

# Commission Procedure G-1, Guidelines for Counseling Service

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## Purpose

### 1-1. Management Counseling

1-2. This Commission procedure implements the link to Management Counseling and Projects homepage program established in [Regulation 1016](#), which provides that in accordance with [Penal Code section 13513](#) 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~~ [Study](#)
- (c) General ~~Survey~~ [Study](#)

- (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~~ Study**

A special ~~survey~~ study 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~~ Study**

A general ~~survey~~ study 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~~ studies are subject to approval by the Commission.

(a) A general ~~survey~~ study 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~~ study 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. Selected counseling services will be provided to requesting agencies at no cost.

## 1-7. Implementation Assistance

Implementation assistance is designed to provide staff assistance in carrying out recommendations provided in POST ~~surveys~~ studies 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 onsite study of existing systems by key personnel for field management training.

# Consultants

## 1-8. Consultants Assigned

Normally, POST consultants are assigned to conduct ~~surveys~~ studies 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~~ Counseling Services Requests

Counseling services must be requested electronically ~~of to~~ the POST Commission ~~in writing~~. In addition to the chief law enforcement officer, requests must be signed approved by the city manager/administrator or mayor of a municipality. The written request for the study shall include a statement that the person(s) or entity making the request acknowledges that a fee shall apply for conducting the study and will provide POST with the necessary information to conduct the study.

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# Costs

## 1-10. POST Consultants

~~When counseling is provided by the POST staff, there is no charge.~~ POST shall charge a fee to conduct general or special studies and proposes to receive reimbursement for actual time spent (hourly rate of pay) by staff on a study plus a 20% indirect fee. Travel and per diem costs incurred by staff will be absorbed by POST. The study shall commence after the mutual acceptance of a contract between the requesting person(s) or their representing entity and the Commission.

Upon payment of the study fee by the requestor(s), the completed study and its recommendations shall be released to the requestor(s). There is no cost to the requesting agency if the request is for POST selected counseling services only.

For situations that may arise where POST determines there will be a financial hardship to a requesting agency, and a general or special study is necessary due to some exigent or critical circumstance, the Executive Director or his/her designee may waive any or all charges in order to assist the requesting agency and provide POST study services. The waiver of charges will be considered only in rare circumstances, and on a case-by-case basis.

#### **1-11. 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**

#### **1-12. Assistance Available**

Staff follow-up assistance is available regarding the implementation of a ~~survey~~ study or counseling recommendations and to evaluate a department's efforts of implementation.