1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period
   Members of the public wishing to address the Civil Service Commission on matters other
   than those scheduled below may do so when recognized by the President. Presentations
   are limited to three minutes per individual.

3. Minutes
   The following draft minutes are submitted for approval:
   a. July 13, 2020
   b. July 14, 2020
   c. July 22, 2020

4. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

5. Request to Approve Revised Job Specification(s):
   a. District Attorney Investigator I, II, III, Supervising & Chief

6. Request to Reassign the Deputy Director Health Agency to the Unclassified Service

7. Request to approve a temporary modification of minimum qualifications for Public Health
   Lab Manager

8. Public Comment on Closed Session Item
   Members of the public wishing to address the Civil Service Commission on Closed Session
   matters agendized here may do so when recognized by the President. Presentations are
   limited to three minutes per individual.
9. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Number 19CV-0713.

10. Adjournment
Civil Service Commission

Special Session Meeting
Monday July 13, 2020
San Luis Obispo County Office of Education
3350 Education Drive, San Luis Obispo, CA 93405

Present: President Bergman, Commissioner Ohannesian, Vice President Nix and Commissioner Nicholson

Staff: Commission Secretary Kate Power
Commission Clerk Rosa Reyes

Outside Counsel: Steve Simas, Attorney

1. Call to Order/Flag Salute/Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. Commissioner Baltodano was absent.

2. Public Comment Period - Public Comment on Agendized Items Only.

President Bergman asked if there were any members of the public wishing to address the Commission at this time only on matters agendized here. There were none and he moved to item 3 on the agenda.


Meeting went into Closed Session.

4. Adjournment

President Bergman adjourned the meeting.

* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.
Civil Service Commission
Special Session Meeting
Tuesday July 14, 2020
San Luis Obispo County Office of Education
3350 Education Drive, San Luis Obispo, CA 93405

Present: President Bergman, Commissioner Ohannesian, Vice President Nix and Commissioner Nicholson

Staff: Commission Secretary Kate Power
Commission Clerk Rosa Reyes

Outside Counsel: Steve Simas, Attorney

1. Call to Order/Flag Salute/Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. Commissioner Baltodano was absent.

2. Public Comment Period- Public Comment on Agendized Items Only.

President Bergman asked if there were any members of the public wishing to address the Commission at this time only on matters agendized here. There were none and he moved to item 3 on the agenda.


Meeting went into Closed Session.

4. Adjournment

President Bergman adjourned the meeting.

* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.
Call to Order/Flag Salute/Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. All Commissioners were present.

Public Comment Period

President Bergman asked if there were any members of the public wishing to address the Commission at this time on matters only addressed on the agenda. Seeing none, he moved to Item 3, minutes on the agenda.

Minutes

The minutes from June 10, 2020, June 18, 2020, June 19, 2020, June 23, 2020, June 24, 2020 and June 25, 2020 were considered separately.

a. June 10, 2020: President Bergman asked if there were any amendments or corrections to the minutes. There were none. Vice President Nix made a motion to approve the minutes and Commissioner Nicholson seconded the motion. Motion carried 5-0-0.

b. June 18, 2020: President Bergman asked if there were any amendments or corrections to the minutes. Commissioner Ohannesian noted he was absent on this day. There were
Civil Service Commission

no corrections. Commissioner Nicholson made a motion to approve the minutes and Commissioner Baltodano seconded the motion. Motion carried 4-0-1.

c. **June 19, 2020:** President Bergman asked if there were any amendments or corrections to the minutes. Commissioner Ohannesian noted he was absent on this day. There were no corrections. Commissioner Nicholson made a motion to approve the minutes and Vice President Nix seconded the motion. Motion carried 4-0-1.

d. **June 23, 2020:** President Bergman asked if there were any amendments or corrections to the minutes. There were none. Commissioner Ohannesian made a motion to approve the minutes and Commissioner Nicholson seconded the motion. Vice President Nix abstained. Motion carried 4-0-1.

e. **June 24, 2020:** President Bergman asked if there were any amendments or corrections to the minutes. There were none. Commissioner Nicholson made a motion to approve the minutes and Commissioner Baltodano seconded the motion. Vice President Nix abstained. Motion carried 4-0-1.

f. **June 25, 2020:** President Bergman asked if there were any amendments or corrections to the minutes. There were none. Commissioner Ohannesian made a motion to approve the minutes and Commissioner Baltodano seconded the motion. Vice President Nix abstained. Motion carried 4-0-1.

4. **Reports**

Commission President had no reports but wanted to note he was pleased that two cases had been settled and there were no pending matters. Commission Counsel also had no reports but wanted to express her appreciation to the Commission for their time. Commission outside counsel and Commission Secretary had no reports.

5. **Public Comment on Closed Session Item**

President Bergman asked if there any members of the public wishing to address the Commission on the Closed Session items on the agenda. Seeing none he moved to item 6, closed session on the agenda.

6. **Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeal #A19-11.**

President Bergman moved the meeting into Closed Session.

President Bergman brought the matter back on the record. He reported before he went into the reading and discussion of the decision, he wanted to note for the record that Commission Ohannesian exited the room after the Regular meeting business had been concluded and before the Commission went into Closed Session. This is because Commissioner Ohannesian was not a participant in the hearing (#A19-11) and had no input in the decision.
President Bergman read the decision of the Commission. Based on Findings and Facts and conclusions of law and weighing all the evidence and circumstances in this matter the Commission concludes the appropriate discipline is termination and the Respondent's final order of termination is sustained.

Commissioner Nicholson made a motion to authorize the President to sign on behalf of the Commission and Vice President Nix seconded the motion. Roll was called. Vice President Nix-Yes, Commissioner Nicholson-Yes, Commissioner Baltodano-Yes, and President Bergman-Yes. Commissioner Ohannesian abstained from the vote based on the information provided earlier by President Bergman.

7. Adjournment

President Bergman adjourned the meeting.

*Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*
TO: Civil Service Commission  
DATE: August 26, 2020  
FROM: Teresa McCarthy White, Human Resources Analyst  
SUBJECT: Revised Class Classification: District Attorney Investigator I-II-Senior, Assistant Chief District Attorney Investigator, Chief District Attorney Investigator  

Department: District Attorney  
Appointing Authority: Dan Dow, District Attorney

RECOMMENDATION:

It is recommended that the Commission approve the revisions to the specifications tentatively approved on February 26, 2020, titled District Attorney Investigator (DAI) I-II-Senior, Assistant Chief District Attorney Investigator, and Chief District Attorney Investigator.

BACKGROUND:

The DAI I, II, III, Supervising & Chief specification was brought to the Civil Service Commission in February for approval to retitle the DAI III classification to Senior DAI and the Supervising DAI to Assistant Chief DAI. Additionally, the Assistant Chief and Chief DAI were removed from the singular specification into their own specifications as they are not part of the career series. Lastly, the specifications were brought up to current layout standards. Upon review, the Civil Service Commission directed Human Resources to return with changes to the specifications, including a change to the minimum qualifications for the DAI II and Senior DAI (currently DAI III) classifications.
DISCUSSION:

The current minimum qualifications are designed to allow the department to have the discretion to advance an incumbent with prior law enforcement experience to the Senior level of the series after they acquire three years of investigative experience. In addition to job experience and college education, the DAI minimum qualifications also require certificates from the Commission on Peace Officer Standards and Training (POST). The POST Program exists under the authority of, and in compliance with, California Penal Code Sections 13503, 13506, and 13510. The DIA classifications require incumbents to obtain the following 5 certificates to advance through the levels to Chief Investigator:

1. Basic Certificate – Must be obtained within 12 months of appointment as a DAI I
2. Intermediate Certificate – Must be obtained within 12 months of appointment as a Senior DAI
3. Advanced Certificate – Must be obtained prior to placement to Assistant Chief DAI
4. Supervisory Certificate – Must be obtained within 24 months of appointment as an Assistant Chief DAI
5. Management Certificate - Must be obtained within 24 months of appointment as Chief DAI

Senior DAI Minimum Qualifications

In addition to an Intermediate certificate, the current education and experience requirements for the Senior DAI (currently DAI III) are as follows. “Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, three years of District Attorney Investigator experience or its equivalent.
The Commission directed HR to add the suffix “II,” after “District Attorney Investigator” in the last sentence as a clarification of the experience required. However, this change creates what we believe is an unintended consequence of significantly increasing the minimum qualifications. It also would necessitate negotiations with the representing union, the District Attorney Investigators Association (DAIA). Should the MQ be changed per the CSC’s current direction, an incumbent with general law enforcement experience, but not investigative specific, would have to serve as a DAI I for 2 years before being able to promote to a DAI II, where he/she would have to serve an additional 3 years, for a total of 5 years, before being eligible to promote to the Senior level. Additionally, an incumbent with a Bachelor’s degree in Criminal Justice hired as a DAI I, would serve as a DAI I for 3 years before being able to advance to a DAI II (1 year in POST training obtaining his/her Basic certificate and then 2 years in the field gaining professional experience). Then he/she would be required to work as a DAI II for an additional 3 years, for a total of 6 years before being able to be promoted to the Senior level.

If the intent is to clarify the minimum qualifications without changing the intended experience requirements, we propose the following education and experience requirements.

Senior DAI:

“Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to an investigative or detective unit as a peace officer or its equivalent may be substituted on a year-for-year basis for the required education). In addition, three years of experience assigned to a specific investigative or detective unit as a peace officer.”

It is important to note that in addition to the above, investigators hired into the Senior DAI class are required to obtain the Intermediate certificate within 12 months of appointment which, requires the acquisition of education and experience as follows:
By maintaining but clarifying the existing minimum qualifications, the department would have the ability to promote highly experienced law enforcement professionals such as former Sheriff's Deputies to the Senior level within three years as an Investigator. This model has been effective because these incumbents gained the other necessary skills and competencies required at the Senior level through their previous law enforcement employment. Additionally, should the department ever decide to hire and sponsor a DAI I through the POST Basic course, if they have a Bachelor's degree and 3 years of professional experience, they could promote them to the Senior level. This structure is similar to other professional career series in the County, such as Assessment Analysts, Environmental Health Specialists, or Building Plans Examiners. However, these minimum qualifications would not allow for an incumbent who entered the DAI I class with only a high school education to promote to the Senior level within 3 years because he/she would need to obtain a minimum of 15 educational units, 8 total years of law enforcement experience, and 300 hours of POST approved law enforcement training to qualify for the Intermediate certificate. The highly prescribed and regulated nature of the POST certificates needed to advance through the District Attorney Investigator series allows the experience requirements in the specifications to be broad to accommodate candidates with diverse but applicable law enforcement backgrounds.

The qualifications of the DAI staff demonstrates the effectiveness of the current qualification requirements. The division is staffed by exceedingly qualified professionals and recruitments are highly competitive with selected candidates most often exceeding minimum qualifications. Of the 13 incumbents currently classified as Senior Investigators, at the time of application to be DAI II and 10 had a Bachelors, 10 had an Advanced POST certificate, and they had an average
of 13 years of law enforcement experience while they were only required to have an Associate’s Degree, a Basic Certificate, and 2 years of Peace Officer investigative experience.

For consistency, we have proposed to modify the minimum qualification language for DAI IIs, Assistant Chief DAIs, and the Chief DAI to match the verbiage proposed for the Senior DAIs. It would not apply to the DAI I specification, because prior experience is not required.

**INTENDED RESULTS:**
The proposed changes to the minimum qualifications would clarify the intent of the minimum qualifications without substantively changing them.

**OTHER AGENCY INVOLVEMENT:**
The District Attorney and the representing union (DAIA) were involved in the revisions of these specifications and concur with the specifications as proposed.

**Attachments:**
1. Proposed Specification for District Attorney Investigator I, II, Senior – Redline
2. Proposed Specification for District Attorney Investigator I, II, Senior
3. Proposed Specification for District Attorney Assistant Chief Investigator - Redline
4. Proposed Specification for District Attorney Assistant Chief Investigator
5. Proposed Specification for District Attorney Chief Investigator - Redline
6. Proposed Specification for District Attorney Chief Investigator
7. Organizational Chart
8. Summary of California Code of Regulations - 1011
9. California Code of Regulations - 1011
District Attorney Investigator I, II, Senior
(Class Series)

DEFINITION:
Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

DISTINGUISHING CHARACTERISTICS:

District Attorney Investigator I- This is the entry level class of the series. Incumbents must attend the Peace Officer Standards and Training (POST) Basic Course before being assigned duties which include the exercise of peace officer powers. Under close supervision, learns to conduct and conducts criminal and civil investigations; may be assigned routine investigations with a minimum of supervision; completes reports under close supervision, assists other law enforcement agencies and departments in criminal investigations. Incumbents may operate at this level prior to completing the field training component of the Basic POST requirements following completion of the Basic Course.

District Attorney Investigator II- This is the journey worker level. Under general supervision, conducts a variety of criminal and civil investigations. Incumbents must be capable of conducting proper investigations with a minimum of supervision and guidance; assists other law enforcement agencies and departments in criminal investigations.

Senior District Attorney Investigator- This is the advanced journey worker level. Under direction, conducts a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations; may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes, narcotic task force, and family support; performs all duties with the highest level of independence and initiative; assists other law enforcement agencies and departments in criminal investigations.
**REPRESENTATIVE DUTIES:**

(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law.
- Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.
- Reviews and evaluates a variety of records to secure information concerning suspected crimes.
- Prepares detailed and comprehensive reports on all phases of investigations.
- Establishes and maintains effective working relationships with other law enforcement and governmental agencies; assists other law enforcement agencies with investigations.
- Establishes and maintains contact with informational sources.
- Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects, and obtaining necessary evidence including laboratory and polygraph tests.
- Testifies in court.
- Serves subpoenas and arrest warrants.
- Prepares and executes search warrants.
- Prepares appropriate post-judgment actions.
- Develops and prepares necessary correspondence and reports.

**Senior District Attorney Investigator:**

In addition to the above:

- Conducts special investigations for the Grand Jury.
- Conducts specialized investigations in areas of public integrity and personnel matters.
- May train or mentor incumbents within the District Attorney Investigator I/II classifications.
- Performs other related work as required.
EMPLOYMENT STANDARDS:

Knowledge of:

District Attorney Investigator I (Following the Completion of the POST Basic Course):

- The laws pertaining to arrest and search and seizure
- Principles, methods, and techniques of investigation, including the collecting of evidence
- De-escalation tactics

District Attorney Investigator II:

In addition to the above:

- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:

In addition to the above:

- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

Ability to:

District Attorney Investigator I:

- Learn and enforce the law firmly, tactfully, and impartially
- Establish and maintain effective working relationships
- Analyze situations and people accurately
- Demonstrate safe and proper use of firearms
- Gather, analyze, and evaluate facts and evidence and draw sound conclusions
- Prepare and maintain correspondence and reports
- Effectively communicate verbally and in writing

District Attorney Investigator II:
In addition to the above:

- Obtain information through interview, interrogation, and observation
- Enforce the law firmly, impartially, and tactfully
- Analyze situations and people accurately and adopt an effective course of action
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Care for and use firearms
- Prepare and review comprehensive reports
- Supervise assigned subordinate personnel
- Establish and maintain effective working relationships

Senior District Attorney Investigator:

In addition to the above:

- Provide field training and support for new staff
- Work independently under limited supervision
- Instruct safe and proper use of firearms
- Assist with coordination of major criminal enforcement actions between the Bureau of Investigation and other agencies

EDUCATION AND EXPERIENCE:

District Attorney Investigator I:

Graduation from high school or possession of a GED certificate. No experience required.

District Attorney Investigator II:

Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, two years of experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent.
Senior District Attorney Investigator:
Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, three years of experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

District Attorney Investigator I: Must satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course within 12 months of appointment.

District Attorney Investigator II: Possession of a State of California Regular Basic POST certificate. The Regular Basic POST certificate must be valid and current at the time of application. The Regular Basic POST certificate requires graduation from a POST certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any POST participatory law enforcement agency. The minimum POST basic academy is 664 hours.

Senior District Attorney Investigator: Possession of the POST Intermediate Certificate within 12 months from the date of hire.

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 05-17-76  
BOS Approved: 00-00-00  
Revised: 11-15-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

District Attorney Investigator I, II, Senior
(Class Series)

DEFINITION:
Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

DISTINGUISHING CHARACTERISTICS:
District Attorney Investigator I - This is the entry level class of the series. Incumbents must attend the Peace Officer Standards and Training (POST) Basic Course before being assigned duties which include the exercise of peace officer powers. Under close supervision, learns to conduct and conducts criminal and civil investigations; may be assigned routine investigations with a minimum of supervision; completes reports under close supervision, assists other law enforcement agencies and departments in criminal investigations. Incumbents may operate at this level prior to completing the field training component of the Basic POST requirements following completion of the Basic Course.

District Attorney Investigator II - This is the journey worker level. Under general supervision, conducts a variety of criminal and civil investigations. Incumbents must be capable of conducting proper investigations with a minimum of supervision and guidance; assists other law enforcement agencies and departments in criminal investigations.

Senior District Attorney Investigator - This is the advanced journey worker level. Under direction, conducts a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations; may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes, narcotic task force; performs all duties with the highest level of independence and initiative; assists other law enforcement agencies and departments in criminal investigations.
REPRESENTATIVE DUTIES:
(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law.
- Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.
- Reviews and evaluates a variety of records to secure information concerning suspected crimes.
- Prepares detailed and comprehensive reports on all phases of investigations.
- Establishes and maintains effective working relationships with other law enforcement and governmental agencies; assists other law enforcement agencies with investigations.
- Establishes and maintains contact with informational sources.
- Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants, and suspects, and obtaining necessary evidence including laboratory and polygraph tests.
- Testifies in court.
- Serves subpoenas and arrest warrants.
- Prepares and executes search warrants.
- Prepares appropriate post-judgment actions.
- Develops and prepares necessary correspondence and reports.

Senior District Attorney Investigator:

In addition to the above:

- Conducts special investigations for the Grand Jury.
- Conducts specialized investigations in areas of public integrity and personnel matters.
- May train or mentor incumbents within the District Attorney Investigator I/II classifications.
- Performs other related work as required.
EMPLOYMENT STANDARDS:

**Knowledge of:**

District Attorney Investigator I (Following the Completion of the POST Basic Course):

- The laws pertaining to arrest and search and seizure
- Principles, methods, and techniques of investigation, including the collecting of evidence
- De-escalation tactics

District Attorney Investigator II:

In addition to the above:

- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:

In addition to the above:

- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

**Ability to:**

District Attorney Investigator I:

- Learn and enforce the law firmly, tactfully, and impartially
- Establish and maintain effective working relationships
- Analyze situations and people accurately
- Demonstrate safe and proper use of firearms
- Gather, analyze, and evaluate facts and evidence and draw sound conclusions
- Prepare and maintain correspondence and reports
- Effectively communicate verbally and in writing

District Attorney Investigator II:
In addition to the above:

- Obtain information through interview, interrogation, and observation
- Enforce the law firmly, impartially, and tactfully
- Analyze situations and people accurately and adopt an effective course of action
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Care for and use firearms
- Prepare and review comprehensive reports
- Supervise assigned subordinate personnel
- Establish and maintain effective working relationships

**Senior District Attorney Investigator:**

In addition to the above:

- Provide field training and support for new staff
- Work independently under limited supervision
- Instruct safe and proper use of firearms
- Assist with coordination of major criminal enforcement actions between the Bureau of Investigation and other agencies

**EDUCATION AND EXPERIENCE:**

**District Attorney Investigator I:**

Graduation from high school or possession of a GED certificate. No experience required.

**District Attorney Investigator II:**

Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education). In addition, two years of experience assigned to a specific investigative or detective unit as a peace officer.

**Senior District Attorney Investigator:**
Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education). In addition, three years of experience assigned to a specific investigative or detective unit as a peace officer.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

District Attorney Investigator I: Must satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course within 12 months of appointment.

District Attorney Investigator II: Possession of a State of California Regular Basic POST certificate. The Regular Basic POST certificate must be valid and current at the time of application. The Regular Basic POST certificate requires graduation from a POST certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any POST participatory law enforcement agency. The minimum POST basic academy is 664 hours.

Senior District Attorney Investigator: Possession of the POST Intermediate Certificate within 12 months from the date of hire.

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.
Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 05-17-76
BOS Approved: 00-00-00
Revised: 11-15-00
District Attorney Assistant Chief Investigator

DEFINITION:
Under general direction of the District Attorney Chief Investigator, supervises and administers the activities of an unit within the Bureau of Investigations requiring the regular and continued supervision of assigned District Attorney Investigators I, II & Senior Investigators; conducts a variety of criminal and civil investigations; and completes administrative assignments at the direction of the Chief Investigator. Peace officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Assumes command in the absence of the Chief Investigator.
- Evaluates employee performance; counsels employees and recommends initial disciplinary action and other personnel decisions; assists in preparation and monitoring of performance measures; assigns cases; and oversees work performed to ensure quality and effectiveness.
- Assists with interviews and completes background checks on candidates.
- Monitors and analyzes goals, objectives, policy, and procedures to ensure unit goals are achieved.
- Confers with the Chief Investigator on managing or supervising attorneys regarding coordination of investigations with trial preparation and prosecutions.
- Develops, implements, and manages methods and standards for training of investigative staff in accordance with California Peace Officer Standards and Training (POST).
- Prepares oral, verbal, and written reports, correspondence, and memoranda.
- May review and evaluate case files and investigation reports for trial readiness.
- Directs and may participate in conducting more complex and sensitive criminal and civil investigations.
• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Planning, organization, and direction of assigned division operations and activities
• Principles and practices of administration, supervision, and training
• Principles, methods, and techniques of investigation including the gathering and presentation of evidence
• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
• De-escalation tactics

Ability to:

• Obtain information through interview, interrogation, and observation
• Enforce the law firmly, impartially, and tactfully
• Analyze situations and people accurately and adopt an effective course of action
• Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
• Care for and use firearms
• Work independently with limited direction
• Coordinate and direct personnel, communications, and resources to assure smooth and efficient Bureau activities
• Direct the maintenance of a variety of reports, records, and files related to Bureau activities
• Supervise assigned personnel
• Establish and maintain effective working relationships
• Prepare correspondence and maintain records
• Effectively communicate verbally and in writing.

EDUCATION AND EXPERIENCE:
Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related related experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education); AND, four years of related experience assigned to a specific investigative or detective unit as a peace officer District Attorney Investigator experience or its equivalent.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits).

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.
PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

District Attorney Assistant Chief Investigator

DEFINITION:
Under general direction of the District Attorney Chief Investigator, supervises and administers the
activities of a unit within the Bureau of Investigations requiring the regular and continued supervision of
assigned District Attorney Investigators I, II & Senior Investigators; conducts a variety of criminal and civil
investigations; and completes administrative assignments at the direction of the Chief Investigator. Peace
officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Assumes command in the absence of the Chief Investigator.
- Evaluates employee performance; counsels employees and recommends initial disciplinary action
  and other personnel decisions; assists in preparation and monitoring of performance measures;
  assigns cases; and oversees work performed to ensure quality and effectiveness.
- Assists with interviews and completes background checks on candidates.
- Monitors and analyzes goals, objectives, policy, and procedures to ensure unit goals are achieved.
- Confers with the Chief Investigator on managing or supervising attorneys regarding coordination
  of investigations with trial preparation and prosecutions.
- Develops, implements, and manages methods and standards for training of investigative staff in
  accordance with California Peace Officer Standards and Training (POST).
- Prepares verbal and written reports, correspondence, and memoranda.
- May review and evaluate case files and investigation reports for trial readiness.
- Directs and may participate in conducting more complex and sensitive criminal and civil
  investigations.
• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Planning, organization, and direction of assigned division operations and activities
• Principles and practices of administration, supervision, and training
• Principles, methods, and techniques of investigation including the gathering and presentation of evidence
• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
• De-escalation tactics

Ability to:

• Obtain information through interview, interrogation, and observation
• Enforce the law firmly, impartially, and tactfully
• Analyze situations and people accurately and adopt an effective course of action
• Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
• Care for and use firearms
• Work independently with limited direction
• Coordinate and direct personnel, communications, and resources to assure smooth and efficient Bureau activities
• Direct the maintenance of a variety of reports, records, and files related to Bureau activities
• Supervise assigned personnel
• Establish and maintain effective working relationships
• Prepare correspondence and maintain records
• Effectively communicate verbally and in writing.

EDUCATION AND EXPERIENCE:
Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education); AND, four years of related experience assigned to a specific investigative or detective unit as a peace officer.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits).

**OTHER CONDITIONS OF EMPLOYMENT:**

**Citizenship:** All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

**Character:** Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

**General:** Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

**PHYSICAL/PSYCHOLOGICAL EXAM:**
In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

Chief District Attorney Investigator

DEFINITION:
Under general direction from the District Attorney, plans, organizes, controls and directs the activities of the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau operations; assists in the formulation of office policy; directs the most difficult and important investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plans, organizes, and directs the operations of the District Attorney's investigative staff and establishes and maintains timelines and priorities; ensures related functions and activities comply with established laws, regulations, and ordinances.
- Works with the District Attorney in the development and implementation of programs, policies, goals, objectives, and procedures to enhance the services of the Bureau.
- Assists the District Attorney in the development and preparation of the annual budget for the Bureau.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees; assigns cases; recommends reassignment and disciplinary actions.
- Ensures the division maintains compliance with California Peace Officer Standards and Training Commission (POST) regulations and oversees all investigator training and office safety issues.
- Discretely investigates complex and sensitive administrative and criminal cases involving the District Attorney's office and law enforcement employees as well as elected or appointed public officials.
• Assists local, state, and federal law enforcement agencies in their investigations; oversees the coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal laws.

• Examines correspondence and reports for accuracy; pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding the disposition of criminal and/or civil cases.

• Establishes tactical direction, allocates resources, and determines priorities and requirements for major cases.

• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles, methods, and techniques of investigation including the gathering and presentation of evidence including computer and internet evidence collection and analysis

• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

• Practices, procedures, and techniques involved in the development and implementation of division programs, projects, functions, services, goals, objectives, systems, and activities

• Principles and practices of administration, supervision, and training

• Principles of budget preparation and financial controls

Ability to:

• Plan, organize, and direct the Bureau of Investigations’ operations and activities

• Obtain information through interview, interrogation, and observation

• Enforce the law firmly, impartially and tactfully

• Analyze situations and people accurately and adopt an effective course of action

• Carry out special and general assignments requiring an organization of materials and development of procedures

• Care for and use firearms
• Coordinate and direct personnel, communications, and resources to assure smooth and efficient
  Bureau activities
• Supervise assigned subordinate personnel
• Assure adequate resources, equipment, and personnel to meet the Bureau’s needs
• Establish and maintain effective working relationships
  • Direct the maintenance of a variety of reports, records, and files related to Bureau activities
• Effectively communicate verbally and in writing

EDUCATION AND EXPERIENCE:
Completion of two years of college level coursework which includes at least 60 semester units in Criminal
Justice, Administration of Justice, or a closely related field. A Bachelor’s Degree is desirable. (Job-related
related experience assigned to a specific investigative or detective unit as a peace officer District Attorney
Investigator experience or its equivalent may be substituted on a year-for-year basis for the required
education). In addition, five years of related experience assigned to a specific investigative or detective
unit as a peace officer District Attorney Investigator experience or its equivalent.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal
investigative activities while assigned to patrol or traffic related functions do not qualify.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of
the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Middle Management
Certificate within 12 months from the date of hire.

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for
and has applied for citizenship at least one year before application for employment. Written proof of the
foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

Chief District Attorney Investigator

DEFINITION:
Under general direction from the District Attorney, plans, organizes, controls and directs the activities of the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau operations; assists in the formulation of office policy; directs the most difficult and important investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Plans, organizes, and directs the operations of the District Attorney's investigative staff and establishes and maintains timelines and priorities; ensures related functions and activities comply with established laws, regulations, and ordinances.
• Works with the District Attorney in the development and implementation of programs, policies, goals, objectives, and procedures to enhance the services of the Bureau.
• Assists the District Attorney in the development and preparation of the annual budget for the Bureau.
• Supervises and evaluates the performance of assigned personnel; interviews and selects employees; assigns cases; recommends reassignment and disciplinary actions.
• Ensures the division maintains compliance with California Peace Officer Standards and Training Commission (POST) regulations and oversees all investigator training and office safety issues.
• Discretely investigates complex and sensitive administrative and criminal cases involving the District Attorney's office and law enforcement employees as well as elected or appointed public officials.
• Assists local, state, and federal law enforcement agencies in their investigations; oversees the coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal laws.

• Examines correspondence and reports for accuracy; pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding the disposition of criminal and/or civil cases.

• Establishes tactical direction, allocates resources, and determines priorities and requirements for major cases.

• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles, methods, and techniques of investigation including the gathering and presentation of evidence including computer and internet evidence collection and analysis

• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

• Practices, procedures, and techniques involved in the development and implementation of division programs, projects, functions, services, goals, objectives, systems, and activities

• Principles and practices of administration, supervision, and training

• Principles of budget preparation and financial controls

Ability to:

• Plan, organize, and direct the Bureau of Investigations’ operations and activities

• Obtain information through interview, interrogation, and observation

• Enforce the law firmly, impartially, and tactfully

• Analyze situations and people accurately and adopt an effective course of action

• Carry out special and general assignments requiring an organization of materials and development of procedures

• Care for and use firearms
• Coordinate and direct personnel, communications, and resources to assure smooth and efficient Bureau activities

• Supervise assigned subordinate personnel

• Assure adequate resources, equipment, and personnel to meet the Bureau’s needs

• Establish and maintain effective working relationships

• Direct the maintenance of a variety of reports, records, and files related to Bureau activities

• Effectively communicate verbally and in writing

EDUCATION AND EXPERIENCE:
Completion of two years of college level coursework which includes at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. A Bachelor’s Degree is desirable. (Job-related related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education). In addition, five years of related experience assigned to a specific investigative or detective unit as a peace officer

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Management Certificate within 12 months from the date of hire.

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.
Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government, or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
County of San Luis Obispo
District Attorney Investigator Organization Chart

Chief District Attorney Investigator

Assistant Chief Investigator
Assistant Chief Investigator

District Attorney Investigator II

District Attorney Investigator III

District Attorney Investigator I
Summary of California Code of Regulations 1011. Certificates

POST Certificates and Requirements

The Commission on Peace Officer Standards and Training (POST) Program exists under the authority of, and in compliance with, California Penal Code Sections 13503, 13506, and 13510. The following 5 certificates can be achieved sequentially:

1. Basic Certificate
2. Intermediate Certificate
3. Advanced Certificate
4. Supervisory Certificate
5. Management Certificate

The Basic certificate requirements are as follows.

1. An applicant shall be employed as a full-time peace officer by a POST-participating department
2. An applicant shall have satisfied the basic course training requirement (a minimum of 664 hours)
3. Complete the current employing department’s probationary period of not less than 12 months, which includes field training
4. The 40-hour Specialized Investigator’s Basic Course

The Intermediate certificate requirements are as follows.

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree</td>
<td>and 2 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 4 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>and 4 years</td>
<td>plus 45</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>and 6 years</td>
<td>plus 30</td>
</tr>
<tr>
<td>15 Education Units</td>
<td>and 8 years</td>
<td>plus 15</td>
</tr>
</tbody>
</table>

*Excess education units may be applied towards training points on a unit-for-point basis

Training Points:
1. Twenty (20) hours of law enforcement training are equal to one training point. Only completed courses with hours verified by the POST Commission are accepted.

The Advanced certificate requirements are as follows.

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree</td>
<td>and 4 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>and 6 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 9 years</td>
<td>plus 0</td>
</tr>
</tbody>
</table>
The Supervisory certificate requirements are as follows.

1. Complete a minimum of 60 semester units or possess an accredited degree
2. Possess an Advanced Certificate
3. Successfully complete a POST-certified Supervisory Course (80 hours)
4. Possess a minimum of two years law enforcement experience as a permanent first-level supervisor or higher

The Advanced certificate requirements are as follows.

1. Complete a minimum of 60 semester units or possess an accredited degree
2. Possess an Advanced Certificate
3. Successfully complete a POST-certified Management Course
4. Possess a minimum of two years law enforcement experience as a permanent middle manager or higher
§ 1011. Certificates.
11 CA ADC § 1011
BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

(a) Professional Certificates - Peace Officers

(1) Professional Certificates - Overview
POST Professional Certificates are awarded to peace officers who achieve increasingly higher levels of education, training, and experience in their pursuit of professional excellence.

(A) The Commission-awarded certificate is a “professional” certificate pursuant to Penal Code section 13510.1, and is distinct from a “certificate of completion” which is awarded by a training presenter when an individual successfully completes a course.

(B) Attainment of the POST Basic Certificate is required [refer to subsection 1011(a)(5)].

(C) Attainment of other professional certificates is voluntary.

(2) Certificate Categories and Levels
Professional certificates for full-time peace officers are awarded by category and level.

(A) Categories
There are three categories of certificates:

1. General Certificates
2. Specialized Certificates
3. Coroners Certificates

The certificate category is based on the basic training standard completed by the individual (i.e., completion of a Regular Basic Course constitutes “General Certificates,” completion of the Specialized Investigators’ Basic Course constitutes “Specialized Certificates,” and completion of both the PC 832 Course Arrest and Firearms and the Coroners’ Death Investigation Course constitutes “Coroner’s Certificates”). For example, if the individual works for a specialized law enforcement agency and has completed a Regular Basic Course, as well as, the other required certificate award criteria, the individual is awarded a “General” category certificate.

(B) Levels
There are six certificate levels in each category (above):

1. Basic Certificate
2. Intermediate Certificate
3. Advanced Certificate
4. Supervisory Certificate
5. Management Certificate
6. Executive Certificate
(C) Reserve Peace Officer Certificates
Professional certificates for reserve peace officers are awarded in one category and one level. Requirements for the Reserve Peace Officer Certificate are specified in subsection 1011(a)(12).

(3) Certificate Terminology and Policy
Except as noted, the following terms and policies apply to all certificate categories and levels:

(A) College Degree or College Unit Criteria
Accreditation shall be by a national or regional accrediting body that is recognized by the Secretary of the United States Department of Education. For the award of a certificate, all degrees or units:

1. Shall be issued by and recorded on the transcript of an accredited community college, college, or university; or

2. When issued by a non-accredited community college, college, or university; the degree or units shall have been accepted and recorded on the transcript of an accredited community college, college, or university.

(B) Education Units
For purposes of certificate qualifications:

1. One college semester unit equals one education unit, or

2. One college quarter unit equals two-thirds of an education unit.

(C) Training Points
For purposes of certificate qualifications:

1. Twenty (20) hours of law enforcement training are equal to one training point. Only completed courses with verifiable hours are accepted.

2. The Commission shall determine acceptable law enforcement training.

(D) Education Unit Conversions
When education units exceed the number needed to qualify for a certificate, the excess education units may be converted to training points to meet training point requirements. One education unit shall equal one training point. POST will make the conversion when it is to the advantage of the applicant.

(E) Law Enforcement Experience
Law enforcement experience described in subsection 1011(a)(3)((E)1. is accepted if it is recorded on the POST Profile in the POST database. POST may accept the experience described in subsection 1011(a)(3)((E)2., 3., and 4. when the law enforcement experience is: 1) documented on the employing department's/agency's letterhead, signed by the department head, 2) includes an attestation that the applicable requirements stated in experience categories subsection 1011(a)(3)((E)2., 3., or 4. have been met, and 3) includes the type of appointment, time base, dates of service, and types of duties performed.

1. Full-time peace officer experience that is/was with a California POST-participating department.

2. Full-time peace officer experience with a California law enforcement department that is/was not a POST-participating department, and during the time of the appointment, the law required completion of the Regular Basic Course or Specialized Investigator's Basic Course for the position held.

3. Full-time peace officer experience with an out-of-state law enforcement department that participates in its state's "POST type" program, and the "POST-type" program awarded the individual a Basic Certificate or license. The maximum credit allowed for this experience category is five years. "POST-type" means any department/agency that is a member of the International Association of Directors of Law Enforcement Standards and Training.

4. Full-time law enforcement experience with a federal law enforcement agency and the individual satisfactorily completed a basic law enforcement academy presented by the Federal Law Enforcement Training Center (FLETC) or the Federal Bureau of Investigation (FBI) academy. The maximum credit allowed for this experience category is five years.

(F) Multiple Certificates at Same Level

5a.038
Peace officers who qualify may be awarded a certificate in more than one category and at the same level (e.g., a General Basic Certificate and a Specialized Basic Certificate).

(4) Certificate Award Requirements - All Levels
Each certificate applicant, except the applicant for a Reserve Peace Officer Certificate, shall satisfy the following requirements:

(A) Employment Requirement
At the time of application, an applicant shall be employed as a full-time peace officer by a POST-participating department.

EXCEPTION: When a POST Basic Certificate is required to continue to exercise peace officer powers pursuant to Penal Code section 832.4, employment with a participating department is not required at the time of application.

(B) Basic Course Training Requirement
When applying for any level of certificate, an applicant shall have satisfied the basic course training requirement, as specified in Regulation 1005, for the applicant's current appointment.

(C) Requalification Requirement
1. Applicants for general or specialized category certificates must possess basic training that has not expired as specified in Regulation 1008(b), Basic Course Requalification Requirement.
2. Applicants for coroner's category certificates must possess Penal Code (PC) 832 Arrest and Firearms training that has not expired, as specified in Regulation 1080, PC 832 Arrest and Firearms Course Requalification.

(D) Application Requirements
An applicant (or an applicant's employing department) shall submit a completed Certificate Application, POST 2-116 (Rev 06/2014), herein incorporated by reference, along with supporting documents as follows:

1. Documentation that supports the required education and experience (i.e., official transcripts, diplomas, certificates of course completion, and proof of law enforcement experience).
2. When the units of credit are transferred from one educational institution to another, supporting documentation from all educational institutions is required.
3. Supporting documents are not required if the education and/or experience information needed to support the current certificate request is already reflected on the applicant's POST Profile. Any education or experience that is not reflected on the POST Profile must be supported as described in subsection 1011(a)(4)(D)1. and/or 2.

(5) Basic Certificate Possession Requirement
The Basic Certificate is required for:

(A) Specified Peace Officers
Pursuant to Penal Code section 832.4(b), every peace officer listed in Penal Code section 830.1(a) [except a sheriff, an elected marshal, or a custodial deputy appointed pursuant to Penal Code 830.1(c)] shall obtain the POST Basic Certificate in order to continue to exercise peace officer powers. PC 832.4 requires possession upon completion of probation, but in no case later than 24 months after appointment. However, if the department's probation period is 24 months, an additional three months is authorized.

(B) Police Chiefs/Persons in Charge
Pursuant to Penal Code section 832.4(c), as a condition of continued employment, each police chief, or any other person in charge of a local law enforcement agency, who is appointed on or after January 1, 1999, shall possess the POST Basic Certificate within two years of appointment.

(C) Peace Officers Employed by a Participating Department
Every peace officer appointed by a department participating in the POST Program shall possess the appropriate Basic Certificate within the time limits described in subsection 1011(a)(5)(A), unless an exception in subsection 1011(a)(5)(D) pertains to the officer.

(D) Exception to Basic Certificate Requirement
There are three exceptions to the Basic Certificate possession requirements specified in subsection 1011(a)(5)(A)-(C):

1. Peace officers appointed prior to the employing department's entry date into the POST Program and who are not required to possess a POST Basic Certificate pursuant to the requirements of Penal Code section 832.4, and

2. Custodial peace officers appointed pursuant to Penal Code section 830.1(c), and

3. Peace officers first appointed prior to January 1, 1974, and who have not changed departments since that date and who are not included in exceptions subsection 1011(a)(1) or (2).

(6) Basic Certificate Award Requirements
Applicants for the award of a Basic Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Complete the current employing department's probationary period of not less than 12 months.

(C) Satisfy the minimum entry-level basic course training standard for the applicant's current position [i.e., one of the following: 1) Regular Basic Course, 2) Specialized Investigator's Basic Course, or 3) a PC 832 Course and Coroner's Death Investigation Course].

(7) Intermediate Certificate Award Requirements
Applicants for the award of an Intermediate Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess the Basic Certificate.

(C) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>2 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>4 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>4 years</td>
<td>plus 45</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>6 years</td>
<td>plus 30</td>
</tr>
<tr>
<td>15 Education Units</td>
<td>8 years</td>
<td>plus 15</td>
</tr>
</tbody>
</table>

*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D)].

(8) Advanced Certificate Award Requirements
Applicants for the award of an Advanced Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess the Intermediate Certificate.

(C) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units*</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Master Degree</td>
<td>4 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>6 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>9 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>9 years</td>
<td>plus 45</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>12 years</td>
<td>plus 30</td>
</tr>
</tbody>
</table>

*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D)].

(9) Supervisory Certificate Award Requirements
Applicants for the award of a Supervisory Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).
(B) Possess or be eligible to possess an Intermediate Certificate.

(C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).

(D) Successfully complete a POST-certified Supervisory Course.

(E) Possess a minimum of two years law enforcement experience as a permanent first-level supervisor or higher.

(10) Management Certificate Award Requirements
Applicants for the award of a Management Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess an Advanced Certificate.

(C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).

(D) Successfully complete a POST-certified Management Course.

(E) Possess a minimum of two years law enforcement experience as a permanent middle manager or higher.

(F) In order to be awarded both the Supervisory and Management Certificates, possess two years of law enforcement experience as a permanent first-level supervisor or higher, plus two years of law enforcement experience as a permanent middle manager or higher.

(11) Executive Certificate Award Requirements
Applicants for the award of an Executive Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess an Advanced Certificate.

(C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).

(D) Successfully complete a POST-certified Executive Development Course.

(E) Possess a minimum of two years law enforcement experience as a permanent department head with the current employing agency

(F) In order to be awarded three certificates, Supervisory, Management, and Executive, or any combination of two, possess a minimum of two years experience at the levels stated in subsections 1011(a)(9)(E), 1011(a)(10)(E), and 1011(a)(11)(E) respectively, as appropriate for the award.

(12) Reserve Peace Officer Certificate Requirements

(A) Requirements
Applicants for the award of a Reserve Peace Officer Certificate shall:

1. Be currently employed as a (designated or non-designated) Level I Reserve Officer with a department participating in the POST program.

2. Have been selected in accordance with the minimum selection standards specified in Commission regulations for reserve officers.

3. Have completed a POST-certified Regular Basic Course in any delivery format.

4. Have satisfactorily completed a minimum of 200 hours of general law enforcement experience.

5. If appointed on or after January 1, 1999, but prior to June 30, 1999, shall have completed 200 hours of field training. If appointed on or after July 1, 1999, shall have completed 400 hours of field training.

(B) Application Requirements

An applicant (or an applicant's employing department) shall submit a completed Certificate Application - Reserve Peace Officer, POST 2-256 (10/2010). If the
(b) Peace Officer Disqualification and Certificate Records

(1) Disqualification from Peace Officer Employment
Except as provided in subdivision (2), (3), or (4), Government Code section 1029(a) summarily states that a person is disqualified from holding office as, or being employed as, a peace officer of the state, if the person is:

(A) Convicted of a felony.

(B) Convicted in any other jurisdiction of an offense that would have been a felony if committed in California.

(C) After January 1, 2004, been convicted of a crime based upon a verdict or finding of guilt of a felony by the trier of fact, or upon the entry of a plea of guilty or nolo contendere to a felony. This paragraph shall apply regardless of whether, pursuant to Penal Code section 17(b), the court declares the offense to be a misdemeanor or the offense becomes a misdemeanor by operation of law. [Note: when this section applies, also review text in Government Code section 1029(b).]

(D) Charged with a felony and adjudged to be mentally incompetent by a superior court.

(E) Found not guilty of a felony by reason of insanity.

(F) Determined to be a mentally disordered sex offender pursuant to Article 1 (commencing with Section 6300) of Chapter 2, Part 2 of Division 6 of the Welfare and Institutions Code.

(G) Convicted of addiction or in danger of becoming addicted to narcotics and committed to a state institution, pursuant to Section 3051 of the Welfare and Institutions Code.

(2) Employing Agency Responsibility
When department personnel have knowledge that a peace officer employee has been disqualified from holding office or being employed as a peace officer of the state pursuant to Government Code section 1029, the person with knowledge shall notify POST immediately. The notification shall be in writing and include as attachments copies of official documents that substantiate the disqualification.

(3) Disqualification Recorded
When a peace officer or former peace officer has been determined to be disqualified from holding office or being employed as a peace officer pursuant to Government Code section 1029, POST shall record the following admonition on the individual's POST Profile:

“THIS PERSON IS INELIGIBLE TO BE A PEACE OFFICER IN CALIFORNIA PURSUANT TO GOVERNMENT CODE SECTION 1029(a).”

If that same individual possesses a POST Basic Certificate, the Commission shall also note on the individual's POST Profile record in the “certificate section” of the record:

“THE BASIC CERTIFICATE IS NULL AND VOID.”

(4) Notification to Employing Law Enforcement Department
When POST has been officially notified through receipt of official court documents that a currently employed peace officer is ineligible to be a peace officer pursuant to Government Code section 1029(a), the Commission shall notify the law enforcement agency that employs the officer.

(5) Overturned or Reversed Convictions and Peace Officer Profile Records
An individual whose felony conviction is overturned or reversed is personally responsible for requesting an amendment of POST records. The individual desiring that his/her POST record be corrected shall:

(A) Provide POST with a written request to remove the statement(s) regarding ineligibility to be a peace officer and/or the voided Basic Certificate.

(B) Provide POST with certified court documentation that proves the felony conviction has been overturned or reversed.

(c) Professional Certificates - Public Safety Dispatcher
(1) Dispatcher Certificates
Dispatcher Certificates are professional certificates awarded in recognition of meeting specified training and service requirements. Possession of these certificates is voluntary, and is not required to perform dispatcher duties.

(2) Application Requirements
An applicant (or an applicant's employing department) shall submit a completed Certificate Application - POST Public Safety Dispatcher, POST 2-289 (Rev 06/2014), herein incorporated by reference. The application's attestation must be signed by the department head. If the training required is not reflected on the applicant's POST Profile, the application shall include supporting documentation that verifies the training has been completed (i.e., a certificate of completion).

(3) Dispatcher Basic Certificate Award Requirements
Each certificate applicant shall satisfy the requirements specified below:

(A) Be employed with a department participating in the POST Dispatcher Program.

(B) Be appointed as a full-time public safety dispatcher.

(C) Have been selected in accordance with the minimum selection requirements specified in Regulation 1018.
EXCEPTION: This requirement does not apply, if the dispatcher was appointed prior to the department's participation in the POST program.

(D) Have successfully completed a POST-certified Public Safety Dispatcher's Basic Course of no less than 80 hours.

(E) Have satisfactorily completed the current department's probationary period of at least 12 months.
EXCEPTION: Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

(4) Dispatcher Intermediate Certificate Award Requirements
Applicants for the award of a Dispatcher Intermediate Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(c)(3) for all certificates.

(B) Possess or be eligible to possess the Dispatcher Basic Certificate.

(C) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Dispatcher</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units*</td>
<td>Experience</td>
<td>Points</td>
</tr>
</tbody>
</table>

 Bachelor Degree    and  3 years plus 0
 Associate Degree   and  5 years plus 0
 45 Education Units and  5 years plus 12
 30 Education Units and  7 years plus 11
 15 Education Units and  9 years plus 10

*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D)].

(5) Dispatcher Advanced Certificate Award Requirements
Applicants for the award of a Dispatcher Advanced Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(c)(3) for all certificates.

(B) Possess or be eligible to possess the Dispatcher Intermediate Certificate.

(C) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Dispatcher</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units*</td>
<td>Experience</td>
<td>Points</td>
</tr>
</tbody>
</table>

 Master Degree     and  5 years plus 0
 Bachelor Degree   and  7 years plus 0
 Associate Degree  and  9 years plus 0
 45 Education Units and  9 years plus 12
 30 Education Units and 11 years plus 11
*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D)].

(6) Dispatcher Supervisory Certificate Award Requirements
Applicants for the award of a Dispatcher Supervisory Certificate shall:

(A) Satisfy the requirements specified in Regulation 1018.

(B) Possess or be eligible to possess the Dispatcher Intermediate Certificate.

(C) Complete a minimum of 60 semester units or possess a degree from an accredited college.

(D) Successfully complete a POST-certified Supervisory Course. (The Dispatcher Supervisory Course is highly recommended.)

(E) Possess a minimum of two years experience as a permanent first-level Dispatcher Supervisor or higher.

(d) Professional Certificates - Records Supervisor

(1) Records Supervisor Certificate
The Records Supervisor Certificate is a professional certificate awarded to a records supervisor in recognition of meeting specified training and service requirements. Possession of this certificate is voluntary, and is not required to perform record supervisor duties.

(2) Prior to submitting an application for a POST Records Supervisor Certificate, POST shall have been notified of the records supervisor's appointment pursuant to the requirements in Regulation 1003(a)(1)(A)4.

(3) Application Requirements
An applicant (or an applicant's employing department) shall submit a completed Certificate Application - Records Supervisor, POST 2-117 (Rev 06/2014), herein incorporated by reference. The application's attestation must be signed by the department head. If the training required is not reflected on the applicant's POST Profile, the application shall include supporting documentation that verifies the training has been completed (i.e., a certificate of completion).

(4) Records Supervisor Certificate Award Requirements
Each certificate applicant shall satisfy the requirements specified below:

(A) Be currently employed with a department participating in the POST Program.

(B) Be appointed as a records supervisor as defined in Regulation 1001.

(C) Have satisfactorily completed the current department's probationary period for a records supervisor.

(D) Have completed a minimum of two years satisfactory service with the current department as a records supervisor.

(E) Be a high school graduate or have successfully passed the General Education Development (GED) test for high school graduation.

(F) Have satisfactorily completed the Public Records Act course (minimum 16 hours) and the Records Supervisor Course (minimum 40 hours).

(e) Certificates of Course Completion

(1) These certificates are awarded by training presenters to students who successfully complete a POST-certified course. The issuance of these types of certificates by training presenters are highly recommended but are not required except as specified in subsection 1011(e)(3). The certificate of course completion alone does not grant or bestow any powers on any individual who is the bearer of such a certificate.

(2) Peace Officer Powers
The combination of an appointment to a peace officer position by a law enforcement agency authorized to appoint peace officers, and the possession of a certificate of course completion for certain basic courses (e.g., PC 832 Arrest and Firearms) may bestow peace officer powers to an individual (refer to Penal Code section 832).

(3) Certificate Issuance Requirement for Specified Courses
Any presenter of a POST-certified instructor development course listed in Regulation 1070 or presenters of the Academy Director/Coordinator Workshop or Recruit Training Officer Workshop shall issue a certificate of completion to all students who successfully complete the training.

(4) Certificate Content Requirement
A certificate of completion issued by the training institution shall include:

(A) Name of the training institution
(B) POST title of the course
(C) Ending date of the course
(D) Number of hours completed by the individual
(E) POST course control number

(f) Certificate Replacement
Individuals who have lost or misplaced a professional certificate or who possess a damaged professional certificate may request a replacement. The request must be submitted on a Request for Reissuance of POST Certificate, POST 2-250 (06/2014), herein incorporated by reference, to the POST Certificates Unit.

(g) Certificate Cancellation

(1) Cancellation Reasons
POST shall cancel a professional certificate(s) for the following reasons:

(A) The certificate was obtained through misrepresentation, fraud, or
(B) The certificate was issued as a result of administrative error on the part of POST or the employing agency.

(2) Notification Requirement
Department personnel who possess information that a certificate was obtained through misrepresentation, fraud, or administrative error shall notify POST immediately.

(3) Investigation of Circumstances
The Executive Director may initiate an investigation of the circumstances under which the certificate was issued. The Executive Director has the authority to approve or deny certificate cancellation.

(4) Cancellation Appeal
An individual whose certificate has been cancelled may appeal the cancellation to the Commission.

At the Commission’s discretion, a hearing shall be held either before the Commission or before a qualified hearing officer. The hearing officer shall prepare a proposed decision in such form that it may be adopted as the decision in the case. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code, C. section 11340 et seq.). At the conclusion of the appeal hearing, the Commission shall render a decision to uphold or overturn the decision to cancel the certificate.

(5) Cancellation Recorded
When the decision to cancel is upheld through the appeal process, the POST Profile record shall indicate the appropriate reason for the cancellation.

(6) Return of Certificate
Upon notification of cancellation, the individual to whom a cancelled certificate was issued shall return the certificate to POST.

Note: Authority cited: Sections 1029, Government Code; Sections 13503, 13506, 13510(c), 13510.1, 13510.1(e), 13510.2 and 13510.7, Penal Code. Reference: Section 1031, Government Code; and Sections 832.4, 13503, 13506, 13510(c), 13510.1, 13510.3 and 13510.7(a)-(b), Penal Code.

HISTORY
1. Change without regulatory effect renumbering and amending former section 9070 to new subsections 1011(a)-(a)(15), renumbering and amending former section 9071 to new subsections 1011(b)-(b)(5)(B), renumbering and amending former section 9072 to new
subsections 1011(c)-(c)(7), renumbering and amending former section 9073 to new subsections 1011(d)-(d)(6), renumbering and amending former section 9076 to new subsections 1011(e)-(e)(4), renumbering and amending former section 9077 to new subsections 1011(f)-(f)(1) and renumbering and amending former section 9078 to new subsections 1011(g)-(g)(6) filed 11-26-2012 pursuant to section 100, title 1, California Code of Regulations (Register 2012, No. 48). For prior history, see Register 2007, No. 5.


3. Change without regulatory effect amending section and Note filed 12-9-2015 pursuant to section 100, title 1, California Code of Regulations (Register 2015, No. 50).

4. Change without regulatory effect amending subsections (a)(4)(D)3. and (a)(5)(D)3. and footnotes to tables in subsections (a)(8)(C) and (c)(4)(C) filed 6-9-2016 pursuant to section 100, title 1, California Code of Regulations (Register 2016, No. 24).

5. Amendment of Certificate Application - Reserve Peace Officer application form (POST 2-256) and Request for Reissuance of POST Certificate form (POST 2-250) (both incorporated by reference) and amendment of subsections (a)(12)(B) and (f) filed 6-22-2016; operative 10-1-2016 (Register 2016, No. 26).

This database is current through 8/7/20 Register 2020, No. 32

11 CCR § 1011, 11 CA ADC § 1011

END OF DOCUMENT

TO: Civil Service Commission
DATE: August 26, 2020
FROM: Mark McKibben, Human Resources Analyst
SUBJECT: Reassignment of the Deputy Director Health Agency to the Unclassified Service

**RECOMMENDATION:**
It is recommended that the Commission approve the removal of Deputy Director Health Agency from the classified service, reassigning it to the unclassified service as outlined in County Ordinance 2.40.060.

**BACKGROUND:**
The County of San Luis Obispo Civil Service System is divided into the classified and unclassified service. Generally, the unclassified service consists of elected officials, the County Administrative Officer, County Department Heads, Assistant Director positions and temporary help positions. These positions are at-will and terms of their employment are outlined in an employment contract approved by the County Board of Supervisors. Except for temporary help employees, the unclassified service is predominantly comprised of executive management level positions, including those “second in command.”

Health Agency Director Mike Hill’s executive leadership team consists of four positions:

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Administrator</td>
<td>Unclassified</td>
</tr>
<tr>
<td>Deputy Director Health Agency</td>
<td>Classified</td>
</tr>
<tr>
<td>Public Health Administrator/Public Health Officer</td>
<td>Unclassified</td>
</tr>
<tr>
<td>Animal Services Director</td>
<td>Unclassified</td>
</tr>
</tbody>
</table>
The Deputy Director Health Agency (DDHA) classification was created in 2006, when the independent departments of Public Health and Behavioral Health were combined to create the Health Agency. The duties of this position are focused on directing the administrative, financial, information technology functions of the Agency. At the time it was approved, the functions overseen by the DDHA remained separated in the divisions of, Behavioral Health and Public Health. A reorganization in January 2019 created a more efficient reporting structure by realigning the financial and administrative responsibilities by function, instead of division. The Deputy Director position was held by a single incumbent from 2006 until March of 2020 and is currently vacant.

**DISCUSSION:**

Since this position became vacant earlier this year, its responsibilities were distributed to Director Hill and others on his team. Mr. Hill used this time to review the structure of the leadership team. Options that were considered include, redistributing the work back to its respective divisions, and the creation a new job class to support DDHA. These options are not preferred as they would reduce the efficiencies of the current reporting structure. Ultimately, Director Hill and Human Resources determined moving the DDHA job class to the unclassified service is the preferred option for this leadership team.

This position makes up one of the four “second level” positions of the leadership team. The need for alignment and cohesiveness among the leadership team is imperative as they are required to participate in decision making and strategic planning for the entire department and assist in influencing managers and employees in driving the mission of the department. It is critical that a department’s executive team are aligned with, and actively support, the vision mission and goals set forth by the Department Head. Incumbents in positions at this level are expected to affect change within a department. Moving this position from the classified service not only aligns its employment status with other executive team members, but also provides
the department head flexibility in the negotiation of employment terms with qualified applicants. Negotiable items not available to classified employees include vacation accrual, severance pay, entry step on the salary range.

In evaluating this recommendation, Human Resources also considered how employees would be affected in the event performance issues or misconduct arises. Regardless of employment status, all employees have legal protections through state and federal laws, including anti-discrimination and harassment laws. Secondly, all adverse employment actions are heavily scrutinized by the Human Resources Department regardless of employment status and action is only taken when it is warranted and necessary.

**RESULTS**

Moving this position from the classified service will help to ensure a leadership team that is committed to the Department Head and the organization in carrying out its vision, mission and goals. In addition, it will also provide more flexibility in the negotiation of employment terms attracting a larger number of candidates in an already limited pool.
TO: Civil Service Commission
DATE: August 26, 2020
FROM: Mark McKibben, Human Resources Analyst
SUBJECT: Temporary Modification of Minimum Qualifications for Public Health Lab Manager

RECOMMENDATION:
It is recommended the Commission approve a temporary modification of the minimum qualifications for Public Health Lab Manager, by allowing some of the minimum qualifications to be obtained during employment rather than requiring all qualifications at time of appointment.

DISCUSSION:
After a long career in Public Health, including over 12 years with the County, Public Health Lab (PHL) Manager Dr. James Beebe is retiring from the County in September 2020. Finding a suitable and qualified replacement is a difficult challenge, especially given the demands COVID has placed on our Public Health professionals. As a result, Human Resources and the Public Health Department are recommending a temporary modification of the minimum qualifications for PHL Manager, by allowing missing minimum qualifications to be obtained during employment rather than requiring all qualifications at time of appointment.

The requirements of a Public Health Lab Manager/Director are rigorous. In addition to the typical years of job-related work experience, this classification requires a PhD, industry accreditation and State certification. The minimum qualifications from the class specification are highlighted below:

1. Four years’ experience in a public health laboratory at the level of Microbiologist or equivalent is required--two years of the required experience must be as a supervisor

   AND

2. Possession of a valid certificate issued by the State of California as a Public Health Microbiologist issued by the California State Department of Health Services will be required at the time of appointment and must be maintained throughout employment
AND Either

3. **A**: Doctorate degree from an accredited university in a chemical, physical, biological science or clinical laboratory science **AND** possession of certification in one of the laboratory specialties by the American Board of Medical Microbiology (ABMM), American Board of Clinical Chemistry (ABCC), American Board of Immunology (ABI), American Board of Bioanalysis (ABB), or other National accrediting board acceptable to the U.S. Dept. of Health and Human Services.

**OR**

B: Held a position as a Laboratory Director or could have qualified as a Laboratory Director pursuant to regulations applicable at the time of appointment.

A temporary modification would allow Public Health to choose a candidate who most closely meets the requirements, with continued employment conditioned upon meeting the missing requirements pursuant to agreement. Dr. Beebe will continue as a contract employee, allowing the PHL to operate under his licenses to meet required State mandates. He will also be available to provide support to the selected candidate and in the daily operations of the PHL. Our request for a temporary modification from the requirements is preferable to other options that were considered, specifically:

A. Creating and maintaining a single position job class such as Assistant Lab Manager; this requires, not only approval by your commission, but also Board of Supervisors approval, salary survey and amending the position allocation listing

B. Permanently amending the PHL Manager class specification; this is not preferred as it would make our classification inconsistent with comparator agencies and require a salary survey to recognize the reduced qualifications

The additional time to acquire the missing minimum qualification(s) is dependent on each candidate’s specific situation. Progress toward years of service and educational requirements are rather easy to predict. Acquiring the necessary licenses and certifications, however, are dependent on the respective licensing agencies, for example:
• The California Public Health Microbiologist Certification requires 6 months of qualifying experience in an approved laboratory.
• The Lab Specialties certifications referenced in number three above, vary for example:
  o ABMM requires a two-year fellowship in an approved program
  o ABB High Complexity Laboratory Director (HCLD) requires experience within the last 10 years a
    ▪ applicants have a minimum of four (4) years of clinical laboratory training or experience on human specimens
    ▪ including at least two (2) years of experience directing or supervising high complexity testing in a clinical setting
    ▪ and at least one year in the technical discipline(s) in which the applicant will be taking the examination(s).

RESULTS:
Granting this temporary modification will provide the Public Health Department with a broader pool of qualified candidates from which to select for this vital position. The agreement with Dr. Beebe to continue under contract will allow the PHL to meet mandated requirements, while the successful candidate pursues of the required minimum qualifications. This approach will allow the County to select the most qualified Public Health Lab Manager to lead this important function in the future.