

California Commission on PEACE OFFICER STANDARDS and TRAINING

Basic Course Certification Review

Orange County Sheriff's Department
Regular Basic Course – Intensive



15991 Armstrong Avenue
Tustin, CA 92782

November 3-6, 2025

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

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INTRODUCTION

The Peace Officer Standards and Training (POST) Basic Course Certification Review (BCCR) is an in-depth review of academies that present the POST-certified Regular Basic Course (RBC). In addition, if other basic course formats (e.g., PC 832 Arrest, PC 832 Firearms, Module III, Requalification Basic Course, etc.) are presented, the POST Certification Review Team (CRT) will review those courses as able, based on presentation schedules. Although the Orange County Sheriff's Department (OCSD) Basic Academy is certified for the PC 832 Arrest, PC 832 Firearms, Module III, and Requalification Basic Course, an in-depth review of these courses was not conducted at this time due to scheduling constraints and staff availability. An in-depth review of these courses will be conducted at a later time, and those findings will be documented in a separate report. The BCCR ensures quality, integrity, and safety of entry-level peace officer training in California. POST ensures all certified basic courses comply with Penal and Government Codes related to POST, California Code of Regulations (Title 11, Division 2), and POST Training Procedures.

While BCCRs were routinely conducted in the past, the current process has been enhanced to provide greater depth, rigor, and a more comprehensive evaluation of program effectiveness. This updated approach includes comprehensive in-person file reviews, such as evaluating instructor resumes, lesson plans, and exercise test evaluation forms, verifying that Work Sample Test Battery (WSTB) equipment complies with regulatory standards, and observing test administration whenever possible. As a result of this more comprehensive review process, it is not uncommon for the Certification Review Team (CRT) to identify compliance issues that may have gone undetected in previous BCCRs.

The OCSD Basic Academy staff worked thoroughly with the CRT during the site visit of the RBC, which occurred November 3-6, 2025. The CRT expressed to the OCSD Basic Academy staff that they were impressed with the Basic Academy's overall operations and level of professionalism.

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On behalf of POST, we would like to express our appreciation to the OCSD Basic Academy staff for their assistance and cooperation during the on-site visit.

Course Certification Review

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

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

Certification Review Team

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

- Staff and instructor interviews
- Course quality and delivery
- Verification of items related to program management
- Review of student files, lesson plans, and test security/compliance
- Adherence to the curriculum identified in the Training and Testing Specifications (TTS)
- Establishment of safety policies
- Staffing levels

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

Team Members

- Bill Lewis, Staff Services Manager/BCCR Manager
- TJ Windmiller, Staff Services Analyst
- Rick Campbell, Law Enforcement Consultant
- Mario Moreno, Law Enforcement Consultant

On-Site Inspection by Certification Review Team

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

- Classrooms
- Offices
- Firearms Range
- Arrest and Control Facility
- Gym, Locker Rooms, Showers, and Restrooms Facilities
- Scenario Sites
- Administrative Files:
 - Student files
 - Instructor files
 - Lesson plans
- Completed Exercise and Scenario Test Evaluation Forms
- Inspection of facilities and equipment to assess the OCSD Basic Academy's capability to present the RBC

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On-Site Interviews by Certification Review Team

The CRT conducted in-depth interviews of the OCSD Basic Academy staff and students listed below:

- OCSD Basic Academy Students – OCSD Class #267
- Recruit Training Officer (RTO)
- Lead Physical Training Instructor
- Lead Firearms Instructor
- Lead Arrest and Control Instructor
- Scenario Manager
- Scenario Evaluator
- TMAS Test Proctor
- Professional Staff/Executive Assistant
- Academy Coordinator
- Academy Director

Approved Training Locations:

One of the most critical components of a BCCR is ensuring that all training sites and facilities are safe and conducive to an effective adult learning environment. In addition, these locations must meet all applicable regulatory requirements. Any new training site must undergo an approval process established by the Basic Training Bureau, which includes a formal request from the presenter, completion of a New Location Questionnaire, and an onsite inspection.

During this BCCR, the following training locations were verified, inspected, and approved for use by the OCSD Basic Academy:

15991 Armstrong Boulevard, Tustin, CA (Main Campus)

- Classroom Instruction/Comprehensive Testing
- Arrest and Control/Defensive Tactics/Baton Training/Testing
- Scenario Training/Testing

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- Physical Training/WSTB
- Chemical Agent Training - non-lethal aerosol/pepper spray (alternate location)

18000 Institution Road, San Bernardino, CA (San Bernardino Sheriff's Training Center)

- Vehicle Operations (EVOC) Training/Testing

One Hancock Drive, Lompoc CA (Allan Hancock College Public Safety Training Complex)

- Vehicle Operations (EVOC) Training/Testing (alternate location)

1900 West Katella Avenue, Orange, CA (Sandra Hutchens Regional Training Center)

- Firearms Training/Testing

15744 Goldenwest Street, Huntington Beach, CA (Golden West College)

- Chemical Agent Training - non-lethal aerosol/riot control

41 Irvine Park Road, Orange, CA (Irvine Park)

- Vehicle Pullover Scenario Training/Testing

13502 Musick, Irvine, CA (OCSD James A. Musick Facility)

- Chemical Agent Training - non-lethal aerosol/riot control (alternate location)

16791 Davis Avenue, Riverside, CA (Riverside County Sheriff's Department)

- Chemical Agent Training - non-lethal aerosol/riot control (alternate location)

700 Civic Center Drive West, Santa Ana, CA (Orange County Superior Court)

- Student Field Trip/Moot Court Learning Activity

1071 West Santa Ana Boulevard, Santa Ana, CA (OCSD Coroner's Office)

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- Student Field Trip/site visit

4300 Westminster Avenue, Santa Ana, CA (Second Baptist Church)

- Student Field Trip/Cultural Diversity

23581 Madero, Mission Viejo, CA (Orange County Islamic Foundation)

- Student Field Trip/Cultural Diversity

2514 W. Warner Avenue, Santa Ana, CA (Sikh Center of Orange County)

- Student Field Trip/Cultural Diversity

3652 Michelson Drive, Irvine, CA (Congregation Shir Ha-Ma'alot)

- Student Field Trip/Cultural Diversity

4382 Eureka Avenue, Yorba Linda, CA (Islamic Center of Yorba Linda)

- Student Field Trip/Cultural Diversity

1 Hope Drive, Tustin, CA (Orange County Rescue Mission)

- Student Field Trip/Cultural Diversity

Program Management

The OCSD Basic Academy RBC is presented at the Orange County Sheriff's Regional Training Academy (OCSRTA), located at 15991 Armstrong Boulevard, Tustin, CA. The initial course certification date was July 1, 1963, and in August of 1965, an inaugural class of six (6) students completed the course. In 1970, the OCSD established a formal partnership with the Rancho Santiago Community College District and Santa Ana College to enhance academic training standards. Through this ongoing collaboration, recruits have been able to earn college semester units applicable toward certificates or degree programs while simultaneously completing the requirements to become

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California peace officers. Upon completing the course, students will receive twenty-nine and one half (29.5) college units. On September 11, 2007, the new 52,000-square-foot OCSRTA facility, funded by Measure E funds approved by voters in 2002, was dedicated and opened for training.

The perimeter of the approximately 15-acre campus is secured with concrete fencing on three sides and chain-link fencing on the remaining side. An automated steel gate secures the two main entrances to the campus. The training facility includes several classrooms, administrative offices, and both indoor and outdoor dining areas for recruits. There are also indoor and outdoor physical training facilities, a permanently positioned WSTB area, and an arrest-and-control training area, which also serves as a large event hall that can accommodate roughly 1,300 attendees and is used for academy graduation ceremonies. A spacious concrete parade deck enhances student accountability, physical training, drill and formation, and uniform inspection activities.

The campus includes separate male and female locker facilities for students, as well as restroom facilities, and hydration stations. First aid/trauma kits and Automated External Defibrillator (AED) are immediately accessible throughout the campus. The campus layout provides several secluded areas for scenario training and testing. Because the campus is shared with other agencies for training, the OCSD Basic Academy staff/management provide advanced notice of testing dates and prohibits other courses from being conducted during scenario testing dates. Additionally, training signs are strategically placed throughout the campus to block off testing sites, helping to maintain the integrity of academy training and assessments.

The OCSD Basic Academy conducts Firearms training at the Sandra Hutchens Regional Training Center (SHRTC), located at 1900 West Katella Avenue, Orange, CA. The SHRTC has two indoor shooting ranges. The primary range features fifteen (15) shooting lanes and automated target holders that support shooting distances up to twenty-five (25) yards. The secondary range features 11 shooting lanes, manual target holders, and supports shooting distances up to twenty-five (25) yards. Both are equipped with an indoor ventilation system, video cameras, required safety/range rules/evacuation route signage, fire extinguishers, and first aid/trauma kits and AEDs, all of which are

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readily accessible in the event of a medical emergency. A folder titled "Range Safety Brief" is made available to range staff and students, which is used to provide safety briefings before each training session.

The range features a control room with large glass windows to observe all training, and a sound system for staff to communicate with students on the range. The range has a ventilated room designated for firearm cleaning. The room is clean, well-organized, and equipped with all essential personal protective equipment and an adequate workspace, allowing students and staff to clean firearms safely. All weapons and ammunition are stored in the indoor armory when not in use.

Two classrooms that can reasonably accommodate fifty (50) students each are available for the lecture portion of firearms training. Both classrooms are equipped with overhead lighting, climate control, multimedia equipment, wax boards, flip charts, and modern tables and chairs to support adult learning. Safety rules and emergency/evacuation plans are posted at visible locations in the classroom. First aid/trauma kits, AEDs, and fire extinguishers are readily available in the event of an emergency. Male and female restroom facilities and hydration stations are readily accessible to all staff and students.

Chemical Agents and Vehicle Operations training is conducted utilizing the facilities of other POST-certified Basic Academy presenters that were previously approved and not inspected during this BCCR. Chemical agents training is conducted at Golden West College, located at 15744 Goldenwest Street, Huntington Beach, CA. Vehicle operations training is conducted at the San Bernardino County Sheriff's Department, located at 18000 Institution Road, San Bernardino, CA.

At the time of this BCCR, POST certified the OCSD Basic Academy to a maximum of eight (8) RBC presentations per fiscal year, with a maximum enrollment of ninety (90) students per presentation. The OCSD Basic Academy is certified for 984 hours, covering POST-mandated and presenter-specific content. The OCSD Basic Academy is presented in an intensive format, generally Monday

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through Friday from 7:00 AM to 4:00 PM, with occasional weekend and evening sessions as needed for any remedial training, retesting, or make-up days. This intensive instructional format provides an accelerated level of law enforcement training to individuals pursuing a full-time position as a peace officer in California.

The OCSD Basic Academy includes core and ancillary learning environments which provide realistic operational training sites to conduct readiness training for future law enforcement professionals. The OCSD Basic Academy provides students with academic instruction, practical scenario training, physical training, POST comprehensive testing, and the necessary discipline to prepare students for a career in law enforcement and other public safety disciplines. Upon successful completion of the RBC, sponsored students are qualified to enter their respective agency's Field Training Program. In partnership with Santa Ana College, OCSD offers an intensive three-week pre-academy program designed to prepare prospective students for the rigors of the RBC.

During the CRT visit, the OCSD Basic Academy Class 267 was in their twenty-third (23) week of training. On November 20, 2025, thirty (30) students completed the course.



OCSD Basic Academy Class #267

Law Enforcement Agencies

During the OCSD Basic Academy Class #267 RBC presentation, affiliated students represented the following agencies: Beverly Hills Police Department (1), Costa Mesa Police Department (2), Irvine

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Police Department (1), Manhattan Beach Police Department (1), Newport Beach Police Department (1), Orange County Sheriff's Department (11), Orange Police Department (3), Pasadena Police Department (1), Redondo Beach Police Department (2), Santa Ana Police Department (3), Tustin Police Department (2), Whittier Police Department (2).

Staff

The OCSD Basic Academy Director position is held by Captain David Smith, who brings over twenty-nine (29) years of law enforcement experience to his role as the Academy Director. At the time of this BCCR, Captain Smith served as Academy Director for approximately one (1) year. He is responsible for the overall operation and management of the POST-certified RBC and dedicates 100% of his professional time to the OCSD Basic Academy.

Captain Smith oversees the selection process for Academy Supervisors, civilian staff positions, Scenario Managers, instructional staff, and RTOs, and observes their performance during instructional hours. In addition to periodically observing academy staff, Captain Smith reviews all student-generated instructor evaluations and provides pertinent feedback to instructors as needed. Captain Smith ensures that all policies and procedures for students and staff are up to date and consistent with POST and OCSD standards, and he stays informed about daily activities through periodic spot checks and team meetings. Captain Smith frequently attends the POST Basic Course Consortium, and he is appropriately trained per Commission Regulation 1071(a).

The OCSD Basic Academy Coordinator position is held by Sergeant Kyle Stedman, who brings twenty (20) years of law enforcement experience to his role as the Academy Coordinator. At the time of this BCCR, Sergeant Stedman served as Academy Coordinator for approximately one (1) year. He dedicates 100% of his time to the OCSD Basic Academy.

Sergeant Stedman is responsible for the daily operation of the academy, which includes coordinating instruction, ensuring instructors are compliant with regulatory requirements, reviewing TTS and

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lesson plans to ensure instructors are prepared for their respective block of instruction, ensuring safety and test security policies and academy codes of conduct are followed, supervising RTO and instructional staff, verifying TTS content is tracked by RTO staff to ensure all required content is delivered during instruction, and notifying the chain of command regarding daily operational issues. In addition, he is responsible for notifying POST of any incidents involving cheating and student injuries. Sergeant Stedman routinely attends the Basic Course Consortium and is appropriately trained per Commission Regulation 1071(a).

During the OCSD Basic Academy Class #267 RBC presentation, the OCSD Basic Academy had an active roster of eight (8) full-time RTOs and one (1) part-time RTO for the RBC, which included one (1) visiting RTO from the Buena Park Police Department, one (1) from the Beverly Hills Police Department, and one (1) from the Pasadena Police Department. The OCSD Basic Academy maintains the recommended RTO-to-student ratio of 1:25, ensuring effective supervision and support of students throughout the course. RTOs are the first line of supervision for academy students and are responsible for providing daily oversight and ensuring their safety while attending the RBC. Their duties include mentoring and evaluating students, conducting open-rank inspections, monitoring attendance, proctoring tests, ensuring that remedial training and testing are appropriately scheduled and tracked, maintaining student files, and administering course-specific assignments.

When vacancies arise for RTO positions, a job announcement outlining the requirements is posted through department channels. Candidates must submit a memo of interest detailing their experience and qualifications. Only candidates who have completed a Field Training Program and have patrol experience may apply. Qualifying candidates participate in an internal testing process that includes a one-on-one interview with the Academy Director and an administrative file review, including a meeting with current supervisors regarding the candidate's viability for the position. The process also includes verification that there are no administrative issues that would prevent the candidate from serving as a RTO and confirmation that the candidate is in good standing.

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All RTOs for the OCSD Basic Academy have completed the Recruit Training Officer Orientation Program and Recruit Training Officer Course, in accordance with Commission Regulation 1071(b), and are properly vetted and in compliance with Commission Regulation 1059(e)(6).

The OCSD Basic Academy has three (3) professional staff positions, one of which is staffed by Rosemarie Fortelny. Ms. Fortelny brings approximately seven (7) years of professional staff experience to the role. At the time of this BCCR, Ms. Fortelny served as academy professional staff for approximately six (6) years. She allocates 100% of her professional time to the OCSD Basic Academy.

Ms. Fortelny helps manage the OCSD Basic Academy training schedule, ensures the proper sequence of training before comprehensive testing, secures off-site training facilities, and assists with hosting the Academy Instructor Certification Course and Physical Training Instructor Course. Additionally, Ms. Fortelny is a trained Test Management and Assessment System (TMAS) user and serves as a comprehensive test proctor, frequently proctoring the RBC comprehensive tests. Ms. Fortelny has completed the required online proctor course.

Basic Course Consortium

POST strongly advocates regular attendance at the Basic Course Consortium as it provides valuable networking opportunities with other academies and the ability to receive critical information regarding updates and changes from the California State Legislature, Commission on POST, and other regulatory bodies. Additionally, the Basic Course Consortium is the primary forum for information exchange and collaboration between the BTB and statewide Directors and Coordinators. Captain Smith and Sergeant Stedman attended the most recent Consortium held in March 2025.

Instructor Quality

The instructor cadre for the OCSD Basic Academy consists of both full-time and retired OCSD personnel, which are Santa Ana College adjunct faculty instructors. All RBC instructors are required

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to complete the Academy Instructor Certification Course within one (1) year of their first day of teaching. In addition, instructors who teach Specialized Subjects (e.g., Physical Training, EVOC, Arrest and Control, etc.) must complete the necessary courses as outlined by Commission Regulation 1070 before instructing in any basic course presentation. Each Specialized Subject has at least one (1) full-time instructor responsible for coordinating the topic, with additional personnel providing support on a part-time basis. Instructors are permitted to attend both POST-certified and non-POST-certified advanced training courses to enhance their expertise in their respective disciplines. Upon reviewing instructor files, the CRT noted that the OCSD Basic Academy instructors possess impressive training records and extensive law enforcement experience.

Safety Considerations

The safety procedures at the OCSD Basic Academy are detailed and comprehensive. Every aspect of training is reviewed for potential safety issues, and the OCSD Basic Academy has addressed all safety requirements for its basic courses. During the BCCR process, the CRT inspected all training locations and found that each was equipped with essential lifesaving equipment, including first aid/trauma kits, AEDs, and fire extinguishers. These items were easily identifiable and readily accessible when needed. Furthermore, there was clear safety signage at all training locations regarding proper safety procedures and protocols, evacuation routes, and a safety policy was readily available for students, staff and visitors.

Safety Policy

The OCSD Basic Academy has established a Safety Policy for all basic courses presented by the agency. This document outlines important procedures related to the various components of the basic courses. During interviews conducted by the CRT, students demonstrated a clear understanding of the policy and the specific safety measures for manipulative skills training, including Firearms, Arrest and Control, and Physical Training. Safety briefings are conducted regularly, and the Safety Policy is readily accessible to all campus visitors.

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Student Evaluations

The OCSD Basic Academy uses a proprietary system called OCEVALS to monitor and document student progress. This system enables staff to assess individual student performance and overall class performance relative to previous classes, providing valuable feedback on areas needing improvement.

RTOs also conduct both mid-term and final evaluations for students attending the RBC. In addition, students are required to complete four (4) peer evaluations every quarter during the RBC. These peer evaluations are submitted anonymously and are reviewed by academy staff. Peer evaluations focus on performance rather than opinion. RTOs also frequently engage in one-on-one discussions with students to address specific concerns or clarify course expectations. The evaluations conducted by RTOs are based on student performance and utilize a comprehensive template with clearly defined and enumerated performance standards. Students are rated on their performance for each standard, including aspects such as appearance, integrity, acceptance of criticism, problem-solving skills, and performance during practical training exercises.

Instructor Evaluations

Students anonymously evaluate OCSD Basic Academy instructors at the end of each Learning Domain using an electronic evaluation form within the OCEVALS system. All instructor evaluations are due within a week of the final day of instruction. The Academy Director and Academy Coordinator review each completed evaluation and share relevant comments, both positive and negative, with the instructors as needed. The same process is used to evaluate the overall course after each RBC presentation. The end-of-course evaluation includes evaluating academy staff (e.g., Director, Coordinator, RTOs, etc.), curriculum, and facilities. The information collected during this process is then shared with the academy staff for review and program improvement.

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Instructor/Staff Training

During the certification review, the CRT examined the personnel files, resumes, and qualifications of all instructors. The OCSD Basic Academy adheres to both the Academy Instructor Certification Program (Commission Regulation 1009) and Instructor (Commission Regulation 1070) requirements.

Test Failure/Remedial Training/Retesting Process

Commission Procedure D-1 outlines specific requirements for reinforcing concepts and skills after a student has failed an initial test. Each presenter will determine the content and duration of the remedial training, which will be provided independent of a retest. Following a POST-developed comprehensive test, all recruits are issued a Failed Objectives Report and participate in a testing debrief in which staff reviews the concepts associated with failed objectives without discussing specific test items. Recruits who fail an initial test are immediately notified and provided an Academy Failure Notice detailing their score and areas requiring improvement. Remedial training is required unless formally declined in writing, and declinations are placed in the student's file. RTOs provide remedial training using the Failed Objectives Report as a guide. Remedial training is to be delivered promptly and may not exceed one hour for POST-constructed comprehensive tests. For scenarios, manipulative skills, and WSTB failures, students receive documentation outlining deficiencies and receive remedial training from RTOs or 1070-qualified instructors for specialized topics. Students are provided a reasonable amount of time to practice in areas where they are deficient. RTOs are responsible for scheduling retests, all of which are administered in the same manner as the initial test. For comprehensive and scenario retesting, an alternate version of the test is used, and different evaluators or different proctors are assigned to administer the retest as appropriate. In any case, if a student fails a retest, they fail the course.

Prior Certification Report

POST personnel completed a BCCR of the OCSD Basic Academy in February 2020. The 2020 BCCR report identified several items as compliance issues and/or recommendations. In response to the POST BCCR report, the OCSD Basic Academy initiated immediate corrective actions to address

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POST's findings involving compliance and recommendation issues. The OCSD Basic Academy satisfactorily met the mandates of the 2021 BCCR and was recommended for continued certification.

Review of Self-Assessment Report

Personnel from the OCSD Basic Academy completed the POST BCCR Self-Assessment Report. The Self-Assessment Report provided an organizational background that was valuable to the CRT members while reviewing various aspects of the OCSD Basic Academy. The OCSD Basic Academy response to items identified in the report was used both before and during the on-site visit.

The BCCR Review methodology includes a review of the following:

- Prior Certification Report (February 2020)
- Self-Assessment Report
 - Program Administration and Management
 - Course Quality and Delivery
 - Facilities and Equipment
 - Safety Considerations
 - Program Assessment Interviews
 - Staffing Levels
 - Use of POST Resources
 - Training and Testing Specifications (TTS) Document
 - Test Administration and Security Policy

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

- POST Commission Regulations and Commission Procedures
- POST Guidelines for Student Safety in Certified Courses 2024
- POST Test Management Assessment System (TMAS)
- POST Basic Courses Test Management and Security Protocols

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Executive Debrief

The CRT met with the OCSD Executive Management Team for the BCCR debriefing. In attendance for the debrief was Assistant Sheriff John McCulloch, Commander Dave Main (Training Division), Captain Dave Smith (Academy Director), Sergeant Justin Barba (Training Division), Diane Coffman (Training Assistant), Carrie Hollar, Bureau Chief (POST Basic Training Bureau), Mario Moreno (POST Law Enforcement Consultant), Rick Campbell (POST Law Enforcement Consultant), and TJ Windmiller (POST Staff Services Analyst)

During the debrief, the CRT discussed the purpose of the review and emphasized the opportunity it provides to ensure compliance with all POST standards and legislative mandates. The CRT noted that the review offers valuable insights and opportunities to enhance the OCSD Basic Academy program. As highlighted in the executive debrief, the CRT identified several regulatory and non-compliance issues that require immediate attention.

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

SUMMARY OF FINDINGS:

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

- 1) **Regulatory/Compliance Issues:** These issues are in violation of either Penal Codes, Government Codes, California Code of Regulations, or POST Training Procedures. These issues require immediate attention, and the Director must provide POST with an action plan within 30 days detailing how these issues will be remedied. If these items are not addressed, the basic courses are subject to suspension or decertification.
- 2) **Recommendations:** Unlike items identified in the Compliance Issues section, the recommendations generally do not jeopardize the certification of the basic courses; rather,

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the recommended items as they relate to the basic course in this review are endeavors that would improve the program.

- 3) **Exemplary Aspects:** These items identify where the Academy has gone above and beyond and where they set a high standard for training.

REGULATORY/COMPLIANCE ISSUES:

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

- **Commission Regulation 1055(d)** – (Requirements for Course Presentation) states in part: A course presentation request shall be submitted to POST via the Electronic Data Interchange (EDI) System for each proposed course presentation. POST must receive the Course Presentation Request at least 30 calendar days prior to the course presentation.
 - The CRT observed a presentation request that did not meet the minimum 30 calendar day presentation request prior to the course start date requirement (2060-00100-22-001).
- **Commission Regulation 1055(g)** – (Requirements for Course Presentation) states in part: A completed Course Roster, POST 2-111 (Rev 02/2015) shall be prepared and submitted to the Commission after completion of each certified course presentation. All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation.
 - The CRT observed course rosters were submitted beyond the 10 calendar day requirement (2060-00100-23-001, 2060-00100-24-003).

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- **Commission Regulation 1059** – (Requirements for Basic Course Certification) The *Work Sample Test Battery Proctor Manual 2025* outlines the specifications and measurements for the 6' Chain Link and Solid Fence (Pg 15, Fig 4), solid fence panels (Pg 17, Fig 6).
 - During the inspection of the combination chain link and solid fence, the CRT observed that the wooden panels are affixed vertically, which violates the required specifications.
- **Commission Regulation 1059(b)(3)(A)** – (Requirements for Basic Course Certification) states in part: Presenter agreement of the following: Adopt and present the current curriculum, hours, and testing requirements outlined in both the Training and Testing Specifications for Peace Officer Basic Courses and any pilot approved Training and Testing Specifications at the time of course certification. The Training and Testing Specifications require use of either the POST-developed exercise and scenario test forms or Presenter-developed, POST-approved forms.
 - During the review of completed POST-developed scenario test evaluation forms, the CRT identified multiple discrepancies and inconsistencies. The overall point value for the majority of the thirteen (13) scenario tests was changed to one hundred fifty (150) percent, which changed the individual performance activity rating. These inconsistencies compromise the integrity of the evaluation process. Without accurately and consistently completed forms, the CRT cannot verify whether students have legitimately and successfully completed the required evaluations or “tested out.”
 - During the review of completed POST-approved presenter-developed exercise test evaluation forms for Learning Domain 33 – Arrest and Control (approved on 7/9/21), the CRT discovered that the form is rated on a point scale, rather than a pass/fail, for each individual performance dimension as required. Additionally, many of the test forms were missing supporting comments for the failed performance dimensions. OCSD Basic Academy must discontinue the use of the presenter-developed exercise

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test evaluation forms and use only POST-developed exercise test forms, which are available on the POST website.

- During the review of completed POST-developed and presenter-developed exercise test forms, many forms were missing the required signature of the test evaluator. In place of an actual test evaluator signature, a name stamp was applied.
- During the review of completed POST-developed exercise test evaluation forms for Learning Domain 35 – Firearms, the CRT discovered an incomplete form where the performance dimensions were not marked with a pass or fail rating.

- **Commission Regulation 1059(b)(3)(A)(4)(b)** – (Requirements for Basic Course Certification) states in part: Presenter agreement of the following: Maintain records of the curriculum presented in lesson plan form, total instructional hours, instructors, test proctor(s)/evaluator(s), scenario managers, scenario evaluators, and scenario role players for each presentation of the course, and, upon request, make these documents available for inspection by POST.
 - During the onsite review process of the BCCR, the CRT observed that several POST learning domain lesson plans lacked required content as outlined in the Training and Testing Specifications and/or were not authored in a format suitable for instructional use by an alternate instructor in the absence of the primary presenter.

RECOMMENDATIONS:

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

While the items below do not rise to the level of a compliance violation, they are problematic for the staff and students.

- **Instructor Files:** The OCSD Basic Academy would benefit with conducting an annual comprehensive review of all instructor and staff personnel files to remove or purge outdated POST forms. Maintaining current and accurate personnel records is essential for regulatory compliance and administrative efficiency. Removing outdated documents and files related to

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inactive instructors will streamline record management and ensure that only relevant and up-to-date information is retained for audit and operational purposes.

- **Update Policies and Manuals:** The OCSD Basic Academy would benefit from updating student manuals and policies to reflect accurate and current information. The Rancho Santiago College District transitioned to the Santa Ana College District in July 1997. Ensuring that academic materials reflect this change demonstrates that staff are knowledgeable and committed to maintaining accuracy. Additionally, maintaining up-to-date information helps ensure accuracy, prevents misunderstandings, and reinforces the academy's professionalism in the eyes of its students.
- **Exercise test evaluator refresher training:** During the review of completed exercise test evaluation forms for Arrest and Control and Firearms, the CRT found inconsistent or incomplete test forms. The lead instructor should periodically provide refresher training to the instructors who will evaluate student performance of the Arrest and Control and Firearms exercise tests. This will ensure that the evaluation process meets academy expectations, students are evaluated properly, and that the test forms are filled out accurately.
- **Mat room/gym:** During staff interviews, it was reported that the multi-purpose room—currently used for both arrest control and physical training—is frequently repurposed for special events. Consequently, staff must clear the mat room and physical training area to accommodate these events, a process that occurs approximately twice per week and requires a considerable amount of staff time and effort. Establishing a designated mat room for Arrest and Control training and a separate room for physical training would significantly enhance training efficiency and continuity. Dedicated spaces would minimize disruptions to essential training activities, reduce staff workload, and ensure consistent access to critical training environments for students.

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- **Physical Training areas:** The following recommendation was made during the 2020 BCCR: “The Academy’s Physical Training Grounds is constructed of sand, concrete and metal obstacle courses where students are exposed to potential levels of unsafe sunlight and heat. The training grounds do not currently rise to a safety issue; however, caution should be taken when using the grounds during a hot weather climate. An awning or a permanent industrial sail shade would benefit staff and students with reducing the risk of overexposure to outside elements.” POST recommends working toward achieving this prior recommendation and recommends doing the same for the drill and ceremony area near the flag poles.
- **WSTB:** The current location of the dummy drag test station consists of dirt. While this does not constitute a compliance violation, POST recommends relocating the test station to a more level and even surface with better traction. This would provide a safer testing environment for students.

Staffing levels: RTOs - At present, the OCSD Basic Academy operates with eight (8) full-time RTOs and one (1) part-time RTO. Allocating two (2) additional full-time RTOs would strengthen the span of control for daily operations within the academy, especially during overlapping courses. Adequate supervision would not only elevate the standard of instruction but also ensure that the academy operates safely, adheres to regulations, and fulfills all training mandates.

- **Training vehicles:** Currently, the OCSD Basic Academy utilizes a vehicle fleet that does not accurately reflect the types of vehicles predominantly used in active patrol divisions within modern law enforcement agencies. The rapid advancement of vehicle technology has resulted in significant differences between the vehicles used for academy training and those deployed in the field. These differences include variations in turning radius, weight distribution, steering response, braking systems, transmission mechanics, and overall vehicle dynamics. Exposure to a contemporary and diverse fleet of vehicles during the OCSD Basic Academy training

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would better prepare RBC students for real-world patrol operations. Training with vehicles that closely mirror current law enforcement models would enhance students' adaptability and proficiency, potentially reducing the likelihood of vehicle collisions during the Field Training Program. Moreover, it would instill safer and more effective driving habits that graduates can carry throughout their law enforcement careers.

- **Range staff:** The safety policy and procedures for the range state that students must use soft foam earplugs along with outer ear protection. This requirement is necessary because training takes place in an indoor range, and using double ear protection helps protect students from the sound pressures associated with shooting indoors. However, this double ear protection makes it difficult for students to hear commands, leading instructors to raise their voices. POST recommends that OCSD Basic Academy purchase electronic ear protection, which would allow students to hear instructions more clearly during training. According to the lead range instructor, sixty (60) sets of electronic ear protection would be sufficient for the training sessions.
- **Program management:** As the Academy Director, Captain Smith is responsible for managing all basic courses offered by the OCSD. Currently, the Requalification Course, PC 832 Arrest, and PC 832 Firearms courses are conducted at the SHRTC and managed by someone else. To improve operational management and ensure consistency in meeting regulatory requirements for course certification and presentation, POST recommends that OCSD restructure the oversight of these courses, placing the Academy Director (Captain Smith) as the sole manager over all POST-certified basic courses while maintaining a coordinator for each program. Implementing coordinators for each of these courses and holding regular coordinator meetings, Captain Smith would establish consistency, continuity, and quality control of instruction and management across all basic courses presented by OCSD.

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EXEMPLARY:

N/A

CONCLUSION:

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

During this review, the CRT provided the OCSD Basic Academy with four (4) years of statistical analysis from the years 2022, 2023, and 2024 for their RBC. This analysis outlined for each year the number of students who attended, number of students who passed, student passing percentage, number of students hired, percentage of students hired, numbers currently hired, and percentage of students currently hired (see below for further).

Orange County Sheriff's Department Regular Basic Course – Intensive Stats

Year	# of Students Attended	# of Students Passed	Passing %	# of Ever Hired	% of Ever Hired	# of Currently Hired	% of Currently Hired
2022	237	209	88.19%	208	99.52%	196	94.23%
2023	267	209	78.28%	208	99.52%	197	94.71%
2024	294	255	86.73%	254	99.61%	229	90.16%

On November 14, 2025, a Corrective Action Plan letter was emailed to Captain Smith, outlining the compliance violations identified during the review of the RBC.

On January 8, 2025, Captain Smith submitted a final revision of the Corrective Action Plan addressing the compliance violations observed by the CRT. Due to scheduling constraints and staff

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availability, reviews of the OCSD PC 832 Arrest, PC 832 Firearms, Module III, Module II, or the Requalification Basic Courses were not completed during this inspection. These courses will be reviewed independently on their own merits when scheduling permits, and the findings will be documented in separate reports.

Following a comprehensive review of the OCSD Basic Academy's response, the CRT determined that the proposed corrective measures were appropriate and demonstrated a clear commitment toward achieving compliance. The OCSD Basic Academy has successfully met the mandates of the BCCR, and the CRT recommends the continued certification.



GAVIN NEWSOM
GOVERNOR

ROB BONTA
ATTORNEY GENERAL

COMMISSION ON

PEACE OFFICER STANDARDS AND TRAINING

October 15, 2026

Sheriff Donald Barnes
Orange County Sheriff's Department
15991 Armstrong Avenue
Tustin, CA 92782

Re: Basic Course Certification Review Final Report

Dear Sheriff Barnes,

On behalf of the Commission on Peace Officer Standards and Training (POST), I would like to express our sincere appreciation for the Orange County Sheriff's Department (OCSD) ongoing commitment to the professional development of California's peace officers. Your dedication to delivering high-quality, ethical, and comprehensive training through the OCSD Basic Academy plays a vital role in preparing the next generation of law enforcement professionals.

As a POST-certified presenter, the OCSD Basic Academy holds a critical responsibility in upholding the standards set forth by the Commission. These standards are designed not only to ensure the competency and preparedness of entry-level officers but also to foster public trust, enhance officer safety, and promote consistency in training throughout the state. Maintaining compliance with POST requirements is essential to achieving these goals.

The Basic Course Certification Review (BCCR) process serves as an important mechanism for evaluating academy operations, identifying areas of excellence, and ensuring continued alignment with statewide training mandates. We are confident that your academy remains committed to these principles and will continue to exemplify the integrity and quality expected of all POST-certified programs.

On October 15, 2025, POST sent you a letter notifying you of a Basic Course Certification Review (BCCR), which took place from November 3-6, 2025. I would like to express my sincere appreciation to you and your staff for the assistance and hospitality extended to my team throughout the review week.

Enclosed is the final report detailing the findings from our administrative review, on-site inspection of facilities, and interviews with course instructors, students and staff. The report includes an assessment of Regulatory and Compliance Issues, Recommendations for improvement, any identified Exemplary Aspects, and Statistical Data covering the last three years of course presentations, and our recommendation of continued certification.

Thank you again for your continued leadership and for supporting California's shared mission of excellence in peace officer training. Should you have any questions or need additional support, please do not hesitate to contact me either by telephone at (916) 227-3896 or by e-mail at kirk.bunch@post.ca.gov.

Sincerely,

Kirk Bunch

Kirk Bunch
Bureau Chief
Basic Training Bureau

Cc: Tom Osborne, Assistant Executive Director, Field Services Division
Daniel Schmitt, Region 10 Law Enforcement Consultant
David Main, Training Division Commander
Lieutenant Phil Cruz, Academy Director