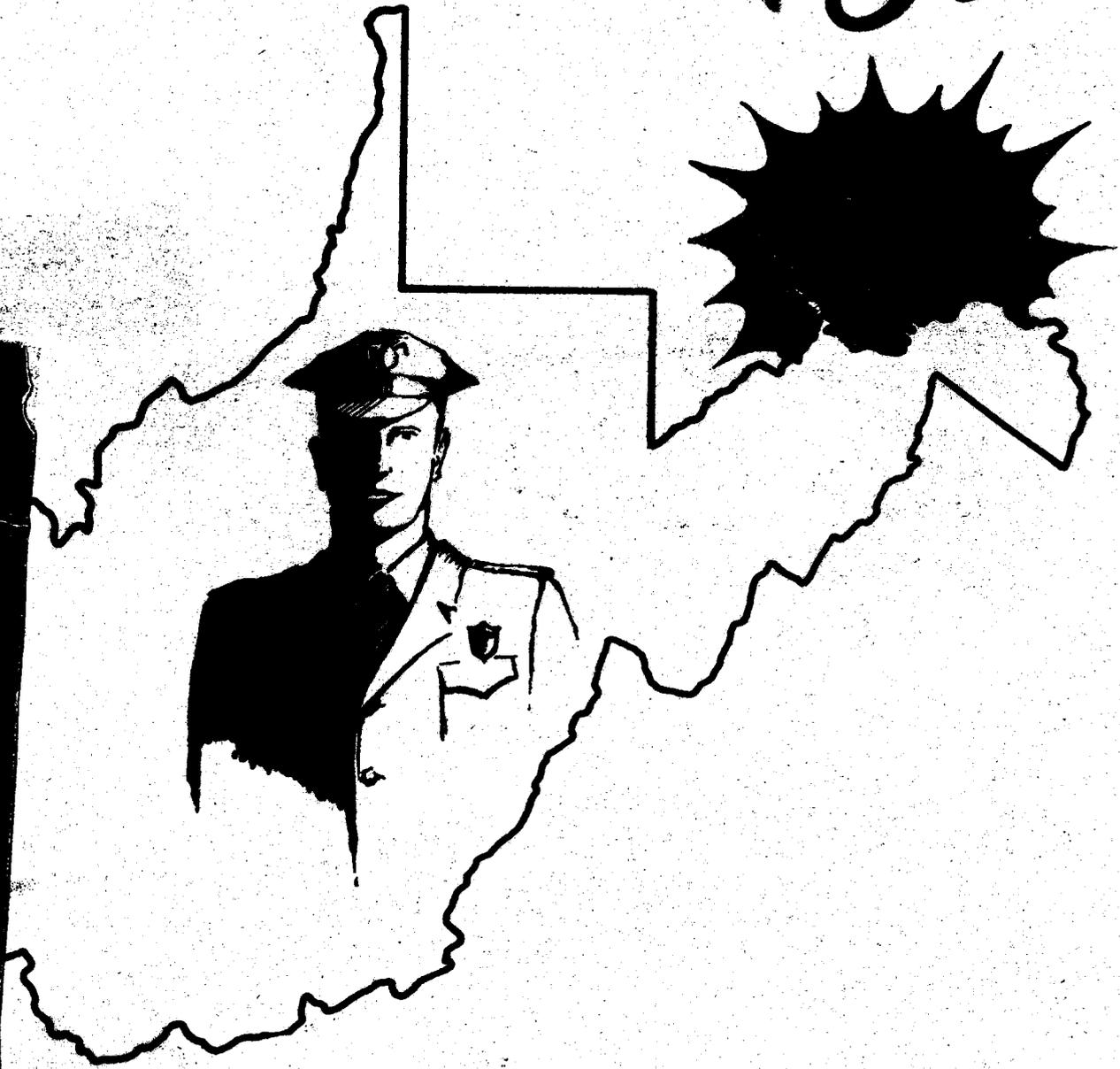


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# THE POLICE IN WEST VIRGINIA

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LAW ENFORCEMENT OFFICERS MINIMUM STANDARDS PROJECT

THE POLICE IN WEST VIRGINIA

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A REPORT OF THE WEST VIRGINIA LAW ENFORCEMENT OFFICERS  
MINIMUM STANDARDS PROJECT AND RECOMMENDATIONS OF  
THE POLICE TRAINING ADVISORY COMMISSION FOR  
IMPROVING POLICE SERVICE IN WEST VIRGINIA

AN O L E A PROJECT

JUNE, 1968

Revised December, 1968

## F O R E W O R D

Governor Hulett C. Smith, recognizing the urgency of the State's law enforcement problems and being desirous of up-grading the role of the police officer in West Virginia, on the 3rd day of November, 1967, appointed a Police Advisory Commission of fourteen law enforcement administrators and citizens interested in police problems to study the State's police needs. This report is the product of the Commission's work.

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## I N T R O D U C T I O N

Crime is a problem statewide in scope. Municipal and county boundary lines do not deter the criminal in any manner. The legislature must provide for a statewide law enforcement program to the end that its citizens receive maximum protection from the criminal.

The State's "exclusive" right of regulation of its police is found in Article I of the West Virginia Constitution. A sampling of public opinion throughout the state with regard to its attitude toward the police reflects that the citizen's respect for the police varies from excellent to almost a complete lack of respect, usually depending upon the level of law enforcement to which reference is made. A closer look at the facts invariably discloses a direct relationship between the officer's training and what the taxpayer thinks of him in most instances.

There are 1,579 local law enforcement officers in West Virginia. Some are trained -- many are not. Recruits for the State Department of Public Safety receive a basic training course of 20 weeks. Some of the larger cities provide less elaborate training programs. In the case of a large percentage of recruits for local law enforcement, no police training is required or made available.

The Police Advisory Commission in this report recognizes this inadequacy as a shortcoming of West Virginia law enforcement basic to a sound program. The constitutional responsibility of the legislature to regulate law enforcement in a modern society requires not only minimum recruitment standards but adequate training programs for all levels of local law enforcement.

Other states are meeting this problem through the passage of minimum standards legislation and providing needed training programs. West Virginia remains one of 25 states in the nation that has no minimum standards legislation. The Police Advisory Commission has written a statute, set forth in this report, which it believes will meet the state's needs. Furthermore, it has recommended recruitment and training standards designed to meet the specific and sometimes unique problems of the West Virginia law enforcement officer.

Progress with this issue, so vital to the general welfare, freedom, and security of our people, rests in the main with the West Virginia Legislature. That body alone has the authority and the resources to carry out the objectives set forth in this report.

RECOMMENDED STANDARDS  
OF THE  
POLICE ADVISORY COMMISSION  
FOR  
WEST VIRGINIA LAW ENFORCEMENT OFFICERS

Recruitment and Appointment

1. Applicant to be a citizen of the United States.
2. Applicant must have attained his 21st birthday and not have reached his 36th birthday at the time of appointment. However, an applicant who has not reached his 45th birthday and has qualified as a police officer by serving not less than three (3) years in a municipal, county, state or federal police agency may be appointed to police departments or police agencies, even though he does not have a high school diploma or its equivalent, subject to the following provisions:
  - a. That the department to which the appointment is made is not covered by civil service;
  - b. That such appointment does not conflict with any pension or retirement plan;
  - c. That the applicant meets other requirements governing appointments; and
  - d. That not more than two (2) years have passed since the applicant last served as a police officer.

These recommendations regarding appointment are not applicable to appointments of Chiefs of Police or the Superintendent of the Department of Public Safety.

3. Applicant to be a high school graduate or equivalent - equivalent defined as having attained a passing score on a General Education Development test indicating a high school graduate level.
4. Applicant must successfully complete:
  - a. A physical fitness test consisting of such number of reasonable fitness and agility tests prescribed by doctors or experts in the field of physical fitness and designed to determine the applicant's physical condition, strength and coordination, agility and physical capability.

4.

- b. A medical examination to determine that he is free of any disqualifying condition, injury or disease.
  - c. An examination by a doctor qualified to evaluate his mental and emotional condition and determine if he is qualified for police service.
  - d. The applicant should be not less than 5'8" in height and weigh not less than 150 pounds.
  - e. Persons qualified for police service in scientific and technical fields may be employed in that field even though they do not meet the above physical standards.
5. Applicant must be able to operate a motor vehicle and be duly licensed to do so by the State of West Virginia.
  6. Applicant shall not have been convicted of a felony offense and must have good reputation and moral character as established by a thorough background investigation.
  7. If the applicant has been a member of the Armed Forces, he must have been discharged or released from the military service under honorable conditions and under such regulations that would allow his re-enlistment or recall to active duty in said service.
  8. All original appointments in the police service and all promotions therein shall be for a probationary period of twelve (12) months.
  9. That standards be established at the State level to insure uniformity in examinations for appointment and promotions.

### Training

1. That all West Virginia peace officers who enter the field of law enforcement after a basic training course is established be required to attend and successfully complete a course of basic training consisting of not less than 400 classroom hours. This course should be given eight (8) hours per day, five (5) days per week for ten (10) weeks and should be completed either before the new officer is assigned to police duty or, at the very least, before he has completed his probationary period.

- a. That the training of all new officers be conducted at a central location such as the State Police Academy at Institute, and until such time as facilities are available training should be conducted on a regional basis.
  - b. That a certificate of graduation be awarded to all members of the class who successfully complete the training.
  - c. That the basic training course be made available to all law enforcement officers now in active service who have not had adequate training, should they wish to take it.
2. That each member of a law enforcement agency who completes the basic training course be required to attend an in-service course of training within two (2) years and thereafter as often as the Training Commission would recommend. This training would consist of selected subjects and would cover a period of not less than one (1) week or forty (40) classroom hours.
  3. That 80 classroom hours or two (2) weeks of training in supervision be given to all officers in supervisory or command positions. Whenever possible, the training should be given before the supervisor assumes the duties of his position.
  4. That forty (40) classroom hours of management training be made available to all management personnel.

#### Salaries and Working Conditions

1. That the Commission encourage municipal, county and state officials to improve the salary plan for their respective law enforcement officers (municipal police officers, deputy sheriffs and members of the Department of Public Safety).
2. That State legislation be adopted prohibiting police officers from collecting a fee following the issuance of traffic citations, civil processes or for making arrests.
3. That the present laws be amended to permit police officers and members of the Department of Public Safety to be paid time and one-half for hours worked beyond forty (40) hours per week.
4. That legislation providing law enforcement officers with the right of compulsory arbitration for salaries only with public officials be adopted.

6.

5. The amendment of the present Civil Service Pension Law to clarify the circumstances and physical disabilities necessary to constitute a disability pension.
6. That the probationary period for patrolmen included under State Civil Service be extended to one (1) year rather than the present six (6) month provision.

LAW ENFORCEMENT EMPLOYMENT

The great majority of the police officers now employed in West Virginia were selected by traditional methods. There is now a growing awareness among police administrators of the need to improve the selection process and find more accurate methods of distinguishing the qualified applicant from the unqualified. The number of young men interested in police careers is not sufficient to permit a really wide choice. This narrow applicant base imposes a limitation that would not permit full and effective use of a valid selection process. Under present circumstances of the police service, and if all positions are to be filled, almost all applicants making passing grades must be accepted, including those who barely pass along with those of average ability and above.

At least two-thirds of the state's municipal officers are selected by Police Civil Service Commissions. These commissions are mandatory for municipalities of 5,000 or more population and optional for those under 5,000. Each is composed of three members; one being appointed by the governor; one by the local Fraternal Order of Police and the third by the local Chamber of Commerce, or if there is none, by a businessman's association. These commissions are charged with the responsibility of making appointments and establishing promotional procedures for their respective departments. They

promulgate rules and regulations governing these procedures and for such other matters necessary to carry out the purpose of the law.

Commissions are required to give adequate notice of examinations and to require all persons applying for admission to any examination to file a formal application, under oath or affirmation, which includes:

- a. His full name, residence and post office address;
- b. His United States citizenship, age and place and date of birth;
- c. His health and physical capacity for public service;
- d. His business and employment and residences for at least three previous years;
- e. Such other information as may reasonably be required, touching the applicant's qualifications and fitness for the police service.<sup>1</sup>

Additional requirements include a physical examination to establish the applicant is free from disqualifying physical or mental defects; a minimum and maximum age of 21 and 35 respectively; residence within the county for one year prior to appointment and a probationary period of six months.

The statute requires that the commission may, but is not required to, refuse to examine or certify as eligible after examination one who is found to lack any of the established preliminary requirements, or who is physically disabled, or who is addicted to the habitual use of intoxicating liquor or drugs, or who has been guilty of any crime, or of infamous or notorious conduct. The

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<sup>1</sup>W. Va. Code ch. 8, art. 5A, § 6

commissions certify eligibility lists to the appointing authority and from this list appointments are made.

The Civil Service Law became effective in 1937 and at that time an applicant was required to be a resident of the municipality for three years before he was eligible for appointment to a position as a police officer in it. In 1949 the law was amended to require a three-year residence within the county. This restriction remained in effect until 1968 when the period of residence was reduced to one year.

Each commission is autonomous and rules and regulations may and do vary from one municipality to another. Some require high school diplomas as a condition of employment while others do not. Height requirements also vary from place to place. Even within the restriction of the Civil Service Law some innovation is possible. The Charleston Police Department now has the members of the training class interviewed and tested by a psychiatrist as an evaluative aid. This is the only department in the state that is known to use such an aid in evaluating new personnel.

The smaller towns and villages have more difficulty in employing personnel. Here the choice is even more limited and employment conditions are such that there is little interest in these positions. There is no civil service to provide tenure. Neither is employment restricted to county residents. Salaries are lower

and turnover is higher. Few young men accept appointment and when they do it is only until more desirable employment can be found.

Deputy sheriffs are appointed by each newly-elected sheriff and appointments are based solely on political considerations. No examinations of any type are required as a condition of employment. Since the sheriff is not permitted to succeed himself there is no tenure.

The State Police have tenure but are not covered by civil service. They recruit on a statewide basis but the constitution prohibits employment of non-residents. The selection process includes intelligence and aptitude tests, strength and agility tests, medical examinations, a thorough background investigation and oral interviews. A probationary period of 18 months provides a fairly adequate period of observation and evaluation to determine progress and adjustment to the requirements and demands of police service. Selection procedures are constantly reviewed to effect improvement.

Recruiting methods used by both municipal and State Police are similar. Public announcements are made through the news media of examinations to be conducted. Some recruiting is done directly by members for their own agencies when they seek and encourage interested young men to join their departments. Considerable recruiting is accomplished indirectly by capable and respected officers whose work and public esteem arouse interest in a police career. As

indicated earlier, residential requirements constitute a serious obstacle to recruiting programs. Little or no recruiting is done at the colleges. Cadet programs have been initiated by one or two departments which will improve their recruiting programs and provide a number of qualified young men to enter the law enforcement field.

The selection process eliminates a high percentage of applicants in municipal departments and the State Police. Information on rejections is kept only in a few agencies. The Huntington Police Department in the three-year period from 1965 through 1967 had 178 men who took the examination but only 23 were certified. In 1968, 105 men applied, 67 took the examination, 52 were certified as eligible and 13 were selected for appointment. The experience for 1968 is unusual in that a high percentage passed the test, permitting a wider choice than in previous years.

The State Police in the spring of 1967 selected 24 men from a total of 113 applicants. Only 16 completed the training course. In the fall of 1967, 9 men were selected from 45 applicants. In 1968, 169 applied, 161 reported and 22 were selected. Fifty-seven percent of the applicants in 1968 were rejected by the strength and agility tests, height and weight restrictions and the medical examination.

THE NEED FOR TRAINING STANDARDS

Training opportunities within the state for the majority of police officers are limited, and in many cases non-existent. As a result many of the officers have had no training and others have had only short courses of about a week's duration. For many years there were no training schools regularly conducted for municipal and county officers, although a few were occasionally held for officers from several departments. These include one of six weeks in 1946, one in 1950 of four weeks and three in 1954 and 1955 for two weeks.

In 1955 the Vocational Education Division of the Department of Education established an itinerant training program which started with 80 classroom hours of instruction. This was later reduced to 45 hours by request of local authorities. About 200 officers attended these schools each year until the program terminated in April of 1967. Some officers attended the same ones two or three times over a period of years as they were repeated in their areas. These brief schools were the only source of training for many officers during this 12-year period. See Appendix A for a representative sample of this program.

Some of the larger departments and the Vocational Education

Division co-sponsored a three or four week part-time program in the early 1960's and in 1965 Huntington and Charleston developed full-time programs of 6 and 16 weeks respectively. These have since been extended to 12 and 20 weeks. In 1967 Wheeling initiated a four-week basic training course. The municipal schools are open, but State Police schools are restricted to its members. Smaller cities, lacking resources to carry on schools of their own, and who once depended upon the Vocational Education program, are now completely without training.

All of the departments of Class I and II municipalities report they have had training, but not all of their members have. In the Class III group 19 departments show that all of their personnel have had some type of training, while 12 others report none of any kind. Those departments without training have up to 9 officers. A survey made in 1967 indicates that at least 20 percent of the municipal officers have had no training. Twenty of 35 counties reporting in 1968 show the deputy sheriffs have received no training within the past three years. Information for the following table was taken from a survey on training made in 1967 by the Governor's Committee on Crime, Delinquency and Corrections.

<u>Group</u>	<u>Reporting Officers</u>	<u>% of Total</u>	<u>With Training</u>	<u>Without Training</u>
Class I (50,000-100,000)	209	62.9	190	19
Class II (10,000-50,000)	223	75.9	184	39
Class III (2,000-10,000)	211	84.7	141	70
Towns & Villages (Under 2,000)	107	94.7	55	52
Sheriff Departments	157	71.3	114	43
State Police	260	83.6	260	0

A three-week school for supervisors was conducted in 1965 by the Huntington Police Department, with assistance from Public Administration Service in Chicago. This was the first such effort in the state. Later the same year the State Police and the Insurance Institute for Highway Safety co-sponsored a two-week school in supervision and another of one week in management training. Instructors were provided by the Traffic Institute of Northwestern University. A short instructor training course was jointly sponsored by the State Police and the Vocational Education Division in the mid-fifties. As far as is known, these are the only such efforts toward this type of training made within the state.

The present status of police training is not at all indicative of the attitude of the police or police departments regarding it. There is almost unanimous interest in training by both individual officers and the agencies. In the past members have been quick to take advantage of training opportunities and have

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travelled considerable distances at their own expense and time to attend training schools. Many departments over the years have sent members out of state to attend basic programs and seminars.

TRENDS IN LAW ENFORCEMENT PERSONNEL EMPLOYMENT

As Related to Population and Property Value

In 1950 the state's population was 2,005,552 and in 1960 it was 1,860,421. Data since 1960 is based on Census Bureau Estimates for 1966 and must be regarded with some reservation. These estimates indicate a slight decrease in the total population and a decrease in two of the state's three Class I cities. Since 1960 eleven of Class I and 7 of the largest 10 in Class III show increases. Projections on the others are not available. Of these 26 municipalities 16 show police personnel increases, 4 had decreases and 6 remained unchanged. State Police personnel increased from 264 to 318. Personnel information on deputy sheriffs is not available for 1960.

Property valuation covers public utilities, real estate and personal property and shows a marked increase in each of the 26 municipalities. This is primarily due to a property re-appraisal program which was started and completed during the 1960-1967 period. In the case of utilities it also represents growth. Salaries were increased in the State Police and 25 of the municipal departments. Equipment expenditures increased in all of them.

In general the property valuation would indicate the ability of the municipality to pay for services, but does not show the full

picture because municipal obligations are not included or considered. Appendix B compares data for the period.

By Gross Numbers

Data on employment of law enforcement personnel must be obtained from the few scattered sources available. That there is no single, or good, source of such information possibly indicates both a lack of prior interest and need. In all probability, more inquiries have been made of the police for such information within the past year than ever before. These inquiries indicate that only current information is available. Records may exist but they are scattered or unknown or inaccessible to present personnel. Census reports provide rather brief information on the gross number of personnel employed in law enforcement but do not indicate those employed at the state and municipal levels. The table below shows the gross number of officers employed over a 40-year period.<sup>2</sup>

<u>Year</u>	<u>Marshalls and Constables</u>	<u>Policemen and Detectives</u>	<u>Sheriffs and Bailiffs</u>	<u>Total</u>
1930	223	874	309	1,406
1940	168	728	266	1,162
1950	121	973	279	1,373
1960	76	1,230	294	1,600

The 1930 census included private police and detectives in the total number. A change in reporting separated these categories for

<sup>2</sup>United States Census Reports, 1930 through 1960.

the next three census reports. None of these separate county officers doing law enforcement work from those employed as process servers, court bailiffs and jailers.

A survey by the Governor's Committee on Crime, Delinquency and Corrections in May 1967, provides data on the number of personnel employed as police officers at the municipal, county and state levels as follows:

<u>Year</u>	<u>Municipal Police</u>	<u>State Police</u>	<u>Sheriff Departments</u>	<u>Total</u>
1967	1,041	318	220	1,579

In this case the county officers include the 55 sheriffs and 165 deputies whose duties consist primarily of law enforcement. The number of deputies is an estimate based on the response to the survey. Jailers, bailiffs and those serving processes are not included.

#### By Governmental Unit

Biennial reports of the State Police for the census years of 1930 through 1960 record the enlisted strength of that department. Combining the three sources results in the following picture of law enforcement personnel employment for almost fifty years.

<u>Year</u>	<u>Marshalls &amp; Constables</u>	<u>Police &amp; Detectives</u>	<u>State Police</u>	<u>Sheriffs &amp; Bailiffs</u>	<u>Total</u>
1930	223	715	159	309	1,406
1940	168	516	212	266	1,162
1950	121	771	202	279	1,373
1960	76	966	264	294	1,598
1967		1,041	318	220	1,579

Again it is pointed out that the number of police and detectives in 1930 includes both private and governmental. Because of separations from the service and enlistment of personnel, it is obviously impossible to establish exact totals.

The survey of the Governor's Committee did not include constables.

#### In Relation to Type of Work Performed

Almost all police officers in the state have general police assignments. It is not expected that this situation will change appreciably, even with the slow but continuous increase in personnel that is taking place. That this exists is due primarily to a lack of need of specialized units. Only a few departments are large enough to have need of separate accident prevention and investigation units, detective bureaus or other units required in large municipalities. Because of this, training is general in nature and covers almost all areas of police activity.

There has been a gradual increase in the total number of police personnel. Between 1960 and 1967 municipal departments increased by 113, or 13 percent. In the same period the State Police increased their strength from 255 to 315, or 23 percent. In both municipal and state agencies these additions were made at the patrol level.

Supervisory positions have been increased in a number of departments and this will continue with general increases in personnel. It is customary, or required, to fill these positions from the next lower rank and this practice is expected to continue unless the concept of lateral entry gains acceptance. Increases at the patrol level will continue and, as they do, additional supervisory positions will be required. The majority of supervisors are required to perform routine police duties as a matter of practicality. This is a situation that is typical and not restricted to West Virginia alone.

"Aside from a few specialists in laboratories, and others, as we go up the promotional line, the sergeant, the inspector, the captain are regarded as patrolmen who have taken on additional (but not really different) responsibilities with each promotion. The qualifications are considered different in quantity but not in quality.<sup>3</sup>

Specialists positions are expected to remain almost constant, increasing slowly as increased and improved services of additional field personnel require.

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<sup>3</sup>Sidney H. Asch, *Police Authority and the Rights of the Individual*, 36 (1967).

### Identifying New and Emerging Characteristics

There are hopeful signs existing which presage better days ahead for the police service. These signs seem to be characteristic of progressive officers and agencies and if they are, progress must result.

It is characteristic of the younger officer to be dissatisfied with the status quo. What was once good enough is now inadequate. The police philosophy of yesterday is gone and has been replaced with a desire for better methods. There is a keen awareness of the necessity for improvement and that it can be obtained only through improved methods of selection, improved training in police procedures and by providing educational opportunities in the field of law enforcement at the college level for both pre-service and in-service personnel.

There is a marked interest in the progress being made by others and in what can and should be done. Requests for additional personnel are now coupled with the understanding that more effective use will be made of them. Casual acceptance of the need of supervision, and of improving supervision, have replaced resentment of it.

There is a readiness to critically evaluate the performance of personnel and departments instead of attempting to alibi or

defend an indefensible position as has been the experience in the past. Finally, there is the beginning of a better understanding of the police role in our society and a greater willingness for the police to voice opinions regarding this role, its accomplishments and its needs.

GENERAL CHARACTERISTICS OF WEST VIRGINIA POLICE OFFICERS

The average West Virginia police officer suffers by comparison with the average for the United States. He is a little older; his educational level is lower; his training period has been no longer, if as long; many of his supervisors have not been given supervisory training; few of his administrators have had management training and he gets less pay for what he does.

Age

The median age of police officers in the state in 1960 was 39.3. The data below, taken from the U. S. Census Reports, shows the age distribution over a 40-year period, but includes marshalls and private police.

<u>Year</u>	<u>20/24</u>	<u>25/34</u>	<u>35/44</u>	<u>45/54</u>	<u>55/64</u>	<u>65/74</u>	<u>Over 75</u>	<u>Median</u>
1930	20	221	247	183	91	19	4	
1940	20	306	412	321	184	59	5	
1950	82	397	454	329	192	75	0	
1960	94	543	511	280	184	97	0	39.3

Information for 1967, which applies only to municipal, county and state police, was obtained by a survey by the Governor's Committee on Crime, Delinquency and Corrections. This survey, resulting in a response of almost 73 percent, shows the following age distribution.

<u>Year</u>	<u>20/24</u>	<u>25/34</u>	<u>35/44</u>	<u>45/54</u>	<u>55/64</u>	<u>65/74</u>	<u>Over 75</u>
1967	75	395	368	205	113	26	1

The median age is decreasing, but extremes range from 21 through 78. Two hundred eighteen officers are more than 50 years old and 70 are 60 or older. In one Class III municipality with a force of 6 officers, 4 were 63 or older when the survey was made. Another municipality with only three officers shows ages from 64 to 72. The towns and villages have from one to four officers and have even a higher percentage of older men employed as policemen. The oldest age reported was 78.

Age Distribution by Agencies

<u>Group</u>	<u>Average Age</u>	<u>No. Over 50</u>	<u>No. Over 55</u>	<u>No. Over 60</u>
Class I (50,000-100,000)	38.9	24	11	1
Class II (10,000-50,000)	35.7	18	3	0
Class III (2,000-10,000)	40.5	54	41	24
Towns & Villages (Under 2,000)	48.5	64	42	25
Sheriffs & Deputies	45.7	62	44	19
State Police	33.5	8	0	0

## Education

The educational level of the average police officer in West Virginia is 11.6 years, or less than the 12 years or high school graduate recommended by the President's Commission as the minimal level acceptable for appointment. The median for police throughout the United States is 12.4 years. The following table shows the educational levels of the personnel of the various municipal groups, the deputy sheriffs and the State Police.

<u>Education</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Towns &amp; Villages</u>	<u>Sheriffs &amp; Deputies</u>	<u>State Police</u>
4th Grade	0	0	0	2	0	0
5th Grade	0	0	0	1	1	0
6th Grade	0	0	0	1	0	0
7th Grade	1	0	2	6	1	0
8th Grade	3	5	33	27	20	0
9th Grade	4	4	17	6	12	0
10th Grade	5	10	16	12	9	0
11th Grade	11	7	15	11	7	0
12th Grade	134	151	109	37	87	180
1 yr. College	30	15	7	1	9	37
2 yr. College	11	23	3	2	11	26
3 yr. College	5	7	3	1	2	9
4 yr. College	2	1	5	1	0	9
Average	12	12.1	11	10.1	11.2	12.6

A high school diploma or its equivalent is required as a condition of employment in the three Class I cities, eleven of thirteen Class II and by the Department of Public Safety. Only 25 of the 55 Class III group responding have such a requirement.

Some county sheriffs require high school diplomas for appointment but others do not. Whether or not this is a requirement depends upon the appointing authority, the sheriff. Since the sheriff cannot succeed himself, a county could have different requirements every four years as a new sheriff is elected. The towns and villages are in much the same position. Some have high school graduates employed but the majority do not.

No department in the state requires a college education for employment. However, there are a few technical positions in the State Police which require college degrees. Almost 19 percent of the officers responding indicate they have had one year or more of college work; 10.4 percent have had two years or more; 3.8 percent three years or more and 1.5 percent have had four years. Expressed in more meaningful terms, 220 officers have completed one or more years of college but only 18 have had four years.

Incentive pay is not provided by any department in the state for college work, a practice used in a number of places in other states to encourage individual improvement and one that is recommended for all departments by the President's Commission.

### Service

The average length of service of more than 1,000 officers responding to this question is 9.0 years. Extremes range from a

few days to more than 40 years. Officers serving in Class I cities average almost 2.5 years more service than those of Class II and the State Police. Again, the personnel in this group is fairly evenly distributed over a service period of 20 years. All others show a greater proportion in the 0-5 year bracket. Deputy sheriffs, lacking tenure, average only 6.3 years of service. The table shows the service of the personnel for all enforcement groups.

<u>Group</u>	<u>0-5</u>	<u>6-10</u>	<u>11-15</u>	<u>16-20</u>	<u>Over 20</u>	<u>Average</u>
Class I (50,000-100,000)	45	45	55	39	26	12.0
Class II (10,000-50,000)	86	40	39	45	14	9.7
Class III (2,0000-10,000)	105	43	26	26	8	7.9
Towns & Villages (Under 2,000)	57	28	5	8	14	8.5
Deputy Sheriffs	89	36	19	10	3	6.3
State Police	91	53	72	36	9	9.6
Total	473	245	216	164	74	9.0

### Turnover

Data is available covering 1,177 officers in Class I, II and III municipalities and the State Police. Deputy sheriffs and town and village officers are not included. Turnover in police personnel is greater in West Virginia than the national average.

The lowest rate was found in the State Police (4.5%). The next lowest in the Class I cities (7.2%) followed by the Class II

(10.6%) and Class III (15.0%). One hundred three officers, on the average, leave the service annually for a turnover of 8.7 percent; compared with 5 percent for the nation. The rate would be even higher if the deputy sheriffs and the town and village officers were included.

Reasons for leaving varied but low pay or better jobs were given in each instance. Most left the department in the largest cities by retirement, but two of the three also included "other jobs". The Class II group, without exception, and the Class III, almost without exception, gave low pay as the reason for leaving. Other reasons included health and lack of job security. The majority of those leaving the State Police service left by retirement. Better employment was the next reason for leaving.

In a few cases failure to satisfactorily complete probationary training resulted in separation from both the municipal departments and the State Police.

Personnel Turnover (Annual)

<u>City</u>	<u>No. of Men</u>	<u>% of Force</u>
<u>Class I</u>		
Charleston	7	5
Huntington	14	14
Wheeling	4	5
Total	25	7.2

<u>City</u>	<u>No. of Men</u>	<u>% of Force</u>
<u>Class II</u>		
Beckley	8	40
Bluefield	2	8
Clarksburg	1	3
Dunbar	4	44
Fairmont	1	3
Martinsburg	4	21
Morgantown	2	5
Moundsville	2	10
Parkersburg	2	5
So. Charleston	2	7
St. Albans	1	6
Vienna	1	25
Weirton	3	10
Total	33	10.6

Class III

44 cities with a total of 206 men	31	15
Towns & Villages	Not Counted	
State Police	14	4.5

### EMPLOYMENT BY POSITION

The positions found in municipal departments include chief, captain, lieutenant, sergeant and patrolman. As would be expected, some variation exists. For example, of the three largest departments in the state, Charleston and Huntington both have positions for captains. Wheeling does not have this position but does have the position of patrolman first class, which the others do not have. All have lieutenants and sergeants in fairly equal proportion to the total personnel.

In the Class II municipalities, twelve have the title of chief for the department head. In Martinsburg this position is designated by city charter as captain of police. Five more of these departments have one captain each and the remaining seven do not have this position. It is interesting to note that of the 8 largest departments, with 25 or more officers, only 3 have the captain position. The other three are found in departments of 9, 14 and 19 men. Nine of the departments have the position of lieutenant, with the number ranging from 1 to 5 men. Twelve have sergeant positions with from 1 to 6 men and one department has positions for detective patrolmen. The smallest department in this class has a total of 4 men serving a population of over 11,000 people.

Only Class III municipalities with Police Civil Service Commissions are considered here. Eleven of these 15 department heads have the title of chief. Charles Town, Elkins and Nitro have captains in charge of the departments and Princeton, with the largest department in this class, is headed by a sergeant. Two departments have one captain each; 6 have a total of 7 lieutenants; 12 have from 1 to 4 sergeants and 3, Charles Town, Logan and Williamson, each have one corporal.

The position of chief of police is elective at Follansbee, population 4,296; New Martinsville, population 5,607; Weston, population 8,754 with elections held biennially and at Wellsburg, population 4,850 with elections held annually.

Positions in the State Police, organized in 1919 and along military lines, include colonel (appointive), lieutenant colonel, major, captain, lieutenant, master and first sergeant, sergeant, corporal and trooper.

In the sheriff departments enforcement officers are simply designated as deputy sheriff. The larger counties have a chief field deputy and Hancock County has both captain and lieutenant positions.

Appendix C lists numerically the positions in the departments discussed here.

POSITION CATEGORIES AND WORK PERFORMEDDEPARTMENT HEADI. Duties

Directs and coordinates activities of department in accordance with authority delegated by law or ordinance; develops and establishes departmental policies and promulgates rules and regulations for operation of the department; administers daily police activities through subordinates by proper delegation of authority; prepares or supervises preparation of budget proposals, presents budget to finance committee or other approving committee and gives justification for needed funds; directs activities of personnel engaged in recruiting; disciplines members, within limits, for infractions or inefficiency; may command force during some emergencies such as fires or riots; in some communities may assist one or more subordinates in the investigation of crime and the apprehension of offenders.

II. Qualifications

- A. Education -- The President's Commission recommends that police departments take immediate steps to establish a minimum requirement of a baccalaureate degree for all supervisory and executive personnel.

College degrees should be established as a future goal. College training now is desirable, but such standards are as yet impossible of attainment. A diploma from an accredited high school is the minimal requirement. Experience must be substituted for higher educational requirements.

- B. Experience -- Broad experience in law enforcement is required and should include experience in supervision, command and administration.

III. Special Skills, Knowledge and Abilities

- A. Knowledge of principles of organization and management.  
B. Ability to delegate authority.

- C. Ability to use staff effectively.
- D. Ability to make decisions.
- E. Ability to motivate personnel.
- F. Ability to work with others effectively.
- G. Ability to accept responsibility.
- H. Demonstrated administrative ability.

### DEPUTY or ASSISTANT DEPARTMENT HEAD

#### I. Duties

Performs responsible administrative work in coordinating the activities of personnel; inspects personnel to assure that they conform to prescribed standards of appearance, conduct and efficiency; inspects premises and records and observes activities of personnel in various divisions; prepares reports when necessary regarding efficiency, conditions or disciplinary problems; recommends policy and procedures, rules and regulations; transmits orders from department head to division heads; liaison with line personnel and other agencies; performs other required duties; assumes command in absence of department head.

#### II. Qualifications

- A. Education -- The President's Commission recommends that police departments take immediate steps to establish a minimum requirement of a baccalaureate degree for all supervisory and executive personnel.

College degrees should be established as a future goal. College training now is desirable, but such standards are as yet impossible of attainment. A diploma from an accredited high school is the minimal requirement. Experience must be substituted for higher educational requirements.

- B. Experience -- Broad experience in law enforcement is required and should include experience in supervision, command and administration.

### III. Special Skills, Knowledge and Abilities

- A. Ability to make oral and written presentations.
- B. Ability to handle new types of problems.
- C. Demonstrated supervisory ability.
- D. Ability to plan and organize new projects.
- E. Knowledge of principles of management.
- F. Ability to accept responsibility.
- G. Ability to make decisions.
- H. Broad knowledge of police practices and procedures.
- I. Ability to establish and maintain effective work relationship with employees, officials and the general public.

## SUPERVISOR

### I. Duties

Supervises and coordinates activities of subordinates; makes periodic inspections of patrol or beat area; observes conduct, appearance and efficiency of each officer and directs him in his duties; assists subordinates in the performance of police duties when necessary; reports infractions to superiors; reports to superiors of major crime or disturbance within area; takes necessary action until superior arrives; performs other delegated duties.

### II. Qualifications

- A. Education -- For the present a high school diploma or equivalent. For the future college training of at least two years.
- B. Experience -- Considerable experience in line operations.

### III. Special Skills, Knowledge and Abilities

- A. Considerable knowledge of laws and ordinances.
- B. Knowledge of department rules, regulations and policies.
- C. Good knowledge of routine police activities and problems.

- D. Ability to supervise the work of subordinates.
- E. Ability to establish and maintain effective working relationship with subordinates, officials and the general public.
- F. Ability to motivate subordinates.

## PATROLMAN

### I. Duties

Patrols assigned beat or area, on foot or by motor vehicle, to control traffic, prevent crime or disturbance; initiates some criminal investigations; alert for suspicious persons or circumstances or establishments and reports them; familiarizes himself with beat or patrol area, notes and reports hazards that endanger public safety; polices crowds and public gatherings; reports to accident scenes, renders first aid, investigates and reports some motor vehicle accidents, directs and re-routes traffic; detects and arrests violators; receives and gives information about situations requiring action; executes warrants, may write daily activity report.

### II. Qualifications

- A. Education -- For the present high school diploma or equivalent is minimal. For the future college associates degree.
- B. Basic Training -- A minimum of 10 weeks (400 hours) basic police training.
- C. Field Training -- After completing basic training, work under close supervision of carefully selected field training officers until they have demonstrated their ability to perform capably alone or with a minimum of supervision.

### III. Required Skills, Knowledge and Abilities

- A. Ability to work well with a minimum of supervision.
- B. Ability to follow verbal and written instructions.
- C. Ability to express himself orally and in writing.

- D. Ability to act and think quickly in emergencies.
- E. Ability to work effectively with others.

#### IV. Special Requirements

- A. Must meet physical and character requirements.
- B. Must be able to operate patrol vehicles skillfully.
- C. Must possess a valid West Virginia driver's license.

### CLERICAL

#### I. Duties

Maintains records of police activities including traffic, criminal and those of general nature; files, sorts, verifies material; purges files when required; may maintain attendance, sick leave and other personnel records; may record and file complaints of criminal activity; may do some typing; may consolidate information for reports; performs other general clerical duties.

#### II. Qualifications

Education -- High school diploma or equivalent.

#### III. Special Skills, Knowledge and Abilities

- A. Knowledge of business English and spelling.
- B. Some typing ability.
- C. Ability to work in harmony with others.

### TECHNICAL SPECIALIST

#### Police Chemist

#### I. Duties

Performs chemical and physical analyses of evidence including, but not limited to, the qualitative analysis of blood, body

tissue, fluids and stomach contents for the detection of alcohol, carbon monoxide, drugs and poisons; does quantitative analysis of blood for alcohol concentration; does serological examinations of blood and stains to determine if human and the grouping; makes microscopic examinations of soil, paint, glass, safe insulation and other evidence; conducts spectrographic examinations of soil samples, paints, metals and other material; compares densities of certain evidence samples; identifies drugs and narcotics; does microscopic examinations of hairs and fibers; examines arson evidence for flammables and accelerants.

## II. Qualifications

- A. Education -- Graduation from an accredited college or university with a degree in chemistry.
- B. Experience -- Considerable experience in police chemistry laboratory.

## III. Special Skills, Knowledge and Abilities

- A. Ability to use analytical instruments including ultra-violet and infra-red spectrophotometers, gas and liquid chromatographs and emission spectrograph.
- B. Ability to use microscopes and other general chemical apparatus.
- C. Knowledge of inorganic, organic, physical and analytical chemistry.
- D. Ability to maintain precise records.
- E. Ability to establish and maintain effective working relationships with other employees and officials.

### TECHNICAL SPECIALIST

#### Questioned Document Examiner

## I. Duties

Examines handwritten or handprinted letters and documents submitted in criminal cases; examines handwritten or handprinted samples submitted; compares samples with submitted evidence to determine author; examines typewritten documents and compares

with samples submitted to determine if written by same typewriter; examines documents to detect alterations or forgeries; prepares reports of findings; prepares exhibits for court use; testifies in court or at hearings to assist in the prosecution or exoneration of accused parties.

## II. Qualifications

- A. Education -- College baccalaureate degree.
- B. Experience -- A minimum of three years training under a qualified questioned document examiner.

## III. Special Skills, Knowledges and Abilities

- A. Ability in microscopy.
- B. Ability in the use of special measuring devices.
- C. Ability in the use of light sources.
- D. Ability in photography.

### TECHNICAL SPECIALIST

#### Firearms Examiner

## I. Duties

Examines and tests firearms, bullets, cartridge cases and related evidence in criminal cases to develop facts useful in the apprehension and prosecution of suspects; examines bullets or bullet fragments and other evidence found at crime scenes and make of weapon; test fires suspected weapons to permit microscopic comparison with evidence found at the crime scene; determines probable angle and, in some cases, distances from which crime weapon was fired; tests weapons for malfunctions which would or could cause accidental discharge; may perform other tests of a physical nature to determine the relationship of evidence to a suspect and to a crime, including the examination of tools and tool marks relating to crimes; prepares reports of findings and testifies at hearings and trials to aid in implication or exoneration of suspect; may photograph bullets or tool marks or firearms pertinent to case.

## II. Qualifications

- A. Education -- Minimum of high school diploma or equivalent; for the future college baccalaureate degree.
- B. Experience -- Considerable experience in technical laboratory in all phases of firearms identification.

## III. Special Skills, Knowledge and Abilities

- A. Must have some mechanical ability.
- B. Ability to reason and interpret.
- C. Ability to use special equipment and tools.
- D. Broad background knowledge of firearms, their development and manufacture, and the development of ammunition and its components.

## IV. Training

There are no training schools as such in the United States that teach firearms identification. Firearms examiners learn from others qualified in the field. It is actually an apprentice system. Persons who have a deep interest in firearms as a hobby have much of the background knowledge of firearms, their development and manufacture, and the development and manufacture of ammunition and its components, that is necessary for an examiner to possess. A period of from three to five years, depending upon pupil, of working under close supervision is necessary to qualify as a firearms examiner. Included as a part of the training process is tours of firearms manufacturing plants where the various steps of the manufacturing process are observed. Other police laboratories should be visited and observed. Commercial ballistic laboratories which make tests of commercial ammunition for manufacturing companies can be of assistance. An example of one of these is the H. P. White Ballistic Laboratory at Bel Air, Maryland. Seminars conducted by firearms examiners should be attended. These are usually a part of the annual meeting of the International Association of Identification Officers whose members come from many countries of the world. These conferences help keep all identification officers abreast of the current practices in the field.

Training and practice in the use of microscopes, lighting and photography would be routine throughout the apprentice period.

TECHNICAL SPECIALIST

## Photographer

I. Duties

Photographs crime and accident scenes, both interior and exterior in black and white and in color; arranges lighting, screens, shades and other equipment to obtain desired effect; uses infra-red and ultra-violet lighting for desired effect; photographs many types of evidence in black and white and color, such as weapons, tools, tool marks, fingerprints, footprints, wounds and other physical evidence; maintains records, indexes, and files of photographs and negatives; operates or assists in the operation of a photographic laboratory; uses a variety of cameras, film filters and other equipment; uses correct angle, distance and focus; mixes solutions and chemicals used in developing film and printing photographs; enlarges and reduces prints; may do some portrait photography; may photograph criminals; uses photography in crime prevention by using moving picture cameras to record crowd activity; may use moving picture cameras to record police activity, re-enactment of crime and behavior of drunk drivers; makes transparencies for training aids or for evidential use.

II. Qualifications

- A. Education -- High school diploma minimal.
- B. Experience -- Considerable experience in photography, use of various types of cameras and equipment and darkroom techniques.

III. Special Skills, Knowledge and Abilities

- A. Considerable knowledge of photographic equipment, film and processing.
- B. Basic knowledge of laws of evidence.
- C. Ability to locate and recognize evidence.
- D. Ability to photograph in proper perspective.
- E. Some creative ability and mechanical aptitude.
- F. Ability to work well with others.

#### IV. Training

Taking pictures is such a common practice that many people have some experience in photography. Some hobbyists develop considerable ability in taking pictures and in developing photographs. Those hobbyists who are experienced in the use of cameras and equipment and in darkroom techniques have the background needed for good police photography. This alone is not enough, but it does provide the basic need.

Training under supervision of a competent police photographer will develop and improve their ability. In addition to apprenticeship training in the photo laboratory there are basic photography schools available to law enforcement agencies. A well-known example is the Eastman Seminars on Law Enforcement Photography, conducted bi-annually by the Eastman Kodak Company at Rochester, New York.

Training in photography should be continuous. In addition to attending seminars and conferences, a good photography library and current periodicals should be provided to keep abreast of new equipment, methods and techniques.

### TECHNICAL SPECIALIST

#### Fingerprint Technician

##### I. Duties

Classifies fingerprints according to specified groupings; compares fingerprints with those in files to determine if person is wanted or has criminal record; may keep fingerprint files of criminals and suspects, along with photographs and other related information; examines crime scenes for fingerprint evidence; lifts and transfers fingerprints found to record cards, using established techniques and methods; may photograph latent fingerprints found on certain objects at crime scenes; fingerprints unknown deceased for possible identification; compares latent fingerprints with those of suspects for identification or elimination; prepares exhibits for court use; testifies in court as expert witness.

## II. Qualifications

- A. Education -- High school diploma or equivalent is minimal.
- B. Experience -- Considerable experience, possibly five years in fingerprint work.

## III. Special Skills, Knowledge and Abilities

- A. Ability to recognize fingerprint patterns and to classify fingerprints.
- B. Ability to make identifications.
- C. Ability to search fingerprint files.
- D. Ability to detect latent fingerprints and to obtain by chemical process, lifting or photography.

## IV. Training

Training is given by a qualified fingerprint specialist. Background and basic training is available from correspondence schools. Course length depends upon the ability of the student, his initiative and the time devoted to it. Necessary experience can only be obtained by working under supervision in fingerprint files in police departments, jails or prisons. Experience in latent fingerprint is obtained by working under supervision of qualified personnel.

### TECHNICAL SPECIALIST

#### Polygraph Examiner

## I. Duties

Investigates and assists others in the investigation of crimes; interviews witnesses and victims of crime; interrogates person suspected or accused of crimes; examines witnesses, victims, suspects and accused persons; prepares reports of the results of interviews, interrogations and examinations; maintains records of examinations; evaluates, records and disseminates information received regarding crimes and criminal activities; may testify in court and at hearings; instructs police personnel in interrogation and related fields and in the area of the polygraph in criminal investigation.

## II. Qualifications

- A. Education -- College degree with appropriate emphasis on psychology; college associate degree with similar emphasis acceptable. Until such qualified personnel are available, selection must be made from above average police officers, substituting exceptional interest, ability and experience for college training.
- B. Experience -- A minimum of five years general police experience, including considerable experience in the investigation of all types of crimes.
- C. Training -- Must successfully complete an established polygraph school which will provide a good background in instrumentation, chart interpretation, psychology and physiology; six to twelve months experience under supervision of a competent polygraph examiner in interrogation and testing.

## III. Special Skills, Knowledge and Abilities

- A. Ability to deal with people's personal problems with tact and sympathetic understanding, but objectively.
- B. Ability to reason and interpret properly from facts and circumstances.
- C. Ability to get along well with people.
- D. Ability to maintain poise under all circumstances.
- E. Ability in oral and written expression.
- F. Knowledge of legal requirements in interrogation.
- G. Knowledge of the laws of evidence.
- H. Skill in dealing with people under emotional stress.

## TRAINING FACILITIES AND PROGRAMS

There are a number of facilities fairly evenly distributed over the state that could be used for police training purposes. The most important of these are the colleges and universities. There are 2 universities, 8 state colleges and 1 state junior college. Since these are state-supported institutions, they might be expected, conditionally, to make available classroom space, instructors and other facilities.

There are 8 denominational and private colleges and 1 junior college that might be available, at least at times, but on different terms since they are not tax supported.

The colleges would be ideal locations for regional in-service schools for experienced officers. As in-service schools would be of shorter duration and the officers would not "stay in", site selections would be governed largely by training population and driving distances.

There are 30 National Guard Armories that provide possible sites for regional training locations. These would lack many of the advantages of the colleges but they are large well-lighted buildings and, under certain conditions, would make desirable training locations.

The locations of these colleges and National Guard Armories are shown on the state map. See Appendix D.

Municipal and county buildings might be used also. Most municipal departments that have training programs conduct them in council chambers or other city-owned meeting places. Since these facilities are intended and used for the normal conduct of municipal matters, daily removal of materials and equipment used by any training group would be necessary.

The only facility in the state specifically designed for police training is the State Police Academy. It has been inadequate to meet the needs of all police. Plans have been drawn for a 80-bed dormitory which will more than double the present capacity and make it a very desirable location for centralized training for recruits from all over the state. Recruit training in a centralized location is desirable because of improved teaching and learning situation, the economy of operation and a statewide exchange of information on police operations.

The State Police Academy, located at Institute, is within sight of West Virginia State College, within a few miles of Charleston, has available a good and growing police library, a public library, a police technical laboratory, target ranges and other needed facilities.

It could also be used for specialized training schools such as instructor training, investigation, traffic, supervisory and management.

#### Existing Training Programs

As indicated earlier, training opportunities for police officers in the state are limited. Only three municipal departments and the State Police have training programs. These are intended to give the newly recruited officer some understanding of what is involved in a police career and teach him what he is supposed to do, how he is supposed to do it and under what conditions. Included are the department's policies relating to enforcement. These programs provide a foundation on which to build and improve with supervised field training, experience, other training and study.

Each department has a different approach to the training problem. Wheeling has a 4-week basic course which is given to each new member as he joins the force. It may be given to one officer and has been given to a class of six. Field training follows the classroom work. The training is done by a shift commander who is relieved of other duties and the classes are conducted in the roll-call room. Testing is limited to informal oral examinations and one written test of a general nature.

Charleston has a basic course of 20 weeks. Classes are conducted in the council chambers except for adult education classes in typing, speech and grammar which are given at a local high school, and training in defensive methods and physical conditioning which is given at a private health center. All classroom instruction is supervised by the department's training officer and consists of two 8-week periods in the classroom separated by a 4-week period of field training. The field training is supervised by selected sergeants, detectives and patrolmen designated by the chief. Each of these submit progress reports, as does the shift commander.

This department also sponsors a cadet program and now has two officers attending a local college with the department paying the cost of tuition and books. Other officers will take advantage of this program in the future.

Huntington's program is one of 14 weeks and consists of 6 weeks classroom instruction and 8 weeks of supervised field training. Classroom and field training alternate with the first 2 weeks in the classroom and then 2 weeks of field training. After the first 4 weeks, classroom training periods of 1 week alternate with 2-week field training periods. The first 2 weeks of classroom instruction is conducted at the Fraternal Order of Police property outside the city with quarters and meals furnished. During the

remaining 12 weeks the members stay at home and report to the city building daily. Examinations are given regularly and an overall average of 70 is the minimal requirement. Field training is supervised by officers designated by the chief.

The State Police basic course of 20 weeks is given at the State Police Academy, except for typing instruction which is given at a nearby high school. Members are quartered at the academy for the entire period and meals are furnished. All training is supervised by the department's training officer. Examinations are given routinely and a grade of 70 in each course is accepted as passing. Training at the academy is followed by 13 months of supervised probationary field training. See Appendix E for content of these programs.

Admission to the State Police basic school is restricted to members of that department. The municipalities will admit and welcome officers from other nearby departments but few attend.

Training costs show some variation and may not have much meaning for a number of reasons. Salaries vary and cover 75 to 80 percent of the cost. Other factors include length of the training period, the amount of time devoted to field training, if field training is included in the overall cost and whether the agency pays for all or any part of board and room. The following table compares

the costs of the four departments.

<u>Department</u>	<u>No. of Weeks</u>	<u>Salary</u>	<u>Other Costs</u>	<u>Total Per Officer</u>
Charleston	20	\$2,250	\$489	\$2,739
Huntington	14	1,660	143	1,803
Wheeling	4	454	122	576
State Police	20	2,065	652	2,717

Other costs include the pro-rated salary of the training officer for the training period, materials and supplies furnished. It includes cost of meals for 2 weeks for Huntington and for the State Police for the entire course, including pro-rated salaries of secretarial and maintenance personnel, utilities and laundry. Costs for Charleston include the trainees' salaries for one month of field training and training in physical fitness and defensive methods. Huntington's costs include salaries for two months of field training.

Not included are general instruction costs for all of the departments, field training costs for Wheeling and the State Police, none of the costs involved in the selection process and none of the salaries of field supervisors.

Charleston dismissed 5 officers at the end of the training period after investing a total of \$13,695 in their training. The State Police terminated the services of a number of cadets at intervals during the training period which would increase training costs per officer in strict accounting.

## WORKING CONDITIONS AND WAGES

### Manpower Needs

Police departments in West Virginia, as in other states, do not have enough personnel to provide the type of service the public should have and the agencies would like to give. Rural areas do not have police officers on duty around the clock. State Police and deputy sheriffs are "on call" for several hours during the night and must be called out to provide necessary service. This situation has existed for many years and has improved only slightly because of the slow growth in personnel. Much greater improvement must be shown for the police to be effective in crime and traffic control and to render prompt and efficient service to the public.

An inquiry was made of all police agencies in the state, except in villages and unincorporated towns, to try to determine present and future manpower needs "to provide the type of service you would like to". Municipal department estimates indicate an increase of 252 men, or 28 percent, would be required; 38 of 55 counties reported a needed increase of 297 men, or 225 percent and the State Police reported a need of 155 men, or 45 percent.

If the present trend of conditions continues, the municipal departments in 1978 will need 66 percent more men than they now

have; an increase numerically of 580 men, and the State Police 455 additional men, or an increase of 132 percent.

#### Working Hours and Fringe Benefits

Municipal departments under civil service work a 40-hour week except in emergencies. Town and village officers work longer hours as a matter of course. Some have only one day off each, and deputy sheriffs are in the same situation. A few work 40-hour weeks but the majority are required to work longer. The State Police in 1967 averaged nine and one-half working hours per working day.

Sick leave and vacation time are regulated in the larger departments and accrue at a regular rate. Many of the small departments do not provide sick leave and vacation time varies from 5 to 15 days.

Uniform and equipment allowances vary considerably from one department to another. Some furnish both uniforms and equipment, while others furnish uniforms but require the member to furnish side-arms, handcuffs and leather equipment. Annual monetary allowances for uniforms range from none up to \$220, but the great majority receive allowances of at least \$50.

Hospitalization is provided for members by only a few departments. A few also pay for a small life insurance policy and liability

insurance in case of civil action. In almost all instances officers pay for these benefits or do without. Retirement systems protect the majority of the municipal officers under civil service and the State Police. County officers and those in villages and small towns have no retirement unless they participate in the public employees retirement system.

### Salaries

Police salaries in the state are generally unattractive. In the three largest cities minimum, or starting, salaries for patrolmen are \$5,004, \$5,400 and \$5,454. Maximums, in the same order, are \$5,796, \$6,300 and \$5,634. In the Class II group the minimum pay ranges from \$3,900 to \$5,700, and the maximum from \$4,512 to \$6,780.

A high percentage of the municipal officers moonlight as a matter of necessity. All departments of Class I and Class II categories and over a third of those in Class III have members working at other employment.

Pay for deputy sheriffs in rural counties is as low as \$3,200 and top pay is \$7,020 in one highly industrialized county. A trooper's income for the first year is \$6,080 and his maximum, after 25 years, is \$7,800.

The average starting salary for patrolmen in Charleston,

Huntington and Wheeling is \$5,286 and compares unfavorably with \$6,594, the average for security guards at a number of industrial plants throughout the state. In 1967 dock workers in the trucking industry in the Charleston area averaged almost \$8,000. The United States Chamber of Commerce reports the average annual wage in private industry throughout the country as \$5,965 for 1966.

The hourly rate, based on the maximum paid to patrolmen, is below that paid to bricklayers, carpenters, electricians and painters. The table below compares pay for these positions at 7 places over the state.

Comparison By Hourly Rate<sup>4</sup>

<u>Occupation</u>	<u>Charles- ton</u>	<u>Prince- ton</u>	<u>William- son</u>	<u>Parkers- burg</u>	<u>Wheel- ing</u>	<u>Clarks- burg</u>	<u>Martins- burg</u>
Bricklayer	\$4.85	\$4.00	\$4.85	\$4.70	\$4.92	\$4.65	\$4.00
Carpenter	4.62	3.25	4.37	4.50	4.25	4.33	2.90
Electrician	4.45	4.22	4.60	4.65	4.65	4.50	4.45
Painter (Residential)	3.75	3.75	3.30	3.25	3.45	2.75	1.85
Police	3.02	2.10	2.30	3.19	2.70	2.17	2.38

Minimum police salaries do not compare favorably with those paid in other states. The following data, taken from a national Fraternal Order of Police survey, shows the number of departments reporting by population groups, the higher paid West Virginia departments in these groups and their numerical position in relation to others. For example, of a total of 187 in the 50,000 to 100,000

<sup>4</sup>Source: West Virginia Department of Labor, "Prevailing Wage Rates for 1967". (Police salaries taken from 1968 survey)

group, 144 departments pay higher starting salaries than Charleston.

Comparison of Police Salaries With Other States<sup>5</sup>

<u>Population</u>	<u>Cities Reporting</u>	<u>Department</u>	<u>Numerical Position</u>
50,000-100,000	188	Charleston	140
		Huntington	155
		Wheeling	159
25,000-50,000	370	Clarksburg	294
		Fairmont	299
		Morgantown	329
		Parkersburg	236
		Weirton	261
10,000-25,000	644	Beckley	487
		Bluefield	543
		Martinsburg	524
		Moundsville	445
		Saint Albans	459
		South Charleston	273
Under 10,000	148	Hinton	134
		New Martinsville	113
		Point Pleasant	136
		Princeton	124
		Williamson	133

The Police Advisory Commission is of the opinion that it is impossible to arrive at a basic holding salary for law enforcement officers. Changing personal interests, economic conditions, family pressures and the status of police work are some of the factors which result in turnover of personnel. Money alone is not enough.

<sup>5</sup>Source: Fraternal Order of Police Grand Lodge, "A Survey of 1968 Salaries and Working Conditions of the Police Departments in the United States", 17th Edition.

The Commission considered the establishment of a uniform basic pay scale for police similar to the one provided for school teachers and recommended \$6,000 as a basic annual salary for patrolmen, assuming they were properly selected and trained. If this recommendation were to become a reality, it would require an increase of less than one million dollars annually to bring the salaries of all police personnel presently employed, except those in the villages, up to this recommended minimum. This would provide identical increases to all personnel to maintain the present differential between ranks or positions. It does not include additional personnel.

#### Municipal Spending for Police Service

A considerable portion of the municipal budget is required to maintain the police department. In 1965 the cost of police service in 10 of the larger Class III municipalities ranged from about 14 to 27 percent of the entire cost of municipal operation and averaged slightly over 23 percent. In Class II cities the average was 20.3 percent, and in 2 of the Class I cities for which figures are available the average was 19.8 percent. A comparison of municipal budgets and police service costs for 1960 and 1965 is shown for 26 municipalities in Appendix F.

## MANPOWER NEEDS AND PERSONNEL REQUIREMENTS

For many years arbitrary and inflexible physical standards have rejected many young men interested in a police career who were otherwise qualified. Studies of the problem have pointed out that, in many cases, these standards were established years ago and under conditions differing widely from those of today. Personnel requirements in many cases have reflected economic conditions. For example, the biennial report of the State Police for 1928 lists height and weight requirements at 5'8' and 140 pounds. In 1930 these had been changed to 5'10" and 160 pounds because of the tremendous change in employment.

Standards established during the depression years obviously could be higher than in periods of peak employment, but in most cases such standards have remained in effect to the prosperous present. Only recently have physical requirements been given deserved attention.

### Improving Use of Existing Manpower

Failure to utilize existing personnel effectively and to the maximum extent is a waste of the tax dollar. It adds to the cost of crime through failures in crime prevention and control, and may be costly in terms of public esteem and support and to department

morale. Improvement in manpower use may involve new ideas more than it does additional costs.

Training is probably the most effective method of getting the most out of available personnel because it improves the quality of the officer and enables him to render better service to the community. A well-trained officer can do more in less time than an untrained one and can do it better. This is not to say that training does not cost, because it does. However, money spent on training should be regarded as an investment which pays dividends and not an expense from which no return is expected.

Recognition of the capable young officer and providing him with promotional opportunities will insure better service, improve morale and will also improve recruiting because it will attract young men who would shun a department with a strict seniority system.

Administrators should be willing and even eager to try new ideas and methods, to experiment and explore to find better ways of doing the job. When, where and how manpower is to be used is an area open for experimentation. For example, many departments have plans for man-made or natural emergencies which require cooperation with other police agencies as well as commercial and industrial groups and involves drills and critiques for efficiency. The Industrial Mutual Aid Organizations in the Kanawha and Ohio River Valleys

are examples of this. Few, if any, departments have mutual aid plans that can be immediately put into operation in case of serious crime, with the exception of a road block system.

Non-police activities should be eliminated as far as possible unless the public relation value offsets the cost involved. Escorts, transportation, guard and messenger service are examples.

Municipal departments report 54 positions, filled by police officers, that could be done equally well by civilian employees and perhaps at less cost. This is about 6 percent of their personnel. The State Police have a higher percentage because technical positions are filled by police personnel, and drivers license examinations and the motor vehicle inspection program are administered by enlisted personnel. Consideration is now being given to having civilian personnel perform some of these duties and free police personnel for police duties.

Where there are two enforcement agencies in the same area with equal jurisdiction, they should cooperate closely and coordinate their efforts to prevent duplication of work, provide for an exchange of information and give the best possible service to the citizens.

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PROPOSED MINIMUM STANDARDS

## LEGISLATION FOR POLICE

A BILL to amend chapter fifteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended, by adding thereto a new article, designated article five-a, relating to the creation of a minimum standards educational and training program for persons who desire to become law enforcement officers and the establishment of a law enforcement standards and training commission.

Be it enacted by the Legislature of West Virginia:

That chapter fifteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended by adding thereto a new article designated article five-a, to read as follows:

ARTICLE 5A. LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

§ 15-5A-1. Title of article.

This article may be known and cited the "Law Enforcement Standards and Training Commission Act."

§ 15-5A-2. Legislative determination and declaration of policy.

The Legislature of West Virginia hereby finds and declares

1 that a serious need for improvement in the administration of law  
2 enforcement exists in order to better protect the health, safety  
3 and welfare of its citizens; that police work, a basic adjunct of  
4 law enforcement administration, is professional in nature and  
5 requires proper educational and clinical training in a society  
6 where greater reliance on better law enforcement through higher  
7 standards of efficiency is of paramount need; that the present  
8 need for improvement can be substantially met by the creation of  
9 a minimum standards educational and training program for persons  
10 who seek careers as law enforcement officers wherein such persons  
11 will be required, while serving in a probationary capacity prior  
12 to appointment, to receive efficient training in this profession  
13 at recruit and in-service training facilities approved by a com-  
14 mission created for such purpose; and that by qualifying and be-  
15 coming proficient in the field of law enforcement such persons  
16 shall individually and collectively better insure the health,  
17 safety and welfare of the citizens of West Virginia in their re-  
18 spective communities.

19 § 15-5A-3. Definitions.

20 As used in this article the following words and terms shall  
21 have the following meanings, unless the context shall indicate  
22 another or different meaning or intent:

23 (a) "Law enforcement officer" shall mean any employee of a  
24 law enforcement agency which is a part of or administered by the  
25 state of West Virginia or any political subdivision thereof and  
26 who is responsible for the prevention and detection of crime and  
27 the enforcement of the penal, traffic or highway laws of this

1 state. As used in this article, the words "law enforcement  
2 officer" shall not apply to elected officials, chiefs of police  
3 and the superintendent of the department of public safety.

4 (b) "Commission" shall mean the state law enforcement  
5 standards and training commission as established by section four  
6 of this article.

7 § 15-5A-4. Creation; composition; appointment and term of mem-  
8 bers appointed by governor; reimbursement of  
9 expenses; officers; meetings; reports.

10 (a) There is hereby created a commission to be known as  
11 the state law enforcement standards and training commission.  
12 The commission shall be composed of fifteen members as follows:  
13 two incumbent sheriffs, three chiefs of police with one from  
14 each of Class I, Class II and Class III municipalities, two  
15 active members of the fraternal order of police engaged in muni-  
16 cipal police work, one representative of higher education, one  
17 active prosecuting attorney, one agent of the federal bureau of  
18 investigation, the superintendent of the department of public saf-  
19 ety, one active mayor or city manager, the attorney general and  
20 two citizens interested in the advancement of law enforcement  
21 standards in West Virginia.

22 (b) Except for the attorney general, the sheriffs, the mayor or  
23 city manager and the superintendent of the department of public safety  
24 who shall serve during their respective terms of offices, members of  
25 the commission shall be appointed by the governor for terms of four  
26 years: Provided that no member shall serve beyond the time he holds  
27 the office or employment by reason of which he was initially eligible.

1 for appointment. The terms of members initially appointed to the  
2 commission by the governor shall be as follows: two for one  
3 year, two for two years, three for three years and three for four  
4 years. The governor, at the time of appointment, shall desig-  
5 nate which of the terms are respectively for one, two, three or  
6 four years. Upon the expiration of the initial terms, all sub-  
7 sequent appointments shall be for terms of four years each,  
8 except that appointments to fill vacancies shall be for the un-  
9 expired term thereof.

10 (c) The commission shall at its initial organization meet-  
11 ing to be held within thirty days after the appointment and  
12 qualifications of its members, and thereafter annually, elect a  
13 chairman and vice-chairman from among its members and shall meet  
14 at such times and places within the state of West Virginia as it  
15 may determine. A majority of the members of the commission  
16 shall constitute a quorum for the transaction of any business.

17 (d) Notwithstanding any provision of any statute, ordi-  
18 nance, local law, or charter provision to the contrary, member-  
19 ship on the commission shall not disqualify any member from  
20 holding any other public office or employment, or cause the for-  
21 feiture thereof.

22 (e) Members of the commission shall serve without compen-  
23 sation but shall be entitled to receive reimbursement for any  
24 actual expenses incurred as a necessary incident to such  
25 service.

26 (f) The commission shall hold no less than four regular  
27 meetings a year. Subject to the requirements of this subsection,

1 the chairman shall fix the time and place of meetings, either on  
2 his own motion or upon the written request of any five members  
3 of the commission.

4 (g) The commission shall transmit an annual report of its  
5 activities to the governor, the president of the Senate and the  
6 speaker of the House of Delegates on or before the opening day of  
7 each regular session of the legislature and may make such other  
8 reports as it deems desirable.

9 § 15-5A-5. Powers and duties of the commission.

10 The commission is hereby authorized and empowered:

11 (1) To promulgate rules and regulations for the administra-  
12 tion of this article including the authority to require the sub-  
13 mission of reports and information by law enforcement agencies  
14 within this state. All rules and regulations of the commission  
15 shall be promulgated in accordance with the provisions of chapter  
16 twenty-nine of this code.

17 (2) To establish minimum educational and training standards  
18 for admission to employment as a law enforcement officer in per-  
19 manent positions and in temporary or probationary status.

20 (3) To certify persons as having successfully completed the  
21 training programs required by this article.

22 (4) To establish minimum curriculum requirements for pre-  
23 paratory, in-service and advanced courses and programs for  
24 schools operated by or for the state or any political subdivisions  
25 thereof for the specific purpose of training law enforcement re-  
26 cruits or law enforcement officers.

27 (5) To consult and cooperate with counties, municipalities,

1 agencies of this state, other governmental agencies and with  
2 universities, colleges, junior colleges and other institutions  
3 concerning the development of law enforcement officers training  
4 schools and programs or courses of instruction.

5 (6) To approve institutions and facilities for school  
6 operation by or for the state or any political subdivision  
7 thereof for the specific purpose of training law enforcement  
8 officers and law enforcement recruits and certifying instructors  
9 who will be used in these training schools.

10 (7) To make or encourage studies of any aspect of law  
11 enforcement administration.

12 (8) To conduct and stimulate research by public and pri-  
13 vate agencies which shall be designed to improve law enforcement  
14 administration and procedure.

15 (9) To make recommendations concerning any matter within  
16 its purview pursuant to this article.

17 (10) To employ a director and such other personnel as may  
18 be necessary in the performance of its functions.

19 (11) To make such evaluations as may be necessary to deter-  
20 mine if law enforcement units are complying with the provisions  
21 of this article.

22 (12) To adopt and amend rules and regulations, consistent  
23 with law, for its internal management and control.

24 (13) To enter into contracts or do such things as may be  
25 necessary and incidental to the administration of its authority  
26 pursuant to this article.

27 § 15-5A-6. Standards; additional powers and duties of the

1                   commission; establishment of other qualifications  
2                   by rules and regulations; credit system estab-  
3                   lished.

4           (a) Law enforcement officers already serving under perma-  
5           nent appointment on the effective date of this article shall not  
6           be required to meet any requirement of subsections (b) and (c)  
7           of this section as a condition of tenure or continued employment;  
8           nor shall failure of any such law enforcement officer to fulfill  
9           such requirements make him ineligible for any promotional exami-  
10          nation for which he is otherwise eligible. The Legislature  
11          finds, and it is hereby declared to be the intent of this article,  
12          that such law enforcement officers have satisfied such require-  
13          ments by their experience; however, such officers should be en-  
14          couraged to up-grade their law enforcement education by attending  
15          basic or in-service training.

16          (b) At the earliest practicable time, the commission shall  
17          provide by regulation that no person shall be appointed as a law  
18          enforcement officer, except on a temporary or probationary basis,  
19          unless such person has satisfactorily completed a preparatory  
20          program of law enforcement training at a school approved by the  
21          commission and has a high school education or its equivalent.  
22          No law enforcement officer who lacks the education and training  
23          qualifications required by the commission may have his temporary  
24          or probationary employment extended beyond one year from the  
25          date of his initial employment by renewal of appointment or other-  
26          wise.

27          (c) The provision of article five-a, chapter eight and of

1 chapter eight of this code to the contrary notwithstanding, in  
2 addition to the requirements of subsections (b), (e) and (f) of  
3 this section, the commission, by rules and regulations, shall  
4 fix other minimum qualifications for the employment and promotion  
5 of law enforcement officers, including minimum age, education,  
6 physical and mental standards, citizenship, good moral character,  
7 experience, and such other matters as relate to the competence and  
8 reliability of persons to assume and discharge the responsibili-  
9 ties of law enforcement officers, and the commission shall pre-  
10 scribe the means for presenting evidence of fulfillment of these  
11 requirements.

12 (d) The commission shall issue a certificate evidencing  
13 satisfaction of the requirements of subsections (b) and (c) of  
14 this section to any applicant who presents such evidence as may  
15 be required by its rules and regulations of satisfactory comple-  
16 tion of a program or course of instruction in another jurisdic-  
17 tion equivalent in content and quality to that required by the  
18 commission for approved law enforcement education and training  
19 programs in West Virginia.

20 (e) After the effective date of this article, each candi-  
21 date for employment as a law enforcement officer who receives  
22 passing scores on his employment entrance examinations shall  
23 have credits, as established by the commission, added to his total  
24 examination scores for studies which he has satisfactorily com-  
25 pleted at an accredited institution of higher learning in a  
26 program leading to a degree.

27 (f) Each law enforcement officer who is a candidate for

1 promotion also shall receive educational credits as determined  
2 in subsection (e) on promotional examinations.

3 § 15-5A-7. Law enforcement training schools and programs; reim-  
4 bursement under supervision of commission.

5 (a) The commission shall establish and maintain police  
6 training programs through such agencies and institutions as the  
7 commission may deem appropriate.

8 (b) The commission may authorize the reimbursement to each  
9 political subdivision and any state agency or department an amount  
10 not in excess of fifty percent of the salary and of the allowable  
11 tuition, living and travel expenses incurred by its officers in  
12 attendance at approved training programs, providing said politi-  
13 cal subdivisions or state agencies or departments adhere to the  
14 selection and training standards established by the commission.

15 § 15-5A-8. Appropriations; grants.

16 (a) Except as otherwise specifically provided in this sec-  
17 tion, the commission shall be supported only by appropriations  
18 made by the Legislature.

19 (b) The commission may accept for any of its purposes and  
20 functions under this article any and all donations, both real  
21 and personal, and grants of money from any governmental unit or  
22 public agency, or from any institution, person, firm or corpora-  
23 tion, and may receive, utilize and dispose of the same. Any  
24 arrangements pursuant to this subsection shall be detailed in  
25 the annual report of the commission. Such report shall include  
26 the identity of the donor, the nature of the transaction, and  
27 the conditions, if any. Any monies received by the commission

1 pursuant to this subsection shall be deposited in the state trea-  
2 sury to the account of the commission.

3 (c) The commission, by rules and regulations, shall pro-  
4 vide for the administration of the grant program authorized by  
5 this section. In promulgating such rules, the commission shall  
6 promote the most efficient and economical program for law enforce-  
7 ment training, including the maximum utilization of existing  
8 facilities and programs for the purpose of avoiding duplication.

9 (d) The commission may provide grants as reimbursement for  
10 actual expenses incurred by any state agency or department or  
11 political subdivision in providing for training programs to  
12 officers who are not employees of such state agency, department  
13 or political subdivision.

14 § 15-5A-9. Severability.

15 If any provision hereof or the application thereof to any  
16 person or circumstance is held invalid, such invalidity shall  
17 not affect other provisions or applications of this article which  
18 can be given effect without the invalid provision or application,  
19 and to this end the provisions of this article are declared to be  
20 severable.

21 § 15-5A-10. General repealer.

22 All acts and parts of acts not consistent with this article  
23 are hereby repealed.

24

25 NOTE: This bill authorizes the creation of a Law Enforcement  
26 Standards and Training Commission which is empowered to establish  
27 minimum employment and training requirements for law enforcement  
officers in West Virginia. This is a new article.

VOCATIONAL INDUSTRIAL EDUCATION  
 In Cooperation With  
 Marshall University  
 Occupational Training Service  
SCHEDULE

<u>COURSE</u>	<u>HOURS</u>
Accident Investigation.....	3
Burglary - Breaking & Entering.....	3
Courts & Evidence.....	5
Graduation.....	1
Interviews.....	2
Larceny & Shoplifting.....	3
Law of Arrest, Search & Seizure.....	12
Motor Vehicle Law.....	6
Officer on the Witness Stand.....	1
Patrol Techniques.....	3
Scientific Aids to Law Enforcement.....	3
Traffic Law Enforcement.....	3
 Total.....	 45

The above summary is representative of the training programs that were conducted for municipal and county law enforcement officers in West Virginia from 1955 to 1967.

POLICE SERVICES - CLASS I, II and III CITIES  
 1960 and 1967

MUNICIPALITY	POPULATION	POLICE	PROPERTY VALUATION	SALARIES	EQUIPMENT	TOTAL COST
<u>CLASS I</u>						
Charleston	85,796	130	\$280,008,425	\$ 712,293	\$128,000	\$ 840,293
	86,621	143	361,169,000	1,006,674	161,040	1,167,714
Huntington	83,627	116	274,441,050	529,000	141,300	670,300
	83,131	100	305,031,880	700,187	122,793	822,980
Wheeling	53,400	92	180,756,225	430,346	91,396	521,742
	50,171	92	209,154,100	532,921	122,203	655,124
<u>CLASS II</u>						
Beckley	19,142	18	30,818,060	92,347	22,521	114,868
	19,235	20	52,473,600	147,685	34,545	182,230
Bluefield	19,256	25	56,644,700	131,305	25,150	156,455
	21,646	24	66,867,480	149,083	26,600	175,683
Clarksburg	28,112	23	82,271,810	155,800	30,590	186,390
		30	92,266,820	155,628	46,900	202,528
Dunbar	11,006	7	13,690,200	32,040	8,500	40,540
	12,195	9	19,507,200	47,450	18,100	65,550
Fairmont	27,477	33	69,060,579	137,995	47,000	184,995
		32	87,434,605	166,000	54,000	220,000
Martinsburg	15,179	16	24,550,045	55,500	13,600	69,100
	15,936	17	40,873,760	108,000	12,500	120,500

<u>MUNICIPALITY</u>	<u>POPULATION</u>	<u>POLICE</u>	<u>PROPERTY VALUATION</u>	<u>SALARIES</u>	<u>EQUIPMENT</u>	<u>TOTAL COST</u>
Morgantown (1960) (1967)	22,487 24,432	17 27	23,243,845 76,029,735	69,538 133,670	19,439 34,525	89,977 168,195
Moundsville (1960) (1967)	15,163	12 15	25,976,790 28,833,660	45,708 96,100	11,183 13,973	56,891 110,073
Parkersburg (1960) (1967)	44,797 47,963	** 49	50,125,340 131,354,620	167,220 327,786	73,142 85,420	240,362 413,206
South Charleston (1960) (1967)	19,180 20,216	24 27	33,368,350 79,111,050	133,800 208,590	34,965 43,551	168,765 252,141
Saint Albans (1960) (1967)	15,103 17,822	10 12	21,049,500 34,973,400	49,950 82,132	9,940 16,525	59,890 98,657
Vienna (1960) (1967)	9,381 11,295	2 4	11,140,830 25,014,070	12,810 29,300	4,600 8,900	17,410 38,200
Weirton (1960) (1967)	28,201	27 30	91,921,758 176,994,658	151,000 222,500	33,099 48,079	184,099 270,579

CLASS III - The ten largest cities in this class.

Buckhannon (1960) (1967)	6,386	5 6	11,708,559 14,712,820	16,000 25,000	2,500 3,000	18,500 28,000
Elkins (1960) (1967)	8,307 8,598	8 9	18,559,709 21,872,125	33,000 47,000	10,000 12,000	43,000 59,070
Keyser (1960) (1967)	7,041 7,381	7 6	11,041,730 14,173,730	29,440* 30,000*	3,000 3,000	32,440 33,000
New Martinsville (1960) (1967)	5,607 6,145	9 9	17,438,460 22,502,440	40,000* 49,000*	6,500	46,500 49,000

<u>MUNICIPALITY</u>	<u>POPULATION</u>	<u>POLICE</u>	<u>PROPERTY VALUATION</u>	<u>SALARIES</u>	<u>EQUIPMENT</u>	<u>TOTAL COST</u>
Nitro	(1960)	5	8,502,900	26,159	6,000	32,159
	(1967)	6	11,784,100	34,400	8,700	43,100
Point Pleasant	(1960)	6	8,996,500	22,000	4,000	26,000
	(1967)	6	13,509,300	27,000	8,600	35,600
Princeton	(1960)	13	20,307,850	54,631	11,681	66,312
	(1967)	13	23,306,990	77,845*	10,310	88,155
Ravenswood	(1960)	4	9,083,050	20,074	5,790	25,864
	(1967)	4	11,960,760	25,977	3,900	29,877
Weston	(1960)	8	14,030,560	26,250	3,980	30,230
	(1967)	8	16,675,820	30,450	6,480	36,930
Williamson	(1960)	9	17,765,800	39,300	10,200	49,500
	(1967)	10	20,636,250	64,000	10,500	74,500

\* This figure includes salaries paid to crossing guards, radio operators, police clerks, maintenance men, etc. in addition to law enforcement officers' salaries.

\*\* Number of police unknown.

NOTE: Population data available for 1966 from Census Bureau Estimates. Only other population available was for 1977. Property valuations, salaries and equipment data from Municipal Levy Estimates.

MUNICIPALITIES AND NUMBER OF POLICE POSITIONS

<u>Municipality</u>	<u>Chief</u>	<u>Captain</u>	<u>Lieutenant</u>	<u>Sergeant</u>	<u>Patrolman</u>
<u>CLASS I</u>					
Charleston	1	6	7	16	110
Huntington	1	4	7	9	78
Wheeling	1	0	6	13	72*
<u>CLASS II</u>					
Beckley	1	0	0	5	16
Bluefield	1	1	2	4	17
Clarksburg	1	0	5	5	21
Dunbar	1	1	0	1	6
Fairmont	1	0	4	4	22
Martinsburg	0	1	3	4	11
Morgantown	1	0	4	4	21
Moundsville	1	0	0	2	13
Parkersburg	1	0	5	6	36
South Charleston	1	1	2	4	20
St. Albans	1	1	1	2	9
Vienna	1	0	0	0	3
Weirton	1	1	4	5	20**
<u>CLASS III (Those with Civil Service)</u>					
Bridgeport	1	0	0	0	2
Buckhannon	1	0	0	0	5
Charles Town	0	1	1	1	3***
Elkins	0	1	2	2	4
Grafton	1	0	0	3	4
Hinton	1	0	0	2	4
Keyser	1	0	1	1	3
Logan	1	0	0	1	5***
New Martinsville	1	1	0	2	4
Nitro	0	1	1	0	4
Oak Hill	1	1	0	1	4
Princeton	0	0	0	4	12
Welch	1	0	1	0	10
Weston	1	0	1	1	5
Williamson	1	0	0	3	6***

\*Includes 25 patrolmen first class.

\*\*Includes 3 detective patrolmen.

\*\*\*Includes 1 corporal position.

Personnel and Positions in the State Police

The number of commissioned and non-commissioned positions in the State Police is set by law. The number of troopers is determined by the department's budget. The law has been amended from time to time to meet changing needs and new positions created or the number of existing positions has been increased to improve the operation of the organization. Overall increases and other changes in personnel since 1940 are shown below.

<u>Year</u>	<u>Lt. Colonel</u>	<u>Major</u>	<u>Captain</u>	<u>Lieutenant</u>	<u>All Sergeants</u>	<u>Corporal</u>	<u>Trooper</u>
1940	0	0	5	6	29	35	142
1950	0	1	6	5	29	40	130
1960	0	1	5	10	27	45	167
1967	1	1	5	12	33	67	182

The data for 1940, 1950 and 1960 was taken from the department's biennial reports and that for 1967 from the West Virginia Blue Book. The variation in the number of personnel in 1967 from that shown elsewhere for the same year is probably due to the time it was reported.



SUMMARY OF TRAINING SCHEDULE -- WHEELING POLICE DEPARTMENT

<u>COURSE</u>	<u>HOURS</u>
Accident Investigation.....	8
Auto Larceny.....	1
City Ordinances.....	3
Civil Rights.....	1
Communications.....	1
Courts & Criminal Procedures.....	3
Detective Division.....	1
Enlistment, Orientation, Equipment & Supplies.....	4
Federal Enforcement Agencies.....	1
Firearms & Other Defensive Weapons.....	9
General Topics.....	5
Investigation.....	4
Juvenile Delinquency & Juvenile Problems.....	3
Law - Arrest, Search & Seizure, Evidence & Criminal.....	25
Patrol, Foot & Motorized.....	4
Police & the Fire Department.....	1
Police Procedures.....	5
Primary Police Functions.....	2
Public Relations.....	2
Reports.....	5
Review.....	3
Self-Defense & Defensive Tactics.....	4
Tests.....	3
The Officer as a Witness.....	1
Traffic.....	11
Vice & Its Investigation.....	4
Total.....	114

SUMMARY OF TRAINING SCHEDULE -- CHARLESTON POLICE DEPARTMENT

<u>COURSE</u>	<u>HOURS</u>
Accident Investigation.....	32
Calisthenics, Drill & Manual of Arms.....	63
Care & Use of Department Motor Vehicles.....	2
Courtroom Demeanor & Observation.....	5
Criminal Evidence.....	19
Crime Scene Search.....	3
Dangerous Weapons.....	2
Department Forms, Records & Reports.....	6
Department Rules & Regulations.....	10
Driver Improvement.....	8
Firearms Training.....	39
Governmental Structure.....	2
Hand to Hand Combat.....	22
Interrogation of Suspects.....	4
Investigation.....	38
Juvenile Delinquency.....	4
Latent Fingerprints.....	5
Law - Criminal, Arrest, Search & Seizure & Other.....	38
Law Enforcement & Alcohol Problems.....	4
Leadership Responsibilities of Patrolman.....	2
Mechanics of Arrest & Search.....	11
Medical Self-Help.....	20
Miscellaneous.....	12
Municipal Traffic Laws & Ordinances.....	4
Organization of the Charleston Police Department.....	2
Photography.....	6
Police Communications & Radar Signals.....	4
Polygraph & Interrogation.....	2
Public Speaking.....	18
Radar Operations.....	3
Report Writing.....	40
Riots.....	9
Scientific Aids to Investigation.....	4
Spelling.....	15
State Motor Vehicle Regulations.....	2
Traffic Engineering.....	3
Traffic Point Control.....	4
Typing.....	<u>60</u>
Sub Total.....	533
Supervised Field Training.....	<u>160</u>
Total.....	693

SUMMARY OF TRAINING SCHEDULE -- HUNTINGTON POLICE DEPARTMENT

<u>COURSE</u>	<u>HOURS</u>
Abnormal People, Recognition & Handling.....	2
Administration of City Government.....	1
Alcoholism & the Alcoholic Problem.....	9
Collection & Preservation of Evidence & Scientific Aids.....	4
Constitution & the Bill of Rights.....	3
Courts & the Law Enforcement Officer.....	6
Crowd, Riot & Mob Control & Factors Involved.....	10
Defense Attorney, Role of.....	2
Due Process & Criminal Interrogation.....	1
Ethics.....	1
Examinations.....	7
Felony in Progress.....	1
Field Reporting Practice Problems & Critique.....	3
Fingerprints.....	2
Firearms.....	21
Fundamentals of Research.....	3
Handling Juveniles & Women.....	2
Identification.....	1
Interviews & Statements.....	2
Investigation - Criminal, Vice, Prowler & Missing Persons....	14
Jurisdiction of Federal & Other Agencies.....	7
Juvenile Court.....	1
Law - Arrest, Search & Seizure, Mechanics & Judicial Process.	18
Law - Criminal & Judges Views.....	4
Law of Evidence.....	2
Library Study.....	10
Medical Self-Help.....	16
Medico Legal Examinations.....	3
Miscellaneous.....	17
Narcotics.....	2
News Media & Law Enforcement.....	2
Ordinances, City.....	2
Patrol Techniques.....	4
Physical Training & Defense Tactics.....	8
Polygraph & Its Use.....	1
Press Relations - Departmental Policy.....	1
Probation & Parole.....	2
Psychiatry.....	5
Psychology for Law Enforcement & Basic.....	4
Public Relations, Community & Human Relations.....	6
Public Speaking Techniques & Practice Problems.....	4
Records & Communications Systems.....	3

<u>COURSE</u>	<u>HOURS</u>
Reports - Writing, Forms & Their Use.....	5
Road Blocks & Their Legal Aspects.....	1
Rules, Regulations & Department General Orders.....	2
Sociology in Law Enforcement.....	4
Traffic & Related Topics.....	<u>11</u>
Sub Total.....	254
Supervised Field Training.....	320
Total.....	574

SUMMARY OF TRAINING SCHEDULE -- WEST VIRGINIA STATE POLICE

<u>COURSE</u>	<u>HOURS</u>
Aviation Laws & Accidents.....	2
Blood Stains in Crimes & Accidents.....	2
Calisthenics & Drill.....	72
Civil Rights.....	6
Communication.....	8
Conservation Laws.....	2
Courts & Grand Juries.....	2
Crime Scene Search.....	4
Criminal Evidence.....	25
Criminal Investigation Report Writing.....	9
Criminal Law & Investigation.....	76
Crowd Control & Unlawful Assembly.....	18
Department Regulations.....	12
Documentary Evidence.....	4
Due Process in Interrogation.....	2
Duties of Department of Motor Vehicles.....	3
Evidence & Its Preservation.....	2
Federal Agencies.....	11
Fingerprints.....	12
Firearms in Homicides & Assault.....	3
Firearms Training & Decision Shooting.....	89
First Aid.....	30
General Physical & Chemical Methods.....	2
Glass Fracture.....	2
Governmental Structure.....	2
History & Geography of West Virginia.....	5
History of Department.....	2
History of Police.....	2
Interviews.....	1
Judo.....	20
Juvenile Delinquency Laws.....	4
Labor Disputes.....	2
Law of Arrest, Search & Seizure.....	37
Medico-Legal Examinations.....	4
Miscellaneous.....	27
Motor Vehicle Care.....	2
Motor Vehicle Law.....	44
Narcotics.....	2
Photography.....	13

<u>COURSE</u>	<u>HOURS</u>
Physical Descriptions .....	1
Polygraph Examinations.....	2
Preparation of Mock Case & Mock Trial.....	11
Press Relations.....	1
Procurement & Supplies.....	2
Psychophysical Testing.....	3
Public Relations & Police Ethics.....	2
Public Speaking.....	24
Questioning the Accused.....	3
Radiological Training.....	16
Report Summaries.....	2
Research Papers.....	10
Safe & Locks.....	2
School Bus Transportation.....	7
Sex Crimes.....	6
Tool Marks & Plaster Cast.....	2
Traffic & Traffic Related.....	170
Trooper as a Witness.....	2
Typing.....	20
Writing, Effective.....	40
 Total.....	 891

## SUMMARY OF PROPOSED LAW ENFORCEMENT

BASIC TRAINING COURSE

<u>COURSE</u>	<u>HOURS</u>
Communications.....	8
Courts & Court Procedure.....	2
Criminal Evidence.....	12
Criminal Law & Investigation.....	65
Crowd Control & Public Disorders.....	15
Examinations.....	11
Federal Law Violations.....	19
Fingerprints.....	4
Firearms Training.....	27
Fugitives & Missing Persons.....	2
First Aid.....	20
Governmental Structure.....	5
Graduation.....	2
Human Relations.....	8
Interviews & Interrogations.....	5
Juvenile Delinquency.....	7
Law of Arrest, Search & Seizure & Mechanics of Arrest.....	29
Military & Physical Drill.....	30
Motor Vehicle Law.....	20
Orientation & Notetaking.....	2
Patrol Techniques.....	5
Police Regulations & Ethics.....	6
Scientific Aids to Law Enforcement.....	29
Self Defense.....	19
Testifying on Witness Stand.....	2
Traffic Control & Accident Investigation.....	<u>46</u>
Total.....	400

MUNICIPAL BUDGETS AND POLICE COSTS\*

<u>Municipality</u>		<u>Total Budget</u>	<u>Spent for Police Service</u>	<u>% of Budget</u>
<u>CLASS I</u>				
Charleston	(1960)	\$4,136,130	\$852,472	20.6
	(1965)	5,686,000	959,016	16.9
Huntington	(1960)	2,985,670	651,000	21.8
	(1965)	**	**	
Wheeling	(1960)	2,211,262	504,707	22.8
	(1965)	2,413,390	549,570	22.7
<u>CLASS II</u>				
Beckley	(1960)	629,784	114,317	18.1
	(1965)	602,899	137,668	22.8
Bluefield	(1960)	631,928	160,624	25.4
	(1965)	743,839	160,897	21.6
Clarksburg	(1960)	1,176,087	183,560	15.6
	(1965)	960,263	192,855	20.0
Dunbar	(1960)	2 250,000	38,310	15.3
	(1965)	287,622	46,785	16.2
Fairmont	(1960)	1,003,771	182,160	18.1
	(1965)	1,090,956	202,921	18.6
Martinsburg	(1960)	297,448	65,181	21.9
	(1965)	432,706	97,814	22.6
Morgantown	(1960)	606,039	90,938	15.0
	(1965)	620,900	123,421	19.8
Moundsville	(1960)	367,945	56,989	15.4
	(1965)	410,950	82,726	20.1
Parkersburg	(1960)	1,139,044	249,552	21.9
	(1965)	1,300,908	320,600	24.6
South Charleston	(1960)	993,634	174,900	17.6
	(1965)	1,083,297	202,705	18.7

<u>Municipality</u>		<u>Total Budget</u>	<u>Spent for Police Service</u>	<u>% of Budget</u>
St. Albans	(1960)	308,223	56,550	18.3
	(1965)	468,582	70,927	15.1
Vienna	(1960)	60,119	10,650	17.7
	(1965)	129,945	28,277	21.7
Weirton	(1960)	683,605	160,099	23.4
	(1965)	1,021,024	235,251	23.0
<u>CLASS III</u>				
Buckhannon	(1960)	92,635	18,340	19.7
	(1965)	113,750	25,870	22.7
Elkins	(1960)	205,846	38,834	18.8
	(1965)	177,434	48,410	27.2
Keyser	(1960)	104,131	28,450	27.3
	(1965)	**	**	
New Martinsville	(1960)	155,739	51,500	33.0
	(1965)	208,724	51,000	24.4
Nitro	(1960)	150,901	28,902	19.1
	(1965)	273,316	48,606	22.7
Point Pleasant	(1960)	99,035	24,200	24.4
	(1965)	152,359	34,935	22.9
Princeton	(1960)	258,630	65,302	25.2
	(1965)	327,192	82,992	25.3
Ravenswood	(1960)	104,836	22,550	21.5
	(1965)	111,030	26,373	23.7
Weston	(1960)	131,700	34,365	26.0
	(1965)	135,175	31,519	23.3
Williamson	(1960)	221,320	47,500	21.4
	(1965)	231,356	61,484	26.5

\* Information taken from Municipal Expenditure Fact Book prepared by the Office of Research and Development, Center for Appalachian Studies and Development in cooperation with the West Virginia Department of Commerce, May 1967.

\*\* Information not available.