

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



SUBMITTAL DATE:  
06/07/2016

FROM: Sheriff-Coroner-PA

SUBJECT: Approval of FY 2016-17 State Agreement to Reimburse the County for the Provision of the Law Enforcement Driving Simulator (LEDS) and/or the Force Option Simulator (FOS) Instructor Courses at the Ben Clark Training Center, District One. [\$40,382-State 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve an Agreement with the Commission on Peace Officer Standards and Training (POST) to reimburse the County for the provision of the Law Enforcement Driving Simulator (LEDS) and/or the Force Option Simulator (FOS) Courses conducted at the Ben Clark Public Safety Training Center (BCTC) during FY 2016-17, and authorize the Chair to sign all copies of the Agreement.

BACKGROUND:

Summary

POST has agreed to reimburse the Sheriff's Department for the cost incurred during the provision of the LEDS and/or FOS Instructor courses conducted at BCTC, for up to 67 students.

(Continued on Page 2)

Stan Sniff  
Sheriff-Coroner-PA  
By Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 40,382	\$	\$ 40,382	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: 100% State				Budget Adjustment: No	
				For Fiscal Year: 16/17	

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: Elizabeth J. Olson

MINUTES OF THE BOARD OF SUPERVISORS

A-30 ☐ Positions Added ☐  
4/5 Vote ☐ Change Order ☐

Prev. Agn. Ref.: 09/15/2015 3-20

District: 1

Agenda Number:

3-40

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Approval of FY 2016-17 State Agreement to Reimburse the County for the Provision of  
the Law Enforcement Driving Simulator (LEDS) and/or the Force Option Simulator (FOS) Instructor  
Courses at the Ben Clark Training Center, District 1. [\$40,382. – State 100%]**

**DATE: 06/07/2016**

**PAGE: 2 of 2 (BR 17-006)**

**BACKGROUND:**

**Summary (continued)**

Pursuant to the State's standard agreement (number 16112333) POST will pay for 33 students to take the POST certified LEDS course at a cost not to exceed \$480.17 per student and 34 students to take the POST certified FOS course at cost not to exceed \$721.67 per student, which equates to a total reimbursement of \$40,382.39 in FY 16/17. The POST reimbursement revenue is in the Sheriff's Department proposed FY 16/17 budget, and therefore no budget adjustment is necessary. County Counsel has approved the agreement as to form.

**Impact on Residents and Businesses**

The two simulator training courses fulfill a portion of the 24 hours of POST mandated perishable skills training required biennially of California peace officer employed by a POST certified agency. The Department relies on training within simulated yet realistic scenarios to keep its officers able to read, judge and act quickly and well when they are faced with similar confrontations in the field

**ATTACHMENTS (if needed, in this order):**

**Five original Agreements**

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
STD 213 (Rev 06/03)

AGREEMENT NUMBER

**16112333**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**Commission on Peace Officer Standards and Training**

CONTRACTOR'S NAME

**Riverside County Sheriff's Department**

2. The term of this Agreement is: **July 1, 2016** through **June 30, 2017**

3. The maximum amount of this Agreement is: **\$40,382.39**  
(Forty thousand, three hundred eighty-two dollars and thirty-nine cents)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page
Exhibit A, Attachment 1 – Course Hourly Distribution Schedule	2 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C* – General Terms and Conditions	GTC 610
Exhibit D – Special Terms and Conditions	1 page

Items shown with an Asterisk (\*) are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

FORM APPROVED COUNTY COUNSEL

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto. BY:

*Synthia M. Gunzel* 5-31-16  
SYNTHIA M. GUNZEL DATE

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

**Riverside County Sheriff's Department**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**John Benoit, Chairman, Board of Supervisors**

ADDRESS

**3423 Davis Avenue, Suite A, Riverside, CA 92518**

**STATE OF CALIFORNIA**

AGENCY NAME

**Commission on Peace Officer Standards and Training**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**Dave Cornejo, Assistant Executive Director**

ADDRESS

**860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630**

California Department of General  
Services Use Only

☒ Exempt per: SCM 4.03

## **EXHIBIT A**

### **SCOPE OF WORK**

1. Riverside County Sheriff's Department (Contractor) agrees to provide the Commission on Peace Officer Standards and Training (POST), with course training to qualified law enforcement personnel as described herein.
2. The project coordinators during the term of this agreement will be:

#### **POST**

Name: Tamara Baarts  
Phone: (916) 227-7357  
Email: Tamara.Baarts@post.ca.gov

Direct all agreement inquiries to:

#### **POST**

Contracts Unit  
Attention: Wendy Roberson  
Address: 860 Stillwater Road, Ste. 100  
West Sacramento, CA 95605  
Phone: (916) 227-3937  
Email: wendy.roberson@post.ca.gov

#### **Riverside County Sheriff's Department**


Name: Lieutenant Michael Hatfield  
Phone: (951) 486-2919  
Email: mhatfiel@riversidesheriff.org

#### **Riverside County Sheriff's Department**

Ben Clark Training Center  
Name: Lieutenant Michael Hatfield  
Address: 3423 Davis Avenue, Suite A  
Riverside, CA 92518  
Phone: (951) 486-2919  
Email: mhatfiel@riversidesheriff.org

3. Statement of Work
  - a. Contractor agrees to train up to thirty-three (33) students in the 24-hour Law Enforcement Driving Simulator (LEDS) Instructor Course at a per student rate of \$480.17 and up to thirty-four (34) students in the 40-hour Force Option Simulator (FOSS) Instructor Course at a per student rate of \$721.67.
  - b. Each course presentation shall be certified by POST and presented in accordance with content provided by POST.
  - c. All students must be full-time law enforcement officers employed with agencies in the POST Reimbursable Program.
  - d. In the event there are not enough students from POST reimbursable agencies to fill any class, the Contractor may opt to fill vacancies with students who are not full-time students from POST reimbursable agencies. Students attending the course who are non-reimbursable under POST regulations shall be charged applicable course tuition, as referenced above, by the Contractor. Prior to submission of an invoice to POST, Contractor shall deduct, from the total sum, the amount collected for tuition. The invoice shall clearly reflect where the collected tuition has been deducted. Invoices for payment shall be submitted in accordance with the terms specified in Exhibit B, Budget Detail and Payment Provisions.

## EXHIBIT A, Attachment 1 – Course Hourly Distribution Schedule



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**Course Hourly Distribution Schedule** [<< Course Summary](#)

Course: DRIVER TRAINING SIMULATOR INSTRUCTOR - 20785  
Presenter: RIVERSIDE COUNTY SHERIFF'S DEPT. (2200)

**POST Consultant Review**  
Current Attachment Status: **No Change**

**Course Hourly Distribution Schedule Summary**  
Total Hours Per Course Presentation: **24**  
Total Number of Days of Class: **3**  
Days Per Week: **3**

**View Hourly Distribution Schedule**  
Jump to day: [1](#) [2](#) [3](#)

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**Day 1**

Start	End	Subject
0800	0900	Introduction and Orientation
0900	1000	Student History and Introduction
1000	1030	Collision Statistics
1030	1200	Simulator History and Orientation/SAS
1200	1300	Lunch
1300	1400	3-5 Minute Student Presentations
1400	1600	Simulator Equipment and Familiarization
1600	1700	Student Driving (Scenarios)

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**Day 2**

Start	End	Subject
0800	1000	Case Law and Liability/CVC
1000	1100	Introduction to 4-Hour LEDS Presentation
1100	1200	5-7 Minute Student Presentations
1200	1300	Lunch
1300	1500	Simulator Instructor Scenario Group Exercise
1500	1600	Principles of Adult Learning
1600	1630	Lecture Topic Assignments and Review
1630	1700	Preparation for 10 Minute Lecture Presentations

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**Day 3**

Start	End	Subject
0800	1030	10-15 Minute Student Presentations
1030	1200	Simulator Instructor Scenario Test
1200	1300	Lunch
1300	1430	Simulator Lab Review (Drive GAP scenarios)
1430	1500	Course Review
1500	1630	Course Final Exam
1630	1700	Course Closure and Evaluations



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## Course Hourly Distribution Schedule

[Course: FORCE OPTION SIMULATOR, INSTR. - 21075](#)  
[Presenter: RIVERSIDE COUNTY SHERIFF'S DEPT. \(2200\)](#)

[<< Course Summary](#)

### POST Consultant Review

Current Attachment Status: **Approved**

### Course Hourly Distribution Schedule Summary

Total Hours Per Course Presentation: **40**  
Total Number of Days of Class: **4**  
Days Per Week: **4**

### View Hourly Distribution Schedule

Jump to day: [1](#) [2](#) [3](#) [4](#)

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#### Day 1

Start	End	Subject
0700	0800	Instruction and Course Overview
0800	0930	Student History and Introductions
0930	1200	Discussion of Force Option Training
1200	1300	Lunch
1300	1630	Case Law and Statutes
1630	1730	Seizures of Persons

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#### Day 2

Start	End	Subject
0700	0800	Class/Test Review
0800	1200	Observe Live 4-Hour FOSS Class
1200	1300	Lunch
1300	1530	POST Scenario Review and Discussion
1530	1730	Adult Learning

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#### Day 3

Start	End	Subject
0800	0930	Human Performance Limitations
0930	1200	Action Vs. Reaction Lecture/Practical
1200	1300	Lunch
1300	1600	Student FOSS Lecture Presentations
1600	1730	Final Exam

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#### Day 4

Start	End	Subject
0700	0800	Make-up Exams
0800	1030	10-15 Minute Student Core Topic Presentations
1030	1200	Student Scenario Development Presentation
1200	1300	Lunch
1300	1430	Small Group Situation Review
1430	1700	AIS System Orientation, Operation and Troubleshooting
1700	1730	Summary & Evaluations

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT**

- A. Contractor shall receive reimbursement for services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for expenditures incurred consistent with the budget detail, up to the maximum amounts shown, in accordance with the cost breakdown, as described below.
- B. All costs indicated herein are fixed rates. Totals may change based on actual usage. Costs shall be paid in accordance with Exhibit B, Budget Detail and shall not exceed **\$40,382.39**.

LEDS Instructor Course at a per student rate of \$480.17  
(33 students X \$480.17 = \$15,845.61)

FOS Instructor Course at a per student rate of \$721.61  
(34 students X \$721.67 = \$24,536.78)

- C. Upon completion of each presentation, Contractor agrees to submit an invoice with the following before payment will be authorized:
- Agreement Number
  - Course Title
  - Date(s) of Course
  - Total number of full-time, on-duty POST reimbursable students who attended the presentation
  - Authorized rate per student
  - Course Roster(s) from EDI
- D. Invoices shall include the Agreement Number and shall be submitted monthly in arrears to:

Commission on POST  
Training Program Services Bureau – Brenda Lusk  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630

**2. BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. PROMPT PAYMENT CLAUSE

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.



**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

1. **SETTLEMENT OF DISPUTES**: Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which is not disposed of by compromise shall be decided by POST, who shall reduce its decision in writing and mail or otherwise furnish a copy thereof to Contractor. Contractor has fifteen (15) calendar days after receipt of such a decision to submit a written protest to POST specifying in detail in what particulars the agreement requirements were exceeded. Failure to submit such a protest within the period specified shall constitute a waiver of any and all rights to adjustment in agreement terms and POST's decision shall be final and conclusive. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of this agreement, upon receipt of written order from POST to do so.
2. **AMENDMENTS**: This agreement may be amended for time, scope, increase or decrease of funds by mutual written consent.
3. **CANCELLATION CLAUSE**: POST reserves the right to cancel this agreement subject to 30 days written notice to Contractor.
4. **CONTRACTOR EVALUATION (if applicable)**: In accordance with provisions of the State Administrative Manual, Section 1283, Contractor's performance under this agreement will be evaluated. The evaluation will be prepared by POST within 30 days after completion of the agreement.
5. **TRAVEL (if applicable)**: Travel expenses and per diem related to the services provided under this agreement are subject to prior approval by the POST representative, and shall not exceed the rates paid to State non-represented/excluded employees.

**Rate information may be viewed at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.**

6. **SUBCONTRACTING (if applicable)**: Contractor is expected to perform the work contemplated with the resources available within its own organization. Subcontracting of work pertinent to this Agreement shall be upon prior written consent by POST and subject to the permissive conditions set forth in the State Contracting Manual Section 3.06.

Based on "reasonable effort" to the best of its ability, Contractor warrants, represents and agrees that it and its subcontractors, employees and representative shall at all times comply with all applicable State contracting laws, codes, rules and regulations in the performance of this Agreement.

Contractor shall notify POST immediately upon termination of any such subcontract(s).