

# California Commission on PEACE OFFICER STANDARDS and TRAINING

## Basic Course Certification Review

San Bernardino Valley College

Basic Academy

Regular Basic Course



701 South Mt. Vernon Avenue

San Bernardino, CA 92410

December 6-10, 2022

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

# California Commission on PEACE OFFICER STANDARDS and TRAINING

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## INTRODUCTION

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

San Bernardino Valley College (SBVC) Basic Academy staff worked well with the POST Certification Review Team (CRT) during the on-site visit, which occurred December 6-9, 2022.

On behalf of POST, we would like to express our appreciation for the assistance that was provided by the SBVC Basic Academy staff during the on-site visit.

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 Certification Attestation
- Basic Course Security Documents
- Hours and Breakdown of Staff Positions
- Course Outline for Presenter Specific Topics
- Safety Policies
- Budget

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## **Certification Review Team**

POST assembled a CRT for conducting the on-site inspection. The CRT is comprised of POST Law Enforcement Consultants, a BCCR Manager, additional POST personnel, and if available, a visiting Director from another Basic Academy. The CRT inspections include, but are not limited to:

- Staff and instructor interviews
- 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 to present the RBC

The CRT was comprised of the following members that conducted the on-site BCCR:

### **Team Members**

Kirk Bunch, Law Enforcement Consultant

Mario Moreno, Law Enforcement Consultant

Bill Lewis, Staff Services Manager/BCCR Manager

Andrea Garcia, Associate Governmental Program Analyst

## **On-Site Inspection by Certification Review Team**

The CRT conducted in-depth inspections of SBVC Basic Academy facilities, files, and test forms listed below:

- Classrooms
- Offices

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- Firearms Range
- Arrest and Control Facility
- Gym, Locker Rooms, Showers, and Restrooms Facilities
- Scenario Sites
- Emergency Vehicle Operations Course (EVOC)-San Bernardino Sheriff's Department Previously Inspected-March 21-25, 2022
- Chemical Agents Building
- Instructor Files
- Student Files
- Lesson Plans
- Administrative Files
- Completed Exercise and Scenario Test Evaluation Forms

## **On-Site Interviews by Certification Review Team**

The CRT conducted in-depth interviews of the SBVC Basic Academy staff and students of the RBC-Extended Class #41. Below outlines the sequence of interviews conducted by the CRT.

- Entire Class (Class #41)
- Lead Recruit Training Officer
- Lead Physical Training Instructor
- Lead Firearms Instructor
- Lead EVOC Instructor-San Bernardino Sheriff's Department Previously Interviewed-March 21-25, 2022
- Lead Arrest and Control Instructor
- Scenario Manager
- Scenario Evaluator
- Academy Coordinator
- Academy Director

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## **Program Management**

The SBVC Basic Academy is located at 701 South Mt. Vernon Avenue, San Bernardino, CA, with the SBVC Basic Academy facilities located at the main SBVC campus. The SBVC Basic Academy offers the RBC - Extended Course, which allows working individuals to attend training on weekends and evenings. The SBVC Basic Academy provides law enforcement training to individuals who are pursuing a full-time position as a peace officer in California. The SBVC RBC is presented in a 50-week training course. Students of the SBVC RBC receive five (5) hours of instruction three (3) days per week, and an additional eight (8) hours of instruction on Saturdays; accumulating 18-22 hours of RBC instruction per week. The SBVC Basic Academy is made available to students sponsored by law enforcement agencies and non-sponsored students.

The SBVC Basic Academy presents the RBC – Extended format course one (1) time a year with a maximum enrollment of forty (40) students per class. In addition to the RBC – Extended course, the SBVC Basic Academy offers the POST-certified Scenario Evaluator Training course. During the CRT on-site review, the SBVC Basic Academy presented the RBC - Extended, Class #41, Course Control # 4500-00110-22-001. The SBVC Basic Academy uses experienced law enforcement officers, detectives, and various professionals who have relevant knowledge and experience to provide the required instruction to students. The SBVC Basic Academy RBC – Extended course is certified for nine hundred twenty (920) hours of instruction covering POST-mandated content and presenter-specific content. The SBVC RBC – Extended course started with twenty (20) students and sixteen (16) students from Class #41 successfully completed the course. The presentation ended on January 21, 2023.

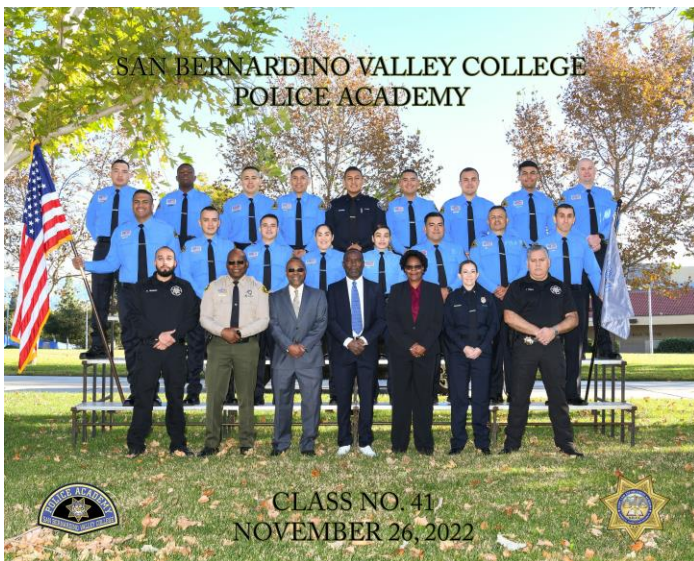
The SBVC Basic Academy includes core and ancillary learning environments which provide realistic operational training sites to conduct readiness training for future law enforcement professionals. The SBVC Basic Academy provides students with the academic instruction, practical scenario training, physical training, testing, and necessary discipline to prepare them for a career in law enforcement

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and other public safety disciplines. Upon successful completion of the SBVC Basic Academy, sponsored students are qualified to enter their respective agency's Field Training Program (FTP).

The SBVC Basic Academy staff consists of one (1) - Academy Director, two (2) - Academy Coordinators, ten (10) - Recruit Training Officers (RTOs), and one (1) - Administrative Assistant.

SBVC Basic Academy RBC, Extended-Class #41



## Law Enforcement Agencies

During the RBC – Extended (Class #41), there were no sponsored students, but several were in backgrounds for surrounding agencies.

## Staff

The SBVC Basic Academy Director position is currently staffed by Paul Dennis. Director Dennis was hired by the Azusa Police Department in 1993 and retired from the Azusa Police Department as a Captain in 2018. Director Dennis has twenty-five (25) years of law enforcement experience and was appointed to the SBVC Basic Academy Director position in 2018. Director Dennis is responsible for

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operating and managing the POST-certified RBC – Extended course at the SBVC Basic Academy and has a wealth of operational and administrative experience. Director Dennis is appropriately trained per Commission Regulation 1059(e)(1).

The SBVC Basic Academy RBC - Extended course is staffed with two (2) Academy Coordinators, Kenneth Green and Rosalind Lewis. Coordinator Green was hired by the San Bernardino County Sheriff's Department (SBCSD) in 1991 and retired as a Detective in 2013. Coordinator Green has twenty-two (22) years of law enforcement experience. Coordinator Lewis was hired by SBCSD in 1989 and retired as a Sergeant in 2015. Coordinator Lewis has twenty-six (26) years of law enforcement experience. The SBVC Basic Academy Coordinators are responsible for ensuring compliance relative to course curriculum, instruction, and facilities. In addition, Coordinator Green and Coordinator Lewis are responsible for RTO and instructor evaluations. Both Coordinator Green and Coordinator Lewis are appropriately trained per Commission Regulation 1059(e)(2).

The SBVC Basic Academy has an operational list of ten (10) part-time RTOs who split time and responsibilities while the RBC - Extended course is in session. During the BCCR, the CRT discovered three (3) RTOs assigned to the SBVC Basic Academy did not meet the minimum requirements to be an RTO. The seven (7) remaining RTOs are appropriately trained per Commission Regulation 1059(e)(5). The RTOs are peace officers from surrounding law enforcement agencies. The SBVC Basic Academy meets the recommended student to RTO ratio of 1:25. The RTOs are responsible for day-to-day oversight/supervision of the class while in session. This includes mentoring students, inspections, conducting attendance, test proctoring, administering SBVC Basic Academy specific assignments (e.g., memos, etc.), as well as maintaining student files and data entry.

The SBVC Basic Academy has one (1) full-time administrative staff member; Amelia Gonzales, who supports the administrative requirements of the SBVC Basic Academy. Ms. Gonzales' responsibilities consist of general filing, data entry, copying and other vital administrative duties necessary to the administrative functions of the SBVC Basic Academy. In addition to Ms. Gonzales' position, the SBVC Basic Academy has sufficient clerical support and staff to assist in the daily operations.



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Director Dennis, Coordinator Green, and Coordinator Lewis demonstrated professionalism and a positive attitude when interacting with the CRT during the process of the SBVC Basic Academy's certification review.

## **Basic Course Consortium**

POST strongly advocates regular attendance at the Basic Course Consortium as it provides valuable networking opportunities with other academies and the ability to receive critical information regarding updates and changes from the California State Legislature, Commission on POST, and other regulatory bodies. In addition, the Basic Course Consortium is the primary forum for information exchange and collaboration between the POST Basic Training Bureau (BTB) and Statewide Directors and Coordinators. The SBVC Basic Academy Director and Coordinators routinely attend the Consortium and other POST meetings/events. Director Dennis attended the Basic Course Consortium in 2019 (March), 2020 (March), 2021 (September), 2022 (March), and 2022 (September). Coordinator Green attended the Basic Course Consortium in 2020 (March). Coordinator Lewis attended the Basic Course Consortium in 2022 (September).

## **Director/Coordinator Course**

Director Dennis, Coordinator Green, and Coordinator Lewis completed the Director/Coordinator Course requirement within their first year of appointment.

## **Law Enforcement Advisory Committee**

The SBVC Basic Academy Law Enforcement Advisory Committee is established to provide logistical support and validation of POST required training. The committee meets once a year, and the last meeting took place on June 16, 2022. The committee is comprised of Law Enforcement Executives from San Bernardino County Sheriff's Department, Patton Police Department, SBVC Administration of Justice Department, San Manuel Department of Public Safety, San Bernardino City Unified School District Police Department, San Bernardino Community College District Police Department, and

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SBVC Dean, Director Dennis, Coordinator Green, Coordinator Lewis and Administrative Assistant Gonzales regularly keep the committee updated regarding incidents or new changes occurring at the SBVC Basic Academy and receive feedback from the committee on training needs/issues.

## **Instructor Quality**

The SBVC Basic Academy instructor cadre is staffed with law enforcement personnel from local and state agencies who are hand-picked by Director Dennis, Coordinator Green, and Coordinator Lewis. During the review of instructor files, the CRT noticed that the majority of instructors had impressive training records with relevant job experience.

## **Safety Considerations**

The SBVC Basic Academy safety procedures are detailed and comprehensive. Every aspect of training is reviewed for potential safety issues, and the SBVC Basic Academy has done an exceptional job with addressing the safety needs of the SBVC Basic Academy. During the BCCR process, the CRT observed that the SBVC Basic Academy had all necessary lifesaving equipment posted at each training location. Appropriate safety equipment observed by the CRT included first aid/trauma kits, AED(s), and rescue equipment, all of which were easily identifiable and readily available if needed.

## **Safety Policy**

The SBVC Basic Academy maintains a Safety Policy. The document is thorough and covers pertinent procedures for the various training components throughout the RBC – Extended course. When interviewed by the CRT, students appeared aware of its components as well as all specific safety items for manipulative skills training (i.e., Firearms, Arrest and Control, Physical Training, etc.). Safety briefings are conducted regularly, and the safety policy is made available to all persons visiting the campus. Signage indicating safety procedures, evacuation routes, etc., are prevalent throughout the SBVC Basic Academy facility. During the BCCR on-site visit, the CRT addressed the importance of

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staying abreast of the POST Guidelines for Student Safety in Certified Courses 2020 and modifying the SBVC Basic Academy safety policy as needed.

## **Student Evaluations**

The SBVC Basic Academy student performance is evaluated at the end of each course by SBVC Basic Academy staff. Students complete peer evaluations, which are considered during evaluations by staff. Students are rated in leadership and peer relations, as well as personal conduct, both positive and negative. Additionally, RTOs stated that students are observed and informally evaluated continuously throughout the course.

## **Instructor Evaluations**

The SBVC Basic Academy students complete evaluations on instructors at the conclusion of each Learning Domain (LD). Director Dennis, Coordinator Green, and Coordinator Lewis will review all evaluations and share comments (positive and/or negative) with the instructors at the end of each RBC presentation.

## **Instructor/Staff Training**

During the certification review, the CRT reviewed instructor/staff personnel files, resumes, and qualifications. The SBVC Basic Academy complies with the Academy Instructor Certification Program (Commission Regulation 1009) requirements and specialized subject instructor training requirements (Commission Regulation 1070).

## **Test Failure/Remedial Training/Retesting Process**

Commission Procedure D-1-3(D) requires specific instruction be provided to reinforce concepts and/or skills after a student has failed an initial test. Each presenter will determine the content and the amount of time required for remedial training and remedial training shall be provided independent of the retest. When a student fails an initial test, remedial training is conducted by qualified

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staff/instructors, within seven (7) days of the initial test (whenever feasible), so a reasonable amount of time is provided to students to prepare for the retest, but not to interfere with studying for upcoming tests. The amount of time allotted for remedial training will be determined on a case-by-case basis, but each student/recruit will be provided a minimum of 1 hour. Students will be given a reasonable amount of time for 1:1 remedial training related to manipulative skills retests. Student retests are conducted in a reasonable period of time as determined by SBVC Basic Academy staff, usually one (1) week after the initial test failure. Students sign a remedial training/retesting acknowledgement form when failing a required test and the forms are maintained in their student file. After completion of remedial training, students are permitted one (1) attempt to pass the retest for all POST-required tests. Students who fail to pass the retest are dismissed from the course.

## **Prior Certification Report**

POST personnel last completed a BCCR of the SBVC Basic Academy on February 1, 2018. The 2018 BCCR did not identify any compliance issues but identified several “best practice” recommendations. The SBVC Basic Academy satisfactorily met the mandates of the BCCR and was recommended for continued certification in 2018.

## **Review of Academy Self-Assessment Report (SAR)**

The SBVC Basic Academy completed the POST Basic Training Bureau’s Self-Assessment Report (SAR). The SAR provided an organizational background that was valuable to the CRT members while reviewing various aspects of the SBVC Basic Academy. The SBVC Basic Academy response to items identified in the report were used both before and during the on-site visit.

The BCCR Review methodology includes a review of the following:

- Prior Certification Report (February 2018)
- Academy Self-Assessment Report SAR
  - Program Administration and Management
  - Course Quality and Delivery

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- Facilities and Equipment
- Safety Considerations
- Program Assessment Interviews
- Academy Staffing Levels
- Use of POST Resources
- Training and Testing Specifications (TTS) Document
- Test Administration and Security Policy

POST resources typically used to complete the review of the items listed above include the following:

- POST Commission Regulations and Commission Procedures
- POST Guidelines for Student Safety in Certified Courses
- POST Test Management Assessment System (TMAS)
- POST Basic Courses Test Management and Security Protocols

## **Executive Debrief**

The CRT met with the SBVC Basic Academy Executive Management Team for the BCCR Debrief: Academy Director Paul Dennis, and SBVC Dean Dr. Wallace Johnson attended. During the debrief with your staff, the CRT discussed the purpose of the review and the opportunity it provides to ensure all POST standards and legislative mandates are being met. The Certification Review Team believes it provides valuable insight and offers opportunities to enhance the SBVC Basic Academy. The CRT identified all regulatory/non-compliance matters that required immediate attention and informed SBVC RBC staff that immediate corrections were required to ensure compliance violations are properly addressed.

The CRT's findings for this BCCR are documented in this report's Summary of Findings.

## **SUMMARY OF FINDINGS:**

The Summary of Findings compiles the findings of the Course Certification Review and the Certification Review Team on-site visit into the following three areas:

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- 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 detailing 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 Regulatory/Compliance Issues section of this report is used to identify items that are in direct conflict with either regulation or law. If not corrected, the items identified in this section could jeopardize the certification of the SBVC Basic Academy.

- **Commission Regulation 1059(a)(1)** (Requirements for Basic Course Certification) states in part: Basic courses certified under this section are not authorized for Web-based Training (Refer to Commission Regulation 1001). Temporary exemptions may be granted by the Executive Director during a period when the Governor of California declares a State of Emergency.
  - SBVC Basic Course has conducted remote (web-based) instruction via Zoom when students are ill and unable to physically attend instruction.
  - EXECUTIVE ORDER N-63-20 issued by the Governor on March 4, 2020, granted POST emergency authority pursuant to the Emergency Services Act (Government Code

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8550 et seq.) to allow presenters to utilize an online platform for portions of the basic courses, as identified by POST Basic Training Bureau (BTB).

- On May 17, 2021, POST issued Bulletin 2021-20 which cancelled the temporary authorization to incorporate online training into the basic courses with the expiration of the Executive Order. This bulletin applies to all courses certified pursuant to Commission Regulation 1059 (previously 1052(f)); which include presentations of the Regular Basic Course (standard and modular formats), Specialized Investigators' Basic Course, Requalification Course, and PC 832 Arrest and Firearms Courses.

- **Commission Regulation 1059(b)(3)(A)** (Requirements for Basic Course Certification) states in part: Presenter agreement of the following: a. Adopt and present the current curriculum, hours, and testing requirements outlined in both the Training and Testing Specifications (TTS) for Peace Officer Basic Courses and any pilot approved Training and Testing Specifications at the time of course certification.
  - During the interview with the lead Arrest and Control Instructor, the CRT determined the learning activity long gun retention and long gun takeaway is not being conducted (Learning Domain 33 – Arrest and Control TTS section X.B.).
  - During the interview with the lead Arrest and Control Instructor, the CRT determined the sustained physical altercation learning activity is not being conducted (Learning Domain 33 – Arrest and Control TTS section X.C.).
- **Commission Regulation 1059(b)(3)(A)(4)(a)** (Requirements for Basic Course Certification) states in part: Presenter agreement of the following: Adopt and present the current curriculum, hours, and testing requirements outlined in both the Training and Testing Specifications for Peace Officer Basic Courses and any pilot approved Training and Testing Specifications at the time of course certification. The Training and Testing Specifications require use of either the POST-developed exercise and scenario test forms or Presenter-developed, POST-approved forms.

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- During the CRT review of completed POST Exercise and Scenario Test Evaluation Forms, the CRT discovered several recruits had forms that were incomplete and contained comments contradicting the rating of complete.
- All POST Exercise and Scenario Test Evaluation Forms that required retesting are missing the mandatory signature of the Academy Coordinator.
- **Commission Regulation 1059(e)(5)** (Requirements for Basic Course Certification) states in part: 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. Any recruit training officer appointed on or after April 1, 2020, shall have sworn, full-time law enforcement experience.
  - The CRT discovered three (3) RTO's assigned to the SBVC Basic Course did not meet the minimum requirements to be an RTO.
- **Commission Regulation 1059(e)(5)(A)** (Requirements for Basic Course Certification) states in part: Each Academy shall designate recruit training officers whose qualifications, based on knowledge, experience, and training, shall include a demonstrated ability to supervise trainees attending a Regular Basic Course. Recruit Training Officer (RTO) responsibilities shall include monitoring that instruction meets state legislative mandates and Commission regulations and procedures; providing day-to-day first line supervision of trainees; performing operational risk management and enforcing the student safety; and ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment.
  - While conducting interviews with SBVC Basic Academy staff, it was determined that RTO's are not present during manipulative skills instruction. RTO's are responsible for ensuring the Safety Policy is being enforced, providing supervision to students, and



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monitoring instruction. The SBVC Basic Academy will need to implement a plan to have RTO's supervise students during all aspects of training.

- **Commission Regulation 1059(e)(11)** (Requirements for Basic Course Certification) states: Each Academy/presenter shall comply with the Test-Use and Security Agreement as defined in Commission Regulation 1001. Every individual with access to confidential test material is required to read the POST Basic Courses Test Use and Security Agreement and sign the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement (Attachment A).
  - The CRT reviewed the Attachment A forms on file and observed many to be outdated. Academies must use the most current version, revised in 2018, to comply with Commission Regulation.
- **Commission Regulation 1059(e)(12)** (Requirements for Basic Course Certification) states: Each Academy/presenter shall establish and comply with the Test Administration and Security Policy, as specified in the *POST Basic Courses Test Management and Security Protocols 2018*.
  - The CRT discovered Staff/Scenario Manager/Scenario Evaluator/Scenario Role Player Contracts missing from personnel files.
- **Commission Regulation 1059(e)(12)** (Requirement for Basic Course Certification) states: Each Academy/presenter shall establish and comply with the Test Administration and Security Policy, as specified in the POST Basic Courses Test Management and Security Protocols 2018.
  - POST Basic Courses Test Management and Security Protocols section 3.0 Test Acquisition and Handling, sub. 3.2.3 states in part: When not in use, all test materials shall be maintained under lock and key.
  - SBVC's Security Policy (Revised –December 15, 2021) Sect. I, subsection C, states “All scenario test scripts, and grading forms will be kept under lock and key in the tactical

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office and secured according to this policy.” The CRT discovered scenario scripts, evaluation forms, and grading forms were printed and stored in an unsecured plastic bin within the RTO office.

- **Commission Regulation 1071(b)** (Requirements for Basic Course Certification) states in part: Recruit Training Officers shall complete the minimum training standard specified below:
  - Completion of the Recruit Training Officer Orientation Program is required prior to performing the duties of a RTO. The CRT discovered several RTOs assigned to the SBVC Basic Course did not complete the RTO Orientation Video that is required prior to assuming their roles as part time RTOs.
- **PC 13515.26(d)** (Requirements for Basic Course Certification) – LD37-People with Disabilities course of instruction shall be at least 15 hours and shall include training scenarios and facilitated learning activities relating to law enforcement interaction with persons with mental illness, intellectual disability, and substance use disorders.
  - While interviewing SBVC Class #41 the CRT discovered homework assignments and videos were provided to students who did not physically participate in class instruction. Homework assignments are not appropriate for this LD as there is no method available to determine the minimum hourly requirements for students (established by the CA State Legislature) is/are being met.
- **POST Basic Course Scenario Manual under Evaluator Duties #42 (Page 28)** states in part: Any notes taken by the student during a scenario test will be collected by you or a designated staff member and returned to the Scenario Manager. Notes are considered test material.
  - During the interview process with the SBVC scenario manager, scenario evaluator, and Class #41 recruits, the CRT discovered notes are drafted by Academy students when participating in the scenario testing process. Notes created by students are not collected/destroyed by Academy staff at the conclusion of the scenario test.

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- **Work Sample Test Battery Proctor Manual 2012** states in part: Putting matting on side support rails (if utilized).
  - The CRT determined that required matting was not placed on the side support rails of the 6' solid wall when students participate in the WSTB solid wall climb.
  - The CRT determined that required matting was not placed on the side support rails of the 6' chain link fence when students participate in the WSTB chain link fence climb.

## RECOMMENDATIONS:

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

While the items below do not rise to compliance violations, they are problematic for the staff and students.

- Medical & Firearms Clearance Letters: During the review of student/instructor files, the CRT discovered medical information retained in students (individual) file. Recommendation – Retain Agency Clearance Letters in student files for firearms and a separate, HIPAA compliant file for medical records.
- Social Media Platforms: During the interview of Class #41, the CRT was informed that there was minimal advertisement for SBVC Basic Academy courses. Recommendation – It would benefit the SBVC Basic Academy and local law enforcement agencies (stake holders), if SBVC Basic Academy aggressively advertise for their RBC – Extended course, which would achieve more public awareness and enhance recruitment goals for the SBVC Basic Academy and law enforcement.
- RTO Update Training: Part-time RTOs would greatly benefit with attending the Recruit Training Officer Course.
- Injury Report Protocol: Implement a plan to have the Coordinator submit reported injuries to POST BTB via the POST website. This way the SBVC Basic Academy command staff are aware of physical factors limiting student participation.

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- Instructor Files: During the review of instructor files, the CRT discovered older Attachment A's and Exhibit 4's retained in individual files. The CRT recommends that the SBVC Basic Academy implement a plan to purge old forms from instructor files when the forms become outdated and not relevant for current SBVC Basic Academy operations.
- Physical Training: During the interview of Class #41, the CRT discovered that the SBVC Basic Academy starts their formal physical training program on July 19, 2022, several months into the start of the course. Recommendation - Start the physical training program earlier in the course, which would help students who struggle with the physical training requirements. In addition, these benefits can also potentially reduce injuries to students throughout the RBC.
- Scenario Management: During the lead Scenario Manager interview, the CRT was informed that less than ten (10) current scenario evaluators were trained by the current SBVC Basic Academy Scenario Manager. To standardize the evaluation process and ensure the evaluation expectations of the Scenario Manager are clear to the evaluators, the CRT believes that providing refresher evaluator training would be beneficial to the course. Recommendation – Scenario Manager conduct a refresher evaluator course for all current SBVC Basic Academy scenario evaluators.
- Scenario Management: During the review of SBVC Basic Academy's student manual, the CRT discovered that the SBVC Basic Academy was using the terminology of "attempt" instead of "retest." Recommendation – The Director and/or Coordinator need to review the student manual and change "attempt" to "retest" for consistency with POST testing terminology.
- Scenario Management: During the review of the POST scenario evaluation forms, it was difficult for the CRT to locate the required retest forms, because of the similarities between the

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two forms and they were stored separate from the initial test evaluation forms in an unsecured plastic bin (see Regulatory/Compliance Issues). Recommendation - The CRT recommends that the SBVC Basic Academy print the retest evaluation forms on a different color paper to differentiate between the two and store the retest evaluation forms with the initial test evaluation forms in the secure scenario cabinet.

## EXEMPLARY ASPECT:

N/A

## CONCLUSION:

The CRT expresses appreciation to the staff of the SBVC Basic Academy who worked hard to accommodate the POST Basic Course Certification Review. POST appreciates the professional manner with which all staff conducted themselves, the efforts they continue to make in providing training, and their willingness to implement the items listed above.

On December 22, 2022, a Corrective Action Plan letter was sent via email, to Director Dennis, outlining the compliance issues found during this review. (See Attachment A – POST 30-day Corrective Action Letter for further).

Based on the seriousness of the compliance violations, a suspension letter was sent via email, to Director Dennis on December 23, 2022, outlining the conditions of the suspension. One stipulation of the suspension required the SBVC Basic Academy to provide POST documentation on how and when the required learning activities were conducted and completed for both the current class and all non-affiliated students from the previous five (5) classes. In addition, POST contacted all agencies of the affiliated students from the previous five (5) classes to notify them of the missing required learning activities and provide options for completion. (See Attachment B – Suspension Letter for further).

On January 19, 2023, Director Dennis, provided POST via email, with a corrective action plan regarding the compliance violations that were observed by the CRT. The CRT is satisfied with how

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the SBVC Basic Academy has addressed the compliance issues. (See Attachment C – SBVC Basic Academy Compliance Action Plan Letter for further).

During this review, the CRT provided SBVC Basic Academy with three (3) years of statistical analysis from the years of 2019, 2020, and 2021 for their RBC - Extended. This analysis outlined for each year the number of students who attended, number of students who passed, passing percentage, number of students hired, percentage of students hired, numbers currently hired, and the percentage of students currently hired. (see below for further)

## **San Bernardino Valley College Regular Basic Course – Extended Stats**

# of Students Attended	# of Students Passed	Passing %	# of students ever hired	% of students hired	Number currently hired	% of students hired
Percentage 2019						
41	38	92.68%	17	44.74%	13	34.21%
Percentage 2020						
37	28	75.68%	10	35.71%	8	28.57%
Percentage 2021						
28	16	57.14%	5	31.25%	4	25%

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

The SBVC Basic Academy did not meet the mandates of the initial BCCR, but the SBVC Basic Academy staff worked hard for several months to successfully complete all conditions of the suspension. On July 05, 2023, the suspension was lifted, and the CRT recommends continued certification of the SBVC Basic Academy. The SBVC Basic Academy is scheduled to start their next presentation, RBC – Extended course on July 18, 2023.