

147648

POST ADMINISTRATIVE MANUAL



State of California

Department of Justice

Commission on Peace Officer Standards and Training
Information Services Bureau
1601 Alhambra Boulevard
Sacramento, California 95816-7083

147648

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

California Comm. on Peace
Officer Standards & Training

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

	Area Code (916)		Area Code (916)
EXECUTIVE OFFICE	227-2802	LEARNING TECHNOLOGY	
Legislation	227-2807	RESOURCE CENTER	227-4542
ADMINISTRATIVE SERVICES	227-3920	MANAGEMENT COUNSELING	
Forms (ordering)	227-3909	SERVICES	227-4800
Reimbursements	227-3932		
BASIC TRAINING	227-4252	STANDARDS & EVALUATION	
Basic Course Waiver	227-4254	SERVICES	227-4820
Basic Course Requalification	227-4254	PC 832 Certificates	227-4834
CENTER FOR LEADERSHIP DEVELOPMENT	227-2816	TRAINING DELIVERY & COMPLIANCE	
		SERVICES	227-4862
		Course Control	227-4860
INFORMATION SERVICES	227-4840	TRAINING PROGRAM SERVICES	227-4885
Information	227-3891		
POSTScripts	227-3891		
POST Media Distribution	227-4856		
Library	227-4837		

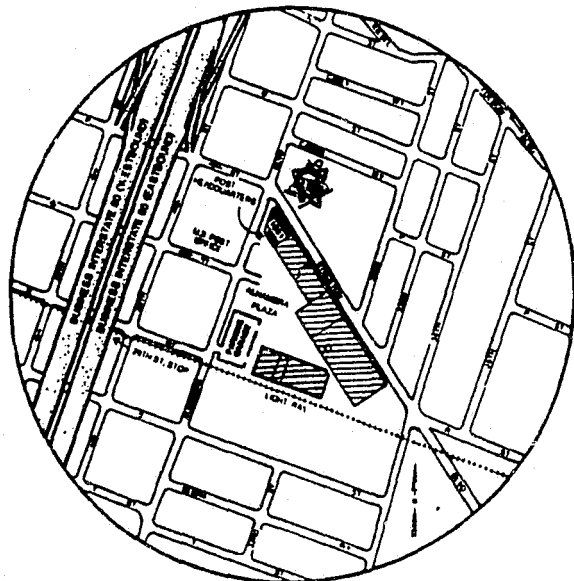
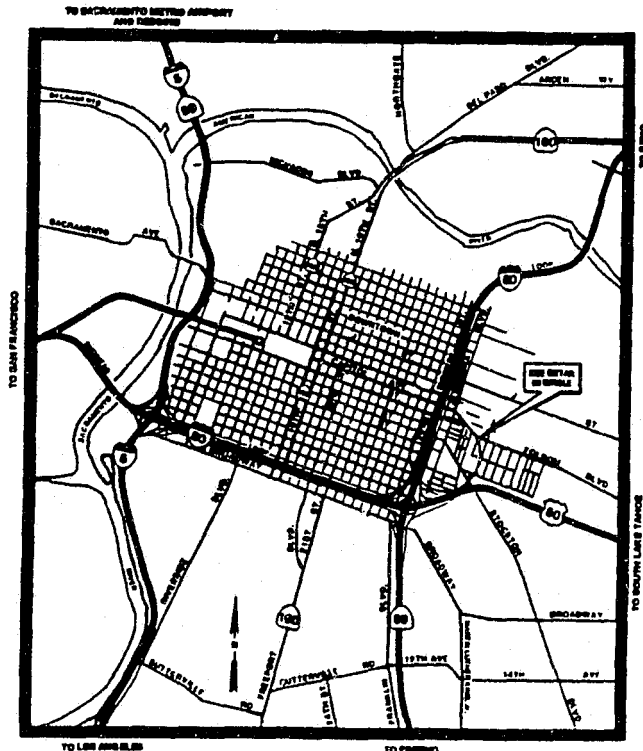
When ATSS on-line system is used, 8-498 must be substituted for 227.

POST Headquarters is located in the Alhambra Plaza, on Alhambra Boulevard at Q Street, just east of Business Interstate 80 and north of U.S. 50 between Stockton Boulevard and S Street. POST Headquarters is on the left (across from the U.S. Post Office), as you enter the Alhambra Plaza parking area; POST Headquarters visitor parking is on your right. Please use the spaces marked in green which are designated 3-hour parking.

Directions to POST Headquarters: From Sacramento Metropolitan Airport take Interstate 5 (State Highway 99) south to the junction of Business Interstate 80 and U.S. 50. Continue east on Business Interstate 80 (toward Reno); take the N Street Exit and continue to Alhambra Boulevard, make a right turn onto Alhambra Boulevard, and continue south for approximately two and one-half blocks.

From Business Interstate 80 southbound, take the P Street Exit and continue south one block to Q Street; make a left turn onto Q Street and continue two blocks to Alhambra Boulevard (Q Street deadends at Alhambra Boulevard), proceed across Alhambra Boulevard into the Alhambra Plaza.

From U.S. 50 eastbound, take the Stockton Boulevard Exit, make a right turn onto Stockton Boulevard; continue on Stockton Boulevard to the second signal light located at the intersection of Alhambra Boulevard. Make a left turn onto Alhambra Boulevard, continue one block to Q Street, make a left turn at the signal into the Alhambra Plaza.



POST ADMINISTRATIVE MANUAL

INTRODUCTION

This manual is designed to make available in one handbook information related to the Peace Officer Standards and Training (POST) Program. The POST Program exists under the authority of and in compliance with California Penal Code Sections 13503, 13506, and 13510. The POST program is voluntary. A jurisdiction or department wishing to participate in the POST program may apply, and if accepted, must adhere to the regulations stated in this manual.

Administrators and managers in participating departments will find this manual especially helpful. The manual is also designed for POST training presenters. It contains the regulations and procedures relating to certification and presentation of courses.

The manual format and numbering scheme is described in Illustration i, page vii. The manual is designed in loose-leaf form in order to readily accommodate subsequent additions, periodic revision, or other future changes. It is divided into the following major sections:

Section A, Law, contains the sections of the California Penal Code and Government Code relating to the Commission on Peace Officer Standards and Training.

Section B, Regulations, contains the Commission Regulations which have been codified in Title 11, Division 2, of the California Code of Regulations.

Section C, Personnel Selection and Standards, provides procedures on personal history investigations, physical and psychological suitability examinations, and notices of peace officer appointments and terminations.

Section D, Training, provides the procedures and training standards relating to the Basic Course, Advanced Officer Course, Supervisory Course, and the Management Course, each of which is required to be completed by law enforcement officers at some point in their careers. Section D also includes procedures for optional training which encompasses Executive Development, Technical, Approved, Seminars, and Field Management. Procedures for POST-certified Basic Course attendance waivers and after-academy field training program approvals are also described in this section. The POST Catalog of Certified Courses is included behind tab D-14.

Section E, Reimbursements, provides the procedures under which reimbursement for training is made from the Peace Officer Training Fund. Categories of expenditures and rates approved for reimbursement are described in this section.

Section F, Professional Certificates, provides procedures which outline the eligibility requirements for award of POST professional certificates. It further describes the special circumstances surrounding cancellation and recall of POST professional certificates.

Section G, Management Counseling, provides the procedures for requesting management counseling services for improving the administration, management, or operations of a law enforcement agency. It also provides procedures for requesting aid in implementing improved practices and techniques in the department.

Section H, Reserve Officers, provides procedures and standards for the reserve officer program.

POST forms, includes sample copies of POST forms to be used for the various POST programs. Additional supplies of POST forms may be obtained by mailing a request to:

Commission on POST
Administrative Services Bureau
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Commission Procedures are identified alphabetically by section letter and numerically by procedure number.

Commission on Peace Officer Standards and Training

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE C-1

PERSONAL HISTORY INVESTIGATION

Procedure Title.

- k. When medical jurisdiction to del service
- l. Hospital medical exam. History determine current for th

1-6. Relation whatever order the Physical E investigator an cooperatively observations v individual task

Purpose

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

- b. High school and all higher educational institutions that the candidate attended--to determine the educational achievements, character and career potential of the applicant.
- c. State bureaus of vital statistics or county records--to verify birth and age records. In the case of foreign born, appropriate federal or local records.
- d. All police files in jurisdictions where the candidate has frequently visited, lived or worked--to determine if any criminal record exists.
- e. Criminal records of the California Bureau of Investigation and Identification. A copy of the return shall be retained in the candidate's personnel record.
- f. The Federal Bureau of Investigation records. A copy of the return shall be retained in the candidate's personnel records.
- g. All previous employers--to determine the quality of the candidate's work record.
- h. Within practical limits, references supplied by the candidate, and other references supplied by them, if any--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- i. The candidate's present neighborhood and where practicable, neighborhoods where the candidate may have previously resided--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- j. The candidate's credit records--to determine his/her credit standing with banks, department stores and other commercial establishments that would tend to give a clear indication of the candidate's reliability.

Procedure

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

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

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

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

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

Section topics are keyed to procedure number. The fourth section topic of procedure 1 is 1-4.

Historical notes at the end of each procedure provide adoption and revision history.

11/93
Historical Notes

Procedure C-1 was adopted and incorporated by reference into Commission Regulation 1002, on

Pages containing text are identified by section than numbered consecutively.

11/93

C-2

C-1

Procedure Format and Numbering Scheme Illustration 1

Date corresponds to last publication date of each page.

Table of Contents

	<u>Page</u>
SECTION A - LAW	
Index.....	<i>A-i</i>
Law Relating to POST Operations and Programs.....	<i>A-1</i>
Peace Officers' Training Fund and Allocations Therefrom.....	<i>A-7</i>
Law Relating to Standards for Selection and Training.....	<i>A-9</i>
Law Related to Local Law Enforcement Accreditation.....	<i>A-25</i>
SECTION B - REGULATIONS	
Index.....	<i>B-i</i>
Regulations.....	<i>B-1</i>
SECTION C - PERSONNEL SELECTION AND STANDARDS	
Index.....	<i>C-i</i>
Personal History Investigation.....	<i>C-1</i>
Physical and Psychological Suitability Examinations.....	<i>C-3</i>
Law Enforcement Code of Ethics.....	<i>C-5</i>
Notice of Peace Officer Appointment/Termination.....	<i>C-7</i>
SECTION D - TRAINING	
Index.....	<i>D-i</i>
Basic Training.....	<i>D-1</i>
Advanced Officer Course.....	<i>D-9</i>
Supervisory Course.....	<i>D-11</i>
Management Course.....	<i>D-13</i>
Executive Development Course.....	<i>D-15</i>
Technical Courses.....	<i>D-17</i>
Approved Courses.....	<i>D-19</i>
Seminars.....	<i>D-23</i>
Field Management Training.....	<i>D-25</i>
Waiver of Attendance of a POST-Certified Basic Course.....	<i>D-27</i>
Approval of After-Academy Field Training Program.....	<i>D-33</i>
POST-Certified Courses.....	<i>D-35</i>

SECTION E - REIMBURSEMENT

Index.....	E-i
Requirements for Reimbursement.....	E-1
Reimbursement Plans.....	E-5
Reimbursement Rates.....	E-7
Reimbursement Policies.....	E-9
Instructions for Completion of the Training Reimbursement Request Form.....	E-13

SECTION F - PROFESSIONAL CERTIFICATES

Index.....	F-i
Regular and Specialized Law Enforcement Certificate Program.....	F-1
Issuance, Denial or Cancellation of Professional Certificates.....	F-7
Request for Reissuance of POST Certificate, POST 2-250.....	F-11
POST Certificate Application, POST 2-116.....	F-13
Public Safety Dispatcher Certificate Program.....	F-15

SECTION G - MANAGEMENT COUNSELING

Index.....	G-i
Guidelines for Counseling Service.....	G-1

SECTION H - RESERVE OFFICER PROGRAM

Index.....	H-i
Definitions.....	H-1
Reserve Officer Training.....	H-3
Reserve Officer Certificates.....	H-7
Reserve Officer Courses--Modules A, B, and C.....	H-11

POST FORMS

Appointment/Termination Form
Course Certification and Presentation Forms
Training Forms
Certificate Forms

REVISION SUMMARY

The Revision Summary is to be used to verify the currency of the material in the POST Administrative Manual (PAM). The manual should contain only those pages listed below. Each major PAM heading, page number, and latest publication date of each page are listed. Replacement pages or complete sections may be obtained by contacting the Information Services Bureau, 916/227-4856.

INTRODUCTION

v 11/93
vi 11/93
vii 11/93

TABLE OF CONTENTS

ix 11/93
x 11/93

Revision Summary Sheet

xi 11/93
xii 11/93
xiii 11/93

Law Relating to Standards for Selection and Training

A-9 11/93
A-10 11/93
A-11 11/93
A-12 11/93
A-13 11/93
A-14 11/93
A-15 11/93
A-16 11/93
A-17 11/93
A-18 11/93
A-19 11/93
A-20 11/93
A-21 11/93
A-22 11/93
A-23 11/93

B-9 11/93
B-10 11/93
B-11 11/93
B-12 11/93
B-13 11/93
B-14 11/93
B-15 11/93
B-16 11/93
B-17 11/93
B-18 11/93
B-19 11/93
B-20 11/93
B-21 11/93
B-22 11/93
B-23 11/93
B-24 11/93
B-25 11/93
B-26 11/93
B-27 11/93
B-28 11/93
B-29 11/93
B-30 11/93
B-31 11/93
B-32 11/93
B-33 11/93
B-34 11/93

LAW

Section A Index

A-i 11/93
A-ii 11/93
A-iii 11/93

Law Relating to POST Operations and Programs

A-1 11/93
A-2 11/93
A-3 11/93
A-4 11/93
A-5 11/93

Peace Officers' Training Fund and Allocations Therefrom

A-7 11/93
A-8 11/93

Law Relating to Local Law Enforcement Accreditation

A-25 11/93

REGULATIONS

Section B Index

B-i 11/93
B-ii 11/93
B-iii 11/93
B-iv 11/93
B-v 11/93

Regulations

B-1 11/93
B-2 11/93
B-3 11/93
B-4 11/93
B-5 11/93
B-6 11/93
B-7 11/93
B-8 11/93

PERSONNEL SELECTION & STANDARDS

Section C Index

C-i 11/93
C-ii 11/93

Personal History Investigation - C-1

C-1 11/93
C-2 11/93

Physical and Psychological Suitability Examinations - C-2

C-3 11/93
C-4 11/93

Law Enforcement Code of Ethics - C-3

C-5 11/93

Notice of Peace Officer Appointment/Termination - C-4

C-7 11/93

TRAINING

Section D Index

D-i 11/93
D-ii 11/93

Basic Training - D-1

D-1 11/93
D-2 11/93
D-3 11/93
D-4 11/93
D-5 11/93
D-6 11/93
D-7 11/93

Advanced Officer Course - D-2

D-9 11/93
D-10 11/93

Supervisory Course - D-3

D-11 11/93

Management Course - D-4

D-13 11/93

Executive Development Course - D-5

D-15 11/93

Technical Courses - D-6

D-17 11/93

Approved Courses - D-7

D-19 11/93
D-20 11/93
D-21 11/93

Seminars - D-8

D-23 11/93

Field Management Training - D-9

D-25 11/93
D-26 11/93

Waiver of Attendance of a POST-Certified Basic Course - D-11

D-27 11/93
D-28 11/93
D-29 11/93
D-30 11/93
D-31 11/93

Approval of After-Academy Field Training Program - D-13

D-33 11/93
D-34 11/93

POST Certified Courses - D-14

D-35 11/93

Catalog of Certified Courses is published quarterly as a separate document.

Starts on D-37

REIMBURSEMENT

Section E Index

E-i 11/93

E-ii 11/93

Requirements for Reimbursement - E-1

E-1 11/93
E-2 11/93
E-3 11/93
E-4 11/93

Reimbursement Plans - E-2

E-5 11/93

Reimbursement Rates - E-3

E-7 11/93

Reimbursement Policies - E-4

E-9 11/93
E-10 11/93
E-11 11/93
E-12 11/93

Instructions for Completion of the Training Reimbursement Form - E-5

E-13 11/93
E-14 11/93

PROFESSIONAL CERTIFICATES

Section F Index

F-i 11/93
F-ii 11/93
F-iii 11/93

Regular & Specialized Law Enforcement Certificate Program - F-1

F-1 11/93
F-2 11/93
F-3 11/93
F-4 11/93
F-5 11/93

**Issuance, Denial or
Cancellation of Profes-
sional Certificates - F-2**

F-7 11/93
F-8 11/93
F-9 11/93

**Request for Reissuance of
POST Certificate - F-3**

F-11 11/93

**POST Certificate
Application,
POST 2-116 - F-4**

F-13 11/93
F-14 11/93

**Public Safety Dispatcher
Certificate Program - F-5**

F-15 11/93
F-16 11/93

**MANAGEMENT
COUNSELING**

Section G Index

G-i 11/93

**Guidelines for Counseling
Service - G-1**

G-1 11/93
G-2 11/93
G-3 11/93
G-5 11/93
G-6 11/93
G-7 11/93

RESERVE OFFICERS

Section H Index

H-i 11/93
H-ii 11/93

Definitions - H-1

H-1 11/93
H-2 11/93

**Reserve Officer
Training - H-3**

H-3 11/93
H-4 11/93
H-5 11/93
H-6 11/93

**Reserve Officer
Certificates - H-4**

H-7 11/93
H-8 11/93
H-9 11/93

**Reserve Officer
Courses - H-5**

H-11 11/93
H-12 11/93
H-13 11/93
H-14 11/93
H-15 11/93
H-16 11/93

Certificate Forms

POST Form 2-116 (8/88)
POST Form 2-250 (9/79)
POST Form 2-256 (9/78)
POST Form 2-289 (3/91)

POST FORMS

**Appointment/Termination
Form**

POST Form 2-114 (11/88)

**Course Certification and
Presentation Forms**

POST Form 2-103 (No Date)
POST Form 2-106 (7/93)
POST Form 2-110 (3/89)
POST Form 2-111 (7/93)
POST Form 2-245 (9/81)

Training Forms

POST Form 2-229 (3/89)
POST Form 2-257 (1/84)
POST Form 2-268 (1/84)
POST Form 2-273 (8/93)

SECTION A INDEX LAW

A

Administrative Costs (POST) (PC 13505) *A-3*
 Age Requirement (GC 1031(b)) *A-10*
 Aid, Application for (PC 13522, 13524,
 and 13525) *A-7, A-8*
 Aid, Allocation of (PC 13523) *A-7*
 Airport Security Personnel, Training Course (PC
 832.1) *A-13*
 Alien, Citizenship Requirement (GC 1031.5)
A-11
 Arrest, Powers of (PC 832) *A-12*
 Assessments on fines (PC 1464) *A-7*
 Attorney General,
 Assistance to Commission (PC 13504) *A-2*
 Ex Officio Member (PC 13500) *A-1*
 Auxiliary or Reserve Officers;
 Powers of Peace Officer,
 Conditions (PC 832.6) *A-15, A-16*

B

Background Investigation (GC 1031(d)) *A-10*
 Basic Course,
 Entrance Requirement (PC 13511.5) *A-18*
 Waiver (PC 13511(b)) *A-18*

C

Certificates, Misdemeanor Offenses (PC 13510.2)
A-4
 Certification Program (PC 13510.1) *A-3, A-4*
 Application (PC 13510.1(d)) *A-3, A-4*
 Cancellation of (PC 13510.1(e) & (f)) *A-4*
 Establishment of (PC 13510.1(a)) *A-3*
 Purpose (PC 13510.1(b)) *A-3*
 Requirements (PC 13510.1(c)) *A-3, A-4*
 Character, Moral Requirement (GC 1031(d)) *A-10*
 Child Abuse/Neglect (PC 13517) *A-19*
 Citizenship Requirement (GC 1031(a) and 1031.5)
A-10, A-11

Commission,

 Assistance to (PC 13504) *A-2*
 Compensation for (PC 13502) *A-2*
 Establishment of (PC 13500) *A-1*
 Ex Officio Member (PC 13500) *A-1*
 Membership (PC 13500) *A-1*
 Appointment (PC 13500) *A-1*
 Terms (PC 13500) *A-1*
 Officers, Election of (PC 13501) *A-2*
 Powers (PC 13503) *A-2*
 Qualifications (PC 13500) *A-1*
 Quorum (PC 13501) *A-2*
 Comparison of Presenters (PC 832.3(b)) *A-14*
 Conviction of Felony (GC 1029) *A-9, A-10*
 Counseling Service (PC 13513) *A-4*
 CPR Training (PC 13518) *A-19, A-20*
 Cultural Diversity Training (PC 13519.4) *A-22*

D

Developmental Disabilities (PC 13519.2) *A-21*
 Dispatcher,
 Application for Aid (PC 13525) *A-8*
 Selection and Training (PC 13510(c)) *A-17*
 Disqualification as Peace Officer (GC 1029) *A-9,*
A-10
 District, Defined (PC 13507) *A-3*
 Domestic Violence, Requirements (PC 13519)
A-20
 Drug Laws Enforcement Training (PC 13519.5) *A-22*

E

Educational Requirement (GC 1031(e)) *A-10*
 Emotional Condition Requirement (GC 1031(f))
A-10
 Entrance Requirement, Basic Course (PC
 13511.5) *A-18*
 Ex Officio Member, Commission (PC 13500) *A-1*

F

Felony, Conviction of (GC 1029) *A-9, A-10*
 Fingerprinting of Peace Officers (GC 1030) *A-10*
 Requirement (GC 1031(c)) *A-10*
 Firearms, Carrying and Use of (PC 832) *A-12, A-13*
 First Aid Training (PC 13518) *A-19, A-20*

G

Gang Laws Enforcement Training (PC 13519.5)
A-22

H

Hate Crimes Training (PC 13519.6) *A-22, A-23*

I, J, K, L

Interview Procedures, Minors (PC 13517.5) *A-19*
 Learning Technology Laboratory (PC 13508) *A-3*

M

Mental Condition (GC 1031(f)) *A-10*
 Mental Illness (PC 13519.2) *A-21*
 Minimum Selection Standards,
 Age (GC 1031(b)) *A-10*
 Background Investigation (GC 1031(d)) *A-10*
 Citizenship (GC 1031(a) and 1031.5) *A-10, A-11*
 Education (GC 1031(e)) *A-10*
 Emotional Condition (GC 1031(f)) *A-10*
 Fingerprinting (GC 1031(c)) *A-10*
 Mental Condition (GC 1031(f)) *A-10*
 Physical Condition (GC 1031(f)) *A-10*
 Minimum Standards, Rules of (PC 13510) *A-16, A-17*
 Certain Peace Officers (PC 13510.5) *A-17, A-18*
 Dispatchers (PC 13510(c)) *A-17*
 Exceeding the (PC 13510(c)) *A-17*
 Physical, Mental & Moral Fitness
 (PC 13510(a)) *A-16, A-17*
 Vision, Hearing, Physical Ability, &
 Emotional Stability (PC 13510(b)) *A-17*
 Minor Witnesses (PC 13517.5) *A-19*
 Misdemeanor Offenses, Certificates (PC 13510.2)
A-4
 Missing Person Training and Guidelines
 (PC 13519.1) *A-20, A-21*

N, O

P

Peace Officer,
 Disqualification as (GC 1029) *A-9, A-10*
 Minimum Selection Standards,
 Age (GC 1031(b)) *A-10*
 Background Investigation (GC 1031(d))
 A-10
 Citizenship (GC 1031(a) and 1031.5)
 A-10, A-11
 Education (GC 1031(e)) *A-10*
 Emotional Condition (GC 1031(f)) *A-10*
 Fingerprinting (GC 1031(c)) *A-10*
 Mental Condition (GC 1031(f)) *A-10*
 Physical Condition (GC 1031(f)) *A-10*
 Performance Correlation (PC 832.3(d)) *A-14*
 Peace Officer Training Fund,
 Allocations (PC 13523) *A-7*
 Application for Aid,
 Content (PC 13522) *A-7*
 Training, DA's (PC 13524) *A-7*
 Creation of (PC 13520) *A-7*
 Physical Condition Requirement (GC 1031(f)) *A-10*
 Policemen, City and District,
 Basic Certificate Requirement (PC 832.4)
 A-14, A-15
 Disqualification as (GC 1029) *A-9, A-10*
 Fingerprinting of (GC 1030) *A-10*
 Preferential Enrollment (PC 832.3(c)) *A-14*
 Required Training (PC 832.3(a)) *A-14*
 Powers, Arrest (PC 832) *A-12, A-13*
 Port Wardens, Harbor Dept. of Los Angeles
 (13526.1) *A-8*
 Powers, Commission (PC 13503) *A-2*
 Proficiency Testing Program (PC 832.3(b)-(d))
A-14

Q

Qualifications, Commission Members (PC 13500)
A-1

R

Racial Diversity Training (13519.4) A-22
Regulations, Adoption of (PC 13506) A-3
Reimbursement, Commissioners (PC 13502) A-2
Reserve or Auxiliary Officers; Powers of Peace
Officer, Conditions (PC 832.6) A-15, A-16

S

Security Personnel, Airport Training Course
(PC 832.1) A-13
Selection Standards, Minimum,
Age (GC 1031(b)) A-10
Background Investigation (GC 1031(d)) A-10
Citizenship (GC 1031(a) and 1031.5) A-10,
A-11
Education GC 1031(e)) A-10
Emotional Condition (GC 1031(f)) A-10
Fingerprinting (GC 1031(c)) A-10
Mental Condition (GC 1031(f)) A-10
Physical Condition (GC 1031(f)) A-10
Sexual Assault Cases (PC 13516) A-18, A-19
Sheriffs, Undersheriffs, Deputy Sheriffs,
Basic Certificate Requirement (PC 832.4)
A-14, A-15
Disqualification as (GC 1029) A-9, A-10
Eligibility Requirement (GC 24004.3) A-11
Fingerprinting of (GC 1030) A-10
Preferential Enrollment (PC 832.3(c)) A-14
Required Training (PC 832.3(a)) A-14
Standards, Minimum (PC 13510) A-16, A-17
Adherence to (PC 13512) A-18
Certain Peace Officers (PC 13510.5) A-17, A-18
Exceeding the (PC 13510(c)) A-16, A-17
Physical, Mental, & Moral Fitness
(PC 13510(a)) A-16, A-17
Vision, Hearing, Physical Ability, and
Emotional Stability (PC 13510(b)) A-17
Sudden Infant Death Syndrome (SIDS) Training
(13519.3) A-21, A-22

T

Training,
Airport Security Personnel (832.1) A-13
Arrest and Firearms (PC 832) A-12
Child Abuse or Neglect (PC 13517) A-19
Developmental Disabilities (PC 13519.2) A-21

Cultural Diversity (13519.4) A-22
District Attorneys (PC 13524) A-7
Domestic Violence (PC 13519) A-20
Drug Laws Enforcement (PC 13519.5) A-22
First Aid and CPR (PC 13518) A-19, A-20
Gang Laws Enforcement (13519.5) A-22
Hate Crimes (13519.6) A-22
Mental Illness (PC 13519.2) A-21
Missing Person (PC 13519.1) A-20
Place of (PC 13511(a)) A-18
Racial Diversity (PC 13519.4) A-22
School Peace Officers (PC 832.2) A-13, A-14
Sexual Assault Cases (PC 13516) A-18
Sudden Infant Death Syndrome (SIDS)
(PC 13519.3) A-21
Tear Gas (PC 13514) A-18
Testing in Lieu of (PC 13511(b)) A-18
Toxics (PC 14304) A-23
Training Fund,
Allocation of (PC 13523) A-7
Appropriation (PC 13520) A-7
Assessment (PC 13521) A-7
Creation (PC 13520) A-7

U, V

W

Waiver, In Lieu of Academy Attendance (PC
13511(b)) A-18
Wire Communications, Interception of (PC 629.44)
A-12

X, Y, Z

POST ADMINISTRATIVE MANUAL

LAW RELATING TO POST OPERATIONS AND PROGRAMS

CALIFORNIA PENAL CODE

13500. Existence of commission; membership; qualifications; appointment; terms

There is in the Department of Justice a Commission on Peace Officer Standards and Training, hereafter referred to in this chapter as the commission. The commission consists of 13 members appointed by the Governor, after consultation with, and with the advice of, the Attorney General and with the advice and consent of the Senate. Racial, gender, and ethnic diversity shall be considered for all appointments to the commission.

The commission shall be composed of the following members:

- (1) Two members shall be (i) sheriffs or chiefs of police or peace officers nominated by their respective sheriffs or chiefs of police, (ii) peace officers who are deputy sheriffs or city policemen, or (iii) any combination thereof.
- (2) Three members shall be sheriffs or chiefs of police or peace officers nominated by their respective sheriffs or chiefs of police.
- (3) Three members shall be peace officers of the rank of sergeant or below with a minimum of five years' experience as a deputy sheriff, city police officer, marshal, or state-employed peace officer for whom the commission sets standards. These members shall have demonstrated leadership in their local or state peace officer association or union.
- (4) One member shall be [an] elected officer or chief administrative officer of a county in this state.
- (5) One member shall be [an] elected officer or chief administrative officer of a city in this state.
- (6) Two members shall be public members who shall not be peace officers.
- (7) One member shall be an educator or trainer in the field of criminal justice.

The Attorney General shall be an ex officio member of the commission.

Of the members first appointed by the Governor, three shall be appointed for a term of one year, three for a term of two years, and three for a term of three years. Their successors shall serve for a term of three years and until appointment and qualification of their successors, each term to commence on the expiration date of the term of the predecessor.

The additional member provided for by the Legislature in its 1973-1974 Regular Session shall be appointed by the Governor on or before January 15, 1975, and shall serve for a term of three years.

The additional member provided for by the Legislature in its 1977-78 Regular Session shall be appointed by the Governor on or after July 1, 1978, and shall serve for a term of three years.

The additional members provided for by the Legislature in its 1991-92 Regular Session shall be appointed by the Governor on or before January 15, 1993, and shall serve for a term of three years.

13501. Chairman and vice-chairman; quorum

The commission shall select a chairman and a vice-chairman from among its members. A majority of the members of the commission shall constitute a quorum.

13502. Compensation; reimbursement for travel expenses

Members of the commission shall receive no compensation, but shall be reimbursed for their actual and necessary travel expenses incurred in the performance of their duties. For purposes of compensation, attendance at meetings of the commission shall be deemed performance by a member of the duties of his local governmental employment.

13503. Powers

In carrying out its duties and responsibilities, the commission shall have all of the following powers:

- (a) To meet at such times and places as it may deem proper;
- (b) To employ an executive secretary and, pursuant to civil service, such clerical and technical assistants as may be necessary;
- (c) To contract with such other agencies, public or private, or persons as it deems necessary, for the rendition and affording of such services, facilities, studies, and reports to the commission as will best assist it to carry out its duties and responsibilities;
- (d) To cooperate with and to secure the cooperation of county, city, city and county, and other local law enforcement agencies in investigating any matter within the scope of its duties and responsibilities, and in performing its other functions;
- (e) To develop and implement programs to increase the effectiveness of law enforcement and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs;
- (f) To cooperate with and secure the cooperation of every department, agency, or instrumentality in the state government;
- (g) To do any and all things necessary or convenient to enable it fully and adequately to perform its duties and to exercise the power granted to it.

13504. Assistance in execution of duties

The Attorney General shall, so far as compatible with other demands upon the personnel in the Department of Justice, make available to the commission the services of such personnel to assist the commission in the execution of the duties imposed upon it by this chapter.

13505. Costs of administration

In exercising its functions, the commission shall endeavor to minimize costs of administration so that a maximum of funds will be expended for the purpose of providing training and other services to local law enforcement agencies. All expenses shall be a proper charge against the revenue accruing under Article 3 (commencing with Section 13520).

13506. Regulations

The commission may adopt such regulations as are necessary to carry out the purposes of this chapter.

13507. District defined

As used in this chapter, "district" means any of the following:

- (a) A regional park district.
- (b) A district authorized by statute to maintain a police department.
- (c) The University of California.
- (d) The California State University and Colleges.
- (e) A community college district.
- (f) A school district.
- (g) A transit district.
- (h) A harbor district.

13508. Learning technology laboratory; pilot projects, implementation plan; report
(Reference this PC section for complete text)

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.

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.

13513. Counseling service

Upon the request of a local jurisdiction, the commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques.

13540. Designation as peace officer; study; fee

Any person or persons desiring peace officer status under chapter 4.5 (commencing with Section 830) of Title 3 of Part 4 who, on January 1, 1990, were not entitled to be designated as peace officers under Chapter 4.5 shall request the Commission on Peace Officer Standards and Training to undertake a feasibility study regarding designating that person or persons as peace officers. The request and study shall be undertaken in accordance with regulations adopted by the commission. The commission may charge any person requesting a study, a fee, not to exceed the actual cost of undertaking the study. Nothing in this article shall apply to or otherwise affect the authority of the Director of Corrections, the Director of the Youth Authority, the Director of the Youthful

Offender Parole Board, or the Secretary of the Youth and Adult Correctional Agency to designate peace officers as provided for in Section 830.5.

13541. Scope of study

Any study undertaken under this article shall include, but shall not be limited to, the current and proposed duties and responsibilities of persons employed in the category seeking the designation change, their field law enforcement duties and responsibilities, their supervisory and management structure, and their proposed training methods and funding sources.

13542. Agency requirements; study results; recommendations; submission to legislature

In order for the commission to give a favorable recommendation as to a change in designation to peace officer status, the person or persons desiring the designation change shall be employed by an agency with a supervisory structure consisting of a chief law enforcement officer, the agency shall agree to comply with the training requirements set forth in Section 832, and shall be subject to the funding restriction set forth in Section 13526. The commission shall issue the study and its recommendations to the requesting person or agency within 18 months of the request if the request is made in accordance with the regulations of the commission. A copy of that study and recommendations shall also be submitted to the Legislature.

POST ADMINISTRATIVE MANUAL

**PEACE OFFICERS' TRAINING FUND AND ALLOCATIONS
THEREFROM**

CALIFORNIA PENAL CODE

1464. State penalties on fines, penalties and forfeitures; waiver; deposit in fund; distribution to Peace Officers' Training Fund.

(Reference this PC section for complete text)

13520. Creation; appropriation

There is hereby created in the State Treasury a Peace Officers' Training Fund, which is hereby appropriated, without regard to fiscal years, exclusively for costs of administration and for grants to local governments and districts pursuant to this chapter.

13522. Application for aid; contents

Any city, county, city and county, or district which desires to receive state aid pursuant to this chapter shall make application to the commission for the aid. The initial application shall be accompanied by a certified copy of an ordinance, or in the case of the University of California and the California State University, and agencies not authorized to act by ordinance, by a resolution, adopted by its governing body providing that while receiving any state aid pursuant to this chapter, the city, county, city and county, or district will adhere to the standards for recruitment and training established by the commission. The application shall contain any information the commission may request.

13523. Allocations to cities and to counties

The commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the commission, to each city, county, and district which has applied and qualified for aid pursuant to this chapter an amount determined by the commission pursuant to standards set forth in its regulations. The commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts. State aid shall only be provided for training expenses of full-time regularly paid employees, from cities, counties or districts.

In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the commission as applicable to such city, county, or district.

13524. Application for aid; training of inspectors and investigators of district attorney's office

Any county wishing to receive state aid pursuant to this chapter for the training of regularly employed and paid inspectors and investigators of district attorney's office, as defined in Section 830.1 who conduct criminal investigations, shall include such request for aid in its application to the commission pursuant to Sections 13522 and 13523.

13525. Application for state aid; training of certain local public safety dispatchers

Any city, county, city and county, district, or joint powers agency which desires to receive state aid pursuant to this chapter for the training of regularly employed and paid local public safety dispatchers, as described in subdivision (c) of Section 13510, shall include that request for aid in its application to the commission pursuant to Sections 13522 and 13523.

13526. Agency not entitled to allocation as of Dec. 31, 1989

In no event shall any allocation be made from the Peace Officers' Training Fund to a local government agency if the agency was not entitled to receive funding under any of the provisions of this article, as they read on December 31, 1989.

13526.1. Port Wardens and special officers of the Harbor Department of Los Angeles; entitlement to funding from the Peace Officers' Training Fund

- (a) It is the intent of the Legislature in adding this section that effect be given to amendments made by Chapter 950 of the Statutes of 1989. The Legislature recognizes those amendments were intended to make port wardens and special officers of the Harbor Department of the City of Los Angeles entitled to allocations from the Peace Officers' Training Fund for state aid pursuant to this chapter, notwithstanding the amendments made by Chapter 1165 of the Statutes of 1989, which added Section 13526 to this code.
- (b) Notwithstanding Section 13526, for the purposes of this chapter, the port wardens and special officers of the Harbor Department of the City of Los Angeles shall be entitled to receive funding from the Peace Officers' Training Fund.

POST ADMINISTRATIVE MANUAL

**LAW RELATED TO STANDARDS FOR
SELECTION AND TRAINING**

CALIFORNIA GOVERNMENT CODE

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 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 persons 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 as 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 of a felony.

1030. Fingerprinting of peace officers

A classifiable set of the fingerprints of every person who is now employed, or who hereafter becomes employed as a peace officer of the state, or of a county, city, city and county or other political subdivision, whether with or without compensation, shall be furnished to the Department of Justice and to the Federal Bureau of Investigation by the sheriff, chief of police or other appropriate appointing authority of the agency by whom the person is employed.

This section shall not apply to any currently employed peace officer whose appointment antedates the effective date of this section and whose appointment antedates the effective date of this section and whose fingerprints has already been submitted by his appointing authority to the Department of Justice and to the Federal Bureau of Investigation.

1031. Public officers or employees having powers of peace officers; minimum standards

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 least 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 or four-year degree from a college or university accredited by the Western Association of Colleges and Universities; provided that this sub-division shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior 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 conditions 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.

1031.5 Peace Officer Citizenship Requirement

- (a) Any person employed by a governmental agency on September 13, 1982, as a peace officer or a peace officer trainee, or who, prior to September 13, 1982, had applied to fill a position as a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, is not subject to the requirement of subdivision (a) of Section 1031 prior to its amendment by Chapter 943 of California Penal Code
- (b) Any permanent resident alien who is employed as a peace officer shall diligently cooperate with the Immigration and Naturalization Service in the processing of his or her application for citizenship and shall be disqualified from holding that position if, three years after the filing of his or her application for employment, the person has not obtained citizenship due to his or her failure to cooperate in the processing of the application for citizenship.
- (c) Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his or her application for citizenship is denied.

24004.3 Sheriff; eligibility criteria; grandfather rights

- (a) No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she meets one of the following criteria:
 - (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
 - (2) One year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.
 - (3) Two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.
 - (4) Three years of full-time salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.
 - (5) Four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent.
- (b) All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment to the office of sheriff.

CALIFORNIA PENAL CODE

629.44. Training course; certification; fees

- (a) The Commission on Peace Officer Standards and Training, in consultation with the Attorney General, shall establish a course of training in the legal, practical, and technical aspects of the interception of private wire communications and related investigative techniques.
- (b) The Attorney General shall set minimum standards for certification and periodic recertification of investigative or law enforcement officers as eligible to apply for orders authorizing the interception of private wire communications, to conduct the interceptions, and to use the communications or evidence derived from them in official proceedings.
- (c) The Commission on Peace Officer Standards and Training may charge a reasonable enrollment fee for those students who are employed by an agency not eligible for reimbursement by the commission to offset the costs of the training. The Attorney General may charge a reasonable fee to offset the cost of certification.

832. Course of training prescribed by Commission on Peace Officer Standards and Training; examination; necessity to exercise powers; exemptions

- (a) Every person described in this chapter as a peace officer shall satisfactorily complete an introductory course of training prescribed by the Commission on Peace Officer Standards and Training. On or after July 1, 1989, satisfactory completion of the course shall be demonstrated by passage of an appropriate examination developed or approved by the commission. Training in the carrying and use of firearms shall not be required of any peace officer whose employing agency prohibits the use of firearms.
- (b) (1) Every peace officer described in this chapter prior to the exercise of the powers of a peace officer, shall have satisfactorily completed the course of training described in subdivision (a).
- (2) Every peace officer described in Section 13510 or in subdivision (a) of Section 830.2 may satisfactorily complete the training required by this section as part of the training prescribed pursuant to Section 13510.
- (c) Persons described in this chapter as peace officers who have not so satisfactorily completed the courses described in subdivision (a), as specified in subdivision (b), shall not have the powers of a peace officer until they satisfactorily complete such courses.
- (d) Any peace officer who on March 4, 1972, possesses or is qualified to possess the basic certificate as awarded by the Commission on Peace Officer Standards and Training shall be exempted from this section.
- (e) (1) Any person completing the training described in subdivision (a) who does not become employed as a peace officer within three years from the date of passing the examination described in subdivision (a), or who has a three-year or longer break in service as a peace officer, shall pass the examination described in subdivision (a) prior to the exercise of the powers of a peace officer, except for any person described in paragraph (2).
- (2) The requirement in paragraph (1) does not apply to any person who meets any of the following requirements:

- (A) Is returning to a management position that is at the second level of supervision or higher.
 - (B) Has successfully requalified for a basic course through the Commission on Peace Officer Standards and Training.
 - (C) Has maintained proficiency through teaching the course described in subdivision (a).
 - (D) During the break in California service, was continuously employed as a peace officer in another state or at the federal level.
- (f) The commission may charge appropriate fees for the examination required by subdivision (e), not to exceed actual costs.

832.1 Airport security personnel; training course

Any airport security officer, airport policeman, or airport special officer, regularly employed and paid by a city, county, city and county, or district who is a peace officer shall have completed a course of training relative to airport security approved by the Commission on Peace Officers Standard and Training. Any such airport officer so employed on the effective date of this section shall have completed the course of instruction required by this section by September 1, 1973. Any airport officer so employed after such effective date shall have completed the course of instruction within 90 days after such employment.

Any officer who has not satisfactorily completed such course within such prescribed time shall not continue to have the powers of a peace officer until they have satisfactorily completed such course.

832.2 School peace officers; training

- (a) It is the intent of the Legislature to ensure the safety of students, staff, and the public on or about California's public schools, by providing school peace officers with training that will enable them to deal with the increasingly diverse and dangerous situations they encounter.
- (b) Every school peace officer, as described in Section 39670 and 72330 of the Education Code, shall complete a course of training approved by the Commission on Peace Officer Standards and Training relating directly to the role of school peace officers. Any person employed as a school peace officer prior to the date that the Commission on Peace Officer Standards and Training approves the course of training shall complete the course of instruction within three years from the date of the Commission on Peace Officer Standards and Training approves the course of training. Any person who is not employed as a school peace officer until on or after the date that the Commission on Peace Officer Standards and Training approves the course of training shall complete the course of instruction within one year from the date his or her employment commences.

The school peace officer training course shall address guidelines and procedures for reporting offenses to other law enforcement agencies that deal with violence on campus and other school related matters, as determined by the Commission on Peace Officer Standards and Training. The Commission on Peace Officer Standards and Training shall develop and approve the course of training no later than January 1, 1991, and shall consult with school peace officers regarding the content and hourly requirement for this course.

- (c) This section does not apply to any school peace officer whose employer requires its school peace officers to possess the basic certificate that is awarded by the Commission on Peace Officer Standards and Training or any school peace officers to possess the basic certificate that is awarded by the Commission on Peace Officer Standards and Training.

832.3 Training as prerequisite to exercise of peace officer powers; training proficiency testing program

- (a) Except as provided in subdivision (b), any sheriff, undersheriff, or deputy sheriff of a county, any police officer of a city, and any police officer of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, shall successfully complete a course of training prescribed by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training. The training course for an undersheriff and deputy sheriff of a county and a police officer of a city shall be the same.
- (b) For the purpose of standardizing the training required in subdivision (a), the commission shall develop a training proficiency testing program, including a standardized examination which enables (1) comparisons between presenters of such training and (2) development of a data base for subsequent training programs. Presenters approved by the commission to provide the training required in subdivision (a) shall administer the standardized examination to all graduates. Nothing in this subdivision shall make the completion of such examination a condition of successful completion of the training required in subdivision (a).
- (c) Notwithstanding subdivision (c) of Section 84500 of the Education Code and any regulations adopted pursuant thereto, community colleges may give preference in enrollment to employed law enforcement trainees who shall complete training as prescribed by this section. At least 15 percent of each presentation shall consist of nonlaw enforcement trainees if they are available. Preference should only be given when the trainee could not complete the course within the time required by statute, and only when no other training program is reasonably available. Average daily attendance for such courses shall be reported for state aid.
- (d) Prior to July 1, 1987, the Commission shall make a report to the Legislature on academy proficiency testing scores. This report shall include an evaluation of the correlation between academy proficiency test scores and performance as a peace officer. (Effective 1-1-85)

832.4 Standards and training, basic certificate for certain peace officers; employment after January 1, 1974; employment after January 1, 1988

- (a) Any undersheriff or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1974, and is responsible for the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training within 18 months of his employment in order to continue to exercise the powers of a peace officer after the expiration of such 18-month period.
- (b) Every peace officer listed in subdivision (a) of Section 830.1, except a sheriff, elected constable, or elected marshal, who is employed after January 1, 1988, shall obtain the basic certificate issued by the Commission on Peace Officer Standards and Training upon completion of probation, but in no case later

than 24 months after his or her employment, in order to continue to exercise the powers of a peace officer after the expiration of the 24-month period.

In cases where the probationary period established by the employing agency is 24 months, the peace officers described in this subdivision may continue to exercise the powers of a peace officer for an additional three-month period to allow for the processing of the certification application.

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

- (a) Every person deputized or appointed as described in subdivision (a) of Section 830.6 shall have the powers of a peace officer only when such person is:
- (1) Deputized or appointed pursuant to paragraph (1) of subdivision (a) of Section 830.6 and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training prescribed by the Commission on Peace Officer Standards and Training.

A person deputized or appointed pursuant to paragraph (2) of subdivision (a) of Section 830.6 shall have the powers of a peace officer when assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone and the person has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training.
 - (2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and such other training prescribed by the commission; or
 - (3) Deployed and authorized only to carry out limited duties not requiring general law enforcement powers in their routine performance. Those persons shall be permitted to perform these duties only under the direct supervision of a peace officer possessing a basic certificate issued by the commission, and shall have completed the training required under Section 832 and any other training prescribed by the commission for those persons. Notwithstanding the provisions of this paragraph, a Level III reserve officer may perform search and rescue, personnel administration support, community public information services, communications technician services, and scientific services, which do not involve direct law enforcement without supervision.
 - (4) Assigned to the prevention and detection of a particular crime or crimes or to the detection or apprehension of a particular individual or individuals while working under the supervision of a California peace officer in a county adjacent to the state border who possesses a basic certificate issued by the Commission on Peace Officer Standards and Training, and the person is a law enforcement officer who is regularly employed by a local or state law enforcement agency in an adjoining state and has completed the basic training required for peace officers in his or her state.

This training shall fully satisfy any other training requirements required by law including those specified in Section 832.

In no case shall a peace officer of an adjoining state provide services within a California jurisdiction during any period in which the regular law enforcement agency of the jurisdiction is involved in a labor dispute.

- (b) Notwithstanding the provisions of subdivision (a), a person who is issued a level I reserve officer certificate before January 1, 1981, shall have the full powers and duties of a peace officer as provided by Section 830.1 if so designated by local ordinance or, if the local agency is not authorized to act by ordinance, by resolution, either individually or by class, if the appointing authority determines the person is qualified to perform general law enforcement duties by reason of the person's training and experience. Persons who were qualified to be issued the level I reserve officer certificate before January 1, 1981, and who state in writing under penalty of perjury that they applied for but were not issued the certificate before January 1, 1981, may be issued the certificate before July 1, 1984. For the purposes of this Section, certificates so issued shall be deemed to have the full force and effect of any level I reserve officer certificate issued prior to January 1, 1981.
- (c) In carrying out the provisions of this section, the commission:
 - (1) May use proficiency testing to satisfy reserve training standards.
 - (2) Shall provide for convenient training to remote areas in the state.
 - (3) Shall establish a professional certificate for reserve officers as defined in paragraph (1) of subdivision (a) of this section, and may establish a professional certificate for reserve officers as defined in paragraphs (2) and (3) of subdivision (a) of this section.
- (d) In carrying out paragraphs (1) and (3) of subdivision (c), the commission may establish and levy appropriate fees, provided the fees do not exceed the cost for administering the respective services. These fees shall be deposited in the Peace Officers' Training Fund established by Section 13510.
- (e) The commission shall include an amount in its annual budget request to carry out the provisions of this section.

872. Order holding defendant to answer; probable cause; basis of finding

- (a) (Not applicable.)
- (b) Notwithstanding Section 1200 of the Evidence Code, the finding of probable cause may be based in whole or in part upon the sworn testimony of a law enforcement officer relating the statements of declarants made out of court offered for the truth of the matter asserted. Any law enforcement officer testifying as to hearsay statements shall either have five years of law enforcement experience or have completed a training course certified by the Commission on Peace Officer Standards and Training which includes training in the investigation and reporting of cases and testifying at preliminary hearings.

13510. Rules of minimum standards; adoption; amendment

- (a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace

officer members of a county sheriff's office, marshals or deputy marshals of a municipal court, 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 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. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3, of Title 2 of the Government Code. 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 law enforcement agency from establishing selection and training standards which exceed the minimum standards established by the commission.

13510.5 Rules of minimum standards; certain peace officers

For the purpose of maintaining the level of competence of state law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards for training of peace officers as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who are employed by any railroad company, the California State Police Division, the University of California Police Department, a California State University police department, the Department of Alcoholic Beverage Control, the Division of Investigation of the Department of Consumer Affairs, the Wildlife Protection Branch of the Department of Fish and Game, the Department of Forestry and Fire Protection, the Department of Motor Vehicles, the California Horse Racing Board, the State Fire Marshal, the Bureau of Food and Drug, the Division of Labor Law Enforcement, the Director of Parks and Recreation, the State Department of Health Services, the State Department of Social Services, the State Department of Mental Health, the State Department of Developmental Services, the State Department of

Alcohol and Drug Programs, the Office of Statewide Health Planning and Development, and the Department of Justice. All 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.

13511. Place of training; testing in lieu of attendance at training academy or college

- (a) In establishing standards for training, the commission shall, so far as consistent with the purposes of this chapter, permit required training to be obtained at institutions approved by the commission.
- (b) In those instances where persons have acquired prior equivalent peace officer training, the commission shall, no later than July 1, 1981, and thereafter, provide the opportunity for testing in lieu of attendance at a basic training academy or accredited college. Tests shall be constructed to verify possession of minimum knowledge and skills required by the commission as outlined in its basic course. These tests shall be scheduled periodically in convenient locations, and an opportunity shall be provided for testing and retesting under procedural guidelines established by the commission. The retesting procedures shall be designed so that any portion which has been previously passed need not be retaken. The commission shall charge a fee to cover administrative costs which is sufficient to cover all the costs associated with the testing conducted under this subdivision.

13511.5 Certification of no criminal history from department of justice; controlling concealable firearms

Each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice pursuant to Sections 11122, 11123, and 11124 that the applicant has no criminal history background which would disqualify him or her, pursuant to Section 12021, from owning, possessing, or having under his or her control any pistol, revolver, or other firearm capable of being concealed on the person.

13512. Adherence to standards

The commission shall make such inquiries as may be necessary to determine whether every city, county, city and county, and district receiving state aid pursuant to this chapter is adhering to the standards for recruitment and training established pursuant to this chapter.

13514. Use of tear gas

The commission shall prepare a course of instruction for the training of peace officers in the use of tear gas. Such course of instruction may be given, upon approval by the commission, by any agency or institution engaged in the training or instruction of peace officers.

13516. Sexual assault cases; standard investigative procedures; training; legislative intent

- (a) The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies in the investigation of sexual assault cases, and cases involving the sexual exploitation or sexual abuse of children, including, police response to, and treatment of, victims of these crimes.
- (b) The course of training leading to the basic certificate issued by the commission shall, on and after July

shall be made to local agencies based on attendance on or after such date at any course which does not comply with the requirements of this subdivision.

- (c) The commission shall prepare and implement a course for the training of specialists in the investigation of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases. Officers assigned to investigation duties which include the handling of cases involving the sexual exploitation or sexual abuse of children, shall successfully complete their training within six months of the date the assignment was made.
- (d) It is the intent of the Legislature in the enactment of this section to encourage the establishment of sex crime investigation units in police agencies throughout the state, which units shall include, but not be limited to, investigating crimes involving the sexual exploitation and sexual abuse of children.
- (e) It is the further intent of the Legislature in the enactment of this section to encourage the establishment of investigation guidelines that take into consideration the sensitive nature of the sexual exploitation and sexual abuse of children with respect to both the accused and the alleged victim.

13517. Child abuse or neglect; procedures for detection, investigation, response and interviewing children; training courses; specialists

- (a) The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies in the detection, investigation, and response to cases in which a minor is a victim of an act of abuse or neglect prohibited by this code. The guidelines shall include procedures for determining whether or not a child should be taken into protective custody. The guidelines shall also include procedures for minimizing the number of times a child is interviewed by law enforcement personnel.
- (b) The course of training leading to the basic certificate issued by the commission shall, not later than July 1, 1979, include adequate instruction in the procedures described in subdivision (a).
- (c) The commission shall prepare and implement an optional course of training of specialists in the investigation of cases in which a minor is a victim of an act of abuse or neglect prohibited by this code.
- (d) The commission shall consult with the State Office of Child Abuse Prevention in developing the guidelines and optional course of training.

13517.5 Minor witnesses; interview procedures

The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies and prosecutors in interviewing minor witnesses.

13518. First aid and cardiopulmonary resuscitation; exclusion of certain personnel

- (a) Every city police officer, sheriff, deputy sheriff, marshal, deputy marshal, peace officer member of the California State Police, peace officer member of the California Highway Patrol, and police officer of a district authorized by statute to maintain a police department, except those whose duties are primarily clerical or administrative, shall meet the training standards prescribed by the Emergency Medical Services Authority for the administration of first aid and cardiopulmonary resuscitation. This training shall include instruction in the use of a portable manual mask and airway assembly designed to prevent the spread of communicable diseases. In addition, satisfactory completion of periodic refresher training

or appropriate testing in cardiopulmonary resuscitation and other first aid as prescribed by the Emergency Medical Services Authority shall also be required.

- (b) The course of training leading to the basic certificate issued by the commission shall include adequate instruction in the procedures described in subdivision (a). No reimbursement shall be made to local agencies based on attendance at any such course which does not comply with the requirements of this subdivision.
- (c) As used in this section, "primarily clerical or administrative" means the performance of clerical or administrative duties for a minimum of 90 percent of the time worked within a pay period.

13519. Domestic violence complaints; training course and guidelines for handling; requirements

- (a) The commission shall implement by January 1, 1986, a course or courses of instruction for the training of law enforcement officers in California in the handling of domestic violence complaints and also shall develop guidelines for law enforcement response to domestic violence. The course or courses of instruction and the guidelines shall stress enforcement of criminal laws in domestic violence situations, availability of civil remedies and community resources, and protection of the victim. Where appropriate, the training presenters shall include domestic violence experts with expertise in the delivery of direct services to victims of domestic violence, including utilizing the staff of shelters for battered women in the presentation of training.

As used in this section, "law enforcement officer" means any officer or employee of a local police department or sheriff's office, any peace officer of the Department of Parks and Recreation, as defined in subdivision (g) of Section 830.2, any peace officer of the University of California Police Department, as defined in subdivision (c) of Section 830.2, or any peace officer of the California State University Police Departments, as defined in subdivision (d) of Section 830.2.

(Reference Penal Code Section 13701(j) for Domestic Violence Response Guidelines)

13519.1 Missing person; training course and guidelines

- (a) The commission shall implement by July 1, 1988, a course or courses of instruction for the training of law enforcement officers and law enforcement dispatchers in the handling of missing person and runaway cases and shall also develop guidelines for law enforcement response to missing person and runaway cases. The course or courses of instruction and the guidelines shall include, but not be limited to, timeliness and priority of response, assisting persons who make missing person reports to contact the appropriate law enforcement agency in the jurisdiction of the residence address of the missing person or runaway and the appropriate law enforcement agency in the jurisdiction where the missing person or runaway was last seen, and coordinating law enforcement agencies for the purpose of efficiently and effectively taking and investigating missing person reports.

As used in this section, "law enforcement" includes any officers or employees of a local police or sheriff's office or of the California Highway Patrol.

- (b) The course of basic training for law enforcement officers and law enforcement dispatchers shall, not later than January 1, 1989, include adequate instruction in the handling of missing person and runaway cases developed pursuant to subdivision (a).
- (c) All law enforcement officers and law enforcement dispatchers who have received their basic training

before January 1, 1989, shall participate in supplementary training on missing person and runaway cases, as prescribed and certified by the Commission. The training required by this subdivision shall be completed not later than January 1, 1991.

13519.2 Persons with developmental disabilities or mental illness; training course and guidelines

- (a) The commission shall, on or before July 1, 1990, include in the basic training course for law enforcement officers, adequate instruction in the handling of persons with developmental disabilities or mental illness, or both. Officers who complete the basic training prior to July 1, 1990, shall participate in supplementary training on this topic. This supplementary training shall be completed on or before July 1, 1992. Further training courses to update this instruction shall be established, as deemed necessary by the commission.
- (b) The course of instruction relating to the handling of developmentally disabled or mentally ill persons shall be developed by the commission in consultation with appropriate groups and individuals having an interest and expertise in this area. In addition to providing instruction on the handling of these persons, the course shall also include information on the cause and nature of developmental disabilities and mental illness, as well as the community resources available to serve these persons.

13519.3 Sudden infant death syndrome; training; investigation; fee

- (a) Effective July 1, 1990, the commission shall establish, for those peace officers specified in subdivision (a) of Section 13510 who are assigned to patrol or investigations, a course on the nature of sudden infant death syndrome and the handling of cases involving the sudden deaths of infants. The course shall include information on the community resources available to assist families and child care providers who have lost a child to sudden infant death syndrome. Officers who are employed after January 1, 1990, shall complete a course in sudden infant death syndrome prior to the issuance of the Peace Officer Standards and Training basic certificate, and shall complete training on this topic on or before July 1, 1992.
- (b) The commission, in consultation with experts in the field of sudden infant death syndrome, shall prepare guidelines establishing standard procedures which may be followed by law enforcement agencies in the investigation of cases involving sudden deaths of infants.
- (c) The course relating to sudden infant death syndrome and the handling of cases of sudden infant deaths shall be developed by the commission in consultation with experts in the field of sudden infant death syndrome. The course shall include instruction in the standard procedures developed pursuant to subdivision (b). In addition, the course shall include information on the nature of sudden infant death syndrome which shall be taught by experts in the field of sudden infant death syndrome.
- (d) The commission shall review and modify the basic course curriculum to include sudden infant death syndrome awareness as part of death investigation training.
- (e) When the instruction and training are provided by a local agency, a fee shall be charged sufficient to defray the entire cost of instruction and training.

13519.4 Racial and cultural diversity training

- (a) On or before August 1, 1993, the commission shall develop and disseminate guidelines and training for all law enforcement officers in California as described in subdivision (a) of Section 13510 and who adhere to the standards approved by the commission, on the racial and cultural differences among the residents of this state. The course or courses of instruction and the guidelines shall stress understanding and respect for racial and cultural differences, and development of effective, noncombative methods of carrying out law enforcement duties in a racially and culturally diverse environment.

13519.5 Gang and drug law enforcement; training

The commission shall, on or before July 1, 1991, implement a course or courses of instruction to provide ongoing training to the appropriate peace officers on methods of gang and drug law enforcement.

13519.6 Hate crimes; training courses and guidelines

- (a) The commission shall, on or before December 31, 1993, develop guidelines and a course of instruction and training for law enforcement officers who are employed as peace officers, or who are not yet employed as a peace officer but are enrolled in a training academy for law enforcement officers, addressing hate crimes. "Hate crimes," for purposes of this section, means any act of intimidation, harassment, physical force, or the threat of physical force directed against any person, or family, or their property or advocate, motivated either in whole or in part by the hostility to the real or perceived ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation, with the intention of causing fear and intimidation.
- (b) The course shall make maximum use of audio and video communication and other simulation methods and shall include instruction in each of the following procedures and techniques.
- (1) Indicators of hate crimes.
 - (2) The impact of these crimes on the victim, the victim's family, and the community
 - (3) Knowledge of the laws dealing with hate crimes and the legal rights of, and the remedies available to, victims of hate crimes.
 - (4) Law enforcement procedures, reporting, and documentation of hate crimes.
 - (5) Techniques and methods to handle incidents of hate crimes in a noncombative manner.
- (c) The guidelines developed by the commission shall incorporate the procedures and techniques specified in subdivision (b).
- (d) The course of training leading to the basic certificate issued by the commission shall, not later than July 1, 1994, include the course of instruction described in subdivision (a).
- (e) As used in this section, "peace officer" means any person designated as a peace officer by Section 830.1 or 830.2.

14304. Peace officer toxics training

- (a) The commission shall provide, not later than six months after the date when this title may be implemented, as specified in Section 14314, a course or courses of instruction for training local and state peace officers in the detection of violations, and in the apprehension of suspected violators, of state and local hazardous materials laws.
- (b) The course or courses of instruction shall, at a minimum, include information on all of the following:
 - (1) Understanding hazardous materials laws.
 - (2) Detecting violations of hazardous materials laws while carrying out normal law enforcement duties.
 - (3) Knowing steps to take when violations are discovered in order to protect public health and facilitate prosecution of violators.

POST ADMINISTRATIVE MANUAL
LAW RELATED TO LOCAL LAW ENFORCEMENT
ACCREDITATION

CALIFORNIA PENAL CODE

13550. Definitions

For the purposes of this article the following terms apply:

- (a) "Local law enforcement" means city police and county sheriffs' departments.
- (b) "Accreditation" means meeting and maintaining standards that render the agency eligible for certification by ascribing to publicly recognized principles for the professional operation of local law enforcement agencies.

13551. Regulations and professional standards

- (a) The Commission on Peace Officer Standards and Training shall develop regulations and professional standards on or before July 1, 1994, for the law enforcement accreditation program. The program shall provide standards for the operation of law enforcement agencies and the program shall be available on or before July 1, 1994. The standard shall serve as a basis for the uniform operation of law enforcement agencies throughout the state to best serve the interest of the people of this state.
- (b) The commission may, from time to time, amend the regulations and standards or adopt new standards relating to the accreditation program.

13552. Participation in program

- (a) Participation in this accreditation program is limited to police departments, sheriffs' departments, and the California Highway Patrol. Other law enforcement agencies shall be eligible for accreditation after January 1, 1996.
- (b) Participation shall be voluntary and shall be initiated upon the application of the chief executive officer of each agency.

13553. Standards may exceed minimum accreditation standards

Nothing in this article shall prohibit a law enforcement agency from establishing standards that exceed the minimum accreditation standards set by the commission.

SECTION B INDEX REGULATIONS

A

Advanced Officer Course (1005(d)) *B-8*
 Age, requirement (1002(a)(4)) *B-4*
 Alcoholic Beverage Control, Minimum Standards
 for Training (1081(a)(16)) *B-33*
 Appeals Process, Course Certification (1058)
B-26, B-27
 Appointment, Notice of (1003) *B-5*
 Approved Courses (1005(g)) *B-8*
 Alcoholic Beverage Control (1081(a)(16)) *B-33*
 Arrest and Firearms (1081(a)(1)) *B-30*
 Aviation Security (1081(a)(2)) *B-30, B-31*
 Basic (Regular) (1081(a)(3)) *B-31*
 Carcinogenic Materials (1081(a)(17)) *B-33*
 Chemical Agent, Peace Officer (1081(a)(4))
 B-31
 Chemical Agent, Private Security (1081(a)(5))
 B-31
 Child Abuse Investigation (1081(a)(6)) *B-31*
 Developmental Disabilities and Mental Illness
 (1081(a)(7)) *B-31*
 Domestic Violence (1081(a)(8)) *B-32*
 Hearsay Testimony (1081(a)(19)) *B-33*
 Humane Officer Firearms (1081(a)(9)) *B-32*
 Missing Persons (1081(a)(10)) *B-32*
 Reserve Peace Officer (1081(a)(11)) *B-32*
 School Peace Officer (1081(a)(20)) *B-34*
 Sexual Assault Investigation (1081(a)(12)) *B-32*
 State Agency Peace Officer (1081(a)(13)) *B-32*
 Traffic Accident Investigation (1081(a)(14))
 B-32
 Wiretap Investigation (1081(a)(15)) *B-33*
 Arrest and Firearms, Minimum Standards for
 Training (1081(a)(1)) *B-30*
 Arrest and Firearms, Recertification
 (1080(b)) *B-28 thru B-30*
 Asset Forfeiture Reimbursement (1015(k)) *B-16, B-17*
 Audio-Visual Training Materials (1052(g)) *B-22*
 Aviation Security, Minimum Standards for Training
 (1081(a)(2)) *B-30, B-31*
 Awards and Certificates (1011) *B-14*

B

Basic Course Waiver (1008) *B-12*
 Equivalent Training (1008(a)) *B-12*
 Three-Year Rule (1008(b)) *B-12*
 Basic Course (Regular), Minimum Standards for
 Training (1081(a)(3)) *B-31*
 Basic Training (1005(a)) *B-5 thru B-7*
 Basic Course, Regular (1005(a)(1)) *B-6, B-7*
 District Attorney Investigators Basic
 Course (1005(a)(2)) *B-6*
 Marshals Basic Course (1005(a)(3)) *B-6*
 PC 832 Training (1005(a)(5-8)) *B-6, B-7*
 Reattendance (1015(i)) *B-16, B-17*
 Recertification Requirements (1008) *B-12*
 Specialized Basic Investigators Basic Course
 (1005(a)(4)) *B-6*
 Waiver of (1008) *B-12*

C

Carcinogenic Materials, Minimum Standards for
 Training (1081(a)(17)) *B-33*
 Certificates and Awards (1011) *B-14*
 Basis for (1011(a)) *B-14*
 Cancellation/Denial (1011(b) & (d)) *B-14*
 Felony Conviction, Notification to POST
 (1011(c)) *B-14*
 Purpose of (1011(e)) *B-14*
 Certification of Courses (1051-1058) *B-21 thru*
B-27
 Appeals Process (1058) *B-26, B-27*
 Decertification (1057) *B-26*
 Presentation Requirements (1055) *B-25, B-26*
 Recertification (1056) *B-26*
 Request and Review Process (1053) *B-23*
 Requirements for (1052) *B-22*
 Tuition Requirements (1054) *B-23 thru B-25*
 Certification Program, Specialized Law
 Enforcement (1009) *B-12*
 Chemical Agent, Peace Officer, Minimum
 Standards for Training (1081(a)(4)) *B-31*
 Chemical Agent, Private Security, Minimum
 Standards for Training (1081(a)(5))
B-31

Child Abuse Investigation, Minimum Standards
for Training (1081(a)(6)) B-31
Citizenship, Requirement (1002(a)(3))
B-4
Code of Ethics (1013) B-14
Continuing Employment, Conditions of (1004) B-5
Continuing Professional Training (1005(d)) B-8
Counseling Services (1016) B-17
Coroners' Offices (1005(a)(5)) B-6, B-7
Coroners' Death Investigation (1005(a)(5)) B-6, B-7
Course Certification (1051-1058) B-21 thru B-27
Decertification (1057) B-26
Requirements for (1052) B-22
Course Completion, Extension of Time Limit
(1006) B-10

D

Decertification, Course (1057) B-26
Definitions (1001), B-1 thru B-4
Accredited College (1001(a)) B-1
Act, The (1001(b)) B-1
Approved Course (1001(c)) B-1
Assistant Department Head (1001(d)) B-2
Certified Course (1001(e)) B-2
Commission (1001(f)) B-2
Commuter Trainee (1001(g)) B-2
Department (1001(h)) B-2
Department Head (1001(i)) B-2
Executive Position (1001(j)) B-2
First-Level Supervisory Position (1001(k)) B-2
Full-time Employment (1001(l)) B-2
High School (1001(m)) B-2
Lateral Entry (1001(n)) B-2
Limited Function Peace Officer (1001(o)) B-3
Middle Management Position (1001(p)) B-3
Non-Sworn Personnel Performing Police Tasks
(1001(q)) B-3
Paraprofessional (1001(r)) B-3
POST Administrative Manual (1001(s)) B-3
Public Safety Dispatcher (1001(t)) B-3
Quasi-Supervisory Position (1001(u)) B-3
Regular Officer (1001(v)) B-3
Reimbursement (1001(w)) B-3
Reimbursement Plan (1001(x)) B-3
Resident Trainee (1001(y)) B-3
Specialized Law Enforcement Agency (1001(z))
B-3
Specialized Peace Officer (1001(aa)) B-4
Trainee (1001(bb)) B-4

Developmental Disabilities and Mental Illness,
Minimum Standards for Training (1081(a)(7))
B-31, B-32
Dispatcher Program (1018) B-17, B-18
District Attorney Investigators Basic Course
(1005(a)(2)) B-6
Domestic Violence, Minimum Standards for
Training (1081(a)(8)) B-32
Drug Asset Forfeiture, Reimbursement (1015(k))
B-16, B-17

E

Education, requirement (1002(a)(6)) B-4, B-5
Eligibility for Participation (1010) B-13, B-14
Employment, Minimum Standards for (1002) B-4,
B-5
Age (1002(a)(4)) B-4
Citizenship (1002(a)(3)) B-4
Education (1002(a)(6)) B-4, B-5,
Felony Conviction (1002(a)(1)) B-4
Fingerprint and Record Check (1002(a)(2))
B-4
Interview (1002(a)(8)) B-4, B-5
Moral Character (1002(a)(5)) B-4
Physical and Psychological Suitability
Examinations (1002(a)(7)) B-4
Reading and Writing Ability (1002(a)(9)) B-5
Ethics, Code of (1013) B-14
Executive Development Course (1005(e)) B-8
Executive Director Evaluation and Vacation
Allowance (1017) B-17
Extension of Time Limit for Course Completion
(1006) B-10

F

Feasibility Studies for Peace Officer Status
Requests (1019) B-18, B-19
Appeal Procedures (1019(g)) B-19
Costs (1019(b)) B-18
Payment of Fees (1019(c)) B-19
Request for Study (1019(a)) B-18, B-19
Time Limits (1019(f)) B-19
Felony Conviction (1002(a)(1)) B-4
Field Management Training (1005(i)) B-9
Fingerprint and Record Check, requirement
(1002(a)(2)) B-4

G, H

Hearsay Testimony, Minimum Standards for Training (1081(a)(19)) *B-33*
 Humane Officer Firearms, Minimum Standards for Training (1081(a)(9)) *B-32*

I

Ineligibility, Participation in POST Program (1010(b) & (c)) *B-13*
 Interactive Videodisc Delivery System Reimbursement (IVD) (1021) *B-20, B-21*
 Interview, requirement (1002(a)(8)) *B-4, B-5*

J, K

L

Lateral Entrant, Minimum Selection Standards (1002(b)) *B-5*
 Limited Function Training (1005(a)(7)) *B-7*

M

Management Counseling Services (1016) *B-17*
 Management Course (1005(c)) *B-7, B-8*
 Marshals Basic Course (1005(a)(3)) *B-6*
 Minimum Standards for Employment (1002) *B-4, B-5*
 Age (1002(a)(4)) *B-4*
 Citizenship (1002(a)(3)) *B-4*
 Education (1002(a)(6)) *B-4*
 Felony Conviction (1002(a)(1)) *B-4*
 Fingerprint and Record Check (1002(a)(2)) *B-4*
 Interview (1002(a)(8)) *B-4, B-5*
 Lateral Entrant (1002(b)) *B-5*
 Moral Character (1002(a)(5)) *B-4*
 Physical and Psychological Suitability Examinations (1002(a)(7)) *B-4*
 Reading & Writing Ability (1002(a)(9)) *B-5*
 Minimum Standards for Legislatively Mandated Courses (1081) *B-30 thru B-34*
 Alcoholic Beverage Control (1081(a)(16)) *B-33*
 Arrest and Firearms (1081(a)(1)) *B-30*
 Aviation Security (1081(a)(2)) *B-30, B-31*

Basic (Regular) (1081(a)(3)) *B-31*
 Carcinogenic Materials (1081(a)(17)) *B-33*
 Chemical Agent, Peace Officer (1081(a)(4)) *B-31*
 Chemical Agent, Private Security (1081(a)(5)) *B-31*
 Child Abuse Investigation (1081(a)(6)) *B-31*
 Developmental Disabilities and Mental Illness (1081(a)(7)) *B-31*
 Domestic Violence (1081(a)(8)) *B-32*
 Hearsay Testimony (1081(a)(19)) *B-33*
 Humane Officer Firearms (1081(a)(9)) *B-32*
 Missing Persons (1081(a)(10)) *B-32*
 Reserve Peace Officer (1081(a)(11)) *B-32*
 School Peace Officer (1081(a)(20)) *B-34*
 Sexual Assault Investigation (1081(a)(12)) *B-32*
 State Agency Peace Officer (1081(a)(13)) *B-32*
 Sudden Death of Infants (1081(a)(18)) *B-33*
 Traffic Accident Investigation (1081(a)(14)) *B-32*
 Wiretap Investigation (1081(a)(15)) *B-33*
 Minimum Standards for Training (1005) *B-5 thru B-10*
 Approved Courses (1005(g)) *B-8, B-9*
 Basic Training (1005(a)) *B-5 thru B-7*
 Basic Course, Regular (1005(a)(1)) *B-5, B-6*
 Constables (1005(a)(6)) *B-7*
 Coroners (1005(a)(5)) *B-6, B-7*
 District Attorney Investigators Basic Course (1005(a)(2)) *B-6*
 Limited Function Training (1005(a)(7)) *B-7*
 Marshals Basic Course (1005(a)(3)) *B-6*
 PC 832 Training (1005(a)(6-8)) *B-7*
 Specialized Basic Investigators Basic Course (1005(a)(4)) *B-7*
 Continuing Professional Training (1005(d)) *B-8*
 Executive Development Course (1005(e)) *B-8, B-9*
 Field Management Training (1005(i)) *B-9*
 Management Course (1005(c)) *B-8, B-9*
 Seminars (1005(h)) *B-9*
 Supervisory Course (1005(b)) *B-7*
 Technical Courses (1005(f)) *B-8*
 Missing Persons, Minimum Standards for Training (1081(a)(10)) *B-32*
 Moral Character, requirement (1002(a)(5)) *B-4*

N

Non-Sworn Personnel, Training for (1014) B-15
 Reimbursement of (1014(a) & (c)) B-15
 Request for Approval (1014(b)) B-15, B-16

Notice of Peace Officer Appointment/
 Termination (1003) B-5

O

Objectives of Commission (1000) B-1

P

Paraprofessional, Training for (1014) B-15
 Reimbursement of (1014(a) & (c)) B-15, B-16
 Request for Approval (1014(b)) B-15
 Participation, Eligibility for (1010) B-13
 PC 832 Requalification Requirements
 (1080(b)) B-28 thru B-30
 PC 832 Testing Requirements (1080) B-27 thru B-30
 Examination Procedures (1080(a)(1)) B-27
 Notification Procedures (1080(a)(2)) B-27
 POST-Approved Examinations (1080(a)(4)) B-28
 Requalification Requirements (1080(b))
 B-28 thru B-30
 Retesting (1080(a)(3)) B-28
 PC 832 Training (1005(a)(6-8)) B-7
 Peace Officer Appointment/Termination, Notice of
 (1003) B-5, B-6
 Peace Officer Powers (1005(a)(6-8)) B-7
 Peace Officer Status, Requests for Feasibility
 Studies (1019) B-18, B-19
 Appeal Procedures (1019(g)) B-19
 Costs (1019(b)) B-19
 Payment of Fees (1019(c)) B-19
 Request for Study (1019(a)) B-18
 Time Limits (1019(f)) B-19
 Physical Examination (1002(a)(7)) B-5
 POST Program Participation,
 Eligibility for (1010(a)) B-13
 Ineligibility (1010(b) & (c)) B-13
 Presentation Requirements (1055) B-25, B-26
 Psychological Suitability Examination (1002(a)(7))
 B-4
 Public Safety Dispatcher Programs (1018) B-17,
 B-18
 Establishment of (1018(a)) B-17

Probation Period (1018(e)) B-18
 Selection Standards (1018(c)) B-17, B-18
 Specialized Program (1018(b)) B-17
 Training Standards (1018(d)) B-18

Q

R

Reading Ability, requirement (1002(a)(9)) B-5
 Recertification, Annual, Course (1056) B-26
 Reimbursements (1015) B-15 thru B-17
 Allowable Claims (1015(d) thru (i)) B-16
 Allowable Expenses (1015(e)) B-16
 Drug Asset Forfeiture (1015(k)) B-17, B-18
 Interactive Videodisc Delivery (IVD)
 System (1021) B-20, B-21
 Limited Function Peace Officers (1015(a)(2))
 B-15, B-16
 Partial Course Completion (1015(j)) B-16
 Proportionate (1015(a)) B-15
 Requests for (1015(b)) B-15, B-16
 Satellite Antenna (1020) B-19, B-20
 Unallowable Expenses (1006(b)) B-10
 Requalification Requirements, Basic Course
 (1008) B-12
 Requalification Requirements, PC 832
 (1080(b)) B-28 thru B-30
 Request and Review Process, Course Certification
 (1053) B-23
 Reserve Officer Minimum Standards (1007) B-10,
 B-11
 Certificate Requirements (1007(c)) B-11
 Selection Standards (1007(a)) B-10, B-11
 Training Requirements (1007(b)) B-11
 Reserve Peace Officer, Minimum Standards for
 Training (1081(a)(11)) B-32
 Revocation of Course Certification (1057) B-26

S

Satellite Antenna Reimbursement (1020) B-19,
 B-20
 School Peace Officer, Minimum Standards for
 Training (1081(a)(20)) B-34
 Seminars (1005(h)) B-9
 Sexual Assault Investigation, Minimum Standards
 for Training (1081(a)(12)) B-32

Specialized Basic Investigators Basic Course
(1005(a)(4)) B-6
Specialized Law Enforcement Certification
Program (1009) B-12
State Agency Peace Officer, Minimum Standards
for Training (1081(a)(13)) B-32
Studies, Peace Officer Status (1019) B-18 , B-19
Appeal Procedures (1019(g)) B-19
Costs (1019(b)) B-18
Payment of Fees (1019(c)) B-19
Request for Study (1019(a)) B-18, B-19
Time Limits (1019(f)) B-19
Sudden Death of Infants, Investigation, Minimum
Standards for Training (1081(a)(18)) B-33
Supervisory Course (1005(b)) B-7

T

Technical Courses (1005(f)) B-8
Termination, Notice of Peace Officer (1003) B-5
Testing Requirements, PC 832 Course (1080)
B-27 thru B-30
Examination Procedures (1080(a)(1)) B-27
Notification Procedures (1080(a)(2)) B-27
POST-Approved Examinations (1080(a)(4))
B-28
Retesting (1080(a)(3)) B-28
Time Limit for Course Completion, Extension
(1006) B-10
Traffic Accident Investigation, Minimum
Standards for Training (1081(a)(14)) B-32, B-33
Training, Minimum Standards for (1005) B-5 thru
B-10
Approved Courses (1005(g)) B-8, B-9
Basic Training (1005(a)) B-5 thru B-7
Basic Course, Regular (1005(a)(1)) B-5, B-6
Constables (1005(a)(6)) B-7
Coroners (1005(a)(5)) B-6, B-7
District Attorney Investigators Basic Course
(1005(a)(2)) B-6
Limited Function Training (1005(a)(7)) B-7
Marshals Basic Course (1005(a)(3)) B-6
PC 832 Training (1005(a)(5-8)) B-6, B-7
Specialized Basic Investigators Course
(1005(a)(4)) B-6
Executive Development Course (1005(e)) B-8
Field Management Training (1005(i)) B-9
Management Course (1005(c)) B-7, B-8
Seminars (1005(h)) B-9

Supervisory Course (1005(b)) B-7

Technical Courses (1005(f)) B-8
Training, Non-Sworn & Paraprofessional
Personnel (1014) B-15
Tuition Requirements (1054) B-23 thru B-25

U, V

W

Waiver of Attendance of a POST-Certified Basic
Course and Basic Course Requalification
Requirements (1008) B-12
Equivalent Training(1008(a)) B-12
Three-Year Rule (1008(b)) B-12
Reattendance of Basic Training (1015(i)) B-16,
B-17
Wiretap Investigation, Minimum Standards for
Training (1081(a)(15)) B-33
Writing Ability, Requirement (1002(a)(9)) B-5

X, Y, Z

POST ADMINISTRATIVE MANUAL

REGULATIONS

CALIFORNIA CODE OF REGULATIONS

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with and by authority of Penal Code Sections 13500 et seq.

The Regulations are codified in Title 11, Division 2 of the California Code of Regulations, originally effective October 23, 1960.

TITLE 11. LAW
DIVISION 2. COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Article 1. General

Objectives.*

- (a) To raise the level of competence of regular, reserve, and specialized peace officers:
 - (1) By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of such peace officers, and
 - (2) By establishing minimum standards for training such peace officers.
- (b) To provide such services and aid to local law enforcement as are authorized by law.

*NOTE: The objectives of the Commission are not codified in the California Code of Regulations.

1001. Definitions.

- (a) Acceptable College Education is:
 - (1) Courses or degrees provided by a community college, college, or university which has been accredited by the department of education or the state university of the state in which the community college, college or university is located, or
 - (2) Courses or degrees provided by a community college, college, or university accredited by a recognized national or regional accrediting body, or
 - (3) Until January 1, 1998, educational courses or degrees provided by a non-accredited, state-approved college that offers programs exclusively in criminal justice.
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."
- (c) "Approved Course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are outlined in *PAM, Section D-7.

*POST Administrative Manual

- (d) "Assistant Department Head" is a peace officer occupying the first position subordinate to a department head, is generally responsible for supervision of middle managers and/or supervisors, and is a position for which commensurate pay is authorized.
- (e) "Certified Course" is a formal program of instruction for law enforcement for which the Commission approved individual presentations for the purpose of maintaining quality control.
- (f) "Commission" is the Commission on Peace Officer Standards and Training.
- (g) "Commuter Trainee" is one who attends a training course and travels between his or her department or normal residence and the course site each day.
- (h) "Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, the California State University and Colleges Police, marshals' departments, district attorney offices employing investigators, Community College District Police, and County Coroners' Offices; or in the Specialized Program, "department" is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services; and in the Public Safety Dispatcher Program and Specialized Public Safety Dispatcher Program, "department" is the governmental entity which provides the dispatch services.
- (i) "Department Head" in the Regular Program is the chief of police, sheriff, marshal, chief investigator of a district attorney's office, or chief executive of a department; or in the Specialized Program is the peace officer chief law enforcement executive, directly responsible for administration of the specialized law enforcement function of an agency.
- (j) "Executive Position" is a position occupied by a department head, assistant department head, or a position between middle management and department head that is responsible principally for command assignments, the supervision of subordinate middle management and supervisory positions, is most commonly the rank of captain or higher, and is a position for which commensurate pay is authorized.
- (k) "First-Level Supervisory Position" is the supervisory peace officer position between the operational level and the "Middle Management Position", for which commensurate pay is authorized, and which in the upward chain of command, is responsible principally for the direct supervision of subordinates, or is subject to assignment of such responsibilities and most commonly is of the rank of Sergeant. The first level supervisory position does not encompass positions with limited or intermittent supervisory responsibilities, i.e., quasi-supervisory positions.
- (l) "Full-time Employment" as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to workmans compensation and retirement provisions as are other full-time employees of the same personnel classification in the department.
- (m) "High School" is a school accredited as a high school by the department of education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.
- (n) "Lateral Entry" refers to a hiring practice which may exempt an individual from established hiring procedures in a jurisdiction, and the individual's prior peace officer experience, level of responsibility, and/or training are taken into consideration in such an appointment.

- (o) "Limited Function Peace Officer" is a deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, who is designated on or prior to June 30, 1985, to be a peace officer as described in Penal Code Section 830.1, and is employed to perform duties other than the prevention and detection of crime and the general enforcement of the criminal laws of the state.
- (p) "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and which, in the upward chain of command, is responsible principally for management and/or command duties, and most commonly is of the rank of Lieutenant or higher.
- (q) "Non-Sworn Personnel Performing Police Tasks" are those full-time, nonpeace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (r) "Paraprofessional" is a full-time employee of a department in the Regular Program and includes, but is not limited to, such job classifications as: community service officer, police trainee, police cadet, and for whom reimbursement may be claimed for attendance of POST-certified courses as determined and approved by the Commission.
- (s) "POST Administrative Manual (PAM)" is a document containing Commission Regulations and Procedures, and Guidelines which implement the Regulations.
- (t) "Public Safety Dispatcher" is a non-peace officer who is employed full-time or part-time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.
- (u) "Quasi-Supervisory Position" is a peace officer position above the operational level position, for which commensurate pay is authorized, is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-level Supervisory Position", and most commonly is of a rank below that of Sergeant.
- (v) "Regular Officer" is a sheriff, undersheriff, or deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, a police officer of a department or district enumerated in Penal Code Section 13507, or a peace officer member of the California Highway Patrol.
- (w) "Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.
- (x) "Reimbursement Plan" consists of a combination of training-related expenditures for which reimbursement is approved by the Commission.
- (y) "Resident Trainee" is one who, while away from his or her department or normal residence, attends a training course and takes lodging and meals at or near the course site for one or more days/nights.
- (z) "Specialized Law Enforcement Agency" is:
 - (1) A segment of an agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law; or
 - (2) An agency engaged in the enforcement of regulations or laws limited in scope or nature; or

- (3) An agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; and
 - (4) Authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.
- (aa) "Specialized Peace Officer" is a marshal or deputy marshal of a municipal court, a regularly employed and paid inspector or investigator of a district attorney's office as defined in Section 830.1 P.C. who conducts criminal investigations or a peace officer employee of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.
- (bb) "Trainee" is an employee of a department who is assigned to attend a POST-certified course.

1002. Minimum Standards for Employment.

- (a) Every peace officer employed by a department shall be selected in conformance with the following requirements:
- (1) Felony Conviction. Government Code Section 1029: Limits employment of convicted felons.
 - (2) Fingerprint and Record Check. Government Code Section 1030 and 1031(c): Requires fingerprinting and search of local, state, and national files to reveal any criminal records.
 - (3) Citizenship. Government Code Section 1031(a) and 1031.5: Specifies citizenship requirements for peace officers.
 - (4) Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.
 - (5) Moral Character. Government Code Section 1031(d) requires good moral character as determined by a thorough background investigation.

The background investigation shall be conducted as prescribed in the POST Administrative Manual, Section C-1. The background investigation shall be completed on or prior to the appointment date.

- (6) Education. Government Code Section 1031(e): Requires high school graduation, passage of the General Education Development Test (GED) or attainment of a two-year or four-year degree from an accredited college or university.

When the GED is used, a minimum overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, shall be attained.

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

The examinations shall be conducted as prescribed in the POST Administrative Manual, Section C-2.

- (8) Interview. Be personally interviewed prior to employment by the department head or a representative(s) to determine the person's suitability for police service, which includes, but is

not limited to, the person's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the person's oral interview panel.

- (9) Reading and Writing Ability. Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.

- (b) All requirements of Section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.

PAM Section C-1 adopted effective April 15, 1982 is herein incorporated by reference.

PAM Section C-2 adopted effective April 15, 1982, and amended January 1, 1985, July 1, 1985, and January 29, 1988, is herein incorporated by reference.

1003. Notice of Appointment/Termination.

Whenever a regular, specialized, limited function, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on the Notice of Appointment/Termination Form 2-114 (Rev. 10/88), prescribed in PAM Section C-4, "Notice of Appointment/Termination." For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

1004. Conditions for Continuing Employment.

- (a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.

1005. Minimum Standards for Training.

- (a) Basic Training Standards (Required).

More specific information regarding basic training requirements is located in Commission Procedure D-1.

- (1) Every regular officer, except those participating in a POST-approved field training program, shall satisfactorily meet the training requirements of the Regular Basic Course before being assigned duties which include the exercise of peace officer power.

Requirements for the Regular Basic Course are set forth in PAM, Section D-1-3.

A basic course peace officer trainee as described in Penal Code Section 832.3(a) is authorized to exercise peace officer powers while engaged in a field training program conducted as an approved segment of a POST-certified basic course when the director of the basic training academy has received written approval from POST for a basic course field training program. Requests for approval must be submitted to POST on an Application for POST-Approved Field Training Program, POST form 2-229 (Rev. 3/89). Application forms are available from POST.

Requirements for approval of a basic course field training program are:

- (A) The trainees have completed the training requirements of Penal Code Section 832.
 - (B) The trainees are participants in a structured learning activity under the direction of the basic training academy staff.
 - (C) The trainees are, during field training, under the direct and immediate supervision (physical presence) of a peace officer who has been awarded a POST basic certificate and who has completed a POST-certified field training officer course.
 - (D) The basic training director has secured the written commitment of the trainee's agency head to provide the trainee with the structured field training experience, as required by the director of the basic training academy, using a qualified field training officer as described in sub-paragraph (C).
- (2) Every regularly employed and paid as such inspector or investigator of a district attorney's office as defined in Section 830.1 P.C. who conducts criminal investigations shall be required to satisfactorily meet the training requirements of the District Attorney Investigators Basic Course, PAM Section D-1-4. Alternatively, the basic training standard for district attorney investigative personnel shall be satisfied by successful completion of the training requirements of the Basic Course, PAM, Section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Basic Course need not be completed before they participate in a POST-approved field training program as described in sub-paragraph (1). The satisfactory completion of a certified Investigation and Trial Preparation Course, PAM Section D-1-4, is also required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.
 - (3) Every regularly employed and paid as such marshal or deputy marshal, of a municipal court, as defined in Section 830.1 P.C., shall satisfactorily meet the training requirements of the Marshals Basic Course, PAM, Section D-1-5. Alternatively, the basic training standard for marshal personnel shall be satisfied by successful completion of the training requirements of the Basic Course, PAM, Section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the basic course need not be completed before they participate in a POST-approved field training program as described in sub-paragraph 1. The satisfactory completion of a certified Bailiff and Civil Process Course or a Bailiff and Court Security Course and a Civil Process Course, PAM Section D-1-5, is also required within 12 months from the date of appointment as a regularly employed and paid as such marshal or deputy marshal of a municipal court.
 - (4) Every specialized officer, except marshals, deputy marshals, and regularly employed and paid as such inspectors or investigators of a district attorney's office, shall satisfactorily meet the training requirements of the Basic Course, PAM, Section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the Specialized Basic Investigators Course, PAM, Section D-1-6.
 - (5) Every regularly employed and paid as such peace officer member of Coroners' Offices, as defined in Section 830.35 P.C., shall satisfactorily complete the training requirements of Penal Code Section 832 and PAM, Section D-7-2 before the exercise of peace officer powers. The

satisfactory completion of the POST-certified Coroners' Death Investigation Course, PAM, Section D-1-8 is also required, within one year from date of appointment, and shall only apply to peace officer coroners hired on or after the agency enters the POST program.

- (6) Every appointed constable or deputy constable, regularly employed and paid as such, of a judicial district shall complete the training requirements of the Penal Code 832 (Arrest and Firearms) Course.
- (7) Every limited function peace officer shall satisfactorily meet the training requirements of the Arrest and Firearms (P.C. 832) Course; training in the carrying and use of firearms shall not be required when an employing agency prohibits limited function peace officers the use of firearms.
- (8) Every peace officer listed in paragraphs (1) - (6) shall satisfactorily complete the training requirements of Penal Code Section 832 prior to the exercise of peace officer powers.

(b) Supervisory Course (Required).

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Every regular officer who is appointed to a first-level supervisory position shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.
- (3) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course if authorized by the department head, and he officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.
- (4) Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course if authorized by the department head and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.
- (5) Requirements for the Supervisory Course are set forth in the POST Administrative Manual, Section D-3.

(c) Management Course (Required).

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Every regular officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (3) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

- (4) Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.
 - (5) Requirements for the Management Course are set forth in the POST Administrative Manual, Section D-4.
- (d) Continuing Professional Training (Required).
- (1) Every peace officer below the rank of first-level middle management position as defined in Section 1001(p) shall satisfactorily complete the Advanced Officer Course of 24 or more hours at least once every two years after completion of the Basic Course.
 - (2) The above requirement may be met by satisfactory completion of an accumulation of certified Technical Course totaling 24 or more hours, or satisfactory completion of an alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, supervisors may also satisfy the requirement by completing Supervisory or Management Training Courses.
 - (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
 - (4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2.
- (e) Executive Development Course (Optional).
- (1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend a certified Executive Development Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
 - (2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development Course if authorized by the department head and the officer's jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
 - (3) Requirements for the Executive Development Course are set forth in PAM, Section D-5.
- (f) Technical Courses (Optional).
- (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise.
 - (2) Requirements for Technical Courses are set forth in PAM, Section D-6.
- (g) Approved Courses.
- (1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.

- (2) Requirements for Approved Courses are set forth in Regulation 1081.
- (h) Seminars (Optional).
 - (1) Seminars are designed to disseminate information or study and solve current and future problems encountered by law enforcement.
 - (2) Requirements for Seminars are set forth in PAM, Section D-8.
- (i) Field Management Training (Optional).
 - (1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments.
 - (2) Requirements for Field Management Training are set forth in PAM, Section D-9.
- (j) After-Academy Field Training Program Approval (Optional).
 - (1) POST approval of optional field training programs is directed at peace officers who have completed basic training described in Section 1005(a) or Procedure H-3 (Reserve Officers).
 - (2) Requirements for Approval of Field Training Programs are set forth in PAM, Section D-13.

PAM Section D-1-1 adopted effective September 26, 1990 is herein incorporated by reference.

PAM Section D-1-2 adopted effective September 26, 1990 and amended January 13, 1992 is herein incorporated by reference.

PAM Section D-1-3 adopted effective April 15, 1982, and amended January 24, 1985 and September 26, 1990, is herein incorporated by reference.

PAM Section D-1-4 adopted effective April 27, 1983, and amended January 24, 1985 and September 26, 1990, is herein incorporated by reference.

PAM Section D-1-5 adopted effective April 27, 1983, and amended January 24, 1985 and September 26, 1990, is herein incorporated by reference.

PAM Section D-1-6 adopted effective October 20, 1983, and amended September 26, 1990 and October 27, 1991 is herein incorporated by reference.

PAM Section D-1-8 adopted effective February 4, 1993 is herein incorporated by reference.

PAM Section D-2 adopted effective April 15, 1982, and amended January 24, 1985, is herein incorporated by reference.

PAM Section D-3 adopted effective April 15, 1982, and amended October 20, 1983, and January 29, 1988, is herein incorporated by reference.

PAM Section D-4 adopted effective April 15, 1982 is herein incorporated by reference.

PAM Section D-13 adopted effective June 15, 1990 is herein incorporated by reference.

PAM Section H-3 adopted effective June 15, 1990, and amended effective July 1, 1992 is herein incorporated by reference.

The POST Field Training Guide (1988) (A Model POST Field Training Program), Section II, pages II-1 through II-39, is herein incorporated by reference effective June 15, 1990.

The POST Basic Academy Physical Conditioning Manual (February 1990) adopted effective September 26, 1990 is herein incorporated by reference.

The document, Performance Objectives for the POST Basic Course (1993) adopted effective April 28, 1993 is herein incorporated by reference.

The document, Performance Objectives for the POST Specialized Basic Investigators Course - 1991 adopted effective October 27, 1991 is herein incorporated by reference.

1006. Extension of Time Limit for Course Completion.

- (a) The Commission will grant an extension of time limit for completion of any course required by Section 1005 or 1018 of the Regulations upon presentation of satisfactory evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) In the event that a department in the Regular Program does not require an individual to complete the applicable training by the end of the extension period, such department shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs.

1007. Reserve Officer Minimum Standards.

- (a) Every reserve peace officer shall be selected in conformance with the following requirements:
 - (1) Felony Conviction. Government Code Section 1029: Limits employment of convicted felons.
 - (2) Fingerprint and Record Check. Government Code Section 1030 and 1031(c): Require fingerprinting and search of local, state and national files to reveal any criminal records.
 - (3) Citizenship. Government Code Section 1031(a) and 1031.5: Specify citizenship requirements for peace officers.
 - (4) Age. Government Code Section 1031(b): Specifies minimum age of 18 years for peace officer employment.
 - (5) Moral Character. Government Code Section 1031(d): Requires good moral character, as determined by a thorough background investigation. For Level III, Level II and Level I reserve officers, the background investigation shall be conducted as prescribed in PAM Procedure C-1.

- (6) Education. Government Code Section 1031(e): Requires high school graduation, passage of the General Education Development Test (GED) or attainment of a two-year or four-year degree from an accredited college or university.
 - (7) Physical and Psychological Suitability Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions. For Level II and Level I reserve officers, Psychological Suitability Examinations shall be conducted as prescribed in PAM Section C-2.
 - (8) Interview. Commission requirement: Each peace officer shall be interviewed personally by the department head or his/her representative prior to appointment.
- (b) Every reserve peace officer shall be trained in conformance with the following requirements:
- (1) Every designated Level I reserve peace officer (see PAM, Section H-1), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily meet the training requirements of the Basic Course for regular officers (see PAM, Section D-1). Every non-designated Level I reserve peace officer (see PAM, Section H-1), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete POST-certified Reserve Peace Officer Courses, Modules A, B and C, and complete 200 hours of structured field training (see PAM, Section H-3); or shall satisfactorily meet the training requirements of the Basic Course for regular officers (see PAM, Section D-1).
 - (2) Every Level II reserve peace officer (see PAM, Section H-1), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete POST-certified Reserve Peace Officer Courses, Modules A and B (see PAM, Section H-3).
 - (3) Every Level III reserve peace officer (see PAM, Section H-1), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete POST-certified Reserve Peace Officer Course, Module A (see PAM, Section H-3).
- (c) To be eligible for the award of the Reserve Officer Certificate, a reserve peace officer shall be selected in conformance with the provisions of paragraph (a), be currently appointed or deputized as a reserve peace officer as described in Penal Code Section 830.6(a), meet the selection requirements for Level I reserve peace officer assignment, and have completed the training and general law enforcement experience as described in paragraph (b)(1) and in PAM, Section H-4.

PAM Section H-1 adopted effective July 15, 1982 and amended June 15, 1990 is herein incorporated by reference.

PAM Section H-3 adopted effective July 15, 1982, and amended January 16, 1987, June 15, 1990, and July 1, 1992, is herein incorporated by reference.

PAM Section H-4 adopted effective July 15, 1982 and amended October 10, 1990 is herein incorporated by reference.

PAM Section H-5 adopted effective July 15, 1982, and amended January 16, 1987 and July 1, 1992, is herein incorporated by reference.

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

- (a) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a) of the Regulations for an individual who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-11, Waiver of Attendance of a POST-Certified Basic Course.
- (b) The Commission requires that each individual who has previously completed a POST-certified basic course, or has previously been deemed to have completed equivalent training, or has been awarded a POST certificate, but has a three-year or longer break in service as a California peace officer must requalify, unless a waiver is obtained pursuant to guidelines set forth in PAM, Section D-11-12, 13 or 14. The means for requalification are repeating the appropriate basic course, satisfactory completion of a POST-certified basic training requalification course, or satisfactory completion of the Basic Course Waiver Process (PAM, Section D-11).

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. The three-year rule described will be determined from the last date of service in a California peace officer position for which a basic course (as listed in PAM, Section D-1) is required, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent. Appointment to any reserve peace officer position listed in Penal Code Section 830.6 shall not [except as expressed in PAM, Section D-11-12(c)] be considered service for purposes of this regulation.

PAM Section D-11 adopted effective January 28, 1982, and amended August 17, 1986, November 2, 1986, and January 29, 1988, is herein incorporated by reference.

1009. Specialized Law Enforcement Certification Program.

The POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as defined in Regulation 1001(z) or otherwise provided by law, may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

- (a) Standards for Specialized Agencies Entry into Program.
 - (1) Must perform law enforcement or investigative duties, as defined by the Commission in Regulation 1001(z); and
 - (2) Must present to the Commission an application to participate in the Program accompanied by a certified copy of an ordinance; or, in the case of an agency not empowered to pass ordinances, a resolution or letter of intent adopted by its governing body providing that while participating in the Program the agency will adhere to the standards for recruitment and training established by the Commission. The application shall contain such information as the Commission may request.
- (b) The provisions for the Specialized Law Enforcement Certification Program are the same as for the Regular Program except as expressed in the Regulations and Procedures.

1010. Eligibility for Participation.

- (a) To be eligible for participation in the POST Program, a jurisdiction or department must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, and 1009 for every peace officer, and in Regulation 1018 for every dispatcher, employed by a jurisdiction or department. The minimum standards for selection and training of peace officers and/or public safety dispatchers shall apply only to jurisdictions or departments that have pledged to adhere to these standards.
- (b) A jurisdiction or department shall be ineligible to participate if it:
 - (1) Employs one or more peace officers or dispatchers who do not meet the minimum standards for employment; or
 - (2) Does not require that every peace officer or dispatcher satisfactorily completes the required training as prescribed in these Regulations; or
 - (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, but before January 1, 1988, who has not acquired the Basic Certificate within six months of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM, Section F-1-5-a; or
 - (4) Has in its employ any regular or specialized program peace officer hired after January 1, 1988, who has not acquired the Basic Certificate upon completion of probation, but not later than 24 months after employment (except when the department's probation period is 24 months, an additional three months shall be allowed); or
 - (5) Effective upon entry into the Specialized Law Enforcement Certification Program, has in its employ any specialized peace officer hired before January 1, 1988, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or
 - (6) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or department is, in fact, adhering to the Commission's Regulations.
- (c) If it appears to the Commission that a jurisdiction or agency has failed to adhere to the minimum standards for recruitment, selection or training, the Commission shall notify the jurisdiction or agency of its concern and of the jurisdiction's or agency's probable ineligibility for participation. The Commission shall request that the agency or jurisdiction comply with the minimum standards. In the event that the jurisdiction or agency fails to comply, the Commission shall afford the concerned jurisdiction's or agency's official representatives the opportunity to appear before the Commission and present appropriate evidence or testimony. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's or agency's requests for services or benefits. A jurisdiction or agency may be reinstated in the Program and again become eligible for participation when, in the opinion of the Commission, the jurisdiction or agency has demonstrated that it will adhere to the prescribed standards. The period during which the jurisdiction or agency shall remain ineligible for services or benefits shall be at the discretion of the Commission.

PAM Section F-1-5-(a) adopted effective October 23, 1988 is herein incorporated by reference.

1011. Certificates and Awards.

- (a) Certificates and awards are presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall remain the property of the Commission. Certificates may 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 which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and which constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or
 - (3) The certificate was obtained through misrepresentation, or fraud; or
 - (4) The certificate was issued due to administrative error on the part of the Commission and/or the employing agency.
- (c) Whenever a peace officer, or a former peace officer, is adjudged guilty of an offense described above, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.
- (d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.
- (e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM. Section F-1.

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, is hereby incorporated by reference.

1013. Code of Ethics.

The Law Enforcement Code of Ethics, as stated in PAM Section C-3, shall be administered to all peace officer trainees during the basic course and to all other persons at the time of appointment.

1014. Training for Non-Sworn and Paraprofessional Personnel.

- (a) Reimbursement shall be provided to Regular Program agencies for the training of non-sworn personnel performing police tasks and paraprofessional personnel, provided for by POST Administrative Manual Section E-1-4(a).
- (b) Request for Approval.
 - (1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training, the agency shall include in the approval request the following information regarding each individual. (See PAM Section E-1-4(a):
 - (A) The trainee's name and job title.
 - (B) Job description.
 - (C) Course title, location and dates of presentation.
 - (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(c) Reimbursement.

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employee's classification as set forth in the POST Administrative Manual, Section E-1-4(a).

No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM Section E-1-4(a)(3), (4), and (5).

PAM Section E-1-4(a) adopted effective April 15, 1982 and amended May 31, 1987 and October 10, 1990, is herein incorporated by reference.

1015. Reimbursements.

(a) Proportionate Reimbursement.

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code.

- (1) Marshals' and district attorneys' departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.
- (2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses related to attendance of POST-certified courses.

(b) Requests for Reimbursement.

Each request for reimbursement, except as specified in Regulations 1020 and 1021, must be submitted on a form provided by the Commission and submitted to the training institution at the beginning of a

POST-certified training course. No further action is required by the participating jurisdiction to receive reimbursement except for those courses requiring a report to POST as a condition of successful completion, such as Field Management Training and Team Building Workshops. Upon completion of the training, reimbursement will be automatically computed and paid to the jurisdiction.

- (c) Requests for Reimbursement for Purchase of a Satellite Antenna and/or IVD System.

The requirements for reimbursement for the purchase of a satellite antenna and/or an interactive videodisc (IVD) system are set out in Regulations 1020 and 1021 respectively.

- (d) Training Expenses May Be Claimed Only Once.

When a trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

- (e) Reimbursement is provided only for expenses related to attendance of POST certified courses.

- (f) Reimbursement may be provided only for satisfactorily completed training acquired by full-time employees in an on-duty status. See the POST Administrative Manual, Section E-1-4(c) and (e), (adopted effective April 15, 1982), herein incorporated by reference.

- (g) Reimbursement may be made to a jurisdiction which terminates a basic course trainee, allows a trainee to resign prior to completion of a certified Basic Course, or if the trainee is unable to complete a certified Basic Course due to illness, injury, or other physical or academic deficiency, provided the background investigation requirements of Regulation 1002(a) or Regulation 1018(c) respectively, (based on the applicability of the regulation to the classification of the trainee) have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement for a trainee eligible to be re-enrolled, may be applied to attendance of any certified basic course which is subsequently attended by the trainee.

- (h) Reimbursement may be paid to a jurisdiction when a trainee fails a certified basic course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.

- (i) When a peace officer trainee has attended a POST-certified basic course for which reimbursement has been provided, an employing jurisdiction may receive reimbursement for subsequent attendance of a POST-certified basic training course by the same trainee who has a three-year or longer break in service as a peace officer and must be retrained (1008(b)).

- (j) Reimbursement for partial completion of a certified Motorcycle Training Course or instructor training courses may be provided if the trainee fails to complete the course due to an inability to perform the skills required for successful completion.

Note: Refer to PAM Section E, Reimbursements, for detailed information on reimbursement procedures.

- (k) A Drug Asset Forfeiture Account is established for all money accruing to the Peace Officers' Training Fund from drug asset forfeitures. Funds within the Drug Asset Forfeiture Account will be distributed

to cities, counties, and districts participating in the POST program under Penal Code Section 13522, and to State agencies, as partial reimbursement of costs incurred by full-time peace officers who complete drug training courses. Annual reimbursement from this account will be made for completion of any POST-certified narcotics and dangerous drug course. Excluded are courses not specifically certified as drug courses and for which POST is unable to track attendance by course content.

Note: Refer to PAM Section E Reimbursements, for detailed information on reimbursement procedures.

1016. Services Provided by the Commission.

Counseling services are provided only to a local jurisdiction, and only upon request for the purpose of improving its administration, management, and operations. Aid may also be given to such agencies in implementing recommended procedures or practices. See PAM Section G.

1017. Executive Director Evaluation and Vacation Allowance.

The Commission, at the first meeting held after the beginning of each fiscal year, shall review the performance of the Executive Director and after such review, assign vacation credits that will accrue to that position for that fiscal year. Such vacation credits may accrue, without respect to annual vacation allowances, to a maximum of 60 working days at any given time.

1018. Public Safety Dispatcher Programs.

- (a) The Commission shall establish a Public Safety Dispatcher Program for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code Section 13510.
- (b) Specialized Public Safety Dispatcher Program.

Any public jurisdiction or agency, other than those described in Penal Code Section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

- (c) Minimum Selection Standards for Public Safety Dispatchers.

Every public safety dispatcher shall be subject to the following requirements:

- (1) **Background Investigation:** A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be reduced to writing and retained by the department.
- (2) **Medical Examination:** A medical examination shall be conducted before hire to verify the absence of any medical condition which would preclude the safe and efficient performance of

dispatcher duties. Signed written verification of the medical examination having been conducted in accordance with this requirement, by a licensed physician and surgeon, shall be retained by the department.

- (3) Oral Communications: Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.

- (d) Minimum Training Standards for Public Safety Dispatchers.

Every public safety dispatcher shall satisfactorily complete the POST-certified Basic Complaint/Dispatcher Course as set forth in PAM, Section D-1-7 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position.

- (e) Probation Period.

Every public safety dispatcher after hire shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

- (f) The Commission shall award Public Safety Dispatcher Certificates to dispatchers who qualify as provided in PAM, Section F-5, for the purpose of fostering professionalization.

PAM Section D-1-7 adopted effective December 29, 1988 is herein incorporated by reference.

PAM Section F-5 effective June 5, 1991 is herein incorporated by reference.

1019. Feasibility Studies for Peace Officer Status Requests

- (a) Request for Feasibility Study

- (1) Any person or persons desiring peace officer status under Chapter 4.5 (commencing with Section 830) of Title 3 of Part 4 of the Penal Code who, on January 1, 1990, were not entitled to be designated as peace officers under Chapter 4.5, shall request in writing that the Commission undertake a feasibility study regarding designating that person or persons as peace officers.
- (2) The written request shall include a statement that the person, persons or entity requesting the study agrees to pay the actual cost for conducting the study and to provide POST with necessary information to conduct the study.
- (3) The department head of the jurisdiction employing the person or persons requesting the feasibility study shall acknowledge the request in writing.

- (b) Determining actual study costs

- (1) A fee will be charged to conduct all studies. The fee will be based upon actual direct costs for completing the study, and indirect costs determined in accordance with Sections 8752 and 8752.1 of the State Administrative Manual.

- (c) Payment of fees
 - (1) Fees shall be paid upon completion of the feasibility study and before the report and recommendations are released to the person, persons or entity who requested the study.
- (d) Studies shall be conducted in accordance with P. C. Section 13541.
 - (1) During the conduct of studies, written comments will be solicited from the employing jurisdiction's chief administrator and from the concerned department head.
 - (2) Conduct of studies shall include on-site visitations to verify duties and responsibilities.
- (e) Favorable recommendations for peace officer status shall be made in accordance with P. C. Section 13542.
- (f) The time limits for completion and issuance of the study report and recommendations shall be in accordance with P. C. Section 13542.
- (g) Procedures for appeal of findings
 - (1) If there is disagreement with the study recommendations, the person, persons or entity requesting the feasibility study, or the employing jurisdiction, may appeal in writing to the collective members of the Commission.
 - (2) Requests for appeals will be acknowledged in writing.
 - (3) Initial appeals will be heard within four months, after the date the request for appeal is received by the Commission, and a decision shall be rendered within six months of receipt of the appeal.

1020. Reimbursement for Purchase of Satellite Antenna

- (a) The Commission will reimburse any eligible agency, Section 13523 Penal Code, for the purchase of a steerable C/Ku Band Television Receive Only Satellite Ground Terminal (herein referred to as a satellite antenna) or for the upgrade of an existing antenna to make that antenna a steerable C/Ku band type.
- (b) Documentation Required for Reimbursement

In order to receive reimbursement, an eligible agency must submit the following documentation to POST:

- (1) For satellite antenna purchases, a purchase invoice(s) reflecting the date, and the total cost of the satellite antenna purchase.
- (2) For an upgrade of an existing antenna, a purchase invoice(s) reflecting the date, and the total cost of the antenna and equipment to upgrade the antenna to a steerable C/Ku band type.
- (3) A letter signed by the agency head, or authorized agency representative, attesting that the jurisdiction has paid the purchase amount on the submitted invoice(s), has installed the satellite antenna or upgraded antenna at an agency facility, and will use the satellite antenna for POST satellite training of full-time, regularly paid employees of the eligible agency. The letter must

also include a statement that the satellite antenna or upgrade is a steerable C/Ku Band Television Receive Only Satellite Ground Terminal.

The letter must also include, for multiple reimbursement requests made under the provisions stated in subparagraph (c)(2)(A), a description of the locations where the antennas are installed, an attestation that the locations are regularly used for in-service training, and the antennas are dedicated to the delivery of training programs.

(c) Reimbursement Restrictions

- (1) Costs associated with installing or maintaining a satellite antenna system/upgrade are not reimbursable.
- (2) Reimbursement for the purchase of a satellite antenna or the upgrade of an existing antenna is limited to one antenna or one upgrade, with the following exception:
 - (A) Participating agencies that have multiple locations where agency personnel regularly convene for in-service training, may apply and be reimbursed for one satellite antenna or one upgrade for each location.
- (3) Invoices must indicate the place of purchase and may have a date of purchase prior to the effective date of this regulation.

(d) Reimbursement Rates

- (1) The rates of reimbursement shall be determined by the Commission. These rates may not cover actual costs.
- (2) Notwithstanding the provisions of these regulations, reimbursement will not be paid unless the Commission has concluded that sufficient funds are available for that purpose.

(e) Purchase Not Required

Nothing in this section shall be construed to require eligible agencies to purchase and claim reimbursement for a satellite antenna.

1021. Reimbursement for Purchase of Interactive Videodisc Delivery System

- (a) The Commission will reimburse any eligible agency, Section 13523 Penal Code, for the purchase of an interactive videodisc delivery system (herein referred to as an IVD system), or for the upgrade of an existing computer to make it an IVD system, both of which must be capable of running POST IVD courseware.
- (b) Documentation Required for Reimbursement

In order to receive reimbursement, an eligible agency must submit the following documentation to POST:

- (1) For IVD system purchases, a purchase invoice(s) reflecting the date, and the total cost of the IVD system purchase.

- (2) For the upgrade of an existing computer to make it an IVD system, a purchase invoice(s) reflecting the date, and the total cost of the computer and the equipment to upgrade.
- (3) A letter signed by the agency head, or authorized agency representative, attesting that the jurisdiction has paid the purchase amount on the submitted invoice(s), has installed the IVD system or the upgraded computer/IVD system at an agency facility, and will use the IVD system for POST IVD training of full-time, regularly paid employees of the eligible agency.

The letter must also include, for multiple reimbursement requests made under the provisions stated in subparagraph (c)(2)(A), a description of the locations where the IVD systems are installed, and an attestation that the locations are regularly used for in-service training, and the IVD systems are dedicated to the delivery of training programs.

(c) Reimbursement Restrictions

- (1) Costs associated with installing or maintaining an IVD system/upgrade are not reimbursable.
- (2) Reimbursement for the purchase of an IVD system or the upgrade of an existing computer to make it an IVD system is limited to one IVD system or upgrade with the following exception:
 - (A) Participating agencies that have multiple locations where agency personnel regularly convene for in-service training, may apply and be reimbursed for one IVD system or one computer upgrade to an IVD system for each location.
- (3) Invoices must indicate the place of purchase and may have a date of purchase prior to the effective date of this regulation.

(d) Reimbursement Rates

- (1) The rates of reimbursement shall be determined by the Commission. These rates may not cover actual costs.
- (2) Notwithstanding the provisions of these regulations, reimbursement will not be paid unless the Commission has concluded that sufficient funds are available for that purpose.

(e) Purchase Not Required

Nothing in this section shall be construed to require eligible agencies to purchase and claim reimbursement for an IVD system.

ARTICLE 3

REGULATORY PROCEDURES

1051. Course Certification Program.

- (a) The Commission administers the Course Certification Program to provide needed and quality training to law enforcement personnel. The Commission may certify courses. "Certification" means that the Commission has approved presentation of the course and eligible jurisdictions may be reimbursed by POST in accordance with Regulation 1015.

1052. Requirements for Course Certification

- (a) Each request for course certification shall be evaluated in accordance with the following factors:
 - (1) Course Content
 - (2) Qualification of instructors and coordinators
 - (3) Physical facilities appropriate for the training
 - (4) Cost of course
 - (5) Potential clientele and volume of trainees
 - (6) Need and justification for course
 - (7) Methods of course presentation
 - (8) Availability of staff to administer the course
 - (9) Course evaluation processes
 - (10) Instructor/trainee ratios
 - (11) Provisions for student safety
- (b) Only those courses for which there is an identifiable and unmet need shall be certified.
- (c) Courses for which POST has established curriculum requirements must comply with those requirements. (See Regulation 1081)
- (d) Courses presented in conjunction with association meetings or conferences shall not be certified, nor shall courses be certified to associations if attendance is restricted to association members.
- (e) The Commission shall only endorse or co-sponsor courses, seminars or conferences when POST has assisted in planning the event, developing the subject matter or program, and selecting instructors or speakers.
- (f) No course shall be certified which restricts attendance to a single agency, unless the purpose of the course is to improve that agency and attendance by non-members would jeopardize the success of the course.
- (g) The presenter of a POST-certified course shall review all audio-visual training materials prior to use in the classroom. The review of audio-visual training material shall emphasize the avoidance of materials which depict situations, tactics, and procedures that could lead a trainee to take inappropriate actions on the job. The review shall also include careful examination of depictions of law enforcement work to assure consistency with existing law and accepted practices. (For reference see "POST Guidelines for Reviewing Audio-Visual Training Materials").
 - (1) For the purposes of this regulation, "audio-visual training materials" are defined as: audio tapes, videotapes, films, slides, and other similar media. Classroom hand-out materials are not included.
 - (2) Regulation 1052(g) shall be effective July 14, 1993 and shall apply to all audio-visual training materials being considered for use in POST-certified courses commencing after that date. The regulation shall apply to materials previously used by the course presenters only as they are considered for re-use in POST-certified courses.
 - (3) Audio-visual materials cataloged on the "POST Approved Media List," maintained by the Commission on Peace Officer Standards and Training, need not be subjected to the review process described in this section.
 - (4) Publicly available broadcast material pertinent to current training topics need not be subjected to the review process described in this section.

1053. Course Certification Request and Review Process.

- (a) Course Certification Request. Any person or organization desiring to have a course certified shall prepare and submit a complete course certification request file to POST. Submission of the following forms and related materials shall constitute a complete file:

- (1) Course Certification Request Form (POST 2-103)
- (2) Instructor Resume(s)
- (3) Course Budget (POST 2-106 rev. 7/88), if the proposed course will require a tuition
- (4) Expanded Course Outline which minimally includes subject topics to the third level of detail
- (5) Hourly distribution schedule indicating, by day of the week, the instructors and topics scheduled during each course hour. (Example formats are available from POST)
- (6) For courses that include manipulative skills training, a copy of the presenter's policies and procedures concerning student safety. The policies and procedures must minimally address:
 - (A) Rules of Safety and Conduct,
 - (B) Reporting and Handling Injuries,
 - (C) Ratios of Instructional Staff to Students, and
 - (D) The Presenter's Commitment to Adhere to the POST-Approved Expanded Course Outline. (See "POST Guidelines for Student Safety in Certified Courses.")

(b) Course Certification Review.

- (1) Within 14 calendar days of receipt of a course certification request file, the Commission shall review the documents included in the file and notify the requestor, in writing, that the file is either complete or incomplete. In event the file is incomplete, the Commission shall inform the requestor of the document(s) which must be submitted before further action will be taken to consider certification of the course.
- (2) The Commission shall review each complete course certification request file and base its decision on evaluation of those factors enumerated in Regulation 1052. Within 60 calendar days of receipt of a complete file, the requestor shall be notified, in writing, of the Commission's decision to approve or disapprove certification of the course.
- (3) Any requestor not satisfied with a certification action may submit an appeal to the Commission in accordance with Regulation 1058.

1054. Requirements for Course Tuition.

The following requirements are to be used by course coordinators presenting or planning to present tuition-based training courses certified by POST. These guidelines and requirements identify the expenses that may be approved in establishing tuition and are to be used in completing the Course Certification Request (POST 2-103) and Course Budget (POST 2-106, Rev. 7/88) when requesting initial certification or recertification. Allowable costs for establishing tuition per presentation are as follows:

- (a) Instructional Costs. Up to \$35 per hour, except as noted below, for each hour of instruction, per instructor, may be claimed. Fringe benefits and instructor preparation shall be included in this amount. Up to \$62 per instructional hour may be approved in instances of special need for particular expertise, based upon written justification from the presenter. On those limited occasions where it may be necessary to obtain special expertise to provide executive-level training, the maximum of \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

(b) **Development Costs.** When POST has specifically requested development of a new course or revision of an existing course, development costs may be negotiated with the presenter. When approved by the Executive Director, such costs shall be prorated as a portion of tuition for an agreed-upon number of presentations.

(c) **Coordination.** POST will allow costs for coordination based on the type of services performed. Coordination is categorized as:

- (1) General Coordination, and
- (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks associated with the development, pre-planning, and maintenance of any certified course. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating instructional time to each subject, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting. General Coordination costs may be charged at the rate of \$50 per instructional hour but may not exceed \$400 per presentation.

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., observing and evaluating instructors at the instructional site; identifying the need and arranging for the appearance of alternate instructors, through the general coordinator, when assigned instructors are not available; and being responsible for the development of a positive learning environment. It is required that the Presentation Coordinator be in the classroom, or its immediate vicinity, to resolve problems that may arise relating to the presentation of a course. Approved rates for presentation coordination, per instructional hour, may range from \$12 to \$20. Rates that exceed \$12 per hour must be supported by written justification that substantiates the expertise of the coordinator.

(d) **Clerical Support.** Hourly rates for clerical support may be allowed up to \$10 per instructional hour in accordance with the following formula:

<u>Course Length</u>	<u>Maximum Hours of Clerical Support Permitted</u>
24 hours or less	40 hours
25 to 40	50 hours
Over 40 hours	100 hours

(e) **Printing/Reproduction.** Actual expenses for printing or reproduction of brochures and handouts may be allowed. Reproduction expenses shall not exceed 6 cents per sheet.

(f) **Books/Films/Instructional Materials.** Actual expenses may be allowed, provided each expense is identified. Expendables, such as programmed texts, may be allowed in the same manner. A one-time expenditure for purchase of textbooks may be allowed, provided the textbooks will be used in future course presentations. If the course is decertified, or if the texts are no longer necessary for use in the course, they shall be delivered to POST. Films and other instructional aids should be rented or obtained without charge. If a film/videotape purchase is necessary and authorized by POST in advance, such materials shall be used in future course presentations and will remain the property of POST.

(g) **Paper/Office Supplies/Mailing.** Actual expenses may be allowed, provided each expense is identified.

- (h) **Coordinator/Instructor(s) Travel.** An estimate is to be made of necessary travel expenses for advance budget approval. Expenses for local area travel are allowable only when travel exceeds 25 miles one way, or if travel is necessary to an additional course site. If a course presentation is authorized outside of a 25-mile radius of the presenter's principle place of business, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.
- (i) **Miscellaneous.** Any other cost of materials and other direct items of expense may be approved by POST, based upon documented costs.
- (j) **Indirect Costs.** Indirect costs are allowable for expenses not assignable as direct costs. Indirect costs may not exceed 15% of the total direct costs.
- (k) **Calculation of Tuition.** All budgeted costs (direct and indirect) are added to determine the total cost. The tuition cost per student shall be determined by dividing the total cost by the maximum number of students approved per presentation (See Regulation 1055(f)). For each presentation, course presenters may exceed the maximum enrollment up to 20% to compensate for unavoidable under-enrollments due to late cancellations. However, it is the presenter's responsibility to monitor over-enrollment so that by the end of the fiscal year, the total number of students does not exceed the approved maximum number established by the terms of certification. In the event over-enrollment is not properly managed and adjusted during the fiscal year, the Commission may:
 - (1) Reduce the course tuition,
 - (2) Require the presenter to conduct presentation(s) without tuition,
 - (3) Require the presenter to provide prorated refunds to trainees, or
 - (4) Decertify the course.

1055. Requirements for Course Presentation.

- (a) **Term of Certification:** Course certification shall be made on a fiscal year basis, subject to annual review. A course shall be certified for a specific number of presentations during a fiscal year. It shall be subject to the restrictions or stipulations specified by POST.
- (b) **Certification Non-Transferable:** A course that has been certified is valid for presentation only by the presenter receiving the certification and is not transferable to another presenter.
- (c) **Publicity:** A certified course, if publicized, must use the exact title as certified by POST. Presenters shall clearly indicate on any course announcements, brochures, bulletins, or publications that POST has certified the individual course offering.
- (d) **Request for Changes:** A course, once certified under the conditions specified in the Course certification request, shall not be changed or modified without prior POST approval.
- (e) **Course Announcements:** A Course Announcement (POST 2-110 Rev. 8/89) shall be submitted to POST for each proposed course presentation. The Course Announcement must be submitted to POST at least 30 calendar days prior to the presentation of the course. An hourly distribution schedule must be attached to each Course Announcement. A course control number, issued by POST upon approval of the presentation, must be used when making references pertaining to a particular course offering.

- (f) Limitations on Course Enrollments. The Commission shall designate the maximum number of students that may attend each course during a fiscal year.
- (g) Concurrent Sessions: In those instances where two presentations of the same certified course are scheduled to run concurrently, two Course Announcement forms must be submitted. In the comments section of each Course Announcement, a remark shall be made to the effect that the presentation is one of two presentations of the same course being conducted concurrently.
- (h) Modification Procedures: If subsequent to the Commission having approved a Course Announcement, the course coordinator becomes aware of the need to make any changes related to presentation of the course, such as dates of presentation, scheduled times, location, or hours of presentation, the Commission must be contacted to approve such changes prior to the presentation.
- (i) Required Documents to be Submitted Upon Completion of Presentation: A completed Course Roster (POST 2-111, Rev. 7/83) shall be prepared and submitted to the Commission after completion of each certified course presentation. The following documents shall accompany each Course Roster:
 - (1) A Course Evaluation Instrument (POST 2-245 Rev. 9/81) completed by each trainee,
 - (2) POST Course Evaluation Control Sheet (POST 2-291), and
 - (3) Any Training Reimbursement Requests (POST 2-273 Rev. 12/85) that are provided to the presenter by trainees. All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation. Subsequent to submission of these documents, the coordinator shall contact the Commission about needed corrections.
- (j) Lesson plans for each topic must be kept on file at the presenter's facility for inspection by POST.

1056. Annual Recertification.

Each certified course is reviewed prior to the beginning of a new fiscal year. The review shall include evaluation of the continuing need for the course, currency of curriculum, and adherence to requirements for course certification (See Regulation 1052) and course presentation (See Regulation 1055).

1057. Decertification

Courses may be decertified by action of the Commission when:

- (a) There is no longer a demonstrated need for the course; or
- (b) There is failure to comply with the requirements set forth in Regulation 1052-1055; or
- (c) There are other causes warranting decertification as determined by the Commission.

1058. Appeals Process.

- (a) Any course certification/decertification decision may be appealed to the POST Executive Director. The appeal, and all documentation the appellant believes supports the appeal, must be submitted in writing to the Executive Director within 30 calendar days of the date of the certification/decertification notice.

Within 30 calendar days of the receipt of the appeal, the Executive Director shall respond to the appellant in writing with a decision and associated reasons upon which the decision is based.

- (b) The Executive Director's decision may be appealed to the Commission. The appeal, and all documentation the individual believes supports the appeal, must be submitted in writing to the Commission within 30 calendar days of the date of the Executive Director's decision.

Appeals received at least 45 calendar days prior to the next scheduled Commission meeting will be heard at that meeting. Appeals received with less than 45 calendar days remaining prior to the next scheduled Commission meeting will be heard at a subsequent meeting. The Commission shall notify the appellant of the date, time, and location of the hearing within 10 calendar days of the receipt of the appeal to the Commission. The appellant or appellant's designated representative(s) shall have the right to present evidence at the hearing.

The Executive Director shall notify the appellant in writing of the Commission's decision within 10 calendar days following the conclusion of the hearing.

1080. PC 832 Course Testing and Requalification Requirements

- (a) Pursuant to Section 832(a) of the Penal Code, persons who receive PC 832 training as a stand-alone POST-certified course or as part of a larger POST-certified course shall demonstrate satisfactory completion of the training by passage of a POST-developed or POST-approved examination or examinations. Passage of a written examination shall be required for the cognitive (knowledge) curriculum; passage of performance examinations shall be required for the noncognitive (skills) curriculum. This regulation does not apply to persons who satisfactorily complete the POST Regular Basic Course.

(1) Examination Procedures:

- (A) All examinations required by subsection 1080 (a) shall be administered immediately following the conclusion of the required PC 832 instruction.
- (B) All examinations shall be scored pass/fail.
- (C) Administration and scoring of the written examination shall be delegated to qualified course presenters who have received training in the administration of the examination and who agree to abide by the terms of a formal test security agreement; the skills examinations shall be administered and scored by the course presenter in accordance with the POST-specified procedures and passing scores.
- (D) All examination results shall be mailed to POST by course presenters within 2 working days of the date of testing.
- (E) The Commission may waive the requirement that all original examinations be administered immediately following the conclusion of training in those instances where the training is certified retroactively and the examinations were not administered as part of the training.

- (2) Notification Procedures: Notification by POST of official examination results shall be mailed to each examinee within 2 working days of receipt by POST of the examinee's test materials.

- (3) Retesting: Persons failing the written examination shall be permitted one retest and shall be permitted reasonable time to prepare for the retest. Retests shall be administered at a POST-approved location within 90 days of the date of the original examination. In order to continue to pursue satisfaction of course requirements, persons who fail to achieve a passing score upon retesting of either the written or skills examination shall be required to repeat the related training. Persons who repeat the related training shall be considered as new students for testing purposes.
 - (4) POST-Approved Examinations: The use of alternatives to the POST-developed examinations is subject to approval by POST. Course presenters seeking POST approval to use alternative examinations shall present evidence that the alternative tests were developed in accordance with recognized professional standards, and that alternative examinations are equivalent to the POST-developed examinations with respect to curriculum validity and test reliability. Evidence of tests score equating is required. Applications for approval of alternative examinations will be processed within seven days from receipt of original request.
- (b) Any person who does not become employed as a peace officer within 3 years of successfully completing PC 832 training, or who has a 3-year or longer break in service as a peace officer subsequent to successfully completing PC 832 training, must requalify to exercise the powers of a peace officer by either: (1) repeating and satisfactorily completing PC 832 training, or (2) demonstrating continued mastery of PC 832 training material by passing the examinations enumerated in POST Regulation 1080 (a). This subsection, 1080 (b), does not apply to persons who qualify for an exemption as per Penal Code Section 832(e)(2).

(1) Requalification Examination Procedures:

(A) Eligibility: Persons seeking to be tested shall make written request to the Commission, and provide the Commission with verifiable information regarding prior successful completion of PC 832 training. This information shall include the name of the training institution (presenter) where training was completed, and the ending date of training. All requests to be tested must include payment of all applicable examination fees [see (F), below], in the form of a certified check or money order made payable to the Commission on POST.

(B) Notification of Eligibility to be Tested: Persons seeking to be tested shall receive written notification from POST as to eligibility to be tested within 30 days of receipt by POST of all documentation required per (A) above.

1. Persons receiving notification that they are ineligible to be tested because of incomplete documentation shall be given an explanation of what is needed to process the request. A person may submit a new request with the additional documentation, which will be processed according to subsection 1080 (B) above:

Ineligibility to be tested based on nonverifiable information (cannot be verified in POST records or by the certified course presenter) will be stated in the written notification.

All applicable examination fees will be returned, with the notification, to those persons who are determined to be ineligible for testing.

(C) Administration of Examinations:

1. Every eligible person shall:

- a. be tested at a POST-approved location within 90 days of notification of eligibility to take the requalification exam.
 - b. be notified as to the specific date, time, and location of testing at least 30 days in advance of the test.
2. Failure to appear for testing shall result in forfeiture of all applicable examination fees and loss of eligibility to be tested.

Persons desiring to be tested after failure to appear for a scheduled exam must reestablish eligibility to be tested by completing the requirements described in Regulation 1080 (b) (1) (A).

3. All examinations shall be administered by persons who have been approved by POST [see subsection 1080 (a) (1) (C)].
- (D) Notification Procedures: POST shall notify all examinees in writing as to examination results within 5 working days of receipt by POST of all applicable test materials [see subsection 1080 (a) (1) (D)].
- (E) Requalification Examination Retesting: One requalification exam retest shall be permitted for any test failed, contingent upon advance payment* of any applicable examination fee [see (F), below]. Such retesting must occur within 90 days of the requalification examination. For firearms and arrest performance examinations, students will have the option of either retesting immediately or scheduling a retest within 90 days.

Persons who fail to achieve a passing score upon requalification exam retesting, or who fail to appear for requalification exam retesting, shall be required to successfully complete the appropriate PC 832 training (i.e., Arrest Procedures, Firearms, or both) in order to meet the PC 832 Course requalification requirements of Penal Code Section 832(e).

- (F) Examination Fees: POST shall charge fees for all examinations administered. The appropriate fees shall be determined by the Commission and shall not exceed actual test administration costs.

Applicable examination fees follow:

Written exam: Arrest \$100
Performance exams: Firearms \$150*
Arrest \$100*

* No charge for immediate retesting

(2) Exemptions:

- (A) A person who meets any of the following criteria is exempt from the PC 832 Course Requalification Requirements:
1. Is returning to a management level law enforcement position at the second level of supervision or higher.
 2. Has successfully completed the Basic Course Requalification Process as provided for in Commission Regulation 1008.

3. Has maintained proficiency by teaching the course described in PC 832 (a).

Required curriculum for the PC 832 course is comprised of two separate modules - Arrest Procedures and Firearms. Accordingly, a person may seek exemption under this provision for the Arrest Procedures module only, the Firearms module only, or the entire PC 832 course (both Arrest Procedures and Firearms).

For the purpose of granting an exemption on the basis of teaching experience, "maintained proficiency" shall be defined as having taught the entire module(s) for which an exemption is being sought. Additionally, exemptions shall be granted only for recent teaching experience that was gained within three years of the exemption request.

4. Has been employed continuously, with no more than a 60-day break in service between law enforcement employers, in another state or with a federal agency as a peace officer.

- (B) Written documentation determined by the department head as satisfying any of the exemptions listed in 1080 (b) (2) (A) shall minimally be retained by the employing agency for the duration of the individual's employment with the department. This retention period is recommended so that the employing agency can provide supporting documentation of the exemption, if it is requested during a POST inspection.

1081. Minimum Standards for Legislatively Mandated Courses

- (a) Approved courses, as specified in Commission Regulation 1005(g), pertain to training mandated by the Legislature for various kinds of peace officers and other groups for which the Commission has responsibility to establish minimum standards. Approved courses shall meet the following minimum content and hours.

- (1) Arrest and Firearms - 64 Hours
(Penal Code Section 832)
(Certified course; requirement satisfied by Basic Course.)

Arrest Course (40 Hours)
(Required for all peace officers)

- (A) Professional Orientation (4 Hours)*
(B) Community Relations (2 Hours)*
(C) Law (12 Hours)*
(D) Laws of Evidence (3 Hours)*
(E) Communications (5 Hours)*
(F) Investigation (2 Hours)*
(G) Arrest and Control (10 Hours)*
POST Examination (2 Hours)*

Firearms Course (24 Hours)
(Required for peace officers carrying firearms)

***POST Recommended Hours**

- Classroom (8 Hours)*
(A) Firearms Safety
(B) Handgun Familiarization
(C) Firearms Care and Cleaning
(D) Firearms Shooting Principles

- Range (15 Hours)*
(E) Firearms Range
POST Examination (1 Hour)*

Reference POST document, POST Curriculum Requirements for the PC 832 Course - 1992

- (2) Aviation Security - 20 Hours
(Penal Code Section 832.1)
(Certified Course)

- (A) Introduction and Background
(B) Criminal Threat to the Aviation Industry

- (C) Federal Organization and Jurisdiction
 - (D) Legal Aspects
 - (E) Psychological Aspects
 - (F) Passenger Screening
 - (G) Aviation Explosives
 - (H) Aviation Security Questions and Issues
- Examination and Critique
- (3) Basic (Regular) (Penal Code Section 832.3) (Certified Course)
See FAM, Section D-1
- (4) Chemical Agents for Peace Officers - 8 Hours
(Penal Code Section 12403)
Requirement satisfied by the Basic Course)
- Exceptions: Chemical Agent Training for California Youth Authority Field Parole Agents and local field probation officers, as described in P.C. Section 830.5 shall be the training prescribed in P.C. Section 12403.7 and certified by the Department of Justice.
- (A) Legal and Ethical Aspects
 - (B) Chemical Agents Familiarization
 - (C) Medical and Safety Aspects (First Aid)
 - (D) Self Protection
 - (E) Use of Equipment
 - (F) Simulations and Exercises
- (5) Chemical Agent Training - 2 Hours
For Private Security (Penal Code Section 12403.5)
(Not a POST-certified course)
- Chemical Agent Training for Private Security personnel shall be the training prescribed in P.C. 12403.7 and certified by Department of Justice.
- (A) Self Defense, History of Chemical Agents, and Aerosol Weapons
- (B) Effectiveness as a self-defense weapon
 - (C) Mechanics of Tear Gas Use
 - (D) Medical Aspects of First Aid
 - (E) Practical Use
 - (F) Field Training and Demonstration
 - (G) Discard of Weapons
- (6) Child Abuse Investigation - 24 Hours
(Penal Code Section 13517)
(Certified Course; requirement satisfied by the Basic Course; optional Technical Course.)
- (A) General Child Abuse Investigative Procedures
 - (B) Child Neglect and Emotional Abuse/Deprivation
 - (C) Physical Child Abuse
 - (D) Sexual Abuse and Exploitation of Children
 - (E) Interview and Interrogation Techniques
 - (F) Community Child Care Facilities
 - (G) Course Critique and Student Evaluation
- (7) Developmental Disabilities - 4 Hours
and Mental Illness
(Penal Code Section 13519.2)
- (A) Legal Requirements for Taking Person Into Custody
 - (B) Mental Health/Regional Center Referral Resources
 - (C) Practical Exercises
 - * (D) Identification of Primary Disability or Problem
 - * (E) Causes, Nature and Behavior Factors of Mental Illness
 - * (F) Causes, Nature and Behavior Factors of Developmental Disabilities
 - * (G) Procedure Required for Detention Under Authority of Section 5150, Welfare and Institutions Code
 - (H) Alternate Methods for Handling Developmentally Disabled or
- *For in-service officers completing basic training prior to 7-1-90, supplementary training consists of 2 hours emphasizing the indicated topics.

- (8) Domestic Violence - 8 Hours
(Penal Code Section 13519)
- (A) Overview of Domestic Violence
 - (B) Legislative Intent/POST Guidelines
 - (C) Enforcement of Laws
 - (D) Court Orders
 - (E) Tenancy
 - (F) Documenting Domestic Violence Incidents
 - (G) Victim Assistance and Referral
 - (H) Practical Application/Student Evaluation
- (9) Humane Officer Firearms - 15 Hours
(Civil Code Section 607f)
- The required course is the Firearms portion of the P.C. 832 Course, with an examination.
- (10) Missing Persons - 4 Hours
(Penal Code Section 13519.1)
- * (A) Benefits for Law Enforcement Involvement and Sensitivity
 - (B) Initial Response Procedures
 - (C) Locating Missing Persons
 - * (D) Legal Requirements for Initial Response and Follow-up
- *For in-service officers completing basic training prior to 1-1-89, supplementary training consists of 2 hours emphasizing the indicated topics.
- (11) Reserve Peace Officer
(Penal Code Section 832.6)
(Certified Course; requirement satisfied by the Basic Course.)
- See PAM, Section H-5.
- (12) Sexual Assault Investigation - 24 Hours
(Penal Code Section 13516) (Certified Course)
- Preliminary Sexual Assault Investigation and Sexual Exploitation; Exploitation/Sexual Abuse of Children (Required part of Basic): (6 Hours)
- (A) Overview of Problems, Issues and Prevention Considerations
 - (B) Sensitivity of Responding Officer
 - (C) Treatment of Victim
 - (D) Preliminary Investigation Procedure
- Follow-up Sexual Assault Investigation (18 Hours)
- (E) Collection and Preservation of Evidence
 - (F) Classroom Demonstration
 - (G) Basic Assault Investigation
 - (H) Review Report of Preliminary Investigation
 - (I) Re-interview Victim
 - (J) Investigation of Suspect
 - (K) Physical Evidence
 - (L) Prosecution
 - (M) Pretrial Preparation
- (13) State Agency Peace Officers
(Penal Code Section 13510.5)
(Certified Course)
- The Advanced Officer Course as described in PAM Section D-2 shall satisfy the minimum training required by P.C. 13510.5.
- (14) Traffic Accident Investigation
(Vehicle Code Section 40600)
(Certified Course)
- (A) Introduction and Orientation
 - (B) Collision Investigation Reporting Procedures
 - (C) Accident-Related Traffic Laws
 - (D) Accident Investigation Procedures
 - (E) Skidmarks/Tiremarks Identification
 - (F) Diagramming
 - (G) Physical Evidence
 - (H) Vehicle Factors
 - (I) Human Factors
 - (J) Driving Under the Influence
 - (K) Hit and Run
 - (L) Prosecution/Court Presentations
 - (M) Practical Exercise (Scenarios)
 - (N) Final Examination

(15) Wiretap Investigation - 24 Hours
(Penal Code Section 629.44(a))

- (A) Legal Aspects
- (B) Technical Aspects
- (C) Practical Aspects

(16) Alcoholic Beverage Control - 160 Hours
(ABC) Narcotic Enforcement
(Business and Professions Code Section 25755)

Narcotics Investigation Course (80 Hours)*

- (A) Drug Enforcement Laws
- (B) Drug and User Identification
- (C) Search Warrants
- (D) Search and Seizure
- (E) Surveillance
- (F) Clandestine Laboratories
- (G) Asset Seizure and Forfeiture
- (H) Informants
- (I) Officer Safety
- (J) Entry and Search Techniques
- (K) Undercover Techniques
- (L) Smuggling
- (M) Investigative Resources
- (N) Examination

*This course may be satisfied by completion of the 80-hour, POST-certified course presented as a single training course, or by completion of two or more POST-certified courses (totalling a minimum of 80 hours) which include the above curriculum.

ABC Narcotics Investigation Field Training Program (80 Hours)

ABC Investigators are required to complete an 80-hour field training program on narcotics investigation that includes on-the-job instruction and hands-on experience associated with all content areas of the Narcotics Investigation Course. Field training shall be conducted under the supervision of investigators selected by ABC.

Investigators selected may be either ABC investigators or investigators employed by local police or sheriff's departments. Investigators selected must possess a POST Basic Certificate and have completed at least one year of experience as a full-time narcotics investigators. ABC shall maintain records that individual ABC investigators have completed this field training.

(17) Carcinogenic Materials - 4 Hours
(Health and Safety Code Section 1797.187)

- (A) Hazardous Materials, Responsibilities and Considerations for First Responders.
- (B) Hazardous Carcinogenic Materials Identification, Associated Risks, and Minimizing Exposure to Responding Officers.

(18) Investigation of the Sudden Death of Infants - 2 Hours
(Penal Code Section 13519.3)

- (A) Standard Procedures for Investigating the Sudden Death of Infants.
- (B) Sudden Infant Death Syndrome (SIDS) Awareness.

(19) Hearsay Testimony Course - 1 Hour

- (A) The new role of officers at preliminary hearings, rules of evidence, and need for accuracy and thoroughness of investigations.
- (B) Reporting and documenting crimes to facilitate hearsay testimony in preliminary hearings.
- (C) Testifying to hearsay statements in a preliminary hearing.

This course must be completed by all law enforcement officers who have less than five years of service and who wish to testify to hearsay evidence in preliminary hearings as required by 872(b) PC.

- (20) School Peace Officer - 32 Hours
(Penal Code Section 832.2)
- (A) Role of School Peace Officers
 - (B) Laws Impacting School Campuses
 - (C) Maintaining Campus Community Relations

 - (D) Reporting Offenses to Other Law Enforcement Agencies
 - (E) Violence/Gangs on Campus
 - (F) Campus Parking, Traffic, and Crowd Control
 - (G) Facility Protection
 - (H) Disasters and Emergencies

Written Examination

Note: The Commission recommends that school peace officers who perform general law enforcement duties complete the Regular Basic Course prior to appointment or assignment as a peace officer.

The document, POST Curriculum Requirements for the PC 832 Course - 1992, adopted effective July 1, 1992, is herein incorporated by reference.

SECTION C INDEX PERSONNEL SELECTION AND STANDARDS

A	N
Appointment Information, Notice of Peace Officer Appointment and Termination (C-4-4) C-7	Notice of Peace officer Appointment/Termination (C-4) C-7 Appointment Information (C-4-4) C-7 Peace Officer Classification (C-4-2) C-7 Required Identification (C-4-3) C-7 Termination Information (C-4-5) C-7 Signature (C-4-6) C-7 Submission Time Requirement (C-4-2) C-7
B	
C	
Clinical Interview (C-2-8) C-4 Code of Ethics (C-3) C-5 Completion Requirement, Notice of Appointment/Termination (C-4-2) C-7	O
D	P
E	Peace Officer Appointment/Termination (C-4) C-7 Personal History Investigation (C-1) C-1, C-2 Completion Requirement (C-1-2) C-1 Medical Examination, Relationship to (C-1-6) C-2 Retention of Information (C-1-4) C-1 Sources of Investigation (C-1-5) C-1, C-2 Written Evaluation (C-1-4) C-1 Personal History Statement (C-1-3) C-1 Retention of Information (C-1-4) C-1 Physical Examination (C-2) C-3, C-4 Government Code Section (C-2-2) C-3 Medical History (C-2-3) C-3 Retention of Information (C-2-5) C-3 Time Limitation (C-2-2) C-3 Updated Examination (C-2-9) C-5 Vision and Hearing (C-2-4) C-3 Promotion Notification (C-4-2) C-7 Psychological Suitability Clinical Interview (C-2-8) C-4 Examination (C-2-1) C-3 Government Code Section (C-2-2) C-3 Inconclusive Data (C-2-8) C-4 Psychological Suitability (C-2-6) C-3 Qualified Professional (C-2-6) C-3 Retention of Information (C-2-5) C-3 Test Scores (C-2-7) C-3 Time Limitation (C-2-2) C-3 Updated Examination (C-2-9) C-4
Ethics, Code of (C-3) C-5	
F, G	
H	
Hearing Standard (C-2-4) C-3	
I, J, K, L	
M	
Medical Examination (C-2-2) C-3 Medical History (C-2-3) C-3	

Q, R

S

Submission Requirement, Notice of
Appointment/Termination (C-4-2) C-7

T

Termination Information (C-4-5) C-7

U

V

Vision Standard (C-2-4) C-3

W

Written Evaluation, Personal History Investigation
(C-1-4) C-1

X, Y, Z

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE C-1

PERSONAL HISTORY INVESTIGATION

Purpose

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

Procedure

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

1-3. Completion of Personal History Statement: The department head shall require the candidate to complete the POST Personal History Statement, Form 2-251, or its equivalent prior to conducting the background investigation.

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

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

- (a) The State Department of Motor Vehicles, Division of Drivers' Licenses--to determine the candidate's driving record.
- (b) High school and all higher educational institutions that the candidate attended--to determine the educational achievements, character and career potential of the applicant.
- (c) State bureaus of vital statistics or county records--to verify birth and age records. In the case of foreign born, appropriate federal or local records.
- (d) All police files in jurisdictions where the candidate has frequently visited, lived or worked--to determine if any criminal record exists.
- (e) Criminal records of the California Bureau of Investigation and Identification. A copy of the return shall be retained in the candidate's personnel record.

- (f) The Federal Bureau of Investigation records. A copy of the return shall be retained in the candidate's personnel records.
- (g) All previous employers--to determine the quality of the candidate's work record.
- (h) Within practical limits, references supplied by the candidate, and other references supplied by them, if any--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- (i) The candidate's present neighborhood and where practicable, neighborhoods where the candidate may have previously resided--to determine whether or not the candidate has exhibited behavior which would or would not be compatible with the position sought.
- (j) The candidate's credit records--to determine his/her credit standing with banks, department stores and other commercial establishments that would tend to give a clear indication of the candidate's reliability.
- (k) When appropriate, military records, including medical, in the service of the United States, jurisdictions therein, or foreign government--to determine the quality of the candidate's service.
- (l) Hospitals, clinics, or physicians having medical records including the current employment physical examination records (if this examination is performed before the Personal History Investigation) of the candidate--to determine whether or not the candidate's current or past health would be a disqualifier for the position sought.

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

Historical Note:

Procedure C-1 was adopted and incorporated by reference into Commission Regulation 1002, on April 26, 1982.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE C-2

**PHYSICAL AND PSYCHOLOGICAL
SUITABILITY EXAMINATIONS**

Purpose

2-1. Physical and Psychological Suitability Examinations: This Commission procedure implements the physical and psychological suitability examinations requirements established in Section 1002(a)(7) of the Regulations. The purpose of the physical examination is to select personnel who are physically sound and free from any physical condition which would probably adversely affect their performance as a peace officer. The purpose of the psychological suitability examination is to select personnel who are free from any mental or emotional condition which might adversely affect their performance as a peace officer. The use of the POST "Medical Screening Manual for California Law Enforcement, February 1977", or its equivalent, in conducting the physical evaluation is discretionary. The use of the "POST Psychological Screening Manual, December 1984", or its equivalent, in conducting the psychological suitability evaluation is discretionary.

Procedure

2-2. Physical and Psychological Suitability Examinations: The physical and psychological suitability examinations shall be conducted as specified in Government Code Section 1031(f) within 1 year before hire.

2-3. Medical History: Each candidate must supply to the examining physician a statement of the medical history of past and present conditions, diseases, injuries or operations.

2-4. Vision and Hearing: The hiring authority shall establish minimum standards for hearing, color vision and visual acuity, and is responsible for determining that each candidate meets those standards.

2-5. Physician's Findings and Record: The physician shall report in writing findings of the examination and shall note, for evaluation by the appointing authority, any past or present physical conditions, diseases, injuries, operations, or any evidence or indications of mental conditions displayed by the candidate which should be further evaluated by competent professionals. The completed written report shall be retained by the local jurisdiction.

2-6. Psychological Suitability: Peace officer applicants shall be judged to be free from job-relevant psychopathology, including personality disorders, as diagnosed by a qualified professional, described in Government Code Section 1031(f). References in making this determination are identified in the "POST Psychological Screening Manual, December 1984".

2-7. Psychological Suitability Examination: Psychological suitability shall be determined on the basis of psychological test score information which has been interpreted by a qualified professional. A minimum of two psychological tests shall be used. One must be normed in such a manner as to identify patterns of abnormal behavior; the other must be oriented toward assessing relevant dimensions of normal behavior.

2-8. Clinical Interview: All final recommendations to disqualify candidates for psychological unsuitability shall be based, in part, on a clinical interview conducted by a qualified professional. An interview shall also be conducted when objective test data are inconclusive.

2-9. Updated Physical and Psychological Suitability Examinations: When more than one year has passed since initial examinations, physical and psychological suitability examination updates, as opposed to complete new examinations, may be conducted for individuals who:

- (a) Upgrade within the same agency to reserve peace officer or regularly employed peace officer status;
- (b) Were examined initially in accordance with all of the provisions of sub-paragraphs 2-1 through 2-8 of Commission Procedure C-2, and the results of such examinations are available for review; and
- (c) Have worked continuously for the agency since the time of initial appointment.

Each examination update shall be conducted by a qualified professional as defined in Government Code 1031(f), and shall include, at a minimum:

- (a) A review of previous examination findings;
- (b) A review and evaluation of the individual's work history and job-relevant life history while with the agency for indicators of potential changes in physical or psychological status and the conduct of more extensive examination and assessment when warranted by the findings of such review; and
- (c) Verification in writing by the qualified professional as to the individual's physical or psychological suitability for appointment as a peace officer, a copy of which shall be retained by the agency.

Historical Note:

Procedure C-2 was adopted and incorporated by reference into Commission Regulation 1002 on April 15, 1982, and amended on January 1, 1985, July 1, 1985, and January 29, 1988.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE C-3

LAW ENFORCEMENT CODE OF ETHICS

Purpose

3-1. Code of Ethics: To insure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment, shall be administered the Law Enforcement Code of Ethics, as prescribed in Section 1013 of the Regulations.

Code of Ethics

3-2. AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God⁽¹⁾ to my chosen profession...law enforcement.

⁽¹⁾ Reference to religious affirmation may be omitted where objected to by the officer.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE C-4
NOTICE OF PEACE OFFICER
APPOINTMENT/TERMINATION

Purpose

4-1. Peace Officer Appointments and Terminations: This Commission procedure implements Section 1003 of the Regulations that requires notification of peace officer appointments and terminations.

The information provided will serve as a permanent record of each peace officer's appointment/ termination in the California criminal justice system, as well as to document change of status. Establishment of such a record will be of benefit to individual peace officers in verifying current and prior peace officer employment information and to agencies when checking the background of lateral transfer applicants.

**Notice of Peace Officer
Appointment/Termination, Form 2-114**

4-2. When to Complete the Form: A Notice of Peace Officer Appointment/Termination form, POST form 2-114 (see example), is to be completed and sent to the Commission by an agency that participates in the POST program, for each peace officer (regardless of rank or classification including reserve peace officers), within 30 days after the effective date of the following personnel actions: is newly appointed, enters the agency laterally, or terminates. The notice shall also be provided for changes of peace officer status; e.g., when a reserve peace officer is reappointed as a regular officer.

Information Required

4-3. Identification Information: Identification of a peace officer shall include: full name, date of birth, sex, race, social security number, any previously used names, rank or classification, the name of the employing agency, the date of appointment or change of peace officer status, etc., and information regarding the individual's most recent previous peace officer employment. Race information is to be used only for statistical purposes. The social security number submitted will be used solely as the unique identifier for the individual in processing appropriate POST records. The identification information is required on each form submitted regardless of whether the form is submitted for change of status, appointment, or termination.

4-4. Appointment Information: Appointment information shall include: the Penal Code section that defines the peace officer authority of the individual, whether the individual's service will be full time or part-time, etc., and the method by which the individual satisfied the basic training requirement.

4-5. Termination Information: Termination information shall include the date of termination and the reason for termination.

4-6. Signature of Agency Administrator: The form shall be signed and dated by the administrator of the agency submitting the form. The signature of the administrator is attestation that the information on the form is correct and that for a new employee the minimum employment requirements have been met.

SECTION D INDEX TRAINING

A

Advanced Officer Course (D-2) *D-9, D-10*
Content (D-2-3) *D-9*
Curriculum Design (D-2-4) *D-9*
Minimum Hours (D-2-5) *D-9*
Objectives (D-2-2) *D-9*
Alternate Testing/Retraining,
Basic Course Waiver (D-11-13) *D-31*
Approved Courses (D-7) *D-19 thru 21*
Content (D-7-2) *D-19*

B

Basic Course (Regular),
Acceptance for Specialized Basic (D-11-10) *D-30*
Content (D-1-3) *D-3*
Functional Areas (D-1-3) *D-3*
Minimum Hours (D-1-3) *D-3*
Must Pass Criteria (D-1-2a) *D-1*
Training Methodology (D-1-2) *D-1*
Waiver of (D-11) *D-27 thru D-31*

C

Commission Discretion, Basic Course Waiver
(D-11-14) *D-31*
Commission Endorsement (D-8-3) *D-23*
Complaint/Dispatcher Course (D-1-7) *D-5*
Course Catalog (D-14) *D-35*
Course Content,
Advanced Officer Course (D-2-3) *D-9*
Approved Course (D-7-2) *D-19*
Basic (D-1-3) *D-3*
DA Investigators Basic Course (D-1-4) *D-3, D-4*
Executive Development Course (D-5-2) *D-15*
Management Course (D-4-2) *D-13*
Marshals Basic Course (D-1-5) *D-4*
Specialized Basic Course (D-1-6) *D-5*
Supervisory Course (D-3-2) *D-11*
Technical Courses (D-6-2) *D-17*
Curricula, POST Prescribed (D-6-4) *D-17*
Curricular Design, Advanced Officer Course
(D-2-4) *D-9*

D

DA Investigators Basic Course,
Content (D-1-4) *D-3, D-4*
Functional Areas (D-1-4) *D-3, D-4*
Minimum Hours (D-1-4) *D-3, D-4*
Dispatcher Course (D-1-7) *D-5, D-6*

E

Eligibility, Basic Course Waiver (D-11-3) *D-27*
Endorsement, Commission (D-3-3) *D-23*
Evaluation, Training, Basic Course Waiver
(D-11-4) *D-28*
Executive Development Course (D-5) *D-15*
Content (D-5-2) *D-15*
Minimum Hours (D-5-2) *D-15*

F

Fees, Basic Course Waiver (D-11-2) *D-27*
Field Management Training (D-9) *D-25, D-26*
Additional Training (D-9-7) *D-26*
Approval (D-9-4) *D-25*
Evaluation Report (D-9-8) *D-26*
Participation (D-9-2 & 3) *D-25*
Training Limits (D-9-6) *D-26*
Training Schedule (D-9-5) *D-25*
Field Training Program (D-13) *D-33, D-34*
Application Procedures (D-13-5) *D-34*
Specific Requirements (D-13-3 & 4) *D-33, D-34*
Functional Areas,
Basic Course (D-1-3) *D-3*
DA Investigators Basic Course (D-1-4) *D-3, D-4*
Marshals Basic Course (D-1-5) *D-4*

G

General Law Enforcement Duties (D-13-3c) *D-33*
Guidelines, Waiver (D-11) *D-27 thru 31*

H, I	S
	Seminars (D-8) <i>D-23</i> Design (D-8-2) <i>D-23</i> Minimum Hours (D-8-2) <i>D-23</i>
J	Specialized Basic Course, Acceptance for Waiver (D-11-11) <i>D-30</i> Content (D-1-6) <i>D-5</i> Functional Areas (D-1-6) <i>D-5</i> Minimum Hours (D-1-6) <i>D-5</i>
Job Specific Training (D-6-3) <i>D-17</i>	Supervisory Course (D-3) <i>D-11</i> Content (D-3-2) <i>D-11</i>
K, L	
M	T
Management Course (D-4) <i>D-13</i> Content (D-4-2) <i>D-13</i>	Technical Courses (D-6) <i>D-17</i> Content (D-6-2) <i>D-17</i> Job Specific (D-6-3) <i>D-17</i> Minimum Hours (D-6-2) <i>D-17</i> Prescribed Curricula (D-6-4) <i>D-17</i>
Marshals Basic Course, Content (D-1-5) <i>D-4</i> Functional Areas (D-1-5) <i>D-4</i> Minimum Hours (D-1-5) <i>D-4</i>	Testing, Advanced Officer Course (D-2-6) <i>D-10</i> Training Methodology, Basic Course (D-1-2) <i>D-1, D-2, D-3</i>
Minimum Hours, Advanced Officer Course (D-2-5) <i>D-9</i> Basic Complaint/Dispatcher Course (D-1-7) <i>D-5, D-6</i> Basic Course (D-1-3) <i>D-3</i> DA Investigators Basic Course (D-1-4) <i>D-3, D-4</i> Executive Development Course (D-5-2) <i>D-15</i> Marshals Basic Course (D-1-5) <i>D-4</i> Specialized Basic Course (D-1-6) <i>D-5</i> Technical Courses (D-6-2) <i>D-17</i>	U, V
N, O	W
	Waiver of Basic Course (D-11) <i>D-27 thru D-31</i> Approved Alternate Testing/Retraining Procedure (D-11-13) <i>D-31</i> Commission Waiver (D-11-14) <i>D-31</i> Eligibility (D-11-3) <i>D-27</i> Evaluation Process (D-11-5) <i>D-29</i> Examination, Completion of (D-11-7) <i>D-5, D-6</i> Scheduling (D-11-6) <i>D-29</i>
P	Fees (D-11-2) <i>D-27</i> Issuance of (D-11-9) <i>D-30</i> Reexamination (D-11-8a) <i>D-30</i> Retraining (D-11-8b) <i>D-30</i> Waiver of (D-11-12 thru 11-14) <i>D-30, D-31</i>
Physical Conditioning Program (D-1-2a) <i>D-1</i> POST Prescribed Curricula (D-6-4) <i>D-17</i>	X, Y, Z
Q	
R	
Reexamination, Basic Course Waiver (D-11-8) <i>D-30</i>	

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

Purpose

1-1. Specifications of Basic Training: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorneys Investigators Basic Course, Marshals Basic Course, and Specialized Basic Investigators Course.

Training Content and Methodology

1-2. Requirements for Basic Training Content and Methodology: The minimum content standards for basic training are broadly stated in paragraphs 1-3 to 1-6. Within each functional area, listed below, flexibility is provided to adjust hours and instructional topics with prior POST approval. More detailed specifications are contained in the document "Performance Objectives for the POST Basic Course - 1989".

Successful course completion requires attendance of an entire course at a single academy except where POST has approved a contractual agreement between academies for the use of facilities. The Law Enforcement Code of Ethics shall be administered to peace officer trainees during the basic course. Instructional methodology is at the discretion of individual course presenters. Requirements and exceptions for specific basic courses are as follows:

- (a) For the Regular Basic Course specified in paragraph 1-3, requirements for successful course completion are specified here and in the document "Performance Objectives for the POST Basic Course." For academy classes starting prior to October 1, 1992, successful course completion shall be determined using either the "success criteria" method or the "knowledge domain" method, as described below. For academy classes starting on or after October 1, 1992, successful course completion shall be determined using the "knowledge domain" method.

(1) SUCCESS CRITERIA METHOD

Using the "success criteria" method, successful course completion is based upon students meeting the established success criteria specified for all objectives in the document "Performance Objectives for the POST Basic Course." Tracking performance objectives to document student achievement is mandatory; however, the tracking system to be used is optional.

Student success criteria have been established, using a comprehensive field survey, whereby percentiles of 70%, 80%, 90% or 100% were identified for each performance objective. Each student must complete 70% of the performance objectives in the 70 percentile, 80% of those in the 80 percentile, etc. (Note: 100% Performance Objectives are "Must Pass.")

(2) **KNOWLEDGE DOMAIN METHOD**

Using the "knowledge domain" method, successful course completion is based on passing knowledge domain tests and demonstrating proficiency on psychomotor performance objectives. The Basic Course contains two types of performance objectives: (a) objectives which require the students to demonstrate knowledge, and (b) objectives which require the students to demonstrate psychomotor skills. These performance objectives are described in the document "Performance Objectives for the POST Basic Course."

Requirements for Successfully Completing the Basic Course. To successfully complete the Basic Course, a student must (a) obtain a score on each POST-constructed knowledge domain test which is equal to or greater than the cut score established by POST, and (b) demonstrate, in an exercise or scenario, the required psychomotor skills associated with each psychomotor performance objective at a level consistent with adequate performance in the field, as judged by the academy. If a student fails a knowledge domain or psychomotor skills test when first tested, the student will be given only one opportunity (except as noted below) to retake the test.

Retaking a Knowledge Domain Test. Students who fail a knowledge domain test on the first attempt shall be provided with an opportunity to: (a) review their test results in a manner which does not compromise test security; (b) have a reasonable time, established by each academy, to prepare for a retest; and (c) be provided with an opportunity to be retested on the knowledge domain with a POST-constructed, parallel form of the same test. If a student fails the second test, the student shall be dismissed from the academy class in which he or she is currently enrolled unless the student missed instruction relevant to the test in question due to an academy-approved absence, in which case the student may be permitted to retest a second time.

Retaking a Test on a Psychomotor Objective. Students who fail to clearly demonstrate proficiency on a psychomotor objective when first tested (as determined by the academy) shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the objective on the second test, the student shall be dismissed from the academy class in which he or she is currently enrolled unless the student missed instruction relevant to the test due to an academy-approved absence, or the student performed marginally (as determined by the academy), in which case the student may be permitted to retake the test a second time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency on the objective.

Academy Requirements. POST has established minimum training requirements for the Basic Course. However, POST recognizes that academies must respond to the needs of the local law enforcement agencies which they serve and that this may justify additional training requirements or higher performance standards than those mandated by POST. Regardless of the method used to determine successful completion of the Regular Basic Course (i.e., the "success criteria" or "knowledge domain" method), the POST-developed physical conditioning program must be followed within Functional Area 12.0. Students must pass a POST-developed physical abilities test as described in the POST Basic Academy Physical Conditioning Manual at the conclusion of the conditioning program as a condition for successful course completion. The use of alternatives to the POST-developed physical abilities test 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 alternative tests are equivalent to the POST-developed test with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed test and the proposed alternative test is also required.

- (b) For basic courses listed in paragraphs 1-4 and 1-5, the performance objectives of the Regular Basic Course are not required but are illustrative only of the content for the broad functional areas and learning goals specified for each of these basic courses. Successful course completion shall be determined by each course presenter.
- (c) For the Specialized Basic Investigators Course specified in paragraph 1-6, performance objectives must be taught and tested as specified in the document "Performance Objectives for the POST Specialized Basic Investigators Course, 1991". Successful course completion is based upon students meeting the established success criteria specified for all objectives in this document. Tracking performance objectives to document student achievement is mandatory; however, the tracking system to be used is optional.

1-3. Regular Basic Course Content and Minimum Hours: The Performance Objectives listed in the POST document "Performance Objectives for the POST Basic Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. The Regular Basic Course contains the following Functional Areas and minimum hours.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	52 hours
4.0	Laws of Evidence	20 hours
5.0	Communication	32 hours
6.0	Vehicle Operations	24 hours
7.0	Force and Weaponry	54 hours
8.0	Patrol Procedures	125 hours
9.0	Traffic	30 hours
10.0	Criminal Investigation	50 hours
11.0	Custody	4 hours
12.0	Physical Fitness and Defense Techniques	87 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations:	31 hours
	Total Minimum Required Hours	560 hours

1-4. District Attorney Investigators Basic Course Content and Minimum Hours: The District Attorney Investigators Basic Course contains the following Functional Areas and minimum hours. District attorney basic training may be met by satisfactory completion of the training requirements of the Regular Basic Course, plus the satisfactory completion of a certified Investigation and Trial Preparation Course.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	52 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours

6.0	Vehicle Operations	8 hours
7.0	Force and Weaponry	54 hours
8.0	Custody	4 hours
9.0	Physical Fitness and Defense Techniques	42 hours
*10.0	Field Techniques	79 hours
*11.0	Criminal Investigation and Trial Preparation	50 hours
*12.0	Specialized Investigation Techniques	30 hours
*13.0	Civil Process	20 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations	20 hours
Total Minimum Required Hours		462 hours

*Functional Areas that form the basis of the POST-certified 80-hour Investigation and Trial Preparation Course.

1-5. Marshal's Basic Course Content and Minimum Hours: The Marshal's Basic Course contains the following Functional Areas and minimum hours. Marshals basic training may be met by satisfactory completion of the training requirements of the Basic Course, plus the satisfactory completion of a certified Bailiff and Civil Process Course or the Bailiff and Court Security Course and Civil Process Course.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	37 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours
6.0	Vehicle Operations	8 hours
7.0	Force and Weaponry	54 hours
8.0	Criminal Investigation	24 hours
9.0	Physical Fitness and Defense Techniques	42 hours
*10.0	Field Techniques	79 hours
*11.0	Custody	19 hours
*12.0	Civil Process	60 hours
*13.0	Bailiff	40 hours
	Practical Exercise/Scenarios	24 hours
	Written Examinations	20 hours
Total Minimum Required Hours		486 hours

*Functional Areas that form the basis for the POST-Certified Bailiff and Civil Process Course or the 40-hour Bailiff and Court Security Course and the 40-hour Civil Process Course.

1-6. Specialized Basic Investigators Course Content and Minimum Hours: The Performance Objectives listed in the POST Document "Performance Objectives for the POST Specialized Basic Investigators Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. This course includes the curriculum of the 40-hour P.C. 832 Laws of Arrest and Firearms Course. Specialized Investigators Basic Training may be met by satisfactory completion of the training requirements of the Regular Basic Course.

Functional Areas:

1.0	Professional Orientation	12 hours
2.0	Police Community Relations	16 hours
3.0	Law	42 hours
4.0	Laws of Evidence	18 hours
5.0	Communications	15 hours
*6.0	Deleted	0 hours
7.0	Force and Weaponry	48 hours
8.0	Field Procedures	40 hours
*9.0	(Deleted)	0 hours
10.0	Criminal Investigation	42 hours
*11.0	Custody	1 hour
12.0	Physical Fitness and Defense Techniques	40 hours
13.0	Specialized Investigative Techniques	36 hours
	Practical Exercise/Scenario Testing	19 hours
	Written Examinations	11 hours
	Total Minimum Required Hours	340 hours

*Since the majority of the Specialized Basic Course is taken directly from the Regular Basic Course, it is important that the two numbering systems correspond. For that reason Functional Areas 6.0 and 9.0 (Vehicle Operations and Traffic, respectively) are shown deleted. Conversely, a new functional area, 13.0 Specialized Investigative Techniques, has been developed for the Specialized Basic Investigators Course.

1-7. Basic Complaint/Dispatcher Course: The Basic Complaint/Dispatcher Course contains the following Functional Areas and minimum hours. This course provides instruction regarding entry-level skills and knowledge to personnel whose duties include receiving emergency calls for service and dispatching law enforcement personnel. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

1.0	Professional Orientation	4 hours
2.0	Administration of Justice	4 hours
3.0	Legal Aspects	16 hours
4.0	Telephone Procedures	10 hours
5.0	Radio Procedures	10 hours
6.0	Dispatch Practicals (Role-play exercise)	12 hours

7.0	Stress Management	6 hours
8.0	Telecommunications	6 hours
9.0	Basic Emergency Medical Services Dispatching	4 hours
10.0	Unusual Incidents	6 hours
	Examinations	2 hours
	Total Minimum Required Hours	80 hours

1-8. Coroners' Death Investigation Course: The Coroners' Death Investigation Course contains the following Functional Areas and minimum hours. This course partially fulfills the minimum basic training required under 1005(a)(5) for peace officer members of Coroners' Offices. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

1.0	Course Overview Administrative Issues	1 hour
2.0	Death Investigation	40 hours
3.0	Introduction to Disaster Management	2 hours
4.0	Role of Coroner/Public Administrator	4 hours
5.0	Coroners' Law	2 hours
6.0	General Laboratory Practices	4 hours
7.0	Vehicle Fatalities	2 hours
8.0	Forensic Use of Medical Records	2 hours
9.0	Forensic Anthropology	4 hours
10.0	Forensic Pathology	10 hours
11.0	Death and Grief Bereaved	2 hours
12.0	A.I.D.S. and Other Communicable Diseases	2 hours
13.0	Forensic Odontology	4 hours
14.0	Test	1 hour
	Total Minimum Required Hours	80 hours

Subparagraph 1-1 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990.

Subparagraph 1-2 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990.

Subparagraph 1-3 adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982, and amended on January 24, 1985 and September 26, 1990.

Subparagraph 1-4 adopted and incorporated by reference into Commission Regulation 1005 on April 27, 1983, and amended on January 24, 1985 and September 26, 1990.

Subparagraph 1-5 adopted and incorporated by reference into Commission Regulation 1005 on April 27, 1983, and amended on January 24, 1985, January 15, 1987 and September 26, 1990.

Subparagraph 1-6 adopted and incorporated by reference into Commission Regulation 1005 on October 20, 1983, and amended on September 26, 1990 and October 27, 1991.

Subparagraph 1-7 adopted and incorporated by reference into Commission Regulation 1018 on December 29, 1988.

Subparagraph 1-8 adopted and incorporated by reference into Commission Regulation 1005 on February 4, 1993.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-2
ADVANCED OFFICER COURSE

Purpose

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

Course Objective

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

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

Course Content

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

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

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

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

2-5. Minimum Hours: The Advanced Officer Course shall consist of time blocks of not less than two hours each, regardless of subject matter, with an overall minimum of no less than 24 hours. The maximum time period for presenting an Advanced Officer Course is 180 days.

2-6. Student Testing: Students in each Advanced Officer Course presentation shall be tested on the course content.

Historical Note:

Procedure D-2 was adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-3
SUPERVISORY COURSE

Purpose

3-1. Specifications of the Supervisory Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(b) of the Regulations for Supervisory Training.

Content

3-2. Supervisory Course Subjects: The Supervisory Course is a minimum of 80 hours (reimbursable up to 80 Hours) and consists of curriculum enumerated in the document "The POST Supervisory Course Curriculum, January 1986". In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval. The POST Supervisory Course Curriculum is organized under the following broad topic areas:

Introduction-Role	Discipline
Identification	Employee Relations
Values, Principles,	Administrative Support
Ethics	Planning and Organizing
Leadership Styles	Communication
Liability Issues	Training
Assertive Leadership	Report Review
Employee Performance	Investigations
Appraisal	Stress
Counseling	The Transition

Total Minimum Required Hours 80

Historical Note:

Section D-3 adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982, and amended on October 20, 1983, and January 29, 1988.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-4
MANAGEMENT COURSE

Purpose

4-1. Specifications for the Management Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005 (c) of the Regulations for Management Training.

Content

4-2. Management Course: The Management Course is a minimum of 80 hours and consists of the learning goals adopted in the revision completed in October 1981. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval. The POST Management Course Learning Goals are organized under the following broad topic areas;

Management Roles and Responsibility
Personnel Management Skills
Leadership Styles and Decision Making
Organization and Manager Development
Legal Responsibilities

Historical Note:

Procedure D-4 was adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-5

EXECUTIVE DEVELOPMENT COURSE

Purpose

5-1. Specification of the Executive Development Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(e) of the Regulations which relate to Executive Development.

Content and Minimum Hours

5-2. Executive Development Course Subjects and Minimum Hours: The Executive Development Course is a minimum of 80 hours and consists of the following subject areas:

- Leadership and Management
- Organization Development
- Legal Responsibilities
- Communications
- Contemporary Issues

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-6

TECHNICAL COURSES

Purpose

6-1. Specifications for Technical Courses: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(f) of the Regulations for Technical Training.

Content and Minimum Hours

6-2. Technical Courses Subjects and Minimum Hours: Technical Courses may vary in length and subject matter and are designed to satisfy local needs in specialized subjects or where additional expertise is required. Subjects may include, but are not limited to, evidence gathering and processing, narcotics, law enforcement procedures, data processing and information systems, riot control, jail operations, criminal investigation, crime prevention, community relations, and others. The length of these courses for which reimbursement may be granted shall be determined by the Commission. No course presentation shall be certified for less than six hours except when the certified presentation is legislatively mandated training and fewer than six hours are required or teleconference training is presented by satellite or other means.

6-3. Job Specific Training: Job specific training courses are technical courses and are defined as courses of instruction which teach the basic skills required to perform peace officer or non-peace officer jobs in law enforcement agencies. Training courses excluded by this definition are advanced technical courses and those courses which teach only a single skill or technique, unless it involves the entire job of an individual.

6-4. POST Prescribed Curricula: For selected technical courses, POST specifies the course curricula. Certified presenters of such courses shall use the course curriculum specified by POST. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval at least 30 days in advance of course presentation. Copies of the POST specified curricula for individual courses are available upon request from POST.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-7

APPROVED COURSES

Purpose

7-1. Specifications for Approved Courses: This Commission procedure describes the minimum standards for approved courses as established in Commission Regulation 1005(g). State laws require the POST Commission to establish curriculum course standards for various kinds of peace officers and related groups.

Content and Minimum Hours

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

Penal Code Section 832

Arrest and Firearms - 64 hours

(Certified course; requirement satisfied by the Basic Course.)

Arrest Course: (40 hours) (Required)

- A. Professional Orientation (4 Hours)*
- B. Community Relations (2 Hours)*
- C. Law (12 Hours)*
- D. Laws of Evidence (3 Hours)*
- E. Communications (5 Hours)*
- F. Investigation (2 Hours)*
- G. Arrest and Control (10 Hours)*
- POST Examination (2 Hours)*

Firearms Course: (24 hours)

(Required for peace officers carrying firearms.)

Classroom (8 Hours)*

- A. Firearms Safety
- B. Handgun Familiarization
- C. Firearms Care and Cleaning
- D. Firearms Shooting Principles Range (15 Hours)*
- E. Firearms Range

POST Examination (1 Hour)*

*POST Recommended Hours

Penal Code Section 832.1

Aviation Security - 20 hours (Certified course.)

- A. Introduction and Background
- B. Criminal Threat to the Aviation Industry
- C. Federal Organization and Jurisdiction
- D. Legal Aspects
- E. Psychological Aspects
- F. Passenger Screening
- G. Aviation Explosives
- H. Aviation Security Questions and Issues Examination and Critique

Penal Code Section 832.2

School Peace Officer - 32 Hours

(Certified course)

Penal Code Section 832.3

Basic Course (a) - 520 hours

See PAM, Section D-1

Penal Code Section 832.6

Reserve Peace Officer (Certified course; requirement satisfied by the Basic Course.)

Module A: (64 hours)

P.C. 832 Arrest and Firearms Course

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

Module B: (90 hours)

- A. Professional Orientation
- B. Law
- C. Communications
- D. Vehicle Operation
- E. Force and Weaponry
- F. Patrol Procedures
- G. Traffic
- H. Custody
- I. Physical Fitness and Defense Techniques Examinations

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

Module C: (68 hours)

- A. Professional Orientation
- B. Police Community Relations
- C. Law
- D. Laws of Evidence
- E. Patrol Procedures
- F. Traffic
- G. Criminal Investigation
- H. Traffic Examinations

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

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

Penal Code Section 12403

Chemical Agents for Peace Officers - 8 hours
(Requirement satisfied by the Basic Course.)

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

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

Penal Code Section 12403.5

Chemical Agent Training for Private Security - 2 hours
(Not a POST-certified course.)

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

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

Penal Code Section 13510.5

State Agency Peace Officers (Certified course.)

The Advanced Officer Course as described in PAM, Section D-2 shall satisfy the minimum training required by PC 13510.5, per Commission action of October 1978.

Penal Code Section 13516

Sex Crime Investigation - 24 hours (Certified course.)

Preliminary Sexual Assault Investigation and Sexual Exploitation/Sexual Abuse of Children (Required part of Basic): (6 hours)

- A. Overview of Problems, Issues and Prevention Considerations
- B. Sensitivity of Responding Officer
- C. Treatment of Victim
- D. Preliminary Investigation Procedure
- E. Collection and Preservation of Evidence
- F. Classroom Demonstration
- G. Basic Assault Investigation
- H. Review Report of Preliminary Investigation

- I. Re-interview the Victim
- J. Investigation of the Suspect
- K. Physical Evidence
- L. Prosecution
- M. Pretrial Preparation

Penal Code Section 13517

Child Abuse and Neglect - 24 hours

(Certified course; requirement satisfied by the Basic Course; optional Technical Course.)

- A. General Child Abuse Investigative Procedures
- B. Child Neglect and Emotional Abuse/Deprivation
- C. Physical Child Abuse
- D. Sexual Abuse and Exploitation of Children
- E. Interview and Interrogation Techniques
- F. Community Child Care Facilities
- G. Course Critique and Student Evaluation

Penal Code Section 13519

Domestic Violence - 8 hours

- A. Overview of Domestic Violence
- B. Legislative Intent/POST Guidelines
- C. Enforcement of Laws
- D. Court Orders
- E. Tenancy
- F. Documenting Domestic Violence Cases
- G. Victim Assistance and Referral
- H. Practical Application/Student Evaluation

Vehicle Code Section 40600

Traffic Accident Investigation (Certified course.)

- A. Vehicle Law and Court Decisions Relating to Traffic Accidents
- B. Report Forms and Terminology
- C. Accident Scene Procedures
- D. Follow-up and Practical Application

Civil Code Section 607f

Humane Officer Firearms - 24 hours (Certified course.)

The required course is the Firearms portion of the PC 832 Course, with an examination.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-8

SEMINARS

Purpose

8-1. Specifications of Seminars: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(h) of the Regulations for Seminars.

Seminar Design and Minimum Hours

8-2. Seminar Design and Minimum Hours: Seminars are designed to disseminate information or study and solve current and future problems encountered by law enforcement. Seminars are generally sponsored, and participants invited to attend, by POST. There may be restrictions on rank or assignments of attendees. Seminars are presented in ariable formats and hours, and at locations as the need may dictate. Problem-solving techniques shall take into consideration the size, location, and needs of the various cities and counties.

Commission Endorsement

8-3. The Commission does not endorse or co-sponsor any institute, meeting, seminar, or other program, nor will permission be granted for use of the Commission's name unless the Commission takes part in the seminar's planning and approves of its subject matter and the caliber of speakers.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-9

FIELD MANAGEMENT TRAINING

Purpose

9-1. Field Management Training: This Commission procedure implements that portion of the minimum standards for training established in Section 1005(i) of the Regulations for Field Management Training. Field Management Training is a training technique designed to assist in the development and implementation of procedural and operational changes, or in the solution of specific problems within law enforcement agencies which cannot be addressed by other available training programs. The Commission provides for financial assistance to participating agencies to send their personnel to other law enforcement agencies or places in California having outstanding programs in order to observe or to participate in on-the-job training.

Participation

9-2. Who May Participate: Particular attention is to be given, in approval of Field Management Training requests, to management rather than operational aspects of the functions to be addressed by training. Normally, training is limited to those persons with management responsibilities. In special circumstances, however, and on an individual basis, POST may approve Field Management Training in operational subjects for management or operational personnel.

9-3. Request for Participation: In order to participate in Field Management Training, the agency head must submit to POST an Application for Field Management Training, POST Form 2-268, and a Training Reimbursement Request, POST Form 2-273 (see POST Procedure E-5).

Approval

9-4. Approval of Training Applications: If training courses are available, they must be used rather than Field Management Training. Field Management Training trips to be reimbursed by POST must not be initiated by the requesting agency until approved by POST. A letter expressing approval or disapproval will be sent by POST to the requesting agency.

Training Schedule

9-5. Schedule of Field Management Training: Arrangements for visits to the agencies concerned may be scheduled by POST, the requesting agency, or by mutual arrangement. The itinerary for the training exercise must be approved by the Chief, Management Counseling Services Bureau.

9-6. Training Limits: Field Management Training is limited to a maximum of five days for any one training experience. Exceptions may be granted for longer periods of time if deemed appropriate by POST.

Field Management Implementation Training

9-7. Additional Training: Subsequent to a field management training visit, when additional training is necessary for the implementation of the examined project, and it is not cost effective to send additional personnel for this training to the agency that was visited, the Commission may provide financial assistance to facilitate the travel of training personnel (from the agency that was visited) to the agency implementing the new project.

Reports

9-8. Evaluation Report of Training Required: Before reimbursement requests will be processed, the requesting agency must submit an Evaluation Report to POST using POST Form 2-257. The content of the report must describe the degree of accomplishment of the objectives of the trip. In addition, the report must specifically evaluate the effectiveness of the Field Management Training in contributing to the solution of the problem or addressing the matter being studied.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-11

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

Purpose

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

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

Evaluation, Examination, and Reexamination Fee

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

The evaluation requirement and/or the evaluation fee shall be exempted by the Commission in the following circumstances:

- (a) An individual who has been awarded a POST Basic Certificate is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate must accompany the application form.
- (b) An individual who is hired by an agency prior to the date the agency enters the POST program is exempt from the evaluation fee.
- (c) An individual who has completed a POST-certified Basic Course after July 1, 1980 is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate of completion from the academy must accompany the Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).

Eligibility

11-3. Eligibility for Evaluation: An individual who has previously completed law enforcement training is eligible for evaluation. The request for evaluation of prior law enforcement training may be submitted to POST by the individual. To qualify for an evaluation of previously completed basic course training, the individual must have successfully completed the current minimum required hours for the appropriate basic course as specified in PAM, Section D-1.

Evaluation of Training

11-4. Preliminary Evaluation of Completed Training: The agency, in the case of an employed individual (or when an individual is under consideration for hire), or the individual, shall compare the peace officer training previously completed by the individual with the current minimum basic course training requirement appropriate to the individual's assignment as specified in PAM, Section D-1. The training that is comparable shall be documented on the Training Evaluation Schedule, POST Form 2-260 (Rev. 1/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84). Satisfactory training in each of the Basic Course functional areas must be documented on the form and verified by supporting documents prior to requesting an evaluation from POST. Specifically, the completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses. Satisfactory training must have been completed in each of the Basic Course functional areas for an individual to be eligible to take the Basic Course Waiver Examination (BCWE) appropriate to the individual's assignment.

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

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

- (a) The Basic Course (PAM Procedure D-1-3): The individual must have successfully completed at least 200 hours of training in one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general law enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (b) The Specialized Basic Investigators Course (PAM Procedure D-1-6): The individual must have successfully completed the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course, or a federal agency, general or investigative enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (c) Prior training and education must be comparable to the functional areas presented in the appropriate Basic Course to be acceptable for evaluation.
 - (1) The completed Training Evaluation Schedule, POST Form 2-260 (Rev. 7/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84), with all supporting training and education documents shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).
 - (2) The Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87) is to be signed by the individual, and by the individual and the department head when the application is submitted by the employer, in Section 1, Request for Evaluation.
 - (3) Each evaluation request must be accompanied by the evaluation fee in the form of a certified check or money order, payable to the Commission on POST.

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

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

- (a) When prior training is deemed acceptable, the individual will be eligible to take the appropriate Basic Course Waiver Examination (BCWE).
- (b) When the prior training is deficient in one or more functional areas, the individual shall have up to 180 days from date of notification by POST to provide additional verification of completion of the additional required training without the payment of an additional evaluation fee. Failure to make up deficiencies within 180 days from the date of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application (including training certification information) and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

Basic Course Waiver Examination

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

- (a) The Application for Assessment for Basic Course Training, POST Form 2-267, signed by the individual, and the department head when appropriate, in Section 2, Request for Examination, is to be submitted to POST with the examination fee in the form of a certified check or money order, payable to the Commission on POST.
- (b) Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of individuals eligible to take the examination. The geographic location of the individuals will be taken into consideration in determining the most appropriate location for the examination to be administered.

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

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

- (a) The written examination is designed to evaluate an individual's knowledge of Basic Course content and is pass/fail. An individual must pass the written examination before being admitted to the skills examination. The written examination must be completed within 180 days of notification by POST of successful completion of the waiver evaluation process, if appropriate.
- (b) The skills examination is designed to evaluate an individual's manipulative skills as acquired in the Basic Course. An individual must demonstrate competency in each skill area. The skills examination must be completed within 180 days from the date of notification by POST of successful completion of the written examination.

Reexamination

11-8. A reexamination may be taken no later than 180 days from the date of notification by POST of examination results on the original examination. Failure to complete a needed reexamination within the 180 days of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

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

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

- (b) An individual who fails one or more modules of the skills examination must, before exercising peace officer powers, either pass the reexamination for each of the previously failed modules or satisfactorily complete a POST-certified basic course. The skills reexamination shall be allowed more than once for each module, and only as an alternative to retraining.

Arrangements for skills reexamination must be made directly with the same POST Skills Testing Center in which the skills examination was originally taken. The POST-approved reexamination fee shall be submitted directly to the Skills Testing Center in the form of a certified check or money order, payable to the particular institution. The individual, and the agency when appropriate, will then be notified of reexamination dates and time.

An individual who cannot pass any module of the skills reexamination within 180 days from the date of notification by POST of the original examination results must, before exercising peace officer powers, then satisfactorily complete a POST-certified basic course.

Issuance of Waiver

11-9. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be granted by POST. The waiver shall be valid for three years.

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

11-11. Specialized Basic Investigators Course Does Not Satisfy the Training Requirements of the Basic Course: An individual whose previous training only satisfies the current minimum training requirement for the Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course.

Waiver of Testing/Retraining Requirement

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

- (a) Is re-entering a middle management or executive rank and who will function at least at the second level of supervision; or
- (b) Has been (with no more than a 60-day break between law enforcement employers) employed continuously in another state as a full-time peace officer; or
- (c) Has served (with no more than a 60-day break in service between law enforcement employers) continuously as a Level I or Level II reserve officer in California and the individual's department head attests in writing that the reserve officer is currently proficient; or
- (d) The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or
- (e) Is re-entering in a permanent "light" duty assignment not involving general enforcement duties if attested to in writing by the agency head.

11-13. The Executive Director may waive the testing/retraining requirement for an individual who: (1) has previously satisfied the basic course training requirement and either does or does not possess the POST Basic Certificate, and is returning to law enforcement employment after a three-year or longer break in service in California; or (2) for the first time obtains law enforcement employment after a three-year or greater lapse of time since completion of the Basic Course; and (3) the individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient and meets or exceeds minimum performance standards established by the Commission for Basic Course equivalency evaluation and testing.

11-14. The Commission, in response to a written request or on its own motion may, upon a showing of good cause, based upon an individual's employment, proficiency, training and education, waive the testing/retraining process for any individual, other than one described in paragraph D-11-12 or D-11-13, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

Historical Note:

Procedure D-11 was adopted and incorporated by reference into Commission Regulation 1008 on January 28, 1982, and amended on August 17, 1986, and January 29, 1988.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-13

**APPROVAL OF AFTER-ACADEMY
FIELD TRAINING PROGRAM**

Purpose

13-1. Purpose: This Commission procedure implements requirements for the POST-approval of field training programs established by law enforcement agencies pursuant to Section 1005(j), After-Academy Field Training Program Approval (Optional). This field training is designed for peace officers who have completed basic training described in Regulation 1005(a) or Procedure H-3. POST recognizes the importance of such training, encourages the establishment of these field training programs, and promotes the voluntary adoption of the described minimum requirements.

13-2. General Program Description: This program is based upon a law enforcement agency voluntarily requesting POST approval of its field training program as described in a field training plan and the attached application form. The agency must initially and continuously adhere to the established minimum requirements.

Field Training plans approved by POST under this program are restricted to supervised field training provided to peace officers regardless of assignment or status (regular or reserve) after they have completed the applicable basic training course. This field training does not extend to persons serving in ride-along, observer capacities.

A field training plan and application, POST 2-229 (Rev. 3/89), need be submitted only one time, and if not modified, once approved by POST, will remain in full force.

13-3. Specific Approval Requirements:

- (a) A trainee must have satisfied the basic training requirements specified in Regulation 1005(a) or 1007(b)(1) and (2).
- (b) A field training officer must have: (1) been awarded a POST Basic Certificate; (2) completed the POST-certified Field Training Officer Course; and (3) been selected based upon a supervisor's nomination.
- (c) Trainees must be supervised depending upon their assignment:
 - (1) A trainee assigned to general law enforcement duties must be under the direct and immediate supervision (physical presence) of a qualified "field training officer."
 - (2) A trainee assigned to non-peace officer, specialized functions (i.e., complaint/dispatcher, records, jail) is not required to be in the immediate presence of a field training officer. A trainee so assigned shall be considered engaged in an "approved field training program" while under normal supervision in the agency.
- (d) The field training plan must be based upon structured learning content as specified in the POST Model Field Training Guide (1988), Section II, pages II-1 through II-39, herein incorporated by reference, or upon a locally developed field training guide which includes the same subject matter.

- (e) Each field training officer shall be evaluated by the trainee and supervisor.
- (f) Each trainee shall be evaluated at least weekly with written summaries of performance prepared and reviewed with the trainee. For a reserve trainee, evaluations shall be conducted at least every third month.
- (g) The field training plan's emphasis must be on both training and evaluation of trainees.
- (h) Documentation of trainee performance must be maintained.

13-4. Agency Head Signature Required: Signature of the agency head is required attesting to continued adherence to the field training plan which is submitted for approval. Requests for approval of changes in previously approved plans shall be submitted to POST in writing.

Application Procedures

13-5. Application Procedures for POST Approval of a Field Training Plan:

- (a) Evaluate the agency's present (formal or informal) field training plan or develop a proposed field training plan. Compare present policies and practices with POST standards for an Approved Field Training Program.
- (b) Make changes or develop internal policies, if needed, to comply with POST minimum standards for an Approved Field Training Program.
- (c) Confer with the POST Training Delivery Services Bureau area consultant if assistance is needed in designing and establishing a field training plan.
- (d) Submit to POST an Application for POST-Approved Field Training Program, POST form 2-229 (3/89), describing the agency's field training plan. Application forms are available from POST.
- (e) Submit supporting documentation (i.e., Field Training Guides, Policies and Procedures, or and Evaluation Forms) with the application.
- (f) Submit the application along with supporting materials to be evaluated by POST for conformity with the minimum standards for approval of field training plans. Prompt written notification of approval or other disposition will be forwarded to the applying agency.

Historical Note:

Procedure D-13 was adopted and incorporated by reference into Commission Regulation 1005 on June 15, 1990.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-14
POST-CERTIFIED COURSES

Purpose

14-1. Certified Courses: This Commission procedure provides a catalog of all courses certified by the Commission. The catalog is designed to assist law-enforcement agencies to select courses which fulfill POST training requirements or which provide specialized training needed by law enforcement personnel to effectively and efficiently carry out their duties.

Change of Information

14-2. Accuracy of Contents: Every effort has been made to ensure the accuracy of information contained in the catalog. However, because changes are continuously made in course content and costs, law enforcement agencies are advised to verify the information with the coordinator of the course selected prior to the enrollment of trainees. Problems or difficulties that cannot be resolved should be referred to the agency's POST area consultant.

14-3. Locating Schools: To facilitate ready reference, addresses and telephone numbers of schools are listed beside the course title. Names of coordinators or specific individuals to contact are not included as such information changes frequently.

14-4. Current Information: The catalog is continuously updated to include timely data and eliminate irrelevant information. Distribution is quarterly to agencies and persons on the PAM mailing list.

14-5. Alphabetical Index: An Alphabetical Index by certified course title follows the course listings. For convenience, some courses have also been cross-referenced by type of course, such as instructor, intelligence, investigation, management, narcotics, supervisory, etc.

CATALOG OF POST CERTIFIED COURSES

Commission Procedure D -14

(not available at this time)

SECTION E INDEX REIMBURSEMENT

A	G, H, I
Action Plan, TBW Requirement (E-1-3g) <i>E-2</i>	
Advanced Officer Course (E-1-3d) <i>E-1</i>	J
Appointment, Notice of (E-4-2) <i>E-9</i>	Job Specific, Salary Reimbursement (E-4-27) <i>E-12</i>
B	
Basic Course (E-1-3a) <i>E-1</i>	K
Allowance (E-3-2) <i>E-7</i>	
C	L
Commuter, Definition (E-4-12) <i>E-10</i>	Limitations, Reimbursement (E-4-3) <i>E-9</i>
Calculation of (E-4-13) <i>E-11</i>	
Course Days (E-4-14) <i>E-11</i>	M
Enroute (E-4-15) <i>E-11</i>	Management Course (E-1-3c) <i>E-1</i>
Holidays (E-4-15) <i>E-11</i>	
Lunch Allowance (E-3-2) <i>E-7</i>	N
Eligibility for (E-4-11) <i>E-10</i>	Non-sworn, General Requirements (E-1-4(a)) <i>E-2</i>
Policy (E-4-11 thru 4-15) <i>E-10, E-11</i>	Notice of Appointment (E-4-2) <i>E-9</i>
Weekends (E-4-15) <i>E-11</i>	
Course Completion (E-1-4e) <i>E-4</i>	O
Course Information, General (E-2-3) <i>E-5</i>	On-Duty Status (E-1-4c) <i>E-4</i>
Course Repetition (E-1-4b) <i>E-4</i>	
D	P
	Paraprofessional, General Requirements (E-1-4(a)) <i>E-2</i>
E	Plans Reimbursement (E-2-2) <i>E-5</i>
Eligibility, General (E-1-2) <i>E-1</i>	Policies, Reimbursement (E-4) <i>E-9 thru E-12</i>
Executive Development Course (E-1-3e) <i>E-2</i>	
F	Q
Federal Funding (E-1-4d) <i>E-4</i>	
Field Management Training (E-1-3f) <i>E-2</i>	
Funding, Federal/Other (E-1-4d) <i>E-4</i>	

R

Records Retention (E-1-4f) *E-4*
 Reimbursement,
 Eligibility (E-1-2) *E-1*
 General Requirements (E-1-4) *E-2 thru E-4*
 Course Completion (E-1-4e) *E-4*
 Course Repetition (E-1-4b) *E-4*
 Federal Funding (E-1-4d) *E-4*
 Non-Sworn & Paraprofessional (E-1-4a) *E-2*
 On-Duty Status (E-1-4c) *E-4*
 Other Funding Programs (E-1-4d) *E-4*
 Records Retention (E-1-4f) *E-4*
 Limitations (E-4-3) *E-9*
 Plans (E-2-2) *E-5*
 Policies (E-4-1) *E-9 thru E-12*
 Rates (E-3-1) *E-7*
 Notification of (E-3-3) *E-7*
 Request Form (E-5) *E-13, E-14*
 Specific Requirements (E-1-3) *E-2*
 Advanced Officer Course (E-1-3d) *E-1*
 Basic Course (E-1-3a) *E-1*
 Executive Development Course (E-1-3e) *E-2*
 Field Management Training (E-1-3f) *E-2*
 Management Course (E-1-3c) *E-1*
 Supervisory Course (E-1-3b) *E-1*
 Team Building Workshops (E-1-3g) *E-2*
 Repetition of Courses (E-1-4b) *E-4*
 Resident Trainee,
 Definition (E-4-5) *E-10*
 Subsistence (E-4-6) *E-10*

S

Salary,
 Calculation of (E-4-26) *E-12*
 Definition (E-4-25) *E-12*
 Eligibility (E-4-24) *E-12*
 Job Specific (E-4-27) *E-12*
 Policy (E-4-24 thru 4-27) *E-12*
 Rate (E-3-2) *E-7*
 Subsistence,
 Allowances (E-3-2) *E-7*
 Allowance Policy (E-4-4 thru 4-10) *E-10*
 Calculation of (E-4-6) *E-10*
 Course Days (E-4-7) *E-10*
 Eligibility (E-4-4) *E-10*
 Enroute Travel (E-4-10) *E-10*
 Holidays (E-4-9) *E-10*

Resident Trainee (E-4-6) *E-10*
 Weekends (E-4-8) *E-10*

T

Team Building Workshop Action Plan (E-1-3g) *E-2*
 Training Course Information (E-2-3) *E-5*
 Training Reimbursement Request Form,
 Completion Instructions (E-5-3) *E-13, E-14*
 When to Complete/Submit (E-5-2) *E-13*
 Travel Allowance,
 Calculation of (E-4-18) *E-11*
 Daily (E-4-20) *E-11*
 Definition (E-4-17) *E-11*
 Eligibility (E-4-16) *E-11*
 Mileage (E-4-19) *E-11*
 Other Sites (E-4-21) *E-12*
 Tuition,
 Definition (E-4-22) *E-12*
 Eligibility (E-4-23) *E-12*
 Policy (E-4-22, 4-23) *E-12*
 Rate (E-3-2) *E-7*

U, V, W, X, Y, Z

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE E-1
REQUIREMENTS FOR REIMBURSEMENT

Purpose

1-1. Reimbursement Requirements: The purpose of this Commission procedure is to provide departments participating in the POST Reimbursement Program with general information about procedures to be followed in requesting reimbursement from the Commission on POST for expenditures in training personnel.

Eligibility for Reimbursement

1-2. Eligibility: As provided in Sections 13507, 13510 and 13522 of the Penal Code, departments participating in the POST Reimbursement Program which, by formal agreement with the Commission, adhere to the standards for recruitment and training as established by the Commission, may be reimbursed from the Peace Officer Training Fund for allowable expenditures incurred for the training of their personnel in POST certified courses.

Requirements Relating to Reimbursement

1-3. Specific Requirements: The following specific requirements relating to reimbursement are indicated in the Commission Regulations:

- (a) Basic Course: As specified in Commission Regulation 1005(a).
- (b) Supervisory Course: As specified in Commission Regulation 1005(b).

Reimbursement, when requested by the department head, will be paid under Plan II for expenses related to attendance of a certified Supervisory Course provided the trainee has been awarded or is eligible for the award of the Basic Certificate and is (1) appointed to a supervisory position or (2) will be appointed within 12 months to a first-level supervisory position or (3) is appointed to a quasi-supervisory position.

- (c) Management Course: As specified in Commission Regulation 1005(c).

Reimbursement, when requested by the department head, will be paid under Plan II for expenses related to attendance of a certified Management Course provided the trainee has satisfactorily completed the training requirements of the Supervisory Course and the trainee is (1) appointed to a middle management position or (2) will be appointed within 12 months to a middle management position or (3) is appointed to a first-level supervisory position.

For approval of Reimbursement for non-sworn middle managers or higher attending a Management Course, see Commission Procedure E-1-4a(4).

- (d) Advanced Officer Course: As specified in Commission Regulation 1005(d).

- (e) Executive Development Course: As specified in Commission Regulation 1005(e).

Reimbursement, when requested by the department head, will be paid under Plan IV for expenses related to attendance of a certified Executive Development Course provided the trainee has satisfactorily completed the training requirements of the Management Course and is (1) appointed department head or to an executive staff position or (2) will be appointed within 12 months to a department head or to an executive staff position.

For approval of reimbursement for non-sworn personnel occupying an executive position and attending an Executive Development Course, see Commission Procedure E-1-4a(5).

- (f) Field Management Training: As specified in Commission Procedure D-9.
- (g) Team Building Workshops: A condition of certification of Team Building Workshops is the development by participants of an Action Plan for implementing results of the course. A copy of the Action Plan must be received by POST within 90 days of completion of the Team Building Workshop before reimbursement for training expenses can be authorized.

1-4. General Requirements: General requirements relating to reimbursement are as follows:

- (a) Training for Non-sworn and Paraprofessional Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks and for paraprofessionals attending a certified Basic Course.
- (1) The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.
 - (2) Non-sworn personnel may attend the courses identified in Section 1005(a)(b)(c)(d)(e), but reimbursement shall not be provided except as indicated in sub-paragraphs 3, 4, and 5 below.
 - (3) Paraprofessional personnel in, but not limited to, the classes listed below may attend a certified Basic Course and reimbursement shall be provided to the employing jurisdiction in accordance with the regular reimbursement procedures. Prior to training paraprofessional personnel in a certified Basic Course, the employing jurisdiction shall complete a background investigation and all other provisions specified in Section 1002(a)(1) through (7) of the Regulations.

Eligible job classes include the following:

Police Trainee
Police Cadet
Community Service Officer
Deputy I (nonpeace officer)

- (4) A full-time, non-sworn employee assigned to a middle management or higher position may attend a certified management course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Leadership Development, at least 30 days prior to the start of the concerned course.

Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn manager is filling a full-time position with functional responsibility in the organization above the position of first-line supervisor.

- (5) A full-time non-sworn employee assigned to an executive position as described in Section 1001(j) of the Regulations may attend a certified executive development course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Leadership Development, at least 30 days prior to the start of the concerned course. Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn executive is filling a full-time position with the functional responsibility in the organization equivalent to the rank of captain or above.

Reimbursement, when requested by the department head, will be paid the same as for a regular officer, provided the non-sworn employee has satisfactorily completed the training requirements of the Management Course.

- (6) Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

Administrative Positions
Criminalist
Community Service Officer
Evidence Technician
Fingerprint Technician
Identification Technician
Jailer and Matron
Parking Control Officer
Polygraph Examiner
Records Clerk
Records Supervisor
School Resource Officer
Traffic Director and Control Officer

- (7) Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information is specified in Section 1014 of the Regulations.
- (8) A full-time public safety dispatcher, as defined in Regulation 1001(l) and (t), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Basic Complaint/ Dispatcher Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as specified above, without prior approval from POST may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed. If such seminars and courses are not specific to public safety dispatcher assignments, reimbursement must be approved by the Commission prior to attendance of the course. Training expenses shall be reimbursed only for full-time employees as defined in Regulation 1001(l).

- (b) **Reimbursement Will be Approved Only Once For Repeated Training:** When a trainee has attended a course certified by the Commission, for which reimbursement has been legally paid, the employing jurisdiction may not receive reimbursement for repetition of the same course unless the course is authorized to be repeated periodically; for example, Seminars or Advanced Officer Courses and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.
- (c) **On-Duty Status:** Section 1015(e) of the Regulations provides that reimbursement will be made only for full-time employees attending certified courses in an "on-duty" status or when appropriate overtime or compensatory time off is authorized. This does not preclude attendance of a POST-certified course, for which reimbursement is not claimed, on the employee's own time.
- (d) **Federal or Other Funding Programs:** A jurisdiction which employs a trainee full-time, whose salary is paid by a source other than the employing jurisdiction, such as a federal grant or other outside funding source, is not eligible to receive POST reimbursement for the trainee's salary or other expenditures covered by the grant.
- (e) **Trainee Must Complete the Course:** Within the provisions established by the Commission, a jurisdiction may receive reimbursement for training expenditures only when the trainee satisfactorily completes the POST-certified training course. Exceptions are the Basic Course, Motorcycle Training and courses designed to train the trainer.

The Executive Director is authorized administrative discretion to resolve situations of equity for partial completion of POST-certified courses (for example, allowing reimbursement when a trainee successfully completes a major portion of a course but for some reason, such as injury, is prevented from completing the entire course).

- (f) A department requesting reimbursement of training expenditures shall, upon request of POST or the State Controller's Office, provide records that will demonstrate the agency incurred the requested expenditures for employees trained and that the expenses generally equated to on an annual basis the amount reimbursed by POST. These records must be retained for three fiscal years (current, plus two prior).

When records of a department indicate a gross disparity in the amount reimbursed annually versus the amount of expenses incurred annually for training, the head of that department should notify POST immediately to make adjustments.

Historical Note:

Subparagraph 1-4a was adopted and incorporated by reference into Commission Regulation 1014 on April 15, 1982, and amended on May 31, 1987.

Subparagraph 1-4c was adopted and incorporated by reference into Commission Regulation 1014 on April 15, 1982.

Subparagraph 1-4e was adopted and incorporated by reference into Commission Regulation 1014 on April 15, 1982.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE E-2
REIMBURSEMENT PLANS

Purpose

2-1. Commission Procedure E-2: This Commission Procedure describes the four reimbursement plans adopted by the Commission and their various levels of reimbursement.

Reimbursement Plans

2-2. Plans: POST reimbursement for training expenditures of departments participating in the POST reimbursement program is based on schedules known as "plans." Each plan may vary in the amount and/or category of expenses that may be reimbursed by POST. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, and salary. The four reimbursement plans that have been adopted by the Commission are designated as Plan I, II, III, and IV, as follows:

Plan I	Plan II
Subsistence	Subsistence
Commuter Lunch	Commuter Lunch
Travel	Travel
Tuition	Salary
Salary	

Plan III	Plan IV
Subsistence	Subsistence
Commuter Lunch	Commuter Lunch
Travel	Travel
Tuition	

Each plan is subject to the provisions established by the Commission.

2-3. Where to Obtain Training Course Information: Information regarding training courses and the plan under which each is presented may be obtained in several ways, e.g.:

- (a) The POST Administrative Manual, Section D-14, Catalog of Certified Courses.
- (b) By contacting the school or course coordinator.
- (c) By contacting the POST Course Control Clerk at (916) 227-4866.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE E-3
REIMBURSEMENT RATES

Purpose

3-1. Commission Procedure E-3: This Commission Procedure describes the reimbursement rates approved by the Commission.

3-2. Reimbursement Rates Established Annually by Commission: The Commission annually establishes the rates of reimbursement for the various categories of expenses approved for the reimbursement plans. Reimbursement rates are in effect for one fiscal year, July 1 to June 30, unless modified by Commission action. The rates are the maximum amounts that may be reimbursed for the category of expense.

Subsistence Allowance: \$92.00 per day

Basic Course Subsistence: \$46.00 per day

Commuter Lunch Allowance: \$ 8.00 per day

Travel Allowance: \$.26 per mile

Tuition: 100% or amount approved as shown in Catalog of Certified Courses (PAM D-14)

Salary: The percent of salary reimbursement is set and adjusted by the Commission at a level that monies and volume of training permit.

3-3. Notification of Reimbursement Rate: Departments participating in the POST Reimbursement Program will be notified by the Commission of the rates to be in effect for the next fiscal year, immediately following the April Commission Meeting or no later than 60 days prior to the new fiscal year.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE E-4
REIMBURSEMENT POLICIES

Purpose

4-1. Commission Procedure E-4: This Commission Procedure describes the policies for reimbursement of training for agencies participating in the POST Reimbursement Program.

General Policy

4-2. Notice of Appointment: Reimbursement will not be approved for training of any sworn peace officer when the agency has not notified POST of the officer's employment by submitting a Notice of Appointment form, POST form 2-114. After submission of form 2-114, the training expenses will be paid.

4-3. Courses With Maximum Reimbursement Limitations: Subsistence, commuter lunch, and travel allowances will be reimbursed up to the date the maximum number of weeks is reached; and salary allowances will be reimbursed up to the maximum number of hours shown for the following courses:

	<u>Weeks/Hours</u>
Basic Course	14/560
Marshals and Deputy Marshals Basic Training requirement is a combination of Basic Course and Bailiff and Civil Process Course	9.65/386 2/80
District Attorney Inspectors or Investigators Basic Training requirement is a combination of: Basic Course and Investigation and Trial Preparation Course	8.55/342 2/80
Supervisory Course	2/80
Advanced Officer Course	1/40
Executive Development Course	2/80
Management Course	2/80
Management, Supervisory, Executive Seminars	1/40

Subsistence Allowance Policy

4-4. Eligibility For Subsistence Allowance: A department may receive reimbursement for this category of expense for an employee that satisfies the "Resident Trainee" definition and if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273.

4-5. Resident Trainee Definition: A resident trainee is an individual who resides away from his/her normal place of residence and takes subsistence (lodging and meals) at or close to the training site for the entire length of the course.

4-6. Subsistence Allowance Calculated By POST: If a department is eligible for reimbursement of subsistence, POST will determine the amount to be reimbursed based on the following situations:

- (a) If the trainee resided in accommodations arranged by the training institution, the daily subsistence rate charged by the training institution will be reimbursed when the rate is less than the daily subsistence rate established by the Commission.
- (b) If the trainee resided in accommodations selected by the trainee, the daily subsistence rate established by the Commission for the fiscal year will be reimbursed. (Commission Procedure E-3-2.)

4-7. Subsistence For Course Days: Subsistence will be reimbursed for each instructional day or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

4-8. Subsistence For Weekends: Subsistence will be reimbursed for each weekend day that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedures E-4-3. Travel allowance for one round trip between the trainee's station assignment and the training site will be reimbursed in lieu of weekend subsistence when travel allowance is less.

4-9. Subsistence For School Holidays: Subsistence will be reimbursed for each school holiday that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3. Travel allowance for one round trip between the trainee's station assignment and the training site will be reimbursed in lieu of holiday subsistence when travel allowance is less.

4-10. Subsistence For Enroute Travel Time: Subsistence will be reimbursed for enroute time not to exceed 24 hours of subsistence allowance at the daily subsistence established by the Commission for the fiscal year. The subsistence allowance for enroute travel time will be calculated as a fraction of a day's subsistence allowance and will be proportional to the distance traveled between the trainee's station assignment and the training institution. A round trip of less than 50 miles will not be eligible for any enroute subsistence, and a round trip of greater than 400 miles may receive no more than one day of enroute subsistence.

Commuter Lunch Allowance Policy

4-11. Eligibility For Commuter Lunch Allowance (C.L.A.): A department may receive reimbursement for this category of expense for an employee that satisfies the "Commuter Trainee" definition and if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273.

4-12. Commuter Trainee Definition: A commuter trainee is an individual who attends a training course and travels between his/her agency/station assignment or normal residence and the course site each day. Trainees who

do not meet all the conditions of the resident trainee definition (Commission Procedure E-4-5) will be considered a commuter trainee for reimbursement purposes.

4-13. Commuter Lunch Allowance Calculated By POST: If a department is eligible for reimbursement of C.L.A., POST will determine the amount to be reimbursed at the daily lunch rate approved by the Commission for the fiscal year as specified in Commission Procedure E-3-2.

4-14. Commuter Lunch Allowance For Course Days: C.L.A. will be reimbursed for each instructional day attended by the trainee or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

Travel Allowance Policy

4-15. Commuter Lunch Allowance For Weekends, Holidays, and Enroute: C.L.A. will not be reimbursed for any weekend day, school holiday, or enroute travel time before or after the course, that is not an instructional day.

4-16. Eligibility For Travel Allowance: A department may receive reimbursement for travel expenses if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273, and if the trainee attending the course is not shown as a "Passenger of a Vehicle" on that form.

4-17. Passenger Of Vehicle Definition: A trainee shall be considered a passenger of a vehicle when being transported to a training course by another trainee in a private, agency, or rental vehicle. If several trainees share the driving of one vehicle to attend training, travel allowance may be requested for only one trainee and the other trainee(s) must be shown as a passenger(s).

4-18. Travel Allowance Calculated By POST: If a department is eligible for reimbursement of travel expenses, POST will reimburse total mileage at the per mile rate established by the Commission for the fiscal year. Total mileage may include the following: (1) Adjusted straight-line mileage distance to and from the trainee's agency/station assignment and the course site, (2) the average daily mileage for transportation between the resident student's accommodations and the course site, and (3) the mileage incurred by a trainee to attend training away from the main course site.

The travel allowance is intended to cover expenses to and from the course site and some travel at the course site, regardless of the mode of transportation used, i.e., auto, airplane, bus, or train.

4-19. Mileage Incurred To and From the Training Site: POST will calculate the adjusted straight-line distance from agency/station assignment to the course site and return.

Resident trainees may be eligible for one round trip of mileage to and from the course site plus one round trip for each weekend during the course period up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3. Weekend subsistence will be reimbursed in lieu of travel allowance when weekend subsistence is less.

Commuter trainees may be eligible for one round trip of mileage to and from the course site for each instructional day or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

4-20. Daily Travel Allowance: Resident trainees may be eligible for reimbursement of mileage incurred from a resident trainee's lodging accommodations to the course site at a flat rate travel allowance of ten miles round trip. Additional mileage will be allowed when the course coordinator has notified POST that the nearest accommodation is greater than five miles one way. Daily mileage will be reimbursed from the date the course

starts to the date the course ends or up to the date the maximum number of weeks is reached for those courses with limited reimbursement, as specified in Commission Procedure E-4-3. Daily travel allowance is automatically calculated based on the information supplied by the course presenter.

4-21. Travel To Other Course Sites: Upon notification by the course presenter that travel expenses will be incurred by the trainees to attend training at a site(s) other than the main site of training, reimbursement will be authorized for the number of miles reported by the course presenter at the per mile rate approved by the Commission for the fiscal year (Commission Procedure E-3-2).

Tuition Policy

4-22. Tuition Definition: Tuition is the Commission-authorized amount charged by the training institution for trainees attending POST-certified courses. Tuition may include fees charged to departments for driver's training presented in the Basic Course. Tuition does not include registration or material fees charged by the training institution.

4-23. Eligibility For Tuition Reimbursement: A department may receive reimbursement for tuition expenses, when tuition is authorized under the reimbursement plan, for each trainee listed on the Training Reimbursement Request, POST Form 2-273.

Salary Policy

4-24. Eligibility For Salary Reimbursement: A department may receive reimbursement for this category of expense if authorized under the reimbursement plan and if the trainee is listed on the Training Reimbursement Request, POST form 2-273.

4-25. Salary Definition: The basic monthly salary is the employee class basic salary that shall not include incentive pay, hazard pay, education subvention, scholarship, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance of other employee benefits. The basic monthly salary will be the salary earned on the starting day of the course.

4-26. Salary Reimbursement Calculated by POST: If a department is eligible for reimbursement of salary, POST will determine the amount to be reimbursed according to the following formula:

$$\begin{array}{ccccccc} \text{Basic} & & 173 \text{ hours} & & \text{Allowable} & & \text{Salary} \\ \text{Monthly} & \times & \text{(monthly} & \times & \text{Course} & \times & \text{Percentage} \\ \text{Salary} & & \text{average)} & & \text{Hours*} & & \end{array}$$

4-27. Salary Reimbursement For Job Specific Training: An individual may attend only one Job Specific Course a fiscal year (July 1-June 30) for which salary reimbursement may be requested and authorized. All other allowable training-related expenses may be requested.

*Allowable course hours are the number of hours completed by a trainee as reported on the Course Roster, not to exceed the maximum number of hours for those courses specified in Commission Procedure E-4-3. In cases where a trainee, not employed by a reimbursable agency, begins a Basic Course and then sometime during the course is hired by a reimbursable agency, the agency may only receive reimbursement from the date the trainee is hired.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE E-5

**INSTRUCTIONS FOR COMPLETION OF THE
TRAINING REIMBURSEMENT REQUEST FORM**

Purpose

5-1. Commission Procedure E-5: This Commission Procedure provides line-by-line instructions for completion of the Training Reimbursement Request, POST form 2-273.

5-2. When to Complete the POST 2-273 Form: This form must be completed when a participating reimbursable agency requests reimbursement for an employee(s) attending a POST-certified course. The form should be completed prior to the trainee(s) attending the course, and presented to the course coordinator/instructor on or before the first day of training.

5-3. Instructions For Completion of POST 2-273: The Training Reimbursement Request form must be completed in its entirety. Instructions for completing each section follow:

- A. **AGENCY:** Enter the name of the participating reimbursable agency submitting the request for reimbursement.
- B. **CERTIFIED COURSE TITLE:** Enter the certified course title. The certified course title must be the same as shown in the Certified Course Catalog, Section D-14 of the POST Administrative Manual. The certified course title may be obtained from the course presenter. Do not depend on brochures or other course advertisements as the source for certified course titles.
- C. **COURSE CONTROL NUMBER:** Enter the course control number. The course control number may be obtained from the course presenter.
- D. **NAME OF TRAINEE(S):** Enter the last name first, followed by the first name and middle initial.
- E. **SOCIAL SECURITY NUMBER:** Enter the trainee's social security number. This number will be used on appropriate POST records as a reliable identifier.
- F. **TRAINEE STATUS:** For each trainee, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:

Peace Officer - An employee subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.

Reserve Officer - An individual appointed as a Level I, II, or III Reserve Officer under the authority of Section 832.6 of the Penal Code.

Dispatcher - A non-peace officer who performs duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

Non-Peace Officer - Is a civilian, non-sworn employee. (See dispatcher, if more applicable).

- G. **RESIDENT TRAINEE:** Place an "X" in this column if the trainee, while attending the course, takes lodging and meals at or near the course site for the entire duration of the course.

Note: A trainee not meeting all the conditions of the resident trainee definition and who resides for only a portion of the course, must be shown as a commuter trainee.

- H. **COMMUTER TRAINEE:** Place an "X" in this column if the trainee will travel daily between his or her department, or normal residence, and the course site.
- I. **TRANSPORTATION:** Place an "X" in the appropriate column indicating the mode of transportation used.

Place an "X" in "Driver of Vehicle" column if the trainee is the driver of a private, agency, or rental vehicle used for transportation to and from the training site.

Place an "X" in "Passenger in Vehicle" column if the trainee was a passenger in, not the driver of, a private, agency, rental vehicle. If driving was shared by one or more trainees, indicate only one trainee as the driver.

Place an "X" in "Other" column if any other mode of transportation, such as commercial air travel was used.

- J. **ALLOWANCE REQUESTED:** This section is to be completed to indicate whether subsistence, commuter lunch, and/or travel reimbursement is requested. An "X" mark in a column indicates that the agency will pay those associated expenses to or for the trainee. Place an "X" in the appropriate columns for which reimbursement is requested.
- K. **STATION ASSIGNED OTHER THAN HEADQUARTERS:** For an agency having more than one station where personnel are assigned, identify the sub-station of assignment in this column.
- L. **SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:** Legal and other provisions require that an authorized person properly sign the completed Training Reimbursement Request form. The authorized official of the department or jurisdiction must sign his or her full name and title. If a signature stamp is used, or if someone is authorized to sign for the department head, the person affixing the stamp or signing must also sign his or her name in full.
- M. **NAME OF PERSON COMPLETING FORM:** Enter the name of the person completing the form.
- N. **TELEPHONE NUMBER:** Enter the complete telephone number, including area code and extension number, of the person to contact regarding questions on the form.
- O. **DATE:** Enter the date this form was completed.

SECTION F INDEX PERSONNEL SELECTION AND STANDARDS

A

Advanced Certificate, Regular and Specialized (F-1-7) *F-4*
 Application for (F-4) *F-13, F-14*
 Certificate Prerequisites (F-1-7a and b) *F-4*
 Reissuance of (F-3) *F-11*
 Form for Request (F-3-2a) *F-11*
 Instructions for (F-3-2) *F-11*
 Training, Education, & Experience Requirements (F-1-7b) *F-4*
 Application, POST Certificate (F-4) *F-13, F-14*
 Form Preparation (F-4-4) *F-13, F-14*
 General Information (F-4-2 & 3) *F-13*
 Application, Public Safety Dispatcher Certificate (F-5-2, 3 & 4) *F-15, F-16*
 Eligibility (F-5-2 & 3) *F-15*
 Requirements (F-5-4) *F-16*
 Application Requirements (F-1-3) *F-1, F-2*
 Applicant Attestation (F-1-3b) *F-1*
 Commission Form (F-1-3a) *F-1*
 Department Head Recommendation (F-1-3c) *F-1*

B

Basic Certificate, Regular and Specialized (F-1-5) *F-3*
 Application for (F-4) *F-13, F-14*
 Experience Requirement (F-1-5a) *F-3*
 Non-POST Program Agency (F-1-2c) *F-1*
 Reissuance of (F-3) *F-11*
 Form for Request (F-3-2a) *F-11*
 Instructions for (F-3-2) *F-11*
 Training Requirement (F-1-5b) *F-3*

C

Cancellation of Certificates (F-2) *F-7 thru F-9*
 Category, Change in (F-1-2e) *F-1*
 Certificates, Professional
 Application for (F-4) *F-13, F-14*

Denial or Cancellation of (F-2) *F-7 thru F-9*
 Basis for (F-2-4) *F-7*
 Department Head Responsibility (F-2-5) *F-8*
 Hearing Procedures (F-2-8) *F-8*
 Investigation Initiation (F-2-6) *F-8*
 Issuance (F-2-2) *F-7*
 Notification of (F-2-7) *F-8*
 Regular and Specialized Programs (F-1-5 thru 10) *F-3 thru F-5*
 Reissuance of (F-3) *F-11*
 Form for Request (F-3-2a) *F-11*
 Instructions for (F-3-2) *F-11*
 Certificates, Public Safety Dispatcher (F-5) *F-15, F-16*
 Application Requirements (F-5-4) *F-16*
 Denial/Cancellation (F-5-5) *F-16*
 Eligibility (F-5-2 & 3) *F-15*

D

Denial of Certificates (F-2) *F-7 thru F-9*
 Designated Categories,
 Experience Requirement (F-1-4f) *F-2*

E

Education Points (F-1-4b) and (F-4-6) *F-2, F-14*
 Basic Course Completion (F-1-4d) *F-2*
 Eligibility, General
 Category, Change in (F-1-2e) *F-1*
 Non-POST Program Agency (F-1-2c) *F-1*
 Regular Basic Course Completion (F-1-2d) *F-1*
 Regular Program (F-1-2a) *F-1*
 Specialized Program (F-1-2b) *F-1*
 Eligibility, Public Safety Dispatcher Certificate (F-5-2 & 3) *F-15*
 Executive Certificate, Regular and Specialized (F-1-10) *F-5*
 Application for (F-4) *F-13, F-14*
 Certificate Prerequisite (F-1-10a) *F-5*
 College Units Requirement (F-1-10b) *F-5*
 Experience,
 General (F-1-4g) *F-2*
 Specific (F-1-10d) *F-5*

Reissuance of (F-3) *F-11*
Form for Request (F-3-2a) *F-11*
Instructions for (F-3-2) *F-11*
Training Requirements (F-1-10c) *F-5*
Experience, General (F-1-4e) *F-2*
Basic Certificate (F-1-5a) *F-3*
Other Categories (F-1-4f) *F-2*

F, G, H

I

Intermediate Certificate, Regular and Specialized
(F-1-6) *F-3*
Application for (F-4) *F-13, F-14*
Certificate Prerequisites (F-1-6a) *F-3*
Education, Training, & Experience Requirement
(F-1-6a & b) *F-3*
Reissuance of (F-3) *F-11*
Form for Request (F-3-2a) *F-11*
Instructions for (F-3-2) *F-11*
Issuance of Certificates (F-2-2) *F-7*

J, K

L

Lost/Stolen Certificates (F-3-3) *F-11*

M

Management Certificate, Regular and Specialized
(F-1-9) *F-4, F-5*
Application for (F-4) *F-13, F-14*
Certificate Prerequisite (F-1-9a) *F-4, F-5*
College Units Requirement (F-1-9b) *F-4*
Experience,
General (F-1-4g) *F-2, F-3*
Specific (F-1-9d) *F-4, F-5*
Reissuance of (F-3-3) *F-11*
Form for Request (F-3-2a) *F-11*
Instructions for (F-3-2) *F-11*

N, O

P

POST Certificate Application (F-4) *F-13, F-14*
Professional Certificates,
Application for (F-4) *F-13, F-14*
Denial or Cancellation of (F-2) *F-7, F-9*
Basis for (F-2-4) *F-7*
Department Head Responsibility (F-2-5) *F-8*
Hearing Procedures (F-2-8) *F-8*
Investigation Initiation (F-2-6) *F-8*
Notification of (F-2-7) *F-8*
Regular and Specialized Programs (F-1-5 thru 10)
F-3 thru F-5
Reissuance of (F-3) *F-11*
Form for Request (F-3-2a) *F-11*
Instructions for (F-3-2) *F-11*
Public Safety Dispatcher Certificate Program (F-5)
F-15, F-16
Application for (F-5-4) *F-16*
Certificate Denial or Cancellation (F-5-5) *F-16*
Eligibility for (F-5-2 & 3) *F-15*

Q

Qualification, Basis for (F-1-4) *F-2, F-3*
Documentation Verification (F-1-4c) *F-2*
Education Points (F-1-4b) *F-2*
Basic Course Completion (F-1-4d) *F-2*
Experience (F-1-4e) *F-2*
Training Points (F-1-4a) *F-2*
Basic Course Completion (F-1-4d) *F-2*

R

Regular Certificate (F-1) *F-1 thru F-5*
Application for (F-4) *F-13, F-14*
Category, Change in (F-1-2e) *F-1*
Eligibility (F-1-2a) *F-1*
Experience, General (F-1-4e) *F-2*
Reissuance of POST Certificates (F-3) *F-11*
Form for Request (F-3-2a) *F-11*
Instructions for (F-3-2) *F-11*

S

Specialized Certificate Program (F-1) *F-1 thru F-5*
Application for (F-4) *F-13, F-14*
Category, Change in (F-1-2e) *F-1*
Eligibility (F-1-2b) *F-1*
Experience (F-1-4e) *F-2*
Reissuance (F-3) *F-11*
 Form for Request (F-3-2a) *F-11*
 Instructions for (F-3-2) *F-11*
Regular Basic Course Completion (F-1-2d) *F-1*
Stolen/Lost Certificates (F-3-3) *F-11*
Supervisory Certificate, Regular and Specialized
(F-1-8) *F-4*
Application for (F-4) *F-13, F-14*
Certificate Prerequisites (F-1-8a) *F-4*
College Units Requirement (F-1-8b) *F-4*
Experience,
 General (F-1-4g) *F-2, F-3*
 Specific (F-1-8d) *F-4*
Reissuance of (F-3) *F-11*
Training Requirement (F-1-8c) *F-4*

T

Time Period, Issuance of Certificates (F-2-2 and
F-2-3) *F-7*
Appeals of (F-2-3) *F-7*
Training Points (F-1-4a) and (F-1-5) *F-2*
Basic Course Completion (F-1-4d) *F-2*
Training Requirement,
 Advanced Certificate (F-1-7b) *F-4*
 Basic Certificate (F-1-5b) *F-3*
 Intermediate Certificate (F-1-6b) *F-3*
 Public Safety Dispatcher Certificate (F-5-2 & 3)
 F-15
 Supervisory Certificate (F-1-8b & c) *F-4*

U, V, W, X, Y, Z

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE F-1
REGULAR AND SPECIALIZED LAW ENFORCEMENT
CERTIFICATE PROGRAM

Purpose

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

General Provisions

1-2. Eligibility:

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

1-3. Application Requirements

- (a) All applications for award of certificates covered in this procedure shall be completed on the prescribed Commission form entitled "Certificate Application," POST 2-116 (Rev. 8/88).
- (b) Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.
- (c) The department head shall sign the following statement which appears on the application:

- (1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service or probation as provided in Section 1010b (3), (4), or (5) of the Commission's Regulations (Basic Certificate requirement only), and the applicant has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."
- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

Education, Training, Experience

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

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

Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

Professional Certificates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Historical Note:

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

Procedure F-1 was adopted and incorporated by reference into Commission Regulation 1011 on October 23, 1988, and amended on January 17, 1990.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-2

**ISSUANCE, DENIAL OR CANCELLATION
OF PROFESSIONAL CERTIFICATES**

Purpose

2-1. Issuance, Denial or Cancellation of Professional Certificates: This Commission procedure provides for the issuance, denial or cancellation of POST Professional Certificates as described in Section 1011(b) of the Regulations.

2-2. Issuance of Certificates: A Professional Certificate shall be issued following receipt of a Certificate Application, Form 2-116, (Rev. 8/88) that provides all of the required information listed on the form (i.e., information that will be used to identify the applicant, lists present and previous law enforcement experience, and training and educational achievements). Verifying documents shall be attached to the application to substantiate satisfaction of the prerequisites for the award of the certificate. The time period for the processing and issuance of the Basic Certificate shall be: a median of 24 days, a minimum of 15 days, and a maximum of 35 days from the date of receipt of a complete and accepted application; or the applicant shall be notified within the same time period that the application is not acceptable and what specific prerequisite is required. The processing of Basic Certificate applications shall be given precedence over the processing of applications for all other certificates. The determination of time periods established in this section are calendar days based on the date of initial receipt of an application or the last resubmission date thereafter.

2-3. Appeal When Maximum Time Period is Exceeded: When an application for a basic certificate has not been acted upon by issuance, return for additional information or denial within the time periods established above, the applicant can appeal directly to the Executive Director. The Executive Director shall determine whether the maximum time period was exceeded, and when confirmed, order the prompt issuance of the certificate if the established maximum time period was exceeded without good cause providing the applicant is qualified for the issuance of a basic certificate.

Denial or Cancellation

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

- (a) The person has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or
- (b) The person is adjudged guilty of a felony which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or
- (c) The certificate was issued by administrative error on the part of the Commission and/or the employing agency; or
- (d) The certificate was obtained or the application was submitted involving misrepresentation or fraud.

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

Investigation

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

Notice of Denial or Cancellation

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

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

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

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

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

Hearing

2-10. Procedures for Hearing:

- (a) All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code Section 11340 et seq.). At the Commission's discretion, the hearing shall be held before the Commission or shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.

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

Historical Note:

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

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-3

**REQUEST FOR REISSUANCE OF
POST CERTIFICATE, POST 2-250**

Purpose

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

General Information

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

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

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

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

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

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-4

POST CERTIFICATE APPLICATION, POST 2-116

Purpose

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

General Information

4-2. Responsibility for Application: The preparation of the POST Certificate Application is the responsibility of the employing jurisdiction and the peace officer applicant.

4-3. The Applicant must prepare an original POST Certificate Application, and submit it to the Commission on Peace Officer Standards and Training.

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

POST Certificate Application, POST 2-116

4-4. Form Preparation:

- (a) Spaces 1 through 5 of the form record applicant personal information. The Social Security Number is the personal identifier and must be provided.
- (b) Spaces 6, 7, 9, 10, and 11 record current peace officer employment and related information.
- (c) Space 8 is to be used to designate the certificate(s) being requested.
- (d) Spaces 12 through 15 list previous full-time peace officer employment information. Reserve officer experience is not acceptable and should not be listed.
- (e) Spaces 16 through 19 are to be used to list information regarding completion of a basic course. If the basic course training requirement is met through the Basic Course Waiver process (PAM D-11) "BCWE" should be noted in Space 16.

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

- (f) Spaces 20 through 23 record educational information, if applicable. All statements regarding education must be accompanied by copies of diplomas, degrees, or transcripts. *Do not send originals.* Records submitted will not be returned and may be retained by POST as part of the applicant's permanent record.
- (g) Spaces 24 and 25 are for the signature of the applicant and the date of the application.

- (h) Spaces 26 through 29 are for the signature of the department head and the date the application was signed, respectively. The department head attests that the applicant is employed in compliance with the minimum standards set forth in Section 1002 of the Commission Regulations, that the applicant is of good moral character, and has completed one year of satisfactory service.

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

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

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

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

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-5

PUBLIC SAFETY DISPATCHER CERTIFICATE PROGRAM

Purpose

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

General Provisions

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

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

5-3. Eligibility of Dispatchers Employed Prior to Agency Entry Into the Public Safety Dispatcher Program or Specialized Public Safety Dispatcher Program and employed prior to July 1, 1990: To be eligible for the award of a dispatcher certificate, an applicant must:

- (a) Have completed a minimum of one year satisfactory service with the agency as a full-time public safety dispatcher.
- (b) Have been trained according to minimum training standards described in PAM Section 1018(d), or have passed the POST Basic Dispatcher Training Equivalency Examination by obtaining a score which is equal to or greater than the cut score established by POST.
- (c) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination.

5-4. Application Requirements:

- (a) All applications for award of the certificate shall be completed on the prescribed Commission form entitled "Application for Award of POST Public Safety Dispatcher Certificate", POST 2-289 (Rev. 3/91).
- (b) The certificate application form is not complete unless the following attestation which appears on the application is signed by the department head:
 - (1) "I recommend that the certificate be awarded. I attest that the applicant is a full-time public safety dispatcher and has either:
 - a. completed a probationary period of at least 12 months as provided in Commission Regulation 1018(e), was selected in accordance with the minimum standards in Section 1018(c), and meets the basic dispatcher training requirement set forth in Section 1018(d), or
 - b. that the applicant was employed as a public safety dispatcher at the time the agency entered into the POST Public Safety Dispatcher Program and prior to July 1, 1990, completed a minimum of one year satisfactory service as a full-time public safety dispatcher, was trained according to minimum standards described in Commission Regulation 1018(d), or passed the POST basic dispatcher training Equivalency Examination.

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

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

Historical Note:

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

SECTION G INDEX MANAGEMENT COUNSELING

	Legislative Ratification (Jurisdiction), General Survey (G-1-10) G-2	M
A, B		
C	Management Counseling, Agreement, Illustration of G-6, G-7 Guidelines for (G-1) G-1 thru G-3 Provided to (G-1-1) G-1 Types of (G-1-2) G-1	
Consultants, Type Assigned (G-1-8) G-2 Funding for, POST Consultants (G-1-11) G-3 Special Consultants (G-1-12) G-3		N, O
Counseling Service, Guidelines for (G-1) G-1 thru G-3 Provided to (G-1-1) G-1 Types of (G-1-2) G-1		P
	Preliminary Evaluation (G-1-3) G-1	
D, E		Q
F		R
Follow-up Assistance (G-1-13) G-3	Requests for Service (G-1-9) G-2 Illustration G-5	
G		S
General Survey (G-1-5) G-2 Legislative Ratification (Jurisdiction) (G-1-10) G-2	Selected Counseling (G-1-6) G-2 Special Survey (G-1-4) G-1, G-2	
H		T, U, V, W, X, Y, Z
I		
Implementation Assistance (G-1-7) G-2		
J, K		
L		

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE G-1

GUIDELINES FOR COUNSELING SERVICE

Purpose

1-1. Management Counseling: This Commission procedure implements the Management Counseling program established in Section 1016 of the Regulations, which provides that in accordance with Section 13513 of the Penal Code upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques. Such service shall be in accordance with Commission policy and guidelines for counseling services as provided in this Commission procedure. Management counseling services shall be provided only to local law enforcement agencies.

Types of Services

1-2. Services Provided: Upon request, the Commission may provide the following types of counseling service:

- (a) Preliminary evaluation
- (b) Special Survey
- (c) General Survey
- (d) Selected Counseling
- (e) Implementation Assistance

1-3. Preliminary Evaluation: A preliminary evaluation is conducted by POST consultants who determine and make recommendations as to the extent and scope of the counseling services proposed.

1-4. Special Survey: A special survey includes appropriate analysis of a single or limited number of functions within a local law enforcement department, such as an analysis and written report with recommendations covering one or more of the following:

- (a) Organization
- (b) Direction and Control
- (c) Operations
 - Patrol
 - Traffic
 - Investigations
- (d) Administration
 - Personnel
 - Training
 - Research and Development
 - Community Relations

- Crime Prevention
- (e) Services
 - Communications
 - Records
 - Warrants
 - Property/Evidence Control
 - Jail
 - Civil and Bailiff

1-5. General Survey: A general survey includes extensive review and appropriate analysis of the administration, operation and service provided by a local law enforcement department and a written report of the analysis with recommendations. All requests for general surveys are subject to approval by the Commission.

- (a) A general survey considers the entire local law enforcement department's operation. It examines the role of the agency and its relationship to other functions of local, state and federal government; its administrative, organizational and personnel procedures; its staff and line operations; information systems; communications; equipment; and facilities.
- (b) The purpose of the general survey is to analyze an entire local law enforcement operation and, where appropriate, recommend new or advanced systems, procedures, techniques and methods to improve the capability of the agency to effectively perform its mission.

1-6. Selected Counseling: Selected counseling consists of formal or informal discussions or conferences between administrators of a department and POST staff in order to provide advice. The counseling may be provided with or without preparation of a formal report. High priority for this service will normally be assigned to meet the special or emergency needs of a law enforcement agency.

1-7. Implementation Assistance: Implementation assistance is designed to provide staff assistance in carrying out recommendations provided in POST surveys or management counseling services. This service may include review of preliminary planning, identifying resource materials needed, actual field testing of systems designed, as well as on-site study of existing systems by key personnel for field management training.

Consultants

1-8. Consultants Assigned: Normally, POST consultants are assigned to conduct surveys and provide implementation assistance. The Commission may, from time to time, utilize the services of qualified special consultants who are not members of POST staff. The Peace Officers' Training Fund, however, shall not be used to provide subsidies to local agencies for the employment of private consultants.

Requests for Service

1-9. Written Requests: Counseling services must be requested of the Commission in writing (see illustration i). In addition to the chief law enforcement officer, requests must be signed by the city manager/administrator or mayor of a municipality.

1-10. Written Agreement: Whenever the service to be provided is a general survey, a written agreement, similar to that shown in illustration ii, must be ratified by way of resolution by the legislative body of the requesting jurisdiction and by POST.

Costs

1-11. POST Consultants: When counseling is provided by the POST staff, there is no charge.

1-12. Special Consultants: If part-time special consultants are required, costs of the special consultants' official travel, per diem, and fees may be provided for by written agreement.

Follow-up

1-13. Assistance Available: Staff follow-up assistance is available regarding the implementation of a survey or counseling recommendations and to evaluate a department's efforts of implementation.

LETTERHEAD

Date

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

Dear Mr. Boehm:

Under the authority of Penal Code Section 13513, we request POST management counseling services.

It is our understanding that POST consultants will discuss the need for counseling services with Agency officials and based on that discussion and subsequent evaluation, will propose the scope of any services to be provided, such services to be provided at no cost to the Department Name department.

We would appreciate commencement of the evaluation as soon as it is practicable, and pledge the full cooperation of all members of this organization and subsequently the implementation of your recommendations.

Sincerely,

Chief of Police/Sheriff

City Manager/Administrator/Mayor

Example Letter of Request for Management Counseling

Illustration i

**The Commission on Peace Officer Standards and Training
State of California**

AGREEMENT

Section 13513, Penal Code, states: "Upon request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques."

In conformance with the foregoing section, and in response to a letter dated _____, from _____, Chief of Police/Sheriff and City Manager/City Administrator or Mayor, of the City/County of _____, in which management counseling service has been requested for the _____ Department, it is agreed that the Commission on Peace Officer Standards and Training will provide such service.

Conditions of Service

Starting at a time mutually agreed upon by the two parties, the staff members of the Management Counseling Bureau will conduct a survey of the _____ Department.

The survey will consist of study and evaluation of the organization of the Department, its management and operational processes. The survey will be accomplished through review and analysis of departmental reports, records, manuals and directives, and by observation of actual procedures, systems and techniques used in the operation. Members at various levels in the organization will be queried and pertinent responses will be utilized in the evaluation. Also, members of local government and lay persons who may contribute significant information may be contacted.

It is agreed that POST staff members and special consultants working under the direction of POST in the study shall be accorded the right to examine and review such pertinent records, directives, policies and other written material which affect or influence the management and control of the _____ Department, and that Department members cooperate and give reasonable assistance to the POST staff in order that the study may proceed expeditiously.

Upon completion of the study, a written survey report will be submitted by POST to the Sheriff/Chief of Police and Mayor/City Administrator/ City Manager. An additional number of copies of the report will be given to the City/County at that time.

It is agreed that, after submission of the survey report, members of the POST Management Counseling Bureau staff will return to the Department at three, six, and twelve month intervals for the purpose of reviewing progress in the implementation of survey recommendations deemed appropriate for implementation by the City/County. In each instance, a summary progress report shall be prepared by the consultants for submission to the Chief of Police/Sheriff and Mayor/City Manager/City Administrator. The

Example Agreement for Management Counseling

Illustration ii

scheduled return visits by the consultants are to be considered as a part of an ongoing consultation process which will permit actual review and evaluation of the Department's operations and give continuity and direction in the orderly development of improved organization and management practices for the _____ Department.

This agreement is structured primarily as a guide for the implementation of a cooperative plan. It does not give authority for arbitrary actions by the Commission or members of its staff which would be incompatible or in conflict with the objectives of other agreeing parties.

It is understood that no cost shall accrue to the City/County of _____ for the POST counseling service or the survey report other than those mutually agreed upon.

This agreement is acceptable.

City Manager/City Administrator/Mayor

Dated _____

Chief of Police/Sheriff

Dated _____

Executive Director
Commission on Peace Officer
Standards and Training

Dated _____

Example Agreement for Management Counseling

Illustration ii

SECTION H INDEX RESERVE OFFICERS

A

Application Submission, Certificate (H-4-8) *H-9*

B

C

Certificate Cancellation (H-4-9) *H-9*
Certificates (H-4) *H-7 thru H-9*
 Application Submission (H-4-8) *H-9*
 Cancellation of (H-4-9) *H-9*
 Types of (H-4-2) *H-7*
 Certificate of Recognition (H-4-2a) *H-7*
 Requirements for (H-4-3) *H-7*
 Reserve Officer (H-4-2b) *H-7*
Course Content and Minimum Hours (H-5-3) *H-11*
Courses of Training (H-5) *H-11 thru H-16*

D

Definitions (H-1) *H-1, H-2*
 Basic Certificate, Possession of (H-1-2g) *H-2*
 Exempted Reserve (H-1-2d) *H-1*
 Field Training Program (H-1-2e) *H-1*
 Immediate Supervision (H-1-2f) *H-1*
 Level I (H-1-2a) *H-1*
 Designated (H-1-2a(2)) *H-1*
 Non-Designated (H-1-2a(2)) *H-1*
 Level II (H-1-2b) *H-1*
 Level III (H-1-2c) *H-1*
 Prevention and Detection (H-1-2h) *H-2*
 Working Alone (H-1-2i) *H-2*

E

Eligibility Requirements, Certificate (H-4-5) *H-7*
Exemptions,
 Changing Designation of (H-3-6) *H-5*
 Minimum Training (H-3-4) *H-4*
 Transfer of (H-3-5) *H-4*
Experience and Training Requirements (H-4-6)
 H-7 thru H-9

F

Field Training (H-3-8) *H-5*
 Documentation (H-3-11) *H-6*
 Level II, Guidelines (H-3-9) *H-5, H-6*
 Program Approval (H-3-10) *H-6*
 Requirements (H-3-8b) *H-5*
 Non-Designated Level I (H-3-8a) *H-5*

G, H, I, J, K, L

M

Module A Course Outline *H-12*
Module B Course Outline *H-13, H-14*
Module C Course Outline *H-15*

N, O, P, Q

R

Recognition, Certificate of (H-4-2) *H-7*
 Requirements for (H-4-3) *H-7*
 Supplies of (H-4-4) *H-7*
Records Maintenance (H-3-11) *H-6*
Required Training (H-3-3) *H-4*
Reserve Officer,
 Certificates (H-4) *H-7 thru H-9*
 Eligibility (H-4-5) *H-7*
 Definitions (H-1) *H-1, H-2*
 Level I (H-1-2a) *H-1*
 Designated (H-1-2a(2)) *H-1*
 Non-Designated (H-1-2a(1)) *H-1*
 Level II (H-1-2b) *H-1*
 Level III (H-1-2c) *H-1*
 Training (H-3) *H-3 thru H-6*

S

T

Training, Courses of (H-5-3) *H-11*

Module A *H-12*

Module B *H-13, H-14*

Module C *H-15*

Training and Experience Requirements (H-4-6) *H-7*
thru H-9

Training Methodology (H-5-2) *H-11*

Training Standards,

Compliance with (H-3-7) *H-5*

Exemptions (H-3-2e and H-3-4) *H-4*

Minimums (H-3-2) *H-3, H-4*

Level I,

Designated (H-3-2d) *H-3*

Non-Designated (H-3-2c) *H-3*

Level II (H-3-2b) *H-3*

Level III (H-3-2a) *H-3*

Waiver Process (H-3-2f) *H-4*

Required (H-3-3) *H-4*

U, V, W, X, Y, Z

POST ADMINISTRATIVE PROCEDURES MANUAL

COMMISSION PROCEDURE H-1

DEFINITIONS

Purpose

1-1. This Commission procedure sets forth definitions pertaining to the Reserve Officer Program which are not included in Commission Regulation 1001.

1-2. **Definitions.** For purposes of clarifying Penal Code Section 832.6, and establishing uniformity in implementing and conducting the POST Reserve Officer Program, the following definitions apply:

- (a) "A Level I reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(1), and who is assigned specific police functions whether or not working alone (830.6(a)(1)) OR to the prevention and detection of crime and the general enforcement of the laws of this state (830.6(a)(2)) whether or not working alone.
 - (1) The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions.
 - (2) The authority of a "designated" Level I reserve, assigned to the prevention and detection of crime and the general enforcement of the laws of this state, shall include the full powers and duties of a peace officer as provided by Section 830.1.
- (b) "A Level II reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(2), who works under the immediate supervision of a peace officer possessing a basic certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.
- (c) "A Level III reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(3), who is deployed in such limited functions as would not usually require general law enforcement powers.
- (d) "Exempted reserve" means a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of Penal Code Section 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience.
- (e) "Field training program approved by POST" means a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified to instruct by the department head. The program shall be consistent with guidelines developed by POST for such programs in Commission Procedure D-13. (Applies only to Level II reserve officers.)
- (f) "Immediate supervision" means the reserve officer acts under the direction of a peace officer, possessing a basic certificate, who is routinely in the physical proximity of and available to the reserve officer; however, allowance is permitted for necessary temporary separations. (Applies only to Level II reserve officers.)

- (g) "Peace officer possessing a basic certificate" refers to a regular officer or a reserve officer who has been issued a regular POST Basic Certificate.
- (h) "Prevention and detection of crime and the general enforcement of laws" refers to the peace officer authority of a Level I or Level II reserve officer assigned to investigate crime, or patrol a geographic area and personally handle the full range of requests for police services, and take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.
- (i) "Working alone" refers to a qualified Level I reserve officer who works without immediate supervision and makes independent decisions. Two qualified Level I reserves, or a qualified Level I reserve and a regular officer, are not precluded from working together.

Historical Note:

Procedure H-1 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982, and subsequently amended June 15, 1990.

POST ADMINISTRATIVE PROCEDURES MANUAL

COMMISSION PROCEDURE H-3

RESERVE OFFICER TRAINING

Purpose

3-1. This Commission procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, and addresses the required field training for Level I and Level II reserve peace officers.

Training Standard

3-2. Minimum Training Standard: Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve peace officers. The level of assignments are defined in Penal Code Section 832.6.

- (a) Each person seeking to be a Level III reserve peace officer shall satisfactorily complete a Module A - (POST-certified Penal Code Section 832 Arrest and Firearms and Communications and Arrest Methods Course).
- (b) Each person prior to exercise of duties as a Level II reserve peace officer shall satisfactorily complete Module A Reserve Peace Officer Training Course (Penal Code Section 832 and Communications and Arrest Methods Course), and a POST-certified Module B Reserve Peace Officer Training Course. In addition, a Level II reserve peace officer must be continuously engaged in a field training program approved by POST, pursuant to PAM Section D-13 unless the reserve peace officer was appointed prior to January 1, 1979 and exempted by his or her department head from the provisions of Penal Code Section 832.6 (See PAM, Section H-3-3).
- (c) Each person prior to exercise of duties as a "non-designated" Level I reserve peace officer (See PAM, Section H-1-2(a)) shall: (1) satisfactorily complete a POST-certified Reserve Peace Officer Training Course(s) consisting of at least 222 hours, (which includes Modules A, B, and C) and shall satisfactorily complete 200 hours of structured field training approved by POST pursuant to Commission Procedure D-13; or (2) satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers, as prescribed in PAM, Section D-1.

Between January 1, 1981 and January 1, 1984, the minimum 200 hours of non-designated Level I Reserve Peace Officer Training may also be fulfilled by satisfactory completion of any POST-certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the reserve peace officer's department head attests that all requirements of Modules A, B, and C have been met. (During this period, completion of less than 200 hours of POST-certified Reserve Peace Officer Training, that includes Modules A and B, shall in addition require completion of a POST-certified Module C Course to meet the minimum training standard for non-designated Level I reserves.)

- (d) Each person prior to exercise of duties as a "designated" Level I reserve peace officer (See PAM, Section H-1-2(a)), shall satisfactorily meet the training requirements of the Basic Course for regular officers (See PAM, Section D-1).

- (e) To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), any reserve peace officer appointed prior to January 1, 1981, who has not satisfactorily met the Commission's training requirements of the regular Basic Course (PAM, Section D-1) and has been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to January 1, 1981.
- (f) Equivalent training may be established through the Basic Course Waiver Evaluation and Examination Process described in PAM Section D-11. A department head may request an evaluation (based on the training described in PAM, Section D-1) if an individual is under consideration for appointment as a Level I reserve peace officer.

3-3. Reserve Officer Training Requirements: Training shall be completed prior to assignment of peace officer duties. The following minimum training requirements apply to reserve peace officers:

<u>Level III</u>	<u>Level II*</u>
Module A - (64 hours) P.C. 832 Arrest & Firearms Course	Module A - (64 hours) PLUS Module B (90 hours)
<u>Minimum</u>	<u>Minimum</u>
64 hours	154 hours
<u>Level I*</u> (non-designated)	<u>Level I</u> (designated)
Module A (64 hours) PLUS Module B (90 hours) PLUS Module C (68 hours)	Shall satisfactorily meet the training requirements of the Basic Course (PAM, Section D-1)
<u>Minimum</u>	
222 hours	

3-4. Exemption to Minimum Training: Only reserve peace officers appointed prior to January 1, 1979, may be exempted by the appointing authority from Level I or Level II training requirements. (See Penal Code Section 832.6, Stats. 1977 C. 987)

3-5. Transfer of Exemption: Any reserve peace officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II reserve peace officers, cannot after that date be appointed to either of these levels by another law enforcement department, unless the reserve peace officer has been awarded the POST Reserve Officer Certificate or has met the training requirements for the appropriate level of reserve peace officer assignment on or before the date of the person's appointment as a reserve peace officer by the subsequent appointing law enforcement agency.

*Refer to PAM, Section H-3-8, Field Training, for additional training requirements.

3-6. Changing Exemption Designation: Each reserve officer appointed prior to January 1, 1979, and exempted from training requirements should be designated to a specific reserve officer level by the appointing authority. This level designation may be changed by the appointing authority irrespective of the January 1, 1979 operative date of Penal Code Section 832.6. Level I reserve officers exempted from training requirements (whom the appointing authority may wish to be designated to have full powers of a peace officer as provided by Penal Code Section 830.1, effective January 1, 1981) must have been issued the POST Reserve Officer Certificate prior to that date.

3-7. Compliance with Training Standards: Reserve officers appointed prior to January 1, 1979, who were not exempted from training requirements, and reserve officers appointed on or after January 1, 1979, must satisfy minimum training requirements appropriate to their level of assignment. The training requirements may be deemed to be satisfied by one or more of the following means:

- (a) Completion of POST-certified reserve officer course(s) Module A, B, C, as appropriate to level of assignment, (PAM, Section H-3-3); OR
- (b) Possession of a POST Reserve Officer Certificate; OR
- *(c) Completion of the POST-certified Basic Course or possession of a regular POST Basic Certificate. (The provisions of Regulation 1008 apply to designated Level I reserve officers.) (Effective 1-1-85) OR
- (d) Satisfactory completion of the basic course waiver process as described in PAM, Section D-11.

3-8. Field Training: Field training is required for non-designated Level I reserve officers and Level II reserve officers, except when the reserve has been determined to be: (1) an exempt reserve as provided for in Penal Code Section 832.6(b), Stats. 1977, C. 987, effective January 1, 1979; (2) or has satisfactorily completed the training requirements of the regular Basic Course; (3) or possesses a regular POST Basic Certificate.

- (a) Persons prior to exercising duties as non-designated Level I reserve officers, who have not satisfactorily completed the training requirements of the Basic Course (PAM, Section D-1), shall complete 200 hours of structured field training, in addition to the required classroom training. The field training shall be provided by the reserves' respective departments and designed on the concepts and appropriate subject matter included in the "POST Field Training Guide." Specific approval of the field training program is required by POST.
- (b) Level II reserve officers shall be engaged in a continuous field training program approved by POST, (see paragraph 3-10 of this section).
 - (1) Level II reserve officers shall be regularly provided training in the field, as appropriate, to improve their knowledge and skills.
 - (2) A Field Training Program for Level II reserve officers shall be consistent with the guidelines set forth in paragraph 3-9 of this section.
 - (3) If Level II reserve officers are to be, or subsequently may be, assigned as Level I reserves, the Field Training Program should be designed to avoid unnecessary duplication of training.

3-9. Level II Field Training Guidelines: General guidelines for development of Level II field training programs are:

*Refer to PAM, Section H-3-8, Field Training, for additional training requirements.

- (a) Field training shall be provided on a continuous basis and appropriately structured to the needs of the department.
- (b) Field instruction shall be presented by peace officers issued POST Basic Certificates who are deemed qualified to instruct by the department head.
- (c) Field training shall be based on the concepts and appropriate subject matter described in the "POST Field Training Guide."
- (d) Refresher first aid and cardiopulmonary instruction should be included in the training.

3-10. Level II Field Training Program Approval: Departments establishing field training programs for Level II reserve officers shall design the programs using the guidelines set forth in paragraph 3-9 of this section. Such programs are considered POST approved programs if they are documented in department files. Documentation shall include a narrative description and attestation by the department head that the guidelines have been followed in the program design and delivery. Submission of the program to POST for specific approval is not necessary. Review of the program and documents will be conducted during conformance inspections.

Training Documentation

3-11. Training Files and Records: Departments shall document reserve officer training and experience by establishing and maintaining files and procedures which are similar to those used for regular officer training.

Historical Note:

Procedure H-3 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982, and subsequently amended February 14, 1987, June 15, 1990, and July 1, 1992.

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE H-4
RESERVE OFFICER CERTIFICATES

Purpose

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

Types of Certificates

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

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

Certificate of Recognition

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

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

Reserve Officer Certificate

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

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

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

(a) General Law Enforcement Experience

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

(b) Training

- (1) Reserve officers appointed prior to January 1, 1979:

<u>Classroom Training</u>	<u>200 Hours Field</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours non-certified Reserve Officer Course(s) completed before 1-1-79 (*)	No(**)	Yes	Yes
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes

- (2) Reserve officers appointed from January 1, 1979 through December 30, 1980.

<u>Classroom Training</u>	<u>200 Hours Field</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
200 hours non-certified Reserve Officer Course(s) started prior to 1-1-79 and completed before 1-1-80 (*)	Yes	(**)Yes	Yes
200 hours certified Reserve Officer Course(s)	Yes	No	Yes
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes

(*) Must be equivalent to 200-hour regular officer Basic Course as it existed prior to July 1, 1978.

(**) Application form (POST 2-256) signed by department head may serve as verification.

(3) Reserve Officers appointed on or after January 1, 1981:

<u>Classroom Training</u>	<u>200 Hours Field</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes
200 hours certified Reserve Officer Course(s) (***)	Yes	No	Yes

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

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

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

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

(***) Refer to PAM Section H-3-2c for equivalent training provisions for non-designated Level I reserve officers.

Historical Note:

Procedure H-4 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982.

POST ADMINISTRATIVE PROCEDURES MANUAL

COMMISSION PROCEDURE H-5

RESERVE OFFICER COURSES - MODULES A, B, & C

Purpose

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

Training Methodology

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

Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, B, & C. Course presenters are encouraged to use Basic Course performance objectives and unit guides as illustrative content but are not required to do so.

MODULE A - 64 HOURS - ARREST AND FIREARMS (P.C. 832)

(For full satisfaction of Level III reserve training requirements)

Course Outline

Arrest Course 40 Hours
(Required for all peace officers)

- (A) Professional Orientation (4 Hours)*
- (B) Community Relations (2 Hours)*
- (C) Law (12 Hours)*
- (D) Laws of Evidence (3 Hours)*
- (E) Communications (5 Hours)*
- (F) Investigation (2 Hours)*
- (G) Arrest and Control (10 Hours)*
POST Examination (2 Hours)*

Firearms Course 24 Hours
(Required for peace officers carrying firearms)

Classroom (8 Hours)*

- (A) Firearms Safety
- (B) Handgun Familiarization
- (C) Firearms Care and Cleaning
- (D) Firearms Shooting Principles

Range (15 Hours)*

- (E) Firearms Range
POST Examination (1 Hour)*

Complete curriculum requirements are contained in the document, "POST Curriculum Requirements for the PC 832 Course - 1992."

*POST Recommended Hours

MODULE B - 90 HOURS

(For partial satisfaction of Level II reserve training requirements; refer to PAM, Section H-3-3 for additional training requirements.)

Course Outline

	<u>Minimum Hours</u>		<u>Minimum Hours</u>
A. Professional Orientation	1	5. Handgun/Night Range/(Target)	
1. History and Principles of Law Enforcement		6. Handgun/Combat/Night Range	
2. Law Enforcement Profession		7. Shotgun/Combat/Day Range	
		8. Shotgun/Combat/Night Range	
B. Law	4	F. Patrol Procedures	42
1. Theft Law		1. Patrol Concepts	
2. Burglary Law		2. Perception Techniques	
3. Receiving Stolen Property Law		3. Observation Techniques	
4. Malicious Mischief Law		4. Beat Familiarization	
5. Assault/Battery Law		5. Problem Area Patrol Techniques	
6. Assault with Deadly Weapon Law		6. Patrol "Hazards"	
7. Mayhem Law		7. Pedestrian Approach	
8. Crimes Against Public Peace Law		8. Vehicle Pullover Technique	
		9. Miscellaneous Vehicle Stops	
C. Communications	8	10. Felony/High-Risk Pullover Field Problem	
1. Report Writing Mechanics		11. Wants and Warrants	
2. Report Writing Application		12. Search/Handcuffing/Control Simulation	
3. Uses of the Telephone/Radio/Telecommunications		13. Tactical Considerations/Crimes-in-Progress	
		14. Officer Survival	
D. Vehicle Operation	8	15. Hazardous Occurrences	
1. Introduction to Vehicle Operation		16. First Aid and CPR	
2. Vehicle Operation Factors		G. Traffic	4
3. Code 3		1. Initial Violator Contact	
4. Vehicle Operation Liability		2. License Identification	
5. Vehicle Inspection		3. Traffic Stop Hazards	
6. Vehicle Control Techniques		4. Issuing Citations and Warnings	
		5. Traffic Direction	
E. Force and Weaponry	12	H. Custody	1
1. Simulated Use of Force		1. Custody	
2. Handgun		2. Custody Procedures	
3. Shotgun		3. Prisoner Rights and Responsibilities	
4. Shotgun Shooting Principles			

	<u>Minimum Hours</u>
I. Physical Fitness and Defense Techniques	8
1. Baton Techniques	
2. Baton Demonstration	
J. Examinations	2

Note: Other subjects may be included as local needs suggest. However, chemical agent training should not be considered as apart of the Level II Reserve Course. In adding subjects, consideration should be given to the content in Module A.

MODULE C - 68 HOURS

(For partial satisfaction of "non-designated" Level I reserve training requirements; refer to PAM, Section H-3-3 for additional requirements.)

Course Outline

	<u>Hours</u>		<u>Hours</u>
A. Professional Orientation	1	E. Patrol Procedures	24
1. Department Orientation		1. Interrogation	
2. Career Influences		2. Vehicle Search Techniques	
3. Administration of Justice Components		3. Building Search Techniques	
4. Related Law Enforcement Agencies		4. Missing Persons	
5. California Corrections System		5. Burglary-in-Progress Calls	
B. Police Community Relations	1	6. Robbery-in-Progress Calls	
1. Citizen Evaluation		7. Prowler Calls	
2. Crime Prevention		8. Crimes-in-Progress/Field Problems	
3. Factors Influencing Psychological Stress		9. Handling Disputes	
C. Law	24	10. Family Disputes	
1. Crimes Against Children Law		11. Repossessions	
2. Public Nuisance Law		12. Landlord/Tenant Disputes	
3. Robbery Law		13. Defrauding an Innkeeper	
4. Homicide Law		14. Handling Dead Bodies	
5. Crimes Against Children		15. Handling Animals	
6. Rape Law		16. Mentally Ill	
7. Controlled Substance Law		17. Fire Conditions	
8. Hallucinogens Law		18. Barricaded Suspects/Hostage Situations	
9. Narcotics Law		19. Domestic Violence	
10. Marijuana Law		F. Traffic	4
11. Alcoholic Beverage Control Law		1. Introduction to Traffic	
12. Juvenile Alcohol Law		2. Vehicle Code	
13. Juvenile Law and Procedure		3. Vehicle Registration	
D. Laws of Evidence	8	4. Vehicle Code Violations	
1. Privileged Communications		5. Alcohol Violations	
2. Subpoena		6. Auto Theft Investigation	
3. Burden of Proof		7. Traffic Accident Investigation	
4. Legal Showup		G. Criminal Investigation	4
		1. Crime Scene Search	
		2. Information Gathering	
		3. Courtroom Demeanor	
		4. Sexual Assault Investigation	
		5. Child Sexual Abuse and Exploitation Investigation	

	<u>Hours</u>
H. Examinations	2

Note: Hours and instructional topics may be adjusted with prior POST approval.

Historical Note:

Procedure H-5 was adopted and incorporated by reference into Commission Regulation 1007 effective July 15, 1982, and subsequently amended on February 15, 1987, and July 1, 1992.

FORMS INDEX

APPOINTMENT/TERMINATION FORM

NOTICE OF APPOINTMENT/TERMINATION
FORM NUMBER - POST 2-114

COURSE CERTIFICATION AND PRESENTATION FORMS

COURSE CERTIFICATION REQUEST
FORM NUMBER - POST 2-103

COURSE BUDGET
FORM NUMBER - POST 2-106

COURSE ANNOUNCEMENT
FORM NUMBER - POST 2-110

COURSE ROSTER
FORM NUMBER - POST 2-111

COURSE EVALUATION INSTRUMENT
FORM NUMBER - POST 2-245

TRAINING FORMS

APPLICATION FOR POST APPROVED
FIELD TRAINING PROGRAM
FORM NUMBER - POST 2-229

FIELD MANAGEMENT TRAINING
EVALUATION REPORT
FORM NUMBER - POST 2-257

APPLICATION FOR FIELD MANAGEMENT
TRAINING
FORM NUMBER - POST 2-268

TRAINING REIMBURSEMENT REQUEST
FORM NUMBER - POST 2-273

CERTIFICATE FORMS

CERTIFICATE APPLICATION
FORM NUMBER - POST 2-116

REQUEST FOR REISSURANCE OF POST
CERTIFICATE
FORM NUMBER - POST 2-250

APPLICATION FOR AWARD OF POST RE-
SERVE
OFFICER CERTIFICATE
FORM NUMBER - POST 2-256

APPLICATION FOR AWARD OF POST PUBLIC
SAFETY DISPATCHER CERTIFICATE
FORM NUMBER - POST 2-289

APPOINTMENT/TERMINATION FORM

NOTICE OF APPOINTMENT/TERMINATION

State of California Department of Justice
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

IDENTIFICATION INFORMATION

1. Name - Last	First	Middle	2. Date of birth	3. Sex	4. Race	5. Social Security Number
6. AKA			7. Rank/Classification			
8. Agency			9. Date of appointment, change of peace officer/dispatcher status, etc.			
10. The above-named person's last service as a peace officer/dispatcher was with: _____ from _____ to _____ NAME OF AGENCY MONTH/DAY/YEAR MONTH/DAY/YEAR						

PEACE OFFICER APPOINTMENT INFORMATION

All requirements of Commission Regulation 1002, "Minimum Standards for Employment", have been satisfactorily completed for the above-named person.

11. The above-named person is appointed as a peace officer as defined in Penal Code Section: <input type="checkbox"/> 830.1 <input type="checkbox"/> 830.2 <input type="checkbox"/> 830.3 <input type="checkbox"/> 830.31 <input type="checkbox"/> 830.4 <input type="checkbox"/> 830.5	12. The above-named person is appointed as a reserve peace officer as defined in Penal Code Section 830.6 as a: <input type="checkbox"/> Designated Level I <input type="checkbox"/> Level II <input type="checkbox"/> Non-designated Level I <input type="checkbox"/> Level III
13. The appointment status in space 11 or 12 above is: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Provisional <input type="checkbox"/> Seasonal <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
14. The above-named person satisfied the basic training requirement by: <input type="checkbox"/> Graduation from a POST-certified Basic Course <input type="checkbox"/> Basic Course Waiver Process (BCW)	15. The above-named person satisfied the reserve training requirement of: <input type="checkbox"/> Module A <input type="checkbox"/> Modules A, B & C <input type="checkbox"/> Module B <input type="checkbox"/> 200 Hours Field Training <input type="checkbox"/> Module C <input type="checkbox"/> Basic Course <input type="checkbox"/> Module A & B
16. <input type="checkbox"/> The above-named person has NOT satisfied the basic training requirement	

DISPATCHER APPOINTMENT INFORMATION

All requirements of Commission Regulation 1018(c), "Minimum Standards for Public Safety Dispatchers", have been satisfactorily completed for the above-named person.

17. <input type="checkbox"/> The above-named person is appointed as a public safety dispatcher as defined in Penal Code Section 13510(c) and/or Commission Regulation 1001(i).
18. The appointment status in space 17 above is: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
19. <input type="checkbox"/> The above-named person has not satisfied the public safety dispatcher basic training requirement.

TERMINATION INFORMATION

20. The above-named person's service with this agency terminated on _____ because he or she: MONTH/DAY/YEAR <input type="checkbox"/> Resigned <input type="checkbox"/> Was Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Died <input type="checkbox"/> Was convicted of a felony or serious crime <input type="checkbox"/> Other (Explain below)

EXPLANATION

21. Explanation

ATTESTATION OF REPORTING OFFICIAL

22. I attest that the information provided on this form is true and correct, and is based on my personal knowledge or inquiry; the personnel records of this agency substantiate this information.		
_____ SIGNATURE OF AGENCY ADMINISTRATOR	_____ PRINT AGENCY ADMINISTRATOR'S NAME AND TITLE	_____ DATE

INSTRUCTIONS FOR COMPLETION OF THE NOTICE OF APPOINTMENT/TERMINATION FORM

The Notice of Appointment/Termination form is to be completed and submitted to POST within 30 days for a peace officer or dispatcher who is either newly appointed, laterally enters, changes status within the same agency, or is terminated from an agency that participates in the POST program. Refer to PAM Procedure C-4.

The Identification Information section of the form must always be completed, AND either the Peace Officer Appointment Information section, Dispatcher Appointment Information section, or Termination Information section as appropriate. **PLEASE PRINT OR TYPE.**

Instructions for Completing the Form:

IDENTIFICATION INFORMATION (verify with agency records that this information is correct)

1. **NAME:** Enter the person's last name, first name, and middle name or initial. For common names (e.g., John Brown, Mary Jones), provide the middle name.
2. **DATE OF BIRTH:** Enter the person's date of birth (month, day, year) in numerical form (e.g., 2-4-60).
3. **SEX:** Enter M (male) or F (female).
4. **RACE:** Enter the person's race or ethnic background, abbreviations may be used. This information will be used by POST for statistical purposes only.
5. **SOCIAL SECURITY NUMBER:** Enter the person's social security number. This information will be used solely as the unique identifier for the person in processing appropriate POST records.
6. **AKA (ALSO KNOWN AS):** Enter any and all names the person has been known as (e.g., maiden or married names, and AKA's). If additional space is needed, list in space 21.
7. **RANK/CLASSIFICATION:** Enter the person's rank or classification (e.g., dispatcher, cadet, police officer, deputy sheriff, peace officer, agent, sergeant, lieutenant, captain, chief of police, etc.).
8. **AGENCY:** Enter complete name of the agency.
9. **DATE OF APPOINTMENT, ETC.:** Enter the month, day, and year of actual appointment or change of peace officer/dispatcher status (e.g., reserve peace officer is appointed as a full-time, regularly employed and paid as such peace officer). For convenience, this space and space 7 may be used to advise POST that the person is promoted or demoted (e.g., to the rank of sergeant, lieutenant, captain, etc.), and explain in space 21.
10. **THE ABOVE-NAMED PERSON LAST SERVED AS A PEACE OFFICER/DISPATCHER:** Enter the complete name of agency that the person last (previously) served with as a peace officer/dispatcher, and the beginning and ending dates of service with that agency.

PEACE OFFICER APPOINTMENT INFORMATION

Place an "X" in the space in the left-hand margin if Peace Officer Appointment Information is being provided.

11. **THE ABOVE-NAMED PERSON IS APPOINTED AS A PEACE OFFICER AS DEFINED IN PENAL CODE SECTION:** Place an "X" in the appropriate space. Note that reserve peace officers are to be accounted for in space 12.
12. **THE ABOVE-NAMED PERSON IS APPOINTED AS A RESERVE PEACE OFFICER AS DEFINED IN PENAL CODE SECTION 830.6 AS A:** Place an "X" in the appropriate space. NOTE: Designated Level I Reserve peace officers must be so designated by local ordinance or resolution as is appropriate.
13. **THE APPOINTMENT STATUS INDICATED IN SPACE 11 OR 12 IS:** Place an "X" in the appropriate space. For service that is part-time, provisional, or seasonal, explain in space 21 the basis or length or amount of service monthly/yearly.
14. **THE ABOVE-NAMED PERSON SATISFIED THE BASIC TRAINING REQUIREMENT BY:** Place an "X" in the appropriate space.
15. **THE ABOVE-NAMED PERSON SATISFIED THE RESERVE TRAINING REQUIREMENT BY:** Place an "X" in the appropriate space(s). NOTE: The training requirements for each Level of Reserve are: Level I - Designated, the Basic Course; Level I - Nondesignated, Modules A, B & C plus 200 hours of field training; Level II, Modules A and B; and Level III, Module A.
16. **THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE BASIC TRAINING REQUIREMENT:** Place an "X" in the space if the person has not satisfied the basic training requirements; for example, the person is enrolled in a basic academy but has not graduated, or the person has been appointed as a peace officer but has not begun/completed basic training. Explain in space 21.

DISPATCHER APPOINTMENT INFORMATION

Place an "X" in the space in the left-hand margin if Dispatcher Appointment Information is being provided.

17. **THE ABOVE-NAMED PERSON IS APPOINTED AS A PUBLIC SAFETY DISPATCHER AS DEFINED IN PENAL CODE SECTION 13510(C) AND/OR COMMISSION REGULATION 1001(t):** Place an "X" in the space if the person was appointed to the position of dispatcher as defined in either of the above sections.
18. **THE APPOINTMENT STATUS IN SPACE 17 ABOVE IS:** Place an "X" in the appropriate space. For service that is part-time, explain in space 21 the basis or length of service monthly/yearly.
19. **THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE PUBLIC SAFETY DISPATCHER BASIC TRAINING REQUIREMENT:** Place an "X" in the space if the person has not satisfied the basic training requirements. Explain in space 21.

TERMINATION INFORMATION

Place an "X" in the space in the left-hand margin if Termination Information is being provided.

20. **THE ABOVE-NAMED PERSON'S SERVICE WITH THIS AGENCY TERMINATED:** Enter the date of termination by month, day, and year. Place an "X" in the appropriate space for the reason for termination.

EXPLANATION

21. Enter additional useful information that will clarify or supplement information provided in the Identification Information, Peace Officer Appointment Information, Dispatcher Appointment Information, and/or Termination Information sections.

ATTESTATION OF REPORTING OFFICIAL

22. The agency administrator must sign and date the Notice of Appointment/Termination form.

COURSE CERTIFICATION AND PRESENTATION FORMS

COURSE CERTIFICATION REQUEST

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

1. AGENCY SUBMITTING REQUEST		FOR POST USE ONLY	
2. COURSE TITLE		COURSE CERTIFICATION NUMBER	
3. COLLEGE AFFILIATION		4. POST COURSE CATEGORY	
5. COURSE LENGTH HOURS: _____	6. FORMAT HOURS PER DAY _____ DAYS PER WEEKS _____ WEEKS _____	7. PRESENTATIONS PER YEAR _____	8. UNITS GRANTED SEM. _____ QTR. _____
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY			
10. ENROLLMENT RESTRICTIONS			11. MAXIMUM NUMBER OF STUDENTS
12. RESIDENCY REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	13. LIVING ACCOMMODATIONS ON CAMPUS <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>		14. COST: MEALS _____ TUITION _____ LODGING _____ OTHER _____
15. ADDRESS OF COURSE SITE			17. TOTAL SEATING CAPACITY
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS			
18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY)			
19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) LECTURE <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> SIMULATION <input type="checkbox"/> ROLE PLAYING <input type="checkbox"/> CONFERENCE <input type="checkbox"/> OTHER <input type="checkbox"/>			20. NO. OF INSTRUCTORS
21. TRAINING AIDS USED			
22. TEXTS AND REFERENCE MATERIAL			
23. REQUIRED PROJECT		24. METHOD OF EVALUATING STATED OBJECTIVES	
25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION			26. DATE OF REQUEST
FOR POST USE ONLY			
RECEIVED:		COMMISSION ACTION	
COURSE OUTLINES <input type="checkbox"/>		DATE	
LESSON PLANS <input type="checkbox"/>			
BUDGET <input type="checkbox"/>			
RESUMES <input type="checkbox"/>			
REVIEWING CONSULTANT			

COURSE BUDGET

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

1. AGENCY PRESENTING THE COURSE	2. COURSE CATEGORY
3. COURSE TITLE	

4. BUDGET SUMMARY COSTS	COST	
	SUBTOTAL	TOTAL
DIRECT COSTS		
A. Services		
(1) Instruction		
(2) Coordination		
(3) Clerical		
(4) Printing/Reproduction		
TOTAL SERVICES		
B. Supplies		
(1) Books/Pamphlets/Handouts		
(2) Certificates		
(3) Notebooks		
(4) Paper/Office Supplies		
TOTAL SUPPLIES		
C. Equipment		
D. Travel		
(1) Coordinator		
(2) Instructors		
TOTAL TRAVEL		
E. Miscellaneous		
TOTAL DIRECT COSTS		
INDIRECT COSTS		
GRAND TOTAL		

5. SUBVENTIONS	TOTAL SUBVENTIONS	
----------------	-------------------	--

6. NAME OF PERSON SUBMITTING BUDGET AND DATE
--

POST USE ONLY

<u>Total</u>	<u>Number of Students</u>	<u>Tuition per Student</u>	<u>Actual Course Presentation Cost</u>
POST APPROVAL AND DATE		COURSE CERTIFICATION NUMBER	

INSTRUCTIONS FOR COMPLETING THE COURSE BUDGET

The Course Budget (POST 2-106) is to be completed and submitted for courses that require a tuition or are being presented for reimbursement of actual course presentation costs. Refer to Commission Regulation 1054 for budget guidelines.

Complete each space as follows:

1. **AGENCY PRESENTING THE COURSE:** Enter the name of the agency that will present the course.
2. **COURSE CATEGORY:** From the list below, enter the POST Course Category of this course:

Basic
Supervisory

Management
Executive

Technical
Seminar

3. **COURSE TITLE:** If the course has a descriptive title other than the POST category, enter the title of the course (e.g., POST Category - Technical Course; Course Title - Advanced Hostage Negotiations).
4. **BUDGET SUMMARY COSTS:** Enter the cost of each item included in Items A thru E in the appropriate cost column box.
5. **SUBVENTIONS:** Enter the total dollar amount of subventions from Item 12.
6. **NAME OF PERSON SUBMITTING BUDGET AND DATE:** The individual submitting the course budget must sign and date the form.

BUDGET DETAILS

7. **SERVICES:** Provide a narrative explanation (e.g., name of the individuals, number of hours the individuals will teach, and the hourly rate to be paid) of each item listed in Item 4(A) which is included in this budget.
8. **SUPPLIES:** Provide a narrative explanation of each item listed in Item 4(B) (e.g., list the specific item, quantity needed, and cost for each) which is included in this budget.
9. **EQUIPMENT:** Provide a narrative explanation (e.g., list each piece of equipment and the cost for each) if Item 4(C) is included in this budget.
10. **TRAVEL:** Provide a narrative explanation (e.g., list the name of each individual who will be travelling and any costs that may be incurred) of each item listed in Item 4(D) which is included in this budget.
11. **MISCELLANEOUS:** If Item 4(E) is included with this budget, use this space to specify the item and cost for each.
12. **SUBVENTIONS:** Agency presenters identify the source, type and cash value of any subventions received from outside funding sources. Subventions shall include, but are not limited to, fees, grants, gifts, Full-time Equivalent Student (FTES) shares from community college affiliations, and the monetary equivalent of services, equipment or materials provided in support of the course.

BUDGET DETAILS

7. SERVICES			COST
A. Instruction	<u>Name</u>	<u>No. of Instructor Hours</u>	<u>Hourly Rate</u>
			\$
B. Coordination	<u>Name</u>	<u>No. of Coordinator Hours</u>	<u>Hourly Rate</u>
			\$
C. Clerical	<u>Name</u>	<u>No. of Hours</u>	<u>Hourly Rate</u>
			\$
D. Printing/Reproduction	<u>Item</u>		<u>Cost</u>
			\$
TOTAL			

8. SUPPLIES			
A. Books/Pamphlets/Handouts	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>
			\$
B. Certificates	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>
			\$
C. Notebooks	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>
			\$
D. Office Supplies	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>
			\$
TOTAL			

BUDGET DETAILS

9. EQUIPMENT		COST
<u>Item</u>	<u>Specific Cost</u> \$	
TOTAL		

10. TRAVEL			
A. Coordinators <u>Name</u>	<u>Origin & Destination</u>	<u>Mode of Transportation</u>	<u>Specific Costs</u> (e.g., Transportation, per diem, etc.) \$
B. Instructors <u>Name</u>	<u>Origin & Destination</u>	<u>Mode of Transportation</u>	<u>Specific Costs</u> (e.g., Transportation, per diem, etc.) \$
TOTAL			

11. MISCELLANEOUS		COST
<u>Item</u>	<u>Cost</u> \$	
TOTAL		

AGENCY PRESENTERS ONLY

12. SUBVENTIONS		
<u>Source of Subvention</u>	<u>Type of Subvention</u> (cash, equipment, services, etc.)	<u>Cash Value of Subvention</u> \$
TOTAL		

COURSE ANNOUNCEMENT

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

A. COURSE CERTIFICATION NUMBER		F. BASIC COURSE ONLY--LIST DATES OF DRIVER TRAINING	
B. CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULE TITLE		G. TOTAL CERTIFIED HOURS	H. HOURS FOR THIS PRESENTATION
C. COURSE PRESENTER		I. TOTAL NO. OF TRAINING DAYS	J. MAXIMUM ENROLLMENT
D. ADDRESS WHERE TRAINING WILL BE PRESENTED		K. DATES (excluding weekends) CLASS WILL NOT BE HELD	
E. COURSE PRESENTATION DATES AND TIMES			
STARTING DATE _____ TIME _____		ENDING DATE _____ TIME _____	

L (FOR PC 832 COURSES ONLY)

ARREST COURSE TEST DATE _____ TIME OF TEST _____

TEST LOCATION _____

NAME OF TEST ADMINISTRATOR (IF ARREST TEST WILL BE ADMINISTERED BY PRESENTER) _____ PHONE () _____

M. TUITION \$ _____	N. DRIVER TRAINING FEE \$ _____
---------------------	---------------------------------

O. TRAVEL

If the nearest off-site lodging is greater than five miles from the training site, complete the following:
The nearest off-site lodging is _____ miles from the training location.

If travel for course instruction is required off-site, complete the following:
Transportation is furnished to the other site by: TRAINEE OTHER (explain) _____
How many miles is the other training site from site indicated in (D) above? _____ (round trip)
How many trips will be required? _____

P. LODGING

If lodging is arranged by the course presenter, complete the following:
Is there a mandatory lodging requirement? YES NO
Lodging charge, per day is \$ _____
Lodging is provided Monday-Friday only Monday-Sunday (inclusive)

Q. MEALS

If meals are arranged by the course presenter, complete the following:
Meal charge, per day is \$ _____
Meals provided breakfast lunch dinner Other _____
Meals are provided Monday-Friday only Monday-Sunday (inclusive)

R. COMMENTS

S. SIGNATURE OF COORDINATOR

APPROVING AUTHORITY	CONTROL NUMBER
_____	_____
REMARKS	_____

COURSE ANNOUNCEMENT

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

A. COURSE CERTIFICATION NUMBER		F. BASIC COURSE ONLY--LIST DATES OF DRIVER TRAINING	
B. CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULE TITLE		G. TOTAL CERTIFIED HOURS	H. HOURS FOR THIS PRESENTATION
C. COURSE PRESENTER		I. TOTAL NO. OF TRAINING DAYS	J. MAXIMUM ENROLLMENT
D. ADDRESS WHERE TRAINING WILL BE PRESENTED		K. DATES (excluding weekends) CLASS WILL NOT BE HELD	
E. COURSE PRESENTATION DATES AND TIMES			
STARTING DATE	TIME	ENDING DATE	TIME

L (FOR PC 832 COURSES ONLY)

ARREST COURSE TEST DATE _____ TIME OF TEST _____

TEST LOCATION _____

NAME OF TEST ADMINISTRATOR (IF ARREST TEST WILL BE ADMINISTERED BY PRESENTER) _____ PHONE () _____

M. TUITION \$ _____	N. DRIVER TRAINING FEE \$ _____
---------------------	---------------------------------

O. TRAVEL

If the nearest off-site lodging is greater than five miles from the training site, complete the following:
 The nearest off-site lodging is _____ miles from the training location.

If travel for course instruction is required off-site, complete the following:
 Transportation is furnished to the other site by: TRAINEE OTHER (explain) _____
 How many miles is the other training site from site indicated in (D) above: _____ (round trip)
 How many trips will be required? _____

P. LODGING

If lodging is arranged by the course presenter, complete the following:
 Is there a mandatory lodging requirement? YES NO
 Lodging charge per trainee, per day is \$ _____
 Lodging is provided: Monday-Friday only Monday-Sunday (inclusive) Other _____

Q. MEALS

If meals are arranged by the course presenter, complete the following:
 Meal charge per trainee, per day is \$ _____
 Meals provided: Breakfast Lunch Dinner
 Meals are provided: Monday-Friday only Monday-Sunday (inclusive) Other _____

R. COMMENTS

S. SIGNATURE OF COORDINATOR OR AUTHORIZED DESIGNEE	T. PHONE () _____
--	--------------------

FOR POST USE ONLY		
APPROVING AUTHORITY	DATE APPROVED	COURSE CONTROL NUMBER
COMMENTS		

INSTRUCTIONS FOR COMPLETION OF THE COURSE ANNOUNCEMENT

The Course Announcement form (POST 2-110) is to be completed and submitted to POST each time a certified course is to be presented. Refer to PAM, Section D-10-18(a) for the deadlines for submission.

Instructions for Completing the Form:

- A. **COURSE CERTIFICATION NUMBER:** Enter the POST-approved course certification number for the course.
- B. **CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULAR TITLE:** Enter the title approved by POST and as shown in the Catalog of Certified Courses, PAM Section D-14.
- C. **COURSE PRESENTER:** Enter the name of the school, agency, individual, or firm authorized to present the course as indicated on the course certification.
- D. **ADDRESS WHERE TRAINING WILL BE PRESENTED:** Enter the address where instruction will principally take place.
- E. **COURSE PRESENTATION DATES AND TIMES:** Enter the dates and times this course is scheduled to begin and end.
- F. **BASIC COURSE ONLY -- LIST DATES OF DRIVER TRAINING:** If this announcement is for a Basic Course presentation, enter the dates of the "behind-the-wheel" driver training portion of the Basic Course.
- G. **TOTAL CERTIFIED HOURS:** Enter the total number of hours approved on the Course Certification Request (POST 2-103).
- H. **HOURS FOR THIS PRESENTATION:** Enter the number of hours of instruction for this course presentation.
- I. **TOTAL NO. OF TRAINING DAYS:** Enter the number of classroom days that training will be in session.
- J. **MAXIMUM ENROLLMENT:** Enter the maximum number of trainees that will be allowed to enroll for this course presentation.
- K. **DATES CLASS WILL NOT BE HELD:** Enter as appropriate. Particular attention should be paid to local or school district holidays in addition to legal holidays. It is not necessary to list weekend dates unless the date would be a normal class day.

Course Information for PC 832 Courses

- L. **NOTE: THIS SECTION APPLIES TO PC 832 COURSES ONLY.** Enter the date the arrest course test will be conducted, the time of the test and the test location. If the arrest test will be administered by the presenter, enter the name and telephone number of the test administrator.

Course Information Affecting Reimbursements: For this course presentation, enter the applicable information related to reimbursement.

- M. **TUITION:** Enter the POST-approved tuition amount charged per student or per agency for this course presentation. If the amount varies per student for any reason, explain in "Comments".
- N. **DRIVER TRAINING FEE:** For Basic Course presentations, enter the POST-approved amount charged for the driver training portion of the course. If the amount varies per student for any reason, explain in "Comments".
- O. **TRAVEL:** Enter the number of miles from the training site to the nearest off-campus accommodation if the nearest lodging accommodation is greater than 5 miles away.

Occasionally, trainees are required to travel to locations away from the normal training site; i.e., shooting range. If this course presentation includes training at another location, complete the spaces as follows:

Indicate if a trainee must provide his/her own transportation to another training site or if the course presenter has made arrangements for the transportation of trainees. If the latter is the case, explain in the comments space the arrangements made and any cost to the trainee or agency.

Indicate the number of round-trip miles to the other site.

Enter the number of round trips required to attend training at another site.

- P. **LODGING:** If lodging is arranged by the course presenter, indicate by checking the appropriate space. If it is mandatory for trainees to reside at the lodging site, enter the daily lodging charge and check the applicable space which shows that period of time the charge covers.
- Q. **MEALS:** If meals are arranged by the course presenter, enter the daily meal charge, and check the applicable space(s) explaining what meals are provided for this charge. Check the applicable space indicating the days of the week meals are arranged by the course presenter.
- R. **COMMENTS:** Enter information that will clarify or supplement the course presentation information.
- S. **SIGNATURES OF COORDINATOR OR AUTHORIZED DESIGNEE:** The course coordinator or authorized designee must sign the Course Announcement.
- T. **PHONE:** It is important that POST staff have the phone number of the coordinator in the event there is need for additional data or clarification of information.

COURSE ROSTER

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

A. COURSE CONTROL NUMBER	B. COURSE TITLE				C. COURSE PRESENTER				D. COURSE PRESENTATION DATES				
									FROM _____ TO _____				
E. NAME OF TRAINEE (LAST, FIRST, MI) (PRINT OR TYPE)	F. SOCIAL SECURITY NUMBER	G. TRAINEE STATUS: CHECK ONE				H. TIME BASE: CHECK ONE		I. DEPARTMENT OR AGENCY	J. NUMBER COURSE HOURS ATTENDED	K. COMPLETED COURSE		L. F2 832 CODE	M. COMMENTS (CONTINUE ON REVERSE)
		PEACE OFFICER	RESERVE OFFICER	DIS- PATCHER	NON- PEACE OFFICER	FULL- TIME	PART- TIME			YES	NO		
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													
16.													
17.													
N. SIGNATURE OF COORDINATOR		O. DATE				P. TELEPHONE				Q.			
						()				PAGE _____ OF _____ PAGES			

INSTRUCTIONS FOR COMPLETION OF THE COURSE ROSTER FORM

The Course Roster form is to be completed and submitted by the course coordinator to POST within ten days following completion of the course [Refer to PAM, Regulation 1055(i)]. The trainee information for sections E - I can be obtained from the Training Reimbursement Request (TRR), POST 2-273, submitted to you by trainees from agencies in the POST Reimbursement Program. For those trainees without TRRs, the information must be provided either by the trainee or his/her employing agency.

Complete the lettered sections of the form for each trainee attending the course presentation. Ditto marks may be used where appropriate. Typed information is preferred.

- A. **COURSE CONTROL NUMBER:** Enter the course control number assigned by POST on the approved Course Announcement form POST 2-110.
- B. **COURSE TITLE:** Enter the title of the course as indicated on the course certification.
- C. **COURSE PRESENTER:** Enter name of the school, agency, individual, or firm authorized to present the course as indicated on the course certification.
- D. **COURSE PRESENTATION DATES:** Enter beginning date and ending date of training.
- E. **NAME OF TRAINEE:** Enter the names of all trainees enrolled in this course by last name, first, middle initial.
- F. **SOCIAL SECURITY NUMBER:** Enter each trainee's social security number. This number will be used on appropriate POST records as a reliable identifier.
- G. **TRAINEE STATUS:** For each trainee, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:
- Peace Officer - Is an employee subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.
- Reserve Officer - Is an individual appointed as a Level I, II, or III Reserve Officer under the authority of Section 832.6 of the Penal Code.
- Dispatcher - Is a non-peace officer who performs duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.
- Non-Peace Officer - Is a civilian, non-sworn employee other than a dispatcher. (See dispatcher, if more applicable)
- H. **TIME BASE:** For each trainee, check the most applicable box indicating the trainee's time base at the time of course attendance. Brief definitions of each time base follow:
- Full-time Employment as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to workers' compensation and retirement provisions as are other full-time employees of the same personnel classification in the department.
- Part-time - Anything less than conditions specified in full-time definition.

- I. **DEPARTMENT OR AGENCY:** Enter the name of the current agency employing the trainee. If the trainee has no agency affiliation, enter "NONE".
- J. **NUMBER COURSE HOURS ATTENDED:** Enter the total number of hours attended by the trainee. It is important that the instructor keep a daily account of the trainee's hours of attendance, as the hours will affect the reimbursement process.
- K. **COMPLETED COURSE: (YES/NO):** Enter an "X" mark in the appropriate column. An "X" mark in the "Yes" column indicates the trainee satisfactorily completed all the requirements of the course. If the trainee has missed more than 5% of the certified hours of a Basic Course, or more than 10% of the certified hours of any other POST-certified course, attach a written statement explaining how successful completion was accomplished. [See PAM Regulation 1055(i)].
- An "X" mark in the "No" column indicates the trainee failed to complete all the requirements of the course. If "No" is marked, explain reason for failure in Comments, section M.
- L. **PC 832 CODE:** If presenting a PC 832 course, Arrest and Firearms, enter the appropriate code to signify which segments of the course were completed by each trainee.
- A = Arrest only F = Firearms only X = Arrest and Firearms
- M. **COMMENTS:** Use this section to explain anything that needs clarification on this roster. If there is insufficient space for your comments in section M, enter "see reverse" and indicate your comments in the space below.
- N. **SIGNATURE OF COORDINATOR:** The course coordinator or designee shall sign the Course Roster form.
- O. **DATE:** Enter date signed.
- P. **TELEPHONE:** It is important that POST staff have the phone number of the coordinator in the event there is need for additional data or clarification of information.
- Q. **PAGE OF PAGES:** Record the Course Roster page number followed by the total number of Course Roster pages submitted. This is done to account for all pages submitted.

Comments:

COURSE EVALUATION INSTRUMENT

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

COURSE TITLE

COURSE CONTROL NUMBER

COURSE STARTING DATE

This questionnaire is a primary means used by the Commission on POST to gather information to assist in maintaining high quality courses. Your cooperation in completing this form is appreciated.

AGENCY AND RANK INFORMATION: The first two questions regarding your agency and rank will provide POST information as to the composition of this class.

1. Please indicate the type of law enforcement agency of which you are a member.
1. City police 2. County sheriff 3. CHP 4. State agency 5. Campus police 6. DA Investigator
7. Marshal 8. Other (please specify) _____
2. Please select the response which most nearly describes your rank, or comparable rank.
1. Officer/Deputy 2. Sergeant 3. Lieutenant 4. Captain and above 5. Reserve 6. Civilian
7. Other (please specify) _____

Using the following rating scale, please indicate the extent to which you agree or disagree with the following statements. Space is provided at the end of the questionnaire for your comments and/or suggestions.

1. STRONGLY DISAGREE 2. DISAGREE 3. NEITHER AGREE NOR DISAGREE 4. AGREE 5. STRONGLY AGREE
(A rating of (5) represents the highest possible score, a rating of (1), the lowest.)
(If you rate an item low, we would appreciate your comments in order that improvement may be made.)

1. The course material was well organized and presented in a systematic manner.
2. The course content was relevant and up to date.
3. The course objectives and expectations for student achievement were clearly stated at the beginning of the course.
4. The course met the stated objectives.
5. The course provided me skills and/or knowledge which will help me in my current or future assignment.
6. The course was free from outside distractions (e.g., noise, interruptions).
7. The physical comforts were conducive to learning (e.g., seating arrangements, desk space, classroom ventilation, lighting).
8. The course site was convenient (e.g., accessible to lodging, meals, transportation).

INSTRUCTOR(S)

9. The instructor(s) clearly demonstrated a command of the subject matter.
10. The instructor(s) lectured at a level the students could understand.
11. The instructor(s) used a variety of methods of instruction in the course (e.g., lecture, class discussion, media, role play).
12. The instructor(s) encouraged student(s) questions and generally answered them satisfactorily.

PLEASE IDENTIFY ANY INSTRUCTOR(S) AND/OR BLOCK(S) OF INSTRUCTION THAT MAY HAVE BEEN DEFICIENT AND BRIEFLY DESCRIBE THE DEFICIENCY(IES).

(If additional space is needed, please use the reverse side of this form.)

EXAMINATION(S)

COMPLETE THE FOLLOWING QUESTIONS ONLY IF AN EXAMINATION WAS GIVEN.

13. The examination was well prepared and emphasized important course material.
14. There was consistency between course content and examination questions.

OVERALL EVALUATION

15. How would you rate this course?
1. Very poor 2. Poor 3. Fair 4. Good 5. Very good
16. How would you generally rate the effectiveness of the instructor(s)?
1. Very poor 2. Poor 3. Fair 4. Good 5. Very good

PLEASE USE THIS SPACE FOR GENERAL COMMENTS/SUGGESTIONS.

TRAINING FORMS

APPLICATION FOR POST-APPROVED FIELD TRAINING PROGRAM	State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, California 95816-7083
---	--

Section 1 - General Information

Agency or Academy		Date
Name of Agency Head or Academy Director	Title/Rank	Phone ()
Name of Person Completing Form	Title/Rank	Phone ()

Section 2 - Type of Program/Trainees

In accordance with specifications provided in POST Administrative Manual (PAM), Regulation 1005(e), Procedure D-13 and/or Procedure H-3, the proposed Field Training Program will be for: (Check appropriate space(s))

Type of Trainees

<u>Type of Program</u>	<input type="checkbox"/> Regular Officers	<input type="checkbox"/> Pre-Employment Students
<input type="checkbox"/> After Academy	<input type="checkbox"/> Non-Peace Officer Trainee	<input type="checkbox"/> 200 Hour Reserve Officers Training
<input type="checkbox"/> During Academy	<input type="checkbox"/> Employees	<input type="checkbox"/> Level II Reserve Officers

Section 3 - Agency Head Request for AFTER-Academy Approval

Directions: Check the appropriate spaces. A "no" response or omission to any of the following requirements may prevent/delay approval of this request.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant agency is currently participating in the POST Regular or Specialized Program.
<input type="checkbox"/>	<input type="checkbox"/>	2. Trainees have satisfied the basic training requirements specified in Regulation 1005(a) or 1007(b)(1) and (2).
<input type="checkbox"/>	<input type="checkbox"/>	3. Field training officers have: (1) been awarded a POST Basic Certificate; (2) completed a POST-certified Field Training Officer Course; and (3) been selected based upon a supervisor's nomination.
<input type="checkbox"/>	<input type="checkbox"/>	4. Trainees are to be supervised depending upon their assignment: <ul style="list-style-type: none"> (a) Trainees assigned to general law enforcement duties will be under the direct and immediate supervision (physical presence) of a qualified "field training officer". (b) Trainees assigned to non-peace officer, specialized functions (i.e., complaint/dispatcher, records, jail) will not necessarily be in the immediate presence of a field training officer. Such trainees shall be considered engaged in an "approved field training program" while under normal supervision in the agency.
<input type="checkbox"/>	<input type="checkbox"/>	5. The Field training program is to be based upon structured learning content as specified in the POST Model Field Training Guide or its equivalent approved by POST. (NOTE: Submission of applicant agency's field training guide along with this application is required if the applicant agency's field training guide is to be used.)
<input type="checkbox"/>	<input type="checkbox"/>	6. Each field training officer is to be evaluated by the trainee and supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	7. Each trainee is to be evaluated on at least a weekly basis with written summaries of performance prepared and reviewed with the trainee. For a reserve officer trainee, evaluations are to be conducted on at least every third month basis.
<input type="checkbox"/>	<input type="checkbox"/>	8. The emphasis of the field training is to be on both training and evaluation of trainees.
<input type="checkbox"/>	<input type="checkbox"/>	9. Appropriate documentation of trainee performance (usually in the form of a training guide) is to be maintained.

Section 4 - Academy Director Request for DURING-Academy Approval

Directions: Check the appropriate spaces. A "no" response or omission to any of the following requirements may prevent/delay approval of this request.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant agency is a presenter of a POST-Certified Basic Course.
<input type="checkbox"/>	<input type="checkbox"/>	2. Trainees will have completed training requirements of Penal Code Section 832 prior to field training.
<input type="checkbox"/>	<input type="checkbox"/>	3. Trainees will be under the direct supervision of a field training officer who has: (1) been awarded a POST Basic Certificate; and (2) completed a POST-certified Field Training Officer Course.
<input type="checkbox"/>	<input type="checkbox"/>	4. Trainees will participate in a structured learning activity under the direction of the basic training academy staff.
<input type="checkbox"/>	<input type="checkbox"/>	5. The basic training academy director has secured the written commitment of the trainees' agency head to provide the trainees with the structured field training experience, as required by the director of the basic training academy.

Section 5 - Agency Head or Academy Director Signature

I attest that the above statements (describing my agency's or academy's field training program) are true and that this agency or academy will adhere to these described minimum requirements.

 Signature of Agency Head or Academy Director

 Date

POST USE ONLY

Reviewed By Consultant	Approved By Bureau Chief	Date					
			Approved Notification Sent				
			<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border: none;">Yes</td> <td style="border: none;">No</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> </tr> </table>	Yes	No		
Yes	No						

GENERAL DIRECTIONS

POST has two programs for approving field training -- one for *after-academy* and the other for *during-academy*.

After-academy field training programs may be applied for only by an agency head participating in the POST Regular or Specialized Programs. Program requirements are specified in Section 3.

During-academy field training may be applied for only by presenters of the POST-certified Basic Courses. Program requirements are specified in Section 4. In addition to securing written commitment of the trainees' agency head to provide trainees with the structured field training experience, academies should endeavor to place non-affiliated trainees with agencies during field training as trainees or observers.

**FIELD MANAGEMENT TRAINING
EVALUATION REPORT**

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

1. NAME OF REPORTING DEPARTMENT/AGENCY AND ADDRESS

2.

SIGNATURE OF DEPARTMENT/AGENCY HEAD

DATE

3. PERSON(S) TRAINED (LAST NAME, FIRST, MIDDLE INITIAL)

SOCIAL SECURITY NUMBER

1.	2.
_____	____ - ____ - _____
_____	____ - ____ - _____
_____	____ - ____ - _____
_____	____ - ____ - _____
_____	____ - ____ - _____

4. DATES ON WHICH TRAVEL/TRAINING OCCURRED. IF TRAVEL AND TRAINING OCCURRED ON THE SAME DATE(S) INDICATE THE NUMBER OF HOURS OF TRAVEL/TRAINING FOR EACH DATE(S). INDICATE THE TYPE OF TRANSPORTATION USED, I.E., COMMERCIAL AIR CARRIER, OR AGENCY VEHICLE. (INDICATE THE NUMBER OF VEHICLE MILES TRAVELED.)

5. NAME(S) OF DEPARTMENT/AGENCY WHERE TRAINING OCCURRED. IF MORE THAN ONE SITE WAS VISITED, INDICATE THE DATES AND SEQUENCE OF SITES VISITED.

6. NAME OF CONTACT PERSON WHERE TRAINING OCCURRED

TELEPHONE NO.
()

7. WHAT WAS LEARNED/OBSERVED (CONCEPTS, PROGRAMS, PROCEDURES, EQUIPMENT, ETC.)?

IF A DEPARTMENT/AGENCY REPORT WAS MADE REGARDING THIS FIELD MANAGEMENT TRAINING, PLEASE ATTACH A COPY OF THE REPORT AND PLEASE DISREGARD BLOCKS 8 AND 9 ON THIS FORM IF THE DEPARTMENT/AGENCY REPORT ATTACHED RESPONDS TO THESE QUESTIONS.

FOR POST USE ONLY

COURSE CONTROL NO.

REPORT APPROVED BY

7. CONTINUED

8. WHAT ELEMENTS (CONCEPTS, PROGRAMS, PROCEDURES, ETC.) DO YOU INTEND TO IMPLEMENT AND WHEN?

9. IF YOU PLAN TO IMPLEMENT WHAT YOU LEARNED/OBSERVED, WILL YOU DO SO WITHOUT MODIFICATION?

YES NO IF YOUR ANSWER IS NO, PLEASE EXPLAIN THE MODIFICATION.

**APPLICATION FOR
FIELD MANAGEMENT TRAINING**

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

NAME OF REQUESTING DEPARTMENT/AGENCY AND ADDRESS

SIGNATURE OF DEPARTMENT/AGENCY HEAD

DATE

NAME(S) (LAST NAME, FIRST, M.I.) AND RANK(S)/TITLE(S) OF EMPLOYEE(S) TO BE TRAINED

SOCIAL SECURITY NUMBER

- -

- -

- -

- -

- -

DEPARTMENT(S)/AGENCY(S) TO BE VISITED

DATE(S) OF TRAVEL — IF TRAVEL AND TRAINING OCCURRED ON THE SAME DATE(S) INDICATE THE NUMBER OF HOURS OF TRAINING. INDICATE THE TYPE OF TRANSPORTATION TO BE USED, I.E., COMMERCIAL AIR CARRIER, AGENCY VEHICLE, ETC. IF MORE THAN ONE TRAINING SITE WILL BE VISITED, INDICATE THE DATES AND SEQUENCE OF SITES TO BE VISITED.

DATE(S) OF TRAINING — IF TRAINING AND TRAVEL ARE TO OCCUR ON THE SAME DATE(S) INDICATE THE NUMBER OF HOURS OF TRAVEL.

DESCRIBE THE PURPOSE/OBJECTIVE OF TRAINING

IT IS REQUESTED THAT _____ BE CONTACTED TO
NAME OF EMPLOYEE, TITLE, PHONE NO.
DISCUSS SPECIFIC PROGRAMS WHICH MAY BE HELPFUL IN ADDRESSING THE MATTER OR PROBLEM UNDER STUDY.

THE APPLICATION FOR FIELD MANAGEMENT TRAINING MUST BE SUBMITTED WITH POST FORM 2-273, THE TRAINING REIMBURSEMENT REQUEST (SEE COMMISSION PROCEDURE D-9).

REIMBURSEMENT FOR EXPENSES INVOLVED IN FIELD MANAGEMENT TRAINING IS PROVIDED UNDER PLAN IV, AND A REPORT TO POST ON THE EFFECTIVENESS OF THE TRAINING MUST BE SUBMITTED BEFORE REIMBURSEMENT WILL BE PROVIDED — SEE COMMISSION PROCEDURE E-1-3g.

FOR POST USE ONLY

APPLICATION APPROVED BY

TRAINING REIMBURSEMENT REQUEST POST AUTOMATED REIMBURSEMENT SYSTEM

State of California
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

Department of Justice

This form must be completed by a participating reimbursable agency to request reimbursement for an employee(s) attending a POST-certified course. A separate form must be completed for each course attended.
THIS FORM MUST BE PRESENTED TO THE COURSE COORDINATOR/INSTRUCTOR ON OR BEFORE THE FIRST DAY OF TRAINING.

A. AGENCY	B. CERTIFIED COURSE TITLE	C. COURSE CONTROL NUMBER
-----------	---------------------------	--------------------------

COMPLETE THIS SECTION IN ITS ENTIRETY

D.	NAME OF TRAINEE(S) (LAST) (FIRST) (M.I.)			E. SOCIAL SECURITY NUMBER	F. TRAINEE STATUS (CHECK ONE)						G.		H. (CHECK ONE)			I. TRANSPORTATION (CHECK ONE)			J. ALLOWANCE REQUESTED			K. STATION ASSIGNED OTHER THAN HEADQUARTERS
					PEACE OFFICER	RESERVE OFFICER	DISPATCHER	NON-PEACE OFFICER	RESIDENT TRAINEE	COMMITTEE TRAINEE	DRIVER OF VEHICLE	PASSENGER IN VEHICLE	OTHER	SUBSISTENCE	COMMUTER LUNCH	TRAVEL						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						

I attest that I am a duly authorized official of the herein-named agency requesting reimbursement and to the best of my knowledge the information stated above is true and correct and in conformance with Commission Regulations. I also attest that each trainee for whom reimbursement is requested will attend the POST-certified course named above in an on-duty status of employment and that each trainee listed is a full-time paid employee of the herein-named agency. This agency will pay expenses for subsistence, commuter lunch, travel and tuition associated with the course, as requested for each trainee listed on this form.

L. SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL	M. PRINT NAME OF PERSON COMPLETING FORM	N. TELEPHONE NO. ()	O. DATE
---	---	-------------------------------	---------

FOR POST USE ONLY

COMMENT	AGENCY CONTACTED <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT PAYABLE
---------	--	----------------

INSTRUCTIONS FOR COMPLETING TRAINING REIMBURSEMENT REQUEST FORM

An agency participating in the POST Reimbursement Program is required to complete the Training Reimbursement Request form in order to receive reimbursement. No other action is required to receive reimbursement for expenses related to that training unless otherwise specified by POST.

Instructions for completing the form:

- A. **AGENCY:** Enter the name of the participating reimbursable agency submitting the request for reimbursement.
- B. **CERTIFIED COURSE TITLE:** Enter the certified course title. The certified course title must be the same as shown in the Certified Course Catalog, Section D-14 of the POST Administrative Manual. The certified course title may be obtained from the course presenter. Do not depend on brochures or other course advertisements as the source for certified course titles.
- C. **COURSE CONTROL NUMBER:** Enter the course control number. The course control number may be obtained from the course presenter.
- D. **NAME OF TRAINEE(S):** Enter the last name first, followed by the first name and middle initial.
- E. **SOCIAL SECURITY NUMBER:** Enter the trainee's social security number. This number will be used on appropriate POST records as a reliable identifier.
- F. **TRAINEE STATUS:** For each trainee, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:
 - Peace Officer** - An employee subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.
 - Reserve Officer** - An individual appointed as a Level I, II, or III Reserve Officer under the authority of Section 832.6 of the Penal Code.
 - Dispatcher** - A non-peace officer who performs duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.
 - Non-Peace Officer** - Is a civilian, non-sworn employee. (See dispatcher, if more applicable)
- G. **RESIDENT TRAINEE:** Place an "X" in this column if the trainee, while attending the course, takes lodging and meals at or near the course site for the entire duration of the course.

Note: A trainee not meeting all the conditions of the resident trainee definition and who resides for only a portion of the course, must be shown as a commuter trainee.
- H. **COMMUTER TRAINEE:** Place an "X" in this column if the trainee will travel daily between his or her department, or normal residence, and the course site.
- I. **TRANSPORTATION:** Place an "X" in the appropriate column indicating the mode of transportation used.

Place an "X" in "Driver of Vehicle" column if the trainee is the driver of a private, agency, or rental vehicle used for transportation to and from the training site.

Place an "X" in "Passenger in Vehicle" column if the trainee was a passenger in, not the driver of, a private, agency, or rental vehicle. If driving was shared by one or more trainees, indicate only one trainee as the driver.

Place an "X" in "Other" column if any other mode of transportation, such as commercial air travel, was used.
- J. **ALLOWANCE REQUESTED:** This section is to be completed to indicate whether subsistence, commuter lunch, and/or travel reimbursement is requested. An "X" in a column indicates that the agency will pay those associated expenses to or for the trainee. Place an "X" in the appropriate columns for which reimbursement is requested.
- K. **STATION ASSIGNED OTHER THAN HEADQUARTERS:** For an agency having more than one station where personnel are assigned, identify the sub-station of assignment in this column.
- L. **SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:** Legal and other provisions require that an authorized person properly sign the completed Training Reimbursement Request form. The authorized official of the department or jurisdiction must sign his or her full name and title. If a signature stamp is used, or if someone is authorized to sign for the department head, the person affixing the stamp or signing must also sign his or her name in full.
- M. **NAME OF PERSON COMPLETING FORM:** Enter the name of the person completing the form.
- N. **TELEPHONE NUMBER:** Enter the complete telephone number, including area code and extension number, of the person to contact regarding questions on the form.
- O. **DATE:** Enter the date this form was completed.

CERTIFICATE FORMS

CERTIFICATE APPLICATION

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

1. Type of Certificate(s) Requested

FOR POST USE ONLY

IDENTIFICATION INFORMATION

2. Name (Last) (First) (Middle)		3. Date of Birth Month Day Year		4. Social Security Number	
5. Employing Agency		6. Date Employed as a Peace Officer with Current Agency Month Day Year		7. Sex	8. Race
9. Current Rank/Classification		10. Date Appointed/Promoted to Current Rank Month Day Year		11. Peace Officer Status 830. _____ P.C.	

EMPLOYMENT HISTORY

12. Previously Employed as a Full-Time, Paid Peace Officer by the Following Agency(s)	13. Peace Officer Status	14. Rank/ Classification	15. Dates Employed						
			Month	Day	Year	Month	Day	Year	
	830. _____ P. C.								
	830. _____ P. C.								
	830. _____ P. C.								

TRAINING/EDUCATION HISTORY

ALL TRAINING AND EDUCATION MUST BE SUPPORTED BY COPIES of transcripts, degrees, diplomas, certificates of completion and other verifying documents, which must be attached to this application. THESE ITEMS WILL NOT BE RETURNED

16. School Where Basic Training Course was Completed	17. Course Length - Hours	18. Date Started	19. Date Ended		

20. College/University	21. Dates Attended		22. Education Units		23. Degree
	From	To	Semester Units	Quarter Units	
	From	To	Semester Units	Quarter Units	
	From	To	Semester Units	Quarter Units	
	From	To	Semester Units	Quarter Units	
	From	To	Semester Units	Quarter Units	

ATTESTATIONS

I attest that I am a full-time, paid peace officer and that I have read and subscribe to the Law Enforcement Code of Ethics. I swear under penalty of perjury that all the information contained herein is true and correct.

For information about the application, call:

24. Signature of Applicant _____ Date _____

25. Name (Type/Print) _____ Phone No. _____

I recommend that the certificate(s) be awarded. I attest that the applicant has satisfactorily completed a period of service or probation as provided in Section 1010(b)(3), (4) or (5) of the Commission's Regulations (Basic Certificate requirement only), and the applicant has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation.

26. Signature of Department Head or Authorized Designee _____ Date _____ Type/Print Department Head's Name and Title _____

FOR POST USE ONLY

Type of Certificate	Education Units	Training Points	Education/Institution	Evaluation/Review/Computer

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE APPLICATION

The Certificate Application form is to be completed and submitted to POST whenever a certificate is requested.

Instructions for completing the form. Please type or print.

1. **TYPE OF CERTIFICATE(S) REQUESTED:** Enter the type of certificate(s) requested; a single Certificate Application form may be used to apply for multiple certificates. The following abbreviations may be substituted for full titles:

B - Basic	SB - Specialized Basic
I - Intermediate	SI - Specialized Intermediate
A - Advanced	SA - Specialized Advanced
S - Supervisory	SS - Specialized Supervisory
M - Management	SM - Specialized Management
E - Executive	SE - Specialized Executive

IDENTIFICATION INFORMATION

2. **NAME:** Enter the applicant's last name, first name, and middle name or initial. For prevalently used names (e.g., John Brown, Mary Smith), provide the middle name.
3. **DATE OF BIRTH:** Enter the applicant's date of birth (month, day, year) in numerical form (e.g., 10-31-60).
4. **SOCIAL SECURITY NUMBER:** Enter the applicant's social security number. This information will be used solely as the unique identifier for the applicant in processing appropriate POST records.
5. **EMPLOYING AGENCY:** Enter the full name of the current employing agency.
6. **DATE EMPLOYED AS A PEACE OFFICER WITH CURRENT AGENCY:** Enter the actual date of appointment as a peace officer (month, day, year) in numerical form.
7. **SEX:** Enter M (male) or F (female).
8. **RACE:** Enter the applicant's race or ethnic background; abbreviations may be used. This information will be used by POST for statistical purposes only. The following abbreviations may be used:

A - Asian	N - Native American	W - White
B - Black	P - Pacific Islander	O - Other
F - Filipino	S - Spanish	

9. **CURRENT RANK/CLASSIFICATION:** Enter the applicant's rank/classification (e.g., police officer, deputy sheriff, sergeant, lieutenant, captain, sheriff, chief of police, etc.).
10. **DATE PROMOTED TO CURRENT RANK:** Enter the date the applicant was appointed/promoted to current rank (month, day, year) in numerical form.
11. **PEACE OFFICER STATUS:** Complete the Penal Code Section under which the applicant was appointed as a peace officer (e.g., 830.1, 830.2, 830.4, etc.).

EMPLOYMENT HISTORY

12. **PREVIOUSLY EMPLOYED AS A FULL-TIME, PAID PEACE OFFICER BY THE FOLLOWING AGENCY(S):** Enter the full name(s) of the applicant's previous employer(s) (e.g., Blue PD, Green SD, Green Co. DA, etc.).
13. **PEACE OFFICER STATUS:** Complete the Penal Code Section under which the applicant served as a peace officer with the previous employer(s) (e.g., 830.1, 830.2, 830.4, etc.).
14. **RANK/CLASSIFICATION:** Enter the applicant's rank/classification while employed by previous employer(s) (e.g., police officer, deputy sheriff, sergeant, lieutenant, captain, sheriff, chief of police, etc.).
15. **DATE EMPLOYED:** Enter the date the applicant was employed and date terminated/resigned etc. (month, day, year), in numerical form, by previous employer(s).

TRAINING/EDUCATION HISTORY

16. **SCHOOL WHERE BASIC TRAINING COURSE WAS COMPLETED:** Enter the full name of the training facility where the applicant completed basic training. NOTE: Enter "BCW" if the basic training requirement was met through completion of the Basic Course Waiver process.
17. **COURSE LENGTH - HOURS:** Enter the total number of hours of basic training the applicant completed.
18. **DATE STARTED:** Enter the date the applicant started basic training (month, day, year) in numerical form.
19. **DATE ENDED:** Enter the date the applicant completed basic training (month, day, year), in numerical form, or, when appropriate, the date of completion of the Basic Course Waiver process.
20. **COLLEGE/UNIVERSITY:** Enter the full name(s) of the college(s) or university(s) the applicant attended.
21. **DATES ATTENDED:** Enter the beginning and ending dates (month and year), in numerical form, the applicant attended the applicable college/university.
22. **EDUCATION UNITS:** Enter the total number of semester or quarter units the applicant earned at the applicable college or university.
23. **DEGREE:** Enter the type of degree awarded to the applicant by the applicable college or university.

ATTESTATIONS

24. **SIGNATURE OF APPLICANT AND DATE:** The applicant must sign and date the attestation on the Certificate Application form.
25. **TYPE/PRINT NAME OF CONTACT PERSON AND PHONE NO.:** TYPE/PRINT the name, area code and telephone number of the person POST should contact regarding information submitted on or with this form.
26. **SIGNATURE OF DEPARTMENT HEAD AND DATE, TYPE/PRINT DEPARTMENT HEAD'S NAME AND TITLE:** The department head or designee must sign and date the form, and clearly type/print his/her name and title. If the department head authorizes someone to sign the application, a POST Certificate Authorization form, POST 2-270 (May '82) must be on file with POST.

REQUEST FOR REISSUANCE OF POST CERTIFICATE		State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, California 95816-7083			Department of Justice FOR POST USE ONLY APPLICATION NUMBER	
1. NAME (LAST) (FIRST) (MIDDLE)		2. DATE OF BIRTH	3. SEX	4. RACE	5. SOCIAL SECURITY NUMBER	
6. NAME OF LAW ENFORCEMENT AGENCY WHERE NOW EMPLOYED AS A PEACE OFFICER			7. DATE EMPLOYED AT PRESENT AGENCY AS A PEACE OFFICER MONTH DAY YEAR			
8. PRESENT RANK OR TITLE			9. DATE PROMOTED TO PRESENT RANK MONTH DAY YEAR			
10. MY ORIGINAL POST _____ CERTIFICATE IS:				LOST <input type="checkbox"/>		
(TYPE OF CERTIFICATE)				STOLEN <input type="checkbox"/>		
				DESTROYED <input type="checkbox"/>		
11. THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DESTRUCTION OF MY CERTIFICATE ARE AS FOLLOWS						
<p><i>I UNDERSTAND THAT THE ORIGINAL CERTIFICATE UPON REPLACEMENT IS VOID. IN THE EVENT THE ORIGINAL CERTIFICATE IS RECOVERED, I WILL FORWARD IT TO THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING, 1601 ALHAMBRA BLVD., SACRAMENTO, CALIFORNIA 95816-7083.</i></p> <p><i>I REQUEST THAT MY CERTIFICATE BE REISSUED.</i></p>						
12. _____ SIGNATURE OF APPLICANT			_____ DATE			
MANAGEMENT OR EXECUTIVE CERTIFICATE ONLY						
I HAVE CHANGED MY EMPLOYMENT JURISDICTION AND AM REQUESTING A NEW CERTIFICATE BE ISSUED BEARING THE NAME OF THE NEW JURISDICTION.				<input type="checkbox"/> MANAGEMENT <input type="checkbox"/> EXECUTIVE		
I UNDERSTAND I AM ENTITLED TO KEEP MY PREVIOUSLY ISSUED MANAGEMENT OR EXECUTIVE CERTIFICATE.						
13. _____ SIGNATURE OF APPLICANT			_____ DATE			
FOR POST USE ONLY						
NAME OF CERTIFICATE	ORIGINAL CERTIFICATE		REISSUED CERTIFICATE			
	NUMBER	DATE ISSUED	NUMBER	DATE ISSUED		
BASIC	B-		B-			
INTERMEDIATE	I-		I-			
ADVANCED	A-		A-			
SUPERVISORY	S-		S-			
MANAGEMENT	M-		M-			
EXECUTIVE	E-		E-			
SPECIALIZED BASIC	SB-		SB-			
SPECIALIZED INTERMEDIATE	SI-		SI-			
SPECIALIZED ADVANCED	SA-		SA-			
SPECIALIZED SUPERVISORY	SS-		SS-			
SPECIALIZED MANAGEMENT	SM-		SM-			
SPECIALIZED EXECUTIVE	SE-		SE-			
RESERVE	R-		R-			
CERTIFICATE REISSUED BY:						

APPLICATION FOR AWARD OF POST RESERVE OFFICER CERTIFICATE	State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, California 95816-7083	Department of Justice FOR POST USE ONLY APPLICATION NUMBER
--	--	--

1. NAME (Last First Middle)	2. DATE OF BIRTH	3. SEX	4. RACE	5. SOCIAL SECURITY #
6. NAME OF LAW ENFORCEMENT AGENCY WHERE PRESENTLY SERVING AS A RESERVE OFFICER AS DESCRIBED IN PENAL CODE SECTION 832.6(a)(1), (2) OR (3)			7. DATE APPOINTED AS A RESERVE OFFICER WITH PRESENT AGENCY	
8. PRESENT RANK OR TITLE			9. ARE YOU SWORN AND HAVE PEACE OFFICER POWERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. LIST OF NAMES OF LAW ENFORCEMENT AGENCIES WHERE YOU HAVE PREVIOUSLY SERVED AS A RESERVE OFFICER	11. RANK/TITLE	12. DATE		
		FROM	TO	
13. BASIC TRAINING SCHOOL ATTENDED	14. COURSE LENGTH - HOURS	15. DATE STARTED	16. DATE ENDED	

ALL TRAINING MUST BE SUPPORTED BY
Copies of Transcripts, Diplomas, Certificates and other verifying documents attached to this application.

DO NOT SEND ORIGINAL DOCUMENTS. SEND REPRODUCED COPIES, AS THESE ITEMS WILL NOT BE RETURNED.

I attest that I have read and subscribe to the Law Enforcement Code of Ethics. I swear under penalty of perjury that all the information contained in this application is true and correct.

17. _____
SIGNATURE OF APPLICANT DATE

I recommend that the certificate be awarded. I attest that the applicant has been appointed as a Reserve Officer and has met the minimum standards set forth in Government Code Sections 1029, 1030 and 1031, and Penal Code Section 832. The applicant, in addition to the 200 hours structured field training required, has completed no less than 200 hours of satisfactory peace officer service while assigned to the prevention and detection of crime and the general enforcement of the criminal laws of this state. In my opinion, the applicant is of good moral character and worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction substantiate the recommendation.

18. _____
SIGNATURE OF DEPARTMENT HEAD DATE

FOR POST USE ONLY			
NAME OF CERTIFICATE	TRAINING INSTITUTION	CERTIFICATE NUMBER	DATE ISSUED
RESERVE		R-	
APPLICATION EVALUATED BY		EVALUATION REVIEWED BY	EVALUATION APPROVED BY

COMMENTS

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR AWARD OF POST PUBLIC SAFETY DISPATCHER CERTIFICATE

Instructions for Completing the Form:

1. **NAME:** Enter the applicant's last name, first name, and middle name or initial. For common names (e.g., John Brown, Mary Jones), provide the middle name.
2. **DATE OF BIRTH:** Enter the applicant's date of birth (month, day, year) in numerical form (e.g., 2-4-60).
3. **SEX:** Enter M (male) or F (female).
4. **RACE:** Enter the applicant's race or ethnic background; abbreviations may be used. This information will be used by POST for statistical purposes only.
5. **NAME OF LAW ENFORCEMENT AGENCY WHERE PRESENTLY SERVING AS A PUBLIC SAFETY DISPATCHER AS DESCRIBED IN COMMISSION REGULATION 1001(t):** Enter complete name of agency.
6. **SOCIAL SECURITY NUMBER:** The applicant's social security number must be entered. The social security number is used by POST as the primary identifier for individuals about whom records are maintained by POST. (GC 13503)
7. **PRESENT POSITION/TITLE:** Enter the applicant's present position or title (e.g., dispatcher).
8. **DATE APPOINTED AS A PUBLIC SAFETY DISPATCHER WITH PRESENT AGENCY:** Enter the month, day and year of actual appointment.
9. **BASIC DISPATCHER COURSE ATTENDED:** If applicant attended the Basic Dispatcher Course, enter the name of the agency/institution presenting the course.
10. **COURSE LENGTH - HOURS:** If applicant attended the Basic Dispatcher Course, enter the length of the course in hours.
11. **DATE STARTED:** If applicant attended the Basic Dispatcher Course, enter the date the course started.
12. **DATE ENDED:** If applicant attended the Basic Dispatcher Course, enter the date the course ended.
13. **DATE EQUIVALENCY EXAMINATION PASSED:** If applicant passed the POST basic dispatcher training Equivalency Examination in lieu of attending the Basic Dispatcher Course, enter month, day and year examination was passed.
14. **REQUIRED NOTICE OF APPOINTMENT/TERMINATION FORM 2-114 FILED WITH POST:** Commission Regulation 1003 requires that, for departments in the Public Safety Dispatcher Programs, the Notice of Appointment/Termination Form (2-114) shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position. Indicate "yes" or "no" whether this form has been submitted to POST for the applicant.
15. **SIGNATURE OF APPLICANT:** The certificate application form is not complete unless this attestation is signed by the applicant. Enter the month, day and year the application form is signed by the applicant.
16. **SIGNATURE OF DEPARTMENT HEAD:** The certificate application form is not complete unless this attestation is signed by the department head of the law enforcement agency where the applicant is presently serving as a public safety dispatcher.

PLEASE PRINT OR TYPE