

# California Commission on PEACE OFFICER STANDARDS and TRAINING

## Basic Course Certification Review

Santa Rosa Junior College Public Safety Training Center  
Basic Academy

5743 Skylane Blvd.  
Windsor, CA 95492

March 25-27, 2019

***A Confidential Report Prepared by the Commission on Peace Officer Standards and Training***

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## INTRODUCTION

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The Peace Officer Standards and Training Basic Course Certification Review (BCCR) is an in-depth review of academies that present the POST certified Regular Basic Course. The BCCR ensures quality, integrity, and safety of entry-level peace officer training in California. POST ensures all certified Regular Basic Courses comply with Penal and Government Codes related to POST, California Code of Regulations (Title 11, Division 2) and POST Training Procedures.

The BCCR consists of the following major areas of review:

### **Course Certification Review**

The Course Certification Review is an administrative review of the following areas:

- Course Administrative Information
- Course Instructors and Qualifications
- Course Outline to ensure all mandated areas of instruction are being taught in accordance with the Training and Testing Specifications
- Hourly Distribution Schedule
- Safety Policies
- Budget
- Test Security Agreements

### **Certification Review Team**

POST assembles a Certification Review Team (CRT) for conducting the on-site inspection. The CRT is comprised of the POST BCCR Manager, along with other POST staff and, if available, a visiting Director from another basic academy. The CRT inspections include, but not limited to:

- Interviews with various staff
- Course quality and delivery
- Verification of items related to program management
- Review of documentation to include student files, lesson plans and test security/compliance
- Adherence to the curriculum identified in the Training and Testing Specifications
- Establishment of safety policies
- Staffing levels
- Inspection of facilities and equipment to determine the Academy's ability and capacity to present the Basic Course.

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A Certification Review Team (CRT) comprising the following members conducted the on-site Academy BCCR:

## **Team Members**

Steve Harding, Law Enforcement Consultant, POST  
Brian Odin, Associate Governmental Program Analyst, POST

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## REVIEW OF ACADEMY SELF-ASSESSMENT REPORT (SAR)

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The Academy generated a Self-Assessment Report (SAR). The CRT conducted a review of the SAR prior to and during the on-site review. The SAR provided an organizational background that was valuable to the CRT members while reviewing various aspects of the Academy. The academy's response to items identified in the report was used both before and during the on-site visit.

The CRT's findings on this matter are documented in this report's Summary of Findings.

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## SUMMARY OF FINDINGS:

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The Summary of Findings compiles findings in the Course Certification Review and the Certification Review Team into the following three areas.

- 1) **Regulatory/Compliance Issues:** These issues are in violation of either Penal Codes, Government Codes, California Code of Regulations or POST Training Procedures. These issues require immediate attention and the Director must provide POST with an action plan within 30 days on how these issues will be remedied. If these items are not addressed, the Academy is subject to suspension or decertification.
- 2) **Recommendations:** Unlike items identified in the Compliance Issues section, the recommendations generally do not jeopardize the certification of the Basic Course; rather, the recommended items as they relate to the Academy in this review are endeavors that would improve the program.
- 3) **Exemplary Aspects:** These items identify where the Academy has gone above and beyond and where they set a high standard for academy training.

## REGULATORY/COMPLIANCE ISSUES:

**The Certification Review Team found the following:**

1. California Code of Regulation 1052(f)(5) (Requirements for Course Certification) states: *Each academy shall designate recruit training officers whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to supervise trainees attending a Regular Basic Course - Standard Format, Module I, or the Specialized Investigator's Basic Course.*
  - (A) *Recruit training officer responsibilities shall include:*
    1. *Monitoring that instruction meets state legislative mandates and Commission regulations and procedures;*
    2. *Providing day-to-day first line supervision of trainees;*
    3. *Supporting, motivating, mentoring, evaluating, and advising trainees;*
    4. *Performing Operational risk management and enforcing the student safety policy; and*
    5. *Ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment.*

While conducting interviews with two Recruit Training Officers (RTOs) it was determined they do not comply with the above listed regulation:

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1. They do not monitor instruction so that it meets state legislative mandates and Commission regulations and procedures. Coordinator Brown has been fulfilling these duties. It is crucial RTOs monitor instruction to ensure mandates are being met. It is also their responsibility to know what those mandates are.
2. The RTOs stated they do not always provide day-to-day supervision of trainees. The Self-Assessment Report that was completed as a requirement for the BCCR also states 'RTOs are on site 4-5 days a week – not always working a full day. RTOs are strategically scheduled to work when most needed. Coordinator Brown performs RTO duties when RTOs are not present.' RTOs are also required to provide day-to-day first line supervision of trainees. Anytime students are receiving instruction, RTOs are required to be present to supervise and monitor instruction.
3. Instructors have been asking the RTOs not to be present during their course of instruction. POST's requirement 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. The access to the students also extends to the director and coordinator.

The adherence to the above regulation mandates is of the utmost importance to ensure the requirements for course certification are maintained.

2. California Code of Regulation 1071(b)(1)(A) (Minimum Training Standards for Regular Basic Course Academy Directors, Coordinators, Recruit Training Officers, and Scenario Manager and Evaluators) states:  
(A) *Part-time Recruit Training Officer*  
(1) *Completion of the POST-developed Recruit Training Officer Orientation Program training course prior to performing the duties of a recruit training officer.*

Currently Santa Rosa College Basic Academy is using three RTO's (Sean Sinnot, Gary Wilbanks, Isaias Zaragoza) who have not completed the required Recruit Training Officer Orientation Program.

3. The POST Basic Courses Test Use and Security Agreement IV.4.e states: *POST-developed test material is dated. All existing copies of the secure scenario scripts, scenario grading forms, any reports generated by a student based on scenario tests, and*

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*any recording made of a scenario test session located at the Examining Agency's facility shall be destroyed within 10 days of the conclusion of the class for which they are used.*

The Santa Rosa Junior College is not destroying grading forms per the POST Basic Courses Test Use and Security Agreement.

4. POST Basic Course Scenario Manual states under Scenario Manager Responsibilities: *Only POST-developed scenario tests found on the POST website meet POST requirements for testing in the academy. Presenter-developed scenario tests do not meet POST requirements and are not approved.*

In May 2019, during a POST Scenario Committee meeting, it was determined the Scenario Manager, Dave Houts, of Santa Rosa College Basic Academy was using a Force Option Simulator to conduct the Use of Force scenario test. This is a direct violation of POST regulations as the scripts for the simulator are not approved tests.

Coordinator Brown was contacted and advised this practice was to cease immediately. He acknowledged the violation and has implemented a policy ensuring only POST scenario tests are being used.

## RECOMMENDATIONS:

### **The Certification Review Team has made the following recommendations:**

- The CRT conducted several interviews with students, staff and instructors during their visit. During these interviews everyone identified Lanny Brown as the Director of the academy. The POST Academy Master Roster as well as the Academy Procedures Manual also identifies Lanny Brown as the Director. When Lanny Brown and April Chapman were interviewed it was determined that April Chapman was the Academy Director and Lanny Brown was the Academy Coordinator. This confusion for POST, the academy staff and students has led to a potential misunderstanding of a delineation of chain of command and job requirements. The CRT recommends the Director, April Chapman, clearly outline the chain of command as well as titles and job responsibilities of academy staff to the students, instructors, RTOs and Coordinator. This clarification will help ensure everyone, including POST, is aware of each person's responsibilities.
- April Chapman is also the Senior Dean for the Department of Public Safety of Santa Rosa Junior College. This job can, at times, limit her interaction with the Academy. The CRT recommends the Director make every effort to be more involved in the day to day operation of the academy.



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- Delineate more responsibilities to RTOs as outlined in regulation. This will help alleviate the work load of the Coordinator and ensure the RTOs are fulfilling their responsibilities as well as being more involved in the day to day operation of the academy.
- Implement a 'midterm' instructor evaluation for Learning Domains (Firearms, Arrest and Control, Physical Training) that are taught throughout the academy.
- Implement a more stringent policy for checking firearms during scenario training and testing. Currently there is only a verbal reminder for evaluators and role players.
- Implementation of mat shoes for Arrest and Control. While conducting interview with the students and ACT Instructors, they both stated training in socks is frustrating and is not realistic.
- The Santa Rosa Junior College has surveillance cameras posted throughout the facility. Two cameras point directly at the College's Scenario Village. It is undetermined if the cameras are functioning. The CRT recommends putting a policy in place to either have the cameras shut off during scenario testing or move scenario testing to where the cameras cannot record testing.
- The current practice of the Santa Rosa Junior College is to have students write reports based on scenario tests. These reports are written the day of testing and are conducted during the students down time between testing scenarios. The reports are written on academy laptops with access to Wi-Fi. While this is not a direct violation of the POST Test Management and Security Protocols, it does create an opportunity for a student to electronically send a report via email or download to a cloud storage. It is highly recommended the Academy discontinue the use of computers to write reports based on scenario tests.
- The CRT recommends the current RTO's attend the POST Recruit Training Officer Course. This would benefit the RTO's and give them a better understanding of POST's expectations of the RTO role in the academy.

## EXEMPLARY ASPECTS:

### **Certification Review Team noted the following exemplary aspects:**

- The scenario village provides an outstanding training environment to make scenarios more realistic.
- The Coordinator provides written evaluations to his instructors. This important feedback is vital to the success of any academy.

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- The Academy does an outstanding job with ensuring the Safety Policy is followed and understood. There are signs posted in every facility outlining the safety rules which students are required to read aloud prior to any training.
- The Academy has implemented a Remedial Counseling Report that is very detailed. It outlines the test failure, remedial training, review topics, remedial testing and a verification of agency notification if needed.
- The Academy has very detailed Lesson Plans (Instructional Delivery Plans). They are clearly outline all legislative mandates and required learning activities.
- The Academy has implemented an abbreviated scenario matrix breakdown that is placed in the student files. This abbreviated version only identifies the final scores, therefore eliminating concerns for test security.
- The Academy has numerous RTOs. To keep all the RTOs abreast of day to day operations, they use a Google Calendar to make notes and observations. All of the academy staff have access and can post comments.

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## CONCLUSION

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The CRT expresses appreciation to the staff at the Santa Rosa Junior College Basic Academy who worked to accommodate this review process. POST appreciates the professional manner with which all staff conduct themselves, the efforts they make in providing training, and their willingness to implement the items listed above.

On March 28, 2019, an action plan letter was sent outlining the compliance issues found during this review. The letter required the Director to provide POST a corrective action plan in how the compliance issues will be corrected.

On April 23, 2019, Director Chapman provided POST with a corrective action plan. The CRT is satisfied with how the Santa Rose Junior College Basic Academy has addressed most of the compliance issues.

On April 25, 2019, a follow-up action plan letter was sent to address the compliance/regulatory issue of Recruit Training Officers providing day-to-day first line supervision of trainees (CCR 1052(f)(5)(A)(2)). Director Chapman stated additional funding would be needed to be in full compliance. This would be implemented on July 29, 2019. The Basic Training Bureau will be pending the re-certification the RBC until July 29, 2019 when the issue is fully implemented.

On June 6, 2019, Director Chapman provided POST with a letter outlining all compliance issues, to include the staffing of Recruit Training Officers. The CRT is satisfied with how the Santa Rosa Junior College Basic Academy has addressed the compliance issues. No further action is needed at this time.

We trust the items contained in this document will be accepted in the spirit of collaboration and improvement of the delivery of the program. This report is intended to assist the Academy enhance its efforts in meeting the requirements of course presentation.

The CRT recommends continued certification of the Santa Rosa Junior College Basic Academy.