


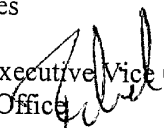
**THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
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**Code: HR 2002-13**

**Date:** April 18, 2002

**To:** Presidents

**From:** Jackie R. McClain, Vice Chancellor  
Human Resources   
Richard West, Executive Vice Chancellor and  
Chief Financial Officer 

**Subject:** Compliance with California Commission on Peace Officer  
Standards on Training (POST) and Control of POST Fund  
Training Reimbursements

This policy outlines the minimum training requirements for sworn peace officers and dispatchers as mandated by the California Code of Regulations, POST Administrative Manual, California Penal Code and the California Code of Regulations.

This policy will also establish minimum guidelines for the control of POST training reimbursement funds as mandated by the Statewide Administrative Manual.

**Compliance with POST Training Requirements**

All sworn police officers and dispatchers must be provided the minimum training as mandated by POST Section 1005. Each department should establish a department training plan to insure that all sworn officers and dispatchers receive the minimum POST mandated training.

Title 22, Article 2, Section 100016 of the California Code of Regulations states that first aid and CPR training shall be provided to all lifeguards, firefighters and peace officers, unless their duties are primarily clerical or administrative.

The California Penal Code Section 13518 requires that every police officer, except those whose duties are primarily clerical or administrative, shall meet the training standards prescribed by the Emergency Medical Services (EMS) Authority for the administration of first aid and CPR. In addition, satisfactory completion of periodic refresher training or appropriate testing in CPR and other first aid as prescribed by the EMS Authority shall also be required.

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Those campuses that have implemented the use of Automated External Defibrillators, shall comply with the California Code of Regulations, Title 22, Division 9, Chapter 1.8, and Sections 100031-10039. Every authorized individual using the defibrillators shall have met the training standards required by the code. Departments should establish policies and procedures for the use of the defibrillators to insure proper maintenance and use of the defibrillators.

### **Control of POST Training Fund Reimbursements**

The California Department of Justice through the division of the California Peace Officers Standards on Training (POST) reimburses campus police departments for certain approved types of training pursuant to California Penal code sections 13507 and 13522. Monthly checks are mailed directly to the CSU police departments and campus procedures need to be established to comply with the Statewide Administrative Manual (SAM) to insure the reimbursements are received, prevent misappropriation or loss of the funds.

Campuses should develop a system of accounting that when a sworn or qualifying member of the police department is scheduled and sent to training, that the campus estimate pursuant to POST Administrative Manual (PAM) Section E, the amount of the reimbursement to be received from POST and that the records are reconciled upon receipt of the reimbursement check. Each employee must submit a POST Training Reimbursement Request (TRR) form at the training class. POST reimburses the departments based upon five designated plans as outlined in PAM section E-2. Each campus has the authority to decide how the reimbursement account is set up, and the usage of the training funds pursuant to the campus POST training plan. Each campus must insure compliance with the account agreement as approved by campus authorities.

Pursuant to SAM Section 8023, CSU Police Chiefs shall insure that all checks, money orders, and warrants received for deposit be restrictively endorsed for deposit as soon as practical after receipt, but no later than the end of the working day. There should be a method in place whereby a supervisor can verify that the accurate reimbursement is received; that the appropriate deposit was made and receipts maintained; that the records be maintained to verify a timely deposit and reconciliation.

Pursuant to SAM 20500, CSU Police Chiefs shall insure that a satisfactory system of internal accounting and administrative controls shall include the segregation of duties appropriate for proper safeguarding of assets, liabilities, revenues and expenditures.

JRMcC/RW:jj

cc: Vice Presidents, Administration & Finance  
Vice Presidents, Student Affairs  
Police Chiefs