT

The Commission has expressed an interest in developing and implementing a number of programs for law enforcement training. Some were identified as pilot projects and demonstration programs recommended in AB 492 and required in Penal Code 13508 that were not implemented because of revenue shortfalls.

One of those projects involved the acquisition and evaluation of an advanced multimedia classroom. This classroom would provide a unique opportunity for improving the effectiveness of training and the quality of student learning. The technology addresses the pervasive problem of boring classes, cluttered visual aids, passive listening, and lack of interest in the presented training.

The multimedia classroom is a cost-effective alternative to traditional lectures and presentations. The implementation of such a classroom under POST control for an evaluation period would provide a thought-provoking and highly-disciplined environment for trainee learning and interactivity.

The costs associated with the acquisition and implementation of an advanced multimedia classroom are estimated at $100,000 per classroom. This amount would provide all of the necessary equipment for the classroom and a design station for the instructional development of the training material. It would also include maintenance and support for one year and the training of up to ten instructors who would use the equipment at the contracted site. POST would negotiate a contract with a selected agency or training site to acquire, install, and evaluate the classroom.

The development of an Emergency Tactical Spanish language training program had been identified as an additional item that the Commission was interested in pursuing.

The Finance Committee and the Commission have received extensive information on the development of this training program. The costs associated with developing the first phase of this program have been estimated at $127,000. Those costs are still a valid estimate for the development of the entire package for Phase One, including instructor training.

During the 1995-96 statewide training needs assessment and in a series of regional training needs assessment meetings in March and April it appears that training in emergency tactical Spanish language training continues to be identified as a training need for the field. The Commission was forced to suspend the development of this program in 1995 because of projected revenue shortfalls.

The committee may wish to review one or both of these programs. This item is on the agenda for information, discussion, and recommendations.

FILE: 956PRO2

COMMISSION ON POST

FISCAL YEAR 1995-96
(AS OF 3-31-96)

REVIEW PROJECTED EXPENDITURES THRU THE END OF THE FISCAL YEAR

EXPENDITURE SUMMARY

RESOURCES		34,374,003
Revenue Projection	30,830,000	
Prior Year Savings	1,253,003	
Prior Year Revenue Adj	2,291,000	
EXPENDITURES:		
ADMINISTRATION		10,136,000
TRAINING CONTRACTS/LA		6,709,211
Contracts — refer to (A)	5,799,211	
Letters of Agreement	800,000	
Conf Room Rental	110,000	
TRAINING REIMBURSEMENT		15,461,198
Trainees: 47,319	Details of	
Subsistence	7,763,597	
Commuter meals	1,361,596	
Travel	2,624,716	
Tuition	3,711,289	
sub-total	15,461,198	
Available for Training Development Training Presentation	0	
Satellite Antennas/IVD	0	
EXPENDITURES, TOTAL		32,306,409
RESERVES/DEFICIT		2,067,594

CONTRACT SUMMARY

APPROVED TRAINING CONTRACTS

Management Course		308,649
Executive Training		537,629
Supervisory Ldrship Inst		473,320
DOJ Training Center		1,024,803
Satellite Video Tng		60,000
Case Law Updates		52,000
Telecourse Programs		530,000
Basic Course Prof Exam		64,500
Basic Narcotic, Motorcycle, and DT		1,657,876
Master Instructor Program		152,198
ICI Core Course		300,000
POSTRAC	(A)	0
PC 832 Exam		39,100
ICI Instructor Update		46,000
Driver Training Sims		260,000
Spanish Language Training	(A)	0
Entry level reading/writing		94,000
Dispatcher Selection Test		5,000
Report Writing Videos		57,600
Labor Management Core Course		75,752
Miscellaneous Contracts		60,784
Total		5,799,211

A- Deferred until FY 96-7

FILE: 987PRO

COMMISSION ON POST

FISCAL YEAR 1996-97
(AS OF 3-31-96)

EXPENDITURE SUMMARY

RESOURCES (A)		32,897,594
Revenue Projection	30,830,000 (A)	
Prior Year Savings	2,067,594	
EXPENDITURES:		
ADMINISTRATION		10,136,000
TRAINING CONTRACTS/LA		7,011,000
Contracts	6,101,000	
Letters of Agreement	800,000	
Conf Room Rental	110,000	
TRAINING REIMBURSEMENT		15,633,126
Trainees: 47,710		
Subsistence	7,853,714	
Commuter meals	1,377,957	
Travel	2,659,488	
Tuition	3,741,967	
sub-total	15,633,126	
Available for Training Development Training Presentation	0	
Satellite Antennas/IVD	0	
EXPENDITURES, TOTAL		32,780,126
RESERVES/DEFICIT		117,468

A- Budget expenditure authority is $40.952 million

CONTRACT SUMMARY

APPROVED TRAINING CONTRACTS

Management Course	309,539
Executive Training	422,345
Supervisory Ldrship Inst	473,320
DOJ Training Center	993,451
Satellite Video Tng	68,000
Case Law Updates	58,000
Telecourse Programs	550,000
Basic Course Prof Exam	58,000
Basic Narcotic, Motorcycle, and DT	1,518,722
Master Instructor Program	244,103
ICI Core Course	442,000
POSTRAC *	230,000
PC 832 Exam	39,700
ICI Instructor Update	58,000
Driver Training Sims	281,759
Spanish Language Training *	127,000
Entry level reading/writing	109,850
Labor Management Course	58,000
Miscellaneous Contracts	59,211
Total	6,101,000

* - Approved in FY 95-6

Leaving a very tenuous, small reserve of $117,468 dollars

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Management Course Contracts for Fiscal Year 1996/97		Meeting Date March 27, 1996
Bureau Center for Leadership Development	Reviewed By	Researched By Tom Hood
Executive Director Approval Norman C. Boehm	Date of Approval 4-1-96	Date of Report April 18, 1996

Purpose:

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

The Management Course contracts for fiscal year 1996/97 are presented to the Commission for review and final approval. Total maximum cost is $309,539 for 20 presentations.

BACKGROUND

Staff has contacted each coordinator representing the five contract presenters for the Management Course. A need has been identified for 20 contract course presentations during fiscal year 1996/97.

ANALYSIS

Course costs are consistent with POST guidelines. Required learning goals are being satisfactorily presented by each contractor. The fiscal year 1996/97 contract costs for presentations will not exceed a total of $309,539. This represents a slight increase over the fiscal year 1994/95 amount of $308,892. Administrative adjustments on the part of some presenters accounts for this decrease. The following costs have been agreed to by the presenters:

California State University - Long Beach Beach Foundation: 5 presentations	$80,265.
California State University - Northridge Foundation: 2 presentations	$28,474.
Humboldt State University: 4 presentations	$64,988.
San Diego Regional Training Center: 5 presentations	$77,960.
San Jose State University Foundation: 4 presentations	$57,852.

The costs are for instructors, site, travel, and materials. A minimum of 400 law enforcement middle managers will attend the 20 presentations during fiscal year 1996/97.

RECOMMENDATION

Authorize the Executive Director to enter into contract agreements with the five contractors to present 20 presentations of the Management Course during fiscal year 1996/97 not to exceed total contract costs of $309,539.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Command College, Executive Training, and Executive Development Course Contract FY 1996/97		Meeting Date April 18, 1996
Bureau Center for Leadership Development	Reviewed By	Researched By Beverley Short
Executive Director Approval Norman C. Boehm	Date of Approval 3.29.96	Date of Report March 27, 1996

Purpose:

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

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

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

ISSUE

The Command College and Executive Training Contract in the amount of $422,345.00 for fiscal year 1996/97 is presented to the Commission for review and approval.

BACKGROUND

Twenty-one classes have now graduated from the Command College. Two classes are currently in session completing the "original" program. Class 24 will begin August 4, 1996, under the revised Command College-Executive Leadership Institute. Class 25 will also begin the program during the fiscal year. A total of 12 sessions are scheduled for presentation during the 1996/97 fiscal year, two under the original version, and 10 sessions under the revised format.

The contract will provide the necessary support to present the 12 Command College workshops, which include site, materials, facilitators, continuous development and faculty costs. In addition, funds will be used for the Study Project Review Committee and project grading; continuous redesign of curriculum; selection and orientation of new instructors; and funding for interview panels as the final phase of the selection process.

The contract also includes funds for the development and presentation of training seminars for sheriffs, chiefs of police, and senior managers; includes development and presentation of five 80-hour Executive Development Courses; and development and presentation of an Annual Leadership Conference.

ANALYSIS

The Command College continues to receive widespread support from law enforcement both nationally and internationally. As reported separately at this Commission meeting, the program has been redesigned and the length of the program has been reduced from 2 years to seven months, and from 10 sessions to only six. These revisions have resulted in an approximate 38 percent reduction in operating costs.

Chiefs and sheriffs continually request management and executive training seminars on a variety of contemporary issues. Seminars continue to be presented in response to training needs for the Sheriffs' Workshop Series, New Police Chiefs' Orientation, Area Training Seminars, Problem-solving Seminars, Small Agency Chiefs, Contract City Commanders, and Large City Commanders. The newly designed Labor Management Institute is another example of the ongoing training and development being conducted in response to local law enforcement's needs.

The contract cost for five presentations of the Executive Development Course for fiscal year 1996/97 under the San Diego contract is the same as the past three fiscal years and covers costs for instructors, coordination, facilities, and materials. The combined total contract maximum cost for the Command College/Executive Leadership Institute, executive training seminars, and the Executive Development Course is $422,345, $115,284 less than 1995/96 F.Y.

RECOMMENDATION

Authorize the Executive Director to enter into a contract with the San Diego Regional Training Center to provide support for the Command College/Executive Leadership Institute, executive training seminars, and the Executive Development Course at a maximum cost of $422,345 for fiscal year 1996/97.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Supervisory Leadership Contract Fiscal Year 1996/97		March 27, 1996
Bureau	**Reviewed By**	**Researched By**
Center for Leadership Development		Tom Hood
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	3-29-96	April 18, 1996

Purpose:

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

The Supervisory Leadership Institute contract for fiscal year 1996/97 is presented to the Commission for review and final approval. The total maximum cost is $473,320.

BACKGROUND

The Commission expanded the Supervisory Leadership Institute from four classes to six classes in fiscal year 1990/91. The cost for six classes in fiscal year 1993/94 was $406,357. The Commission approved the addition of one more class in January 1995. Each class of the Institute is eight months in length with eight three-day workshops presented at monthly intervals.

ANALYSIS

The Supervisory Leadership Institute continues to receive widespread support from law enforcement. The number of applications, awaiting class assignment, is approaching seven hundred. Applications continue to arrive weekly.

The seven classes will continue to provide law enforcement with a cadre of first line supervisors who have an opportunity to incorporate and practice the values and principles of leadership within their respective agencies.

RECOMMENDATION

Authorize the Executive Director to enter into a contract with the CSU, Long Beach Foundation to provide administrative services for the Supervisory Leadership Institute. These services include instructors, facility rental, coordination, instructor development, supplies and equipment at a maximum cost of $473,320 for fiscal year 1996/97.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Department of Justice Contract for Fiscal Year 1996/1997		Meeting Date: April 18, 1996
Bureau: Training Delivery and Compliance Bureau	Reviewed By: Ronald T. Allen	Researched By: Mickey Bennett
Executive Director Approval: Norman C. Bolm	Date of Approval: 4-1-96	Date of Report: April 1, 1996
Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact: ☐ Yes (See Analysis for details) ☐ No	

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

ISSUE

Shall the Commission approve an Interagency Agreement (IA) between POST and the Department of Justice Advanced Training Center in the amount of $993,451.00 to cover the cost of training delivery services for Fiscal Year 1996/97?

BACKGROUND

POST has contracted with the Department of Justice to present certified courses since 1974. The amount of the agreement each year has been based upon actual presentation costs to DOJ for instruction, coordination, clerical support, supplies, and travel. Courses included in the contract are based on training needs assessment information and agency feedback. Individual course budgets are developed in accordance with existing certification requirements.

ANALYSIS

The amount proposed this year of $993,451, represents a decrease of $31,352. This amount reflects direct and indirect costs to train 2,535 students in 21 different technical courses (as detailed in attachments A and B).

The cost changes are due largely to changes in the number of course offerings, minor salary adjustments for instructors who are State employees, and increases in hotel meeting room costs.

Increases in individual course costs reflect changes in presentation locations initiated at POST's request, direct increases in the cost of student materials, and rental costs for essential instructional support equipment. Changes to certification conditions are limited to minor adjustments to total numbers of students, total instructional hours, or to the aggregate number of course presentations authorized.

A summary of the proposed changes from last year are:

- A major location change of over 25% of the presentations in order to locate the classes nearer to the students, thereby saving a substantial amount of travel and per diem costs.

- Reduction in number of offerings of the Basic Elements of Criminal Intelligence Commander (intelligence, vice and narcotics), Drug Influence/Identification, Financial Investigator - Drug Asset Forfeiture, Informant Development and Maintenance, Modular Skills and Knowledge, Narcotic Investigation, Special Surveillance Equipment, and Thermal Imagery - FLIR. Increases in the number of offerings of the Electronic Surveillance and Investigation of Officer Involved Shootings.

- Certification of one new and highly requested course in Advanced Narcotic Investigation.

- Decreased number of offerings of modular training from 25 to 20 to closely reflect projected demand.

- Increase in hourly instructional costs for State employee instructors to reflect their actual costs.

The proposed changes are described in Attachment A and projected presentation costs are detailed in Attachment B.

RECOMMENDATION

To authorize the Executive Director to enter into an Interagency Agreement with the Department of Justice Advanced Training Center to present the described training courses for an amount not to exceed $993,451.00.

ATTACHMENT "A"

DOJ CONTRACT FOR FISCAL YEAR 1996/97
DESCRIPTION OF PROPOSED CHANGES

COURSE TITLE	PROPOSED STATUS	PRIMARY PROPOSED CHANGE	1995/96 CONTRACT	1996/97 PROPOSED
Advanced Financial Investigation	32 hrs./1 class 25 students/class 25 total trainees	Increase in handouts, classroom rental.	$6,864.00	$7,551.00 + 687.00
Basic Elements of Criminal Intelligence	36 hrs./3 classes 30 students/class 90 total trainees	Reduce classes by 1, reduce printing/supplies. increase classroom cost.	$35,952.00	$26,769.00 - 10,183.00
CAMP Supervision and Field Ops	53 hrs./1 class 24 students/class 24 total trainees	Reduced supplies & coordination	$2,643.00	$2,427.00 - 216.00
Clandestine Lab Investigation	32 hrs/6 classes 30 student/class 180 total trainees	Increase classes by 1, moved classes throughout State.	$52,686.00	$68,658.00 + 15,972.00
Commander (Vice/Narcotics/Intell.)	36 hrs/2 classes 20 students/class 40 total trainees	Decrease class by 1	$23,943.00	$16,332.00 - 7,611.00
Crime Analysis, Expanded Application	36 hrs./1 class 20 students/class 20 total trainees	Reduced instructor, printing, & travel costs. Increased supplies, & room rental.	$8,723.00	$9,307.00 + 584.00
Dignitary Security	36 hrs./6 classes 28 students/class 168 total trainees	Increased instructor, printing, travel costs.	$63,798.00	$70,950.00 + 7,152.00
Drug Trafficker-Interdiction/Characteristics	32 hrs./2 classes 24 students/class 48 total trainees	Increased instructor, supplies, room rental. Reduced printing, equip., travel.	$18,500.00	$15,916.00 - 2,584.00
Drug ID/Influence (11550)	32 hrs./4 classes 50 students/class 200 total trainees	Reduced class by 1. Reduced instructor, printing, & travel. Increased supplies.	$65,790.00	$54,904.00 - 10,886.00

COURSE TITLE	PROPOSED STATUS	PRIMARY PROPOSED CHANGE	1995/96 CONTRACT	1996/97 PROPOSED
onomic Crime vestigation	36 hrs./3 classes 24 students/class 72 total trainees	Increase equip., instructor travel, classroom rental. Decrease instr. salary, & printing.	$25,341.00	$30,987.00 + 5,646.00
Electronic Surveillance	16 hrs./5 classes 24 students/class 120 total trainees	Increased by 2 classes & classroom rental.	$16,428.00	$23,475.00 + 7,047.00
Financial Invest/Asset Forfeiture	36 hrs/2 classes 30 students/class 60 total trainees	Reduced by 2 classes	$27,990.00	$19,034.00 - 8, 956.00
Informant Development	32 hrs./5 classes 26 students/class 130 total trainees	Reduced by 3 classes. Increase in instructor travel.	$61,856.00	$38,870.00 - 22,986.00
Homicide Invest. (ICI-Foundation)	76 hrs./4 classes 24 students/class 96 total trainees	Reduce instructor salary, printing, instructor travel.	$71,036.00	$69,668.00 - 1,368.00
Investigation of fficer-Involved ootings	36 hrs./9 classes 24 students/class 216 total trainees	Increased by 1 class	$79,912.00	$97,353.00 + 17,441.00
Modular Training (various topics)	8 hrs./20 classes 30 students/class 600 total trainees	Decrease by 5 classes. Increased travel.	$40,500.00	$57,220.00 + 16,720.00
Narcotics Investigation	76 hrs./11 classes 24 students/class 264 total trainees	Reduced by 1 class. Increase in instructor travel & handouts.	$254,562.00	$268,114.00 + 15,552.00
Narcotics Training (training for trainers)	60 hrs./2 classes 16 students/class 32 total trainees	Reduced instructor travel.	$37,588.00	$37,392.00 - 196.00
Specialized Surveillance Equip.	36 hrs./5 classes 16 students/class 80 total trainees	Reduced by 2 classes.	$55,468.00	$35,640.00 - 19,828.00
Thermal Imagery	50 hrs./1 class 22 students/class 22 total trainees	Reduced by 1 class.	$32,386.00	$20,866.00 - 11,520.00
Narcotic vestigation - Adv.	32 hrs./2 classes 24 students/class 48 total trainees	New Course	-0-	$15,804.00

TOTALS

CURRENT CONTRACT AMOUNT 1995/96	$1,024,803.00
PROPOSED CONTRACT FOR FISCAL YEAR 1996/97	$ 993,451.00
NET DIFFERENCE	- $31,352.00

ATTACHMENT "B"

DEPARTMENT OF JUSTICE / 1996-97 FY POST BUDGET

CLASS NAME	# PRES.	INSTR.	GEN'L	PRES.	CLER.	PRINT.	SUPP.	EQUIP.	COOR. TRV.	INSTR. TRV.	MISC.	SUB-TOTAL	15% IND.	PER PRES.	TOTAL
Adv. Financial Invest.	1.00	1,952.00	200.00	640.00	500.00	625.00	357.00	0.00	780.00	588.00	924.00	6,566.00	985.00	7,551.00	7,551.00
Basic Elements	3.00	1,968.00	250.00	720.00	500.00	630.00	608.00	0.00	573.00	1,380.00	1,130.00	7,759.00	1,164.00	8,923.00	26,769.00
CAMP Surv. School	1.00	0.00	0.00	0.00	100.00	0.00	430.00	0.00	1,580.00	0.00	0.00	2,110.00	317.00	2,427.00	2,427.00
Clan. Lab. Invest.	6.00	3,772.00	200.00	640.00	500.00	810.00	888.00	0.00	537.00	1,803.00	800.00	9,950.00	1,493.00	11,443.00	68,658.00
Commanders	2.00	2,032.00	250.00	720.00	500.00	120.00	285.00	0.00	465.00	1,589.00	1,140.00	7,101.00	1,065.00	8,166.00	16,332.00
Crime Analysis	1.00	2,050.00	250.00	720.00	500.00	144.00	1,285.00	0.00	900.00	1,120.00	1,124.00	8,093.00	1,214.00	9,307.00	9,307.00
Dignitary Security	6.00	4,320.00	250.00	720.00	500.00	252.00	387.00	367.00	583.00	1,300.00	1,604.00	10,283.00	1,542.00	11,825.00	70,950.00
Drug Infl. & Ident.	4.00	2,194.00	250.00	720.00	500.00	1,350.00	2,438.00	0.00	790.00	2,594.00	1,100.00	11,936.00	1,790.00	13,726.00	54,904.00
Drug Trafficker	2.00	1,032.00	200.00	640.00	500.00	288.00	690.00	936.00	830.00	1,280.00	524.00	6,920.00	1,038.00	7,958.00	15,916.00
Econ. Crime Invest.	3.00	2,036.00	250.00	720.00	500.00	576.00	462.00	833.00	543.00	1,938.00	1,124.00	8,982.00	1,347.00	10,329.00	30,987.00
Elect. Surveillance	5.00	848.00	100.00	320.00	200.00	288.00	726.00	45.00	448.00	584.00	524.00	4,083.00	612.00	4,695.00	23,475.00
Financial Invest.	2.00	2,120.00	250.00	720.00	500.00	792.00	846.00	0.00	465.00	1,459.00	1,124.00	8,276.00	1,241.00	9,517.00	19,034.00
Homicide/Death	4.00	4,540.00	500.00	1,520.00	1,000.00	744.00	582.00	0.00	1,375.00	2,760.00	2,124.00	15,145.00	2,272.00	17,417.00	69,668.00
Informant Devel.	5.00	1,940.00	250.00	640.00	500.00	144.00	342.00	210.00	428.00	1,382.00	924.00	6,760.00	1,014.00	7,774.00	38,870.00
Officer Invol. Shooting	9.00	2,360.00	250.00	720.00	500.00	792.00	774.00	833.00	648.00	1,405.00	1,124.00	9,406.00	1,411.00	10,817.00	97,353.00
Modular Training	20.00	960.00	50.00	0.00	120.00	480.00	638.00	0.00	0.00	380.00	130.00	2,758.00	413.70	3,171.70	63,434.00
Narcotic Invest.	11.00	11,014.00	500.00	1,520.00	1,000.00	1,008.00	1,374.00	0.00	360.00	3,768.00	651.00	21,195.00	3,179.00	24,374.00	268,114.00
Narcotic Trng T4T	2.00	3,706.00	375.00	1,200.00	1,000.00	6,096.00	2,274.00	0.00	81.00	1,325.00	200.00	16,257.00	2,439.00	18,696.00	37,392.00
Spec. Surv. Equip.	5.00	2,130.00	250.00	720.00	500.00	192.00	596.00	214.00	50.00	1,530.00	16.00	6,198.00	930.00	7,128.00	35,640.00
Thermal Imagery	1.00	2,096.00	500.00	1,000.00	500.00	594.00	1,502.00	3,062.00	975.00	5,465.00	2,450.00	18,144.00	2,722.00	20,866.00	20,866.00
PROPOSED NEW:															
Adv. Narc. Invest.	2.00	2,275.00	250.00	800.00	500.00	648.00	798.00	90.00	50.00	1,236.00	224.00	6,871.00	1,031.00	7,902.00	15,804.00
TOTALS	**95.00**														**993,451.00**

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authority to Broadcast Video Training Tapes		Meeting Date April 18, 1996
Bureau Training Program Services	Reviewed By Otto Saltenberger	Researched By Bill Masters
Executive Director Approval Norman C. Boehm	Date of Approval 3-29-96	Date of Report February 6, 1996
Purpose ☐ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Request Commission review and final approval of an interagency agreement with San Diego State University for an amount not to exceed $68,000 to assemble and broadcast twelve videotape training programs during Fiscal Year 1996/97.

BACKGROUND

The Commission approved a $60,000 contract with San Diego State University for 12 satellite broadcasts of videotape training programs during 1995/96. Eight of the broadcasts have been completed with the remaining four scheduled for one each month through June 1996. The broadcasts are being recorded and used by law enforcement agencies for training of their personnel. Feedback from the field continues to be highly commendatory, and the Commission is encouraged to continue this program.

In January of this year, satellite transponder costs increased by $586 per program adding almost $4,000 to this year's costs. The increase is due to a current transponder shortage and increased demand for C-band and Ku-band frequencies. Projecting this increase, an additional $8,000 will be needed to cover costs for videotape training programs in Fiscal Year 1996/97.

ANALYSIS

Broadcasting of training programs via satellite has proven to be an effective method of delivery. Each two-hour broadcast contains at least four agency-produced videotapes and four segments of Case Law Updates, two each produced by the Alameda County District Attorney's Office and Golden West College. Over 500 tapes have been presented via satellite since the series began in December of 1988. This method of distribution has greatly expanded the use of existing videotaped material and helped to improve the effectiveness of training programs overall.

RECOMMENDATION

It is recommended that the Executive Director be authorized to sign a new contract with San Diego State University in an amount of $68,000 for the assembly and transmission of twelve training tape satellite broadcasts during the 1966/67 fiscal year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract to Continue the Institute of Criminal Investigation Instructors' Update Workshops		**Meeting Date** April 18, 1996
Bureau Training Programs Services	**Reviewed By** Otto Saltenberger	**Researched By** Neil Zachary
Executive Director Approval	**Date of Approval**	**Date of Report** February 28, 1996

Purpose

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Request the Commission review and authorize the Executive Director to enter into a contract with the San Diego Regional Training Center to continue the Robert Presley Institute of Criminal Investigation (ICI) Instructors' Update Workshops and conduct six course evaluation meetings at a cost not to exceed $58,000.

BACKGROUND

The Commission authorized special training during FY 1995-96, for instructors of the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using the adult experience-based learning concepts. To ensure that all ICI instructors understand and are competent with these learning concepts, a 40-hour ICI Instructors' Update Workshop was designed and presented.

In a separate report on this agenda, the Commission has been requested to approve 18 presentations of the ICI Core Course and presenters will be added to offer additional Foundation Specialty Courses. There are approximately 25 instructors and group facilitators required for each Core Course, and multiple offerings of the 11 Foundation Specialty Courses require approximately 200 additional instructors.

Three ICI Instructors' Update Workshops were presented under FY 1995-96 contracts and several instructor evaluation meetings have been completed, with others scheduled for this fiscal year. A total of 200 instructors have been trained during the 11 workshops to date. These instructors will also assisted in the design of additional Foundation Specialty Courses using the adult learning concepts. Instructors have commented that employing adult experience-based learning concepts in the class room make teaching more effective and there is more sharing of knowledge among students.

Students completing the ICI Core and Foundation Specialty Courses have favorably evaluated the program which encompasses adult experience-based learning techniques. Students have written on course evaluations that they appreciate the opportunity of sharing and learning from other students.

In addition, periodic meetings of instructors teaching in ICI courses are required to maintain the dynamic nature of the course work and to make recommended changes in the curriculum.

ANALYSIS

In order to train additional instructors to fill vacancies and to meet the needs of the increased number of training slots, it is proposed that four ICI Instructors' Update Workshops be conducted during FY 1996-97. The ICI program has grown, requiring the addition of eight Core Course offerings and adding presenters to conduct ICI Foundation Specialty Courses. Additionally, instructors currently teaching in the ICI program have requested one meeting per year to evaluate the courses and adopt recommended changes. It is proposed that one Core Course meeting and five Foundation Specialty Course meetings be conducted for this purpose.

Adult experience-based learning concepts have proven to be an excellent method of instruction, and it requires total involvement by instructor and student. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations.

All ICI instructors work in the criminal justice system. They range from case-carrying detectives to crime scene analysts to assistant district attorneys and judges. Although they are subject-matter experts in their various fields of instruction and experienced instructors, they do not have the time to complete the entire Master Instructor Development Program. Therefore, the abbreviated, concentrated ICI Instructors' Update Workshop was developed.

Current Core Course instructors will meet once a year to evaluate the course and adopt recommended changes in the course. Foundation Specialty Courses will be grouped in five different categories and current instructors for each category will evaluate and adopt changes in their course curriculum.

RECOMMENDATION

Authorize the Executive Director to contract with the San Diego Regional Training Center to coordinate four ICI Instructors' Update Workshops and conduct six course evaluation meetings during FY 1996-97, at a cost not to exceed $58,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Negotiate Contract for 1996-97 Telecourse Programs		**Meeting Date** April 18, 1996
Bureau Training Program Services	**Reviewed By** Otto Saltenberger	**Researched By** Ray Bray
Executive Director Approval Norman C. Boehm	**Date of Approval** 4.2.96	**Date of Report** February 20, 1996
Purpose [X] Decision Requested [ ] Information Only [ ] Status Report	**Financial Impact:** [ ] Yes (See Analysis for details) [ ] No	

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

ISSUE

Request authority for the Executive Director to enter into an interagency agreement with San Diego State University, for distance learning telecourse training programs for fiscal year 1996-97 in an amount not to exceed $550,000.

BACKGROUND

During fiscal year 1995-96, POST will have produced and presented a total of 12 telecourses. At this time it appears that the costs for producing these programs will not exceed the costs allocated for the current fiscal year of $530,000.

The production and presentation of satellite telecourses continues to be a valuable, effective training medium. The Law Enforcement community has enthusiastically accepted the medium, as evidenced by positive evaluations and many unsolicited calls requesting specific topics for future broadcasts. Moreover, 429 law enforcement agencies currently possess satellite receivers provided by the Commission and and program demand continues to escalate.

ANALYSIS

It is proposed to produce 12 telecourses during the 1996-97 fiscal year. Subject matter for the planned telecourse programs are drawn from a variety of contemporary law enforcement issues, legislative mandates and from topics requested by officers on their evaluations of recently viewed telecourses.

The inevitable contingency exists which will require the completion of unscheduled specialized training video productions. Such events impact and strain the contract resources designed for telecourse production. Specialized videos are estimated at approximately $30,000 each. The completion of two unplanned videos would require an additional $60,000. While the costs at KPBS have remained relatively stable the cost of uplinking and satellite rental has increased by about $800 per production and may continue to increase. Videotape duplication costs have also increased, both in the quanity of tapes requested and in the cost of duplication. Therefore it is proposed to

increase the contract by $20,000 to accommodate costs for satellite uplinking and videotape duplication.

San Diego State University KPBS Public Broadcasting has provided POST with excellent production capability. Their management, script writers, producers, directors, and camera operators have adapted well and support POSTS demand for high quality law enforcement programming.

RECOMMENDATION

Authorize the Executive Director to negotiate with San Diego State University for production of telecourses and specialized training videos and tape duplication in an amount not to exceed $550,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Renewal of Master Instructor Development Program Contract for FY 1996/97		Meeting Date April 18, 1996
Bureau Training Program Services	Reviewed By Otto Saltenberger	Researched By Lou Madeira
Executive Director Approval	Date of Approval	Date of Report March 19, 1996
Purpose ☐ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to enter into a contract with the San Diego Regional Training Center (RTC) in the amount of $244,103 for support of the Master Instructor Development Program for Fiscal Year 1996-97?

BACKGROUND

At its November 9, 1995 meeting, the Commission approved a mid-year modification to an existing contract with the San Diego Regional Training Center to shift coordination and presentation responsibility from POST staff and provide the increased level of funding needed to support presentations scheduled through the end of the current fiscal year. The proposed contract seeks to continue the contractor's expanded level of program support throughout the 1996/97 fiscal year.

ANALYSIS

The Master Instructor Development Program consists of five workshops presented over a twelve month period including an 80-hour Core Course, a 32-hour Learning Contract Workshop, two 24-hour Progress Workshops and a final 40-hour competency Validation Workshop. A full program transcends fiscal years.

The program is designed to develop experienced law enforcement instructors to mastery in Instructional Systems Design (ISD) and the application of adult learning concepts. Individuals completing the course mentor both novice and journeymen trainers at their local training centers and form the cadre of trainers needed to present instructor development courses statewide. The Master Instructor Development Program is a fundamental element of the Commission's emphasis on improving the overall quality of instruction for California law enforcement.

The San Diego Regional Training Center has provided POST with superior presentation support and meets POST's demand for high quality law enforcement training.

The 1996-97 contract, as proposed, would provide funding for the workshops needed to support classes four and five (currently in progress), as well as the start-up and a majority of workshops for classes six and seven. In addition, funds are included in the proposed budget to support a three day update course for graduates of classes one through four. The intent of the update workshop is to keep program graduates abreast of changes in instructional technology, review exemplary student projects, observe specific teaching methodologies and provide a networking opportunity among classes.

RECOMMENDATION

Authorize the Executive Director to negotiate a new contract with the San Diego Regional Training Center for the Master Instructor Development Program in an amount not to exceed $244,103 for Fiscal Year 1996-97.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Robert Presley Institute of Criminal Investigation Core Course Contract FY 1996/97		**Meeting Date** April 18, 1996
Bureau Training Program Services	**Reviewed By** Otto Saltenberger	**Researched By** Neil Zachary
Executive Director Approval	**Date of Approval** 3-29-96	**Date of Report** February 28, 1996
Purpose ☒ Decision Requested ☐ Information Only ☐ Status Report	**Financial Impact:** ☐ Yes (See Analysis for details) ☐ No	

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

ISSUE

Request Commission review and authorize the Executive Director to enter into contracts with four presenters for the delivery of 18 offerings of the Robert Presley Institute of Criminal Investigation (ICI) Core Course in the amount not to exceed $442,000.00 for fiscal year 1996-97.

BACKGROUND

This is a renewal of the contract that was in effect for FY 1995-96. Because of the demand for the course, the Commission approved two additional offering in FY 1995-96, for a total of ten. The San Diego Regional Training Center (SDRTC) and the Sacramento Public Safety Center (SPSC) were granted contracts for FY 1995-96, and effectively presented all of the Core Course offerings, including the two that were added.

To increase the participation of agencies surrounding the San Francisco Bay in the ICI program, additional offerings of the Core Course are being requested in that geographic area, and the Los Angeles Police Department (LAPD) requested that they be allowed to present the course to their investigative staff. Therefore, to accommodate the demands for the course and to encourage involvement of Bay Area agencies and LAPD, it is recommended that the Executive Director enter into contracts with the following presenters:

Contractor	No. Offerings	Contract Amount
San Diego Regional Training Center (SDRTC)	5	$145,000.00
Sacramento Public Safety Center (SPSC)	5	$145,000.00
San Jose State University (SJSU)	4	$104,000.00
Los Angeles Police Department (LAPD)	4	$ 48,000.00
Total	18	$442,000.00

ANALYSIS

The ICI Core Course is presented using the adult experience-based learning concepts which have proven to be an excellent method of instruction. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is therefore the foundation upon which all other courses are built.

The amounts of the above contracts vary because of travel and per diem rates for instructors and the payment of instructor salaries. The instructors for the LAPD will be teaching while on duty and therefore will not be paid for their instructional time.

Because local agencies are currently experiencing fiscal constraints, they are finding it difficult to front tuition costs for the Core Course. It is requested that the Commission continue to approve paying the presentations costs of the Core Course directly to the presenter, on a per student basis.

RECOMMENDATION

Authorize the Executive Director to enter into a new contract with the San Diego Regional Training Center, Sacramento Public Safety Center, San Jose State University, and the Los Angeles Police Department for delivery of 18 ICI Core Courses. Payment for course delivery will be made directly to the presenter on a per student basis.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Request for Contract Authority to Produce Case Law Update Satellite Programs		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Otto Saltenberger	Bill Masters
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	3-29-96	February 6, 1996

Purpose

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Request Commission review and final approval to enter into contracts with Alameda County District Attorney's Office and Golden West College for an amount not to exceed $58,000 for the production of 24 Case Law Update training programs by each agency during fiscal year 1996-97.

BACKGROUND

The Commission approved $52,000 for contracts with Alameda County District Attorney's Office and Golden West College for the production of 24 Case Law Update programs by each agency during 1995-96. Sixteen programs from each agency have been produced and broadcast, with eight from each producer scheduled for the remaining months of this fiscal year. The reaction to these segments continues to be favorable, and the Commission is encouraged to provide them to the field during the coming year.

Golden West College is requesting an increase in its contract, from $26,000 to $32,000, to cover increased production costs. Unlike the Alameda District Attorney's updates, which are prepared by an on-duty office staff attorney, Golden West College subcontracts with three presenters from Orange County and pays a fee for preparation of their segments. Working with three presenters provides more variety in the Case Law Updates, but requires more coordination and production time.

ANALYSIS

Case Law Updates were added to POST satellite broadcasts to provide current information on recent court decisions to all California law enforcement agencies. The presenters for these segments are assistant district attorneys and a judge of the Orange County Superior Court. The subject matter is coordinated by POST staff to avoid duplication of production efforts. Cases chosen are recent and applicable to the needs of the law enforcement community. Case Law Updates have significantly added to the effectiveness of videotaped training broadcasts.

RECOMMENDATIONS

It is recommended that the Executive Director be authorized to sign new contracts with the Alameda County District Attorney's Office ($26,000) and Golden West College ($32,000) for a total of $58,000, to continue production of 24 Case Law Updates from each agency during the 1996-97 fiscal year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Request for Contract Approvals - Basic Driver Training, Basic Motorcycle, & Basic Narcotics courses		Meeting Date: April 18, 1996
Bureau: Training Delivery and Compliance Bureau	Reviewed By: Ronald T. Allen	Researched By: Gary C. Sorg
Executive Director Approval: Norman C. Boehm	Date of Approval: 3·28·96	Date of Report: March 18, 1996
Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report	Financial Impact:	☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to enter into contract agreements with certain POST-certified presenters of the Basic Course Driver Training, the Basic Motorcycle, and the Basic Narcotics courses to provide training to California law enforcement for Fiscal Year 1996/1997?

BACKGROUND

Traditionally, these courses have been presented as Plan III tuition courses. Shrinking County and City budgets have made it difficult for law enforcement agencies to pay the tuition costs in advance for these programs.

At the April 1993 Commission meeting, staff was directed to transfer certain categories of training identified as high cost and needed statewide from Plan III to contract. Basic Course Driver Training, Basic Motorcycle Training, and Basic Narcotics Training courses have been identified as meeting this criteria. At its July and November 1993 meetings, the Commission approved the conversion to contracts for specific presenters of the Basic Narcotics, the Basic Course Driver Training, and the Basic Motorcycle courses for Fiscal Year 1993/1994. The Commission has since authorized the Executive Director to negotiate contracts with presenters of these courses for the succeeding Fiscal Years. The Commission at the April 1996 meeting, is being asked for contract approval for the agencies and amounts described in this report for Fiscal Year 1996/1997.

Although switching from Plan III to contracts has not appreciably increased or decreased the cost to POST for providing these courses, agencies have benefitted by eliminating paying for costs in advance and a reduction in administrative processing.

This proposal would allow contractual agreements with presenters of these courses to continue for Fiscal Year 1996/1997.

APRL9697.AGN

ANALYSIS

The amount proposed represents the same amount allocated through terms of certification for tuition under Plan III and would not increase the fiscal impact to the Peace Officer Training Fund.

These agreements, with the participating presenters will make these training programs more convenient for law enforcement.

Contractual agreements would be made with the following agency and college presenters:

Alameda County Sheriff's Department
Alan Hancock College
Butte College
California Highway Patrol
College of the Redwoods
Los Medanos College
Oakland Police Department
Orange County Sheriff's Department
Sacramento Police Department
San Bernardino County Sheriff's Department
San Diego Police Department
South Bay Regional Public Safety Training Consortium
Ventura County Sheriff's Department

In the January 18, 1996 Agenda Item Report, the Commission was asked to authorize the Executive Director to negotiate contracts for these three courses for Fiscal Year 1996/1997. These negotiations were carried out resulting in the recommendation below. This year's recommendation is for approximately $139,000 less than last year's contract and will train approximately 400 fewer students. Reasons for the change include: some presenters deciding to go back to the Plan III format for driver training, one agency deciding to get out of the motorcycle training business, and the normal fluctuation in the number of trainees from year to year.

RECOMMENDATION

Authorize the Executive Director to enter into contracts with the agencies and colleges described above to train a maximum of 2,827 students in the Basic Course Driver Training, 384 students in the Basic Motorcycle Course, and 125 students in the Basic Narcotics Course. The total amount of these contracts may not exceed $1,518,722 for the period starting July 1, 1996, and ending June 30, 1997.

DATE: March 8, 1996

Contracts F/Y 96-97

Basic Driver Training, Motorcycle and Narcotic Courses

	DT	M	N
Alameda County Sheriff	$ 16,150(50)		
Alan Hancock College	$ 3,876(12)		
California High. Pat.		$196,380(180)	
So. Bay Regional PSTC (Formerly Evergreen & Gavilan Colleges)	$136,800(360)		
Los Medanos College	$ 67,830(210)		
Oakland Police	$ 45,600(120)		
Orange County Sheriff			$ 59,625(125)
Redwoods Center	$ 3,230(10)		
Sacramento Police	$ 24,225(75)		
San Bernardino County Sheriff	$570,000(1500)	$159,696(144)	
San Diego Police	$113,050(350)	$ 69,060(60)	
Ventura County Sheriff	$ 53,200(140)		

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Contract for Administration of POST Proficiency Examination		Meeting Date: April 18, 1996
Bureau: Standards & Evaluation	Reviewed By:	Researched By: John Berner
Executive Director Approval: Norman C. Boehm	Date of Approval: 3.28.96	Date of Report: March 23, 1996
Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact: [X] Yes (See Analysis for 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 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 CPS for the administration of the examination each of the last 13 years.

ANALYSIS

CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination. Moreover, CPS can administer the examination for less than it would cost if POST staff were to assume this function.

During the current fiscal year the scope of the contract was expanded to provide for the administration of trial test items for the comprehensive written exam that must be passed as part of the new delivery format for the Regular Basic Course (i.e., *Transition Program-Pilot Format*). This expansion has resulted in a substantial increase in test administrations as the trial items are administered both before and after training to identify those items best suited for the exam (i.e., items for which there is a significant training effect).[1]

The amount of the 1995/96 fiscal year contract is $64,483.60. Current projections indicate that real contract costs, which are contingent upon actual testing volume, will be considerably lower and total about $52,000. The proposed contract for fiscal year 96/97 is for an amount not to exceed $58,000. The proposed amount assumes that the contract

[1]Historically, the contract has paid for fewer pre and post academy test administrations dedicated to evaluating trial items for inclusion in new forms of the Proficiency Exam.

will continue to be the vehicle for ongoing trial administration of new test items for both the Proficiency Exam and the comprehensive exam required under the *Transition Program-Pilot Format*, and that there will be an approximate 10% increase in the number of basic academy students.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS for administration of the POST Proficiency Examination during fiscal year 1996/97, for an amount not to exceed $58,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Administration of POST Entry-Level Reading and Writing Test Battery		Meeting Date April 18, 1996
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner
Executive Director Approval	Date of Approval	Date of Report March 21, 1996

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

Financial Impact: [X] Yes (See Analysis for 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 entry-level reading and writing test battery.

BACKGROUND

Since 1983, the Commission has authorized that the POST entry-level test battery be made available to agencies in the POST program at no cost. During this period, all test administration services associated with the testing program have been provided under contracts with CPS.

ANALYSIS

All contract services provided by CPS have been acceptable, and POST lacks the staff to perform these services. The 1995/96 fiscal year contract is for $93,803.84. An $6,000 augmentation was requested in a previous agenda item report, bringing the total contract costs for the current fiscal year to $99,803.84. The augmentation was necessary due the much higher than expected testing volume. The proposed contract for fiscal year 1996/97 is for an amount not to exceed $109,850.00. The increase is due largely to an estimated increase in the number of test candidates of approximately 10% (from 40,000 to 44,000).

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS for administration of the POST test battery during fiscal year 1996/97 for an amount not to exceed $109,850.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title: Contract for POST PC 832 Written Test Examination Services		Meeting Date: April 18, 1996
Bureau: Standards & Evaluation	Reviewed By:	Researched By: John Berner
Executive Director Approval:	Date of Approval:	Date of Report: March 15, 1996
Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report		Financial Impact: [X] Yes (See Analysis for details) [ ] No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) for PC 832 written test examination services.

BACKGROUND

Penal Code Section 832(a) requires that persons must pass a POST-developed or POST-approved examination to successfully complete the PC 832 course. POST has contracted with CPS for PC 832 written test examination services each of the last seven years.

ANALYSIS

CPS has done an acceptable job of providing the contract services. The amount of the 1995/96 fiscal year contract is $39,078.08. The proposed contract for fiscal year 1996/97 is for an amount not to exceed $39,700. The proposed amount reflects an estimated increase in shipping costs of approximately $620.00.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS for PC 832 written test examination services during fiscal year 1996/97 for an amount not to exceed $39,700.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
State Controller's Office Agreement for Auditing Services in FY 1996/97		April 18 1996
Bureau	**Reviewed By**	**Researched By**
Administrative Services Bureau	Frederick Williams	Staff
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman A. Boehm	3-27-96	March 27, 1996

Purpose

[XX] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact: [XX] Yes (See Analysis for details) [ ] No

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

ISSUE

Commission review and final approval of an interagency agreement for auditing services with the State Controllers's Office for Fiscal Year 1996/97.

BACKGROUND

There is a need to selectively audit the training reimbursement claims made by local agencies against the Peace Officer Training Fund. These audits have been conducted by the State Controller's Office on a yearly basis. The Commission approved an agreement not to exceed $85,000 for current Fiscal Year 1995/96.

ANALYSIS

Each year for the past several years POST has negotiated an interagency agreement with the Controller's Office to conduct audits of selected agencies which receive POST reimbursement funds. The Controller's Office continues to do an acceptable job in auditing selected jurisdictions to assure that reimbursement funds are being appropriately expended.

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to enter into an interagency agreement with the State Controller's Office in an amount not exceed $85,000 to audit local agency reimbursement claims during Fiscal Year 1996/97.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Interagency Agreement with Teale Data Center		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Computer Services Unit	Glen Fine	Mitch Coppin
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	3-27-96	

Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to enter into an Interagency Agreement with the Teale Data Center in FY 96/97 for computer services?

BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State agency) for computer services. The contract provides a link between POST's computer and the Teale Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer or PC's can provide. Teale Data Center staff also provides communications, Local Area Network (LAN) support, and consulting services. The current year's contract is for $65,000.

ANALYSIS

POST uses the Teale Data Center mainframe computers for processing large statistical jobs and the storage of large test score data files. POST will also need support services for maintaining and troubleshooting its LAN system. This agreement will give POST the processing power, storage capabilities, and technical LAN support that is needed during FY 96/97. Costs are expected to be similar to this year's ($65,000).

RECOMMENDATION

It is recommended the Commission authorize the Executive Director to enter into an Interagency Agreement with the Teale Data Center for computer services in FY 96/97 for an amount not to exceed $65,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Contract for Computer Software Maintenance and Support - Ingres		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Computer Services Unit	Glen Fine	Mitch Coppin
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C Boehm	3-27-96	

Purpose

☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to sign a two-year contract with Ingres, not to exceed $50,000, for computer software maintenance and support through Computer Associates, Inc., for FY 96/97 and 97/98?

BACKGROUND

POST uses Ingres database software to maintain peace officer records on POST's DEC Alpha 2100/M500P minicomputer. The current year contract for telephone support and maintenance for Ingres software is $14,903.

ANALYSIS

In FY 94/95, POST installed a new Digital Alpha minicomputer to replace its aging Digital VAX computer. The Alpha has proven to be a reliable minicomputer with expansion capabilities to meet POST database needs for many years to come. Proposed annual costs for Ingres have risen over previous years due to additional features necessary to run on POST's new Alpha minicomputer.

RECOMMENDATION

It is recommended the Commission authorize the Executive Director to sign a two-year contract with Ingres, not to exceed $50,000, for computer software maintenance and support through Computer Associates, Inc., for FY 96/97 and 97/98.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Health and Welfare Data Center - CALSTARS Support FY 1996/97		April 18, 1996
Bureau	**Reviewed By**	**Researched By**
Computer Services Unit	Glen Fine	TC Mitch Coppin
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	3-27-96	March 27, 1996

Purpose: ☐ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact: ☐ Yes (See Analysis for details) ☐ No

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

ISSUE

Should the Commission authorize the Executive Director to enter into an Interagency Agreement with the Health and Welfare Agency Data Center for computer linkage in support of the State Accounting System (CALSTARS) and other associated data processing services?

BACKGROUND

The mandated California Accounting and Reporting System (CALSTARS), implemented in 1986, requires that POST enter into a yearly contract with the Health and Welfare Data Center to provide data processing services during the year. The Health and Welfare Data Center also provides related data processing services such as: 1) Internet connections, 2) Local Area Network support, and 3) consulting services. The Commission approved an agreement not to exceed $25,000 for current Fiscal Year 1995/96.

ANALYSIS

Without the continuation of an agreement with the Health and Welfare Data Center, POST will not be able to perform necessary state accounting functions and will be out of compliance with accounting requirements.

RECOMMENDATION

It is recommended the Commission authorize the Executive Director to enter into an Interagency Agreement with the Health and Welfare Agency Data Center in an amount not to exceed $25,000 for computer services during Fiscal Year 1996/97.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Eastman Kodak Copier Maintenance Contract		Meeting Date April 18, 1996
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval Norman C. Boehm	Date of Approval 3-29-96	Date of Report February 1, 1996
Purpose [XX] Decision Requested [ ] Information Only [ ] Status Report	Financial Impact:	[XX] Yes (See Analysis for 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 Eastman Kodak for copier maintenance.

BACKGROUND

Each year the Commission on Peace Officer Standards and Training must enter into a contract for maintenance of its Kodak copier, a high volume copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a Master Services Agreement developed by the State Department of General Services.

ANALYSIS

Part of the cost of owning a copier is the monthly maintenance charge for usage. The Commission approved an agreement not to exceed $16,000 for the current fiscal year. Approval is requested to enter into a similar agreement for FY 96-7 for an amount to maintain the current level of service.

RECOMMENDATION

Authorize the Executive Director to sign a contract with Eastman Kodak for a total not to exceed $16,000.

Attachment H

STATE OF CALIFORNIA

PETE WILSON, *Governor*

DEPARTMENT OF FINANCE
915 L STREET
SACRAMENTO, CA 95814-4998

January 10, 1996

Norman C. Boehm, Executive Director
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95814-7083

Dear Mr. Boehm:

FINAL REPORT - SURVEY OF THE INTERNAL CONTROL STRUCTURE, COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

We have completed our survey of the internal control structure of the Commission on Peace Officer Standards and Training (POST) in effect as of October 5, 1995. Attached is the management letter including POST's comments.

We appreciate the cooperation and assistance provided by POST staff. If you have any questions regarding this management letter, please contact Carol Close, Manager, at (916) 322-2985, ext. 66.

Sincerely,

Samuel E. Hull

Samuel E. Hull, Chief
Office of State Audits and Evaluations
(916) 322-2917

Attachment

cc: Thomas Liddicoat, Budget Officer, Commission on Peace Officer Standards and Training (POST)

A MANAGEMENT LETTER

Commission on Peace Officer Standards and Training Survey of the Internal Control Structure

Prepared By:
Office of State Audits and Evaluations
California Department of Finance

968120018DCR

October 1995

STATE OF CALIFORNIA PETE WILSON, Governor

DEPARTMENT OF FINANCE
915 L STREET
SACRAMENTO, CA 95814-4998

January 10, 1996

Norman C. Boehm, Executive Director
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95814-7083

Dear Mr. Boehm:

MANAGEMENT LETTER - SURVEY OF THE INTERNAL CONTROL STRUCTURE, COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

We completed a limited survey of the Commission on Peace Officer Standards and Training (POST) internal control structure in effect as of October 5, 1995. We conducted the survey by applying procedures to the extent we considered necessary and included observations, analyses and interviews. We performed only limited transactions tests. The scope of the survey was to assess the relative risks in the internal control structure of the POST and did not constitute a study and evaluation of the internal control structure in accordance with generally accepted auditing standards. Accordingly, we are not presenting an opinion as to the adequacy of the POST's internal control structure.

The management of the POST is responsible for establishing and maintaining an adequate internal control structure. The objectives of the internal control structure are to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with state control procedures, and recorded properly.

Because of inherent limitations in the internal control structure, errors or irregularities may occur and not be detected. Also, projection of any evaluation or review of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In making our survey, we classified the internal control structure policies and procedures in the following categories:

- Property and Equipment Management
- Revenue and Cash Receipts
- Personal Services and Payroll
- Electronic Data Processing (EDP)
- Revenue and Accounts Receivable
- Purchases and Cash Disbursements
- Budget and Financial Reporting
- Revolving Fund

Our survey would not necessarily disclose all material weaknesses in the internal control structure. However, in connection with the procedures that we did perform, we observed weaknesses in internal controls for cash receipts and disbursements, property and equipment, and purchasing, as described more fully in the Attachment. With respect to items not reviewed or tested by us, no matters came to our attention that caused us to believe that the POST had not complied with requirements for an effective internal control structure.

We met with POST management on December 4, 1995, to discuss the results of the survey and the observations included in the Attachment. Please provide your response including the corrective action taken or planned to resolve these issues within ten days of your receipt of this draft letter. We commend the POST management for requesting this review and recognizing its responsibility for maintaining an adequate internal control structure. In addition, we acknowledge the POST's timely resolution of weaknesses noted during fieldwork.

This letter is intended solely for the information and use of POST management. The results may be used in subsequent reviews of the POST's internal control structure.

Sincerely,

Samuel Hull

Samuel E. Hull, Chief
Office of State Audits and Evaluations
(916) 322-2917

Attachment

cc: Thomas Liddicoat, Budget Officer, Commission on Peace Officer Standards and Training (POST)

ATTACHMENT

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
SUMMARY

During our survey we noted several weaknesses in the POST's internal control structure. Specifically, cash receipts and disbursements, property and equipment, and purchasing controls are not adequate and require attention by management, as discussed below.

CASH RECEIPTS AND DISBURSEMENTS

As a result of the weaknesses observed over cash receipts and disbursements the POST is at risk that errors or irregularities could occur and not be detected in a normal course of business.

Observation 1 — Inadequate Review of Check Disbursements

Condition: Our review disclosed Revolving Fund checks prepared and remitted to recipients without proper signature. Further, the checks were cashed by banks, unsigned. Failure to review checks for proper authorization may result in loss, misappropriation and defalcation of state funds. However, nothing came to our attention to indicate misuse of state funds.

In addition, our review found checks not payable to another state agency and in excess of $15,000, that lack two signatures. Four checks written to one vendor for travel services, ranging from approximately $21,000 to $33,000, lacked a second signature. Failure to follow proper review and authorization procedures mandated by SAM may result in loss of state funds.

Criteria: Government Code Sections 13400-13407 require that agency heads establish and maintain an adequate system of internal control. One of the primary objectives of an internal control system is to provide reasonable assurance that transactions are properly authorized. Effective internal controls regarding cash disbursements require careful execution in preparation, review and authorization to provide effective internal control over assets, liabilities, revenues, and expenditures.

Further, SAM Section 8041 specifies checks in excess of $15,000, not payable to a state agency, require two authorized signatures.

Recommendation: Establish and maintain check preparation and distribution procedures to ensure proper review and authorization.

Observation 2 Failure to Follow Proper Transfer Procedures

Condition: Our study disclosed blank check stock and cash assets were transferred between custodians unaccompanied by transfer receipts. Check stock numbers and cash assets accountability is impaired when transfers between POST staff are performed without receipts. In order to ensure accountability of cash assets, transfer procedures must be accompanied by an accounting on a transfer receipt and signed by the individuals.

Criteria: SAM Section 8111.2 states that "the custodian will be personally responsible for the amount advanced from the revolving fund. Transfers of custody will be accomplished only after: a) personal audit ...., and b) a receipt has been given by the newly assigned custodian to the custodian being relieved."

Further SAM Section 8041 requires transfer of check stock between persons be acknowledged by transfer receipts showing the check numbers of the stock transferred.

Recommendation: Ensure established SAM procedures are followed which require transfer receipts accompany custody of cash funds or blank check stock transfers between designated individuals.

PROPERTY ACCOUNTING

We identified the following weakness in the POST's internal controls related to property accounting. Failure to correct the situation exposes recorded fixed assets as of August 31, 1995 of $1,011,626, at risk of material misstatement and/or the risk of loss to assets.

Observation 3 Physical Inventory of Equipment Not Reconciled With Property Ledger

Condition: The reconcilement of physical inventory to property records has not been completed. Physical inventory was conducted in January 1995 and has not been reconciled to property records due to an inoperative

automated property accounting system. The amount represented in the property records may be in error and, therefore, general ledger and amounts reported in the financial statements may be misstated.

Criteria: Regarding Property Inventory, SAM Section 8650 requires the total basis valuation of the individual records (property ledger) agreed with the General Fixed Asset Account Group (accounting records).

Further, SAM Section 7969 requires property records to be reconciled with the general ledger at the end of each month or quarter.

SAM Sections 7800 and 7821 require that the property ledger be reconciled with the general ledger control account monthly.

Recommendation: Design procedures in order that the reconcilement of the property records to the accounting records and general ledger can be completed. Resolve automated property accounting incompatibility so that the required periodic reconciliations can be conducted timely.

PURCHASING

We identified a weakness in internal controls regarding the purchasing process. The basis of this issue is that a certain form is required when the substance of the transaction meets certain criteria. The following narrative details the issue.

Observation 4 Improper Uses of Sub-Purchase Orders

Condition: POST routinely uses Sub-Purchase Orders (STD. 40) to purchase subscriptions for publications and periodicals even though they exceed $100, the monetary limit for using such sub-purchase orders.

Criteria: State Administrative Manual (SAM) Section 3571 states that, "Departments may, at their discretion, subject to categories and monetary limits listed in SAM Section 3571.1-3571.2, issue Sub-Purchase Order, STD. 40 or 40A, or Contract/Delegation Purchase Order, STD. 65, to secure delivery of any necessary and required items of personal property."

SAM Section 3571.1 goes on to require that "Departments will secure the following items by issuing Contract/Delegation Purchase Order, STD.65:....Proprietary items illustrated as follows:...., publications, periodicals,...."

Recommendation: Prepare a Contract/Delegation Purchase Order (STD. 65) for purchases exceeding $100 but less than $10,000 and not falling under exempted categories.

Response to Management Letter

State of California | Department of Justice

Memorandum

To: Carol C. Close, Manager
Office of State Audits and Evaluations
Department of Finance
915 L Street, 6th Floor
Sacramento, CA 95814-4998

Date: December 22, 1995

From: Norman C. Boehm, Executive Director
Commission on Peace Officer Standards and Training

Subject: Responses to Survey of POST's Internal Control Structure

As requested in your draft management letter, this is our response to your survey of POST's internal control structure. As I mentioned at our December 4th meeting, I would like to thank you and your audit team for the truly professional audit services rendered. I will now address the observations reflected in the attachment to your memo.

Observation 1 - Inadequate Review of Check Disbursements

To ensure that all revolving fund checks are properly signed, we have initiated a few review steps. A check log was established to show the tracking of all blank checks to be signed. After the checks are signed, they are reviewed by the Accounting Officer to ensure they have in fact each been signed. Then as they are being distributed by the Administrative Services Bureau secretary, they are again checked to be sure there is a proper signature. Since the audit, there have not been any unsigned checks noticed at any step in the process.

With regard to the requirement to have two signatures on checks over $15,000, the clerk that prepares the checks notes on the check log if one requires two signatures. It is incumbent upon the initial check signer to obtain a second authorized signature. The Accounting Officer is the sole reviewer after the checks are signed . The important fact is that the requirement for two signatures has been brought to the attention of the check signers again. It apparently had been overlooked within POST, and there is no procedure to catch it once the checks leave POST. Also, it should be noted that POST has instituted tighter restrictions and requires two signatures on checks over $10,000.

Observation 2 - Failure to Follow Proper Transfer Procedures

A blank check log for the custodian to record the transfer of blank check stock to the Accounting Section has been established. This log is kept in the safe by the custodian. With regards to the Petty Cash Fund, the Accounting Officer has established procedures which require cash receipts accountability before transferring to the new designated individual. Basically, staff are now following

established SAM procedures requiring transfer receipts accompany custody of cash funds or blank check stock transfer.

Observation 3 - Physical Inventory of Equipment Not Reconciled With Property Ledger

An automated property accounting system to better track all State decal property has just been completed by POST data processing staff. It is currently in the test phase and should be fully operational shortly. This new system will be able to track the last time any update was made to a piece of equipment. Staff have entered the data base information from the old system onto the new system. They will reconcile old Property Survey Reports against the inventory, and a new survey report will be completed for any lost or missing items after a thorough search has been conducted. We expect the property ledger to be able to be reconciled by March 1996. Per SAM 7969 the property records are reconciled as required on a quarterly basis and not a monthly basis.

Observation 4 - Improper Uses of Sub-Purchase Orders

At the time this observation was made, POST staff immediately changed procedures and are now using Contract/Delegation Purchase Orders (STD 65) to purchase publications and periodicals. This was simply a case of using the wrong form because we always have, it had gone unnoticed in prior audits, and staff had not read the "fine print" in the SAM.

To: POST COMMISSIONERS

From: Manny Ortega, Chairman

Date: April 17, 1996

Subject: ACTIONS TAKEN AT THE APRIL 17, 1996 FINANCE COMMITTEE MEETING

The Committee met Wednesday, April 17, 1996 is Fresno. In attendance were myself and Commissioner TerBorch. Also present were POST staff members Norman Boehm, Glen Fine, Otto Saltenberger, Ken Whitman, Federick Williams and Vera Roff.

Also in attendance were Jerry Shadinger, Willie Pannell, Mike Brooks, Jay Clark and Marcel Leduc.

In addition to items already addressed on the agenda, the Committee discussed the following.

A. Financial data through March 31 indicates the revenue projection of $30.5 million may be exceeded slightly to the amount of $30.8 million, or just over $ 300,000. Although the training volume at the end of March is slightly less than what was the case a year ago at this time, reimbursements are $467,303 more. This increased reimbursement is due mainly to an increase in cost in the area of tuitions. The full year trainee estimate has been lowered from 49,000 to 47,319.

Owing primarily to $1.2 million prior year savings and $2.2 million prior year revenue adjustment, there could be a $2.0 million reserve at the end of this fiscal year. It is noted that part of this reserve will be realized by savings in contract expenditures. Previously approved contract monies for POSTRAC ($230,000) and Spanish Language ($127,000) will be reflected in 95/96 reserve monies. These amounts will be shown as expenditures in the 96/97 contract summary.

Because we have yet to experience the 4th Quarter, and also because of other uncertainties, such a training volume, it is recommended that the projected reserve be considered cautiously and carried over to next year's budget.

B. The Governor's Budget for POST has been approved by the Senate and Assembly. The Legislature added $2 million augmentation to our budget for the Museum of Tolerance to present training to peace officers. $443,600 of these funds will be directed toward some 7,000 trainees' travel and per diem, while the balance ($1,556,400) will fund the cost of presenting the training.

C. It is difficult to show the impact of the 80-Hour Cap on training which had its inception on September 1, 1995. There are, however, indications that the cap has begun to lessen the amount paid for reimbursement. Also, as you recall, we request Chief Executives to

voluntarily limit the training of personnel to within their respective regions. We are examining ways to more closely monitor the impact of this provision by observing trend lines on reimbursement for travel and per diem.

The Committee recommends that a letter be sent to Chief Executives advising them the 80-hour cap will remain in effect and thanking them for their efforts in reducing travel and per diem and that extra efforts will be made to make needed training courses availably locally.

D. The Committee reviewed the contracts for FY 96/97 and recommended approval.

E. At its July 19, 1995 meeting, the Commission approved a contract with the Department of Finance to conduct an audit of POST's accounting, procurement, and financial proceses and controls. A copy of the audit report, dated January 10, 1996, is enclosed. The report details four areas of a technical nature which required attention. These findings have been rectified.

ADJOURNMENT - 3:40 p.m.

April 11, 1996

AGENDA

QUARTERLY REPORT - EXPENDITURE SUMMARY, 95/96 (as of 3/31/96)

As of 3/31/96, we project resources for 95/96 to amount to $34.3 million, arrived at through $30.8 revenue; $1.2 million prior year savings; and 2.2 million prior year revenue adjustment.

Review line items. Note drop in trainee projection from 49,000 to 47,319.

Contract monies for POSTRAC ($230,000) and Spanish Language ($127,000) will be reflected in 95/96 reserve monies. These amounts will be shown as expenditures in the 96/97 contract summary.

The bottom line shows $32.3 expenditures against $34.3 resources. Leaving a $2.067 million dollar reserve. I hasten to indicate that this reserve is the result of an unusual occurrence. The reserve is traceable to the $2.2 million prior year revenue adjustment. Without the adjustment, we could conceivably be discussing a deficit. We also temporarily saved $357,000 due to movement in contract monies as discussed. Therefore, out of respect for the 4th Quarter and the upcoming fiscal year, we discuss this projected $2.0 million reserve with reservations.

GOVERNOR'S BUDGET 1996/97

Our spending authorization in the Governor's Budget remains at $40.9. As you know, this amount is probably overstated in terms of real revenue. Finance anticipates our 96/97 revenue to be around $33.3. We at POST are less optimistic. We anticipates revenue of $30.8 million.

The Governor's Budget has been heard on the Senate side and assembly side. ~~Our next budget hearing on the Assembly side is scheduled for April 23.~~ was April 16th

I might add that the Senate side of legislature added $2 million to our Budget for the Museum of Tolerance to present training to peace officers. Some $449,600 of this will come to POST to offset the cost of travel and per diem to agencies. The balance will go by way of contract to the Museum for the purpose of presenting the training. ~~It is anticipated that the Assembly will, like the Senate, approve this augmentation.~~

Budget EXPENDITURE SUMMARY (1996/97) (#443,600)

Resources: $32.8 million
Includes: $30.8 million revenue projection; and $2.0 million Prior Year Savings

Review line items:

Same revenue, basically
Same volume of training
Spanish Language and POSTRAC contracts reinstated as expenditures, resulting in modest increase in contract expeditures.
In otherwords 96/97 is projected to be Status Quo

80-HOUR CAP

See notes

While it is difficult to show specifically in the time frame since the Sept. 1, inception of this training cap, we feel the cap has served to offset deficit spending. There are many variable to attempt to account for, such as the fact that training overall has been down. Training Managers are telling us that the cap is having an effect on their decision-making in scheduling training.

CHIEF EXECUTIVE OF LIMITING TRAINING TO WITHIN THEIR REGIONS

We are examining or looking for a trend line on reimbursements for travel and per diem.

FINAL AUDIT REPORT

Copy of report enclosed. Report details four areas of a technical nature which required attention. These findings have been corrected.

State of California

Department of Justice

Memorandum

To: Glen Fine, Deputy Executive Director

Date: April 11, 1996

Via: Frederick Williams, Bureau Chief

From: Tom Liddicoat
Administrative Services Bureau
Commission on Peace Officer Standards and Training

Subject: Impact of 80 Hour Cap

At its July 20, 1995 meeting, the Commission set an 80-hour cap on reimbursement for non-mandatory, in-service training for all ranks and classifications. The cap was implemented on September 1, 1995 and extends to June 30, 1996. Though the cap has been in effect for over 7 months, it is difficult to tell what the impact has been or what the total annual impact will be. Some observations, which may or may not be a result of the cap, are as follows:

1. There were 1,823 less trainees (13,495 vs 15,318) for presentations starting after 6-30 and ending before 1-1 for FY 95-6 than in FY 94-5.

2. There were 1,305 less trainees (11,412 vs 12,717) for presentations starting after 8-31 and ending before 1-1 for FY 95-6 than in FY 94-5.

3. TRRs for $60,162.24 have been rejected for 240 trainees that have exceeded the 80 hour cap.

It is difficult to say what all the above may mean. Though we are below initial trainee and reimbursement expenditure projections for the current year, compared to FY 94-5 there have been less trainees in FY 95-6 but they have cost more. (See the Third Quarter Report for more detailed information.) It is likely that the cap has had an impact, but the precise fiscal affect would be guess work at this time.

State of California | Department of Justice

Memorandum

TO: POST Commissioners **DATE:** April 3, 1996

FROM: Devallis Rutledge, Chairman
Long Range Planning Committee
Commission on Peace Officer Standards and Training

SUBJECT: REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met in the office of Commissioner Block in Monterey Park on March 27, 1996 at 1:00 p.m. Present, in addition to myself, were Commissioners Block and Campbell. Staff present were Norman Boehm, Glen Fine, and Bob Fuller. Guests present included: Chief Joe De Ladurantey, SPSC member; Commander Willie Pannell and Sergeant Michael Brooks from LAPD; and Bill Harkness, LAPPL.

Update on Strategic Planning Steering Committee

Chief De Ladurantey represented the SPSC and briefed the Committee on progress towards finalization of the strategic plan. He reported that the Mission and Values statements had been finalized and the strategies were near finalization. There was discussion about presentation of the plan to the Commission and the Long Range Planning Committee's interest in reviewing the plan for the Commission.

Review of Recommendations from Task Force Report

The Committee reviewed 15 recommendations included in the CPOA/CSSA/CPCA report on POST. Following review, it was concluded that a number of the recommendations have already been implemented and the remainder will be addressed in the strategic planning process. There was consensus that a letter be sent to the associations thanking them for their work.

Command College Revision

Key areas of proposed changes in the Command College were discussed and there was consensus support for the changes. The report will be before the Commission on the regular agenda.

Museum of Tolerance

Staff reported that POST's budget was augmented in the Senate with $2 million to be earmarked for training peace officers at the Museum of Tolerance in Los Angeles.

Approximately $500,000 would be earmarked for travel and per diem reimbursement with the balance for the Museum's presentation costs. There was consensus that the Commission should support this program and the augmentation.

Professional Certificate for Investigators

Staff presented a conceptual proposal regarding the desirability of a new professional certificate that could be awarded to criminal investigators who meet appropriate criteria. Following discussion, staff was requested to develop a proposal and report back to the Committee.

Request for Waiver of the ICI Core Course Requirement

Completion of the Robert Presley Institute for Criminal Investigation requires, in part, completion of an 84-hour core course for criminal investigators. Chief Willie Williams, LAPD, has requested the Commission waive the 84-hour course requirement for LAPD investigators who have already completed the LAPD 80-hour Detective Course. The Committee discussed concerns that the LAPD course is not equivalent to the 84-hour core course. The matter is before the Commission on the regular agenda.

Waiver of Bailiff/Civil Process Course for Deputy Marshals

Effective March 1, 1996 by Commission action in November 1995, the 80-hour Bailiff/Civil Process Course is no longer required for deputy marshals. As of March 1, approximately 60 deputy marshals employed before that date have not completed the training. The Committee recommends the Commission grant a blanket waiver of the 80-hour course requirement for those employed prior to March 1, 1996.

The meeting adjourned at 3:15 p.m.

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

PETE WILSON, *Governor*
DANIEL E. LUNGREN, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

LEGISLATIVE REVIEW COMMITTEE
THURSDAY, APRIL 18, 1996
Holiday Inn Center Plaza
Board Room
2233 Ventura Street
Fresno, California 93721
(209) 486-6625

AGENDA

9:00 A.M. **Attachment**

A. AB 638 (Knight) - Required Training for Concealed Weapons Permits **A**

Attachment A provides an analysis of AB 638 concerning requiring applicants for concealed weapons permits to complete a firearms course approved by POST.
Recommended Position: Neutral, Recommended Amendments

B. AB 1020 (Campbell) - Public Safety Training Centers **B**

Attachment B is a memo summarizing the status of AB 1020 and recommends certain actions be undertaken preparatory to its recommended re-introduction during the 1997 legislative session.

C. SB 1672 (Rosenthal) - Peace Officer Status for Department of Insurance Investigators **C**

Attachment C provides an analysis of SB 1672 that would provide peace officer status to investigators of the Investigations Bureau, Department of Insurance.
Recommended Position: Neutral

D. AB 2072 (K. Murray) - Additional Penalty Assessments **D**

Attachment D provides an analysis of AB 2072 which would add a $3 assessment on every $10 or fraction thereof on traffic fines to be used for local law enforcement purposes.
Recommended Position: Oppose

E. SB 2172 (Hayden) - Appropriation to POST for Museum of Tolerance Training **E**

Attachment E provides an analysis of SB 2172 that would appropriate $2 million from the state's General Fund to POST for the purpose training law enforcement presented by the Museum of Tolerance.
Recommended Position: Support

F. AB 2651 (Hawkins) - Public Officer Status for Sheriff's Security Officers **F**

Attachment F provides an analysis of AB 2651 which would extend public officer status to sheriff's security officers whose primary duty is the security of county facilities.
Recommended Position: Neutral

G. AB 2713 (Conroy) - Peace Officer Status for Investigators of the Public Utilities Commission **G**

Attachment G provides an analysis of AB 2713 which would extend peace officer status to persons employed by the Safety and Enforcement Division of the Public Utilities Commission.
Recommended Position: Oppose

H. AB 3064 (Hawkins) - POST Standards for Law Enforcement Records Supervisors **H**

Attachment H provides an analysis of AB 3064 which would require POST to establish selection and training standards for law enforcement records supervisors
Recommended Position: Pending Committee Discussion

I. Status of Active Legislation of Interest to POST **I**

Attachment I provides a chart indicating the status of active bills of interest to POST.

J. Status of Informational Legislation **J**

Attachment J provides a chart indicating the status of informational bills of interest to POST which are outside the scope of Commission legislative concern but are of sufficient interest to track.

Attachment A

BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Concealed Weapons Licenses	Knight	AB 638
	RELATED BILLS	DATE LAST AMENDED

SPONSORED BY
National Rifle Association

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

Assembly Bill 638 would:

1. Require the issuance of a concealed weapons license, within 15 days of receipt of the Department of Justice's report, upon proof that the applicant is a resident of the county, is 21 years of age or older, desires legal means to carry a concealed firearm for lawful self-defense, and demonstrates competence with a firearm.

2. Make immune from liability any licensing authority who complies in good faith with this provision.

3. Authorize the licensing authority to deny an applicant a license to carry a concealed weapon if the licensing authority has prepared a sworn, written statement alleging that the applicant is likely to use a weapon unlawfully or negligently and that a copy of the statement be made available to the applicant.

4. Specifically authorize the licensing authority to deny or revoke a license if the applicant is a member of a street gang.

ANALYSIS

AB 638 is opposed by many of California law enforcement organizations because it removes much of the discretion that the police chiefs and sheriffs currently possess to issue or deny concealed weapons permits. This analysis does not address the overall merits of AB 638.

Instead, this analysis focuses only on a proposed author's amendment that would establish, as an applicant requirement, a 16-hour POST-accredited course upon initial issuance with a four-six hour annual POST-accredited refresher course.

POST has no such courses in existence that would serve these purposes. The only remotely available course is the PC 832 Course which includes a 24-hour module on firearms. However, this course is designed for peace officer training needs and contains a much higher proficiency testing level than what would be reasonably expected of a private citizens' course.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
[signature]	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
[signature]	4-2-96		

POST 1-159 (Rev. 1/89)

If POST were to be given the responsibility to establish an initial and continuing training requirement, it would resist any pre-determined, specified number of hours. Only after a research and curriculum development effort, that includes significant input from subject matter experts, can hours be appropriately attached to a training course.

A more fundamental issue is whether or not POST should be given such a responsibility in the first place. POST has primary responsibility for setting standards for peace officers. To the extent POST expends resources on initial development and ongoing certification and monitoring for civilian training, it detracts from peace officer training. On the other hand, POST does have the expertise to develop credible training. If POST were given such a responsibility by the Legislature, it would be desirable that POST not be required to issue documentation of training completion; certified training presenters could issue standardized certificates of completion. Furthermore, the law should permit certified presenters of the training to charge appropriate instructional and materials fees so that costs can be recovered. Finally, if POST is to be charged with the responsibility for training course development and ongoing course certifications, supplemental funding should be provided to POST so as to not have this responsibility detract from law enforcement training.

RECOMMENDATION

Oppose the bill, unless amended and if amended remain neutral.

Alameda Police • Albany Police • Berkeley Police • County Sheriff • District Attorney's Patrol • East Bay Regional Parks District Hayward Police • Hayward Area California Police • Oakland Police • Oakland Area Pleasanton Police • San Francisco Bay Area Police • Union City Police • University Police • California State University Hayward Office • Dublin Area California Highway Police • Emeryville Police • Fremont Police • Highway Patrol • Livermore Police • Newark California Highway Patrol • Piedmont Police Rapid Transit District Police • San Leandro of California, Berkeley Police

Chiefs of Police & Sheriff's Association

March 20, 1996

Mr. DeVallis Rutledge
Chairman, California Commission
on Peace Officer Standards and Training
1601 Alhambra Blvd.
Sacramento, CA 95816

Dear Chairman Rutledge:

The members of the Alameda County Chiefs of Police and Sheriff's Association have been advised that the POST Commission has taken a neutral position regarding Assembly Bill 638 (Knight), now before the Senate Committee on Criminal Procedure. We urge the Commission to reconsider that position and to come out strongly in opposition to the bill.

As the chief law enforcement executives in Alameda County, we are united in our belief that the bill is contrary to public safety in California because it would eliminate any effective control over the issuance of licenses to carry concealed weapons and it would result in the proliferation of firearms on our streets. Under the provisions of the bill, a sheriff or a chief of police would be powerless to deny a license, even to an apparently disturbed or agitated person who merely expresses a desire to carry a gun. Virtually any non-felon adult would be entitled to a "CCW" permit, with minimal and vague qualifications and without any significant restrictions or conditions.

Of tremendous concern to us is the fact that the bill would *require* the issuance of concealed weapon licenses to persons who have not received significant training in the use of firearms. There would be no way to verify the adequacy, recency or appropriateness of any training applicants may claim and, even more hazardous, none of the instruction outlined in the bill will adequately address the use of judgment and discretion concerning deadly force.

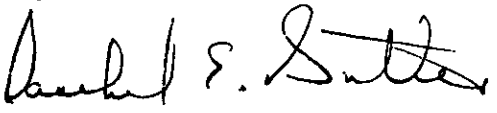
Under POST directives and guidance, peace officers receive hundreds of hours of basic and in-service training pertaining to the technical aspects of firearms use, and they undergo career-long training in discretionary decision making and the legal and ethical aspects of force. To require less of persons who have not been screened as to their maturity, technical proficiency and knowledge of the law would be extremely dangerous and antithetical to the well being of everyone in the communities we serve.

We are concerned, obviously, about the adverse impact that the proposed "right to carry" law would have on officer safety, but we also are concerned that the law would be extremely detrimental to police-community relations. Officers frequently must isolate and control risk factors as quickly as possible and, with the certainty of more and more weapons on the street, they undoubtedly would approach more situations and encounters with an authoritative and commanding demeanor. Unfortunately, that behavior can easily result in ill will and unnecessary conflict.

The fact that the bill would extend immunity to the chief or sheriff for misuse of a weapon by a licensee would not diminish that official's moral, ethical and professional concern for the safety of police officers and citizens alike. Moreover, nothing in the bill would protect the official or any other person against civil claims for any comments he or she may make in the sworn written statement that would be required if an application is denied.

In our judgment, Assembly Bill 638 is an extremely dangerous proposal and we believe that it is appropriate and essential for the Commission to oppose it. We recognize that you and your fellow commissioners normally avoid involvement in legislation that does not pertain to peace officer training, but we believe that the risk to peace officers and the general public is so great that all entities that are concerned for the professional police service must take a stance in opposition to this particular bill.

Sincerely,



Chief Dash Butler
Berkeley Police Department
President

Attachment B

State of California **Department of Justice**

MEMORANDUM

To : Legislative Review Committee **Date:** March 29, 1996

NORMAN C. BOEHM
Executive Director
From : Commission on Peace Officer Standards & Training

Subject: AB 1020 - PUBLIC SAFETY TRAINING CENTERS

The Committee will recall that AB 1020 (Campbell) was introduced last year by CPOA at the request of POST. The bill would have placed before the voters, during the November 1996 general election, a general obligation bond to build public safety training centers. Despite significant law enforcement and fire support for the bill, it was held in the Assembly Appropriations Committee. The bill is dead for this year. Regional planning groups for these centers have made inquiry to POST about whether AB 1020 will be pursued next year.

If the Commission wishes to have AB 1020 reintroduced next year, planning needs to commence as soon as possible. Some of these issues that need to be further researched include:

- Is the $850 million proposed bond still valid? Can it be pared down and still meet the need?
- Should the proposed concept still purport to serve the needs of state agency personnel in view of state corrections opposition to AB 1020?
- Should organizations representing law enforcement and fire services be mobilized to vigorously support the bill and to secure the support of the Governor?

These and other related issues will require some time to research and accomplish.

If the Commission wishes to pursue AB 1020 for the 1997 legislative session, staff should be directed to immediately begin a planning and support developing process.

Attachment C

BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Peace Officer Status: Department of Insurance, Bureau of Investigations	Rosenthal	SB 1672
	RELATED BILLS AB 854	DATE LAST AMENDED

SPONSORED BY Department of Insurance

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

SB 1672 would:

1. Extend peace officer powers to investigators of the Bureau of Investigations of the Department of Insurance, under Penal Code Section 830.3.

2. Preclude the Department of Insurance from expending funds for more than 15 persons to obtain the POST Basic Certificate during any one fiscal year, commencing January 1, 1997.

3. Make an unspecified appropriation to the state's contributions to the Public Employee's Retirement Fund because these proposed peace officers would become safety members.

ANALYSIS

Investigators of the Department of Insurance, Bureau of Fraudulent Claims already have peace officer powers pursuant to Penal Code Section 830.3. In 1995, AB 854 was introduced to expand the powers of these peace officers by moving them to Section 830.2 which also provides no limits on the carrying of firearms on or off duty. This bill was unsuccessful.

SB 1672 seeks to provide peace officer powers to a new group of peace officers (Bureau of Investigations). Penal Code Section 13540 requires a feasibility study to be conducted by groups seeking peace officer authority. POST concluded its peace officer feasibility study for this group in August 1992. The study concluded that because the majority of their cases are not pursued criminally, their investigators should not be given peace officer status. Instead, it was recommended they be given public officer authority under Penal Code Section 830.11 so that they may legally access criminal offender records and make an occasional arrest and serve search warrants. SB 1672 ignores the recommendations of the feasibility study.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
Joel Brown	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
Norman C. Boehm	4-2-96		

POST 1-159 (Rev. 1/89)

The provision to limit departmental expenditures to no more than 15 investigators to obtain the POST Basic Certificate is peculiar. There are other expenses associated with an agency employing peace officers beyond entry-level academy training. For those agencies voluntarily participating in the POST Program, which would be necessary for investigators receiving POST's Basic Certificates, other training costs would be incurred for Advanced Officer Course attendance to meet POST's continuing professional training requirement (24 hours every two years) and for the Supervisory Course for those officers promoted to the first-level supervisor.

Commission legislative policy concerning such bills is to bring to the attention of the Legislature's policy committee results of these peace officer feasibility studies and to remain neutral on proposed legislation.

RECOMMENDATION

It is recommended the Commission be neutral on SB 1672.

BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Vehicle Assessments	K. Murray	AB 2072
	RELATED BILLS	DATE LAST AMENDED
		1-17-96

SPONSORED BY

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

AB 2072 would:

1. Impose an assessment of $3 for every $10 or fraction thereof of every base fine imposed and collected by the courts for the violation of any statute or ordinance relating to the safe operation of a vehicle.

2. Requires the assessment to be solely for local law enforcement purposes.

ANALYSIS

Existing law already provides for state and local assessments totalling $17 on every $10 fine or fraction thereof. Experience from the 1991 legislation increasing penalty assessments to their present levels has shown that the total revenue does not increase. This is because judges have the discretion under current law to determine what the total financial sanctions that are to be imposed and then have court clerks determine from within that amount which is the level of fines and various penalty assessments. What AB 2072 would essentially do is to redistribute the existing penalty assessment and fine revenue to another purpose - local law enforcement purposes, thereby reducing revenue to the Peace Officer Training Fund which is used for peace officer training.

This bill would aggravate the already excessively high penalty assessments that project law enforcement as oppressive tax collectors instead of peace keeper/problem solver, etc. If anything, the Legislature should be considering a way to reduce penalty assessments in a way that would preserve the financial integrity of programs the penalty assessments support.

AB 2072 does not explain how the revenue would be used for local law enforcement purposes nor how it would be distributed.

AB 2072 would negatively impact law enforcement training and should be opposed.

RECOMMENDATION

Oppose AB 2072.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
[signature]	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
[signature]	4-2-96		

Attachment E

State of California **Department of Justice**

MEMORANDUM

To : Legislative Review Committee **Date:** March 29, 1996

NORMAN C. BOEHM, Executive Director
From : Commission on Peace Officer Standards & Training

Subject: MUSEUM OF TOLERANCE FUNDING PROPOSAL

At its January 1996 meeting, the Commission received a brief report from the Legislative Committee about the possibility of POST receiving supplemental funding for support of law enforcement training to be conducted by the Museum of Tolerance, Simon Wiesenthal Center, located in Los Angeles. At that time, indication was given that staff would research this proposal and report back to the Commission. Staff has visited the Museum and developed the proposal specifics in conjunction with the Museum staff.

The Museum is located in West Los Angeles and is a large facility that cost $55-60 million to build. The Center makes use of the latest instructional technology. Over 700 school children visit the Museum daily. Reportedly, the Museum has previously received $10 million from the state's General Fund for construction purposes indicating state interest and support.

The Museum has a training program called *Tools for Tolerance* that is a community-oriented, skills-enrichment program for law enforcement and other service providers. POST has certified the Santa Monica Police Department for attendance of its officers at this six-hour training program. Reports from this department, along with the Los Angeles Police and Sheriff Departments, are that the training is very well received. No POST reimbursement is currently made for this training.

Even though a bill (SB 2172-Hayden) has been introduced on this subject, the Museum proposes a $2.7 million augmentation from the State General Fund to be included in the POST 1996-97 budget. On March 14, the Senate Budget Subcommittee #2 heard the 1996-97 proposed budget for POST and took action to reduce the initial $2.7 million request from Senate President pro Tempore-Bill Lockyer and Senator Tom Hayden to $2 million. Of the $2 million approved by the Subcommittee, POST would receive approximately $500,000 to reimburse for trainee travel and per diem costs with the balance being available and earmarked to offset instructional costs by the Museum, probably by contract.

The six-hour training course features small group tours of the Museum which depicts the Holocaust in a very moving way. The intent is to promote understanding of how prejudice and intolerance originate and grow along with ideas of preventing or stopping these destructive phenomena. The training also involves large group presentations, followed by a small discussion group, using pre-trained facilitators from the participant's law enforcement agency.

The training primarily focuses on attitudes and the dynamics of prejudice and discrimination. Participants also learn some basic cross-cultural communication skills in working in diverse communities. Practical applications for increasing tolerance and cultural awareness are explored. Trainees can be either recruit or in-service officers. However, the Senate Budget Subcommittee included budget control language that requires basic course trainees to first have completed existing cultural relations and sensitivity training.

If this funding is secured, the Museum intends to provide a brief orientation/training program to participating agencies' training facilitators. This has proven to be highly effective in eliciting trainee participation in small group discussions that bring out relevant issues to their agencies.

If this funding proposal succeeds, it would be planned that POST directly certify the Museum for the training rather than indirectly through the employing agencies.
To facilitate any of the out-of-area trainees, it is planned the six-eight hour training would commence on the afternoon of the first day and continue through the morning of the second day. This schedule would facilitate trainee travel time in an on-duty status. Presentations for commuter trainees would, instead, be conducted on a single day.

This proposal represents a unique opportunity for POST to expand training programs that are directed toward attitude development and cultural sensitivity. This special training is strictly in addition to the Cultural Diversity training POST now provides in a variety of courses. It is the intent of the Museum to seek continuous funding from the state's General Fund for this training program.

Currently, it is not the Museum's intent to proceed with SB 2172 but, instead, seek a line item in POST's 1996-97 budget. However if the Commission supports the concept, it would be recommended the Commission support both the bill and the line item appropriation. POST has received assurances from the Museum that the proposal would only move forward if there is a supplemental appropriation and not a redirection of existing revenue to POST.

RECOMMENDATION

It is recommended the Commission support Senate Bill 2172 and this funding proposal line item expenditure to secure $2 million from the state's General Fund for support of law enforcement training from the Museum of Tolerance.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Sheriff's Security Officers: Public Officers	Hawkins	AB 2651
	RELATED BILLS	DATE LAST AMENDED

SPONSORED BY Los Angeles County Sheriff's Department

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

AB 2651 would:

1. Provide that a sheriff's security officer is a public officer whose primary duty is the security of locations or facilities as directed by the sheriff. A sheriff's security officer may carry or possess a firearm, baton, and other safety equipment and weapons authorized by the sheriff. These persons may not exercise the powers of arrest of a peace officer but may issue citations for infractions if authorized by the sheriff.

2. Require sheriffs' security officers to satisfactorily complete the PC 832 Course (64 hours).

3. Expressly preclude sheriffs' security officers from being required to obtain a club or baton permit or to complete a course certified by the Department of Consumer Affairs in the carrying and use of a club, provided that the person completes a course approved by POST in carrying and use of the club or baton, within 90 days of employment.

ANALYSIS

The bill's proponents, the Los Angeles County Sheriff"s Department, have introduced this bill to accommodate the sheriff obtaining a contract to provide security services to the Los Angeles County courts. This was awarded after having experienced unsatisfactory service by private security companies. The Los Angeles County Sheriff's Department has employed approximately 75 sheriff security officers to provide court security. These officers currently undergo 190 hours of training which greatly exceeds that proposed to be mandated.

AB 2651 limits the authority of sheriffs' security officers to on-duty physical security and protection of properties owned, operated, or administered by the county or any municipality or special district contracting for police services from a county. Sheriffs' security officers may not make arrests but can issue citations. The carrying of a firearm, baton, and other weapons would appear related to the need for self-protection in carrying out their duties.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
Hal Snow	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
Norman C. Boehm	4-2-96		

The required training, including the PC 832 Course and a course to be developed by POST in the carrying and use of the club or baton, appears to be appropriate given their duties and need for self-protection. The bill appropriately gives POST latitude to determine the course content including hours, which would be done after conducting a curriculum development effort. Costs for developing this training would be negligible and could be absorbed in the POST budget. No training reimbursement costs would be incurred because sheriffs' security officers are not POST reimbursable.

RECOMMENDATION

It is recommended the Commission assume a neutral position on the bill.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Peace Officer Status: Safety and Enforcement Division Public Utilities Commission	Conroy	AB 2713
	RELATED BILLS	DATE LAST AMENDED
		2-22-96

SPONSORED BY Public Utilities Commission

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

AB 2713 would:

1. Add to the list of peace officers persons employed by the Safety and Enforcement Division of the Public Utilities Commission who are designated by the Director of the Safety and Enforcement Division.

2. Preclude these peace officers from carrying firearms.

ANALYSIS

AB 2713 proposes to add designated persons employed by the Safety and Enforcement Division of the Public Utilities Commission to Penal Code Section 830.3 which lists other state investigative agencies as peace officers. The PUC is a state agency and has regulatory authority over utility companies.

Penal Code Section 13540-13542 requires individuals and groups seeking peace officer authority to seek a peace officer feasibility study done by POST and report to the Legislature on results of these studies. No feasibility study has been requested and, therefore, no study has been completed. Because no study has been completed, it is premature to comment upon the desirability or necessity of providing such peace officer authority.

The Commission's policy is to oppose such legislation until a feasibility study is completed.

RECOMMENDATION

It is recommended AB 2713 be opposed.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
Hal Snow	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
Norman C. Boehm	4-2-96		

POST 1-159 (Rev. 1/89)

Attachment H

BILL ANALYSIS

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

TITLE OR SUBJECT	AUTHOR	BILL NUMBER
Local Public Safety Records Supervisors	Hawkins	AB 3064
	RELATED BILLS	DATE LAST AMENDED 2-23-96

SPONSORED BY CLEARS - California Law Enforcement Association of Records Supervisors
CPOA - California Peace Officers' Association

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

AB 3064 would:

1. Require the Commission to adopt minimum recruitment and training standards for local public safety records supervisors having a primary responsibility for providing records supervising services for local law enforcement agencies.

2. Make the training of local public safety records supervisors reimbursable from the Peace Officers' Training Fund.

ANALYSIS

Under current law, POST is required to adopt minimum recruitment and training standards for a wide range of peace officers and public safety dispatchers. This bill proposes to add local public safety records supervisors having a primary responsibility for providing records supervising services for local law enforcement agencies. "Primary responsibility" as defined refers to the performance of law enforcement records supervising duties for a minimum of 50% of the time worked within a pay period.

AB 3064 also proposes to add local public safety records supervisors to Penal Code Section 13525 which would make them eligible for POST reimbursement.

No studies have been conducted to determine how many local public safety records supervisors exist, but most law enforcement agencies have either a sworn or non-sworn assigned to this responsibility. Larger agencies may have multiple persons who would qualify with 50% or more of their duties directed to records supervision. It would be safe to say, there are approximately 300 persons assigned these responsibilities.

OFFICIAL POSITION

ANALYSIS BY	DATE	REVIEWED BY	DATE
[illegible]	4-2-96		
EXECUTIVE DIRECTOR	DATE	COMMENT	DATE
[illegible]	4-2-96		

POST 1-159 (Rev. 1/89)

According to the bill's proponents, the purpose of the bill is to professionalize and develop recognized standards for this position that would help to minimize civil liability of law enforcement agencies that arise out of records. It is also the proponents' intention that these standards would apply equally to sworn and non-sworn civilians who are records supervisors. Finally, the proponents expect that POST will issue some form of professional certificate or certificates to recognize those records supervisors who have achieved the standards set by POST.

AB 3064, as written, creates some concerns for POST. POST already allows civilian and sworn records supervisors to attend relevant courses including the Records Course, the Records Supervisors' Course, the regular Supervisory Course, and others. POST provides reimbursement to eligible law enforcement agencies because of Commission policy to reimburse for the training of key civilian employees. Establishing law enforcement records supervisors as a required category for standards setting could compel POST to conduct a job-task analysis in order to determine job-related selection and training standards. Estimated cost for a job-task analysis would be a minimum of $200,000. Making some training courses required for records supervisors could increase POST's reimbursement costs. Since the bill provides for no additional revenue to POST, these increased administrative and reimbursement costs would have to be absorbed by the existing POST budget and, thus, at the expense of training peace officers. AB 3064 would nominally increase training costs to law enforcement agencies without proportionate reimbursement. Although there exists the precedence of POST being required to set standards for civilian dispatchers, AB 3064 could open the door for other civilian, non-sworn groups seeking similar treatment.

An alternative being considered by the bill's proponents is to amend the bill to delete the existing contents entirely and substitute a requirement that POST establish a professional certificate program for law enforcement records supervisors. See attached draft amendments. This approach would largely negate most of the above concerns and could be manageable within existing POST resources. A certificate or certificates would be issued based upon achieving some educational and/or training related to records supervision. Law enforcement agencies would continue to be reimbursed for this training on a case-by-case basis.

RECOMMENDATION

While this substitute language should remove most, if not all concerns, the Commission may wish to consider a support position.

PROPOSED AMENDMENTS TO AB 3064

Delete existing contents of AB 3064 entirely.

Add Penal Code Section 13510.3 (New Section)

The commission shall establish a voluntary professional certification program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcment agencies. "Primary responsibility" refers to the performance of law enforcement records supervising duties for a minimum of 50 percent of the time worked within a pay period. The certificate or certificates shall be based upon standards related to the education, training, and experience of law enforcement records supervisors and shall serve to foster professionalization and recognition of achievement and competency. The certificate program shall be developed by December 31, 1997, in consultation with representatives of law enforcement organizations.

Commission on Peace Officer Standards and Training

Status of 1996 Active Legislation of Interest to POST

(Revised 4-2-96)

Bill No./ Author	Subject	Commission Position	Status
AB 294 (Tucker)	Franchise Tax Board Investigators: This bill would authorize the Board to designate its investigators as peace officers.	Neutral	Dead
AB 574 (Villaraigosa)	Safety Police Officers and Park Rangers of Los Angeles County: Requires POST to establish standards for and reimburse for training.	Neutral	Conference Committee Reconsideration
AB 638 (Knight)	Concealed Weapons Licenses: This bill would require applicants for a concealed weapons permit to complete a firearms training course approved by POST.	*	Assembly Conference
AB 854 (Hoge)	Department of Insurance: This bill would extend peace officer status to the Insurance Commissioner, and reclassify the Chief of the Bureau of Fraudulent Claims and designated investigators.	Neutral	Dead
SB 932 (Polanco)	Law Enforcement Apprenticeship Program: This bill would establish this program within OCJP.	Neutral	Dead
AB 1020 (Campbell)	Public Safety Training Centers: This bill would place a bond measure before the voters in 1996 that would establish these centers.	Support	Dead
SB 1464 (Johannessen)	(Spot Bill) Requires POST to establish standards for state agency peace officers.	*	Senate Crim. Procedures
SB 1672 (Rosenthal)	Peace Officer Status: This bill would provide peace officer status to investigators of the Investigations Bureau of the Department of Insurance. (Similar to AB 854)	*	Senate Crim. Procedures
AB 2072 (K. Murray)	Vehicle Assessments: This bill would add a $3 assessment on every $10 or fraction thereof of traffic fine to be for local law enforcement purposes.	*	Assembly Public Safety
SB 2172 (Hayden)	Appropriation: This bill would make a $2 million appropriation from the state's General Fund to POST for law enforcement training from the Museum of Tolerance.	*	Senate Crim. Procedures
AB 2301 (Battin)	Tactical Radio Channel: This bill would require POST to develop a 10 radio code system that would require all law enforcement agencies to use the system and for POST to include 8 hours of instruction in the Basic Course.	*	Dead
AB 2651 (Hawkins)	Security Officers: This bill would provide that a sheriff's security officer is a public officer, and not a peace officer, employed by the sheriff of a county, whose primary duty is the security of locations or facilities as directed by the sheriff.	*	Assembly Public Safety
AB 2713 (Conroy)	Peace Officer Status: This bill would authorize peace officer status to designated members of the PUC Safety and Enforcement Division.	*	Assembly Public Safety
AB 3064 (Hawkins)	Local Law Enforcement Records Supervisors: This bill would require POST to establish standards for local law enforcement records supervisors and reimburse for their training.	*	Assembly Public Safety

Note: The Commission takes positions only on bills that relate to issues for which it has direct responsibility..

** The Commission has not had opportunity to consider these bills.*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Status of Informational Legislation of Interest to POST (Revised 4-2-96)

Bill #	Subject	Status
AB 357 (Hoge)	National Guard: Border Patrol - This bill would provide that the National Guard may patrol the state's international border with Mexico in order to restrict illegal entries and would do so with peace officer powers.	Senate Crim.. Proced
AB 890 (Rogan)	Reserve Peace Officers: This bill would exempt reserve officers from jury duty and prohibitions from carrying concealed weapons.	Senate Crim. Proced.
SB 1407 (Ayala)	Use of Force by Peace Officers: This bill would authorize a peace officer to use any necessary force to arrest, prevent the escape, or overcome resistance of a person whom the officer has reasonable cause to believe has committed a felony.	Senate Crim. Proced.
AB 1478 (Martinez)	Peace Officers: This bill would move the San Francisco Bay Area Rapid Transit District Police from P.C. Section 830.33 to Section 830.1 thus giving them full peace officer powers.	Senate Crim. Proced.
AB 1537 (Aguiar)	Public Employee Retirement: This bill would continue retirement benefits for spouses of peace officers or firefighters who died in the line of duty.	Sen. Comm. on Pub Emp.
SB 1797 (Thompson)	Peace Officers: Tribal Police - This bill would clarify existing law that gives authority to county sheriffs to deputize or appoint persons designated by a sovereign Native American tribe as reserve or auxilliary sheriffs or reserve deputy sheriffs, provided they satisfactorily complete required training.	Sen. Crim. Procedures
SB1881 (Rogers)	Federal Employees: This bill would prohibit any federal employee from making an arrest, search, or seizure without first requesting and obtaining the permission of a local law enforcement officer.	Sen. Crim. Procedures
SB 2075 (Haynes)	Fines and Forfeitures: Deletes the June 30, 1997 repeal date for counties to implement a comprehensive program to identify and collect delinquent fines in excess of $100.	Senate Judiciary
AB 2076 (Haynes)	Custodial Officers: This bill would add custodial officers of the Riverside Sheriff's Dept. to the definition of custodial officers in P.C. Section 831.5 and thus enable them to carry firearms.	Assem. Comm. on Human Services
AB 2095 (Richter)	Public Safety Agency: This bill would change the name of the Youth and Adult Correctional Agency to the Public Safety Agency.	Assembly Public Safety
SB 2109 (Hayden)	Fish and Game Wardens: This bill would remove peace officer powers for wardens promoted to first-level supervisory positions	Sen. Rules

STATE OF CALIFORNIA PETE WILSON, *Governor*
DEPARTMENT OF JUSTICE DANIEL E. LUNGREN, *Attorney General*
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
Wednesday, April 17, 1996
Holiday Inn Centre Plaza
2233 Ventura Steet, Salon A-1
Fresno, California 93721
(209) 486-6625

AGENDA

10:00 A.M.

A.	Call to Order and Welcome	Chair
B.	Moment of Silence Honoring Peace Officers Killed in The Line of Duty (See Attachment A)	Chair
	Since the last POST Advisory Committee meeting, ONE officer died while serving the public including:	
	1. James R. Jensen, Jr., Oxnard Police Department	
C.	Roll Call and Special Introductions	
D.	Announcements	Chair
E.	Special Recognition by Chairman	Chair
F.	Approval of November 8, 1995 Meeting Minutes (See Attachment B)	Chair
G.	Progress Report on POST Strategic Planning - (See Tab C)	Woody Williams
H.	Sub Committee Recommendations for Governor's Award for Excellence in Peace Officer Training (See Attachment D)	Norm Cleaver Sub Comm. Chair
I.	Review of Commission Meeting Agenda and Advisory Committee Comments	Staff
J.	Advisory Committee Member Reports	Members

K.	Commission Liaison Committee Remarks	Commissioners
L.	Old and New Business	Members
M.	Next Meeting - Wednesday, July 17 Hyatt Regency, Irvine, CA	
N.	Adjournment	

OFFICERS KILLED IN THE LINE OF DUTY
1996

ID #	NAME	AGENCY	F/A	DATE OF DEATH
1	James R. Jensen, Jr.	Oxnard PD	A	03/13/96

[Note: The San Bernardino County Deputy shot off duty in a kidnapping incident was upgraded from "critical" to "serious" condition this morning, as is expected to live.]

Updated 04/03/96

Attachment B

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

PETE WILSON, *Governor*
DANIEL E. LUNGREN, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
January 17, 1996, 10:00 a.m.
U.S. Grant Hotel
San Diego, California

MINUTES

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chairman Jay Clark.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Present: Alan Barcleona, California Union of Safety Employees
Charles Brobeck, California Police Chiefs' Association
Don Brown, California Organization of Police and Sheriffs
Charles Byrd, California State Sheriffs' Association
Jay Clark, California Association of Police Training Officers
Derald Hunt, California Association of Administration of Justice Educators
Ernest Leach, California Community Colleges
Keith Miller, California Highway Patrol
Earle Robitaille, Public Member
Woody Williams, California Peace Officers' Association

Absent: Norman Cleaver, California Academy Directors' Association
Joe Flannagan, Peace Officers' Research Association of California
Judith Valles, Public Member
Alexia Vital-Moore, Women Peace Officers' Association

Commission Advisory Liaison Committee Members Present:

Marcel Leduc
Raquel Montenegro
Lou Silva
Dale Stockton
Rick TerBorch

POST Staff Present:
Norman C. Boehm, Executive Director
Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director

Guests Present:

Michael Brooks, Los Angeles Police Department
Willie Pannell, Los Angeles Police Department
Representatives from various Labor Associations

ANNOUNCEMENTS

Chairman Clark reported that a letter had been received from Don Forkus, former Chief of Brea Police Department as Advisory Committee, who currently resides in Montana. Don is enjoying ranching in Montana and extended an invitation for Advisory Committee and Commission members to visit him if in they are in the area.

The Special Recognition of former Chair Judith Valles was postponed due to her absence.

APPROVAL OF MINUTES OF APRIL 19, 1995 MEETING

MOTION - Brobeck - second, Williams, carried unanimously to approve the minutes of the November 8, 1995 Advisory meeting at the Hyatt Regency in Irvine.

PROGRESS REPORT ON POST STRATEGIC PLANNING

Woody Williams, who also serves as a member of the Strategic Planning Steering Committee (SPSC), provided an update of SPSC activities. He reported that over 200 participants attended the six regional workshops conducted to collect input from law enforcement concerning expectations of POST with regards to future training needs and services. In addition, Committee members personally conducted a total of 31 interviews with a diverse group of individuals from the fields of futures-forecasting, criminal justice (non-law enforcement), labor, risk management, city management, the media, high technology, selected law enforcement chief executives as well as POST Commissioners.

At its meeting in Visalia on December 15, the Committee reviewed and distilled the input received thus far into seven broad strategic directions for POST in the future. In order to validate the directions, a survey was prepared and distributed to chief executives with the request that copies be sent to their training manager and local POA president.

The emerging strategic directions identified included:

- Establishment of a clearinghouse function
- Move toward licensing and accreditation
- Strengthen standards and competency
- Expand POST's role
- Establish partnerships
- Maximize training delivery

- Ensure adequate resources are available to support law enforcement standards and training.

The survey was mailed on December 28 with response requested by January 12. Only approximately 400 responses have been received to date, and therefore, the final tally will be delayed until early February. Preliminary indications were that "Licensing/Accreditation" and "Expanding POST's Role" were not clearly defined in the survey and mixed input was being received on these issues.

The SPSC will review the survey results and discuss those issues at its January 18/19 meetings.

Alan Barcelona, speaking for himself and on behalf of Don Novey, President of California Coalition of Law Enforcement Associations (CCLEA), as well as those labor representatives present, indicated dissatisfaction with the process being used by the Strategic Planning Steering Committee to obtain input from the field.

Mr. Barcelona further went on record as opposing the creation of regional training centers (embodied in Assembly Bill 1020), the certificate cancellation proposal pending before the Commission, and POST's Master Instructor Training Program, as outlined in a letter written by Don Novey.

GOVERNOR'S AWARD FOR EXCELLENCE IN PEACE OFFICER TRAINING

Staff reported that recipients for the 1995 Governor's Award for Excellence in Peace Officer Training have been notified and local press releases have been prepared. It is anticipated the Governor will present the awards at the annual COPA conference in May in Irvine.

The sub-committee will meet to review the awards application and announcement prior to the next Advisory Committee meeting and will report recommendations at the April meeting.

REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS

Staff reviewed the January 18, 1996 Commission agenda and responded to questions and discussion of the issues.

Agenda Item I - Report on Proposed Supervisor Development Program

Following discussion, the Advisory Committee expressed strong support for the proposed program.

Agenda Item L - Public Hearing on Proposal for Regulation Changes Regarding Certificate Cancellation

Following discussion, Al Barcelona again expressed concerns on behalf of Don Novey, President of CCLEA, regarding certificate cancellation. He will address the full Commission at the January 18 meeting to fully explain the position of the labor associations represented by CCLEA.

ADVISORY COMMITTEE MEMBER REPORTS

California Peace Officers' Association

Woody Williams reported that the CPOA annual conference will be held in Irvine on May 10-22.

California Community Colleges

Ernie Leach reported that there will be no increase in community college fees and that the $50 fee will sunset at the end of this year. He also reported that Dick Mertes, currently serving as Chancellor, will retire effective January 30.

California Highway Patrol

Keith Miller reported that Bill Kelly has been appointed as the new Deputy Commissioner.

California State Sheriffs' Association

Charlie Byrd reported that CSSA is looking in the militia problem in California.

California Organization of Police and Sheriffs

Don Brown reported plans are underway for COPS 10th annual golf conference will be held in July in Malibu.

California Association of Administration of Justice Educators

Derald Hunt reported that the CAAJE annual conference will be held April 25-27 in South Lake Tahoe. One of the major items on the agenda will be the Basic Course Transition Pilot Program.

California Police Chiefs' Association

Charles Brobeck announced that the CPCA annual conference will be held in Santa Barbara beginning February 4.

He also announced that a survey recently published by the Morgan Quitno Press lists the ten safest U.S. cities which have a population of over 100,000. The City of Irvine has been named as #1, and seven of the ten are located in California. The others include:

#1 - Irvine
#2 - Simi Valley
#3 - Thousand Oaks
#6 - Sunnyvale
#8 - Huntington Beach
#9 - Glendale
#10- Rancho Cucamonga

California Peace Officers' Association

Woody Williams reminded that Committee members should continue to bring forward information on emerging issues to the Commission, which will, in turn, continue to enhance the proactive efforts of both groups.

ADJOURNMENT

Chairman Clark reported that no officers have been killed in the line of duty since the last Advisory Committee meeting.

There being no further business to come before the Committee, the meeting was adjourned at 11:45 a.m.

Vera Roff
Executive Secretary

QUESTIONNAIRE

1996 GOVERNOR'S AWARD PROCESS AND BROCHURE

Directions: Please insert your comments in the space provided on this form. Feel free to expand upon any response using the back side. Also, do not be intimidated by the commentary.

1. **What should the release date for the brochure be?** Commentary: Suggest around Sept. 1, 1996 which would provide four months to respond.

   - *Too long 60-90 days*
   - *First week after labor day*
   - *Should be controlled by average time to respond and the Governor's availability. Sept. seems appropriate*
   - *Sept. 1, 1996 - 2*

2. **What should the response date for the brochure be?** Commentary: Suggest Dec. 31, 1996 to correspond to our general direction to present the awards the following year.

   - *12-31-96 -4*
   - *Seems a bit longish - but whatever works!*

3. **What should we do if anything to enhance the brochure's cover?** Commentary: Perhaps some graphics depicting law enforcement training?

   - *Yes, and perhaps list past winners*
   - *Agree*
   - *No response*
   - *use a photograph of the award similar to page 1 - 2*

4. **What changes do you suggest for the award eligibility criteria (pages 2-3)?** Commentary: Criteria seems to be working reasonably well.

   - *Yes, okay*
   - *No changes recommended*
   - *Leave as is*
   - *Page 2: "period of time-----typically for a very substantial portion of the nominee's professional career.*
   - *Page 6: Criteria okay, but paragraph 3 of eligibility section-----delete word "Be" [include but are not be limited to.....*

5. **What changes do you suggest for the award eligibility or evaluation criteria (pages 3-5)?**
Commentary: Again these are working reasonably well.

- *No changes recommended - 4*
- *Page 4 - "Have the improvement(s) impacted <u>favorably on a broad segment of the regional or statewide training community</u>?*
- *(delete "potential to impact" and "local")*

6. **Should we attempt to limit the type and volume of supplementary information submitted in support of nominations?** Commentary: Volumes of materials are submitted, but the Committee appears to focus on the application itself.

- *Yes, we continue to receive but we count on information about the person from POST or person's knowledge*
- *no opinion*
- *Yes, limit to a page summary of supporting documentation*
- *Yes, limit the number of pages*
- *Yes, eliminate volumes of "back up" material, if possible. We really don't have time to review and often material not relevant and can be overwhelming.*

7. **Should we modify the nomination forms (pages 7-10)?** Commentary: None.

- *Okay - 2*
- *No comment*
- *Not unless there is some valid reason*
- *Nomination Form on page 9 - Signature Organization: _____ head/chief _____*
  Executive Officer:

8. **Should we comment on the necessity of securing multiple nominators in view of our 1995 experience?** Commentary: We may wish to consider this an aberration and not attempt to clutter our brochure.

- *Wait one more year - 2 (Consider this an aberration)*
- *No*
- *Leave as is -2*

9. **Should we comment on the eligibility of non-peace officer training programs, i.e., civilians, dispatchers, etc?** Commentary: We may not wish to clutter up our brochure, but we did receive a nomination for a dispatcher training program.

- *They need to be included. It's law enforcement training.*
- *Do not include non-peace officer training programs in this program.*
- *Leave as is -2*

- *Suggest we "play by ear" one more time*

10. **Should individual nominators from 1995 be mailed a 1996 brochure, in addition to the normal sources?** Commentary: We have retained a mailing list of these individuals. Many, however, would ordinarily receive a brochure anyway.

    - *No -4*
    - *Sure!*

11. **Do we need to develop a standardized rating form?** Commentary: Although we had such a form the first year, the Committee for the most part chose not to use it.

    - *Yes, a good form will help. Even if it was not used, may have value for rater.*
    - *Recommend against a standardized rating form -2*
    - *Review committee's option*
    - *Okay if entire subcommittee wants to use. I found it not necessary to use rating forms. Also, we had great unanimity without forms.*

12. **Do you have any other suggestions for improvement of the award process or brochure?**

    - *No, talk about it at major organizations. CADA/CPOA/Cal Sheriffs, etc.*
    - *No*
    - *I found it helpful to start earlier (as we did last time) as opposed year before. Suggested addition to bottom of page 4: ".....enforcement training arena is very important and should also be documented."*
    - *See attached recommendation (Jay Clark)*

13. **Miscellaneous comments**

    - *Promotion and marketing is important*

_____

Your Name (Optional)

Please bring this completed questionnaire to the January 17th meeting of the POST Advisory Committee or return it to Hal Snow.

ANNOUNCEMENT AND APPLICATION FOR THE 1996

GOVERNOR'S AWARD FOR EXCELLENCE IN PEACE OFFICER TRAINING

1996 Applications due December 31, 1996

Sponsored by the California Commission on Peace Officer Standards and Training

Past Award Recipients

Year	Individual Achievement	Organizational Achievement	Lifetime Achievement
1994	Gordon Graham	Rialto Police Department	Derald Hunt
1995	Karel Swanson	San Bernardino Frank Bland Sheriff's Training Center	Tom Anderson