

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 33.5

IN-SERVICE, ROLL-CALL AND ADVANCED TRAINING

ISSUED APRIL 2006

33.5.1 In-Service Training (Continuous Professional Training)

All sworn employees are required to attend a Continuous Professional Training (CPT) course, by POST mandates, at a minimum of every two years. Any CPT course, or any technical course of 24 hours or more will meet the POST requirement.

In addition to the required CPT, legislative mandated training, and job specific training, an on-going training program is designed to keep all Department personnel updated. This continuing training is designed to enhance the overall professionalism of the Department while providing motivation to all personnel.

The continuing training is designed to review, in whole or in part, but not limited to:

New policies and procedures; review of past policies and procedures; case decisions affecting law enforcement; decision-making processes; functions and new programs utilized by other law enforcement agencies; interview and interrogation techniques; First Aid/CPR and other EMS requirements; performance evaluation system; new investigative techniques or procedures for operations; crime prevention policies and procedures; hazardous material incidents and procedures for handling; special events; report writing; evidence collection and preservation techniques; new law updates, and emergency legislative updates.

The continuing training will be presented in classroom sessions, training bulletins, roll-call training, and at shift briefings. All sworn personnel are required to complete all mandated training, inclusive of quarterly firearms qualifying.

33.5.2 Roll-Call Training

Roll-call training will be utilized to train personnel in recent events, changes in law, case decisions, policies and procedures with emphasis on changes, review of techniques utilized by the Department and other law enforcement agencies, and any other pertinent information that will enhance the Department operations.

Roll-call training will be conducted by the supervisor(s) or by qualified personnel with the expertise in the area to be covered. A lesson plan/course outline should be used for consistent training presentations. A variety of teaching techniques and instructional aids may be employed to present effective training. The participants should evaluate the training given and they should have input into future training programs.