

**COTATI POLICE  
DEPARTMENT**



**TRAINING PLAN  
AND  
EMPLOYEE CAREER  
PATHS**

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## **INTRODUCTION:**

The Cotati 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 Cotati 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 be given for the members of the Cotati Police Department. Additionally, it does not guarantee that a member will receive all of the training that has been identified for his/her position. This Plan is solely to be used as a guideline, as certain operational, staffing, and financial considerations will be wayed to determine the viability of attending/completing trainings.

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.

The P.O.S.T courses in this category are reimbursable to the City's 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 V as follows:

### **Plan I**

Subsistence  
Commuter Lunch  
Travel  
Tuition  
Back-fill Salary

### **Plan II**

Subsistence  
Commuter Lunch  
Travel  
Back-fill Salary

### **Plan III**

Subsistence  
Commuter lunch  
Travel  
Tuition

### **Plan IV**

Subsistence  
Commuter Lunch  
Travel

### **Plan V**

Subsistence  
Commuter Lunch  
Travel  
Training Presentation

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

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

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

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the Cotati Police Department Training staff. This type of training provides "hands-on" continuing professional training to Department employees. Line supervisors may provide roll call or "line up" training to each squad of officers. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures, legal updates, and Policy review.

Other forms of non-P.O.S.T. training are offered through vendors such as Public Safety Training Consultants, Gridiron, Calibre Press, C.N.O.A., Savage Training Group, Kim Turner LLC, and

others. This training may not be reimbursable, but frequently very beneficial for the professional development of the employee.

## **COLLEGE EDUCATION:**

The Chief of Police and the City of Cotati are very supportive of its employees 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. All personnel of the Cotati Police Department are encouraged to pursue their educational goals.

## **Training Section:**

The Department's Training Sergeant/Lieutenant is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. A sergeant is responsible for the day-to-day operations of the Section and is directly supervised by the Chief of Police. The Training Sergeant is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes and City policy.

The Training Sergeant/Lieutenant will coordinate scheduled training with the supervisor(s) of the employee. The Training Sergeant/Lieutenant will normally make all travel arrangements, including class reservations and any applicable hotel, airline or car reservations and will submit all of the necessary paperwork to the City's Finance Department in compliance with City of Cotati Policy's related to the authorization, payment and reimbursement for travel, training and general business expenses.

## **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 appointment guidelines.

### **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 Detective. That employee will need to meet the training needs of both the Police Officer rank assignment and the Detective task assignment.

**CONTINUED PROFESSIONAL TRAINING (CPT):**

Continued 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. A new training cycle begins in January of odd numbered years. (2011, 2013, 2015 etc.).

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

Effective January 1, 2002, POST required that all peace officers (except reserve officers) below the rank of Lieutenant who are assigned to patrol, traffic, or investigations and who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Tactical Communications training.

Perishable Skills training shall consist of a minimum of 18 hours in each two-year period. The following are specific Perishable Skills Training required and the minimum required hours:

- Arrest and Control (4 hours)
- Driver Training/Awareness (4 hours)
- Tactical Firearms (4 hours)
- Use of Force (4 hours)
- Strategic Communications (2 hours)

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

## **PROFESSIONAL CERTIFICATES and LICENSES:**

The Cotati Police Department recognizes the importance of well-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, 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 contact the Training if they feel they are eligible for an upper-level certificate.

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, 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) If employed after January 1, 1988, 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. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- (b) Have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

### **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) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

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

### Advanced Certificate:

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

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

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

### Supervisory Certificate:

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

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined in the POST Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency.

### 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) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units and;
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined in the POST Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers to or from another jurisdiction, a new certificate may be issued upon request, as provided for in the POST Administrative Manual. The certificate will be re-issued, displaying the name of the new jurisdiction.

### **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) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units; and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in the POST Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in the POST Administrative Manual. The certificate will display the name of the new jurisdiction or agency.

### **Public Safety Dispatcher Certificate:**

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

- (a) Currently be a full-time, non-peace officer employee who performs duties which include receiving emergency telephone calls for law enforcement service and/or dispatching law enforcement personnel; and
- (b) Have been selected in accordance with minimum selection standards described in the POST Administrative Manual.; and
- (c) Have satisfactorily met the minimum training standards described in the POST Administrative Manual; and

- (d) Have satisfactorily completed a probationary period with the agency of at least 12 months as described in the POST Administrative Manual; and
- (e) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST as required by POST Regulations.

**Records Supervisor Certificate:**

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

- (1) Currently be a records supervisor as defined in the POST Administrative Manual and have been reported to POST in accordance with Post Regulation; and
- (2) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (3) Have a minimum of two years of satisfactory service with the employing agency as a records supervisor; and
- (4) Have graduated high school or passed the General Education Development Test (GED); and
- (5) Have been trained in accordance with the minimum training standards described in the POST Administrative Manual.

**ANNUAL REVIEW:**

As provided in the Department's Policy Manual, the Training will conduct a bi-annual training-needs assessment of the Police Department. This review will be conducted in odd numbered years. 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 Sergeant to maintain, review and update the Training Plan on an annual basis.

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

➤ **LIEUTENANT**

➤ **SERGEANT**

➤ **POLICE OFFICER/RESERVE**

**POLICE OFFICER**

# LIEUTENANT

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Management Class (PAM 1005(c)(1))**

Initial Training: Within 1 year of appointment

Recertification: Not required

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

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **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

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

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

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

Initial Training: Within 1 year of last qualification

Recertification: 1 times per year

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

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

#### **Sexual Harassment, Hostile Work Environment (Gov. Code 12950.1)**

Initial Training: Within 6 months of appointment

Recertification: Every 2 years

#### **First Aid/CPR**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

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

Initial Training: Within 1 year of appointment

Recertification: Not required

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## **ESSENTIAL TRAINING:**

### **Domestic Violence Update (Sonoma County Protocol)**

Initial Training: Within 1 years of appointment

Recertification: Annually

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## **DESIRABLE TRAINING:**

### **Budget Preparation Course**

Initial Training: Within 2 years of

Recertification: Not required

### **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 for patrol officers.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

### **Assertive Supervision**

Initial Training: Not required

Recertification: Not required

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

Initial Training: Not required

Recertification: Not required

### **POST Command College**

Initial Training: Not required

Recertification: Not required

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

Initial Training: Within 2 years of appointment

Recertification: Not required

### **FBI National Academy**

Initial Training: Not required

Recertification: Not required

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# SERGEANT

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Supervisory Course (PAM 1005(b)(1))**

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Sexual Harassment, Hostile Work Environment (Gov. Code 12950.1)**

Initial Training: Within 6 months of appointment

Recertification: Every 2 years

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

Initial Training: Provided in Basic Academy

Recertification: Every 3 years

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

Initial Training: Provided in Basic Academy

Recertification: Annually

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

Initial Training: Upon issuance of respirator gas mask)

Recertification: Annually

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

Initial Training: During Orientation Phase

Recertification: Every other year

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

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

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

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

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

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

Recertification: Not required

#### **Range Qualification-Pistol**

Initial Training: During orientation phase

Recertification: 2 times per year

\* 1 must be nighttime/low-light conditions

**Range Qualification-Rifle\***

Initial Training: During Field Training Program

Recertification: 1 times per year

\*1 must be nighttime/low- light conditions

**Range Qualification-Less Lethal \***

Initial Training: During Field Training Program

Recertification: 2 times per year

\*1 must be nighttime/low-light conditions

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

Initial Training: Within 1 year of appointment

Recertification: Not required

**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.

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

Initial Training: Within 2 years of appointment

Recertification: Not required

**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

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**ESSENTIAL TRAINING:****Internal Affairs**

Initial Training: Within 1 year of appointment

Recertification: Not required

**Homicide Investigation (ICI)**

Initial Training: Within 2 years of appointment

Recertification: Not Required

**Search Warrants**

Initial Training: Within 1 years of appointment

Recertification: Not Required

**Supervisory Leadership Institute (Mandatory per Chief of Police)**

Initial Training: Upon completion of 2 years of supervisory experience

Recertification: Not required

**Field Training Officer Management**

Initial Training: Within 1 year of appointment as FTO Coordinator

Recertification: Not required

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**DESIRABLE TRAINING:**

**Report Writing for Instructors**

Initial Training: Not required

Recertification: Not required

**Background Investigation**

Initial Training: Not required

Recertification: Not required

**Assertive Supervision**

Initial Training: Within 2 years of appointment

Recertification: Not required

**Leadership and Accountability**

Initial Training: Not required

Recertification: Not required

**Legislative Legal Update**

Initial Training: Not required

Recertification: Not required

**Interview and Interrogation**

Initial Training: Not required

Recertification: Not required

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

Initial Training: Not required

Recertification: Not required

# **POLICE OFFICER/RESERVE POLICE OFFICER**

## **Standard Training Requirements**

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### **MANDATED TRAINING:**

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

Initial Training: During Orientation Phase

Recertification: Every other year

#### **City of Cotati Sexual Harassment Training (City policy)**

Initial Training: During Orientation Phase

Recertification: Yearly

#### **Vehicle Pursuit Policy Review**

Initial Training: During Orientation Phase

Recertification: Yearly

#### **Range Qualification-Pistol**

Initial Training: During Orientation Phase

Recertification: 2 times a year

\* 1 must be nighttime/low-light conditions

#### **Range Qualification-Rifle\***

Initial Training: During Orientation Phase

Recertification: 1 times per year

\*1 must be nighttime/low- light conditions

#### **Range Qualification-Less Lethal\***

Initial Training: During Orientation Phase

Recertification: 1 times per year

\*1 must be nighttime/low- light conditions

#### **Cotati Police Department Field Training Program**

Initial Training: Prior to solo patrol

Recertification: Not required

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

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **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(g))**

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

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

Initial Training: 2 Hours within 18 months of appointment

Recertification: Not required

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

Initial Training: Provided in Basic Academy

Recertification: Every 3 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.

- 12 hours of Perishable Skills 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 (i))**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

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

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

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**ESSENTIAL TRAINING:**

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation

Recertification: Not required

**Criminal Investigation ICI Core Course**

Initial Training: Within 2 years of completion of probation

Recertification: Not Required

**Crisis Intervention**

Initial Training: Within 2 years of completion of probation

Recertification: Not Required

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**DESIRABLE TRAINING:**

**Community Policing**

Initial Training: Not required

Recertification: Not required

**Drug Influence-11550 H&S**

Initial Training: Not required

Recertification: Not Required

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

Initial Training: Not required

Recertification: Not required

**Radar/Lidar Operator**

Initial Training: Not required

Recertification: Not Required

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# **POLICE OFFICER TRAINEE**

## **Standard Training Requirements**

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### **MANDATED TRAINING:**

#### **Basic Police Academy**

Initial Training: Within 1 year of appointment

Recertification: Not Required

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### **ESSENTIAL TRAINING:**

N/A

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### **DESREABLE TRAINING:**

N/A

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

➤ **DISPATCHER**

➤ **RECORDS SUPPORT ANALYSIS**

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# DISPATCHER

## Standard Training Requirements

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### MANDATED TRAINING

#### **Basic Public Safety Dispatcher (P.O.S.T.)**

Initial Training: Within 1 year of appointment

Recertification: Not required

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

Initial Training: Within 1 year of appointment

Recertification: Every 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

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### ESSENTIAL TRAINING

#### **CPR/FIRST AID**

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

#### **Dispatcher Update Course**

Initial Training: Not required

Recertification: Not required

#### **Dispatcher/ ABCs of Call Taking**

Initial Training: Not required

Recertification: Not required

#### **Tactical Dispatcher Course**

Initial Training: Not required

Recertification: Not required

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## **DESIRABLE TRAINING**

### **Hostage Negotiations for Dispatchers**

Initial Training: Not required

Recertification: Not required

### **Courtroom Testimony for Dispatchers**

Initial Training: Not required

Recertification: Not required

### **Assess Suicide Calls for Dispatchers**

Initial Training: Not required

Recertification: Not required

### **Customer Service for Dispatchers**

Initial Training: Not required

Recertification: Not required

### **Stress Management for Dispatchers**

Initial Training: Not required

Recertification: Not required

### **Active Shooter**

Initial Training: Not required

Recertification: Not required

### **School Violence**

Initial Training: Not required

Recertification: Not required

### **In-Progress**

Initial Training: Not required

Recertification: Not required

### **High Risk**

Initial Training: Not required

Recertification: Not required

### **Providing Exceptional Service**

Initial Training: Not required

Recertification: Not required

### **Tools for Survival – Critical Incident Stress**

Initial Training: Not required

Recertification: Not required

**Mental Illness Awareness**

Initial Training: Not required  
Recertification: Not required

**Advanced Dispatcher Update**

Initial Training: Not required  
Recertification: Not required

**Dispatcher Survival**

Initial Training: Not required  
Recertification: Not required

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# RECORDS SUPPORT ANALYSIS

## Standard Training Requirements

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### MANDATED TRAINING:

#### Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

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

Initial Training: Within 1 year of appointment

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

---

### ESSENTIAL TRAINING:

### DESIRABLE TRAINING:

#### CLETS/NCIC Train The Trainer

Initial Training: Within 1 year of appointment

Recertification: Not required

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## **Specialty Assignment**

- ❖ **ARMORER**
- ❖ **BICYCLE PATROL**
- ❖ **CANINE HANDLER**
- ❖ **DEFENSIVE TACTICS INSTRUCTOR**
- ❖ **DETECTIVE**
- ❖ **DISPATCHER TRAINING OFFICER**
- ❖ **FIELD TRAINING OFFICER**
- ❖ **PEER SUPPORT**
- ❖ **RANGE INSTRUCTOR**
- ❖ **TRAFFIC OFFICER**

# ARMORER

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Glock Armorer**

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

#### **Armorer-AR Rifle Armorer**

Initial Training: Not required

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Armorer-Sig Sauer**

Initial Training: Not required

Recertification: Not required

#### **Less Lethal Weapons Armorer**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Armorer-Miscellaneous Firearms Brand**

Initial Training: Not required

Recertification: Not required

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# BICYCLE PATROL

## Standard Training Requirements:

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### MANDATED TRAINING:

#### Bicycle Patrol-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

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### ESSENTIAL TRAINING:

#### Bicycle Patrol Advanced

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

N/A

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# CANINE HANDLER

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Canine Training (Basic)**

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Canine Team Evaluation/Certification**

Initial Training: Upon completion of Canine Basic Training

Recertification: Annually

#### **On-going Canine Training**

Initial Training: Upon completion of Canine Basic Training

Recertification: Minimum 8 hours monthly

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### ESSENTIAL TRAINING:

#### **Canine Liability**

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Canine Handler (Advanced)**

Initial Training: Within 2 years of appointment

Recertification: Not required

#### **Canine First Aid**

Initial Training: Within 2 years of appointment

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Desert Snow**

Initial Training: Not required

Recertification: Not required

#### **Interdiction**

Initial Training: Not required

Recertification: Not required

# DEFENSIVE TACTICS INSTRUCTOR

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Defensive Tactics Instructor**

Initial Training: Within 1 year of appointment

Recertification: Not required

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

Initial Training: Every 3 years

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **ASP Instructor Training**

Initial Training: Not required

Recertification: Not required

#### **Instructor Development**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Crowd Control**

Initial Training: Not required

Recertification: Not required

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

Initial Training: Not required

Recertification: Not required

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

Initial Training: Not required

Recertification: Not required

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# DETECTIVE

## Standard Training Requirements

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### MANDATED TRAINING:

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

Initial Training: Within 1 year of appointment

Recertification: Not Required

#### **Field Evidence Technician**

Initial Training: Within 2 years of appointment

Recertification: Not required

#### **Sexual Assault Investigation (PC 13516 (c))**

Initial Training: Not required

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Child Forensic Interview**

Initial Training: Within 1 year of appointment

Recertification: Not Required

#### **Interview and Interrogation**

Initial Training: Within 1 year of appointment

Recertification: Not Required

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

Initial Training: Within 1 year of ICI core course

Recertification: Not Required

**ICI Specialty courses include (not limited to depending on the specific assignment):**

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

Initial Training: Not required

Recertification: Not Required

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

Initial Training: Not required

Recertification: Not required

**Robbery Investigation (ICI)**

Initial Training: Not required

Recertification: Not required

**Domestic Violence (ICI)**

Initial Training: Not required

Recertification: Not required

**Computer Crime (ICI)**

Initial Training: Not required

Recertification: Not required

**Child Abuse Investigation (ICI)**

Initial Training: Not required

Recertification: Not required

**Homicide Investigation (ICI)**

Initial Training: Within 2 years of appointment

Recertification: Not Required

**Search Warrants**

Initial Training: Within 1 years of appointment

Recertification: Not Required

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**DESIRABLE TRAINING:**

**Cal-Gang Training**

Initial Training: Not required

Recertification: Not required

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# DISPATCH TRAINING OFFICER

## Standard Training Requirements

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### MANDATED TRAINING:

#### Communication Training Officer

Initial Training: Within 1 year of appointment, prior to 1st trainee

Recertification: Not required

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### ESSENTIAL TRAINING:

#### Communication Trainer Update

Initial Training: 3 years after CTO course

Recertification: Not required

#### CLETS/NCIC Train The Trainer

Initial Training: Within 1 year of appointment

Recertification: Not required

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### DESIRABLE TRAINING:

#### Crisis Intervention Training

Initial Training: Within 6 months of appointment

Recertification: Not required

#### Instructor Development

Initial Training: Not required

Recertification: Not required

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# FIELD TRAINING OFFICER

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Field Training Officer**

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

Recertification: Not required

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

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

#### **Crisis Intervention Training for FTO's**

Initial Training: Within 6 months of appointment

Recertification: Not required

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

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

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### ESSENTIAL TRAINING:

### DESIRABLE TRAINING:

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#### **Assertive Supervision**

Initial Training: Not required

Recertification: Not required

#### **Legislative Legal Update**

Initial Training: Not required

Recertification: Annually

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

Initial Training: Not required

Recertification: Not required

#### **Interview and Interrogation**

Initial Training: Not required

Recertification: Not required

**Report Writing for Instructors**

Initial Training: Not required

Recertification: Not required

# PEER SUPPORT COUNSELOR

## Standard Training Requirements

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### MANDATED TRAINING:

#### Basic Peer Support

Initial Training: Within 1 year of appointment

Recertification: Not required

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### ESSENTIAL TRAINING:

#### Basic Critical Incident Stress Management

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

#### Advanced Peer Support:

Initial Training: Not required

Recertification: Not required

#### Advanced Critical Incident Stress Management:

Initial Training: Not required

Recertification: Not required

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# RANGE/FIREARMS INSTRUCTOR

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Firearms Instructor**

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Firearms/Shotgun Instructor**

Initial Training: Within 1 year of appointment

Recertification: Not required

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### ESSENTIAL TRAINING:

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

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Firearms Instructor Update**

Initial Training: Within 3 years of basic instructor course

Recertification: Not required

#### **Patrol Rifle Instructor**

Initial Training: Within 2 years of appointment

Recertification: Not Required

#### **Instructor Development**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

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

Initial Training: Not required

Recertification: Not required

#### **Tactical Shotgun Instructor Course**

Initial Training: Not required

Recertification: Not required

**Sub-Machine Gun Instructor Course**

Initial Training: Not required

Recertification: Not required

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# TRAFFIC OFFICER

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Traffic Accident-Basic**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Traffic Accident-Intermediate; Skid Mark**

Initial Training: Within 2 years of appointment  
Recertification: Not required

#### **Radar Operator**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **LIDAR Operation**

Initial Training: Within 1 year of appointment  
Recertification: Not required

---

### ESSENTIAL TRAINING:

#### **Traffic Accident-Advanced**

Initial Training: Within 2 years of appointment  
Recertification: Not required

#### **CSAA Legal Traffic Update**

Initial Training: Within 1 years of appointment  
Recertification: Annually

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### DESIRABLE TRAINING:

#### **Solo Motorcycle Training**

Initial Training: Not required  
Recertification: Not required

#### **Traffic Accident Reconstruction**

Initial Training: Not required  
Recertification: Not required

**Special Events Planning**

Initial Training: Within 1 year of appointment

Recertification: Not required

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**License / Certificate Requirements:**

None