



**UNIVERSITY OF  
CALIFORNIA  
BERKELEY**

**TRAINING PLAN AND  
EMPLOYEE CAREER  
PATHS**

## **INTRODUCTION:**

The UCB Police Department has an interest and responsibility for the continual growth and development of its personnel. Through a combined effort in the areas of professional training and personal education, we believe an employee can achieve both professional and personal excellence and career goals. By so doing, the police department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

## **PURPOSE:**

The purpose of the UCB Police Department Training Plan and the Succession Plan is to:

- 1) Meet Mandated, Essential and Desirable training requirements;
- 2) Enhance the level of law enforcement service to the public;
- 3) Increase the technical expertise and overall effectiveness of our personnel;
- 4) Provide for continued professional development of department personnel.

The Training Plan is designed to identify the training needs and set priorities for the training needs of every rank/position and task/specialized assignment within the Department. The Plan should be used as an objective tool that assists with bringing uniformity and consistency to training, while providing employees with the greatest opportunity for success. It is a tool to be used by supervisors and managers on a regular basis, in their effort to meet the training needs of their employees, and/or evaluating training requests from employees.

The Police Department will strive to use a broad spectrum of training sources for the educational and professional development of its employees. Whenever possible, the Department will use courses certified by the Commission on Peace Officer Standards and Training (P.O.S.T.)

It is understood that the Training Plan in no way identifies all of the training that will occur for the members of the UCB Police Department. Additionally, it does not guarantee that a member will receive all of the training that has been identified for his/her position, with the exception of the training that has been identified as Mandatory.

To make professional and personal goals possible to the employee, the Department has placed an emphasis in two areas:

- 1) Law Enforcement Professional Training
- 2) College Education

## **LAW ENFORCEMENT PROFESSIONAL TRAINING:**

Law Enforcement Professional Training is comprised of two categories of training. The first category refers to those courses certified by California Peace Officers Standards and Training

(P.O.S.T.). These courses are available for both sworn and non-sworn personnel, whose job description supports the need for specified or requested training.

Some of the P.O.S.T courses in this category are reimbursable to the General Fund by the State of California in varying degrees based on their "plan" designation. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, back-fill salary and training presentation costs. The five reimbursement plans that have been adopted by P.O.S.T. are designated as Plan I, II, III, IV, and as follows:

<b>Plan I</b>	<b>Plan II</b>	<b>Plan III</b>
Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter lunch
Travel	Travel	Travel
Tuition	Back-fill Salary	Tuition
Back-fill Salary		
<b>Plan IV</b>	<b>Plan V</b>	
Subsistence	Subsistence	
Commuter Lunch	Commuter Lunch	
Travel	Travel	
	Training Presentation	

P.O.S.T has implemented a forty-hour cap per year for reimbursable training. There are several courses which are exempt from the forty-hour cap. These courses are listed in Appendix A.

In addition to typical classroom settings, P.O.S.T. training is also available through the P.O.S.T. Learning Portal ([www.post.ca.gov](http://www.post.ca.gov)), videos/DVDs and other interactive computer programs.

The second category of Law Enforcement Professional Training refers to training certified by P.O.S.T., but not reimbursable, in-house training and training provided by outside agencies and vendors.

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the UCB Police Department and is spearheaded by the Admin Sergeant. This type of training provides "hands-on" continuing professional training to department employees. Monthly training bulletins are distributed to each employee through Lexipol. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice, along with refresher information on the current police department policy manual. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures and policy review.

Other forms of non-P.O.S.T. training are offered through different vendors such as HIDTA, Fred Pryor Seminars and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

## **COLLEGE EDUCATION:**

The Chief of Police and the University of California Berkeley are very supportive of its employees obtaining a formal college education. All personnel of the UCB Police Department are encouraged to pursue their educational goals.

## **TRAINING BUREAU:**

The Department's Training Bureau is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. The Training Manager is responsible for the day-to-day operations of the Bureau and is directly supervised by the Chief. The Training Manager is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes and University policy.

The Training Manager will coordinate scheduled training with the supervisor(s) of the employee. The Training Manager will normally make class reservations and any applicable airline or car reservations. The attendee is responsible to make their hotel reservations. The Training Manager will submit all of the necessary paperwork to Business Services Unit of the University of California Berkeley Police Department in compliance with the purchasing policy.

The Training Manager will notify each employee as soon as possible of scheduled training with the course title, date, time and location of the training. If the scheduled training is a P.O.S.T. certified course then a Training Reimbursement Request (TRR) form must be submitted to the instructor of the course. This is the mechanism that allows the State of California to reimburse the University of California.

## **ORGANIZATION OF THE TRAINING PLAN:**

The Training Plan is divided into two sections:

### **Section 1: Rank/Position Assignment:**

This section of the Training Plan contains a list of all sworn and civilian rank/positions within the structure of the police department.

### **Section 2: Task/Specialized Assignment**

This section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and civilian assignments.

Within each section the training courses are categorized as follows:

### **MANDATED**

Training in this category is required by Federal law, State law and/or Department policy.

Unless otherwise noted, this training should be completed within one year of appointment to the position.

**ESSENTIAL**

This training has been designated by the Department as necessary for the professional development of an employee in his/her specified rank and/or task assignment.

**DESIRABLE**

Upon completion of the mandatory and essential courses, an employee may pursue additional interests in their law enforcement training. The Department will make a positive effort to accommodate an individual's desired career path, with consideration for the needs of the Department and anticipated employee career direction.

In many instances an employee will be simultaneously guided by multiple sections of the Training Plan. An example would be a police officer currently assigned as a Field Training Officer. That employee will need to meet the training needs of both the Police Officer rank assignment and the Field Training Officer task assignment.

**CONTINUAL PROFESSIONAL TRAINING (CPT):**

Continual Professional Training (CPT) is required for peace officers and dispatch personnel who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards.

Every peace officer other than a Level III reserve peace officer, public safety dispatcher, and public safety dispatch supervisor shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle, beginning January 1, 2019.

**Perishable Skills/Communications Requirement for CPT:**

All peace officers (except reserve officers) below the rank of lieutenant and assigned to patrol, traffic, or investigations who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Tactical Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills training shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

- Arrest and Control
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator

Communications training, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period

It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above.

### **PROFESSIONAL CERTIFICATES and LICENSES:**

The University of California Berkeley Police Department recognizes the importance of well-equipped and trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards and Training.

The Department, through the Training Manager, is responsible for insuring that all personnel receive their basic certificate. Due to the numerous combinations of training, education and experience that would qualify individuals for certificates other than the basic it is the individual's responsibility to apply on the POST EDI website.

To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001(a) for definition of acceptable college education).
- (c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.
- (d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education

points or the training points.

- (e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- (f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility
- (g) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience. Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

### **Basic Certificate:**

If employed after January 1, 1988, and have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate.

In addition to the requirements set forth in the P.O.S.T. Administrative Manual (PAM), the applicant for the award of the Regular or Specialized Basic Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Complete the current employing department's probationary period of not less than 12 months.
- c) Satisfy the minimum entry-level basic course training standard for the applicant's current position [i.e., one of the following: 1) Regular Basic Course, 2) Specialized Investigator's Basic Course, or 3) a PC 832 Course and Coroner's Death Investigation Course].

**Intermediate Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Possess or be eligible to possess the Basic Certificate.
- c) Satisfy one of the following eligibility combinations:

Degree or Education Points		Law Enforcement Experience		Training Points
Bachelor Degree	<i>and</i>	2 years	<i>plus</i>	0
Associate Degree	<i>and</i>	4 years	<i>plus</i>	0
45 Education Points	<i>and</i>	4 years	<i>plus</i>	45
30 Education Points	<i>and</i>	6 years	<i>plus</i>	30
15 Education Points	<i>and</i>	8 years	<i>plus</i>	15

**Advanced Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Possess or be eligible to possess the Intermediate Certificate.
- c) Satisfy one of the following eligibility combinations:

Degree or Education Points		Law Enforcement Experience		Training Points
Master Degree	<i>and</i>	4 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	6 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Points	<i>and</i>	9 years	<i>plus</i>	45
30 Education Points	<i>and</i>	12 years	<i>plus</i>	30



### **Supervisory Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Possess or be eligible to possess an Intermediate Certificate.
- c) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).
- d) Successfully complete a POST-certified Supervisory Course.
- e) Possess a minimum of two years law enforcement experience as a permanent first-level supervisor or higher.

### **Management Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Management Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Possess or be eligible to possess an Advanced Certificate.
- c) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).
- d) Successfully complete a POST-certified Management Course.
- e) Possess a minimum of two years law enforcement experience as a permanent middle manager or higher.
- f) In order to be awarded both the Supervisory and Management Certificates, possess two years of law enforcement experience as a permanent first-level supervisor or higher, plus two years of law enforcement experience as a permanent middle manager or higher.

### **Executive Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Executive Certificate must:

- a) Satisfy the requirements specified in subsection 1011(a)(4).
- b) Possess or be eligible to possess an Advanced Certificate.
- c) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).
- d) Successfully complete a POST-certified Executive Development Course.
- e) Possess a minimum of two years law enforcement experience as a permanent department head with the current employing agency.
- f) In order to be awarded three certificates, Supervisory, Management, and Executive, or any combination of two, possess a minimum of two years experience at the levels stated in subsections 1011(a)(9)(E), 1011(a)(10)(E), and 1011(a)(11)(E) respectively, as appropriate for the award.

### **Records Supervisor Certificate:**

To be eligible for the award of a Records Supervisor Certificate, an applicant must:

- a) Be currently employed with a department participating in the POST Program.
- b) Be appointed as a records supervisor as defined in Regulation 1001.
- c) Have satisfactorily completed the current department's probationary period for a records supervisor.
- d) Have completed a minimum of two years satisfactory service with the current department as a records supervisor.
- e) Be a high school graduate or have successfully passed the General Education Development (GED) test for high school graduation.
- f) Have satisfactorily completed the Public Records Act course (minimum 16 hours) and the Records Supervisor Course (minimum 40 hours).

## **Public Safety Dispatcher Certificate**

### (1) Dispatcher Certificates:

Dispatcher Certificates are professional certificates awarded in recognition of meeting specified training and service requirements. Possession of these certificates is voluntary, and is not required to perform dispatcher duties.

### (2) Application Requirements:

An applicant (or an applicant's employing department) shall submit a completed Certificate Application - POST Public Safety Dispatcher, POST 2-289 (Rev 06/2014), herein incorporated by reference. The application's attestation must be signed by the department head. If the training required is not reflected on the applicant's POST Profile, the application shall include supporting documentation that verifies the training has been completed (i.e., a certificate of completion).

### (3) Dispatcher Basic Certificate Award Requirements

To be eligible for the award of a Public Safety Dispatcher Certificate, an applicant must:

- a) Be employed with a department participating in the POST Dispatcher Program.
- b) Be appointed as a full-time public safety dispatcher.
- c) Have been selected in accordance with the minimum selection requirements specified in Regulation 1018.  
EXCEPTION: This requirement does not apply, if the dispatcher was appointed prior to the department's participation in the POST program.
- d) Have successfully completed a POST-certified Public Safety Dispatcher's Basic Course of no less than 80 hours.
- e) Have satisfactorily completed the current department's probationary period of at least 12 months.  
EXCEPTION: Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

(4) Dispatcher Intermediate Certificate Award Requirements

Applicants for the award of a Dispatcher Intermediate Certificate shall:

- a) Satisfy the requirements specified in subsection 1011(c)(3) for all certificates.
- b) Possess or be eligible to possess the Dispatcher Basic Certificate.
- c) Satisfy one of the following eligibility combinations:

<i>Degree or Education Units*</i>		<i>Dispatcher Experience</i>		<i>Training Points</i>
Bachelor Degree	<b>and</b>	3 years	<b>plus</b>	0
Associate Degree	<b>and</b>	5 years	<b>plus</b>	0
45 Education Units	<b>and</b>	5 years	<b>plus</b>	12
30 Education Units	<b>and</b>	7 years	<b>plus</b>	11
15 Education Units	<b>and</b>	9 years	<b>plus</b>	10

\*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D).].

(5) Dispatcher Advanced Certificate Award Requirements

Applicants for the award of a Dispatcher Advanced Certificate shall:

- a) Satisfy the requirements specified in subsection 1011(c)(3) for all certificates.
- b) Possess or be eligible to possess the Dispatcher Intermediate Certificate.
- c) Satisfy one of the following eligibility combinations:

<i>Degree or Education Units*</i>		<i>Dispatcher Experience</i>		<i>Training Points</i>
Master Degree	<b>and</b>	5 years	<b>plus</b>	0
Bachelor Degree	<b>and</b>	7 years	<b>plus</b>	0
Associate Degree	<b>and</b>	9 years	<b>plus</b>	0
45 Education Units	<b>and</b>	9 years	<b>plus</b>	12
30 Education Units	<b>and</b>	11 years	<b>plus</b>	11

\*Excess education units may be applied towards training points on a unit-for-point basis [refer to subsection 1011(a)(3)(D).].

(6) Dispatcher Supervisory Certificate Award Requirements

Applicants for the award of a Dispatcher Supervisory Certificate shall:

- a) Satisfy the requirements specified in Regulation 1018.

- b) Possess or be eligible to possess the Dispatcher Intermediate Certificate.
- c) Complete a minimum of 60 semester units or possess a degree from an accredited college.
- d) Successfully complete a POST-certified Supervisory Course. (The Dispatcher Supervisory Course is highly recommended.)
- e) Possess a minimum of two years experience as a permanent first-level Dispatcher Supervisor or higher.

**ANNUAL REVIEW:**

As provided for in the Department's Policy Manual, the Training Bureau will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's staff. Upon approval of the Staff, the needs assessment will form the basis for the training plan for the fiscal year. It is the responsibility of the Training Manager to maintain, review and update the Training Plan on an annual basis.

## Rank/Position Assignment-Sworn Personnel

- **CHIEF.....14**
- **CAPTAIN.....17**
- **LIEUTENANT.....21**
- **SERGEANT.....24**
- **OFFICER.....29**

# CHIEF

## Standard Training Requirements

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### MANDATED TRAINING:

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy  
Recertification: Every 2 years

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment  
Recertification: 2 hours of training every 5 years

#### **Range Qualification-Pistol (Policy 312.4)**

Initial Training: Within 6 months of appointment  
Recertification: 2 times per year

#### **Sexual Harassment Training (Gov. Code 12950.1)**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

#### **Basic/Tactical Patrol Rifle (Senate Bill 359)**

Initial Training: Upon appointment

#### **ICS 100HC 300/400**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

#### **CLETS Training**

Initial Training: Annual  
Recertification: Every Two Years

#### **Mental Health W&I 5152**

Initial Training: Within 6 months of appointment

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**ESSENTIAL TRAINING:****Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

**Executive Management Course**

Initial Training: Within first year of appointment

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Within 1 year of appointment

Recertification: Annually

**Domestic Violence Update**

Initial Training: Within 1 year of appointment

Recertification: Annually

**Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of promotion

**Public Records Act**

Initial Training: Within 2 years of promotion

**Clery Act**

Initial Training: Annual

Recertification: Every Two Years



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**DESIRABLE TRAINING:**

**Budget Preparation Course**

Initial Training: Not required

**California Police Chief's Conference**

Initial Training: Not required

**Media Relations**

Initial Training: Not required

**The Role of the Police Chief**

Initial Training: Not required

**Title IX Training**

Initial Training: Not required

**Employee Evaluations**

Initial Training: Not required

**Pitchess Motions**

Initial Training: Not required

**Internal Affairs Investigations**

Initial Training: Not required

**Skelly Response**

Initial Training: Not required

**Human Factors / Threat and Terror Incident Management**

Initial Training: Not required

**ICAT-Police Executive Research Forum**

Initial Training: Within 1 year of appointment

# CAPTAIN

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Executive Development Course (PAM 1005)**

Initial Training: Within 1 year of appointment

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

#### **Range Qualification-Pistol (Policy 312.4)**

Initial Training: Within 6 months of appointment

Recertification: 2 times per year

#### **Sexual Harassment Training (Gov. Code 12950.1)**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

#### **Basic/Tactical Patrol Rifle (Senate Bill 359)**

Initial Training: Upon appointment

#### **ICS 100HC 300/400**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

#### **CLETS Training**

Initial Training: Annual

Recertification: Every Two Years

#### **Mental Health W&I 5152**

Initial Training: Within 6 months of appointment

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**ESSENTIAL TRAINING:****Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

**Domestic Violence Update**

Initial Training: Within 1 year of appointment

Recertification: Annually

**Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of promotion

**Public Records Act**

Initial Training: Within 2 years of promotion

**Clery Act**

Initial Training: Annual

Recertification: Every Two Years

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Within 1 year of appointment

Recertification: Annually

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**DESIRABLE TRAINING:****Budget Preparation Course**

Initial Training: Not required

**California Police Chief's Conference**

Initial Training: Not required

**FBI National Academy**

Initial Training: Within first 24 months in position

**Media Relations**

Initial Training: Not required

**POST Command College**

Initial Training: Not required

**Senior Management Institute for Police (SMIP)**

Initial Training: Not required

**WestPoint Leadership**

Initial Training: Not required

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Not required

**Title IX Training**

Initial Training: Not required

**Employee Evaluations**

Initial Training: Not required

**Pitchess Motions**

Initial Training: Not required

**Internal Affairs Investigations**

Initial Training: Not required

**Skelly Response**

Initial Training: Not required

**Human Factors / Threat and Terror Incident Management**

Initial Training: Not required

**CLETS Training**

Initial Training: Annual

Recertification: Every Two Years

# LIEUTENANT

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

#### **Incident Command System (700, 100, 200)**

Initial Training: Within 1 year of appointment

#### **Management Class (PAM 1005)**

Initial Training: Within 1 year of appointment

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

#### **Range Qualification- Pistol (Policy 312.4)**

Initial Training: Within 6 months of last qualification

Recertification: 2 times per year

#### **Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

#### **SEMS/NIMS (ICS 100 HE/ 300 / 400)**

Initial Training: Within 1 year of appointment

#### **Sexual Harassment Training (Gov. Code 12950.1)**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

**Basic/Tactical Patrol Rifle (Senate Bill 359)**

Initial Training: Upon appointment

**CLETS Training**

Initial Training: Annual

Recertification: Every Two Years

**Perishable Skills Program (PSP) (P.O.S.T.)**

The two year cycle begins January 1 of the year following being added to the Department roster.

- Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Active Shooter Training**

Annual

**Threat Management Training**

**Crowd Control**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

**Mental Health W&I 5152**

Initial Training: Within 6 months of appointment

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**ESSENTIAL TRAINING:**

**Domestic Violence Update**

Initial Training: Within 1 years of appointment

Recertification: Annually

**Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of promotion

**Public Records Act**

Initial Training: Within 2 years of promotion

**Clery Act**

Initial Training: Annual

Recertification: Every Two Years

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Within 2 years of appointment

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**DESIRABLE TRAINING:**

**Budget Preparation Course**

Initial Training: Within 2 years of appointment

**FBI National Academy**

Initial Training: Not required

**Law Enforcement Response to Terrorism (LERT)**

Initial Training: Not required

**Media Relations**

Initial Training: Not required

**POST Command College**

Initial Training: Not required

**Senior Management Institute for Police (SMIP)**

Initial Training: Not required

**WestPoint Leadership**

Initial Training: Not required

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# SERGEANT

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy  
Recertification: Annually

#### **CLETS/NCIC -Less than Full Access Operator (Policy 812)**

Initial Training: During Orientation Phase  
Recertification: Every other year

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years  
o The two year cycle begins January 1 of the year following being added to the Department roster  
Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (P.O.S.T. PC 13519)**

Initial Training: Within 2 years of appointment  
Recertification: 2 hours of training every 2 years

#### **Domestic Violence Update**

Initial Training: Within 1 years of appointment  
Recertification: Annually

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy  
Recertification: Every 2 years

#### **High Technology Crimes (P.O.S.T. PC 1315.55)**

Initial Training: Within 18 months of appointment (2 hrs.)

#### **Incident Command System (700, 100, 200, 300, 400)**

Initial Training: Within 1 year of appointment



**Perishable Skills Program (PSP) (P.O.S.T.)**

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

**Range Qualification-Pistol (Policy 312.4)**

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

\* 1 must be nighttime/low-light conditions

**Range Qualification-Less-Lethal Shotgun (Policy 308.1.3)**

Initial Training: During Orientation Phase

Recertification: 2 times per year

\*1 must be nighttime/low-light conditions

**Range Qualification-Rifle (Policy 432.5)\***

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Range Qualification-Less Lethal (Policy 308)**

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

**SEMS/NIMS (ICS 100 HE / 300 / 400)**

Initial Training: Within 1 year of appointment

**Sexual Harassment Training (Gov. Code 12950.1)**

Initial Training: Within 1 year of appointment as a supervisor

Recertification: Every 2 years and within 6 months of promotion

**Supervisory Course (PAM 1005)**

Initial Training: Within 1 year of appointment

**Taser (Policy 309)**

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

**Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)**

Initial Training: During the academy

Recertification: Every 2 years

**Basic/Tactical Patrol Rifle (Senate Bill 359)**

Initial Training: Upon appointment

**Active Shooter Training**

Annual

**Threat Management Training**

**Crowd Control**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

**Mental Health Training (Senate Bill 29)**

Initial Training: Upon appointment

Recertification: Every Two Years

**Mental Health W&I 5152**

Initial Training: Within 6 months of appointment

---

**ESSENTIAL TRAINING:**

**Supervisory Leadership Institute (SLI)**

Initial Training: After completion of 2 years of supervisory experience

**Internal Affairs**

Initial Training: Within 1 year of appointment

**Officer Involved Shooting Investigations-Management/Supervision**

Initial Training: Within 2 years of appointment

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation

**Drug Influence-11550 H&S**

Initial Training: Not required

**EPAS Training**

Initial Training: Within 1 year of appointment

**Radar/Lidar Operator**

Initial Training: Within 1 year of appointment

**Search Warrants “A through Z”**

Initial Training: Not required

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**DESIRABLE TRAINING:**

**Assertive Supervision**

Initial Training: Within 2 years of appointment

**Crisis Intervention Team (CIT) De-escalation; Mental health**

Initial Training: Not required

**Law Enforcement Response to Terrorism (LERT) (on-line 1 hour)**

Initial Training: Not required

**Legislative Legal Update**

Initial Training: Not required

**Media Relations**

Initial Training: Not required

**Rapid Deployment Team (Active Shooter)**

Initial Training: Not required

**Report Writing for Instructors**

Initial Training: Not required

# OFFICER

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **CLETS/NCIC - Less than Full Access Operator (Policy 812)**

Initial Training: During Orientation Phase

Recertification: Every other year

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (P.O.S.T. PC 13519)**

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

#### **Domestic Violence Update**

Initial Training: Within 1 year of appointment

Recertification: Annually

#### **Elder/Dependant Adult Abuse (P.O.S.T. PC 13515)**

Initial Training: 2 hours within 18 months of appointment

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

#### **Incident Command System (700, 100, 200)**

Initial Training: Within 1 year of appointment

**Perishable Skills Program (PSP) (P.O.S.T.)**

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

**Range Qualification-Pistol (Policy 312.4)**

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

\* 1 must be nighttime/low-light conditions

**Range Qualification-Less-Lethal Shotgun (Policy 308.1.3)**

Initial Training: During Orientation Phase

Recertification: 2 times per year

\*1 must be nighttime/low-light conditions

**Range Qualification-Rifle (Policy 432.5)\***

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Range Qualification-Less Lethal (Policy 308)**

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

**Sexual Harassment Training (Gov. Code 12950.1)**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

**Taser (Policy 309)**

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

**Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)**

Initial Training: During the academy

Recertification: Every 2 years

**Basic/Tactical Patrol Rifle (Senate Bill 359)**

Initial Training: Upon appointment

**Mental Health Training (Senate Bill 29)**

Initial Training: Upon appointment

Recertification: Every Two Years

**Active Shooter Training**

Annual

**Threat Management Training**

**Crowd Control**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

**Mental Health Training (Senate Bill 29)**

Initial Training: Upon appointment

Recertification: Every Two Years

**Mental Health W&I 5152**

Initial Training: Within 6 months of appointment

**Sexual Assault (UCOP)**

Initial Training: Within 1 year of appointment

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**ESSENTIAL TRAINING:**

**Drug Influence-11550 H&S**

Initial Training: Not required

**SEMS/NIMS (ICS 100 HE / 300 / 400)**

Initial Training: Within 1 year of appointment

**EPAS Training**

Initial Training: Within 1 year of appointment

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation

**Radar/Lidar Operator**

Initial Training: Within 1 year of appointment

**Search Warrants Training**

Initial Training: Not required

**Crisis Intervention Team (CIT) De-escalation; Mental health**

Initial Training: Not required

**Persons with Disabilities Act**

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**DESIRABLE TRAINING:**

**Interview and Interrogation**

Initial Training: Not required

**Law Enforcement Response to Terrorism (LERT) (on-line 1 hour)**

Initial Training: Not required

**Legislative Legal Update**

Initial Training: Not required

**Media Relations**

Initial Training: Not required

**Rapid Deployment Team (Active Shooter)**

Initial Training: Not required

**Report Writing for Instructors**

Initial Training: Not required

**Rank/Position Assignment Non-Sworn Personnel**

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# RECORDS SUPERVISOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **UCB Sexual Harassment Training (University Policy)**

Initial Training: During Orientation Phase

#### **CLETS/NCIC - Full Access Operator**

Initial Training: During orientation phase

Recertification: Every other year

#### **Basic Records**

Initial Training: Within 1 year of appointment

#### **Public Records Act**

Initial Training: Within 1 year of appointment

#### **Records Supervisor Course**

Initial Training: Within 1 year of appointment

#### **DOJ CLETS Training for Trainers**

Initial Training: Within 1 year of appointment

#### **Sexual Harassment, Hostile Work Environment**

Initial Training: Within 1 year of appointment

#### **Title IX Training**

Initial Training: Not required

#### **CLERY Act**

Initial Training: During orientation phase

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**ESSENTIAL TRAINING:****CLEARs Training Meetings**

Initial Training: Within 3 months of appointment

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**DESIRABLE TRAINING:****Annual CLEARs Conference**

Initial Training: Not required

**Assertive Supervision**

Initial Training: Within 2 years of appointment

**First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

**Microsoft Office Suite (Word, Excel, Powerpoint, Access)**

Initial Training: Not required

**Verbal Judo**

Initial Training: Not required

**California Association for Property & Evidence (CAPE) Conference**

Initial Training: Annually

**CAPE Training Meetings**

Initial Training: Not required

**APE Property Course**

Initial Training: Not required

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**License/Certificate Requirements:**

California Drivers License: Upon appointment

POST Records Supervisor Certificate: Within 2 years of appointment

# RECORDS TECHNICIAN

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Basic Records**

Initial Training: Within 1 year of appointment

#### **UCB Sexual Harassment Training**

Initial Training: During Orientation Phase

#### **CLETS/NCIC-Less than Full Access Operator**

Initial Training: Within 1 year of appointment

Recertification: Every other year

#### **Title IX Training**

Initial Training: Within 1 year of appointment

#### **CLERY Act**

Initial Training: Upon appointment

#### **Property Room Management**

Initial Training: Within 1 year of appointment

---

### ESSENTIAL TRAINING:

#### **First Aid/CPR/AED (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

#### **Public Records Act**

Initial Training: Within 1 year of appointment

#### **CAPE Training Meetings**

Initial Training: Not required

#### **APE Property Course**

Initial Training: Not required

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**DESIRABLE TRAINING:**

**Advanced Microsoft Office (Word, Excel, Powerpoint, Access)**

Initial Training: Not required

**Verbal Judo**

Initial Training: Not required

---

**License/Certificate Requirements:**

California Drivers License: Upon appointment

# EVIDENCE TECHNICIAN

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Property Room Management**

Initial Training: Within 1 year of appointment

#### **Basic Records**

Initial Training: Within 1 year of appointment

#### **UCB Sexual Harassment Training**

Initial Training: During Orientation Phase

#### **CLETS/NCIC-Less than Full Access Operator**

Initial Training: Within 1 year of appointment

Recertification: Every other year

#### **Title IX Training**

Initial Training: Not required

#### **CLERY Act**

Initial Training: Not required

---

### ESSENTIAL TRAINING:

#### **California Association for Property & Evidence (CAPE) Conference**

Initial Training: Annually

---

### DESIRABLE TRAINING:

#### **CAPE Training Meetings**

Initial Training: Not required

#### **APE Property Course**

Initial Training: Not required

# DISPATCHER

## Standard Training Requirements:

---

### MANDATED TRAINING:

#### **UCB Sexual Harassment Training (University Policy)**

#### **CLETS/NCIC - Full Access Operator**

Initial Training: During orientation phase

Recertification: Every other year

#### **Sexual Harassment, Hostile Work Environment**

Initial Training: Within 1 year of appointment

#### **Title IX Training**

Initial Training: Not required

#### **CLERY Act**

Initial Training: During orientation phase

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

#### **Basic Dispatcher Academy**

Initial Training: During Orientation Phase

# BUSINESS MANAGER

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **UCB Sexual Harassment Training (University Policy)**

Initial Training: During Orientation Phase

#### **Public Records Act**

Initial Training: Within 1 year of appointment

#### **Sexual Harassment, Hostile Work Environment**

Initial Training: Within 1 year of appointment

#### **Title IX Training**

Initial Training: Not required

#### **CLERY Act**

Initial Training: During orientation phase

# ADMINISTRATIVE COORDINATOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **UCB Sexual Harassment Training (University Policy)**

Initial Training: During Orientation Phase

#### **Public Records Act**

Initial Training: Within 1 year of appointment

#### **Sexual Harassment, Hostile Work Environment**

Initial Training: Within 1 year of appointment

#### **Title IX Training**

Initial Training: Not required

#### **CLERY Act**

Initial Training: During orientation phase



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# ARMORER

## Standard Training Requirements:

---

### MANDATED TRAINING:

#### **AR-15 Armorer**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

#### **Glock Armorer**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

---

### ESSENTIAL TRAINING:

#### **Remington 870 Armorer**

Initial Training: Not required

---

### DESIRABLE TRAINING:

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# BICYCLE PATROL

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Bicycle Patrol - Basic**

Initial Training: Immediately after appointment

Recertification: Not Required

- POST training not required

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### ESSENTIAL TRAINING:

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### DESIRABLE TRAINING:

#### **Bicycle Patrol - Advanced**

Initial Training: Not required

#### **Bicycle Patrol Instructor**

Initial Training: Not required

#### **Annual In-service training**

Initial Training: Not required

Recertification: Semi-Annually

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# CHEMICAL AGENT INSTRUCTOR

## Standard Training Requirements:

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### MANDATED TRAINING:

**Chemical Agent Instructor – 80 hours**

Initial Training: Within 1 year of appointment

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### ESSENTIAL TRAINING:

### DESIRABLE TRAINING:

**Grenadier Training**

Initial Training: Not required

---

# DEFENSIVE TACTICS INSTRUCTOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Defensive Tactics Instructor – 80 hours**

Initial Training: Within 1 year of appointment

#### **ASP Instructor Training**

Initial Training: Within 1 year of appointment

#### **Baton/Impact Weapons**

Initial Training: Not required

---

### ESSENTIAL TRAINING:

#### **Defensive Tactics Instructor Update**

Initial Training: Every 3 years

#### **Chemical Agents**

Initial Training: Not required

---

### DESIRABLE TRAINING:

#### **Arrest and Control Tactics Instructor**

Initial Training: Not required

#### **Crowd Control**

Initial Training: Not required

#### **Ground Fighting**

Initial Training: Not required

#### **Instructor Development**

Initial Training: Not required

#### **Weapon Retention and Takeaway**

Initial Training: Not required

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# DETECTIVE

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Criminal Investigation ICI Core Course**

Initial Training: Within 1 year of appointment

#### **Field Evidence Technician**

Initial Training: Within 2 years of appointment

#### **Threat Management**

#### **Basic Terrorism Liaison Officer**

Initial Training: Within one year of appointment

---

### ESSENTIAL TRAINING:

#### **Criminal Investigation ICI Specialty Course**

Initial Training: Within 1 year of ICI core course

#### **ICI Specialty courses include:**

##### **Identity Theft (ICI)**

Initial Training: Not required

##### **Robbery Investigation (ICI)**

Initial Training: Not required

##### **Domestic Violence (ICI)**

Initial Training: Not required

##### **Computer Crime (ICI)**

Initial Training: Not required

#### **Child Abuse Investigation (ICI) (PC13517)**

Initial Training: Not required

#### **Homicide Investigation (ICI)**

Initial Training: Within 2 years of appointment

**Crime Scene Investigations**

Initial Training: Not required

**Property and Evidence Management**

Initial Training: Within 2 years of appointment

**Interview and Interrogation**

Initial Training: Within 1 year of appointment

**Sexual Assault Investigation (PC 13516)**

Initial Training: Not required

**Internal Affairs Investigation**

Initial Training: Not required

**Officer Involved Shooting Investigation**

Initial Training: Not required

**Title IX Training**

Initial Training: Not required

**Intermediate Terrorism Officer**

Initial Training: Not required

**CLERY Act**

Initial Training: Not required

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**DESIRABLE TRAINING:**

**Cal-Gang Training**

Initial Training: Not required

**Basic Fingerprinting**

Initial Training: Not required

**Crime Scene and Forensic Photography**

Initial Training: Not required

**Trauma Informed Interview**

Initial Training: Not required

# FIELD TRAINING OFFICER

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Field Training Officer**

Initial Training: Within 6 months of appointment, prior to 1<sup>st</sup> Trainee

#### **Field Training Officer Update**

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

#### **Sexual Harassment/Hostile Work Environment**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

#### **CIT / De-escalation; Mental Health Training (Senate Bill 29)**

Initial Training: Within 6 months of appointment

Recertification: Every Two years

#### **Threat Management**

Initial Training: Not required

---

### ESSENTIAL TRAINING:

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### DESIRABLE TRAINING:

#### **Assertive Supervision**

Initial Training: Not required

#### **Interview and Interrogation**

Initial Training: Not required

#### **Legislative Legal Update**

Initial Training: Not required

Recertification: Annually

#### **P.O.S.T. Instructor Development**

Initial Training: Not required

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**Report Writing for Instructors**

Initial Training: Not required

**Title IX Training**

Initial Training: Not required

**CLERY Act**

Initial Training: Not required

**Trauma Informed Interview**

Initial Training: Not required

---

# FIREARMS INSTRUCTOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Firearms Instructor**

Initial Training: Within 1 year of appointment

#### **Patrol Rifle Instructor**

Initial Training: Within 1 year of appointment

---

### ESSENTIAL TRAINING:

#### **Firearms/Survival Shooting Instructor**

Initial Training: Not required

#### **Firearms Instructor Update**

Initial Training: Within 3 years of basic instructor course

#### **Instructor Development**

Initial Training: Not required

#### **Less Lethal Weapons Instructor**

Initial Training: Within 1 year of appointment

#### **Active Shooter Training**

Annual

#### **Threat Management Training**

---

### DESIRABLE TRAINING:

#### **AR-15 Armorer School**

Initial Training: Not required

#### **Close Quarter Battle (CQB) Instructor**

Initial Training: Not required

#### **Glock Armorer School**

Initial Training: Not required

---

# OFFICER IN CHARGE (OIC)

## Standard Training Requirements

---

All training for Officer plus the following:

### **Supervisory Course (PAM 1005)**

Initial Training: Within 1 year of appointment

### **Mental Health Training (Senate Bill 29)**

Initial Training: Upon appointment

Recertification: Every Two Years

### **ESSENTIAL TRAINING:**

#### **Supervisory Leadership Institute (SLI)**

Initial Training: After completion of 2 years of supervisory experience

#### **Internal Affairs**

Initial Training: Within 1 year of appointment

#### **Officer Involved Shooting Investigations-Management/Supervision**

Initial Training: Within 2 years of appointment

---

### **DESIRABLE TRAINING:**

#### **Assertive Supervision**

Initial Training: Within 2 years of appointment

#### **Crisis Intervention Team (CIT) De-escalation; Mental health**

Initial Training: Not required

#### **Law Enforcement Response to Terrorism (LERT) (on-line 1 hour)**

Initial Training: Not required

**Legislative Legal Update**

Initial Training: Not required

**Media Relations**

Initial Training: Not required

**Rapid Deployment Team (Active Shooter)**

Initial Training: Not required

**Report Writing for Instructors**

Initial Training: Not required

# MOTORCYCLE OFFICER

## Standard Training Requirements

---

### **MANDATED TRAINING:**

#### **Basic Police Motorcycle Course – 80 hours**

Initial Training: Prior to deployment as a motor officer

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### **ESSENTIAL TRAINING:**

#### **Monthly In-House Qualification Courses – Slow Speed**

Initial Training: Upon appointment

Recertification: Monthly

---

### **DESIRABLE TRAINING:**

#### **Off Road Motorcycle Course – 80 hours**

Initial Training: Prior to deployment as a motor officer

# ADMINISTRATIVE/TRAINING SERGEANT

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Background Investigator**

Initial Training: Within 1 year of appointment

#### **Training Manager**

Initial Training: Within 1 year of appointment

---

### ESSENTIAL TRAINING:

#### **P.O.S.T. Course Coordinators Course**

Initial Training: Within 1 year of appointment

#### **Training Management System Software Training**

Initial Training: Within 1 year of appointment

#### **Criminal Investigation ICI Specialty Course**

Initial Training: Within 1 year of ICI core course

#### **ICI Specialty courses include:**

##### **Identity Theft (ICI)**

Initial Training: Not required

##### **Robbery Investigation (ICI)**

Initial Training: Not required

##### **Domestic Violence (ICI)**

Initial Training: Not required

##### **Computer Crime (ICI)**

Initial Training: Not required

#### **Child Abuse Investigation (ICI) (PC13517)**

Initial Training: Not required

#### **Homicide Investigation (ICI)**

Initial Training: Within 2 years of appointment

---

**Crime Scene Investigations**

Initial Training: Not required

**Property and Evidence Management**

Initial Training: Within 2 years of appointment

**Interview and Interrogation**

Initial Training: Within 1 year of appointment

**Sexual Assault Investigation (PC 13516)**

Initial Training: Not required

**Internal Affairs Investigation**

Initial Training: Not required

**Officer Involved Shooting Investigation**

Initial Training: Not required

**Title IX Training**

Initial Training: Not required

**Intermediate Terrorism Officer**

Initial Training: Not required

**CLERY Act**

Initial Training: Not required

---

**DESIRABLE TRAINING:**

**Background Investigator Update**

Initial Training: Within 3 years of appointment

**Training Managers Meetings**

Initial Training: Within 2 months of appointment

Recertification: Monthly

**Pitchess Motion Update**

Initial Training: Not required

**Recruitment Techniques and Methods**

Initial Training: Not required

# TASER INSTRUCTOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Taser Instructor**

Initial Training: Immediately after appointment

Recertification: Every two years

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### ESSENTIAL TRAINING:

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### DESIRABLE TRAINING:

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