

## TRAINING PROGRAM SERVICES BUREAU

## Proposed FY 2015-16 Budget

Programs	Positions	Responsibilities	Mandates	Potential Impact to Program if Staff is Decreased
<b>Robert Presley Institute of Criminal Investigation (ICI)</b>	1	Program Manager for the ICI Program. Supervises 8 Professional Presenters who combine to present approximately 110 training classes to nearly 4,000 California Investigators. The Consultant is responsible for course quality and evaluation of the 8 presenters. Manages a budget of approximately 3.5 million dollars. This includes contracting, curriculum updates, presentation selections, presentation locations, ICI instructor selections and development, equipment purchases, course reviews and re-certification. There are 16 ICI courses that encompass 756 hours of complex curricula and learning activities.	PC 13519.9	Without this position the supervision of the program would have to go to the 8 contracted presenters or the Bureau Chief. With the 8 presenters individually administering their courses, the consistency of training would be lost. Contracting for a Program Coordinator would take control of the program from POST and would cost more to POST than the current cost for a Consultant. This program has taken consistent budget cuts from the last three years, the program is in need for curricula update and it takes a POST Consultant to maintain a state wide vision of the program. In addition, the courses are impacted with waiting lists. This is a nationally and internationally recognized program that is the finest investigator training in the United States if not internationally.
<b>Instructor Development Institute (IDI)</b>	1	Newest POST institute. Approved in 2007 by the POST Commission. Its' purpose is to "provide multi-level, multi-track programs to develop professionalism in the delivery of law enforcement instruction." Provides a tiered approach to law enforcement instructor development; from basic academy and entry-level instructor skills through Master Instructor. Delivery of instruction at the Basic Level is the Academy Instructor Certification Program. POST has developed a regional concept to deliver these courses. This allows local academies to have input on instructional staff while POST ensures standardized curricula. The intermediate, advanced, and master levels (levels 2, 3, and 4) are being done by the San Diego Regional Training Center (SDRTC).	1009 of the PAM Manual	There are 29 Level I AICC courses conducted by 10 Regional Presenters, Level II, III, IV are conducted by San Diego Regional. These Levels lead an instructor to the "Master" Level. Without a Consultant to Manage the ICI Program there would be nobody to ensure consistency of instruction and curricula within the Level I AICC Program. Oversight of this program is critical for budget reasons to ensure the training is being conducted in the most cost effective manner while providing the highest level of instruction. The intent of the Master Instructor Program is to develop very well trained instructional staff that has the ability to assist their agencies and POST in the development of curricula. Without this program the employing agencies would not benefit from the skills of those instructors graduating from the program. Without the

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				Program Manager, as stated earlier, management of a 1.5 million program would either be given to the outside providers or the Bureau Chief.
<b>Regional Skills Training Centers</b>	1	POST has developed 24 Regional Skills Training Centers (RSTCs) to provide a cost effective way to meet the perishable skills training needs of more than 60,000 sworn officers. Each site is equipped with Law Enforcement Driving Simulators (LEDS), Force Options Simulators (FOS), skid training cars and platforms, training mannequins, computers, LCD projectors and other related training equipment. The LEDS and FOS systems have recently been updated at a cost of \$12,809,701. Current inventory is 23 fixed and 3 mobile LEDS systems, and 24 fixed and 6 mobile FOS systems deployed statewide within the 28 sites. The Program Manager (Consultant) is responsible for the budgets of all the 24 RSTCs and to ensure that curricula are the most current available.		The POST Program Manager is responsible for oversight of the entire program. With this type of machine there are always problems with the programming system especially with the LEDS machines. The Program Manager is in constant contact with the vendors to ensure the FOS and LEDS machines are available for perishable skills training. Since perishable skills training is mandatory for the peace officers it is critical the machines are in good working order. Staff has noted a great increase in usage of the machines. Also, the Program Manager ensures the curricula is the most current and provides consistency throughout the state.
<b>Homeland Security</b>	.5	<ul style="list-style-type: none"> <li>Learning Domains 26, 41, 43 revision and modification. Workshop confirmed for February, 2015. This project will include drafting content to satisfy certain components of the anticipated revisions to Title 22 (First Aid/CPR) covering tactical emergency medicine, active shooter and ensure compliance with 13519.12 PC as it relates to terrorism training.</li> <li>Assisting in the development of curriculum for POST version of the Recognized Prime Decision-Making course for in-service officers.</li> <li>Assisting CLD in the revised curriculum for the supervisory and management courses to include contemporary homeland security and threat-related content.</li> </ul>	Title 2, First Aid/CPR  13519.12 PC	This is a critical area that takes expertise. Current project would be placed on hold.

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		<ul style="list-style-type: none"> <li>Assisting TPS in update of tactical medicine. Update will also satisfy DHS compliance for three-year revision.</li> <li>LD 34 – assisting BTB on revisions to First Air/CPR and coordinating draft of anticipated in-service skills competencies for peace officers (TPS). (Anticipated Title 22 First Aid/CPR changes).</li> <li>PAM 1060 Regulation. Developing draft of proposed procedures for revision of 1060 as it relates to POST-Non-Certified Training. Particular reference to anti-terrorism and WMD training. Coordinating with TDC on project.</li> <li>Processing Post 2-213 (POST Non-Certified training) requests. Note: There has been a significant increase in the number of POST 2-213 received from peace officers seeking POST-Non-Certified CPT.</li> <li>Completing final revisions of video production prior to release of Extradition and STAS POST DVDs.</li> <li>Assisting TDC on the final stages of the consolidation of POST certified courses from the five fusion centers to one statewide presenter – (STAS) State Threat Assessment Center.</li> <li>Reviewing, as requested by TDC regional consultants, on homeland security-related courses – tactical medicine, active shooter, terrorism, tactical emergency care.</li> </ul>		

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		<p>Representing POST on the following committees:</p> <ul style="list-style-type: none"> <li>California Statewide Training Coordination Group – Comprised of training managers and other representatives from the State Threat Assessment System (STAS) and allied public safety officials. (The STAS includes the six fusion centers in California – Central California Intelligence, Northern California Regional Intelligence Center, State Threat Assessment Center, Joint Regional Intelligence Center, Orange County Intelligence Assessment Center, and the San Diego Law Enforcement Coordination Center). This group advises on issues and develops training related to homeland security, critical infrastructure protection, emergency management and public safety information sharing. Group meets 3 or 4 times annually.</li> <li>California State Tactical EMS Advisory Committee – Comprised of public safety responders, medical practitioners, and emergency management officials throughout the state. POST, EMSA, CalOES, and the State Fire Marshall sit as primary agencies. Committee addresses issues related to public safety first aid, medical response, tactical medicine, tactical combat casualty care, and legislative matters. Committee meets 4 times annually.</li> <li>Tactical Emergency Care for active shooter courses. (Sub-committee of the State Tactical EMS Advisory Committee) Comprehensive evaluation of POST-certified and DHS approved courses on active shooter and tactical emergency response. Develop recommendations for training that will integrate law enforcement, fire and EMS in tactical emergency responses.</li> </ul>		

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<b>Law Enforcement Officer's Killed and Assaulted (LEOKA)</b>	1 (Partial assignment)	This is the study of officer's who have been killed or assaulted in the line of duty. Due to previous budget cuts BTB was unable to conduct investigations for the past five years. TPS took the program and are finally in a position to conduct the proper investigations. Unfortunately, California led the nation in officers killed last year.		If this position does not continue POST will not be able to catch up and then actively investigate these deaths. The information developed from these investigations is used to present current training that will help officers to be better prepared for violent confrontations.
<b>SAFE Driving Campaign</b>	1 (Partial assignment)	This program is intended to educate officer's regarding the types of driving habits that can lead to accidents that take the lives of over 50% of those officers who die (in the line of duty) in vehicle collisions. The program has a National presence and other states have told POST they would not have seen the benefits of the program had not California POST led the way. There is a Motor Officer Advisory Board, a national advisory board, a research group and POST hosts a web site to share information on what is current in the area. POST gets contributors from throughout the United States.		Due to staff shortages the program has been in decline.
<b>Legislative Mandates</b>	Assigned to various Consultants on an as needed basis	One of the essential functions of this Bureau is to develop training or guidelines. At this time we are working with a State Senator who is developing legislation regarding Mental Health training.	Legislatively Mandates	Enactive mandates.
<b>Guidelines</b>	Assigned to various Consultant on an as needed basis	TPS has about 25 different guidelines that it is responsible for due to staff shortages most have not been updated. It is the goal of this Bureau to start updating all the guidelines. In addition at time the Commission or the Legislature requires POST to develop guidelines. When that is done a Consultant is assigned.		If this position is not filled it will be very difficult to keep up with new guidelines and impossible to update those that need to be reviewed.
<b>California Environmental Protection Agency (EPA)</b>	1 (Partial assignment)	By legislation POST is entitled to grants from EPA. At this time POST is developing an ICI Elective course with grant funds. This is information that is critical to rural counties and can assist cities and counties by generating funds through fines assessed to violators.		During earlier times POST had limited contact with EPA and had to turn down funds. The Consultant assigned to EPA has reinvigorated the program. If we a position is lost it would be very difficult to continue the gains we have made.
<b>Quality Assessment Program</b>	.5 (Partial assignment)	TPS has a small contract to send trained evaluators to POST certified courses to ensure they are providing the training their certification packages said they were presenting and to verify the quality of that instruction.		This has been a very successful program that overall verifies that presenters are giving quality instruction. It is also a good program to use when a course is receiving bad evaluations. The program would have to be

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				postponed if staffing is decreased.
<b>Museum of Tolerance (MOT)</b>	1 (Partial assignment)	POST continues to partner with the Simon Wiesenthal Museum of Tolerance to offer a variety of Tools for Tolerance programs designed for all levels of law enforcement personnel.		If this position does not continue the program would have to be assigned to the Bureau Chief. The remaining Consultants are working at their maximum.
<b>Public Safety Dispatch</b>	.5	This position is the driving force in communicating with the various dispatch training organizations. In addition this is a group that assists POST in developing and updating training for Public Safety Dispatchers.		If the position is cut then the program would ceased.
<b>Associate Governmental Program Analyst</b>	1	<ul style="list-style-type: none"> <li>• Project Manager for Training Program Bureau's contracts [45 Contracts.</li> <li>• Develop Commission Agenda Item Reports with attached budget details in Novus.</li> <li>• Work with consultants to prepare new and review existing contracts for sufficiency and compliance of content in addressing the SOW, budget detail, computation of indirect costs, general/special terms and conditions, and conditions for purchases as applicable, prepare contract amendments when necessary.</li> <li>• Manage Training Program Bureau's budget, approve contract payments, and track expenditures.</li> <li>• Develop budget reports for the Bureau Chief to review.</li> <li>• Provide administrative and analytic support to the LEOKA program.</li> </ul>		With all of the contracts this program has, it is critical this position be maintained. If not there would be major issues with tracking all of the programs.
<b>Bureau Secretary</b>	1	<ul style="list-style-type: none"> <li>• Prepare and process Letter of Agreement and meeting and course rosters; create forms, maintain files and on computer and enter information for quick retrieval and updating.</li> <li>• Provide clerical support for bureau, including: coordinate and track incoming correspondence; answered telephone calls for</li> </ul>		All of the tasks related to the massive number of LOAs that go through TPS are time consuming and detail oriented. If this position was lost it would have to be assigned to another position with the likelihood of errors being increased.

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		<p>the bureau, route all incoming calls to appropriate individual within the bureau or to appropriate POST contact; type correspondence and forms in Microsoft Word.</p> <ul style="list-style-type: none"> <li>• Update and maintain database files for Robert C. Presley Institute of Criminal Investigation and other programs managed by members of the bureau; process update information for certificates.</li> <li>• Prepare and review travel expense claims for consultants and seminar/workshop attendees.</li> <li>• Maintain bureau filing system, including statistical records (i.e., records retention schedules, equipment inventory).</li> <li>• Maintain supply inventory, initiate purchase requisitions to replenish specialized equipment and supplies. Prepare and/or fax, photocopy, assemble and distribute reports and/or handouts as needed.</li> <li>• Maintain weekly bureau itinerary.</li> </ul>		