

CITY OF CHICO  
**POLICING REVIEW AD HOC COMMITTEE**

Meeting Agenda  
August 27, 2020, 1:00 p.m. – 2:30 p.m.

---

**Committee Members**

Mayor Ann Schwab  
Vice Mayor Alex Brown  
Councilmember Kasey Reynolds

Margaret Swick  
Cory Hunt  
Rob Berry

COP Matt Madden  
Sgt. Omar Peña  
Officer Jim Parrott

---

**PUBLIC PARTICIPATION:** *This meeting is being conducted in accordance with Executive Order N-29-20.* Members of the public may virtually attend the meeting using the City's WebEx platform or by sending an email to the following email address.

To provide email comments, please submit an email with the subject line "**PUBLIC COMMENT ITEM**", sent to [policepubliccomments@chicoca.gov](mailto:policepubliccomments@chicoca.gov) during the meeting, prior to the close of public comment on an item. The public is encouraged not to send more than one email per item and not to comment on numerous items in one email.

WebEx public participants may use the following information to remotely view and participate in the Policing Review Ad Hoc Committee meeting online:

Event Name: **Policing Ad Hoc Committee Meeting 08-27-20 1:00 PM**

Date/Time: Thursday, August 27, 2020 1:00 pm

Event URL: <https://chico.webex.com/chico/onstage/g.php?MTID=efd35b60382acd251a9f2b563175d59f2>

Event #: 146 574 6628

Password: **Policing27!**

**Call-in #:** 1-214-459-3653      **Call-in Password:** 146 574 6628

**1. CALL TO ORDER**

1.1. Roll Call

**2. ITEMS TO BE DISCUSSED (1:00 p.m. – 2:00 p.m.)**

**2.1. Staff Presentations -**

Members of the Police Department will lead a presentation on police officer training, including hiring and background process, training requirements, training in relation to use of force, implicit bias, and Crisis Intervention Training (CIT), and de-escalation. *Attachments: [Chico Police Training Review Memo](#)*

**3. BUSINESS FROM THE FLOOR/PUBLIC COMMENT - Time Certain 2:00 p.m. – 2:30 p.m.**

*Members of the public may address the Committee via WebEx or by email at [policepubliccomments@chicoca.gov](mailto:policepubliccomments@chicoca.gov) at this time on any matter not already listed on the agenda, with comments being limited to three minutes or as determined by the Chair. The Committee cannot take any action at this meeting on requests made under this section of the agenda.*

**4. ADJOURNMENT - Adjourn to the Adjourned Regular Meeting of Thursday, September 10, 2020 from 1:00 – 2:30 p.m.**



# CITY OF CHICO MEMORANDUM

TO: Policing Review Ad Hoc Committee

DATE: August 21, 2020

FROM: Chief Matt Madden

FILE:

SUBJECT: Chico Police Training Review

---

Committee Members,

We have continued to review our processes and procedures concerning the way Chico Police completes and documents employee hiring and training. I am submitting the following information as educational material for the Police Review Ad Hoc Committee:

Becoming a Police Officer in California, specifically in Chico, is a very challenging and rewarding task which uses multiple vetting processes to ensure only the highest quality candidates are selected to serve our citizens. The hiring process starts with a thorough application and resume review by Human Resources and Risk Management. Once the applicant is approved by HR/RM they are scheduled for a written and physical exam, which meet the requirements of California Commission on Peace Officer Standards and Training (POST). This process typically reduces the overall candidate pool as the testing process is very arduous.

The next step in the process for those successfully passing the first two testing processes is to be interviewed by a panel comprised of experienced sworn and non-sworn employees within the police department. If the candidate is found to meet the high standards of the police department, they are moved to an executive interview comprised of both Deputy Chief's of Police. This interview is again a measure of the candidate's overall quality and abilities to perform within the high standards we set for success within our community.

Those candidates who are selected to move to the next phase of hiring will enter a POST approved background process. This background is completed by an independent company who specializes in law enforcement employee hiring. The background has several investigative parameters and regulations which are audited by POST for compliance once completed. Hiring dimensions investigated during the background include the following:

1. **Integrity:**

CHARACTER – Job requires being honest and ethical.

2. **Stress Tolerance:**

DEALING WITH STRESS – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

FREQUENCY OF CONFLICT SITUATIONS – How often are there conflict situations the employee must face in this job?

DEALING WITH UNPLEASANT OR ANGRY PEOPLE – How frequently does the worker have to deal with unpleasant, angry, or discourteous individuals as part of the job requirements?

SELF CONTROL – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

3. **Decision Making and Judgment:**

CRITICAL THINKING – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

FREQUENCY OF DECISION MAKING – How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?

INDUCTIVE REASONING – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

DEDUCTIVE REASONING – The ability to apply general rules to specific problems to produce answers that make sense.

4. **Conscientiousness:**

DEPENDABILITY – Job requires being reliable, responsible, and dependable, and fulfilling obligations.

INITIATIVE – Job requires a willingness to take on responsibilities and challenges.

ATTENTION TO DETAIL – Job requires being careful about detail and thorough in completing work tasks.

GETTING INFORMATION: Observing, receiving, and otherwise obtaining information from all relevant sources.

5. **Interpersonal Skills:**

WORKING DIRECTLY WITH THE PUBLIC – Dealing directly with the public, such as serving customers in restaurants and stores, receiving clients or guests, etc. WORK WITH WORK GROUP OR TEAM – How important is it to work with others in a group or team in this job?

CONCERN FOR OTHERS – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

ACTIVE LISTENING – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

6. **Communication Skills:**

ORAL COMPREHENSION – The ability to listen to and understand information and ideas presented through spoken words

SPEAKING – Talking to others to convey information effectively.

WRITING – Communicating effectively in writing as appropriate for the needs of the audience.

WRITTEN EXPRESSION – The ability to communicate information and ideas in writing so others will understand.

During the background investigation, an independent polygrapher will test the candidate for any signs of deception. The questions asked will stem around questions asked during the background process. If the candidate indicates significant signs of being deceptive, we will discontinue the

hiring process. There are times during the polygraph where a candidate shows a slight sign of being deceptive on a minor issue. This is handled by the polygrapher asking further clarifying questions to bring out the truth. This can still also lead to discontinuing the hiring process.

It should be noted the background investigation for a Lateral Police Officer entails a more detailed process than a Entry Level or Police Academy Trainee. Specifically, the background investigator will get a chance to review files related to the candidate's personnel matters, training, and internal affairs investigations. This ensures we are provided a clear picture of any potential disqualifying matters related to legally protected employee files requested during a standard California Public Records Act request. In the review of these files, we will also learn how the candidate was rated within their employee evaluations and every training they have attended. Obviously, we want to know all issues related to the candidate's current performance and any disciplinary issues as a Peace Officer. The background investigator will have a conversation with the organizational members to learn further information beyond the evaluation process or personnel files. Valuable information is gleaned during this process, which can disqualify a candidate.

Once the background has been completed, it is audited by several members of the Chico Police command staff. The identified investigative parameters are of interest to ensure we are, in fact, vetting a highly qualified candidate. After the background has been vetted and deemed acceptable, the Chief of Police will hold a conditional job offer interview. The Chief will again vet the candidate at his/her level to ensure they meet the high standards set by the community. If the Chief finds the candidate acceptable for employment, they are provided with a conditional job offer. The final steps entail a medical evaluation to include a physical and psychological review. This information is guarded by HR/RM to ensure there are no potential allegations of discrimination based on the findings.

The POST background manual and regulations can be found at the following website:

<https://post.ca.gov/background-investigation-manual-guidelines-for-the-investigator>

Upon hiring, the following will occur depending on the classification of employment:

- Lateral Police Officer: POST academy graduate with at least the minimum 664 hours of POST mandated academy training. However, nearly all have attended POST academies with the increased hours like the Butte Academy with 965 hours. Officer enters the field training program and averages 400-600 hours of supervised training before being released as a solo Chico Police Officer
- Entry Level Police Officer: Butte Academy or other POST academy graduate with at least the minimum 664 hours of POST mandated academy training; 965 hours of POST academy training if they graduate from the Butte Academy. Officer enters the field training program and averages 800-1000 hours of supervised training before being released as a solo Chico Police Officer
- Police Academy Trainee: Trainee enters the Butte Academy and will ultimately receive 965 hours of academy training over six months. Once they graduate from the academy, they will enter the field training program and average 800-1000 hours of supervised training before being released as a solo Chico Police Officer

The minimum standards for the regular basic police academy as mandated by POST are as follows:

**MINIMUM CONTENT AND HOURLY REQUIREMENTS  
REGULAR BASIC COURSE (RBC) - STANDARD FORMAT**

<b>DOMAIN NUMBER</b>	<b>DOMAIN DESCRIPTION</b>	<b>MINIMUM HOURS</b>
01	Leadership, Professionalism & Ethics	8 hours
02	Criminal Justice System	2 hours
03	Principled Policing in the Community	26 hours
04	Victimology/Crisis Intervention	6 hours
05	Introduction to Criminal Law	4 hours
06	Property Crimes	6 hours
07	Crimes Against Persons/Death Investigation	6 hours
08	General Criminal Statutes	2 hours
09	Crimes Against Children	4 hours
10	Sex Crimes	4 hours
11	Juvenile Law and Procedure	3 hours
12	Controlled Substances	12 hours
13	ABC Law	2 hours
15	Laws of Arrest	12 hours
16	Search and Seizure	12 hours
17	Presentation of Evidence	6 hours
18	Investigative Report Writing	48 hours
19	Vehicle Operations	40 hours
20	Use of Force/De-escalation	16 hours
21	Patrol Techniques	12 hours
22	Vehicle Pullovers	14 hours
23	Crimes in Progress	20 hours
24	Handling Disputes/Crowd Control	8 hours
25	Domestic Violence	10 hours
26	Unusual Occurrences	4 hours
27	Missing Persons	4 hours
28	Traffic Enforcement	16 hours
29	Traffic Collision Investigations	12 hours
30	Crime Scenes, Evidence, and Forensics	12 hours
31	Custody	2 hours
32	Lifetime Fitness	40 hours
33	Arrest and Control	60 hours
34	First Aid, CPR, and AED	21 hours
35	Firearms/Chemical Agents	72 hours
36	Information Systems	2 hours
37	People with Disabilities	15 hours
38	Gang Awareness	2 hours
39	Crimes Against the Justice System	4 hours
40	Weapons Violations	4 hours
41	Hazardous Materials Awareness	4 hours
42	Cultural Diversity/Discrimination	16 hours
43	Emergency Management	16 hours
	Minimum Instructional Hours	589 hours
	The minimum number of hours allocated to testing in the Course are shown below.	
	Additional instructional and testing hours for POST-required content	6 hours
<b>TESTS</b>		
	Scenario Tests (40 hours test administration; 18 hours scenario demonstration) (LDs 1,4,7,20,21,22,23,25,30 and 37)	58 hours

**POST-Constructed Comprehensive Tests**

LD 34	1 hour
RBC Test 1 (LDs 5,15,16,20,39)	3 hours
RBC Test 2 (LDs 5,6,7,8,9,10,15,16, ,20, and 39)	3 hours
RBC Test 3 (LDs 5,6,7,8,9,10,11,12,15,16,20,25,26, 28,37,39,40, and 43)	4 hours

---

**Total Minimum Required Academy Instruction Hours****664 hours**

The above listed are the POST mandated minimum hours of instruction. The Butte College Police Academy has increased the number of training hours in various topics and has currently reached 965 hours. This is the case for nearly all regular basic police academy locations around the state.

Every year, Police Officers receive 60 hours of regularly scheduled departmental training which is attended every other month. The topics covered in the regularly scheduled training include perishable skills and enrichment. Beyond the regularly scheduled department training, we provide monthly training in Use of Force/De-Escalation tactics and Firearms/Range training. Likewise, Commanders and Sergeants will hold briefing training which entails a multitude of topics that engage and involve every Police Officer. This amount of training every Police Officer receives on a monthly basis can easily surpass 10 hours in various topics. There are several courses we assign to employees which are completed via the POST Learning Portal website. Those mandated courses are as follows:

- Tactical Communications - 2 hours bi-annually
- Domestic Violence - 2 hours bi-annually
- Implicit Bias, Racial Profiling, Cultural Diversity - 2 hours every five years after initial 5 hours

The aforementioned training applies to every Police Officer within the Chico Police Department. We currently have several Police Officers who are assigned to collateral assignments which also require additional mandated training. Those specialties are as follows:

- K-9 Handler: 16 hours monthly
- Special Weapons and Tactics (SWAT): 15 hours monthly (Snipers receive 20 hours)
- Hostage Negotiations Team: 32 hours annually
- Use of Force Instructors: 4 hours quarterly
- Range Instructors: 8-16 hours annually

All training received within the police department is tracked in multiple audit trails. All in person training requires those attending to sign a POST course roster worksheet, which will include their POST training identification number. The attendance within these courses are certified by the training coordinator and logged within the employee training files.

All POST certified courses attended will be recorded within the POST Electronic Data Interchange (EDI). The EDI system is an electronic data base system managed by POST and authorized department training coordinators. This information can be compared to a college transcript as it is a printable report based on the training identification number. The POST

training identification number is used to track the employee starting from the academy and throughout their career.

The Chico Police Department was allocated \$185,000 for FY 19/20 Training. In order to provide clarity on how these funds are spent throughout the organization, please see the following information which will answer your questions:

**Mandatory Training (87% or \$162,479)**

This training is required by federal law, state law and/or department policy. This training, whenever possible, should be completed within a specified time period after appointment. This applies to all police department employees.

**Desirable Training (12% or \$22,521)**

This training has been identified by the department as beneficial to an employee in a specific job assignment. Desirable training may also be training that has been identified by the employee as beneficial to his or her development.

**Sworn total use of training funds = 89.5% or \$165,669**

**Non-Sworn = 10.5% or \$19,331**

As you can see from summary of the Chico Police training, it is a very big machine which can consume our time and budgets. This is not a complete representation of our entire training program. I have provided you with a summary of the most important areas we must ensure training is provided and documented in accordance with departmental standards, Legislative mandates and POST requirements. It should also be noted, much of our training comes from a desire to make our employees exceed the standard set forth by the Legislation and POST.