

JANUARY 1, 2020



DEPARTMENT TRAINING PLAN

SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DEPARTMENT

SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE

1501 MENDOCINO AVENUE, SANTA ROSA, CA 95401

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DEPARTMENT TRAINING PLAN

The Sonoma County Junior College District Police Department has an interest and responsibility for the continual growth and development of our personnel. Through dedicated efforts in professional training and personal education we believe an employee can achieve both professional and personal excellence and accomplish their career goals. The District Police will ensure our personnel possess the knowledge and skills necessary to provide a professional level of community oriented police services which meet the needs of the college community we serve.

OBJECTIVE

The objective of the District Police Department training plan is to:

- Meet the mandated, essential and desirable training requirements
- Enhance the level of police services to the District community
- Increase the expertise, knowledge, and effectiveness of our personnel
- Provide for the continued professional development of our personnel

The training plan is designed to identify and prioritize the training needs of each position, rank, collateral duty, and specialized assignment within the Department. The plan is to be used as an objective tool to bring uniformity and consistency when considering, scheduling, and providing training for all personnel.

It is used by the training manager, supervisors, lieutenant, and chief of police in their effort to meet the Department's training requirements and needs. The training plan will be used to evaluate requests from personnel. The Department will work to meet these objectives while providing personnel with the greatest opportunity for success.

The Department will strive to use a broad spectrum of training resources for the professional development of our personnel. Whenever possible, courses certified by the State of California Commission on Peace Officer Standards and Training ([POST](#)) will be utilized.

It is understood the following guidelines will in no way identify all of the training to take place for all personnel. Additionally, the plan does not guarantee personnel will receive all of the training which has been identified for their respective position or assignment, with the exception of any training identified as mandatory.

In order to make the completion of professional and personal goals possible for personnel the Department has placed an emphasis in two areas:

- Law enforcement professional training
- College Education

LAW ENFORCEMENT PROFESSIONAL TRAINING

Law enforcement professional training is comprised of two categories. The first refers to those courses which are certified by [POST](#) and are reimbursable to the District by the State of California. These courses are available for sworn and non-sworn personnel whose job descriptions support the need for the specified or requested training.

The second category refers to all training certified by POST but that is not reimbursable, Department training, District training, and training provided by outside agencies, vendors, and/or contactors. All categories are managed by the Department administration and is spearheaded by the training manager.

The POST certified courses which are reimbursable are done so in varying degrees based on their [reimbursement plan designations](#); I, II, III, IV, V. The categories of the expenses and allowances that may be reimbursed are [subsistence](#), [commuter lunch](#), [travel](#), [tuition](#), [back-fill salary](#), and training presentation costs. The five reimbursement plans adopted by POST are outlined below in Table 1.

Plan I	Plan II	Plan III	Plan IV	Plan V
Subsistence	Subsistence	Subsistence	Subsistence	Subsistence
Commuter lunch	Commuter lunch	Commuter lunch	Commuter lunch	Commuter lunch
Travel	Travel	Travel	Travel	Travel
Tuition	Backfill salary	Tuition		Training presentation
Backfill salary				

Table 1

POST has implemented an 80 hour cap per year for reimbursable training. On June 28, 2011, POST issued Bulletin: No. [2011-09](#), *Retroactive Increase in Mileage/Subsistence for Training Reimbursement Requests and an Increase to an 80-hour Cap on Reimbursable Training*. The list attached to Bulletin No. 2011-09 is obsolete. The most current list of courses exempt from the 80-hour cap can be found on the POST website under [Courses Exempt from the 80-Hour Cap on Reimbursement](#). This list is routinely updated.

In addition to typical classroom settings, training is also available through the [POST Learning Portal](#) and the [POST Training Video Program](#). The [POST Learning Portal](#) is a secure website for officers, dispatchers, and law enforcement instructors. The courses are engaging and relevant on contemporary topics such as identity theft, gangs, officer safety, and instructor-focused courses. Course completions are automatically posted on the student's POST training profile for Continuous Professional Training (CPT) credit.

The [POST Training Video Program](#) is designed to assist the training manager and Department instructors in meeting specific training needs or legislative mandates for the Department. Each video is designed using subject matter experts, victims, officers, and practitioners who convey knowledge, experience and expert advice around contemporary law enforcement

issues. Training videos are designed to be facilitated by the presenter in a classroom or briefing setting in which personnel are eligible for CPT credits.

The second category of training is certified by POST but that is not reimbursable and also includes Department training, District training, and training provided by outside agencies, vendors, and/or contactors. The “in house” Department training includes, but is not limited to, defensive tactics, firearms range, emergency operations, and briefing training. Briefing training topics include practical case law application, equipment proficiency, street tactics, criminal trends, area knowledge, standard operating procedures, and policy review. District training includes sexual harassment training, emergency operations, and respirator fit training.

The Department is currently in the process of updating the policy manual. Once completed, the Department may utilize [Lexipol's](#) daily training bulletins which are distributed to each employee by means of the Lexipol website. 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.

Other forms of non-POST training are offered through different vendors, contractors, and outside agencies. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

COLLEGE EDUCATION

The District and the District Police Department are supportive of personnel obtaining a formal college education. This is evident through the adoption of the Department Succession Plan. This plan outlines the educational requirements of those employees desiring to promote within the Department. Department personnel are encouraged to pursue their educational goals.

Additionally, personnel can enroll in the Santa Rosa Junior College [Employee Enrollment Reimbursement Program](#) to attend SRJC credit courses available for staff professional development. For 2016-17, employees will be reimbursed the \$46 per unit registration fee for any course units completed at Santa Rosa Junior College that are related to job duties or skill building for advancement. Such courses could include classes on software needed for work, such as Excel, Power Point, Adobe Photoshop, and many more. Classes in accounting, leadership, and supervision might also be appropriate to the workplace. Other classes might be relevant, such as Spanish, to better serve the needs of our growing Latino/a student population. In recognition and support of our strategic plan goal to cultivate a healthy organization, classes aimed at improved health and wellness may be covered as well. Courses should be pre-approved for tuition reimbursement through your supervisor. Reimbursement is limited to a maximum of 6 units per semester. To apply for tuition reimbursement: As soon as possible prior to the start of classes, fill out the online [Employee Enrollment Reimbursement application](#), print, sign and route for your supervisor's signature.

TRAINING MANAGER

The Department's Training Manager, assigned by position to the lieutenant, 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 and is also responsible for ensuring training compliance with [POST regulations](#), federal and state statutes, and District policy.

The training manager is also responsible for the management of the Department's instructors, the Department's Use of Force Team, reviewing all internal course outlines, managing the Department's POST certified courses, maintaining the Department training files, and maintaining Department and personnel information on the [POST Electronic Data Interchange \(EDI\)](#).

The training manager should coordinate training of Department personnel with the sergeant who is responsible for the member's work schedule. The training manager will normally make all travel arrangements including class reservations, hotel reservations, and transportation. The training manager will be issued a Cal Card to be primarily used to make the travel arrangements. Once the travel arrangements are made, the training manager will complete the SRJC [Travel Request Form \(TRF\)](#) and forward it to the [Purchasing Department](#) for processing prior to the travel date. Before the TRF is sent to Purchasing the following signatures are required:

Signature Required on TRF	In State	Out of State	Out of Country
Traveler (requesting personnel)	✓	✓	✓
Lieutenant	✓	✓	✓
Chief of Police	✓	✓	✓
Senior Vice President Finance and Admin Services	✓*	✓	✓
Senior Vice President Finance and Admin Services		✓	✓
Board of Trustees			✓

As of January 25, 2015, TRFs no longer need to be sent to the President of the SRJC for signature.

All in-state TRFs must be approved and signed up the ranks by the Lieutenant, Chief of Police, and then the Vice President of Finance and Administrative Services. The Vice President's office will then send the forms to the Purchasing Department for processing.

All out-of-state TRFs must be approved and signed up the ranks by the appropriate department chair, program director, manager and/or dean, and vice president for the particular area, then be sent to Senior Vice President, Finance and Administrative Services for final signature. The Vice President's office will then send the forms to the Purchasing Department for processing.

The SRJC Purchasing Department will assign vendor number, verify signatures, expenditure totals, check budget availability, and assign a trip number. Purchasing will then route the processed forms to the SRJC Accounting Department for issuance of checks if applicable. It is advisable to submit requests well in advance of the date of travel if a check is required.

If the SRJC Accounting Department is required to issue a check for registration and/or hotel advance, the appropriate original registration form must be submitted with the TRF. Personal cash advances will be processed only if total authorized expenses exceed \$100. Checks for advances are issued each Friday. In order to receive an advance, Purchasing must process the TRF and turn it into Accounting by 1200 hours on Monday of the same week to allow the enough lead-time to process the travel.

The SRJC Purchasing Department will then route the Travel Expense Claim (TEC) to the traveler along with a pink carbon copy of the Travel Request form. If a trip is cancelled, the Expense Claim forms still must be completed to close out the claim. If the lodging is reimbursable, a tax exemption form will be provided for the employee to give to the lodging at check in. The training manager will request a government discount rate when making reservations.

Department Budget Codes

POST Reimbursable:	10 – 00 – 40 – 0104 – 6770 – 5210 – 00
Non-POST Reimbursable:	10 – 00 – 40 – 0000 – 6770 – 5210 – 00

Meal Reimbursements:

\$10.00 Breakfast (departure before 0800 hours)
\$15.00 Lunch
<u>\$20.00</u> Dinner (arrival on campus / residence after 1800 hours)
\$45.00 for daily meals as of December 18, 2012

Mileage Rate for Personal Vehicle:

\$0.545 per mile as January 1, 2018

The training manager will notify personnel as soon as possible of scheduled training through the use of e-mail. This e-mail will provide the course title, date, time, location of the training, travel information, and any other information pertinent to the training.

The Purchasing Department will process the request and forward a travel packet to the member. Once the training has been completed, the training manager will receive the completed Travel Expense Claim from the member. The training manager will review, ensure all receipts are included, record the total cost of the travel on the Department training schedule spreadsheet, and forward the complete claim package to the Accounting Department.

If the scheduled training is a POST certified course, then a [POST Training Reimbursement Request \(TRR\)](#) form must be submitted to the instructor or facilitator of the course. This form will be completed by the training manager and provided to the Department member attending the training. It will be the member's responsibility to submit the form to the facilitator of the course. The TRR is the mechanism that allows the State of California to reimburse the District.

TRAINING PLAN ORGANIZATION

The training plan is divided into the following sections:

Peace Officer Rank Assignment:

This section of the training plan contains a list of all sworn peace officer positions within the structure of the police department.

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.

Non - Sworn Personnel Assignment:

This section of the training plan contains a list of all non-sworn personnel positions within the structure of the Department; dispatchers, community service officers, administrative assistant, and technical services coordinator.

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 personnel in their specified rank and/or task assignment.

Desirable

Upon completion of the mandatory and essential courses, personnel 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 (FTO). That officer will need to meet the training needs of both the police officer rank assignment and the FTO 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 and public safety dispatcher shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle, beginning January 1, 2009. The CPT anniversary date is used to start a peace officer's or dispatcher's CPT training cycle.

PERISHABLE SKILLS / COMMUNICATIONS REQUIREMENTS FOR CPT

Effective January 1, 2002, 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 OVERVIEW

The Department recognizes the importance of well trained personnel. This includes assisting personnel in obtaining the appropriate [professional certificate](#) awarded by POST. The Department, through the training manager, is responsible for ensuring 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 contact the training manager if they feel they are eligible for an upper level certificate.

In order to obtain a certificate personnel shall submit the fully completed POST form for peace officer or public safety dispatcher to the training manager. The application's attestation must be signed by the Chief of Police. 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).

[Peace Officer Certificate Application](#)

[Public Safety Dispatcher Certificate Application](#)

[Request for Reissuance of POST Certificate](#)

POST professional certificates are awarded to peace officers and dispatchers who achieve increasingly higher levels of education, training, and experience in their pursuit of professional excellence. Except as noted, the following terms and policies apply to all certificate categories and levels:

College Degree or College Unit Criteria

Accreditation shall be by a national or regional accrediting body that is recognized by the Secretary of the United States Department of Education. For the award of a certificate, all degrees or units shall be issued by and recorded on the transcript of an accredited community college, college, or university; or, when issued by a non-accredited community college, college, or university; the degree or units shall have been accepted and recorded on the transcript of an accredited community college, college, or university.

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.

Education Units

For purposes of certificate qualifications one college semester unit equals one education unit, or one college quarter unit equals two-thirds of an education unit.

Training Points

For purposes of certificate qualifications twenty hours of law enforcement training are equal to one training point. Only completed courses with verifiable hours are accepted and POST shall determine acceptable law enforcement training

Education Unit Conversions

When education units exceed the number needed to qualify for a certificate, the excess education units may be converted to training points to meet training unit requirements. One education unit shall equal one training point. POST will make the conversion when it is to the advantage of the applicant.

Law Enforcement Experience

Law enforcement experience described in subsection 1010(a)(3)(E)1 is accepted if it is recorded on the POST profile in POST database. POST may accept the experience described in [Post Administrative Manual subsection 1010\(a\)\(3\)\(E\)2, 3, and 4](#) when the law enforcement experience is documented on the Department's letterhead, signed by the department head, includes an attestation that the applicable requirements stated in experience categories subsection 1010(a)(3)(E)2, 3, or 4 have been met, and includes the type of appointment, time base, dates of service, and types of duties performed.

1. Full-time peace officer experience that is/was with a California POST- participating department.
2. Full-time peace officer experience with a California law enforcement department that is/was not a POST-participating department, and during the time of the appointment, the law required completion of the regular basic course or specialized investigator's basic course for the position held.
3. Full-time peace officer experience with an out-of-state law enforcement department that participates in its state's "POST-type" program and the "POST-type" program awarded the individual a basic certificate or license. The maximum credit allowed for this experience category is five years. "POST-type" means any department/agency that is a member of the International Association of Directors of Law Enforcement Standards and Training.
4. Full-time law enforcement experience with a federal law enforcement agency and the individual satisfactorily completed a basic law enforcement academy presented by the Federal Law Enforcement Training Center (FLETC) or the Federal Bureau of Investigation (FBI) academy. The maximum credit allowed for this experience category is five years.

Multiple Certificates at Same Level

Peace officers who qualify may be awarded a certificate in more than one category and at the same level (e.g., a general basic certificate and a specialized basic certificate).

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 units 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.

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.

In other law enforcement categories (i.e., out-of-state or military law enforcement experience) the required experience shall be accepted by POST, 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.

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.

PEACE OFFICER CERTIFICATES

Basic Certificate

Pursuant to [Penal Code section 832.4\(b\)](#), every peace officer listed in [Penal Code section 830.1\(a\)](#) shall obtain the POST Basic Certificate in order to continue to exercise peace officer powers. PC 832.4 requires possession upon completion of probation, but in no case later than 24 months after appointment. Applicants for the award of a basic certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, complete the Department's probationary period of 12 months, and satisfy the minimum entry-level basic course training standard for the applicant's current position. Peace officers will also have to complete a POST accredited campus law enforcement course to be eligible for a basic certificate

Intermediate Certificate

Applicants for the award of an intermediate certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, possess or be eligible to possess the basic certificate, and satisfy one of the following eligibility combinations:

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

Advanced Certificate

Applicants for the award of an advanced certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, possess or be eligible to possess the intermediate certificate, and satisfy one of the following eligibility combinations:

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

Supervisory Certificate

Applicants for the award of a supervisory certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, possess or be eligible to possess the intermediate certificate, complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.), successfully complete a POST-certified supervisory course, and possess a minimum of two years law enforcement experience as a permanent first-level supervisor or higher.

Management Certificate

Applicants for the award of a management certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, possess or be eligible to possess the advanced certificate, complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.), successfully complete a POST-certified management course, and possess a minimum of two years law enforcement experience as a permanent middle manager or higher. 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

Applicants for the award of an executive certificate shall satisfy the requirements specified in [subsection 1011\(a\)\(4\)](#) of the POST Administrative Manual, possess or be eligible to possess the advanced certificate, complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.), successfully complete a POST-certified executive development course, and possess a minimum of two years law enforcement experience as a permanent department head with the current employing agency. 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 [subsection 1011\(a\)\(9\)\(E\)](#), [1011\(a\)\(10\)\(E\)](#), and [1011\(a\)\(11\)\(E\)](#), and of the POST Administrative Manual respectively, as appropriate for the award.

PUBLIC SAFETY DISPATCHER CERTIFICATES

Dispatcher Certificate 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.

Dispatcher Basic Certificate

Each certificate applicant shall be employed with a department participating in the POST dispatcher program, be appointed as a full-time public safety dispatcher, have been selected in accordance with the minimum selection requirements specified in [section 1018](#) of the POST Administrative Manual, have successfully completed a POST-certified public safety dispatcher's basic course of no less than 80 hours, and have satisfactorily completed the Department's probationary period of at least 12 months.

Dispatcher Intermediate Certificate

Applicants for the award of an intermediate certificate shall satisfy the requirements specified in [subsection 1011\(c\)\(3\)](#) of the POST Administrative Manual, possess or be eligible to possess the dispatcher basic certificate, and satisfy one of the following eligibility combinations:

Degree or Education Units		Law Enforcement Experience		Training Points
Bachelor Degree	and	3 years	plus	0
Associate Degree	and	5 years	plus	0
45 Education Points	and	5 years	plus	12
30 Education Points	and	7 years	plus	11
15 Education Points	and	9 years	plus	10

Dispatcher Advanced Certificate

Applicants for the award of an intermediate certificate shall satisfy the requirements specified in [subsection 1011\(c\)\(3\)](#) of the POST Administrative Manual, possess or be eligible to possess the dispatcher intermediate certificate, and satisfy one of the following eligibility combinations:

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

Records Supervisor Certificate

POST defines a records supervisor as a full-time, non-peace officer employee of a participating California law enforcement agency who performs law enforcement records supervising duties which include records maintenance, control, release, destruction, and security 50% or more of the time within a pay period.

Each certificate applicant shall be currently employed with a department participating in the POST program, be appointed as a records supervisor as defined [in section 1001](#) of the POST Administrative Manual, have satisfactorily completed the current department's probationary period for a records supervisor, have completed a minimum of two years satisfactory service with the current department as a records supervisor, be a high school graduate or have successfully passed the General Education Development (GED) test for high school graduation, have satisfactorily completed the Public Records Act course (minimum 16 hours) and the records supervisor course (minimum 40 hours).

ANNUAL REVIEW

As provided for in the Department's Policy Manual, the Training manager will conduct an annual training-needs assessment of the Sonoma County Junior College District Police Department. The needs assessment will be reviewed by the Department's managers and supervisors. Upon approval of the Chief of Police, 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 or as necessary.

TRAINING PLAN ORGANIZATION / STANDARD TRAINING REQUIREMENTS

PEACE OFFICER RANK ASSIGNMENTS

Chief of Police
Police Lieutenant
Police Sergeant
Police Officer

TASK / SPECIALIZED ASSIGNMENTS

Armorer
Chemical Agent Instructor
Communications Training Officer (CTO)
Defensive Tactics Instructor
Evidence Technician
Field Training Officer (FTO)
Firearms Instructor
Terrorist Liaison Officer
Taser Instructor

NON SWORN PERSONNEL ASSIGNMENTS

Police Dispatchers
Community Service Officers
Police Systems Administrator
Administrative Assistant

CHIEF OF POLICE STANDARD TRAINING REQUIREMENTS

MANDATED

Course Title	Initial Training	Recertification
Campus Law Enforcement	1 year of appointment	Not require
Racial Profiling Update (POST 13519.4 PC) 2 hours	5 years of appointment	5 years
Sexual Harassment Training (Gov Code 12950.1)	1 year of appointment	2 years
CLETS Full Access Operator	6 months of appointment	2 years

ESSENTIAL

Course Title	Initial Training	Recertification
Continued Professional Training (CPT)	POST 2 year cycle	2 years
Domestic Violence Update (Sonoma County Protocol)	1 year of appointment	Annually
First Aid / CPR (POST 13518(a) PC)	Basic Academy	3 years
Department Firearms Qualification	6 months of appointment	Annually
Management of Officer Involved Shooting Investigations	2 years of appointment	Not required
Public Records Act	2 years of appointment	Not required

DESIRABLE

Course Title	Initial Training	Recertification
Budget Preparation Course	Not required	Not required
SCLECA Conference	Not required	Not required
Media Relations	Not required	Not required
The Role of the Police Chief	Not required	Not required
Worker's Compensation / Disability Retirement Issues	Not required	Not required

LIEUTENANT STANDARD TRAINING REQUIREMENTS
MANDATED

Course Title	Initial Training	Recertification
Campus Law Enforcement	1 year of appointment	Not require
Blood borne Pathogens (CAL-OSHA Reg. 5193)	Basic Academy	Annually
Management Class (PAM 1005)	1 year of appointment	Not required
Incident Command System (700, 100, 200)	1 year of appointment	Not required
SEMS/NIMS (ICS 300 / 400)	1 year of appointment	Not required
Racial Profiling Update (POST 13519.4 PC) 2 hours	5 years of appointment	5 years
Respiratory Protection Program (CAL-OSHA)	Upon issuance of gear	Annually
Sexual Harassment Training (Gov Code 12950.1)	1 year of appointment	2 years
CLETS Full Access Operator	6 months of appointment	2 years
Background Investigator	1 year of appointment	Not required
Training Manager	1 year of appointment	Not required

ESSENTIAL

Course Title	Initial Training	Recertification
Continued Professional Training (CPT)	POST 2 year cycle	2 years
First Aid / CPR (POST 13518(a) PC)	Basic Academy	3 years
Domestic Violence Update (Sonoma County Protocol)	1 year of appointment	Annually
Department Firearms Qualification	Upon sworn appointment	Annually
Management of Officer Involved Shooting Investigations	2 years of promotion	Not required
Public Records Act	2 years of promotion	Not 2 years

LIEUTENANT STANDARD TRAINING REQUIREMENTS
DESIRABLE

Course Title	Initial Training	Recertification
Budget Preparation Course	Not required	Not required
FBI National Academy	Not required	Not required
Media Relations	Not required	Not required
The Role of the Police Chief	Not required	Not required
Worker's Compensation / Disability Retirement Issues	Not required	Not required
First Aid/CPR	1 year of appointment	3 years
Law Enforcement Response to Terrorism (LERT)	Not required	Not required
POST Course Coordinators Course	Not required	Not required
Training Management System Software Training	1 year of appointment	Not required
Background Investigator Update	3 years of appointment	Not required
Pitchess Motion Update	Not required	Not required
Recruitment Techniques and Methods	Not required	Not required

SERGEANT STANDARD TRAINING REQUIREMENTS

MANDATED

Course Title	Initial Training	Recertification
Supervisory Course (PAM 1005)	1 year of appointment	Not required
Campus Law Enforcement	1 year of appointment	Not require
Continued Professional Training (CPT)	POST 2 year cycle	2 years
Perishable Skills		
4 hours of defensive tactics/arrest and control		
4 hours of firearms	Basic Academy	2 years
4 hours of EVOC		
2 hours of tactical communications		
First Aid / CPR (POST 13519 PC)	Basic Academy	2 years
Vehicle Pursuit Policy Review (13519.8 PC)	Orientation	1 year
Domestic Violence Update (13519 PC)	Basic Academy	2 years
Racial Profiling Update (POST 13519.4 PC) 2 hours	Basic Academy	5 years
Sexual Harassment Training (Gov Code 12950.1)	1 year of appointment	1 years
Department Firearms Qualification (Pistol, Rifle, Shotgun)	Orientation	Annually
Range Qualification-Less-Lethal Shotgun	Orientation	Annually
Taser	Orientation	Annually
Blood borne Pathogens (CAL-OSHA Reg. 5193)	Basic Academy	Annually
Respiratory Protection Program (CAL-OSHA)	Upon issuance of gear	Annually
CLETS Full Access Operator	6 months of appointment	2 years
Incident Command System (700, 100, 200)	1 year of appointment	Not required
SEMS/NIMS (300, 400)	1 year of appointment	Not required

SERGEANT STANDARD TRAINING REQUIREMENTS
ESSENTIAL

Course Title	Initial Training	Recertification
Active Shooter Tactical Training	Not required	Not required
Field Training Officer Supervisor	1 year of appointment	3 years
Internal Affairs	1 year of appointment	Not required
Management of Officer Involved Shooting Investigations	2 years of appointment	Not required
Public Records Act	2 years of appointment	Not required
Search Warrants		
Supervisory Leadership Institute (SLI)	After 2 years as SGT	Not required

DESIRABLE

Course Title	Initial Training	Recertification
Assertive Supervision	Not required	Not required
Crisis Intervention Team (CIT)	Not required	Not required
Law Enforcement Response to Terrorism (LERT)	Not required	Not required
Legislative Legal Update	Not required	Not required
Media Relations	Not required	Not required
Report Writing for Instructors	Not required	Not required

POLICE OFFICER STANDARD TRAINING REQUIREMENTS

MANDATED

Course Title	Initial Training	Recertification
Department Field Training Program	Upon appointment	Not required
Campus Law Enforcement	1 year of appointment	Not require
Continued Professional Training (CPT) 24 hours	POST 2 year cycle	2 years
Perishable Skills		
4 hours of defensive tactics/arrest and control	Basic Academy	2 years
4 hours of firearms		
4 hours of EVOC		
2 hours of tactical communications		
First Aid / CPR Update (POST 13519 PC)	Basic Academy	2 years
Vehicle Pursuit Policy Review (13519.8 PC)	Orientation	1 year
Use of Force Policy Review	Orientation	1 year
Control Devices / Weaponless Control	Orientation	Not required
Department Firearms Qualification (Pistol, Rifle, Shotgun)	Orientation	Annually
Range Qualification-Less-Lethal Shotgun	Orientation	Annually
Taser	Orientation	Annually
Domestic Violence Update (13519 PC)	Basic Academy	2 years
Elder / Dependent Adult Abuse (13515 PC)	1 ½ years of appointment	Not Required
Racial Profiling Update (POST 13519.4 PC) 2 hours	Basic Academy	5 years
Sexual Harassment Training (Gov Code 12950.1)	1 year of appointment	1 years
Blood borne Pathogens (CAL-OSHA Reg. 5193)	Basic Academy	Annually
Respiratory Protection Program (CAL-OSHA)	Upon issuance of gear	Annually
CLETS Full Access Operator	6 months of appointment	2 years
Incident Command System (100, 200, 700)	1 year of appointment	Not required

POLICE OFFICER STANDARD TRAINING REQUIREMENTS
ESSENTIAL

Course Title	Initial Training	Recertification
Active Shooter Tactical Training	Not required	Not required
Basic Traffic Collision	Not required	Not required
Crisis Intervention Training (CIT)	2 years of appointment	Not required
Domestic Violence for the First Responder	Not required	Not required
Drug Influence /11550 H&S	Not required	Not required
DUI / SFST Investigation	Not required	Not required
EPAS Training	1 year of appointment	Not required
Implicit Bias	2 years of appointment	Not required
Interview and Interrogation	2 years of appointment	Not required
Radar / Lidar Operator	Not required	Not required
Rifle Basic Operator Course (POST 16 hour)	1 year of appointment	Not required
Search Warrant Training	Not required	Not required
Sexual Assault for the First Responder	Not required	Not required

DESIRABLE

Course Title	Initial Training	Recertification
Courtroom Testimony	Not required	Not required
Law Enforcement Response to Terrorism (LERT)	Not required	Not required
Legislative Legal Update	Not required	Not required

**SPECIALTY ASSIGNMENT
ARMORER STANDARD TRAINING REQUIREMENTS**

MANDATED

Course Title	Initial Training	Recertification
AR – 15 Armorer	1 year of appointment	3 years
Glock Armorer	1 year of appointment	3 years

ESSENTIAL

Course Title	Initial Training	Recertification
Remington 870 Armorer	Not required	Not required

**SPECIALTY ASSIGNMENT
CHEMICAL AGENT INSTRUCTOR STANDARD TRAINING REQUIREMENTS**

MANDATED

Course Title	Initial Training	Recertification
Chemical Agent Instructor	1 year of appointment	Not required

**SPECIALTY ASSIGNMENT
DEFENSIVE TACTICS INSTRUCTOR STANDARD TRAINING REQUIREMENTS**
MANDATED

Course Title	Initial Training	Recertification
Defensive Tactics Instructor	1 year of appointment	3 years
Impact Weapons Instructor	1 year of appointment	Not required

ESSENTIAL

Course Title	Initial Training	Recertification
Arrest and Control Techniques Instructor	Prior to instructing	2 years
Chemical Agent Instructor	1 year of appointment	Not required
Crowd Control	Not required	Not required
Ground Fighting Course	Not required	Not required
Instructor Development	Not required	Not required

**SPECIALTY ASSIGNMENT
EVIDENCE TECHNICIAN STANDARD TRAINING REQUIREMENTS**
MANDATED

Course Title	Initial Training	Recertification
Property Room Management	1 year of appointment	3 years

ESSENTIAL

Course Title	Initial Training	Recertification
CA Assoc. for Property & Evidence (CAPE) Conference	Not Required	1 year
CAPE Meetings	Not required	Not required
CAPE Property Course	Not required	Not required

**SPECIALTY ASSIGNMENT
FIELD TRAINING OFFICER STANDARD TRAINING REQUIREMENTS**
MANDATED

Course Title	Initial Training	Recertification
Field Training Officer	Prior to FTO	Not required
Field Training Officer Update	Prior to FTO	3 years
Sexual Harassment / Hostile Work Environment	1 year of appointment	Not required

DESIRABLE

Course Title	Initial Training	Recertification
Assertive Supervision	Not required	Not required
Interview and Investigation	Not required	Not required
Instructor Development	Not required	Not required
Legislative Legal Update	Not required	Not required
Report Writing for Instructors	Not required	Not required

**SPECIALTY ASSIGNMENT
FIREARMS INSTRUCTOR STANDARD TRAINING REQUIREMENTS**
MANDATED

Course Title	Initial Training	Recertification
Firearms Instructor	1 year of appointment	Not required
Patrol Rifle Instructor	1 year of appointment	Not required

ESSENTIAL

Course Title	Initial Training	Recertification
Firearms Survival Shooting Instructor	Not required	Not required
Firearms Instructor Update	Not required	3 years
Less Lethal Weapons Instructor	1 year of appointment	Not required

DESIRABLE

Course Title	Initial Training	Recertification
AR-15 Armorer	Not required	Not required
Close Quarter Battle (CQB) Instructor	Not required	Not required
Glock Armorer	Not required	Not required

**SPECIALTY ASSIGNMENT
TASER INSTRUCTOR STANDARD TRAINING REQUIREMENTS**
MANDATED

Course Title	Initial Training	Recertification
Taser Instructor	1 year of appointment	2 years

**SPECIALTY ASSIGNMENT
TERROSIST LIAISON OFFICER STANDARD TRAINING REQUIREMENTS**

MANDATED

Course Title	Initial Training	Recertification
Basic Terrorism Liaison Officer	1 year of appointment	Not required

ESSENTIAL

Course Title	Initial Training	Recertification
Intermediate Terrorism Liaison Officer	Not required	Not required

POLICE DISPATCHERS TRAINING REQUIREMENTS
MANDATED

Course Title	Initial Training	Recertification
Campus Law Enforcement	1 year of appointment	Not require
Continued Professional Training (CPT) 24 hours	POST 2 year cycle	2 years
Sexual Harassment Training (Gov Code 12950.1)	1 year of appointment	2 years
CLETS Full Access Operator	6 months of appointment	2 years

ESSENTIAL

Course Title	Initial Training	Recertification
Basic Records	2 years of appointment	Not required
Public Records Act	Not required	Not required

ADMINISTRATIVE ASSISTANT STANDARD TRAINING REQUIREMENTS
MANDATED

Course Title	Initial Training	Recertification
CLETS Full Access Operator	6 months of appointment	2 years
Sexual Harassment	Orientation	1 year

DESIRABLE

Course Title	Initial Training	Recertification
Advanced Microsoft Office	Not required	Not required

COMMUNITY SERVICE OFFICER (CSO) STANDARD TRAINING REQUIREMENTS

MANDATED

Course Title	Initial Training	Recertification
CLETS Full Access Operator	6 months of appointment	2 years
Sexual Harassment	Orientation	1 year

ESSENTIAL

Course Title	Initial Training	Recertification
CPR / First Aid	1 year of appointment	3 years

DESIRABLE

Course Title	Initial Training	Recertification
Verbal Judo	Not required	Not required

ADDITIONAL TRAINING MANAGER RESOURCES

NOTIFICATION OF TRAINING TEMPLATE

Training manager to staff member

NOTIFICATION OF TRAINING TEMPLATE (E-MAIL)

The notification should come from the training manager directly to the staff member attending the training. When applicable, any additional information should be attached to the e-mail; hotel confirmation, flight information, course flyer, etc.

Officer Smith,

This e-mail is to inform you that you are scheduled to attend the Campus Law Enforcement Course at the Sacramento Regional Public Safety Training Center from Monday, July 18 through Friday, July 22, 2016. I have attached the course flyer for you to review.

You will need to enroll in Los Rios Community College prior to the beginning of class. If you have ever attended a class with the college, you will need to scroll to the bottom of the "How to Enroll" page where you can look up your Student ID#. If you've never attended a class, you will need to follow the instructions starting at "Step 2." After you submit the application, the college will email you twice. The first email will only be a confirmation and the second email will contain your Student ID#. You need to supply the PSTC with your Student ID# prior to the class start date.

You will be receiving a Travel Expense Claim along with a copy of the Travel Request Form from the SRJC Accounting Department. Upon the completion of your training, you will have to fully complete the Travel Expense Claim and **submit it to me** along with all paperwork including receipts on your next week worked. You do not have to provide a receipt for meals or fuel for travel. However, you must provide receipts for all other expenditures. Please keep in mind the District does not allow reimbursement for alcoholic beverages or tips as a meal expense.

You have been authorized to utilize your personal vehicle for travel. I have made reservations for you at the Lions Gate Hotel and have included your room confirmation e-mail below. Your check in date will be on Sunday, July 17th and check out will be Friday, July 22nd. The Department has prepaid your registration fee and your lodging expenses. You will still need to reflect these and all total expenditures on your Travel Expense Claim along with providing me with the receipts.

If you have any questions regarding your travel, training, or the travel claim filing process please let me know. Please make a photocopy of your certificate and place it in my in box when you return to work so I can place it in your training file. Please also provide me with any feedback, bad or good, about the training and lodging as I will use this information to better our Department's training experience. I hope your travels are safe.

Regards,

Training Manager

