CALIFORNIA STATE UNIVERSITY
MONTEREY BAY POLICE DEPARTMENT

TRAINING AND CAREER
DEVELOPMENT PLAN

Revised June 2017
Chapter ONE

GENERAL PROVISIONS

INTRODUCTION

The California State University Monterey Bay Police Department (UPD) Training Plan has been designed to ensure that we meet or exceed not only the standards to which we adhere as a professional law enforcement agency, but that we are able to provide a level of professional service that is unsurpassed in meeting the expectations of the university community. Moreover, because the community in which we work is always changing and imposing new demands on our commitments to the campus community, the department must continually reassess and adapt to the challenges posed by such an environment as well as to the level of expectation that is a natural corollary or component of such changes. Thus it is paramount that our department be prepared to meet these challenges by designing and implementing an aggressive and highly professional program of training and development. This is in fact the most significant component in our training program: the level of commitment we place in the training of our personnel.

MISSION STATEMENT

➢ To train all law enforcement and civilian personnel to meet or exceed the expectations of local, state and/or federal mandates;

➢ To provide the university community with a level of professional service that exemplifies the obligations of a state-of-the-art law enforcement agency.

TRAINING PHILOSOPHY

In order to fulfill our responsibilities to the campus community as described in
our Mission Statement, this Department is committed to providing the university community with the highest caliber of professional law enforcement service as possible - given the necessary resources and support to complete and maintain that objective. The most essential method of obtaining the level of service is through the continual development and training of its personnel, both sworn and non-sworn.

UPD, therefore, acknowledges a commitment to the training of its personnel and strives to meet that obligation through the design and implementation of a highly structured and managed Training Plan. This Training Plan will make it possible for the department to accomplish its goals and objectives with respect to training our personnel to meet a higher standard and provide the university community with a professional law enforcement agency that meets or exceeds its collective expectations.

PURPOSE

The purpose of the Training Plan is to identify our training objectives, provide a clearly defined training path as defined by rank, classification and/or area of specialization, and meet our commitment to both department personnel as well as to the campus community at large. Although the plan is identified according to rank, classification, etc, it should not be construed to be exclusionary. With the ever changing demands placed on our personnel, it is expected that special considerations must be entertained to provide training outside the scope of this plan. As such, as these circumstances arise consideration will be given to “specialized” training as an adjunct to our training plan on an as needed basis and with the idea of incorporating such training into the scope of the existing training plan. An example of just such a circumstance is the Police Department's efforts to remain current with regard to issues associated with cultural diversity. As a result, the Police Department has incorporated training programs that address specific areas involving mental illness (CIT) and racial profiling. The Police Department also participates in CLERY, a program that offers full disclosure with regard to crime statistics involving CSUMB, and Title IX training which involves protection against discrimination on the basis of gender or sexual orientation including sexual harassment, sexual misconduct, gender based dating, domestic violence and stalking. It is, therefore, incumbent on each member of our organization to participate in this Plan - and its continuing evolution - and to do all that we can do to ensure its success now and in the future.
TRAINING POLICY

The Training Policy of the UPD reflects our dedication to the university community in providing an unsurpassed level of professional service as well as the means of accomplishing that goal: intensive, multi layered, broad based training. It identifies the types of training required, the means by which personnel obtain the training that is required, and the shared responsibilities of each member of the department for obtaining that training. The Training Policy emphasizes this department’s determination and commitment to training and the need for an effective plan of execution. This policy shall serve as the basis for providing the necessary training for every member of this department with the skills and knowledge necessary to fulfill our mission.

POLICY

1. UPD will administer a training program, which will ensure that its personnel possess the knowledge and skills necessary to provide quality law enforcement.

2. The Department will provide, and encourage its personnel to participate in training and advanced education on a proactive and continual basis. Training will be provided to all personnel, regardless of rank or position, as much as possible with the needs of the agency, fiscal abilities, staffing and deployment requirements, statutory mandates, and reasonable access to timely, quality instructions.

GOALS

The goals of the UPD Training Program are to:

1. Enhance law enforcement service to the community.
2. Increase the technical expertise and overall effectiveness of all personnel.
3. Provide for the career development of Department personnel.

**TYPES OF TRAINING**

The UPD Training Program will focus on aspects of training to include:

**Mandatory**

The training which is required by Federal and State law and training which is mandated by administrative orders of the commission on Police Officers Standards and Training (POST), or by direction of the California State University.

**Reoccurring**

Training that is cyclical in nature involving perishable skills i.e. skill sets that require continual attention, revision, and updates in order to meet mandated requirements established by POST.

**Essential**

Training which is necessary to improve the Department’s performance within specific job classification.

**Career Path Training and Development**

Training that is oriented towards the achievement of a long term career goal as established by Departmental policies, standards and procedures.

**Specialized**

Training that is specific and specialized for a specific assignment as defined by Department policy, standards and procedures.

**TRAINING DELIVERY**

To accomplish the training objectives of this plan, training may be in any form or manner, consistent with those objectives including but not limited to, the
following:

1. Specialized training courses certified by POST.
2. Training seminars, courses and conferences, which are not certified by POST, when necessary to meet the needs of the Department, such as:
   a. Other law enforcement agencies
   b. College and universities
   c. Commercial sources and consultants
3. Individuals trained by supervisors and senior officers.
4. In-service training administered by Department approved instructors.
6. Media sources within the Department Video Library and the POST Learning Portal.
7. On-the-Job (FTO), transitional training, re-orientation training programs.

EXECUTION

The Patrol Operations Commander will administer the Department’s Training Program.

The Training Manager (a Patrol Sergeant assigned to training) will manage the Training program under the direction and administration of the Operations Commander. The Training Manager will:

1. Be the Department’s representative for training to:
   POST
   Other Law Enforcement Agencies
   Community Colleges
   University Personnel at CSU Monterey Bay
   South Bay Regional Public Safety Training Consortium
2. Develop and maintain current training records for all Departments personnel and provide notifications of required training for personnel.
3. Review and maintain Training Bulletins and announcements to determine the types of training available through sources outside the department.
4. Schedule and provide logistical support for all training and Department personnel.
5. Issue Training orders to department personnel
6. Update the training calendar and ensure all personnel issued an order for training is displayed on the training calendar.
INDIVIDUAL RESPONSIBILITY

It is the desire of this Department that training be provided to all its personnel and be recognized for the positive value it provides to the individual and to the Department. All personnel are reminded of their responsibility to keep current on the many changes, which occur in the field of law enforcement, both legally and procedurally, and to incorporate those changes into their daily work routine. Employees who receive the knowledge and training provided and translate it into action will provide an improved level of service and minimize potential discredit to themselves, the Department, and the Campus.

The UPD Training Plan will serve as the basis for identifying and tracking the training goals for each specific rank, job classification and/or specialized skill. The Training Plan provides a path for skills and career development for each individual. It is incumbent on both the supervisor and the individual to familiarize themselves with training goals.

1. Management personnel, supervisors and the Chief of Police have the responsibility to provide an improved level of service and minimize potential discredit to themselves, the Department, and the Campus.
2. It shall be the individual's responsibility to be familiar with the training goals for specific job assignments. Once assigned to training schools individuals will do the following:
   a. Incorporate training, which had been completed, into the performance of daily tasks.
   b. Retain training information on that subject for personal reference to assist the Operations Commander or the Training Manager in the preparation of Roll Call Training Bulletins and to serve as a basis for course development for in-service training.
   c. As requested by the Operations Commander, prepare a course critique to determine the relevance, value and quality of the instruction received.

TRAINING REQUEST PROCEDURES

Problems associated with the increased number of training school requests have necessitated revisions in the processing of school requests. Increased hiring, POST mandated training, career development training, and scheduling problems
will require more responsibility on the part of all involved to prevent duplication of work as well as a loss of valuable time and resources.

TRAINING COURSE REQUESTS

All approved requests for a training course must be received by the Operations Commander a minimum of 21 working days prior to the start of the course. This will ensure compliance with departmental policies and contractual Memorandums of Understanding. Only under special circumstances such as a last minute vacancy in a course, could a request be accepted as an exception to the 21-day rule. Exceptions will be evaluated by the Operations Commander and the Training Manager before the start of processing. Training courses will be requested in writing via e-mail and submitted to the appropriate Patrol Sergeant. If the Patrol Sergeant agrees, he/she will forward to the Training Manager who will evaluate and submit to the Operations Commander for approval. Training requests and assignments are always subject to an administrative review.

SCHEDULING

The scheduling of training courses will be made by the Training Manager only. There have been situations where employees made their own reservations before submitting a training request that was approved, which creates duplication of work for the Training Manager. If an employee knows of a vacancy in the training course, notify the Training Manager and then submit a training request form. Also, unknown cancellations can result in the forfeiture of tuition in some cases.

TRAINING ORDERS

Whenever possible training orders will be issued with a 21 day notice. If an order is issued with less than 21 days of notice the order is voluntarily and not mandated. The order will reflect the appropriate wording. All orders issued will be sent electronically via department issued email account.

TRAINING CRITERIA

MANDATORY
**Statutory Training**

1. **Basic Course**
   All full-time, sworn personnel will have completed a POST Certified Basic Course or its equivalent (PC 832.3).
   - Personnel who have completed equivalent training as determined by POST or who have had a break in service for 3 years or more must complete the POST Basic Re-certification Course and/or successfully complete the Basic Course Waiver Examination (POST Regulation 1000).
   - All full-time, sworn personnel must obtain a POST Basic Certificate within 24 months of Employment (PC 832.4).
     - Completion of a POST certified Basic Course, and;
     - Minimum of one-year satisfactory service as a sworn, full-time peace officer not including the time spent in the academy.

2. **First Aid/CPR**
   All sworn personnel shall receive First Aid/CPR Training as prescribed by California Emergency Medical Services Authority (PC 13518).
   - Re-Certification training shall occur prior to the date of expiration of existing certification.
   - Current certification is to be considered a condition of continued employment.

3. **Telecommunications**
   Pursuant to Federal Law, the following personnel will receive the listed initial training in the legal issues and use of the telecommunications system such as NCIC, CLETS, etc.
   - Records personnel – 16 hours
   - All other department employees – 4 hours
   Required personnel will complete an annual re-certification in telecommunications as mandated by Federal Law and/or California Department of Justice.
All training in telecommunications shall conform to requirements set forth by the California Department of Justice.

Mandated Training POST (Regulation # 1005)

1. Continuing Professional Training Requirements

   All sworn personnel (Lieutenant and below) must complete a minimum of 24 Hours of POST certified training every two years.

2. Supervisory Course

   All sworn, full-time personnel who act in a supervisory capacity shall complete the POST certified Supervisory Course. All non-sworn, full-time personnel who are appointed to a supervisory position should be sent to an appropriate school for civilian supervisors.

3. Management Course

   All sworn, full-time personnel promoted to the rank of Lieutenant or higher shall complete the POST Certified Management Course within one (1) year of their appointment. The POST Supervisory Course must be completed prior to attending the POST Management Course. All non-sworn, full-time personnel promoted to a management level position should be assigned to an appropriate course for civilian managers.

4. Executive Courses

   All sworn, full-time personnel promoted to the rank of Chief shall complete the POST certified executive courses within one (1) year of their appointment. The POST Supervisory and Management Courses must be completed prior to attending the POST executive course.

5. Temporary/Acting Promotional Positions

   Temporary (“Acting”) promotional positions that do not exceed one year’s duration are not required by law to complete one of the POST Supervisory,
Management or Executive Courses. Consideration should be given, however, for affected personnel to attend these courses depending upon the length of duty in an “acting” capacity and for departmental needs.

Length, frequency and proficiency standards of training are established to reduce liability and to ensure a satisfactory level of proficiency and are subject to change based upon department needs and resources.

1. **Community Services Officer (CSO) Training**

   All Community Service Officers (CSO’s) shall complete an approved course of training provided by this Department or an authorized provider within one (1) year of commencement of those duties. Course content and length shall be determined and documented by the Program Services Coordinator and may vary depending upon department needs.

2. **Community Service Specialist I / Parking Officers**

   All Parking Officers will complete an approved field training program. The Field Training Program will consist of four weeks. The Parking Services Manager will monitor the progress and coordinate with the Training Manager the course of study, content and duration which may vary depending on department needs.

3. **Community Service Specialist I and II’s**

   All Community Service Specialists will complete an approved training program based on the individual needs of their position. The Parking Services Manager will monitor the progress and coordinate with the Training Manager the course of study, content and duration which may vary depending on department needs.

4. **Other Reoccurring Training**

   The UPD will provide training in other area of critical skills as the needed is identified, and shall include but not be limited to:

   - Riot/crowd control
   - Chemical agents
● Officer survival tactics
● Less Lethal Weapons

Department Required/Mandated Training

The UPD will provide training in other areas as required by Department Policy. Other areas of required/mandated training and frequency shall be determined by Department needs and shall include but not limited to:

1. Sexual Harassment
2. Cultural Diversity
3. Ethics Training
4. Tactical Communications
5. Domestic Violence Training

ESSENTIAL

1. Request for job specific/technical training should be made by an individual’s supervisor or by the individual and should be that training identified in the employee’s respective job classification. It shall be responsibility of each individual’s supervisor to identify the training needs of their personnel (per Training Plan).

2. Training may be requested for job specific/technical training outside an individual’s job classification for collateral duty assignment and/or special training needs. This type of training may be provided upon approval by the Training Manager contingent upon the need and availability of that training.

CAREER DEVELOPMENT TRAINING

1. Career development training should be considered that training which will enhance an individual’s performance in excess of specific skills, but should generally be within the confines of that job classification or collateral duties.

2. This training may include leadership development and/or cross training in the duties of supervisory personnel, but should not include training for anticipated promotion or reassignment.

3. Career development training may also include advance job specific
training, which would develop in the participation an expertise in a specific skill or develop him as an instructor for in-service training.

TRAINING PROGRAMS

FIELD TRAINING PROGRAM

1. Every entry level, or lateral full-time police officer must satisfactorily complete the Field Training Program as prescribed in the California State University Monterey Bay Department Field Training Program. The Field training Program shall be administered by and shall comply with POST standards.

2. Every Community Service Officer (CSO) must satisfactorily complete a Field training Program as prescribed by this Department. The CSO Field Training Program shall be supervised and administered by the Program Services Coordinator and may vary in length and content based upon department need.

3. Every Parking Officer must complete a Field Training Program as prescribed by this department. The Parking Officer Training Program will be supervised by the Parking Services Manager.

IN-SERVICE TRAINING

1. In-service training shall be recurring or update training identified at the unit level, which is considered appropriate to maintain daily performance standards. This training may be provided by management personnel, supervisors, senior officers and department instructors and may vary on content, length and frequency.

2. Annually the Patrol Sergeants will identify specific areas of training.

RE-ORIENTATION TRAINING

1. Re-orientation training is mandated when an employee has separated or has been on leave for six months or longer.

2. The training will consist of a week of administrative review and focus on policies and procedures, firearms training/qualification, weaponless defense/arrest and control, impact weapon review, and less lethal review.

3. A modified field training program will follow the administrative review and consist of a minimum of two weeks of supervised field training.
4. Once completed the employee will be evaluated and upon approval will be released to work in a solo police officer capacity.
5. It will be the Operations Commander’s responsibility to make the final determination as to the officer’s suitability to be returned to the field or designated assignment.

Definitions

**Civilian Employee**
A department employee who is not a certified police officer.

**Commission on Peace Officer Standards and Training (POST)**
The state agency responsible for establishing the minimum standards relating to physical, mental, and moral fitness which shall govern the selection of peace officers and dispatchers, and which establishes the minimum standards for training of such peace officers and dispatchers.

**Continuing Professional Training (CPT)**
Completion of one or more technical courses totaling 24 hours or more, or completion of an alternative method of compliance determined by POST.

**Department**
The California State University Monterey Bay Police Department.

**Essential Training**
Training which would increase the knowledge and skill level of the employee in current job assignment, but is not mandatory training.

**Mandatory Training**
Training which is state or legislatively mandated, POST mandated, or mandated by Department Policy.

**Perishable Skills**
Skills determined by the California Peace Officer and Standards Committee that is needed bi-annually. This includes four hours of arrest and control, four hours drivers training, four hours firearms and two hours tactical communication.

**Reoccurring Training**
Training which is required to be taken on a frequent or repeated basis.
Sworn Employee
A POST certified police Officer.

Position Requirements
# Chief of Police

## Mandatory

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<tr>
<th>Course</th>
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## Essential

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## Career Path Training & Development

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## Commander

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### Career Path Training & Development

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### Essential

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### Career Path Training & Development

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# Emergency Manager

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### Career Path Training & Development

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Identity Theft Investigations ICI  Once
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Terrorism for Investigator  Once
Field Training Officer Update  Once
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## Career Path Training & Development

<table>
<thead>
<tr>
<th>Course</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Stress Management Course</td>
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# Community Service Specialist I/II

## Mandatory

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<tr>
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<tr>
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<tr>
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<td>Property Evidence Course</td>
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## Reoccurring

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## Essential

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## Career Path Training & Development

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## Specialty Assignment

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# Administrative Analyst

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<tr>
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## Reoccurring

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## Career Path Training & Development

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## Specialty Assignment

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<th>Course</th>
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<td>TBD</td>
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# Records and Evidence Specialist

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<td>NCIC-CLETs</td>
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<tr>
<td>NCIC-CLETs Update</td>
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<tr>
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<tr>
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### Detective

#### Mandatory

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<td>NIMS/SEMS</td>
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<tr>
<td>New Employee Orientation</td>
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<tr>
<td>Criminal Investigation ICI</td>
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<td>JDIC/CCHRS</td>
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<tr>
<td>BATI Interview &amp; Interrogations</td>
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<tr>
<td>Dignitary Protection</td>
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<tr>
<td>Background Investigations</td>
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<td>Racial Profiling</td>
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#### Reoccurring

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<td>Domestic Violence</td>
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<td>First Aid/CPR/AED</td>
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<td>Blood Borne Pathogens</td>
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<td>Mental Illness</td>
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<td>Less Lethal 37mm/Pepperball</td>
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<td>Active Shooter</td>
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#### Essential

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<td>Interview &amp; Interrogation Advance</td>
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<td>Vehicle Theft Investigation</td>
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<tr>
<td>Accident Investigation Intermediate</td>
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<td>Search Warrants &amp; Execution</td>
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### Career Path Training & Development

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<td>Burglary investigations ICI</td>
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<td>Identity Theft Investigations ICI</td>
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<td>Crime Prevention/Community Oriented Policing</td>
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<td>Terrorism for Investigators</td>
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<td>Field Training Officer Update</td>
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### Specialty Assignment

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<tr>
<td>Homicide Investigation</td>
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<tr>
<td>Robbery Investigation</td>
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<td>Domestic Violence Investigation</td>
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<td>Crime Scene Investigation Evidence Recovery</td>
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<td>Economic Crime Investigations</td>
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<td>Officer Involved Shootings</td>
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<tr>
<td>Parolee Leads</td>
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<td>Cal Gangs</td>
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<td>ISO CLAIM/NICB</td>
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<td>Gang &amp; Subcultures</td>
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<td>LA CLEAR</td>
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### Defensive Tactics Instructor

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<td>DTI Update</td>
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<td>Baton Instructor</td>
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<td>Baton Instructor Update</td>
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<td>Arrest &amp; control Instructor</td>
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<td>Arrest &amp; Control Update</td>
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<td>Krav Maga Instructor</td>
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### First Aid/CPR-AED Instructor

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### Less Lethal Instructor

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<td>Chemical Weapons</td>
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<tr>
<td>Pepperball Launcher</td>
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<td>Taser Instructor</td>
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<td>37 MM Launcher</td>
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<td>Less Lethal Force Instructor</td>
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### Range Master Firearms Instructor

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<td>AR15 Instructor</td>
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<td>Armorer SW 1911</td>
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<td>Armorer Colt AR15</td>
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<td>Armorer Remington 870 Shotgun</td>
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<td>Officer Involved Shooting</td>
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## Field Training Officer

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<tr>
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<td>Field Training Officer Update</td>
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</tbody>
</table>
Appendix of Training Courses

-A-

Advanced Officer Course
Variable format courses designed to meet POST ‘continuing professional training’ requirements.

Armorer
Designed to instruct Armorer to disassemble, assemble, and deal with common malfunctions in auto pistols, revolvers and shotguns.

Assertive Management
Designed for managers who want to take a firm and fair stand on the performance of employees.

Assertive Supervision
Designed for supervisors who want to take a firm and fair stand on the performance of employees.

-B-

Basic Academy
Basic police training for pre-service employees, which complies with minimum standards established by POST.

Background Investigation
Designed for personnel who conduct pre-employment background investigations.

Baton Instructor
Designed to train instructors in the use of impact weapons.

Budgeting
Practical Course on various methods of budgeting as it relates to current economics.

-C-

Child Abuse Investigation
Provide skills in investigative techniques and procedures for child abuse and sexual assault.

Civil Liability Update
Addresses the intricacies of civil litigation; identifies problem areas and provides practical measures to correct and defend against civil suits.

**Civilian Superior Course**  
Designed to teach the fundamental of supervision to civilian employees.

**Command College**  
Two-year program designed to develop a future perspective of issues affecting law enforcement, to enhance problem solving, decision making, and leadership capabilities.

**Communications Training Officer**  
Designed to train communications officer to train journey-level entry dispatchers.

**Computer Skills/Applications**  
Training in basic computer operations and use of various software applications.

**Continuing Professional Training**  
Designed to meet (24) hour POST CPT requirements every 2 years.

**Crime Prevention, Basic**  
Designed for personnel responsible for crime prevention duties

**Crime Prevention-Program Development**  
Provides information on how to develop support for crime prevention programs both within and in the community.

**Crime Scene Investigation**  
Courses provide practical instructions in fingerprinting, basic photography, common evidence collection techniques and crime scene report requirements.

**Crime Investigations**  
Designed for the newly assigned investigator and as a refresher for officers already doing investigations.

**Criminal Investigation Management**  
A practical approach to all phases of managing criminal investigations.

**Crisis Communications-Media I**  
Designed to prepare information officers for the dissemination of critical information during disasters.

**Cultural Awareness**  
Designed to assist law enforcement personnel in meeting and better understanding different cultures and the problems that has occurred, as well as why.

**Cultural awareness Trainers**  
Course is designed for in-service instructors and includes training in cultural awareness, hate crimes, sexual harassment, and group skill experiential learning.
Damage Assessment & Recovery
Prepares student to assist local jurisdiction in process of doing disaster damage assessment and to coordinate recovery operation to ensure the state and federal disaster relief funds are recovered.

Defensive Tactics Instructor
Designed to train instructors in weaponless defensive tactics.

Defensive Tactics Instructor Update
Designed for defensive tactics instructors; to update skills, techniques, standards and methods of instruction legal concerns and new technical areas.

Defensive Tactics Update
Variable format instruction on weaponless defensive tactics and impact weapons techniques.

Disaster Planning
Designed to teach principles and planning steps necessary to develop and implement organizational disaster plans consistent with California guidelines and SEMS.

Driver Awareness
Trains instructors to present the POST certified course for common accident and collision avoidance techniques.

Driver Awareness Update
Provides low-speed defensive driver training. Concentrates on common accident causes and collision avoidance techniques.

Drug Influence (11550 H&S)
Designed to train officers how to recognize controlled substance abuse.

DUI Seminar
Designed to provide state of the art instruction on alcohol influence, and DUI enforcement; including Nystagmus and sobriety testing, legal issues, etc.

Emergency Medical Dispatch
Instruction and practice in the use of systematized caller interrogation questions and pre-arrival instructions as well as protocols matching the dispatcher’s evaluation of injury and illness severity. Complies with California emergency medical dispatcher training guidelines.

Emergency Operations Center (EOC) Function and Design
This course will focus on EOC purpose, design, staffing, organization, support functions, and overall operations.

Emergency Vehicle Operations Course (EVOC)
Designed to improve experienced drivers in code 3 driving, pursuit, skid control,
driving, braking, and steering techniques.

**Executive Secretary’s Seminar**
Designed to improve core communications skills for the Chief Executive’s secretary, and to provide Public Records Act training.

**Executive Seminar**
Workshop to address a variety of contemporary issues faced by law enforcement executives.

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**FBI National Academy**
Law Enforcement executive management course.

**Field Evidence Technician**
Designed to provide officer and technicians with a step-by-step method to collect and preserve evidence, including state-of-the-art techniques.

**Field Evidence Technician, Advanced**
Course deals with complex and advance evidence methodology. Designed for full-time evidence technicians.

**Field Training Officer**
Designed for officers who supervise and train recruit officers.

**Fingerprinting, Advance Latent**
Designed for the criminalist or crime technician who collects and process latent prints; including dusting, lifting, and use of chemical techniques

**Firearm Instructor**
Designed to train agency firearms instructor in basic firearms in basic firearms knowledge, lesson planning, range preparation, firearms techniques, etc.

**First Aid/CPR**
Designed to update currently employed law enforcement personnel in standard first aid and CPR.

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**Gang Awareness Update**
Designed to aid uniform personnel in identifying gang members by manner of dress, hand signals, and graffiti.

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**Hazardous Material/On Scene Management**
Designed to enable law enforcement personnel to deal safely and effectively with hazardous materials.

**Homicide Investigation**
Provide basic knowledge and skills to investigate homicides

**Human Relations & Subcultures**
Designed to increase awareness, knowledge and understanding of diverse groups, value systems and subcultures.

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**Incident Command System/SEMS**
Prepares field officers for disaster response. Provides overview of Standardized Emergency Management System (SEMS) as required by POST. Also include Incident Command System principles.

**Impact Weapons Instructor**
Course for agency impact weapons instructor. Include instruction in straight and side-handle baton, and other impact weapons.

**Instructor Development**
Designed to assist trainers with instructional techniques for adults.

**Internal Affairs Investigation**
Provides attendees with a comprehensive analysis of the issues, legal considerations, and procedures related to internal investigations.

**Interview and Interrogation Techniques**
Provides a behavioral analysis approach to interrogation; includes psychology of deception, body languages indicators, and other indicators of deception.

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**Juvenile Procedures**
Designed for personnel newly assigned to juvenile matters. Training includes laws philosophy and techniques in juvenile investigations.

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**Legal Update**
Designed to update officers in recent court decisions in Pitchess Motion, Skelly Process, civil liability, discovery, the Police Bill of Rights and Public Records.

**Legal Education Update**
Provides update on case decisions, legislations, uniform crime charging standards, court decisions on criminal law, search and seizure, evidence, juvenile law, etc.

-M-

Management Seminars
  Provides update training in oral communication, civil liability, counseling, training and personnel evaluation.

Managing Sustained Operations
  Designed to improve skills to plan and manage emergency operations in situations requiring extended responses, multiple disciplines and continuous operation of an emergency operations center.

Media Relations
  Designed to assist law enforcement personnel with effective news media relations skills.

-O-

Officer Involved Shooting
  Designed to acquaint law enforcement managers and field supervisors with legal and practical considerations related to an officer-involved shooting.

Officer Safety & Field Tactics
  Update in Officer Safety and field tactical techniques.

-P-

Patrol Operations Management
  Designed to teach supervisors and managers contemporary methods of managing delivery of patrol services through effective resource allocation.

Performance Rating Workshop
  Designed to review current legal and procedural aspects of employee performance evaluation.

Personnel Management Workshop
  Covers multifaceted personnel management situations dealing with issues of law, policy, personnel procedures and interpersonal relations.

Post Trauma Stress/Supervisor
  Provides supervisory and command strategies for managing post trauma stress reactions
to critical incidents; including symptoms, intervention and liability issues.

**Problem Oriented Policing/Supervision**
 Designed to provide skills to ID substantive community problems inquire systematically into their nature, analyze community and special interest in each problem, asses current responses, conduct uninhibited searches for solutions, take initiative in implementing solutions, and evaluate the effectiveness of solutions.

**Protection of Public Officials**
 Emphasizes solutions and techniques for resolving problems, preventing injuries and preventing harassment.

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**Records**
 Designed for personnel assigned to records.

**Records Supervisor**
 Designed to acquaint and prepare supervisors of records units to handle aspects and duties of their responsibility.

**Report Writing**
 Designed to provide experienced officers with basic report writing skills.

**Robbery Investigations**
 Designed to teach law enforcement officers the legal aspects, offenders M.O., offender make-up, investigative techniques, interviewing, interrogations, lineups, search and arrest warrants, and defense attorneys tactics involving robbery investigations.

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**Sergeant as Field Supervisor**
 Intensive workshop designed to assist the patrol sergeant in managing work in the field and at the station.

**Sexual Assault Investigation**
 Sexual assault investigation from the preliminary stages through preparation and prosecution.

**Sexual Harassment**
 Provides training in the history and laws pertaining to sexual harassment in the workplace.

**Standardized Emergency Management System (SEMS)**
 Familiarizes officers as ‘first responders’ with the goals of the Incident Command
Special Events Planning
Course in planning events from the law enforcement approach.

Supervisory Course
Designed to introduce law enforcement supervisors to the duties and responsibilities of first line supervisors.

Supervisory Leadership Institute
Designed to enhance leadership abilities of first-line supervisors.

Supervisory Update/Effective Discipline
Designed to update supervisors in how to improve performance through effective discipline.

Telecommunication Training-Trainers Update
Designed to provide local law enforcement trainers with NCIC telecommunications training and a comprehensive training package.

Traffic Collision Investigation, Basic
Designed to provide a basic instruction in traffic Accident and report writing. Satisfies requirements of 40600(a) VC.

Traffic Collision Investigation, Intermediate
Designed for the experience traffic accident investigator who has completed the traffic accident investigation course.

Traffic Program Management Institute
Designed to provide experience supervisors and managers in current methods and procedures in traffic enforcement.

Training Managers Course
Designed for individuals assigned training management functions; including learning theories, legal issues, formulating training policies and plans.

Training Needs Assessments
Training managers workshop designed to review and develop law enforcement training courses to meet the needs of agencies to ensure compliances with POST mandates.

Use of Force Update
Review of Department Use of Force Policy and discussion of applicable situations.
Tri-Tech CAD
  Designed to instruct communications personnel in the use of computer aided dispatch software.

TracNet RMS
  Designed to instruct law enforcement personnel in the use of record management software.