



**POST FINANCE COMMITTEE MEETING**  
**Courtyard by Marriott - Cal Expo, Sacramento**  
**1782 Tribute Road Sacramento, CA 95815**

**June 27, 2012**  
**AGENDA**  
**10:00 AM**

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**MEMBERS**

John McGinness, Chairman  
Floyd Hayhurst  
Michael Sobek  
Larry Wallace

**CALL TO ORDER - 10:00 AM**

1. [Financial Report](#)

The Committee will review budgeted and actual revenues through April 30, 2012, as well as training volumes and expenditures through May 31, 2012.

2. [Report on Expenditure Projections for FY 2011-12](#)

A report showing expenditure projections will be provided at the meeting.

3. [Review of Proposed FY 2012-13 Budget](#)

The Status of POST's proposed budget for FY 2012-13 will be discussed at the meeting.

4. [Review of New Expenditure Items on the Regular Commission Agenda](#)

Routinely, the Committee reviews matters on the regular agenda that have a fiscal impact. It is appropriate for the Committee to review these items and make recommendations to the full Commission.

G.	<a href="#"><u>Report on Augmentation of FY 2011-12 Contract for the Sherman Block Supervisory Leadership Institute</u></a>	\$279,976.
H.	<a href="#"><u>Report on SPO C.14.11: Request to Contract for Development and Implementation of a Computer Based Testing System to Replace TMAS</u></a>	\$2,739,560.
I.	<a href="#"><u>Report on Request to Contract for Learning Portal Hosting, Support, and Maintenance Services</u></a>	\$498,510.
J.	<a href="#"><u>Report on Request to Contract for Management Fellow in Support of the Video Training Program</u></a>	\$292,206.
K.	<a href="#"><u>Report on Request to Contract to Complete Learning Portal Courses</u></a>	\$329,500.
L.	<a href="#"><u>Report on Request to Contract for Web Based Computer Services for Management Studies</u></a>	\$178,800.
M.	<a href="#"><u>Report on Request to Contract with Management Consultants</u></a>	\$300,000.
N.	<a href="#"><u>Report On Augmentation of FY 2011-12 Contract for the Entry-Level Dispatcher Selection Test Battery</u></a>	\$58,275.
N.	<a href="#"><u>Report on Request to Accept VAWA Grant Funds and Contract for</u></a>	\$437,660.

Presentation of VAWA Courses

O.	<u>Report on Request to Contract for a Management Fellow in Support of the Public Safety Dispatcher Program</u>	\$140,000.
P.	<u>Report on Request to Contract with San Diego Regional Public Safety Training Institute to Present Institute of Criminal Investigation Training</u>	\$540,000.
Q.	<u>Report on Request to Increase Institute of Criminal Investigation (ICI) Training Course Presentations with Existing ICI Presenters</u>	\$869,590.
New Expenditure Items Total		\$6,664,077.

5. Budget Change Proposals (BCPs) for FY 2013-14

Staff has, under development, a critical area to be addressed, with the approval of the Committee by submission of one BCP to the Department of Finance. The BCP would add four LEC II positions plus two support positions to the Training Program Services Bureau to redevelop, manage and maintain the Quality Assessment (QA) Program. The annual salary and benefit cost of the additional positions would be \$664,800 starting in Fiscal Year 2013-14.

The QA Program was eliminated in Fiscal Year 2004-05 due to budget cuts. Since that time, POST has been unable to maintain the program with reduced staff. POST recognizes a continuing and increasing need for the program.

6. New Business

**ADJOURNMENT**

## AGENDA ITEM REPORT

 **Print**

**Title:** FINANCIAL REPORT

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Administrative Services Bureau		
<b>RESEARCHED BY (PRINT NAME)</b> Karen Cramer		<b>REVIEWED BY (PRINT NAME)</b> Darla Engler	
<b>REPORT DATE</b> 06/06/2012	<b>APPROVED BY</b>		<b>DATE APPROVED</b>
<b>PURPOSE</b> Information Only		<b>FINANCIAL IMPACT</b> No	

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

**ISSUE:**

**BACKGROUND:**

**ANALYSIS:**

**RECOMMENDATION:**

### **ATTACHMENT(S):**

Name:

Type:

 [ASB - Attachment A - Finance Report 6-12-12 cp.pdf](#)

Backup Material

 [ASB - Attachment B - Finance Report 6-12-12 cp.pdf](#)

Backup Material

## FISCAL YEARS 2010-11 AND 2011-12

2010-11

[illegible]

\* - Includes \$188,055.00 from coroner permit fees (per Ch 990/90)

## COMMISSION ON POST

Comparison of Number of Trainees, Course and Expense Category Reimbursements

May 2012

Chart 1 - Number of Trainees Reimbursed				
FY 2010-11		FY 2011-12		
Actual July - May	Total For Year	Projection For Year	Actual July - May	Projection Percentage
24,362	33,351	50,000	27,340	55%

Chart 2 – Course Reimbursement	
FY 2010-11	FY 2011-12
Actual for July-May	Actual for July-May
\$9,012,728	\$11,587,505

Chart 3 – Reimbursement Expense Category		
Expense Category	FY 2010-11 July - May	FY 2011-12 July - May
Resident Subsistence	\$ 4,670,795	\$ 5,400,147
Commuter Subsistence	137,520	160,640
Resident Travel	905,513	1,970,514
Commuter Travel	365,103	758,823
Tuition	1,958,444	2,016,665
Backfill Salary	975,353	1,280,716
Totals	\$ 9,012,728	\$11,587,505

## AGENDA ITEM REPORT

**Title:** REPORT ON EXPENDITURE PROJECTIONS FOR FY 2011-12

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Administrative Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Karen Cramer		<b>REVIEWED BY (PRINT NAME)</b> Darla Engler
<b>REPORT DATE</b> 06/06/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Information Only	<b>FINANCIAL IMPACT</b> No	

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

#### ISSUE:

This is the financial report through May 31, 2012. It provides financial information relative to revenues and local assistance expenditures for the first eleven months of Fiscal Year 2011-12.

#### BACKGROUND:

##### Revenue

During Fiscal Year 2011-12, there has been a slight decrease in the amount of revenue received. As of April 30, 2012, POST has received \$31,090,717, which is approximately 25% less than the amount received at this same point in time for Fiscal Year 2010-2011. Over \$10 million of the deficit is due to the delayed receipt of Driver Training Penalty Assessment Funds (DTPAF). Additionally, the Penalty Assessment Fund revenues have been less each month than the amounts received last year. This accounts for the remainder of the shortage. These amounts are reflected in Attachment A.

Based on these figures, the projected total revenue for Fiscal Year 2011-12 is \$47,440,458. This is 87% of what POST had projected.

##### Reimbursements

POST has reimbursed 27,340 trainees through May 30, 2012. Last year, POST had reimbursed only 24,362 trainees during this same period of time. POST is pleased to see the number of reimbursed trainees up by 2,978, an increase of 12% from last year (Attachment B, Chart 1).

For Fiscal Year 2011-12, POST has paid \$11,587,505 in reimbursements for various training courses. Last year, POST had paid only \$9,012,728 in reimbursements for training courses for the same period of time. POST is pleased to see the amount of training reimbursements up by \$2,574,777, an increase of 29% from last year (Attachment B, Chart 2).

Looking at reimbursements by category, the most significant increases have been in resident travel and commuter travel. Reimbursements for both categories have more than doubled for Fiscal Year 2011-12. This is due to the increase in mileage reimbursement (from 26 cents per mile to 55 cents per mile) that was effective July 1, 2011. Additionally, the amount reimbursed for Backfill Salary was 31% higher than that reimbursed for this same time last year (Attachment B, Chart 3).

#### ANALYSIS:

Current year revenues are lower than last year. However, there is an increase in the number of reimbursable trainees and an increase in the amount reimbursed. POST attributes these increases to the reinstatement of

Backfill Salary and the increased mileage rate.


**RECOMMENDATION:**

This report is provided for Information only. No action is required.

**ATTACHMENT(S):**

Name:

Type:

 [ASB - Attachment - Finance - Projected Exp for 2012-13 6-12-12 cp.xlsx](#)

Backup Material

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**2**

	FY 2011-12 Budget	FY 2011-12 Proj Yr-End Expenditures	Budget Item
<b>BUDGET AUTHORIZATION (Budget Act 2011 )</b>	<b>\$59,153,000</b>		
<b>PROJECTED EXPENDITURES</b>			
<b>ADMINISTRATION</b>	\$15,966,000		
Adjustments to salaries, benefits, equipment	-\$70,471		
Total, Support Item ( <i>with adjustments</i> )	\$15,895,529	\$15,895,529	001
<b>TRAINING CONTRACTS ITEM</b>	\$20,805,000		
Contracts		17,078,158	
Letters of Agreement		1,573,946	
Conference Room Rental		217,824	
Sub-Total, Training Contracts Item	\$18,755,000	\$18,869,928	
<u>Reserve/Set Aside</u>			
1. Law Enforcement Driving Simulators	2,050,000	2,050,000	
2. Operational Efficiency Plan	-223,000	incl above	
Sub-Total	1,827,000	2,050,000	
Total, Training Contracts Item ( <i>with adjustments</i> )	\$20,582,000	\$20,919,928	011
<b>TRAINING REIMBURSEMENTS</b>		(30,074)	
Resident Subsistence		5,940,162	
Commuter Subsistence		176,704	
Resident Travel		2,167,565	
Commuter Travel		834,705	
Tuition		2,016,665	
Backfill		1,408,788	
Total, Reimbursements Item ( <i>with adjustments</i> )	\$20,382,000	\$12,544,589	101
<b>MUSEUM OF TOLERANCE</b>			
Contracts	\$1,556,000	\$1,556,000	012
Reimbursements	444,000	444,000	102
Total, Museum of Tolerance Items ( <i>with adjustments</i> )	\$2,000,000	\$2,000,000	
<b>BUDGET/EXPENDITURES, TOTAL</b>	<b>\$58,859,529</b>	<b>\$51,360,046</b>	
<b>TOTAL, BALANCE AVAILABLE</b>		<b>\$7,499,483</b>	
<b>EXPENDITURE ITEMS ON THE JUNE AGENDA</b>			
1 Augment current FY 11-12 contract with CSU, Long Beach for additional classes for the SBSLI (G)		\$279,976	
2 Augment FY 11-12 contract for the Entry Level Dispatcher Program		\$58,275	
Total:		\$338,251	
<b>BALANCE AVAILABLE</b>		<b>\$7,161,232</b>	



## AGENDA ITEM REPORT

 [Print](#)

**Title:** REVIEW OF PROPOSED FY 2012-13 BUDGET

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### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Administrative Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Karen Cramer		<b>REVIEWED BY (PRINT NAME)</b> Darla Engler
<b>REPORT DATE</b> 06/06/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

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**ISSUE:**

**BACKGROUND:**

**ANALYSIS:**

**RECOMMENDATION:**

#### **ATTACHMENT(S):**

Name:

Type:

No Attachments Available

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## AGENDA ITEM REPORT

**Title:** REPORT ON AUGMENTATION OF FY 2011-12 CONTRACT FOR THE SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE

**REPORT PROFILE**

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Center for Leadership Development Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Kevin Hart		<b>REVIEWED BY (PRINT NAME)</b> Mike Hooper
<b>REPORT DATE</b> 05/02/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

**ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION****ISSUE:**

Should the Commission authorize the Executive Director to augment the existing FY 2011-12 Sherman Block Supervisory Leadership Institute (SBSLI) contract with California State University, Long Beach by \$279,976 for additional classes of the SBSLI, for a new total contract amount not to exceed \$2,323,333?

**BACKGROUND:**

The SBSLI is a program designed to stimulate personal growth, leadership, and ethical decision-making in California law enforcement's front-line supervisors. Implemented in 1988 through the efforts of law enforcement professionals and top educators and trainers, the SBSLI is an intense program based on experiential learning techniques. Students are challenged to learn new ways to resolve issues through group and individual work.

Since its inception, the SBSLI program has graduated nearly 8,000 participants. The program is respected throughout California for its superior level of facilitated leadership training. The popularity of the program has caused a waiting list of applications, some waiting nearly 18 months to attend. The current waiting list approximates 85-100 supervisors. Classes are held to 24 students.

**ANALYSIS:**

The excessive delays in gaining entrance into SBSLI classes deprive prospective attendees and their agencies of timely receipt of the significant benefits that accrue in personal growth, leadership, and ethical decision making. Moreover, given that the turnover rate of command staff in many agencies is increasing rapidly, large numbers of SBSLI-bound individuals could find themselves being promoted more quickly than anticipated and thus become ineligible to attend the sergeants-only SBSLI.

A two-pronged effort is proposed to expedite the admittance of applicants into the SBSLI while reducing the waiting list. The first action is to increase the class size, from the current number of 24 students to 26. The second action is to add three additional classes to the FY 2011-12 schedule. This augmentation will require funding in the amount of \$279,976, which entails increasing the current contract amount from \$2,043,357 to \$2,323,333.

This increase in funding will be only for FY 2011-12. The FY 2011-12 contract period will be extended from its current ending date of July 31, 2012, to accommodate the additional class sessions. The expanded class size, from 24 to 26 students, will continue into future contracting periods.


**RECOMMENDATION:**

It is recommended the Commission authorize the Executive Director to augment the existing FY 2011-12 SBSLI contract with California State University, Long Beach by \$279,976 for additional classes of the SBSLI, for a new total contract amount not to exceed \$2,323,333.

Attachment

**ATTACHMENT(S):**

Name:

 [CLD - Attachment - Augmentation of SLI FY 11-12 Contract - 04-27-12 mlb.doc](#)

Type:

Backup Material

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**Attachment A**

**AUGMENTATION OF EXSISTING CONTRACT TO SUPPORT THE DEVELOPMENT  
OF ADDITIONAL CLASSES FOR SBSLI IN FISCAL YEAR 2011-2012**

Number of Classes to be Added: 3  
(8 workshops per class)

Number of Students per Class: 26

**Program Services Costs**

Facilitator Wages, Contract Support-  
(Coordinator/Clerical) 138,800

**Travel & Per Diem Costs**

Facilitators, Auditors, and other Travel 57,600

**Indirect Contract Costs (up to 15%)**

Cal State University Campus 29,460

**Miscellaneous Costs**

Meeting Room Rentals, Books, Materials,  
Mailings, Paper, Printing, Miscellaneous  
Equipment Purchase, Repairs, Replacement 54,116

**Total 279,976**

## AGENDA ITEM REPORT

**Title:** REPORT ON SPO C.14.11: REQUEST TO CONTRACT FOR DEVELOPMENT AND IMPLEMENTATION OF A COMPUTER BASED TESTING SYSTEM TO REPLACE TMAS

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Computer Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Colin O'Keefe and Ken Krueger		<b>REVIEWED BY (PRINT NAME)</b> Stephanie Scofield and Mitch Coppin
<b>REPORT DATE</b> 05/09/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

#### ISSUE:

Should the Commission authorize the Executive Director to contract for products and services necessary for the acquisition, configuration, and implementation of software to replace POST's current automated testing system, in an amount not to exceed \$2,739,560?

#### BACKGROUND:

In January 2010, POST staff reported the Testing Management and Assessment System's (TMAS) inability to adequately secure and protect tests to the State Financial Integrity and State Manager's Accountability (FISMA) audit. The audit subsequently ranked this issue as the second highest risk to POST. After analysis, POST staff concluded that the TMAS system is technically and functionally obsolete, and cannot be corrected through product updates or modifications.

In June 2010, the Commission directed staff to contract for the completion of an Information Technology Feasibility Study Report (IT FSR) and Information Technology Procurement Plan (ITPP) to replace TMAS with a modern, enhanced testing system. The proposed system is to be capable of securing POST tests, as well as supporting POST's current testing and audit requirements.

The Commission authorized the Executive Director to contract for FSR and ITPP authoring assistance because the required effort exceeded POST staff's resources. In January 2011, following a competitive bid process, staff contracted with Hubbert Systems Consulting to assist in preparing these analyses. The contract procurement and deliverables were performed in compliance with Sections 4920-4942 of the State Administrative Manual.

The resulting FSR was approved by the Department of Finance on December 21, 2011. The ITPP was submitted to the Department of General Services on April 24, 2012

#### ANALYSIS:

Issues with the current TMAS testing system may broadly be split into two areas: security and functionality:

#### Security:

The TMAS system was developed eight years ago by a vendor following a competitive bid process. The system uses Internet-based technology to deliver POST tests to proctored testing locations throughout California. The TMAS system has been updated occasionally to address some functional and usability issues. However, the system's security model has not changed since implementation.

As Internet technology has matured over the past decade, security measures have also improved: PC lockdown procedures, activity logging, intrusion detection, and encryption are much more robust than they were when TMAS was designed. During the same period, the tools and knowledge needed to compromise secure systems have also become more widely available. The TMAS system was not designed to address these newer and more common technical threats, or to accommodate new security technologies as they are developed.

POST staff have performed significant market research on modern configurable off-the-shelf (COTS) testing software, and concluded that modern products offer much-improved security features and ease of set-up and use. If this item is approved, a competitive bidding process based on comprehensive POST requirements will be performed to select the product to best fit POST's needs.

#### Functionality:

The TMAS system's sole focus is on the delivery of academy written tests. Due to its monolithic, non-modular design, TMAS is not capable of accommodating other POST tests, such as the entry-level law enforcement test, public safety dispatcher test, and academy skills and scenario tests.

TMAS is also not capable of using modern data-exchange techniques to share data with reporting and statistical analysis packages. For example, exporting several years of a specific test's results from a selected group of academies, for trend analysis and test development purposes, is not possible. Similarly, POST cannot currently export test data into graphing or pattern-recognizing analysis tools to detect and prevent cheating. These shortcomings hinder POST staff's ability to develop new learning techniques, as well as to secure test assets.

Market research indicates that modern testing software is flexible and highly modular, allowing many test types to be integrated into the system over time. Additionally, standards for data interchange, such as "Sharable Content Object Reference Model" (SCORM) and configurable Web services, allow modern systems to exchange data relatively easily with other systems, reporting tools, and statistical analysis packages.

Estimated costs for this project may be found in the Attachment.

#### **RECOMMENDATION:**

Staff recommends that the Commission authorize the Executive Director to contract for products and services necessary for the acquisition, configuration, implementation, and verification of software to replace POST's current automated testing system in an amount not to exceed \$2,739,560.

#### **ATTACHMENT(S):**

Name:

 [CSB\\_SEB - Attachment - Request to Contract for TMAS 6-5-12\\_cp.docx](#)

Type:

Backup Material

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**Commission on Peace Officer Standards and Training  
Scope of Work Statement: TSR Request for Proposal**

If approved, the Testing System Replacement project will include the following components and estimated projected costs. Project work will take place during the Fiscal years 2012-13 through 2014-15, with planned production launch in Q3 2014. All costs and timelines are based on the approved Feasibility Study Report (FSR) and Information Technology Procurement Plan (ITPP).

**TESTING SYSTEM REPLACEMENT PROJECT**

**Funding Breakdown**

	<b>FY 2012/13 (\$)</b>	<b>FY 2013/14 (\$)</b>	<b>FY 2014/15 (\$)</b>	<b>Total Contract (\$)</b>
IV&V Services *	118,080	118,080	59,040	<b>295,200</b>
Project Management				
Administrative Support	239,360	239,360	119,680	<b>663,680</b>
<u>Solution Vendor</u>				
Software	620,000	120,000	-	
Customization	-	60,000	60,000	
Implementation	248,490	551,380	186,090	
Subtotal	868,490	731,380	246,090	<b>1,909,814</b>
Total	<b>1,225,930</b>	<b>1,088,820</b>	<b>424,810</b>	<b>2,739,560</b>

\* Independent Verification and Validation (a third-party, contracted oversight function, required by State control agencies for projects of this size)

## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO CONTRACT FOR LEARNING PORTAL HOSTING, SUPPORT, AND MAINTENANCE SERVICES**REPORT PROFILE**

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Learning Technology Resources Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Jan Bullard		<b>REVIEWED BY (PRINT NAME)</b> Robert Stresak
<b>REPORT DATE</b> 03/25/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

**ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION****ISSUE:**

Should the Commission authorize the Executive Director to enter into a contract for up to three years with an appropriate entity to provide hosting, support, and maintenance services to sustain the POST Learning Portal in an amount up to \$498,510?

**BACKGROUND:**

Since 2005 the POST Learning Portal has been the access point for self-paced, web-based training and resources for California law enforcement personnel. There are currently over 53,000 registered users, and this number continues to grow at a rate of almost 900 per month. In order to serve this increased user population, and develop additional online training and performance support tools, POST currently contracts with a vendor for hosting, support and maintenance of the Learning Portal.

**ANALYSIS:**

Since the inception of the Learning Portal, POST has contracted with a private vendor for operational services that includes the hosting of courses, tools and training videos, updating code to support additional browsers, and addressing technical and usability issues. The contract also allows for periodic enhancements to the Portal's functionality as well as updates of the user interface for better usability. The current contract expires December 31, 2012. This request is to approve pursuit of a new contract for these services. (Attachment A)

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract for up to three years with an appropriate entity to provide hosting, support and maintenance services to sustain the POST Learning Portal in an amount up to \$498,510.

Attachment

**ATTACHMENT(S):**

Name:

 [LTR - Attachment A - Learning Portal HSM Attachment A doc \(2\) - 05-29-15 cp.docx](#)

Type:

Backup Material



## LP 2013-2015 Cost Estimates

Projected at 10% S&M				
Enhancements 2013 - 2015	2013	2014	2015	Total
Enhancements	\$57,800.00	\$69,360.00	\$83,232.00	\$210,392.00
Redesign			\$50,000	\$50,000
(10% Annual Increase for S&M)	\$5,780.00	\$6,936.00	\$8,323.20	
<b>S&amp;M</b>				
Annual S&M Cost	\$48,127.20	\$53,907.20	\$60,843.20	\$162,878.00
Extra Support (2 hrs for \$290/m)	\$3,480.00	\$3,480.00	\$3,480.00	\$10,440.00
Monthly Cost	\$4,300.60	\$4,782.27	\$5,360.27	
<b>Hosting</b>				
Annual Hosting Cost	\$21,600.00	\$21,600.00	\$21,600.00	\$64,800.00
Monthly Cost	\$1,800.00	\$1,800.00	\$1,800.00	
<b>Grand Total</b>				<b>\$498,510.00</b>

## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO CONTRACT FOR MANAGEMENT FELLOW IN SUPPORT OF THE VIDEO TRAINING PROGRAM

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### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Training Program Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Jan Bullard		<b>REVIEWED BY (PRINT NAME)</b> Bob Stresak
<b>REPORT DATE</b> 03/30/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

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#### ISSUE:

Should the Executive Director enter into a two-year contract with a governmental agency for a management fellow to administer the training video program in an amount not to exceed \$292,206?

#### BACKGROUND:

For ten years POST has used a law enforcement consultant to administer the training video program. This person oversees the production of the training and informational videos, selects the topics based on needs assessment or legislative mandates, collaborates with other bureau staff on video assets for self-paced courses, and meets with subject matter expert groups to design the curriculum, draft the video content and prepare facilitation and student support material.

At the June 2010 meeting the Commission authorized the Executive Director to enter into a contract with a governmental agency for a management fellow on a part-time basis, to direct the training video component of this program. The other related duties of this position were assumed by LTR staff. This decision was based on a shortage of personnel, and the potential impact transferring a law enforcement consultant would have on other bureaus.

#### ANALYSIS:

The training video program is in the middle of a critical transition. Based on an extensive field survey and bureau analysis, the decision was made to redesign the training videos from a two-hour news documentary-style video to a functional facilitation support tool. The development process used for two decades is currently undergoing revision to accommodate this new video design.

The current management fellow has been redefining this process, and directing the redesign of the video product. Staff still needs to complete the prototype and to conduct user testing and evaluations prior to release of this new training video format. Follow up review will also be needed to confirm the new format is meeting the needs of the field. It would be optimum for the program to keep this person until the transition is completed. The position will be full-time, and the fellow will resume the other related duties of this position.

In April 2012, POST permanently lost a Law Enforcement Consultant position. Maintaining a management fellow in this position would ease the impact of this loss.

At the end of the two-year period, the position will be filled by a permanent law enforcement consultant.

**RECOMMENDATION:**

Staff recommends that the Commission authorize the Executive Director to enter into a two-year contract with a governmental agency for a management fellow to administer the video training program in an amount not to exceed \$292,206.

Attachment A

**ATTACHMENT(S):**

Name:

Type:

 [LTR - Attachment A -  
Contract Request for Management Fellow in Support of the Video TP  
\(2\) - 6-5-12\\_cp.docx](#) Backup Material

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**Attachment A**

**COST FOR POLICE SERGEANT (F-Step)**

Salary	\$93,602
Benefits	
Medical Insurance	\$ 9,456
Uniform Allowance	\$ 1,200
Workers Compensation	\$ 5,243
Unemployment 0.8%	\$ 749
Medicare	\$ 1,483
Pension	\$ 26,881
Premium Pay	
8% POST Advanced Certificate	\$ 7,488
 Total Salary & Benefits Per Year	 *\$146,103
 Times Two Years	 <u>\$292,206</u>
 <b>Total Contract Cost</b>	 <b>\$292,206</b>

\*Numbers round up

## AGENDA ITEM REPORT

Title: REPORT ON REQUEST TO CONTRACT TO COMPLETE LEARNING PORTAL COURSES

## REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Learning Technology Resources Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Jan Bullard		<b>REVIEWED BY (PRINT NAME)</b> Bob Stresak
<b>REPORT DATE</b> 06/11/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

## ISSUE, BACKGROUND, ANALYSIS, &amp; RECOMMENDATION

## ISSUE:

Should the Commission authorize the Executive Director to enter into a contract to complete the development of two Learning Portal courses in the amount of \$329,500?

## BACKGROUND:

At the October 22, 2009 meeting, the Commission authorized the Executive Director to enter into contracts to develop online courses that meet legislative or regulatory mandates for an amount not to exceed \$425,000.00. POST staff determined that Tactical Communication and Domestic Violence Update would be the two courses that would be developed using these monies. At the January 25, 2010 meeting, the Commission authorized the Executive Director to add an additional \$37,500.00 to each of these courses for video assets.

## ANALYSIS:

Course development started in May, 2010, at the end of the first fiscal year. Due to the late State budget approval for FY 10/11, progress was delayed for four months. During the development process the vendor experienced significant restructuring of their development team, causing an additional set back for both courses. Because the time required to complete the projects exceeds the State's three-year contracting time period, the funds have reverted, and the current contract cannot be extended. This request is for approval to enter into a new contract to complete the work for both courses.

The amount requested reflects the remainder that was not expended in the original contract. A project cost breakdown is in Attachment A.


## RECOMMENDATION:

Staff recommends that the Commission authorize the Executive Director to enter into a contract to complete the development of two Learning Portal courses in the amount of \$329,500.

**ATTACHMENT(S):**

Name:

Type:

 [LTR - Attachment - Report on Request to Contract to Complete Learning Portal Trainig Videos 6-11-12 cp.docx](#) Backup Material

**Attachment A**

**Learning Portal Course Projects**  
Cost Per Course Breakdown

<b>Project</b>	<b>Contract Amount</b>	<b>Invoiced To Date</b>	<b>Remaining in Contract</b>
Domestic Violence Update	\$243,000.00	\$103,900.00	\$139,100.00
Tactical Communication	\$244,000.00	\$53,600.00	\$190,400.00
<b>Total</b>	\$487,000.00	\$157,500.00	\$329,500.00

## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO CONTRACT FOR WEB BASED COMPUTER SERVICES FOR MANAGEMENT STUDIES

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Management Counseling Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> H. Dave Hoig		<b>REVIEWED BY (PRINT NAME)</b> Richard Bond
<b>REPORT DATE</b> 05/21/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

#### ISSUE:

Should the Commission authorize the Executive Director to execute a contract with Corona Solutions to replace an existing computer program currently used to conduct Patrol Workload Studies for a period of two years not to exceed \$178,800?

#### BACKGROUND:

Penal Code 13513 requires POST to provide "counseling service to such local jurisdictions 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." POST staff assigned to the Management Counseling Services (MCS) are responsible for conducting these studies when they are requested by the executive of a law enforcement agency that participates in and complies with the POST program.

#### ANALYSIS:

Agencies continue to request management counseling services at a pace that shows little indication of slowing.

POST primarily provides management counseling services, as requested, to small to medium California law enforcement agencies. Typically a small law enforcement agency is 25 or less sworn personnel and a medium agency is 99 or less sworn personnel. The combined total of these small and medium sized agencies represents approximately 88.3 percent of all the law enforcement agencies in the POST program. These agencies do not have qualified personnel who can conduct management studies nor do they have the financial resources to pay for such services.

The current software program used to assist in conducting workload studies is proprietary software that is individually owned and operated. The program used is "DOS" based, and utilizes a 3 ½" external floppy drive which is significantly outdated hardware as an industry standard. The current application's system is restricted to a 91 day sampling and requires manual review and validation of data acquired. The current system is not compatible when agencies cannot produce the required spreadsheets due to CAD (Computer Aided Dispatch) system compatibility issues or limited expertise at the agency level. A replacement program reflective of current industry standards is desperately needed to facilitate Management Counseling Services Bureau operations.

The acquisition of Corona Solutions will provide POST the ability to analyze workload rates in a more efficient and timely manner. Data acquisition will take less time to retrieve and significantly less time to analyze. This will allow MCSB the ability to produce a robust product for our client agencies. POST agencies

will benefit from studies infinitely more accurate thereby allowing clients to make much better management decisions and allow staff to analyze/identify statewide agency problems.

**RECOMMENDATION:**

Staff recommends the Commission authorize the Executive Director to enter into a two year contract with Corona Solutions to replace the existing computer program to conduct patrol workload studies for a period of two years not to exceed \$178,800.

Attachment

**ATTACHMENT(S):**

Name:

Type:

 [MCB - Attachment -  
Web Based Computer Services for Management Studies 6-7-  
12\\_cp.docx](#)

Backup Material

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**Attachment One**

**REPORT ON REQUEST TO CONTRACT FOR SERVICES FROM CORONA SOLUTIONS WEB BASED  
WORKLOAD/SCHEDULING PROGRAMS**

<b>Year 2012-2013</b>	<b>Data Retrieval, Processing and Training</b>	<b>1 year = \$94,800</b>
<b>Year 2013-2014</b>	<b>Data Retrieval and Processing</b>	<b>1 year = \$84,000</b>
<b>Total for 2 year contract</b>		<b>\$178,800</b>

# AGENDA ITEM REPORT

 Print

**Title:** REPORT ON REQUEST TO CONTRACT WITH MANAGEMENT CONSULTANTS

## REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012		<b>BUREAU SUBMITTING THIS REPORT</b> Management Counseling Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Richard Bond		<b>REVIEWED BY (PRINT NAME)</b> Bob Stresak	
<b>REPORT DATE</b> 05/21/2012		<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes	

## ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

### ISSUE:

Should the Commission authorize the Executive Director to enter into contracts with private management consultants to conduct management studies for local law enforcement agencies f an amount not to exceed \$300,000?

### BACKGROUND:

Penal Code 13513 requires POST to provide "counseling service to such local jurisdictions for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implem techniques." POST staff assigned to the Management Counseling Services (MCS) are responsible for conducting these studies when requested to do so by the executive of a law enforcement agency that participates in and cc

### ANALYSIS:

The majority of request for management counseling services comes from small-to-medium-sized law enforcement agencies comprised of 100 or fewer sworn personnel. This represents approximately 61.2 percent of California law enforcement agencies in the POST program. These agencies request POST management counseling services more often than other law enforcement agencies because they lack personnel resources to conduct management studies or they lack the financial resources to contract for such services.

MCS is authorized four consultant positions. However, due to periodic state hiring freezes and an incident of long-term disability of a POST staffer, filling these vacancies has been problematic and protracted. Recently, two positions have been filled, and assigned personnel have begun to acquire the specific skills and knowledge required to provide substantive insight to law enforcement executives seeking the support services of POST. A time-consuming process. Despite the addition of new personnel an unacceptable queue of requests remain, causing requesting agencies to wait up to two years for POST staff to respond. These conditions are frustrating for requesting agencies and intolerable to POST management.

POST staff has identified three persons with extensive executive law enforcement experience who can immediately begin providing services to requesting agencies and who require minimal supervision and training to acquire necessary skill sets to perform management studies. Factors that directly assist in compressing the timeline to provide immediate value added services to requesting agencies. Additionally, geographic location was a factor in their selection allowing MCS to distribute resources equitably between requesting southern and northern California agencies.

Negotiating a three year contract versus a one-year contract will assist in attenuating annual disruption of contracted services caused by predictable protraction of legislative budget negotiations. It is not an expectation of staff that the backlog in requested services will take three years to resolve, however a three year contract will provide some managerial latitude should the demand for management counseling services not subside in the immediate future and over cede existing POST resources.

**RECOMMENDATION:**

Staff recommends the Commission authorize the Executive Director to enter into contracts with private management consultants to conduct management studies for local law enforcement agencies for a three-year period in an \$300,000.

Attachment

**ATTACHMENT(S):**

Name:

Type:

❏ [MCB - Attachment - Report on Request to Contract for a Private Management Consultant 6-4-12 cp.docx](#)

Backup Material

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## **Attachment One**

### **REPORT ON REQUEST TO CONTRACT FOR PRIVATE MANAGEMENT CONSULTANTS**

Year 2012-2013	3 consultants @ \$50,000 a year per consultant	3 X \$50,000 X 1 year=\$150,000
Year 2013-2014	3 consultants @ \$50,000 a year per consultant	3 X \$50,000 X 1 year= \$150,000
Total for 2 year contract		\$300,000

## AGENDA ITEM REPORT

**Title:** REPORT ON AUGMENTATION OF FY 2011-12 CONTRACT FOR THE ENTRY-LEVEL DISPATCHER SELECTION TEST BATTERY

**REPORT PROFILE**

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Standards and Evaluation Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Tammura Hathorne-Brown		<b>REVIEWED BY (PRINT NAME)</b> Stephanie Scofield
<b>REPORT DATE</b> 06/12/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested	<b>FINANCIAL IMPACT</b> Yes	

**ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION****ISSUE:**

Should the Commission authorize the Executive Director to augment the existing FY 2011-12 contract with Cooperative Personnel Services (CPS) for the administration of the POST Entry-Level Dispatcher Selection Test Battery from \$116,474.51 to 174,750.00 in an amount not to exceed \$58,275?

**BACKGROUND:**

The Commission has authorized that the mandated Entry-Level Dispatcher Selection Test Battery be made available to agencies in the POST program at no cost. Because POST does not have the staff, equipment resources, nor the space necessary to assume direct responsibility for performing services associated with the administration of this test (e.g., printing, maintaining sufficient inventory, shipping and retrieving test booklets, etc.), a contract with an outside vendor is used to provide these services.

**ANALYSIS:**

Cooperative Personnel Services has administered the POST Entry-Level Dispatcher Test Battery in an efficient and timely manner during the last eight fiscal years. The services provided by CPS cannot be performed by POST. The contract for the previous year was \$232,949.02. The proposed contract FY 2011-12 was previously approved for \$116,474.51; however, as test administrations have increased over the past few months, the original amount needs to be augmented. The new amount requested, not to exceed \$174,750, remains lower than the previous fiscal year (See Attachment A).

**RECOMMENDATION:**

It is recommended the Commission authorize the Executive Director to augment the existing FY 2011-12 contract with the Cooperative Personnel Services to administer the POST Entry-Level Dispatcher Selection Test Battery in an amount not to exceed \$58,275.

Attachment

**ATTACHMENT(S):**

Name:

Type:

No Attachments Available

## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO ACCEPT VAWA GRANT FUNDS AND CONTRACT FOR PRESENTATION OF VAWA COURSES

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Training Program Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Bryon Gustafson		<b>REVIEWED BY (PRINT NAME)</b> Bob Stresak
<b>REPORT DATE</b> 05/11/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

#### ISSUE:

Should the Commission authorize the Executive Director to: 1) accept the VAWA grant funds for FY 2012-13 in the amount of \$437,660 from Cal EMA, 2) commit a cash and in-kind match of not more than \$145,887, and contract with the SDRTC or another public or governmental entity in an amount not to exceed \$437,660 to facilitate the course presentations and management of the grant program?

#### BACKGROUND:

In August 1997, the Commission approved acceptance of a Violence Against Women Act (VAWA) law enforcement grant. Since then, the Commission has continued to accept VAWA grant funds to present training to law enforcement personnel on domestic violence and sexual assault topics. According to the current California Emergency Management Agency (Cal EMA) request for applications (RFA), the VAWA law enforcement grant "promotes the development and implementation of effective, victim-centered law enforcement, prosecution and court strategies to address violent crimes against women and the development and enhancement of victim services in these cases."

#### ANALYSIS:

Staff anticipates receiving \$437,660 in VAWA funding for FY 2012-13 from Cal EMA. Since 2005, this grant has required an in-kind and cash match equal to 25% of the total project. For FY 2012-13, POST will be required to provide a match of \$145,887, which will primarily be met through equipment purchases and upgrades, curriculum updates, instructor travel, and training reimbursements. This will bring total VAWA program funding to \$583,547 for FY 2012-13.

As outlined in the RFA, Cal EMA specifically directs this funding to POST in order "to train law enforcement personnel in the areas of sexual assault, sexual assault forensic medical exams, domestic violence, stalking, elder abuse, dating violence and culturally specific training as it relates to these crimes." Staff is currently working with the SDRTC to develop VAWA programming for FY 2012-13 and expects to have a plan completed by mid-June. A primary goal of the 2012-13 plan will be to reallocate training to areas of the state where it is most accessible in order to promote attendance. The attached grant breakdown provides an estimate of the 2012-13 VAWA budget.

#### RECOMMENDATION:

Staff recommends that the Commission authorize the Executive Director to 1) accept the VAWA grant funds for FY 2012-13 in the

amount of \$437,660 from Cal EMA, 2) commit a cash and in-kind match of not more than \$145,887, and 3) contract with the SDRTC or another public or governmental entity for an amount not to exceed \$437,660 to facilitate the course presentations and management of the grant program.

Attachment

**ATTACHMENT(S):**

Name:

Type:

 [TPS - Attachment - Accept VAWA Grant Funds 6-5-12\\_cp.docx](#)

Backup Material

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**VAWA Grant Breakdown – 2012-13 Budget Estimate**

**Course Delivery**

<b>Course</b>	<b>#</b>	<b>Course Cost</b>	<b>Cost</b>
Domestic Violence for First Responders	8	\$3,300	\$26,400
Domestic Violence for Public Safety Dispatchers	5	3,300	16,500
Domestic Violence for Criminal Investigators	5	18,000	90,000
Domestic Violence Crisis Negotiators	6	14,000	84,000
Domestic Violence Officer-Involved	2	5,800	11,600
Sexual Assault for First Responders	7	3,300	23,100
Sexual Assault for Public Safety Dispatchers	5	3,300	16,500
<b>Delivery Subtotal</b>			<b>\$268,100</b>

**Program Management**

<b>Activity/Item</b>	<b>Cost</b>
Grant Coordination	\$40,000
Administration Fee	67,110
<b>Management Subtotal</b>	<b>\$107,110</b>

**Program Development and Logistics**

<b>Activity/Item</b>	<b>Cost</b>
Travel and per diem for instructors and staff	\$35,000
Program-related development and equipment	25,000
Advertising	2,450
<b>Development/Logistics Subtotal</b>	<b>\$62,450</b>

**CalEMA VAWA Grant**

<b>Course/Program Total</b>	<b>\$437,660</b>
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**POST 25% Match**

<b>In-Kind/Cash Match</b>	<b>\$145,887</b>
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**VAWA Program**

<b>GRAND TOTAL</b>	<b>\$583,547</b>
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## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO CONTRACT FOR A MANAGEMENT FELLOW IN SUPPORT OF THE PUBLIC SAFETY DISPATCHER PROGRAM

## REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Training Program Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Bryon Gustafson		<b>REVIEWED BY (PRINT NAME)</b> Bob Stresak
<b>REPORT DATE</b> 05/16/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

## ISSUE, BACKGROUND, ANALYSIS, &amp; RECOMMENDATION

## ISSUE:

Should the Commission authorize the Executive Director to enter into a contract with a public or governmental entity for the services of a Management Fellow in support of the Public Safety Dispatcher Program in an amount not to exceed \$140,000?

## BACKGROUND:

POST has worked to develop training and selection standards to enhance the professionalism of public safety dispatchers for more than 25-yearssince it established the 80-hour Public Safety Dispatcher Course in 1985. In recent years POST has expanded its commitment to meeting the needs of public safety dispatchers and *raising the bar* through creation of the Public Safety Dispatcher Advisory Council (PSDAC), addition of a PSDAC representative to the Instructor Standards Advisory Council (ISAC), and addition of a PSDAC representative to the Commission's Advisory Committee. Each of these actions has supported POST's mission to enhance the professionalism of law enforcement in serving its communities.

## ANALYSIS:

Over the past 18 months, POST, in conjunction with its public safety dispatcher stakeholders and advisory groups, has focused on expanding in-service training and development opportunities for public safety dispatchers. This has been accomplished through the creation of a Public Safety Dispatcher Unit within the Training Program Services Bureau that was staffed by a retired annuitant. Primary activities included expansion of the Instructor Development Institute to include dispatcher-specific offerings (approved by the Commission in February 2012) and development of pilot courses such as "The Public Safety Dispatcher's Role in Officer Safety" and "Handling "In-Progress" Calls and Active Shooter Incidents" that have been well-received.

These enhancements are slated to begin "full scale" in July and there is a need for a skilled public safety dispatcher professional to coordinate the various components to develop a full-service program. Staff presented a concept for a Public Safety Dispatcher (PSD) Management Fellow to the PSDAC at its March 2012 meeting. PSDAC members were unanimously supportive of the concept and developed a list of ideal qualifications for a PSD Management Fellow including:

- 5 years or more of dispatching experience
- Experience as a dispatcher supervisor
- Recent field experience

Experience as a trainer (communications training officer (CTO) or instructor)  
Evidence of continuing professional development  
Facilitation skills and experience  
Understanding of POST selection and training regulations  
Excellent verbal and written communication skills  
Willingness to travel

Staff proposes development of a Request for Applications (RFA) that will establish minimum and preferred qualifications for a PSD Management Fellow. Thereafter, the RFA would be advertised with stakeholder agencies in the POST program. Interested candidates would apply in conjunction with their agency (i.e., an applicant candidate would have to be approved/sponsored by the agency that POST would contract with for the candidate's services). Staff has estimated maximum costs for the management fellow position not to exceed \$140,000 as follows:

Itemized Costs	Basis	Annual
CHP PSD Supervisor II (top step)	\$5,958/month	\$71,496
Benefits estimate	35%	25,024
Housing (if needed)	\$1,500/month	18,000
Indirect	20%	22,904
<b>Total (1 year)</b>		<b>\$137,424</b>

Staff recommends developing an RFA to identify and contract for a management fellow in support of the Public Safety Dispatcher Program for one year.

**RECOMMENDATION:**

If the Commission concurs, the appropriate action would be a motion to authorize the Executive Director to enter into a contract with a public or governmental entity for the services of a Management Fellow to support the Public Safety Program in an amount not to exceed \$140,000.

**ATTACHMENT(S):**

Name:

Type:

No Attachments Available

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## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO CONTRACT WITH SAN DIEGO REGIONAL PUBLIC SAFETY TRAINING INSTITUTE TO PRESENT INSTITUTE OF CRIMINAL INVESTIGATION TRAINING

## REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Training Program Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Anne Brewer		<b>REVIEWED BY (PRINT NAME)</b> Bryon Gustafson
<b>REPORT DATE</b> 05/02/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

## ISSUE, BACKGROUND, ANALYSIS, &amp; RECOMMENDATION

## ISSUE:

Should the Commission authorize the Executive Director to enter into a contract with San Diego Miramar College (SDMC) or another public entity to provide Institute of Criminal Investigation (ICI) training in an amount not to exceed \$540,000?

## BACKGROUND:

Penal Code 13519.9, *Criminal investigators; advanced training; specialty assignments*, was added in 1994 and directed the Commission to establish the Robert Presley Institute of Criminal Investigation (ICI) by January 1, 1995. This program makes advanced training available to criminal investigators to meet specialty assignment needs in law enforcement agencies. Since the inception of the ICI Program, a core investigative course and 14 foundation specialty courses have been developed. Instructors for all ICI courses are required to complete a 40-hour instructor training course specific to the ICI experience-based teaching methods. The final phase of this training requires successful completion of a presentation assessment.

## ANALYSIS:

POST enters into recurring annual contracts with specific training presenters for ICI Core and Foundation Specialty Courses. In March, 2012, the California Department of Justice (DOJ) Advanced Training Center was closed and many POST contract training courses were eliminated. The list of DOJ course offerings was scrutinized and the decision made to incorporate the following courses under contract into the ICI Program: Narcotic Investigations Course (NIC) and Officer-Involved Shooting Investigations Training Course (OISITC). These courses have been offered by DOJ to California law enforcement investigators for many years and, as evidenced by attendance rates, continue to remain in high demand.

The courses identified for continued presentation were selected based upon the need for detective training in California. The purpose of adopting these courses within the ICI Program is to allow agencies to continue to send investigators to this critical training with minimal impact to operating budgets. ICI courses are exempt from the 80-hour POST training reimbursement cap and, if approved, these courses will be included to this exemption.

In preparation for continued presentation of these courses, the final DOJ offerings of the NIC and OISITC were attended to evaluate course content, delivery, and instruction. The NIC will require an instructor training workshop prior to the first presentation to update content, develop learning activities, and provide instructor facilitation skills training. The proposed budget will increase approximately 10% per course to accommodate the need for additional facilitators, travel expenses, and materials. It will also require additional

funding for the purchase of equipment. The course will remain 80 hours in length. SDMC will present five courses each fiscal year in the southern California area and another ICI presenter will offer five courses in the central and northern California regions.

The OISITC will require a comprehensive curricula revision, instructor selection and training, and is expected to increase in length from 36 hours to approximately 64 hours. The course will be redesigned from its lecture-based format to a more advanced level of hands-on, scenario-driven training that is competency-based and has real life application. The course content will be developed by subject matter resources, experts and working detectives in the following areas: investigative procedures, legal matters, psychological perspectives, and criminalist/forensic issues. The target audience for this course is detectives or investigators assigned to respond to and investigate officer-involved shootings, members of officer-involved shooting investigative teams, and supervisors. It is expected that most students will have significant investigative experience, including prior or current assignments as a homicide detective. The proposed budget is higher due to the need for additional hours, instructors and supplies, and will also require additional funding for the purchase of equipment. SDMC will present three courses each fiscal year in the southern California area and two other ICI presenters will each offer three courses in the central and northern California regions.

The source of funding for these courses would be from a portion of the existing, unused contract funds formerly allocated to DOJ via a recurring contract in the previous fiscal year.

**RECOMMENDATION:**


Staff recommends the Commission authorize the Executive Director to enter into a contract with San Diego Miramar College or another public entity to provide Institute of Criminal Investigation training as specified in an amount not to exceed \$540,000.

Attachment

**ATTACHMENT(S):**

Name:

Type:

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Report on Request for Approval to Enter into a contract with SDMC ofr ICI 5-  
16-12 cp.docx](#) Backup Material

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**Institute of Criminal Investigation (ICI)**  
**FY 2012-13 Budget: San Diego Miramar College**

<b>Deliverables</b>	<b>Cost</b>	<b>Number of Course Presentations</b>	<b>Total</b>
Officer-Involved Shooting Investigations Course	\$63,240	3	\$189,720
ICI Narcotic Investigations Course	\$68,188	5	\$340,940
Equipment, Advertising, R&D	\$9,340	-	\$9,340
<b>Total ICI Courses &amp; Expenses</b>		<b>8</b>	<b>\$540,000</b>

## AGENDA ITEM REPORT

**Title:** REPORT ON REQUEST TO INCREASE INSTITUTE OF CRIMINAL INVESTIGATION (ICI) TRAINING COURSE PRESENTATIONS WITH EXISTING ICI PRESENTERS

## REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Training Program Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Anne Brewer		<b>REVIEWED BY (PRINT NAME)</b> Bryon Gustafson
<b>REPORT DATE</b> 05/11/12	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

## ISSUE, BACKGROUND, ANALYSIS, &amp; RECOMMENDATION

## ISSUE:

Should the Commission authorize the Executive Director to increase contract course funding with Sacramento State University, State Center Regional Training Facility-Fresno, and South Bay Regional Public Safety Training Consortium to present Institute of Criminal Investigation (ICI) training in an amount not to exceed \$869,590?

## BACKGROUND:

Penal Code 13519.9, *Criminal investigators; advanced training; specialty assignments*, was added in 1994 and directed the Commission to establish the Robert Presley Institute of Criminal Investigation (ICI) by January 1, 1995. This program makes advanced training available to criminal investigators to meet specialty assignment needs in California's law enforcement agencies. Since the inception of the ICI Program, a core investigative course and 14 foundation specialty courses have been developed. Instructors for all ICI courses are required to complete a 40-hour instructor training course specific to the ICI experience-based teaching methods. The final phase of this training requires successful completion of a presentation assessment.

## ANALYSIS:

POST enters into recurring annual contracts with specific training presenters for ICI Core and Foundation Specialty Courses. In March 2012, POST-certified presenter California DOJ Advanced Training Center was closed and a review of these courses resulted in several being eliminated. The remaining list of DOJ courses was evaluated. The following courses were incorporated into the ICI Program: Narcotic Investigations Course (NIC) and Officer-Involved Shooting Investigations Training Course (OISITC). These courses have been offered by DOJ to California law enforcement investigators for years, and, as evidenced by attendance rates, remain in high demand.

The courses identified for continued presentation were selected based upon the need for detective training in California. The purpose of adopting these courses within the ICI Program is to allow agencies to continue to send investigators to this critical training with minimal impact to operating budgets. All ICI courses are exempt from the 80-hour POST training reimbursement cap and, if approved, these courses would also be included in this exemption.

In preparation for continued presentation of these courses, the final DOJ offerings of NIC and OISITC were attended to evaluate the course content, delivery, and instructors. The NIC course is currently 80 hours in length and will remain the same. The NIC will require an instructor training workshop prior to the first presentation to update content, develop learning activities, and provide

instructor facilitation skills training. The proposed budget will increase approximately 10% per course to accommodate the need for additional facilitators, travel expenses, and materials, and will also require additional funding for the purchase of equipment. State Center Regional Training Facility - Fresno will present five courses each fiscal year in the central valley and Northern California regions.

The OISITC will require a comprehensive curriculum revision, instructor selection and training, and is expected to increase in length from 36 hours to approximately 64 hours. The course will be redesigned from its lecture-based format to a more advanced level of hands-on, scenario-driven training that is competency-based and has real life application. The course will include several investigative teams responding to multiple simulated crime scenes with oversight by experienced detectives and criminalists, a written investigative report requirement with an attorney review component, and virtual counseling sessions involving trauma team support, psychologists, and chaplains. The target audience for this course is detectives or investigators assigned to respond to and investigate officer-involved shootings, members of officer-involved shooting investigative teams, and supervisors. It is expected that most students will have significant investigative experience, including prior or current assignments as a homicide detective. The proposed budget is approximately \$40,000 higher than the DOJ model due to the need for additional hours, instructors, facilitators, supplies and equipment. Sacramento State University and South Bay Regional Public Safety Training Consortium will each present three of these courses per fiscal year in their respective locales.

The past fiscal year has seen a significant increase in the amount of attendance for ICI Homicide, Sexual Assault, and Financial Crimes courses. The existing ICI presenters have been experiencing an eight to twelve month wait list for these courses, which has created an unmet training need. In order to accommodate California law enforcement investigators with this legislatively-mandated training, these courses require an increase in the number of presentations as follows: one course offering each for the Sexual Assault and Financial Crimes courses, and two Homicide course offerings. These courses will be presented by South Bay Regional Public Safety Training Consortium. The Financial Crimes course requires increased funding to provide students with critical training tools.

These courses will be funded from existing, unused contract funds formerly allocated to DOJ via a recurring contract in previous fiscal years on an ongoing basis, beginning with fiscal year 2012-13.

#### **RECOMMENDATION:**

Staff recommends the Commission authorize the Executive Director to increase contract course funding with Sacramento State University, State Center Regional Training Facility-Fresno, and South Bay Regional Public Safety Training Consortium to present Institute of Criminal Investigation (ICI) training in an amount not to exceed \$869,590.

#### **Attachment**

#### **ATTACHMENT(S):**

Name:

[TPS - Attachment -  
Report on Approval to Increase Presentations of ICI 6-5-  
12 cp.docx](#)

Type:

Backup Material

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**Institute of Criminal Investigation (ICI)**  
**FY 2012-13 Budget: Increase in Course Presentations by Existing ICI Presenters**

<b>Deliverables</b>	<b>Cost</b>	<b>Number of Course Presentations</b>	<b>Total</b>
Officer-Involved Shooting Investigations Course (Sacramento State University)	\$63,240	3	\$189,720
Officer-Involved Shooting Investigations Course (South Bay Regional Public Safety Training Consortium)	\$63,240	3	\$189,720
ICI Narcotic Investigations Course (State Center Regional Training Facility – Fresno)	\$68,188	5	\$340,940
ICI Homicide Investigations Course (South Bay Regional Public Safety Training Consortium)	\$53,258	2	\$106,516
ICI Sexual Assault Investigations Course (South Bay Regional Public Safety Training Consortium)	\$17,502	1	\$17,502
ICI Financial Crimes Course (South Bay Regional Public Safety Training Consortium)	\$15,190	1	\$15,190
Equipment, Advertising, R&D – Financial Crimes (South Bay Regional Public Safety Training Consortium)	\$10,002	-	\$10,002
<b>Total ICI Courses &amp; Expenses</b>		<b>15</b>	<b>\$869,590</b>



## AGENDA ITEM REPORT

**Title:** BUDGET CHANGE PROPOSALS (BCPS) FOR FY 2013-14

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### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Administrative Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Karen Cramer		<b>REVIEWED BY (PRINT NAME)</b> Darla Engler
<b>REPORT DATE</b> 06/06/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Decision Requested		<b>FINANCIAL IMPACT</b> Yes

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

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**ISSUE:**

**BACKGROUND:**

**ANALYSIS:**

**RECOMMENDATION:**

#### **ATTACHMENT(S):**

Name:

Type:

No Attachments Available

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## AGENDA ITEM REPORT

 [Print](#)

**Title:** NEW BUSINESS

### REPORT PROFILE

<b>MEETING DATE</b> 6/27/2012	<b>BUREAU SUBMITTING THIS REPORT</b> Administrative Services Bureau	
<b>RESEARCHED BY (PRINT NAME)</b> Karen Cramer		<b>REVIEWED BY (PRINT NAME)</b> Darla Engler
<b>REPORT DATE</b> 06/06/2012	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
<b>PURPOSE</b> Information Only		<b>FINANCIAL IMPACT</b> No

### ISSUE, BACKGROUND, ANALYSIS, & RECOMMENDATION

**ISSUE:**

**BACKGROUND:**

**ANALYSIS:**

**RECOMMENDATION:**

### **ATTACHMENT(S):**

Name:

Type:

No Attachments Available