

## Training Policy

### 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the 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.

*Cross referenced with CMD 026 In-Service Training, CMD 126 General Outside Training Programs*

### 203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

### 203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel

### 203.4 TRAINING PLAN

A training plan will be developed and maintained by the Police Training Coordinator in support of the attached Training Matrix. It is the responsibility of the Police Training Coordinator to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- (a) Quarterly Advanced Officer Training (AOT)
- (b) POST Requirements
- (c) Legislative Mandates
- (d) Training Matrix

See attachment: [TRAINING Matrix DRAFT 1.pdf](#)

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### **203.5 TRAINING NEEDS ASSESSMENT**

The Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

### **203.6 TRAINING COMMITTEE**

The Police Training Coordinator shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Police Training Coordinator may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Police Training Coordinator to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Police Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Police Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

### **203.7 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  - 1. Court appearances
  - 2. First choice vacation

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3. Sick leave
  4. Physical limitations preventing the employee's participation.
  5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
  2. Document his/her absence in a memorandum to his/her supervisor.
  3. Make arrangements through his/her supervisor and the Police Training Coordinator to attend the required training on an alternate date.

#### **203.8 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Santa Clara Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Police Training Coordinator.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Police Training Coordinator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

# Attachments

## **TRAINING Matrix DRAFT 1.pdf**

## **TRAINING POLICY**

### **GOAL:**

The Santa Clara Police Department has an obligation to provide a professional standard of law enforcement services to the community. In fulfilling that responsibility, it is essential that all Department personnel be properly trained. This is true not only at entry level where all employees must receive basic entry level training prior to assumption of their duties, but it is a continuous process throughout the employee's career. Training is provided to accommodate Department needs and to actualize the interest and concerns which the Department has for self-improvement and personal development of its employees.

In addition to entry level training, the Department provides on-the-job, in service, promotional, and specialized technical training for its personnel.

The Department subscribes to and complies with the requirements of the California Commission on Peace Officers' Standards and Training (P.O.S.T.).

### **OBJECTIVES:**

The objectives of the Santa Clara Police Department training program are:

- Enhance law enforcement services to the community
- Increase the technical expertise and overall effectiveness of personnel
- Provide for continual professional development of personnel

### **PHILOSOPHY:**

The Santa Clara Police Department seeks to encourage and provide opportunities for its personnel to participate in training and advanced education on a continual basis. Training is provided to all personnel as much as possible within the confines and needs of the agency, budgetary constraints and the availability of timely, qualified instruction.

Whenever possible, the Department will utilize courses certified by P.O.S.T. However, when necessary to meet the needs of the Agency, the Department may utilize training seminars, courses and conferences that are not certified by P.O.S.T.

### **SPECIFIC AREAS OF TRAINING**

The Santa Clara Police Department's training plan and policy will address the following types of training:

- Training mandated by statute
- Training by priority of need
- P.O.S.T. mandated training
- Field Training Program
- Remedial training
- In service training

- Career Development training

## **PLAN ADMINISTRATION**

With the exception of the Field Training Program, the Santa Clara Police Department's training program will be administered by the designated Training Coordinator.

The Training Coordinator will be the Police Department's representative on regional training committees, P.O.S.T., California Association of Police Training Managers (C.A.P.T.O.) functions, Santa Clara County Association Training Officers (S.C.C.A.T.O.) and any other appropriate group, organization or seminar.

The Training Coordinator will develop and maintain the Training Plan necessary to conduct the Department's training program.

The Department Training Plan will be implemented within the procedures outlined in Santa Clara Police Department's policy section \_\_\_\_\_.

Included in this training manual is the Department's training plan outlined by rank and position. The plan will include those courses which are mandated for each position and those that are critical, essential and Professional Development in being able to perform the job in a correct and professional manner. The training plan will also assist in the budget process by forecasting necessary training.

It will be the responsibility of the Training Coordinator to make the appropriate notifications concerning training courses and coordinate scheduling with the concerned staff and supervisory personnel.

Listed training courses may not be all inclusive. Other training may be added or substituted as needs arise and priorities identified.

## **STATUTORY TRAINING**

### **BASIC COURSE**

All full time sworn personnel will have completed a P.O.S.T. certified basic academy course or its equivalent. (Penal Code section 832.3)

All full time sworn personnel must obtain a P.O.S.T. basic certificate within 18 months of employment. (Penal Code section 832.4)

### **OSHA REQUIREMENTS**

All full time sworn personnel and non-sworn personnel will annually receive training in Hazardous Material Handling. (California Code of Regulations Title 8, section 5192)

All full time sworn personnel and non-sworn personnel will annually receive training in Blood Borne Pathogens. (California Code of Regulations Title 8, section 5193)

All full time sworn personnel must do a "Fit Test" of their respiratory protection annually. (California Code of Regulations Title 8, section 5144)

### **FIRST AID AND CPR TRAINING**

All sworn personnel and non-sworn personnel shall receive First Aid and CPR training as prescribed by the California Emergency Medical Services. **Current requirements are 4 hrs. every three years. (Penal Code section 3518)**

### **RESERVE OFFICER BASIC TRAINING**

All Reserve Officers shall complete the basic certificate course as prescribed by P.O.S.T. Level I Reserves appointed after January 1, 1997 must have the basic training established for Police Officers which includes the successful completion of the field training program.

It is the policy of the Santa Clara Police Department that all Reserve Officers will work toward Level I status defined by Penal Code section 832.6 as it relates to the level of training they possess. However, as a matter of practice, Reserve Officers will not be assigned as a single person patrol unit until Level I status has been achieved.

### **TELECOMMUNICATIONS (RECORDS ADMINSTERED)**

**Pursuant to Federal Law, the following personnel will receive the designated training in the legal issues and use of the telecommunications system such as National Crime Information Center (NCIC), California Law Enforcement Telecommunication System (CLETS), etc.:**

- **Public Safety Dispatcher - 8 hrs.**
- **Sworn personnel below Captain, Multi-Service Officers - 4 hrs.**
- **Administrators - Captains and above within 6 months of appointment, must review CLETS/NCIC training and areas of liability publications.**
- **Public Safety Dispatchers will complete a re-certification program every two years.**

### **CONTINUING EDUCATION REQUIREMENTS, SWORN PERSONNEL**

All sworn personnel, excluding management, must complete a minimum of 24 hrs. of P.O.S.T. certified training once every two years.

- **PERISHABLE SKILLS**

The policy of the Santa Clara Police Department is to provide this training through Advanced Officer Training (AOT).

### **SUPERVISORY COURSE**

All personnel promoted to the rank of Sergeant shall complete the P.O.S.T. Supervisory Course within one year of appointment.

Civilian supervisors shall complete a P.O.S.T. Civilian Supervisory Course within two years of appointment.

Department supervisors shall attend an approved course in Standardized Emergency Management System (SEMS) and terrorism awareness.

### **MANAGEMENT COURSE**

The P.O.S.T. Supervisory course must be completed prior to attending the Management course.

All personnel promoted to the rank of Captain shall complete the P.O.S.T. Management Course within two years of appointment.

Civilian managers shall complete a P.O.S.T. Civilian Management Course within two years of appointment.

Department managers shall attend an approved course in SEMS and terrorism awareness.

### **FIELD TRAINING PROGRAM**

Every full time Police Officer, including Reserve Officers, must satisfactorily complete the Field Training Officer (F.T.O.) program as prescribed in the F.T.O. manual.

All Community Service Officers (CSO) must complete an F.T.O. program designed for that position and outlined in the appropriate training manual.

The Field Training Program will be administered within the Patrol Operations Division.

The Field Training Program Sergeant will be directly responsible for insuring the trainee's completed F.T.O. Program. The sergeant will document the successful completion by the trainee of the F.T.O. Program and forward it to the Patrol Operations Division Captain for review.

The Patrol Operations Division Captain will be responsible for maintaining Field Training files and documenting the trainee's final status at the conclusion of the F.T.O. program.

### **REMEDIAL TRAINING**

The Police Department will administer a program by which substandard performance can be identified so that appropriate corrective training can be applied to raise performance to an acceptable standard.

The program will include specific memos to the Patrol Operations Captain to outline the substandard performance and suggested remedies. The training may include the use of daily and/or weekly performance evaluations to the Patrol Operations Captain.

Performance Improvement Plans may also be used as a tool to rectify substandard performance.

### **IN SERVICE TRAINING**

The Police Department will administer a comprehensive in service training program. This will encompass the following:

- Special Training Bulletins

- Legal Updates from various law enforcement sources - D.A.'s office, F.B.I., etc.
- A/V recordings, P.O.S.T. Telecourses, commercially purchased instruction
- Roll call training topics
- Modular training
- Firearms training
- Defensive Tactics training
- Personal Emergency Preparedness
- Standardized Emergency Management Systems
- Emergency Operations Center Operations

### **CAREER DEVELOPMENT**

As part of the ongoing Department training program, emphasis will be on training for career development in order to accomplish:

- Training for anticipated needs
- Training for promotions
- Training for remediation, professional growth and development on individual employees. (In the area of remediation and professional growth and development, training programs should be developed through the performance evaluation process and be identified in the personnel evaluation system.)

### **TRANSITION TRAINING**

All Officers returning to Patrol after an absence of two years or more may be assigned to an F.T.O. for a minimum of one week. The Officer will be assigned a regular shift upon recommendation of the F.T.O. Sergeant.

All Officers being transferred to a specialty assignment will participate in a formal orientation program as set up by the unit supervisor.

All Sergeants returning to Patrol after an absence of three years may be assigned to a Patrol Sergeant for a period of one week as deemed necessary by the Patrol Division Captain, to become familiar with existing supervisory duties and responsibilities.

Personnel who are promoted without completing the required training for the previous rank will do so within six months of the new promotion. They will also complete a two week on the job training program specific to the new position.

## **TRAINING PLAN**

## **CHIEF OF POLICE**

### MANDATORY

Executive Development (80 hrs. POST IV)  
F.B.I. National Academy (440 hrs.)  
Role of the Police Chief (24 hrs.)  
Standardized Emergency Management System (40 hrs.)

### ESSENTIAL

Budget Analysis (40 hrs.)  
Civil Liabilities (40 hrs.)  
Cultural Diversity (24 hrs.)  
Executive Update (40 hrs.)  
FBI Law Enforcement Executive Development (80 hrs.)  
Police Chief/City Manager Seminar (24 hrs.)

### PROFESSIONAL DEVELOPMENT

Labor/Management Relations (24 hrs.)  
Management/Discipline Seminars (24 hrs.)  
Strategic Planning (40 hrs.)

## **ASSISTANT CHIEF OF POLICE**

### MANDATORY

Executive Development (80 hrs. POST IV)  
F.B.I. National Academy (440 hrs.)  
Role of the Police Chief (24 hrs.)  
Standardized Emergency Management System (40 hrs.)

### ESSENTIAL

Budget Analysis (40 hrs.)  
Civil Liabilities (40 hrs.)  
Cultural Diversity (24 hrs.)  
Executive Update (40 hrs.)  
FBI Law Enforcement Executive Development (80 hrs.)  
Police Chief/City Manager Seminar (24 hrs.)

### PROFESSIONAL DEVELOPMENT

Labor/Management Relations (24 hrs.)  
Management/Discipline Seminars (24 hrs.)  
Strategic Planning (40 hrs.)

## **ADMINISTRATIVE SERVICES DIVISION**

### **CAPTAIN**

#### MANDATORY

POST Management Course (120 hrs.)  
Workplace Harassment Training  
Executive Development (80 hrs.)  
Incident Command System (24 hrs.)

#### ESSENTIAL

Advanced Internal Affairs (40 hrs.)  
Budget Analysis (24 hrs.)  
Civil Liability (24 hrs.)  
Criminal Investigations Management (24 hrs.)  
Critical Incident Management (40 hrs.)  
Executive Development (80 hrs.)  
Homicide Investigation (40 hrs.)  
Hostage Negotiation – Command (24 hrs.)  
Incident Command System (24 hrs.)  
Media Relations & Management (24 hrs.)  
Officer Involved Shooting (16 hrs.)  
Police Discipline – Due Process (6 hrs.)  
Special Weapons & Tactics – Command (24 hrs.)  
Standard Emergency Management System (40 hrs.)  
Training Managers' Course (40 hrs.)  
Workers Compensation – Disability Retirement (24 hrs.)

#### PROFESSIONAL DEVELOPMENT

Applied Ethics in Police Management  
Civil Liability Update (24 hrs.)  
Command College (2 years)  
F.B.I. Academy (440 hrs.)  
Labor/Management Relations (12 hrs.)  
Management Update (24 hrs.)  
Negotiations Seminar  
Strategic Police Planning

### **LIEUTENANT**

#### MANDATORY

POST Management Course (104 hrs.)  
Perishable Skills

#### ESSENTIAL

PIO (24 hrs.)

Internal Affairs Investigations (24hrs.)  
F.B.I. National Academy (440 hrs.)  
Social Media related training

**SERGEANT(S) (PROFESSIONAL STANDARDS)**

MANDATORY

Perishable Skills  
Peace Officers Bill of Rights  
Pitchess Motion POST Certification  
Internal Affairs Investigation  
Recruiting & Hiring

**RECRUITING**

MANDATORY

Perishable Skills  
Background Investigator School  
Internal Affairs Investigations

ESSENTIAL

California Background Association Conference  
Peace Officers Bill of Rights

**COMMUNITY SERVICES UNIT**

**OFFICERS**

**RANGE MASTER / ARMORER**

MANDATORY

Perishable Skills  
Basic Armorer's Course  
Colt AR Armorer's Course  
Glock Armorer's Course  
HK Armorer's Course  
Shotgun Armorer's Course  
SIG/Sauer Armorer's Course  
TASER Armorer's Course  
Glock Recertification  
HK Armorer's Recertification  
SIG/Sauer recertification  
TASER recertification

ESSENTIAL

Automatic Weapons Armorer's Course  
Sniper Rifle Armorer's Course  
Semi-Auto Pistol Armorer's Course

## **POLICE ACTIVITIES LEAGUE (PAL) DIRECTOR**

### **MANDATORY**

Perishable Skills

### **ESSENTIAL**

Learning Café for Excel / Word Training

## **SCHOOL RESOURCE OFFICER**

### **MANDATORY**

Perishable Skills

D.A.R.E. School

School Resource Officer

### **ESSENTIAL**

Juvenile Procedures

Cyber Bullying

Tactical Response to School Violence

Active Shooter: "Run, Hide, Defend" Training

## **NUISSANCE SUPPRESSION UNIT (NSU)**

### **MANDATORY**

Perishable Skills

### **ESSENTIAL**

Learning Cafe

## **INVESTIGATIONS DIVISION**

## **CAPTAIN**

### **MANDATORY**

POST Management Course (120 hrs.)

Workplace Harassment Training

Executive Development (80 hrs.)

Incident Command System (24 hrs.)

### **ESSENTIAL**

Advanced Internal Affairs (40 hrs.)

Budget Analysis (24 hrs.)

Civil Liability (24 hrs.)

Criminal Investigations Management (24 hrs.)

Critical Incident Management (40 hrs.)  
Executive Development (80 hrs.)  
Homicide Investigation (40 hrs.)  
Hostage Negotiation – Command (24 hrs.)  
Media Relations & Management (24 hrs.)  
Officer Involved Shooting (16 hrs.)  
Police Discipline – Due Process (6 hrs.)  
Special Weapons & Tactics – Command (24 hrs.)  
Standard Emergency Management System (40 hrs.)  
Workers Compensation – Disability Retirement (24 hrs.)

#### PROFESSIONAL DEVELOPMENT

Applied Ethics in Police Management  
Civil Liability Update (24 hrs.)  
Command College (2 years)  
F.B.I. National Academy (440 hrs.)  
Labor/Management Relations (12 hrs.)  
Management Update (24 hrs.)  
Negotiations Seminar  
Strategic Police Planning

### **LIEUTENANT**

#### MANDATORY

Perishable Skills  
POST Management Course (120 hrs.)  
Core Investigator Update  
Workplace Harassment Training

#### ESSENTIAL

Officer Involved Shooting  
F.B.I. National Academy (440 hrs.)  
Advanced Internal Affairs (40 hrs.)  
Budget Analysis (24 hrs.)  
Civil Liability (24 hrs.)  
Criminal Investigations Management (24 hrs.)  
Critical Incident Management (40 hrs.)  
Executive Development (80 hrs.)

### **SERGEANTS**

#### **INTELLIGENCE (HOME LAND SECURITY / SPECIAL EVENTS)**

#### MANDATORY

Perishable Skills  
PCII  
FBI JTTF Clearance  
International Organized Crime/Terrorism Conference

Human Trafficking Course  
ICS Training  
Pasadena Police Department Special Events Training

**ESSENTIAL**

Incident Command System (ICS)100, 200, 300 and 700  
Threat Assessment Training  
Large Venue/Planning Course

**PROPERTY / SUPERVISOR**

**MANDATORY**

Perishable Skills  
Search Warrant  
Interview and Interrogation

**ESSENTIAL**

Crime Scene Investigation  
Surveillance School

**PROPERTY GENERAL**

**MANDATORY**

Perishable Skills  
Core Investigator Course  
Burglary Investigation

**ESSENTIAL**

Interview and Interrogation  
Search Warrant

**FINANCIAL**

**MANDATORY**

Perishable Skills  
Financial Crimes Core Investigator Course

**ESSENTIAL**

Surveillance School  
Search Warrant

**ROBBERY / HOMICIDE**

**MANDATORY**

Perishable Skills  
Robbery Training Conference  
Officer Involved Shooting  
Homicide Investigation  
Death Investigation  
Search Warrant

Interview and Interrogation  
Homicide Investigator Association Annual Training

**ESSENTIAL**

Advanced Homicide Investigation  
Core Investigator Course  
Informant Development  
Crime Scene Investigation  
Surveillance School

**GENERAL ASSAULTS / HOMICIDE**

**MANDATORY**

Perishable Skills  
Officer Involved Shooting  
Homicide Investigation  
Death Investigation  
Search Warrants  
Interview and Interrogation  
CA Homicide Investigators Association Annual Training

**ESSENTIAL**

Advanced Homicide Investigation  
Complex Child Abuse Investigation  
Informant Development  
Crime Scene Investigation  
Rape Crisis Intervention  
Core Investigator Course

**SEXUAL ASSAULTS / HOMICIDE**

**MANDATORY**

Perishable Skills  
Officer Involved Shooting  
Homicide Investigation  
Death Investigation  
Sexual Assault  
Child Abuse  
Elder Abuse  
Search Warrant  
Interview and Interrogation  
Multidisciplinary Interviewing of Child Abuse Victims  
Missing/ Unidentified Person System (MUPS) Training

**ESSENTIAL**

Advanced Homicide Investigations  
Core Investigator Course  
Informant Development  
CA Homicide Investigators Association Annual Training

Rape Crisis Intervention  
ICAC Investigation  
Surveillance School

## **SPECIAL ENFORCEMENT TEAM**

### **MANDATORY**

Perishable Skills

### **ESSENTIAL**

Narcotics and Specialized Unit Supervisor Course  
Basic Investigator Course  
Search Warrants Course  
Informant Management  
Surveillance School / SJPD MERGE Course  
High Risk Warrant Class

## **DETECTIVES**

### **PROPERTY CRIMES**

#### **MANDATORY**

Perishable Skills  
Core Investigator Course  
Burglary Investigation

#### **ESSENTIAL**

Interview and Interrogation  
Search Warrants  
Surveillance School

### **FINANCIAL CRIMES**

#### **MANDATORY**

Perishable Skills  
ICI Financial Crimes Investigation Course

#### **ESSENTIAL**

Elder Abuse  
Interview and Interrogation  
Search Warrant

### **SEXUAL ASSAULT / JUVENILE CRIMES**

#### **MANDATORY**

Perishable Skills  
Sexual Assault Investigation Course (Juv. or Adult)  
Interview and Interrogation Course  
Multidisciplinary Interviewing of Child Abuse Victims  
Child Abuse  
Complex Child Abuse Investigation

Rape Crisis Intervention  
Missing/Unidentified Persons System (MUPS) Training

**ESSENTIAL**

Search Warrant  
Interview and Interrogation  
Multidisciplinary Interview of Child Abuse Victims  
Core Investigator Course  
CA Homicide Investigators Association Annual Training  
ICAC Investigations  
Surveillance School  
Homicide Investigation  
Death Investigation  
Sexual Assault  
Child Abuse  
Human Trafficking

**DOMESTIC VIOLENCE**

**MANDATORY**

Perishable Skills  
Domestic Violence Investigator School  
Domestic Violence: Officer Involved Course  
Core Investigator Course

**ESSENTIAL**

Domestic Violence/Sexual Assault/Strangulation Course  
Death Investigations/Remains Recovery Course  
Search Warrant Update  
Interview and Interrogation Course  
Search and Seizure Update  
Local "Trending" Training  
Missing/ Unidentified Person System (MUPS) Training  
Human Trafficking

**SPECIAL ENFORCEMENT TEAM**

**MANDATORY**

Perishable Skills  
Search Warrants Course  
Surveillance School  
Special Surveillance Equipment  
Dignity Protection  
GIU (Gang Investigation Unit) Academy

**ESSENTIAL**

Interview and Interrogation  
Informant Development  
Gangs Update  
Terrorism Investigation

Vice Investigation

## **DRUG ENFORCEMENT AGENCY LIAISON**

### **MANDATORY**

Clandestine Lab Investigation  
Narcotics Investigations  
Advanced Narcotics Investigations  
Asset Forfeiture  
Informant Development  
Interview and Interrogation Techniques  
Surveillance School

### **ESSENTIAL**

Criminal Investigation  
High Risk Warrant Service  
Sting Operations  
Advanced Gang Investigations  
Advanced Narcotics Investigations  
Asset Forfeiture  
C.N.O.A. Annual Training Conference  
Criminal Investigation  
Informant Development  
Intelligence Operations  
Search Warrant/Case Law  
Special Surveillance Equipment  
Vice Investigation

## **PATROL DIVISION**

## **CAPTAIN**

### **MANDATORY**

POST Management Course (120 hrs.)  
Workplace Harassment Training  
Executive Development (80 hrs.)  
Incident Command System (24 hrs.)  
Perishable Skills

### **ESSENTIAL**

Hostage Negotiations – Command (24 hrs.)  
Incident Command System (24 hrs.)  
Media Relations & Management (24 hrs.)  
Officer Involved Shooting (16 hrs.)  
Police Discipline – Due Process (6 hrs.)  
Special Weapons & Tactics – Command (24 hrs.)  
Standard Emergency Management System (40 hrs.)  
Advanced Internal Affairs (40 hrs.)  
Special Weapons & Tactics – Command (24 hrs.)

Workers Compensation – Disability Retirement (24 hrs.)

**PROFESSIONAL DEVELOPMENT**

Applied Ethics in Police Management  
Civil Liability Update (24 hrs.)  
Command College  
F.B.I. Academy (440 hrs.)  
Labor/Management Relations (12 hrs.)  
Management Update (24 hrs.)  
Negotiations Seminar  
Strategic Police Planning

**LIEUTENANTS**

**PATROL WATCH COMMANDER**

**MANDATORY**

Perishable Skills  
POST Management Course

**ESSENTIAL**

F.B.I. National Academy (440 hrs.)  
Officer Involved Shooting

**PATROL WATCH COMMANDER / FTO**

**MANDATORY**

Perishable Skills  
POST Management Course

**ESSENTIAL**

FTO SAC Course  
FBI National Academy

**SERGEANTS:**

**MANDATORY**

Perishable Skills  
Supervisory Course

**ESSENTIAL**

Supervisory Update Course  
Traffic Accident Management  
FTO (if assigned)  
Arrest, Search and Seizure Update  
Policing Planning Skills  
Solving Police Personnel Problems  
The Sergeant as Team Developer and Manager  
Writing for Supervisors

## **FIELD TRAINING OFFICER (FTO SGT)**

### MANDATORY

- Perishable Skills
- Supervisory Course POST
- FTO Supervisor Course
- FTO Update Course (as needed)

## **OFFICERS**

### MANDATORY

- Basic Academy
- Police Academy
- FTO Program
- Perishable Skills
- Tourniquet Training
- Returning Vets and /or Injured PTSD
- CEW / Refresher
- Incident Command System (ICS) 100 / 200
- Respirator Protection / Gas Mask Fitting
- 11550 H&S / Narcotic Influence
- Carcinogens and You: A Sage Approach
- Child Sexual Assault / Sexual Exploitation of Children
- Developmental Disabilities / Mental Illness
- Domestic Violence
- Missing Person / Runaway
- NCIC Training
- Sudden Infant Death Syndrome

### ESSENTIAL

- Arrest, Search and Seizure
- Child Abuse / Sexual Assault
- COPPS Training Course
- Crime Scene Investigation
- Intoxilyzer Training
- Alcohol Screening Device Training
- Driving Under the Influence
- Drug Abuse Recognition
- Field Sobriety Test
- Officer Safety and Field Tactics
- Report Writing
- Traffic Accident Investigation
- Interview and Interrogation Training
- Active Shooter
- Parole Leads

## **DESK OFFICER**

### MANDATORY

- Perishable Skills

Review SCPD Desk Officer Manual

## **TRAFFIC OFFICER / MOTORS**

### **MANDATORY**

- Basic Collision Investigation
- RADAR / LIDAR Operations
- Motor Officer School

### **ESSENTIAL**

- Intermediate Collision Investigation
- Advanced Collision Investigation
- Nikon Total Station
- Computer Drawing
- Accident Reconstruction I & II
- Auto / Ped
- Actar Certification
- Motor Instructor
- RADAR / LIDAR Instructor

## **SPECIAL RESPONSE TEAM (SRT) (Co-lateral Assignment)**

### **MANDATORY**

- Basic SWAT School
- Tactical handgun
- Tactical Rifle Operator
- SWAT Team Training
- Tactical Commander Course
- In Service Training
- SWAT Advanced Course

### **ESSENTIAL**

- Distraction / Diversionary Device Instructor
- Explosive Breaching
- Gas Deployment
- Mechanical Breaching
- Rappel Master
- Tactical Shotgun
- Team Leader

## **SNIPER**

### **MANDATORY**

- Basic Sniper
- Advanced Sniper
- In Service Training
- SWAT Advanced Course

### **ESSENTIAL**

- Marine Scout / Sniper Course
- Sniper Rifle Armorer Course

## **TEAM LEADER**

### **MANDATORY**

- SWAT Advanced Course
- SWAT Team Leader Course
- High Risk Warrant Service

### **ESSENTIAL**

- Diversionsary Devices
- Hostage Negotiations
- Tactical Operations and Intelligence
- Specialized Surveillance Equipment
- Team Building
- Terrorism
- Riot Control

## **SERGEANT THF / VACATION RELIEF**

### **MANDATORY**

- Perishable Skills
- Title 15

### **ESSENTIAL**

- Corrections Standards Authority Title 15 Course

## **SERGEANT K-9 HANDLER**

### **MANDATORY**

- Basic K-9 Course
- K-9 Narcotic Detection
- K-9 Explosive Detection
- Monthly and Daily Training

### **ESSENTIAL**

- CNCA Training Class
- K-9 Update Course
- K-9 Liability Course
- Tracking Training Course
- SKIDDS – If Assigned to SRT

## **EVIDENCE TECHNICIAN (Co-lateral Assignment)**

### **MANDATORY**

- Crime Scene Basic Investigation
- Crime Scene Forensic Mapping
- Crime Scene Forensic Photography
- Crime Scene Forensic Drawing

### **ESSENTIAL**

- Advanced field Evidence Technician Course

Death Investigation / Homicide Investigators Course  
Bloodstain Pattern Analysis

### **TRAFFIC INVESTIGATOR**

#### **MANDATORY**

Intermediate and Advanced Traffic Investigation Course  
Core Basic Investigator Course  
Interview and Investigation Course  
Search Warrants Course

### **PEER SUPPORT / CRITICAL INCIDENT STRESS TEAM**

#### **MANDATORY**

Basic Peer Support  
Critical Incident Debriefing

#### **ESSENTIAL**

Peer Support Update  
Annual Peer Support conference  
Critical Incident Debriefing Update

### **FIELD TRAINING OFFICER**

#### **MANDATORY**

FTO Course  
FTO Update Course

#### **ESSENTIAL**

Officer Safety / Field Tactics  
Report Writing for Instructors  
Arrest Search and Seizure Update

### **HOSTAGE NEGOTIATOR (HNT)**

#### **MANDATORY**

Basic Hostage Negotiator  
Domestic Violence for Crisis Negotiator  
Interview and Interrogation  
Hostage Negotiator Update

#### **ESSENTIAL**

Advanced Hostage Negotiations  
Workshop on Mentally Ill  
Crisis Management  
Peer Support  
CAHN Conference  
Crisis Communications and Media  
Crisis Intervention Update  
Team Building  
Terrorism

## **FIREARMS INSTRUCTOR**

### **MANDATORY**

- Firearms Instructor Course
- Survival Shooting Techniques
- Officer Involved Shooting
- Less Lethal – SAGE System
- Shotgun Instructor's Course
- Long Gun / Carbine Instructor's Course
- Less Lethal Instructor's Course
- CEW Instructors Course
- Firearms Instructor Update
- CEW Instructor Update

### **ESSENTIAL**

- Active shooter Response Course
- Chemical Agents Instructor

## **DEFENSIVE TACTICS INSTRUCTOR**

### **MANDATORY**

- Defensive Tactics Instructor
- Defensive Tactics Instructor – Update

### **ESSENTIAL**

- Impact Weapons Instructor
- Defensive Tactics Instructor
- Straight Baton Instructor
- ASP Baton Instructor
- Active Shooter Course
- Carotid Restraint Course

## **BICYCLE PATROL OFFICER**

### **MANDATORY**

- POST Accredited Police Bicycle Patrol Course

### **ESSENTIAL**

- Advanced Bicycle Patrol Course
- Bicycle Officer Instructor's Course
- Annual IPMBA Training Conference

## **RESERVE OFFICER**

### **MANDATORY**

- 200 hours – Level II
- 400 hours – Level I
- Reserve Officer Recruit – FTO Program
- Active Shooter
- Perishable Skills

NCIC Update

**ESSENTIAL**

Crisis Intervention Training  
Alcohol Screening Device Training  
Civil Liability  
Drug Awareness  
DUI Enforcement  
Gangs and Subcultures  
Officer Safety – Field Tactics

**TERRORISM LIASON OFFICER**

**MANDATORY**

TLO Basic  
TLO Intermediate  
TLO Advance

**CONTROL ELECTRONIC DEVICE (CEW) INSTRUCTOR**

**MANDATORY**

POST Certified CEW Instructor Course  
CEW Update Course  
Range Master Certified

**COMMUNICATIONS MANAGER**

**MANDATORY**

POST CPT (24 hrs. / 2 yrs.)  
CLETS  
Hazardous materials  
Incident Command System (ICS) 400  
Security Awareness

**ESSENTIAL**

Civilian Management  
Civilian Management Adv.  
Cal Nena Conference  
Leadership & Accountability  
Center Manager Certification

**COMMUNICATIONS SUPERVISOR**

**MANDATORY**

POST CPT (24 hrs. / 2 yrs.)  
CLETS  
Hazardous materials  
Incident Command System (ICS) 300  
Security Awareness

**ESSENTIAL**

Fundamentals of Supervision  
CTO Update  
Assertive supervision  
Conflict Management in communications centers

### **COMMUNICATIONS OPERATOR**

#### MANDATORY

Basic Dispatcher Course  
POST CPT (24 hrs. / 2 yrs.)  
CLETS  
Hazardous materials  
Incident Command System (ICS) 100, 200, 700, 800, 701, 703  
Security Awareness

#### ESSENTIAL

DMV/CLETS Training  
Console radio class  
Active shooter response  
Field tactics and officer safety for dispatchers  
Tactical dispatch  
CTO Update: On the job training in dispatch  
Tactical communications  
Quarterly dispatch training  
Dispatcher wellness  
Adv. Dispatcher update

### **COMMUNITY SERVICE OFFICER (CSO) (ROTATIONAL)**

#### MANDATORY

CSO Academy  
CSO Symposium  
CPR Training  
Run, Hide & Defend Training with DARE

### **JAIL SERVICE OFFICER (JSO)**

#### MANDATORY

Title 15

#### ESSENTIAL

Intoxilyzer Training

### **RECORDS MANAGER**

#### MANDATORY

Records Management Systems Conference /Training (Recert. each year)  
Public Records Act Training (Recert. every 3 years)

CLEARs Conference (At least every 2 years)  
CLETS/NCIC – Full Access Operator Train-the Trainer  
Management /Supervisory training for professional development

**ESSENTIAL**

DOJ Mandates and other associated training  
CCUG (California CLETS Users Group)  
Management /Supervisory training for professional development

**RECORDS SUPERVISOR**

**MANDATORY**

POST Supervisor Training (Within 1 year of appointment)  
Public Records Act (Every 3 years)  
CLETS/NCIC Full Access Operator Train-the Trainer)  
First Aid/CPR (Within 1 year of appointment & Recert. Every 3 years)  
Defensive Tactics (Within 1 year of appointment & Recert. Every 2 years)  
Supervision & Leadership

**ESSENTIAL**

CLEARs (California Law Enforcement Association of Records Supervisors)  
CCUG (California CLETS Users Group)

**RECORDS CLERK**

**MANDATORY**

POST Basic Records (Within 1 year of appointment & Recert. in 3 years)  
CLETS/NCIC Full Access Operator (Within 1 year of appointment & Recert.  
every other year  
First Aid/CPR (Within 1 year of appointment & Recert. Every 3 years)  
Defensive Tactics (Within 1 year of appointment & Recert. Every 2 years)

**ESSENTIAL**

POST CPT (Continuing Professional Growth) 24 hours every 2 years  
Public Records Act  
Customer Service Training

**SPECIAL EVENTS**

RATFF  
CSET  
CSO

