



POST

GAVIN NEWSOM
GOVERNOR

XAVIER BECERRA
ATTORNEY GENERAL

**COMMISSION ON
PEACE OFFICER STANDARDS AND TRAINING**

January 28, 2020

Chief Raymond Santiago
San Bernardino County Human Services, Program Integrity Division
1111 East Mill Street, #200
San Bernardino, CA 92408

Dear Chief Santiago:

Your request to participate in the Commission on Peace Officer Standards and Training (POST) Regular Peace Officer Non-Reimbursable Program has been reviewed. Effective January 30, 2020, your agency is formally accepted as a participant in the program.

With submission of the appropriate documents, your agency has officially signified its commitment to adhere to the minimum selection and training standards for the POST Regular Peace Officer Program as set forth in Commission Regulation 1010.

Your continuing adherence to the standards permits your agency to receive Commission authorized services and benefits in support of your police operations.

We congratulate you for your decision to participate in the POST Regular Peace Officer Program and look forward to working with your department for the betterment of California law enforcement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Manuel Alvarez, Jr.", is written over a faint, larger version of the same signature.

MANUEL ALVAREZ, Jr.
Executive Director

Enclosures
MA:md



Welcome to the Commission on Peace Officer Standards and Training!

Additional information is included in this Welcome Packet to assist your Agency with your next steps.

- Your agency will need access to our Electronic Data Interchange (EDI) System

This may be obtained on our website at: <https://post.ca.gov/Forms>. The form is item 4, Electronic Data Interchange Access Application Form 3-101 (see attached). Please complete an EDI Access Application (doc) for each person requesting access to the system. Signatures of the applicant and the agency's chief executive or his/her authorized designee are required on the application.

- Notice of Appointment/Termination (NOAT)

Agencies may submit notices of appointment and termination transactions and generate agency reports through the EDI system. Using the EDI system eliminates the need to mail hardcopy forms to POST. The Notice of Appointment/Termination (NOAT) Form 2-114 (item 6) may be obtained on our website at: <https://post.ca.gov/Forms> (see attached).

- Field Training Program Requirement

Per POST Regulation 1004, *Any department which employs peace officers and/or Level I Reserve peace officers shall have a POST-approved Field Training Program.* As a new POST agency, you will need to have a Field Training Program approved by POST or an exemption of the Field Training Program if your agency meets certain criteria. Please contact Senior Consultant Stephen Crawford, at Stephen.crawford@post.ca.gov or (916) 227-4957, in the Basic Training Bureau to discuss the requirements of the Field Training Program. A link to the Field Training Program page can be located at: <https://post.ca.gov/field-training--police-training>.

- How to Prepare for your Agency POST Compliance Review/Inspections

Please contact your POST Regional Representative, Matthew O'Deane at (916) 227-4868 for any additional information.

PRIVACY INFORMATION – Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, *et seq.*), notice is hereby given for the request of personal information. Failure to provide any or all of the requested information may delay processing, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Administrative Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Complete all applicable sections of this application to: 1) request access for a new account, or 2) modify or deactivate an existing account. (See detailed instructions.)
- FAX your completed and **signed** application to POST at (916) 227-5271, send it via U.S. mail to Commission on POST – Attn: EDI, at the above address.
- After your application has been approved, POST will notify you by email to complete the process.

SECTION 1. APPLICANT INFORMATION

1. APPLICANT NAME (LAST, FIRST, MI)		2. POST ID (OR SOCIAL SECURITY NUMBER)	
		SSN: - - -	
3. DEPARTMENT NAME	4. JOB TITLE		
5. DEPARTMENT MAILING ADDRESS (STREET/P.O. BOX)			
Street/POB		City	ST Zip
6. BUSINESS EMAIL ADDRESS	7. BUSINESS CONTACT NUMBER	8. BUSINESS FAX NUMBER	
	() Ext	()	

SECTION 2. ACCESS REQUESTED

9. SELECT FUNCTION AND TYPE OF ACCESS FOR NEW ACCOUNT OR TO CHANGE EXISTING ACCOUNT

- ☐ Notice of Appointment/Termination/Agency Report(s) – select one: ☐ Read Only ☐ Read & Write
- ☐ Professional Certificates – select one: ☐ Read Only ☐ Read & Write
- ☐ Sherman Block Supervisory Leadership Institute (SBSLI) – select one: ☐ Read Only ☐ Read & Write

SECTION 3. MODIFY ACCESS OR DEACTIVATE ACCOUNT

10. SELECT ONE OF THE FOLLOWING

- ☐ Modify access for applicant's current account – complete ALL Sections. ☐ Deactivate account – complete Sections 1 and 5.

SECTION 4. APPLICANT ATTESTATION

11. I AGREE TO THE FOLLOWING CONDITIONS WHEN ACCESSING THE POST EDI SYSTEM

- I understand that the EDI system, and the information contained therein, is for official use only, and that I am entering a secured site that contains personal and confidential data which is protected by provisions of the California Civil and Penal Codes.
- I understand that all system activity is monitored and all transactions are logged. By using this system, I expressly consent to the monitoring of my activity, and I understand that if the monitoring reveals possible evidence of criminal activity, legal action will be taken.
- I understand that if I participate in unauthorized access or misuse of data in any way, I am subject to State of California and/or federal prosecution and termination of my access privileges.
- I understand that my access privileges will be modified or removed if my employment status or duties change.

12. APPLICANT SIGNATURE



Date

SECTION 5. DEPARTMENT HEAD OR AUTHORIZED DESIGNEE APPROVAL

13. MY SIGNATURE CONFIRMS THE FOLLOWING:

- I agree that the above-named applicant has permission to access the POST EDI system on behalf of this agency.
- I agree to notify POST whenever the above individual's access is to be modified or deactivated.

14. PRINT AUTHORIZED NAME

15. JOB TITLE

16. AUTHORIZED SIGNATURE



Date

CLEAR FORM

PRINT FORM

State of California – Department of Justice

NOTICE OF APPOINTMENT / TERMINATION

POST 2-114 (Rev 8/2016)

Commission on
Peace Officer Standards and Training (POST)
860 Stillwater, Suite 100
West Sacramento, CA 95605-1630

INFORMATION PRIVACY ACT: Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide any part of the requested information may delay processing of this application or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Administrative Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Complete Section 1–Identification, AND as appropriate, Section 2–Appointment OR Section 3–Termination (POST Reg 1003) and Section 4–Attestation.
- Please type or legibly print (in ink) all required information. Use the TAB key (or SHIFT-TAB) to navigate between boxes.
- Mail a printout of this Notice to the above address ATTN SCR EDI Helpdesk within 30 days of such actions.

SECTION 1. IDENTIFICATION

1. POST ID NUMBER (OR SSN)	2. NAME (Last, First Middle)	3. BIRTHDATE (MM/DD/YYYY)
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	5. ALSO KNOWN AS (Last, First Middle)	FOR POST USE ONLY
6. RACE/ETHNICITY (Check box that best describes race/ethnicity – See INSTRUCTIONS for Definitions)		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other		
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list – See INSTRUCTIONS for Rank/Class)		8. DEPARTMENT NAME


SECTION 2. APPOINTMENT

9. APPOINTMENT DATE (MM/DD/YYYY)	11. APPOINTMENT STATUS (Check the appropriate Status box; also check the appropriate Reserve Level in Box 12 if applicable)
10. APPOINTMENT TYPE (POST Reg 1003)	12. PEACE OFFICER/RESERVE LEVEL (Penal Code 830)
<input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Appointment Status Change <i>(Examples: Reserve to Peace Officer, Dispatcher to Reserve, etc.)</i> <input type="checkbox"/> Correction to Record <i>(please mark corrections on hard copy with highlighter)</i>	<input type="checkbox"/> Peace Officer <input type="checkbox"/> Dispatcher – Go to box 13 <input type="checkbox"/> Records Supervisor – Go to box 14 <input type="checkbox"/> Reserve Peace Officer <input type="checkbox"/> Level RI – Authority for duration of assignment <input type="checkbox"/> Level RI24 – Authority 24 hours/day <input type="checkbox"/> Level II <input type="checkbox"/> Level III
Complete this item for Peace Officer or Reserve Peace Officer status ONLY. Enter the complete Penal Code subsection which describes the peace officer authority of the above-named appointee..... PC 830, Subsection: _____ with highlighter	
13. TIME BASE (POST Reg 1001)	14. PAY STATUS
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal Full Time <input type="checkbox"/> Seasonal Part Time	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

SECTION 3. TERMINATION

15. TERMINATION DATE (MM/DD/YYYY)	16. REASON FOR TERMINATION
	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Felony/Serious Crime Conviction (refer to PAM Section 1003(a)) <input type="checkbox"/> Deceased <input type="checkbox"/> Other: _____

SECTION 4. ATTESTATION

17. ATTESTATION OF REPORTING OFFICIAL		
I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry, and that the information is substantiated by agency personnel records.		
Print Full Name:	Title:	Contact Number ()
Signature  _____ Date: _____		

HOW TO PREPARE FOR YOUR AGENCY P.O.S.T COMPLIANCE REVIEW

Who:

POST Regulation 1010: Participation in the POST Program

(1) Eligibility

To be eligible for participation in the POST Program, a department shall agree to comply with and continue to adhere to minimum selection and training standards and all Commission Regulations.

What/Why:

(3) Inspection of Records

Participation in the POST Program requires that the department/dispatch center allow the Commission to make inquiries and inspect records as may be necessary to verify claims for reimbursement or to confirm whether the department or dispatch center is adhering to Commission Regulations.

PC 13512

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

When/Where:

- Your assigned Regional Consultant will contact the Chief Executive or Supervisory/Management personnel who have oversight for personnel background investigations.
- Agencies can initiate a request for an audit review at any time by contacting their Regional Consultant.
- A mutually agreed upon date and location for the audit will be established. If private parking issues exist on-site, agency representative should coordinate an appropriate location for the Regional Consultant(s).
- Provide a private meeting/conference room that has access to electrical outlets (or power strips) and ample space to set up laptop computers and review background files. If Wi-Fi is available, have log-in permissions established and available for Consultant(s).

How (to be Successful):

- Confirm the date of your agency's last audit with your Consultant in order to generate a current audit list.
- Reconcile the list of personnel names that were hired since the last audit with the background investigation files that will be inspected.
- Ensure that POST tabs are used in the background files and that all required documents are filed behind the correct tab. Agencies are able to order POST tabs through FedEx or download them from the following link:
<https://www.post.ca.gov/forms.aspx>
- Ensure that copies of original legal documents have an attestation/date that authorized agency staff viewed originals.
- Conduct a pre-inspection of all background files to ensure that mandated documentation is included and appropriately filed.
- Generate an agency roster
- Verify the names, appointment dates and ranks of all agency personnel including Peace Officers, Dispatchers and Reserves by doing a comparison with EDI and your internal agency roster. Corrections should be completed via the NOAT form.
- Generate an agency Compliance Analysis Report through EDI; be prepared to discuss discrepancies.
- Ensure that agency personnel who are out of Certificate compliance (Basic, Supervisory, Management, Campus LE, Dispatcher) have been enrolled in an upcoming course *before* your audit date.
- Your Consultant will brief/debrief with agency staff accountable for (a) background investigations, (b) training compliance and (c) EDI entries. Individuals who are charged with these responsibilities must be available on the audit date(s).

The compliance review is completed upon a written response, via your Regional Consultant, to the Commission on P.O.S.T. addressing the results of an audit of background files, a training compliance analysis, verification of the agency roster, and any supporting documentation provided by the agency as an explanation for deficiencies. A copy of the official response will be provided to the Chief Executive Officer of the agency by the Regional Consultant.

By working with your Regional Consultant in preparing for your annual review we can achieve great success!