



## Santa Rosa Junior College Public Safety Training Center

5743 Skylane Boulevard, Windsor CA 95492-9787 • (707) 837-8843 • (707) 836-2948 FAX

June 5, 2019

Steve Harding  
Senior Law Enforcement Consultant (LEC)  
Basic Training Bureau BCCR Manager  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630

Re: BCCR Corrective Action Plan Completed—Declaration of Full Compliance

Dear Sr. LEC Steve Harding:

As a result of our recent POST Basic Course Certification Review (BCCR) site visit on March 25-27, 2019; the Certification Review Team (CRT) determined there were five issues of non-compliance needing immediate attention.

I declare that all non-compliance issues have been corrected and we are now operating in full compliance.

I have summarized below the non-compliance issues and corrective actions taken for each:

- 1. Recruit Training Officers (RTOs) do not monitor that instruction meets state legislative mandates and Commission regulations and procedures per CA Code of Regulations 1052(f)(5)(1-1).**
  - We have constructed an Excel spread sheet showing when both Legislative Mandates and Required Learning Activities take place to be used as a sign off sheet by RTO's.
  - A resource binder has been created and placed in the RTO office. The binder contains:
    - RTO sign off sheet verifying that Legislative Mandates and Required Learning Activities have been presented.
    - POST document showing all Legislative Mandates.
    - POST Training and Testing documents showing all Required Learning Activities.
  - RTOs and instructors have been instructed on our new monitoring and sign off procedures.
  - Compliance has been fully implemented effective May 31, 2019.

2. **Recruit Training Officers (RTOs) do not provide day-to-day first line supervision of trainees per CA Code of Regulations 1052(f)(5)(1-2) any time students are receiving instruction—RTO's are required to be present to supervise and monitor instruction.**

- We now employ enough part-time RTO's to work at all times students are receiving instruction.
- A staffing plan has been designed ensuring that RTO's are scheduled to work whenever classes are in session.
- The new staffing plan was implemented on June 3, 2019.

3. **POST's requirement [1052(f)(5)] is that RTOs have unobstructed access to the students to provide first line supervision and monitor instruction, enforce the safety policy and ensure compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment. Some instructors have been asking the RTOs not to be present during their course of instruction.**

- In conjunction with Item #1 above, we have educated our instructors on the role of police academy RTOs—especially on the POST requirement that RTOs have unobstructed access to the students and to be present during instruction.
- Full compliance was achieved effective May 1, 2019.

4. **Three RTOs are being used who have not completed the required Recruit Training Officer Orientation Program per CA Code of Regulation 1071(b)(1)(A).**

- Our failure to make entries into EDI documenting the required RTO training, made it appear as if the three RTOs were out of compliance.
- All the RTOs had in fact completed the training prior to functioning as RTOs thus were actually in compliance.
- We have made entries into EDI documenting the required training.
- We are in full compliance—all RTOs have completed the required training.
- Going forward, we will make sure documentation of mandated RTO training is entered into EDI in a timely manner.

5. Not destroying scenario test grading forms per the POST Basic Courses Test Use and Security Agreement Section IVI4.e.

- We had misread and interpreted the requirements.
- The scenario test grading forms had been improperly retained in a locked cabinet.
- The POST CRT pointed out our error and the forms were immediately destroyed.
- We are now, and will continue to be, in full compliance.
- We will destroy scenario test grading forms within 10 days of the conclusion of the class for which they are used.

Should you have any question, concerns or further instructions; please contact me.

Sincerely,



*April Chapman*, Dean of Public Safety

Director, Santa Rosa Jr. College Basic Academy (RBC)

Phone: 707-836-2904

Email: [achapman@santarosa.edu](mailto:achapman@santarosa.edu)