

# California Commission on PEACE OFFICER STANDARDS and TRAINING

## Basic Course Certification Review

Golden West College  
Regional Criminal Justice Training Center



15744 Goldenwest Street  
Huntington Beach, CA 92647

February 28-March 3, 2023

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

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## INTRODUCTION

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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., Module III, PC 832 Arrest, etc.) are presented, the POST Certification Review Team (CRT) will review those courses as able, based on presentation schedules. 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.

Golden West College Regional Criminal Justice Training Center (CJTC) staff worked thoroughly with the CRT during the site visit review of the RBC, Specialized Investigators' Basic Course (SIBC) and PC 832 Arrest Course, which occurred February 28-March 3, 2023. The CRT expressed to the CJTC staff that they were impressed with the CJTC's operations.

On behalf of POST, we would like to express our appreciation for the assistance that was provided by CJTC staff 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

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- Budget

## **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, additional POST personnel, and if available, a visiting Director from another basic Academy. 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 documentation to include recruit files, lesson plans, and test security/compliance
- Adherence to the curriculum identified in the Training and Testing Specifications
- Establishment of safety policies
- Staffing levels
- Inspection of facilities and equipment to determine the CJTC's ability to present the RBC, SIBC and PC 832 Arrest Course

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

### **Team Members**

- Carrie Hollar, Bureau Chief, Basic Training Bureau
- Kirk Bunch, Law Enforcement Consultant
- Brandon Kiely, Law Enforcement Consultant
- Bill Lewis, Staff Services Manager/BCCR Manager
- Andrea Garcia, Associate Governmental Program Analyst

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## **On-Site Inspection by Certification Review Team**

The CRT conducted in-depth inspections of CJTC, Academy/Course files, and test forms listed below:

- Classrooms
- Offices
- Firearms Range
- Arrest and Control Facility
- Gym, Locker Rooms, Showers, and Restrooms Facilities
- Scenario Sites
- Chemical Agents Building
- Instructor Files
- Recruit Files
- Learning Domain Lesson Plans
- Administrative Files
- Completed Exercise and Scenario Test Evaluation Forms

## **On-Site Interviews by Certification Review Team**

The CRT conducted in-depth interviews of the CJTC staff and recruits listed below:

- Entire Recruit Class
- Lead Recruit Training Officer (both RBC and SIBC)
- Lead Physical Training Instructor
- Lead Firearms Instructor
- Lead Arrest and Control Instructor
- Scenario Manager
- Scenario Evaluator
- Academy Coordinator
- Academy Director

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## **Program Management**

The CJTC is located at 15744 Goldenwest Street, Huntington Beach, CA. The training facility is located on the southeast portion of the Golden West College campus, which aids with keeping training secluded and avoids blending into the areas of the Golden West College student body. At the time of this BCCR, POST certified the CJTC to a maximum of three (3) RBC presentations per fiscal year, with a maximum enrollment of 65 recruits per course, two (2) SIBC presentations per year, with a maximum enrollment of 25 students per course, and 15 PC 832 Arrest presentations per fiscal year, with a maximum enrollment of 40 students per course. The CJTC RBC is certified for 1009 hours, SIBC is certified for 672 hours, and PC 832 Arrest is certified for 40 hours, covering POST mandated content and presenter-specific content.

The CJTC RBC is presented in an intensive format, Monday through Friday, 7AM to 5:00PM, which provides an accelerated level of law enforcement training to individuals who are pursuing a full-time position as a peace officer in California. Both SIBC and PC 832 Arrest courses are presented in an intensive format as well. As a prerequisite for entry into the CJTC RBC, non-sponsored students must attend the Golden West College Pre-Academy Orientation Course. This three (3) week course is designed to help candidates determine if they are prepared for the rigors of the POST-certified CJTC RBC. The Pre-Academy Orientation course provides students with instruction on physical conditioning, Pellet-B preparation, academy policy overview, drill and ceremony, and psychological screening processes, to name a few. Upon completion of the Pre-Academy Orientation, students interested in attending the CJTC RBC are interviewed by the academy Executive Recruit Training Officer, where a subsequent selection decision is made to attend the RBC. Sponsored students hosted by a (hiring) police agency are exempt from this criterion as the sponsoring agency attests to the law enforcement employment requirements per Commission Regulations 1950-1955.

The CJTC includes core and ancillary learning environments which provide realistic operational training sites to conduct readiness training for future law enforcement professionals. The CJTC provides students with academic instruction, practical scenario training, physical training, testing, and

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necessary discipline to prepare them 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 (FTP).

During the CRT visit, CJTC RBC Class #168 was in their twenty-second (22<sup>nd</sup>) week of Academy instruction. On March 23, 2023, CJTC RBC Class #168 graduated twenty-two students. In addition to the RBC, the CJTC presented SIBC and PC 832 Arrest Courses during the CRT visit. The SIBC will graduate June 8, 2023, and the PC 832 Arrest Course concluded March 3, 2023, with 30 students successfully completing the course.



## Law Enforcement Agencies

During the CJTC RBC (Intensive) presentation, affiliated recruits represented the following agencies: Brea Police Department (2), Gardena Police Department (1), Westminster Police Department (2), Orange Police Department (4), Downey Police Department (1), Anaheim Police Department (4), Montebello Police Department (3), Los Alamitos Police Department (2), Fountain Valley Police Department (1), CA Department of Alcoholic Beverage Control (1), and CA Department of Insurance Fraud (1).

## Staff

The CJTC Director position is staffed by Director Tim Vu. Director Vu has more than 28 years of law enforcement experience and retired at the rank of Chief of Police with the Alhambra Police Department. Director Vu has been serving as the CJTC Academy Director for more than two (2)

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years and is responsible for operating and managing the POST-certified RBC, SIBC, and PC 832 Arrest courses. He is an administrator that dedicates 100% of his time to the basic courses and is regularly on site while instruction is being conducted and available during the course hours of operation. Director Vu is active with the Orange County Chiefs and Sheriffs Association and meets once a month to deliver academy training updates and requirements of the RBC. Director Vu is appropriately trained per Commission Regulation 1059(e)(1) and routinely attends the Consortium and other POST meetings, workshops, and training.

The CJTC Academy Coordinator position is staffed by Coordinator John Wolfe. Coordinator Wolfe has more than 27 years of law enforcement experience and retired at the rank of Sergeant with the Los Angeles Police Department. Coordinator Wolfe has been serving as the CJTC Academy Coordinator for more than one (1) year and is responsible for the management of instruction, ensuring compliance relative to course curriculum, and ensuring safety guidelines are enforced at all POST approved training facilities. In addition to the Coordinator responsibilities of the CJTC, Coordinator Wolfe assists with the enrollment processes for the SIBC and also coordinates the PC 832 Arrest. Coordinator Wolfe is appropriately trained per Commission Regulation 1059(e)(2) and routinely attends the Consortium and other POST meetings, workshops, and training.

The CJTC has an operational list of thirteen (13) qualified Recruit Training Officers (RTOs) on staff for the RBC and SIBC. RTOs provide the day-to-day oversight of the recruit class while the RBC and SIBC is in session, which includes everyday tasks with mentoring recruits, open rank inspections, attendance, test proctoring, maintaining recruit files and administering course specific assignments. Qualified applicants interested in vacant RTO positions must meet the Golden West College's experience requirement through education and/or work experience. Vetted applicants are then required to submit a curriculum resume with their POST profile. Once the applicant resume is assessed, the applicant must complete a 20-minute writing exercise, a 10-minute teaching presentation, and complete an interview with Coordinator Wolfe, the academy Executive Training



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Officer (ETO), and a chairperson from Golden West College. Additional considerations include time in service, desirable character qualities, and a letter of support from the applicants' chief of police.

The CJTC is staffed with two (2) full-time administrative support positions, Carolyn Amador, and Cindy Onusz. Ms. Onusz maintains all administrative requirements of the RBC and Ms. Amador is responsible for the budget and administrative requirements of the SIBC and the PC832 Arrest course. Both Ms. Onusz and Ms. Amador's additional assignments consist of general filing, data entry, copying, and supplementary administrative duties vital to the administrative functions of the basic courses.

## **Basic Course Consortium**

Academy Directors and Coordinators are encouraged to regularly attend Consortium meetings as well as participate in workshops and support functions, as they are able. Staff members of the CJTC routinely attend Consortium and other POST meetings/events. Both Director Vu and Coordinator Wolfe attended the most recent Consortium in March 2023. 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 POST Basic Training Bureau (BTB) and statewide Directors and Coordinators.

## **Instructor Quality**

The CJTC instructor cadre is staffed with law enforcement personnel from varying law enforcement agencies within Orange County. Director Vu and Coordinator Wolfe screen potential instructors through a selection process similar to the RTO selection processes, and a final decision for instructor selection is determined by Director Vu. During the review of instructor files, the CRT observed that CJTC instructors have impressive training records with prevalent law enforcement job experience.

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## **Safety Considerations**

The CJTC safety procedures are detailed and comprehensive. Every aspect of training is reviewed for potential safety issues, and the CJTC has met the requirements with addressing the safety needs of the basic courses. During the BCCR process, the CRT checked each on-site training location and found them to all have the necessary lifesaving equipment, which includes the automated external defibrillator (AED), fire extinguishers, and first aid/trauma kits; all of which were easily identifiable and readily available if needed. Additionally, there was ample signage at training locations regarding proper safety procedures/protocols.

## **Safety Policy**

The CJTC maintains a Safety Policy. The document covers pertinent procedures for the various training components in the basic courses. When interviewed by the CRT, recruits appeared aware of its components as well as all specific safety items for manipulative skills training (i.e., Firearms, Arrest and Control, Physical Training, etc.). Safety Briefings are conducted regularly, and the safety policy is made available to all persons visiting the campus. Signage indicating safety procedures, evacuations routes, etc., is prevalent throughout the CJTC grounds.

## **Recruit Evaluations**

RBC recruits are evaluated every four (4) weeks by an assigned CJTC Recruit Training Officer (RTO). RTOs maintain records on each recruit and log any/all pertinent information regarding their performance. In addition to the performance files maintained by RTOs, the CJTC cadre conducts two (2) basic recruit evaluations for each student. The first is a midterm evaluation, and the second evaluation takes place during the final weeks of the RBC. RTOs also complete observation reports on each facilitated RBC class every two weeks and facilitate counseling sessions with students every four (4) weeks. The CRT was informed that observation reports are conducted to “keep a pulse on the class.” During counseling sessions RTOs inform the student of their progression in areas of leadership, command presence, communication, character, and academic progression.

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## **Instructor Evaluations**

Instructors of the basic courses are evaluated by students when their block of instruction has concluded. Students of the CJTC RBC and SIBC utilize an online Canvas Course Evaluator program as a tool to anonymously evaluate RBC and SIBC instructors. Director Vu and Coordinator Wolfe review the evaluation reports and share comments (positive and/or negative) with the instructors at the end of each basic course. Instructor retention is weighed heavily with the input the recruit evaluations provide.

## **Instructor/Staff Training**

During the certification review, the CRT reviewed instructor/staff personnel files, resumes, and qualifications. The RBC and SIBC complies with AICC (Commission Regulation 1009) requirements and specific instructor requirements (Commission Regulation 1070).

## **Test Failure/Remedial Training/Retesting Process**

Commission Procedure D-1-3(D) requires specific instruction be provided to reinforce concepts and/or skills after a recruit has failed an initial test. Each presenter will determine the content and the amount of time required for remedial training and shall be provided independent of retests. In any case of test failure, recruits are notified in writing of their failure and provided a copy of the failed objectives report and required to sign a test failure acknowledgement form. The notification includes the test score, the date of the remedial training session, and the date of the retest. Remedial training is conducted by a qualified instructor(s). A minimum of one (1) hour of remedial training is provided to the recruit but additional time is provided if needed by the student. Recruits are permitted one (1) attempt to pass the retest for all POST-required tests. Recruits who fail to pass their POST retest are dismissed from the course.

## **Prior Certification Report**

POST personnel last completed a BCCR of the CJTC in May 2018. The 2017 BCCR report identified several items as compliance issues and/or recommendations. In response to the POST Basic Course

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Certification Report, the CJTC initiated immediate corrective actions to address POST's findings involving compliance and recommendation issues. The CJTC satisfactorily met the mandates of the 2017 BCCR and was recommended for continued certification.

## **Review of Self-Assessment Report (SAR)**

The personnel from the CJTC completed the POST Basic Training Bureau's Self-Assessment Report (SAR). The SAR provided an organizational background that was valuable to the CRT members while reviewing various aspects of the CJTC. The CJTC's response to items identified in the report were used both before and during the on-site visit.

The BCCR Review methodology includes a review of the following:

- Prior Certification Report (May 2018)
- Self-Assessment Report (SAR)
  - 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 2020
- 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 CJTC Executive Management Team for the BCCR debriefing. Director Vu, Coordinator Wolfe, Meridith Randall (GWC Vice President of Instruction), and Claudia Lee, Ed.D. (GWC Vice President of Student Services) attended. During the debrief, the CRT discussed the purpose of the review and the opportunity it provides to ensure all POST standards and legislative mandates are being met. The CRT believes it provides valuable insight and offers opportunities to enhance the CJTC program. As mentioned in the executive debrief, the CRT identified the regulatory/non-compliance issues that required 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, the recommended items as they relate to the basic course in this review are endeavors that would improve the program.

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## 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 CJTC basic courses.

- CA Penal Code section 13511.5 – which states: Each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training that includes the carrying and use of firearms, as prescribed by subdivision (a) of Section 832 and subdivision (a) of Section 832.3, who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice pursuant to Sections 11122, 11123, and 11124 that the applicant has no criminal history background which would disqualify him or her, pursuant to state or federal law, from owning, possessing, or having under his or her control a firearm.
  - Golden West College Regional CJTC enrolled three (3) students into the Regular Basic Course prior to completing the required Department of Justice: Peace Officer – Firearms Eligibility Approval Notification (2023 Class #169— Nguyen, Lopez, and Cortez-Gomez). GWC Regional CJTC college policy will require modification to address DOJ clearance forms as being mandatory prior to students attending instruction.
- Commission Regulation 1059(b)(3)(A)(4)(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 CRT review of completed POST Exercise and Scenario Test Evaluation Forms, the CRT discovered required competencies incomplete or not rated.

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- POST Exercise Test Evaluation Forms that required retesting are missing the mandatory signature of the Academy Coordinator.
- 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.
  - The CRT discovered several lesson plans are incomplete and content is added to lesson plans that is not relevant to instructional objectives (e.g., TTS references in lesson plans are not correct, PC832 Arrest Course lesson plans added content not required for course instruction but additional hours not added to the course).
- Commission Regulation 1059(e)(11) – (Requirements for Basic Course Certification) states: Each academy/presenter shall comply with the Test-Use and Security Agreement as defined in Commission Regulation 1001. Every individual with access to confidential test material is required to read the POST Basic Courses Test Use and Security Agreement and sign the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement (Attachment A).
  - The CRT reviewed Attachment A forms on file and observed the revision date is missing on all forms. Academies must use the most current version, revised in 2018, to comply with the above listed Commission Regulation.
- POST Work Sample Test Battery (WSTB) Proctor Manual 2012 (Pg.10 Fig. F – Material Description) outlines the required specifications of the WSTB curb being 6"x6"x3'.
  - The simulated curbs utilized for the 99-yard obstacle course are not to scale. The simulated curbs utilized by the presenter will require correction to be in compliance with the POST WSTB Proctor Manual.

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## 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 recruits.

- Learning Domain #32-Lifetime Fitness: The CRT observed that the CJTC utilizes a dirt track while conducting portions of physical training sessions on academy grounds. The CJTC would benefit with having the track constructed with an all-purpose synthetic track surface. Synthetic rubber tracks are low impact on joints and muscles, enhances running performance, provides a durable 20-year investment, and is environmentally friendly. These benefits can potentially reduce injuries to recruits who participate in the POST required Physical Training Program. To help prevent injuries to students, the CJTC purchased Dollamur Mats, which are used for LD33 Arrest and Control instruction. Dollamur Mats are athletic sport mats used for high-performance activities which are shock absorbing and have a low impact reaction, which aids in injury decline. This same financial investment should be considered for the Work Sample Test Battery track utilized by the CJTC. When financially able, the CJTC should consider replacing the dirt track with an all-purpose synthetic surface to enhance overall student/recruit safety.
- Scenario Management: During the lead Scenario Manager interview, the CRT was informed not all scenario evaluators were trained by the current CJTC scenario manager. To standardize the evaluation process and ensure the evaluation expectations of the scenario manager are clear to the evaluators, the CRT believes that providing refresher evaluator training would increase the program's proficiency. The Scenario Manager should conduct a refresher scenario evaluator course for all current CJTC scenario evaluators to streamline the scenario evaluation process.



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- Safety Policy: Although the current safety policy does not rise to the level of compliance infractions, the CRT recommends updating the safety policy to align with the specifications of the POST Guidelines for Student Safety in Certified Courses 2020. Once the update is complete, an in-depth review of the revised Safety Policy should be conducted with all CJTC staff.
- Scenario Management: The CJTC should implement a policy for ensuring notes taken by students during scenarios are collected. During the lead scenario manager interview, the CRT was informed that notes taken by students who have completed scenario testing are not submitted to scenario staff until the end of the day. The policy should include an inspection of the students' note taking material prior to going to a tested scenario. Once the scenario is complete, any notes taken by the student should be collected and secured by the scenario staff.
- Scenario Management: During the lead Scenario Manager interview, the CRT was informed that scenario scripts are downloaded on the day of scenario testing. To avoid concerns with computer failure or POST website access to scenario testing material, the CRT recommends downloading scenario testing material (minimally) a day in advance of the scenario testing date, but no more than two weeks prior to administering the test(s).

## CONCLUSION:

The CRT expresses appreciation to the staff of the CJTC 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 CJTC with three (3) years of statistical analysis from the years 2019, 2020, and 2021 for their RBC, SIBC and PC832 Arrest Course. This analysis outlined for

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each year the number of recruits who attended, number of recruits who passed, passing percentage, number of recruits hired, percentage of recruits hired, numbers currently hired, and the percentage of recruits currently hired (see below for further).

## **Golden West College Regular Basic Course – Intensive Stats**

# Students Attended	# Students Passed	Passing %	# Students ever hired	% Students hired	Number currently hired	% of Students Hired
Percentage 2019						
59	53	89.83%	46	86.79%	38	71.70%
Percentage 2020						
98	79	80.61%	73	92.41%	64	81.01%
Percentage 2021						
106	87	82.08%	84	96.55%	81	93.10%

## **Golden West College Specialized Investigators Basic Course**

# Students Attended	# Students Passed	Passing %	# Students ever hired	% Students hired	Number currently hired	% of Students Hired
Percentage 2019						
33	32	96.97%	16	50%	14	43.75%
Percentage 2020						
42	32	76.19%	13	40.63%	12	37.50%
Percentage 2022						
30	30	100%	24	80.00%	24	80.00%
<b><u>There were no presentations in calendar year 2021</u></b>						

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On March 13, 2023, a Corrective Action Plan letter was sent, via email, to Director Vu, outlining the compliance issues found during this BCCR.

On April 12, 2023, Director Vu provided POST with a corrective action plan regarding the compliance violations that were observed by the CRT. The CRT is satisfied with how the CJTC has addressed the compliance issues.

The CJTC has satisfactorily met the mandates of the BCCR. The CRT recommends continued certification of the CJTC.