

TRAINING DELIVERY AND COMPLIANCE BUREAU

Proposed FY 2015-16 Budget

Program	Positions	Responsibilities	Mandates	Potential Impact to Program if Staff is Decreased
POST Regional Training & Compliance Consultants Region 1, M. Sandoval 66 Agencies Region 2, M. Rodriguez 77 Agencies Region 3, K. Lozito 41 Agencies Region 4, J. Dunn 101 Agencies Region 5, D. Lane 49 Agencies Region 6, G. Harp 69 Agencies Region 7, G. Manini 46 Agencies Region 8, V. Tanguay 29 Agencies Region 9, C. Sandoval 69 Agencies Region 10, V. Wilson 57 Agencies	10	The role of the Consultant is to manage a geographic region of the State and provide support to POST participating agencies, officers, dispatchers, and training presenters, and respond to complaints and questions from agency staff and the public. Duties common to all Consultants in the Bureau include:	CA PC section 13510 charges the commission with raising the level of competence of local law enforcement officials	The ten Regional Consultants are responsible for providing support to and the oversight of 600 law enforcement agencies and approximately 800 training presenters. A lack of contact and oversight would result in the inconsistent application of selection and training standards.
		Agency Compliance Inspection (including review of background investigation files, training records, etc.).	CA PC Section 13512 - requires compliance inspections to ensure adherence to POST standards for selection and training	The lack of inquiries to determine whether participating agencies receiving aid pursuant to the PC are adhering to standards for recruitment and training would be out of compliance with a mandate to the Commission under state law.
		Course Certification and Curriculum Development.	Regulations 1052 and 1053	Courses presented without oversight of topics, mandated subjects presentation, student safety, course budget and tuition costs, adequate instructor/ student ratios, etc.
		Perishable Skills Program.	Regulation 1005(d)	Lack of oversight of mandated perishable skills may result in potential litigation vulnerability at the agency level.
		Background Investigation Course and Questions.		Lack of training by personnel tasked with conducting background investigations during the agency hiring process may result in errors and incomplete investigations, resulting in potential litigation at the agency and investigator level.
		Represent POST at Chiefs'/Sheriffs' meetings, Training Manager meetings and academy graduations within their assigned regions.		Lack of contact with agency management; reduced opportunities to present issues affecting agencies, including POST.

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Training Administrator Course	3	Provide training in classroom format to agency personnel responsible for input of courses in Electronic Data Interchange (EDI).		Failure to train results in errors in course certification documents and rosters, reimbursement delays, additional staff time to correct errors, potential for course presentation without approved course which may result in student safety issues, failure to properly train law enforcement staff, etc.
Role of Chief Course	1	Designed to provide information and techniques for newly appointed Chiefs.		Designed to provide information and techniques for newly appointed Chiefs.
Training Managers' Course	2	Provide training in classroom format to agency personnel assigned as Training Managers.		Lack of training may result in failure to provide adequate oversight of training needs and staff training records, inadequate training techniques, errors in course certification documents and rosters, reimbursement delays, additional staff time to correct errors, potential for course presentation without approved course which may result in student safety issues.
Reserve Peace Officer Program	1	Responds to questions related to the Reserve Peace Officer Program; provides training; prepares analysis of program as needed.	Regulation 1007	No specialized oversight of program; lack of knowledgeable response to agencies.
Coroner's Basic Course	1	Assigned as contact for specialized course.		No specialized oversight of course and associated contract.
New Agency Entry	2	Provide assistance to agencies interested in becoming a part of the POST program. Prepare documents related to new agency acceptance, including Acceptance Letters and POST Commission Agenda Items.		Lack of oversight of the process to become a POST Participating Agency; lack of control of documents required by the agency and documents forwarded for review and approval; lack of "point-of-contact" between the prospective agency and POST personnel throughout the process.
Tribal Police Liaison	1	Provide specialized assistance to Tribal Police Agencies throughout California.		Lack of knowledgeable point of contact for agencies with special designation and reporting structures.

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Bureau Secretary	.5	<p>Bureau Secretary - provide secretarial support to Bureau Chief and TDC staff.</p> <p>Create and distribute agenda and minutes from monthly staff meetings.</p> <p>Distribution of mail.</p> <p>Track and process monthly time sheets and distribute pay warrants.</p> <p>Process LOAs.</p> <p>Process Chief's Certificates by tracking receipt, framing, packaging, and determining manner of presentation.</p>		Lack of tracking of incoming and outgoing assignments, pay warrants, requests for reimbursement via LOA. Lack of centralized point-of-contact for issues associated with the Bureau.
Background Investigation Tabs	1.5	<p>Take orders for and prepare mailing of Background Investigation Tabs.</p> <p>Provide oversight of Background Investigation Tabs, including statistics related to tab orders, need to reorder, process requests for delivery from the Warehouse, identify need for updates to existing tabs and coordinate order with OSP.</p>		Background Investigation Tabs provide for a more orderly Background File, making the process of mandated review of these files by POST Regional Consultants more expedient. They also provide valuable information for the Background Investigator and the agency for use during the background investigation process.
Course Control	2	<p>Course Catalog Updates.</p> <p>Maintain and create new Course Control Numbers.</p>		Lack of point-of-contact for questions related to Course Control Numbers and updates to the POST Course Catalog may result in delays in presentation, improper assignment of Course Numbers.
Contract/Invoice Oversight	2	<p>Oversight of 20 Contracts and all related requests for payment.</p> <p>Prepares Request for Contract documents and Commission Agenda Items related to associated contracts.</p>		Failure to properly oversee contracts and related requests for payment may result in overpayment on contracts due to requests outside the scope of the contract.
Course Roster Resolution	1	<p>Provide resolution for problems identified on Course Rosters.</p>		Lack of point-of-contact for resolution of issues associated with rosters may result in delay of reimbursement to POST agency or individuals.

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Course Location Requests	1	Approval of Course Location Requests within specific parameters, seek review of Consultant for those falling outside same.		Lack of oversight of course locations may result in courses presented outside the previously approved area, increase in travel reimbursement rates, increase in workload at the Consultant level as all requests would be routed to the Consultants for review.
Regional LEC Assistance	2	Provide assistance to Consultants in Regions 1 through 10. Process Notification and Result letters. Maintain Agency files. Update TDC Compliance Audit Database and EDI following Compliance Audit.		Lack of assistance by in-office staff would result in significant increase in workload for Consultants; lack of maintenance of critical files and databases; lack of contact for Consultants while in the field requesting information and assistance.
Staff Lead	1	Provide administrative support to the Bureau Chief and other Bureau staff Lead role / supervision of one OT, three PT IIIs, and one SSA. Distribute assignments, ensuring completion, provide training when necessary. Coordinate requests for time off, providing back-fill during staff absence.		Lack of staff oversight; lack of assignment review and coordination of workload; lack of review of work product and observation of training needs; lack of adequate proper planning for staff absences may decrease responsiveness to the field, Bureau Consultants and POST staff; responsibility for additional five staff returns to the Bureau Chief, significantly increasing workload at that level.
Course Roster Resolution	1	Provide resolution for problems identified on Course Rosters.		Lack of point-of-contact for resolution of issues associated with rosters may result in delay of reimbursement to POST agency or individuals.

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Bureau Chief	1	<p>Plans, organizes, and directs the operations of the Training Delivery and compliance bureau which provides consultative services in law enforcement training and education program development, operation and management of law enforcement programs, and inspection services of law enforcement training and education programs to ensure compliance with State laws and regulations or other program requirements.</p> <p>Manages the administrative functions associated with the bureau; plans and directs the work of ten Consultants and six professional staff related to providing consultative services in law enforcement programs, and inspection services of law enforcement selection, training and education programs for compliance with State laws and regulations; reviews and approves training courses.</p> <p>Meets internally and externally with individuals and groups regarding standards and training issues, represents the Executive Office as liaison with sheriffs, police chiefs, and chief's associations; coordinates bureau activities with other POST bureaus to ensure consistency in delivery of selection and training services.</p> <p>Frequently coordinates and directs major special projects assigned to the Commission.</p>		Lack of management support and oversight of ten Consultants assigned statewide to geographic regions would have an adverse impact on the consistent maintenance of selection and training standards.