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:

<table>
<thead>
<tr>
<th>Plan I</th>
<th>Plan II</th>
<th>Plan III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsistence</td>
<td>Commuter Lunch</td>
<td>Subsistence</td>
</tr>
<tr>
<td>Commuter Lunch</td>
<td>Travel</td>
<td>Commuter lunch</td>
</tr>
<tr>
<td>Travel</td>
<td>Tuition</td>
<td>Travel</td>
</tr>
<tr>
<td>Tuition</td>
<td>Back-fill Salary</td>
<td>Tuition</td>
</tr>
</tbody>
</table>

Plan IV
- Subsistence
- Commuter Lunch
- Travel

Plan V
- Subsistence
- Commuter Lunch
- 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), 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:

<table>
<thead>
<tr>
<th>Degree or Education Points</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>2 years plus</td>
<td>0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>4 years plus</td>
<td>0</td>
</tr>
<tr>
<td>45 Education Points</td>
<td>4 years plus</td>
<td>45</td>
</tr>
<tr>
<td>30 Education Points</td>
<td>6 years plus</td>
<td>30</td>
</tr>
<tr>
<td>15 Education Points</td>
<td>8 years plus</td>
<td>15</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Degree or Education Points</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Degree</td>
<td>4 years plus</td>
<td>0</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>6 years plus</td>
<td>0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>9 years plus</td>
<td>0</td>
</tr>
<tr>
<td>45 Education Points</td>
<td>9 years plus</td>
<td>45</td>
</tr>
<tr>
<td>30 Education Points</td>
<td>12 years plus</td>
<td>30</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Dispatcher Training Units*</th>
<th>Dispatcher Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>and 3 years plus 0</td>
<td>3 years</td>
<td>0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 5 years plus 0</td>
<td>5 years</td>
<td>0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>and 5 years plus 12</td>
<td>5 years</td>
<td>12</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>and 7 years plus 11</td>
<td>7 years</td>
<td>11</td>
</tr>
<tr>
<td>15 Education Units</td>
<td>and 9 years plus 10</td>
<td>9 years</td>
<td>10</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Dispatcher Training Units*</th>
<th>Dispatcher Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Degree</td>
<td>and 5 years plus 0</td>
<td>5 years</td>
<td>0</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>and 7 years plus 0</td>
<td>7 years</td>
<td>0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 9 years plus 0</td>
<td>9 years</td>
<td>0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>and 9 years plus 12</td>
<td>9 years</td>
<td>12</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>and 11 years plus 11</td>
<td>11 years</td>
<td>11</td>
</tr>
</tbody>
</table>

*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

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
ESSENTIAL TRAINING:

Continued Professional Training (CPT) (P.O.S.T.)
Initial Training: 24 hours of P.O.S.T. certified training every two years
  - 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
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
Standard Training Requirements

**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
ESSENTIAL TRAINING:

Continued Professional Training (CPT) (P.O.S.T.)
Initial Training: 24 hours of P.O.S.T. certified training every two years
  - 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

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
Standard Training Requirements

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

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

---

**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
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
  - 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

---

**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
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
  - 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

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

**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

- RECORDS SUPERVISOR..........................34
- RECORDS TECHNICIAN..........................37
- EVIDENCE TECHNICIAN..........................39
- PARKING ENFORCEMENT OFFICER...41
- STUDENT AMBASSADOR..........................42
- DISPATCHER........................................43
- BUSINESS MANAGER..............................44
- ADMINISTRATIVE COORDINATOR.....45
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
ESSENTIAL TRAINING:

CLEARS Training Meetings
   Initial Training: Within 3 months of appointment

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

License/Certificate Requirements:
   California Drivers License: Upon appointment
   POST Records Supervisor Certificate: Within 2 years of appointment
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
**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

CLET/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
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
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
Collateral Duties

- ARMORER ......................................................... 47
- BICYCLE PATROL ............................................. 48
- CHEMICAL AGENT INSTRUCTOR ......................... 49
- DEFENSIVE TACTICS INSTRUCTOR ..................... 50
- DETECTIVE ....................................................... 52
- FIELD TRAINING OFFICER ................................. 55
- FIREARM INSTRUCTOR ....................................... 57
- MENTAL HEALTH/DE-ESCALATION .................... 59
- OFFICER IN CHARGE .......................................... 60
- MOTORCYCLE OFFICER ...................................... 61
- ADMINISTRATIVE/TRAINING SERGEANT .......... 62
- TASER INSTRUCTOR ........................................... 65
## 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:
BICYCLE PATROL

Standard Training Requirements:

MANDATED TRAINING:

Bicycle Patrol - Basic
  Initial Training: Immediately after appointment
  Recertification: Not Required
    ● POST training not required

ESSENTIAL TRAINING:

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
CHEMICAL AGENT INSTRUCTOR

Standard Training Requirements:

**MANDATED TRAINING:**

Chemical Agent Instructor – 80 hours  
Initial Training: Within 1 year of appointment

**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
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

**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 1st 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:

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
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

**DESIURABLE 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
# Standard Training Requirements

<table>
<thead>
<tr>
<th>MANDATED TRAINING:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Police Motorcycle Course</strong> – 80 hours</td>
<td></td>
</tr>
<tr>
<td>Initial Training: Prior to deployment as a motor officer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ESSENTIAL TRAINING:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly In-House Qualification Courses – Slow Speed</td>
<td></td>
</tr>
<tr>
<td>Initial Training: Upon appointment</td>
<td></td>
</tr>
<tr>
<td>Recertification: Monthly</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIRABLE TRAINING:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off Road Motorcycle Course</strong> – 80 hours</td>
<td></td>
</tr>
<tr>
<td>Initial Training: Prior to deployment as a motor officer</td>
<td></td>
</tr>
</tbody>
</table>
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
Standard Training Requirements

MANDATED TRAINING:

Taser Instructor

Initial Training: Immediately after appointment
Recertification: Every two years

ESSENTIAL TRAINING:

DESIRABLE TRAINING: