

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



ITEM: 3.65
(ID # 28467)

MEETING DATE:
Tuesday, July 29, 2025

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Ratify and Approve State Standard Agreement Number 8120-C000140-012925 with the Commission on Peace Officer Standards and Training (POST) to Reimburse the County for the Provision of the Law Enforcement Supervisory Courses Presented by the Ben Clark Public Safety Training Center for FY25-26, District 1. [Total \$182,317 – 100% State Reimbursement]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve State Standard Agreement Number 8120-C000140-012925 (Agreement) with the Commission on Peace Officer Standards and Training (POST) to reimburse the County for the provision of the Law Enforcement Supervisory Courses presented by the Ben Clark Public Safety Training Center (BCTC) for FY25-26 for a total amount of \$182,317, and authorize the Chair of the Board to sign the Agreement on behalf of the County; and
2. Approve the Contractor's Certification Clauses (CCC 04/2017) and authorize the Chair of the Board to sign the certification on behalf of the County.

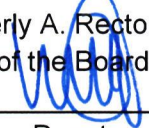
ACTION:Policy


Zachary Hall, ASSISTANT SHERIFF 7/21/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: July 29, 2025
xc: Sheriff

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 182,317	\$ 0	\$ 182,317	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BR#: 26-005

BACKGROUND:

Summary

The Sheriff's Office is responsible for planning, coordinating, and conducting Law Enforcement Supervisory courses held at the Ben Clark Public Safety Training Center (BCTC). The Supervisory Course is an 80-hour course designed for first-level supervisors in a law enforcement agency which must be completed within twelve (12) months of promotion or assignment to a first-level supervisory position. This course is essential to meet the minimum standards for training required by Peace Officer Standards and Training (POST). The purpose of the course is to provide POST training curriculum for the newly promoted law enforcement supervisor. The Supervisory Course is certified by POST and presented in accordance with content provided by POST.

The Sheriff's Office will present six (6) POST Supervisory Course presentations in-person. The State agrees to compensate the Sheriff's Office for expenditures incurred up to the maximum amount of the Agreement. Reimbursement claims will be submitted to the State after each presentation by providing a detailed invoice listing the Agreement Number, Course Title, Course Roster, and Dates the course was presented.

Impact on Residents and Businesses

This law enforcement course covers topics vital to the sworn first-line supervisor. The Supervisory Course outlined in Commission Procedure D-3 and incorporates recent mandates, including Hi-Tech Crimes and Use of Force. Course topics include: Accountability, Communication in Diverse Workforce, Conflict Management, Counseling, Critical Incident Management, Decision-Making Models, Supervisory Responsibilities During Use of Force Incidents, Internal Affairs Investigations, Leadership Styles and Behaviors, Power and Authority, Recognizing and Documenting Employee Performance, Role Identification and Transition, and Officer Wellness/Stress Management. Local presentation of the classes at the Ben Clark Public Safety Training Center saves the County travel and lodging expenses.

ATTACHMENTS:

State of California Standard Agreement (C000140-012925) – 2 copies

Contractor Certification Clauses (CCC 04/2017) – 2 copies

Rebecca S. Cortez
Rebecca S Cortez, Principal Management Analyst 7/23/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 7/21/2025

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, July 29, 2025, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement ID: 8120-C000140-012925 between Riverside County and the California Commission on Peace Officer Standards and Training (POST) providing for: Reimburse the County for the Provision of the Law Enforcement Supervisory Courses Presented by the Ben Clark Public Safety Training Center for FY25-26.

ROLL CALL:

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Abstain: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of the Board

BY: _____


Deputy

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER C000140-012925	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Commission on Peace Officer Standards and Training

CONTRACTOR NAME

Riverside County Sheriff's Department

2. The term of this Agreement is:

START DATE

July 1, 2025

THROUGH END DATE

June 30, 2026

3. The maximum amount of this Agreement is:

\$182,316.96 (one hundred eighty two thousand, three hundred sixteen dollars and ninety six 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.

Exhibits	Title	Pages
Exhibit A	Scope of Work	3
Exhibit A Attachment I	Presenter Authorization Request Form	2
Exhibit B	Budget Detail and Payment Provisions	2
+ Exhibit B Attachment II	Budget Overview	1
+ Exhibit B Attachment III	Budget Detail & Supplies Detail	2
+ Exhibit B Attachment IV	Contract Reimbursement Request Form (CRR)	2
+ Exhibit B Attachment V	Invoice Budget Breakdown Worksheet	2
+ Exhibit C *	General Terms and Conditions	02/2025
+ Exhibit D	POST Special Terms and Conditions	1
+ Exhibit E	Conditions For Equipment Purchased	N/A
+ Exhibit F	Inventory of Equipment Purchased	N/A

J. M. P. 7/29/25

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 <https://www.dgs.ca.gov/OLS/Resources>

**WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY**

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

JUL 29 2025 3.05

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER C000140-012925	PURCHASING AUTHORITY NUMBER (If Applicable)
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IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

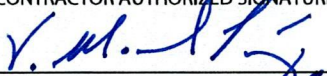
CONTRACTOR

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

Riverside County Sheriff's Department

CONTRACTOR BUSINESS ADDRESS 16791 Davis Ave	CITY Riverside	STATE CA	ZIP 92518
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PRINTED NAME OF PERSON SIGNING V. Manuel Perez	TITLE Chair, Board of Supervisors
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CONTRACTOR AUTHORIZED SIGNATURE 	DATE SIGNED JUL 29 2025 7/29/2025
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Commission on Peace Officer Standards and Training


CONTRACTING AGENCY ADDRESS 860 Stillwater Road, Suite 100	CITY West Sacramento	STATE CA	ZIP 95605
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PRINTED NAME OF PERSON SIGNING Tom Osborne	TITLE Assistant Executive Director
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CONTRACTING AGENCY AUTHORIZED SIGNATURE 	DATE SIGNED 8/11/2025
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CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)
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FORM APPROVED COUNTY COUNSEL

BY:  7/18/2025
AMRIT P. DHILLON DATE

ATTEST:
KIMBERLY A. RECTOR, Clerk

By 
DEPUTY

JUL 29 2025 3.65

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER C000140-012925	PURCHASING AUTHORITY NUMBER (If Applicable)
------------------------------------	---

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Riverside County Sheriff's Department

CONTRACTOR BUSINESS ADDRESS 16791 Davis Ave	CITY Riverside	STATE CA	ZIP 92518
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PRINTED NAME OF PERSON SIGNING V. Manuel Perez	TITLE Chair, Board of Supervisors
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CONTRACTOR AUTHORIZED SIGNATURE <i>V. Manuel Perez</i>	DATE SIGNED JUL 29 2025 <i>7/29/2025</i>
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Commission on Peace Officer Standards and Training

CONTRACTING AGENCY ADDRESS 860 Stillwater Road, Suite 100	CITY West Sacramento	STATE CA	ZIP 95605
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PRINTED NAME OF PERSON SIGNING Tom Osborne	TITLE Assistant Executive Director
---	---------------------------------------

CONTRACTING AGENCY AUTHORIZED SIGNATURE <i>Tom Osborne</i>	DATE SIGNED <i>8/11/2025</i>
---	---------------------------------

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL 	EXEMPTION (If Applicable)
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FORM APPROVED COUNTY COUNSEL
BY *APD* *7/18/2025*
AMRIT P. DHILLON DATE

ATTEST:
KIMBERLY A. RECTOR, Clerk
By *[Signature]*
DEPUTY

JUL 29 2025 *3.65*

Scope of Work

The 80-hour Supervisory Course is specifically designed for first-level supervisors in a law enforcement agency. This course may be bifurcated into two 40 hours presentations for two consecutive months. This course must be completed within 12 months of promotion or appointment to a first-level supervisory position to meet the requirements of POST Regulation 1005.

1. Riverside County Sheriff's Department (RCSD) (Contractor) agrees to provide the Commission on Peace Officer Standards and Training (POST), with services necessary for the coordination, management, and delivery of the POST Supervisory Course to California law enforcement personnel as described herein.
2. The project coordinators during the term of this Agreement will be:

<p><u>POST</u> Name: Jim Katapodis Title: Law Enforcement Consultant II Phone: (916) 204-5587 Email: jim.katapodis@post.ca.gov</p>	<p><u>Riverside County Sheriff's Department</u> Name: Joshua Parker Title: Lieutenant Phone: (951) 486-2919 Email: jparker@riversidesheriff.org</p>
<p><u>POST Contracts Unit</u> Attention: Contract Analyst Address: 860 Stillwater Road, Ste. 100 West Sacramento, CA 95605 Phone: (916) 227-4537 Email: contracts@post.ca.gov</p>	<p><u>Riverside County Sheriff's Department</u> Name: Ariana Guynes Title: Administrative Services Manager Address: 16791 Davis Ave Riverside, CA 92518 Phone: (951) 486-2755 Email: aguynes@riversidesheriff.org</p>

3. The Contractor shall fully perform all responsibilities and duties as required by this Agreement and in accordance with directives of the POST Program Manager.
4. The course must contain all the material on the Supervisory Course Network. In addition, the course should follow the Expanded Course Outline (ECO) that is currently uploaded in Electronic Data Interchange (EDI).
5. Compliance Check: The POST program manager will conduct at least one "compliance check" of the Contractor's record-keeping processes annually to ensure that the Contractor is dispersing funds according to this agreement. The contractor agrees that such "compliance check" is anticipated and conducted within the scope of this agreement. The contractor shall provide proof of paid invoices (e.g., hotel costs, evaluator payments, travel (see Exhibit D.5. Travel), etc.) upon request.
6. The Contractor shall present six (6) POST Supervisory Course presentations.
 - A. Each course presentation shall be certified by POST and presented in accordance with content provided by POST.

- B. The Supervisory Course is organized under the following topics (Commission Procedure D-3, Supervisory Course) in conjunction with new mandates which include Hi-tech Crimes and Use of Force:
- Accountability
 - Communications in a Diverse Workforce
 - Conflict Management
 - Counseling
 - Critical Incident Management/UOF
 - Decision-Making Models
 - Supervisors' responsibilities at a use of force incident
 - Hi-tech Crimes (recently added)
 - Internal Affairs Investigations
 - Leadership Styles and Behaviors
 - Power and Authority
 - Recognizing and Documenting Employee Performance
 - Role Identification and Transition
 - Officer Wellness/Stress Management
- C. The Contractor agrees to use only materials from the Supervisory Course Network and materials approved by the POST Program Manager.
- D. The Contractor shall assign a Coordinator to monitor the preparation and completion of Supervisory Course presentations.
- a. Coordinator:
- i. Develops the class schedule
 - ii. Assign students to each presentation
 - iii. Ensure students receive course related materials
 - iv. Maintain communication with facilitators
 - v. Prepare mailing labels for items to be delivered, if applicable
 - vi. Ensure all outgoing boxes contain the necessary materials, if applicable
 - vii. Purchase and store books needed for presentations, if applicable
 - viii. Create and disseminate printed handouts for presentations
 - ix. Maintain inventory of on-site supplies and supplies kept at training sites
 - x. Track attendee absences and hours missed
 - xi. Develop, print, and distribute the graduation certificates
 - xii. Delegates assignments to Clerical Support
- E. The Contractor shall ensure that they provide role players and coach/evaluators for the counseling session exercise required by this course. The evaluations shall be kept on file after the completion of the course.
- a. Role Player: Shall follow POST approved script for counseling sessions scenarios. This exercise is mandatory and provides a real-life situation for supervisors to engage in difficult conversations.
- b. Coach/Evaluators: Coach/Evaluators shall oversee and provide feedback to supervisors at the completion of the counseling session scenarios.
- F. This course is an in-person presentation and is not offered online.

- G. The Contractor agrees to always have two (2) facilitators in the classroom and monitor guest speakers. The guest speakers shall provide a lesson plan, and videos presented in the classroom to POST for approval prior to instruction.
- a. Facilitator: Facilitates using adult learning methods covering the topics detailed in section 6B of this agreement. The facilitator is required to successfully complete the POST Supervisory Train the Trainer Course prior to any instruction.
 - b. Guest Speaker: Guest speakers are subject matter experts on specific topics but are not limited to stress management, POBR, and Internal Affairs. Guest speakers are required to submit lesson plans and videos prior to any instruction.
- H. Presentations shall include the DISC model and Situational Leadership II, and all the materials associated with those subjects.
- I. The Contractor agrees to not charge any prospective students any tuition or fees for costs associated with the Supervisory Course presentation of the curriculum except as noted below.
- a. Fees associated with college registration, units, and related activities; or materials fees allowed by State law.
 - b. Tuition will be charged for Non-POST reimbursable agencies
- J. POST Supervisory Course training presentations shall be delivered to not less than 20 POST-participating students and not more than 25 POST-participating students per presentation. Attendance other than the stated minimum and maximum is subject to prior approval by the POST Supervisory Course Program Manager. Justification for enrollment, that is less than the stated minimum, or greater than the maximum, requires POST form 2-369 (Exhibit A Attachment I) to be submitted to the POST Program Manager no less than 21 days prior to the start date of the course. The minimum enrollment requirement shall be met with full-time, sworn personnel from California POST-participating law enforcement agencies.

Commission on Peace Officer Standards and Training
and Riverside County Sheriff's Department
Agreement Number: C000140-012925
Exhibit A Attachment I

State of California

PRESENTER AUTHORIZATION REQUEST

POST 2-389 (05/2025)

Page 2 of 2

Commission on
Peace Officer Standards and Training (POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630 • 916 227-3909

SECTION D: ATTESTATION

I attest that I am a duly authorized official of the herein-named presenter requesting reimbursement. To the best of my knowledge the information stated on this form is true, correct, and in conformance with Commission Regulations.

6. SIGNATURE OF AGENCY OR PRESENTER REPRESENTATIVE	7. DATE OF REQUEST (MM/DD/YYYY)

8. NAME AND TITLE OF AUTHORIZED OFFICIAL	
Name:	Title:

9. PHONE	10. EMAIL

11. ESTIMATE COST OF REQUEST	LESS	AMOUNT REMAINING IN CONTRACT	=	REMAINING CONTRACT BALANCE
\$		\$		\$ 0.00

SECTION E: POST PROGRAM MANAGER

12. SIGNATURE OF PROGRAM MANAGER	13. DATE OF APPROVAL (MM/DD/YYYY)

APPROVED DENIED

14. PROGRAM MANAGER NOTES/COMMENTS

SECTION F: POST BUREAU CHIEF

15. SIGNATURE OF BUREAU CHIEF	16. DATE OF APPROVAL (MM/DD/YYYY)

APPROVED DENIED

17. POST BUREAU CHIEF NOTES/COMMENTS

Budget Detail and Payment Provisions

1. Budget Detail

A. Instructor Wages:

"Instructor" is synonymous with "Facilitator." Course instructors shall be paid an hourly rate for actual hours worked during regular course hours as described in Exhibit B Attachment II.

B. Program Support Staff Wages:

The rate per course is outlined in Exhibit B Attachment II.

- i. Lead Instructor
- ii. Guest Presenter
- iii. Evaluator
- iv. Role Player/Actor
- v. Clerical Support
- vi. Coordinator
- vii. Coach

2. Tuition Rates

- A. The students attending the course who are non-reimbursable under POST regulations shall be charged a tuition rate by the Contractor. Prior to submission of an invoice to POST, the Contractor shall deduct, from the total sum of direct and indirect costs, the amount collected for tuition. The invoice shall clearly reflect where the collected tuition has been deducted as tuition fees. Invoices for payment shall be submitted in accordance with the terms specified herein.

Tuition Rate			
Course Title	Cost	Max Count of Students	Tuition Rate
Supervisory Course	\$30,178.66	25	\$1,207.15

3. Invoicing and Payment

- A. Subject to receipt and approval of the Contractor's invoices, and subject to the terms and conditions set forth in this contract, the Contractor shall receive reimbursement for services satisfactorily rendered. POST agrees to compensate the Contractor for expenditures incurred, up to the maximum amounts of \$182,316.96 in accordance with the cost breakdown, as described in Exhibit B Attachment I, Maximum Budget Expenditures Per Course and Exhibit B Attachment II, Budget Detail.

- B. The Contractor shall retain all documentation to support incurred expenditures, as outlined in the budget detail report, for a period of three (3) years after final payment.
- C. Upon completion of each session, the Contractor agrees to complete and submit the following before payment will be authorized:
- Contract Reimbursement Request Form (Exhibit B Attachment III)
 - Invoice Budget Breakdown Worksheet (Exhibit B Attachment IV)
 - Completed Course Roster

Invoices submitted without the above information will be disputed, and payment will be held until complete information and/or documentation is submitted. Itemized receipts for equipment, supplies and mailing purchased and travel receipts shall be kept by the presenter. The Contractor shall submit invoices not more frequently than monthly in arrears to the address provided below before the 15th of the upcoming month:

invoicereceived@post.ca.gov
Commission on POST
Accounting Section
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

4. Budget Contingency Clause

- A. It is mutually agreed that if the California State Budget Act of the current fiscal year and/or any subsequent fiscal 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 California State 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.

5. 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.

Commission on Peace Officer Standards and Training
and Riverside County Sheriff's Department
Agreement Number: C000140-012925
Exhibit B Attachment I

Budget Overview

Budget Overview			
Title Description	Cost	Quantity	Total
Curriculum Development			
	-	-	\$0.00
Equipment	-	-	\$1,245.00
Course			
Supervisory Course	\$30,178.66	6	\$181,071.96
		Grand Total:	\$182,316.96

Equipment			
Description	Cost	Quantity	Total
Everything DISC Workplace Facilitator Kit	\$1,245.00	1	\$1,245.00
		Equipment Total	\$1,245.00

Commission on Peace Officer Standards and Training
and Riverside County Sheriff's Department
Agreement Number: C000140-012925
Exhibit B Attachment II

Budget Detail

Course: Riverside County SO 2200-004400/ Supervisory Course				
	Hours	Rate	Quantity	Total
Personnel				\$19,775.00
Lead Instructor	80	\$90.00	2	\$14,400.00
Guest Presenter	8	\$90.00	3	\$2,160.00
Evaluator	4	\$65.00	5	\$1,300.00
Role Player/Actor	2	\$65.00	5	\$650.00
Clerical Support	2	\$15.00	1	\$30.00
Coordinator	4	\$65.00	1	\$260.00
Coach	3	\$65.00	5	\$975.00
Travel and Per Diem				\$0.00
Indirect Costs				\$2,966.25
			15%	
Supplies				\$3,520.61
			\$3,520.61	
Facilities (includes Internet, A/V equipment, tech support, breakout rooms, equipment shipping)				\$3,916.80
Large Classroom		\$3,456.00	1	\$3,456.00
Small Classroom		\$230.40	2	\$460.80
Subvention				\$0.00
Insert Subvention/Tuition Data If applicable				\$0.00
Presentation Total				\$30,178.66
Number of Presentations				6
Grand Total				\$181,071.96

Commission on Peace Officer Standards and Training
and Riverside County Sheriff's Department
Agreement Number: C000140-012925
Exhibit B Attachment II

Supplies Detail

Supplies Budget Detail			
	Quantity	Cost	Total
Office Supplies			\$0.00
Classroom Supplies			\$464.86
12 Pack Staples Notepads	3	\$3.47	\$10.41
Easel Pads	5	\$12.48	\$62.40
Pens	2	\$7.00	\$14.00
Steno Pad	25	\$6.32	\$158.00
Thumb Drives	25	\$6.00	\$150.00
POBAR/IA Handouts	25	\$2.00	\$50.00
Markers 6 Pack	5	\$4.01	\$20.05
Printing Production			\$34.00
Certificates	25	\$1.00	\$25.00
Evaluation Forms	25	\$0.09	\$2.25
Student Counseling Forms	25	\$0.09	\$2.25
POBAR/IA Handouts	25	\$0.18	\$4.50
Books			\$1,221.75
Leadership and the One Minute Manager	25	\$14.87	\$371.75
Crucial Conversations	25	\$13.00	\$325.00
Inv. Guide to POBAR	25	\$21.00	\$525.00
Misc			\$1,800.00
DiSC Profile-Motivation Dyn	25	\$72.00	\$1,800.00
Grand Total:			\$3,520.61

Contract Reimbursement Request Form (CRR)

State of California – Department of Justice
CONTRACT REIMBURSEMENT REQUEST (CRR)
POST 2-388 (04/2025)
Page 1 of 2

Commission on
Peace Officer Standards and Training (POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

INSTRUCTIONS

- This form must be completed by a presenter of a POST certified training course to request reimbursement for training presentation costs for contracted course presentations.
 - DO NOT complete the form below for equipment-only purchases from the contract agreement.
 - A separate form must be completed for each course/module presented.
 - Attach the cost worksheet of actual expenses listing all related costs which are listed in the contract agreement and approved by the POST Program Manager. Records for Travel and other related expenses shall be maintained in accordance with the contract agreement.
- Note: Reimbursement Requests are subject to audit by the State Controller's Office. The presenter is advised to keep all documentation to support incurred expenses.**
- Attach the course roster.
 - Submit completed form with the cost worksheet, course roster, and invoice to invoice@post.ca.gov.

SECTION A: REIMBURSEMENT INFORMATION

1. AGREEMENT NUMBER		2. PRESENTER	
3. PROGRAM		4. CERTIFIED COURSE TITLE (FROM EDI)	
5. COURSE CONTROL NUMBER		6. INVOICE NUMBER	
7. COURSE PRESENTATION DATES MM/DD/YYYY		8. NUMBER OF STUDENTS TRAINED	
Start	End		
9. COURSE LOCATION			
Street		City	Zip
10. REIMBURSEMENT CHECK PAYABLE TO			
11. REMITTANCE ADDRESS			
Street		City	Zip

SECTION B: ATTESTATION

I attest that I am a duly authorized official of the herein-named presenter requesting reimbursement. To the best of my knowledge the information stated on this form is true, correct, and in conformance with Commission Regulations.

12. SIGNATURE OF AUTHORIZED OFFICIAL		13. DATE OF REQUEST (MM/DD/YYYY)	
14. NAME AND TITLE OF AUTHORIZED OFFICIAL			
Name:		Title:	
15. PHONE		16. EMAIL	
() -			
17. TUITION:			
The presenter received tuition from in the amount of			
18. TOTAL COURSE COST	LESS	TOTAL SUBVENTION/TUITION RECEIVED =	TOTAL REIMBURSEMENT
\$		\$	\$

Detailed Instructions for POST Form 2-368
CONTRACT REIMBURSEMENT REQUEST (CRR)
 POST 2-368 (04/2025)
 Page 2 of 2

Return to Form

Presenters requesting reimbursement for a POST contract, are required to complete the Contract Reimbursement Request form.

SECTION A: REIMBURSEMENT INFORMATION

1. **Presenter:** Enter the name of the participating reimbursable agency or entity submitting the request for reimbursement.
2. **Certified Course Title:** The certified course title must be the same as shown in the Certified Course Catalog.
3. **Course Control Number:** Enter the course control number, as reflected in EDI.
4. **Course Presentation Date(s):** Enter the date(s) the course started and ended.
5. **Course Location:** Enter the physical location where the course was held.
6. **Reimbursement Check Payable to:** Enter the name of the Agency or Entity to whom the check will be payable.
7. **Remittance Address:** Enter the mailing address where the check will be sent.

SECTION B: ATTESTATION

8. **Signature of Authorized Official:** The authorized official of the Agency or Entity must sign his or her full name.
9. **Date of Request:** Enter the date the authorized official signed the attestation.
10. **Name and Title of Authorized Official:** The authorized official of the Agency or Entity must print his or her full name and title.
11. **Phone:** Enter the complete phone number, including area code and extension, of the person to contact regarding questions on the form.
12. **Email:** Enter the complete email address of the person to contact regarding questions on the form.
13. **Subventions:** Enter subventions like full time enrolled students (FTES) or other programs to be deducted from the total course cost; leave blank if not applicable.
14. **Tuition:** Enter the tuition that was received from non POST reimbursable agencies, that is stated in your contract tuition, this amount is to be deducted from the total course costs; leave blank if not applicable.
15. **Total Reimbursement Amount:** Enter the total course cost, total subventions/tuition received, and the reimbursement amount due to your Agency or Entity.

NOTE: Submit completed form with the course budget and course roster to invoicereceived@post.ca.gov for reimbursement. Keep copies of this form, the course budget, and course roster along with the following documentation to support incurred expenses for your records and auditing purposes.

1. Facilitator and clerical salary records.
2. Coordinators and Instructors travel expenses (plane tickets receipts, private vehicle mileage paid, lodging and meals receipts).
3. Receipts for course materials, supplies and equipment; course facility costs (classroom, computer lab and breakout rooms).

Retain these records for a minimum of three years from the date of the course presentation.

POST 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 produce its decision notification decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 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. If the Contractor fails to submit such a protest within the period specified above shall constitute a waiver of any and all rights to adjustment in the Agreement terms and POST's decision shall be final and conclusive. Pending POST final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of this Agreement.

2. Amendments: This Agreement may be amended for time, scope, increase or decrease of funds by mutual written consent.

3. Termination Clause: This Agreement may be terminated by either party, at any time, with or without cause, by delivering thirty days written notice to the other party. In addition, for contracts involving the representation of POST courses, POST reserves the right to require the Contractor to discontinue the use of any particular Instructor, Facilitator, Auditor, Volunteer, or approved subcontractor under this Agreement (a) at any time, with or without cause, by delivering thirty day written notice to the Contractor; or (b) immediately, with cause, which for purposes hereof means such Instructor, Facilitator, Auditor, Volunteer, or approved subcontractor has allegedly engaged in conduct POST deems to be inappropriate, unprofessional, illegal, immoral, deceptive, or fraudulent, as determined by POST in its sole discretion. The Contractor shall provide timely evidence to POST of its compliance with this paragraph. Failure to comply may result in the decertification of the Contractor's presentation.

4. Contractor Evaluation (if applicable): In accordance with provisions of the Public Contract Code, PCC § 10367, 10369 and 10370, the Contractor's performance under this Agreement will be evaluated. The evaluation will be prepared by POST within 60 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/travelreimbursements.aspx>.

6. Subcontracting (if applicable): The Contractor is expected to perform the services 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, the Contractor warrants, represents and agrees that it and its subcontractors, employees and representatives will, at all times when performing services under this Agreement (a) comply with all applicable local, city, county, state and federal laws, codes, statutes, ordinances, rules, and regulations; and (b) fulfill student course expectations. The Contractor shall notify POST in writing immediately upon termination of any such subcontract(s).

J. M. P. 7/29/28

Conditions for Equipment Purchased

1. The equipment purchased under this contract will be used specifically for work in connection with the POST IDI Course presentations and may be used for other POST certified courses conducted by the Contractor.
2. The Contractor shall be responsible for the repair of any damage, necessary maintenance, or replacement for any lost or stolen items during the life of the equipment. Failure to do so will result in the cost of same being charged to the Contractor or deducted from any then current Agreement between POST and the Contractor, at POST's option.
3. Upon receipt of the equipment, the Contractor shall forward to the POST Program Manager for approval and processing, a copy of the invoice, which shall include make, model, and serial number of all purchased items. Upon receipt of the completed Exhibit F, Inventory of Equipment Purchased, POST will forward State property tags to be affixed to each piece of equipment.
4. The inventory record of each piece of such equipment shall include the description and model identification, serial number, total cost, date acquired, State ID tag # (supplied by POST), and any other information or description necessary to identify said equipment. The Contractor shall provide the itemized inventory listing with the physical location of each item to the POST Program Manager. This list will be maintained in the POST contract file. This list will be audited on a yearly basis, until the useful life of this equipment has expired. The useful life of this equipment shall be five (5) years.
5. The Contractor must continue to use this equipment for work in connection with the POST IDI Program presentations and other POST certified courses conducted by the Contractor, should future contracts be entered into between POST and the Contractor. The title of the equipment purchased under this contract vests with the State.
6. Should future contracts not be entered between POST and the Contractor, the equipment shall be immediately returned to POST at the Contractor's expense.

X. M. P.

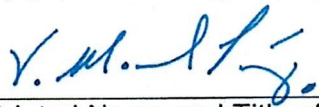
7/29/2025

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)		Federal ID Number
County of Riverside - Sheriff's Office		
By (Authorized Signature)		
		
Printed Name and Title of Person Signing		
V. Manuel Perez, Chair, Board of Supervisors		
Date Executed	Executed in the County of	
JUL 29 2025	Riverside	

FORM APPROVED COUNTY COUNSEL
BY  KRISTINE BELL-VALDEZ
DATE 

ATTEST:
KIMBERLY A. REEDOR, Clerk

BY _____
DEPUTY

CONTRACTOR CERTIFICATION CLAUSES

- 1. STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
- 2. DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,

JUL 29 2025 3.65

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

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a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. **AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. **CONTRACTOR NAME CHANGE:** An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. **CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. **RESOLUTION:** A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. **PAYEE DATA RECORD FORM STD. 204:** This form must be completed by all contractors that are not another state agency or other governmental entity.