

SEBASTOPOL POLICE DEPARTMENT



TRAINING & EMPLOYEE CAREER DEVELOPMENT GUIDE

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INTRODUCTION

The Sebastopol 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 education, we believe an employee can achieve both professional and personal excellence. To make professional and personal goals possible to employees, the department has placed an emphasis in professional training and collegiate education.

PURPOSE

The purpose of the Sebastopol Police Department Training Plan:

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
5. Promote a philosophy of community policing throughout the department.

This training plan is designed to identify 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 to assist with bringing uniformity and consistency in 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 training needs of employees and/or evaluating training requests.

The Department will strive to use a broad spectrum of training sources for the educational and professional development of employees. Whenever possible, the Department will use courses certified by the State of California Police Officer Standards and Training (POST).

Furthermore, the Department will apply non-traditional immersive methods for educating our personnel on how to best understand and meet the needs of our community. This style of training mandates our partnership and collaboration with our community. We intend to learn about our community from members of our community. It is understood that the training plan does not identify all of the training that will occur for the members of the Department. Additionally, it does not guarantee a member will receive all the training identified for his/her position, with the exception of the training identified as mandatory.

To ensure employee development is consistent with the needs of the organization we place an emphasis on four areas:

1. Law Enforcement Professional Training
2. Leadership Training
3. Education
4. Career/Employee Development

This plan is a living document based on the following:

1. Changes to department priorities based on the needs of our community
2. Changes in Federal, State and local legislation
3. Access to updated technologies
4. POST Requirements

The basic purpose of this document is to serve as a flexible guide to assist in bringing professional law enforcement services to the Sebastopol Police Department.

DISTRIBUTION OF THE TRAINING PLAN

The Training Guide shall be labeled and distributed as follows:

1. One copy placed on the network shared drive
2. Sebastopol Police Department Web Page

TRAINING CATEGORIES

The following identifies the training categories referenced in this plan. Training needs have been divided into the following three priority levels.

LEVEL 1 - MANDATED TRAINING:

Statutory/Regulatory training falling under this category is "required" either by statute or by some regulatory agency or organization with authority to set standards for law enforcement. The department shall meet all mandated training standards and requirements.

LEVEL 2 - ESSENTIAL TRAINING:

Essential training is training the department has determined necessary for an employee in order to optimize their effectiveness in a particular position or assignment. Unless specifically indicated otherwise in the manual, the department will attempt to give all essential training during the first 24 months of an assignment. In situations where scheduling does not allow the employee to receive the essential training in the first 24 months, an attempt will be made to place the employee in essential training as soon as department staffing and course availability allow.

LEVEL 3 - DESIRABLE TRAINING:

Those training courses listed as desirable are courses or classes that department has determined are most likely to be useful for employees in the indicated positions or assignments. The list of desirable courses is not meant to be all inclusive, and employees in any position may receive training other than those indicated as desirable, if specific needs of the employee or the department require it.

LAW ENFORCEMENT PROFESSIONAL TRAINING

Law Enforcement Professional Training is comprised of two categories of training. The first and primary category refers to those courses certified by California Peace Officers Standards and Training (POST). These courses are available for both sworn and non-sworn personnel, whose job description supports the need for specified or requested training.

POST courses 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 POST 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

In addition to typical classroom settings, POST training is also available through video or interactive computer programs.

The second category of Law Enforcement Professional Training refers to training not certified by POST. This may come in the form of in-house instruction, such as defensive tactics, range training, etc. In-house instruction is the responsibility of the Sebastopol Police Department and is spearheaded by the Lieutenant. This type of training provides “hands-on” continuing professional training to Department employees.

The Lieutenant also provides training bulletins that are distributed to employees. The training bulletins contain a variety of law enforcement information, such as legal updates. Line supervisors are expected to provide roll-call training to their team of officers. Roll call training topics include practical case law application, equipment proficiency, street tactics and Policy and Procedure review. Other forms of non-POST training are also available. This training is not reimbursable, but very beneficial for the professional development of the employee.

COLLEGE EDUCATION

The Chief of Police and the City of Sebastopol are very supportive of its employees obtaining a formal college education.

TRAINING PLAN ORGANIZATION

The Training Plan is divided into two sections:

Section 1: Rank/Position Assignment:

The first section of the Training Plan is a list of all sworn and non-sworn rank/positions within the structure of the police department.

Section 2: Specialized Assignment:

The second section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and non-sworn assignments.

In many instances an employee will be simultaneously guided by both sections of the Training Plan. An example would be a Police Officer currently assigned as a Motor Officer. That employee will need to meet the training needs of both the Police Officer rank assignment and the Motor Officer specialty assignment.

CONTINUAL PROFESSIONAL TRAINING (CPT)

Continuing Professional Training (CPT) is required for certain peace officer 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 requalify in entry-level minimum standards. Qualifying and non-qualifying courses are described in subsection (d) (4) below.

Every peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every two-year CPT cycle.

Effective January 1, 2002, certain peace officers in specific duty assignments must satisfy a portion of the CPT requirement by completing Perishable Skills and Communications training as specified below:

Perishable Skills/Communications Requirement for CPT:

Effective January 1, 2002, all peace officers (except Reserve officers) below the middle management position and assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Communications training.

- Perishable Skills training shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:
 - Arrest and Control
 - Driver Training/Awareness or Driving Simulator
 - Tactical Firearms or Force Options Simulator

Communications training, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period. Reference Commission Procedure D-2 for minimum requirements. It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above

PROFESSIONAL CERTIFICATES

To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- 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.
- 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 POST Regulation 1001(a) for definition of acceptable college education).
- 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.
- 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.
- For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- In other law enforcement categories (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.
- The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs F-1-8(d), F-1-9(d) or F-1-10(d). 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 paragraphs 1-2, 1-3 and 1-4 of the POST 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 paragraphs 1-2, 1-3 and 1-4 of the POST 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:

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	AA/AS Degree	BA/BS Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

Advanced Certificate:

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST 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:

Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	AA/AS Degree	BA/BS Degree	Masters Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

Supervisory Certificate:

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST 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, respectively, in Sections 1001 (n), (s), (f), and (l) of the 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 paragraphs, 1-2, 1-3 and 1-4 of the POST 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 (see subparagraph F-1-4. b.);
- 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, respectively, in Sections 1001 (s), (f), and (l) of the 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 as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

Executive Certificate:

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST 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 (see subparagraph F-1-4. b.); 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 Section 1001 (l) of the 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 PAM, Section F-3, displaying the name of the new jurisdiction or agency.

Records Supervisor Certificate:

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

- a. Currently be a records supervisor as defined in PAM, Section 1001(cc) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and
- b. Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- c. Have a minimum of two years of satisfactory service with the employing agency as a records supervisor; and
- d. Have graduated high school or passed the General Education Development Test (GED); and
- e. Have been trained in accordance with the minimum training standards described in PAM Section 1005(h).

The employee is responsible for submitting all certificate requests to the Lieutenant for submission to POST.

TRAINING REQUESTS

All training will be submitted on a Training Request Form prior to registering, signing up for or paying for any training or conference. All requests will be routed for approval as noted on the form.

1. The employee will note how the course will benefit the employee in his/her current assignment or meet Department needs.
2. Training should be limited to our regional area unless justification is warranted to travel outside the region and/or state.
3. The supervisor will determine if training adversely impacts staffing and if overtime is required for the employee's attendance.
4. Training requests that are approved by the Lieutenant will be forwarded to the Chief of Police for final approval.
5. Training requests that are denied will be placed in the requesting employee's Training File detailing the reason for denial.
6. Once approved, the Lieutenant must be notified if the employee does not attend or cannot complete the requested/assigned training.

As much as possible, approved training should increase and implement non-traditional, robust training necessary to support the department core guidelines, including but not limited to de-escalation training, implicit bias training, communications training, scenario-based training and take into consideration the benefits of a "trauma-informed policing" approach, both for its officers and the community members they encounter during incidents. Training to understand and accommodate the effects of trauma on both officers' and community members' emotional and cognitive abilities has great potential to increase positive outcomes and avoid the use of force.

ANNUAL REVIEW

The Chief of Police, or his designee, will conduct regular assessments of the training-needs of the Police Department. It is the responsibility of the Department to maintain, review and update the Training Plan on an annual basis.

Rank/Position Assignment-Sworn Personnel

CHIEF OF POLICE
POLICE CAPTAIN
POLICE LIEUTENANT
POLICE SERGEANT
POLICE OFFICER
RESERVE POLICE OFFICER

Note: If specific training has already been completed by the appointee prior to appointment and proof of completion can be shown, the Chief of Police may deem the training requirement as met, and further action may not be necessary.

CHIEF OF POLICE

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course Part 1 & 2

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Management Class

Initial Training: Within 1 year of middle management appointment

Recertification: Not required

Racial Profiling Refresher

Initial Training: Within 5 years after initial training

Recertification: Every 5 five years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

Range Qualification - Pistol

Initial Training: Within 6 months of appointment

Recertification: Annually

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 300, 400, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

(2 hours should be perishable skills)

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Role of the Police Chief

Initial Training: Within 2 years of appointment

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

International Association of Police Chief's Conference

Initial Training: Not required

Recertification: Annual

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

Police Chief/City Manager Seminar

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

FBI National Academy

Initial Training: Not required

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

FBI LEEDS Training

Initial Training: Not required

Recertification: Not required

LICENSE / CERTIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory
experience

POST Management Certificate: Upon completion of 2 years of management
experience

POST Executive Certificate: Upon completion of 2 years of serving as
Department Head

POLICE CAPTAIN

Standard Training Requirements

MANDATED TRAINING:

Management Class

First Required: Within 1 year of middle management appointment
Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment
Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training
Recertification: Every 5 five years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired
Recertification: Every other year

Range Qualification-Pistol

Initial Training: Within 6 months of appointment
Recertification: Annually

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 300, 400, 700, 800)

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

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years (2 hours should be perishable skills)

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Budget Preparation Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Executive Development Course

Initial Training: Not required

Recertification: Not required

The Role of the Police Chief

Initial Training: Not required

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

FBI National Academy

Initial Training: Not required

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory
experience

POST Management Certificate: Upon completion of 2 years of management
experience

POLICE LIEUTENANT

Standard Training Requirements

MANDATED TRAINING:

Management Class

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 five years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

Field Training Officer Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

Range Qualification-Pistol

Initial Training: Within 6 months of appointment

Recertification: Annually

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 300, 400, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years
(2 hours should be perishable skills)

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment
Recertification: Every 3 years

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

First Aid/Automatic External Defibrillators

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

Internal Affairs

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

Officer Involved Shooting Investigations - Management/Supervision

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

Emergency Management: Earthquake Response Course

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

Emergency Operations Center Orientation

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

Budget Preparation Course

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

Worker's Compensation/ Disability Retirement Issues

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

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Crowd Management Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: Not required

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory
experience

POST Management Certificate: Upon completion of 2 years of management
experience

POLICE SERGEANT

Standard Training Requirements

MANDATED TRAINING:

Supervisory Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Bloodborne Pathogens (CAL-OSHA)

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: Within 6 months after being hired

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Annually

Range Qualification - Pistol

Initial Training: During orientation phase

Recertification: Annually

Range Qualification - Shotgun

Initial Training: During orientation phase

Recertification: 1 time per year

Range Qualification - Rifle

Initial Training: During Field Training Program

Recertification: 1 time per year

Range Qualification - Less Lethal

Initial Training: During Field Training Program

Recertification: 1 time per year

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 300, 400, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations - Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

FTO Managers Course (Designated Sergeant Only)

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours every 2 years (14 hours must be perishable skills)

ESSENTIAL TRAINING:

Community Oriented Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

Crisis Intervention and Deescalation Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Principled Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

Mental Health Decision Making

Initial Training: Within 2 years of appointment

Recertification: Not required

Mental Health Intervention Training

Initial Training: Within 2 years of appointment

Recertification: Not required

Implicit Bias and Racial Profiling

Initial Training: Within 1 year of appointment

Recertification: Not required

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (POST)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

High Technology Crimes (POST)

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

Recertification: Not required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Law Enforcement Response to the Homeless

Initial Training: Not required

Recertification: Not required

Background Investigation

Initial Training: Not required

Recertification: Not required

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of supervisory experience

Recertification: Not required

Leadership and Accountability

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 2 years of appointment

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory
experience

POLICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Basic Police Academy

Initial Training: Prior to time of hire

Recertification: Not required

Sebastopol Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (POST)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: Every other year

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Annually

Range Qualification - Pistol

Initial Training: During Orientation Phase

Recertification: Annually

Range Qualification - Shotgun

Initial Training: During Orientation Phase

Recertification: 1 time per year

Range Qualification - Rifle

Initial Training: During Field Training Program

Recertification: 1 time per year

Range Qualification - Less Lethal

Initial Training: During Field Training Program

Recertification: 1 time per year

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (CPT/POST)

Recertification: 24 hours every 2 year

ESSENTIAL TRAINING:

Community Oriented Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

Crisis Intervention and Deescalation Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Principled Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

Mental Health Decision Making

Initial Training: Within 2 years of appointment

Recertification: Not required

Mental Health Intervention Training

Initial Training: Within 2 years of appointment

Recertification: Not required

Implicit Bias and Racial Profiling

Initial Training: Within 1 year of appointment

Recertification: Not required

Crime Scene Investigation

Initial Training: Within 2 years of appointment

Recertification: Not required

Writing Search Warrants

Initial Training: Within 2 years of appointment

Recertification: Not required

Drug Influence - 11550 H&S

Initial Training: Within 1 year of completion of probation

Recertification: Not Required

Police Contacts with Mentally Ill

Initial Training: Within 1 year of completion of probation
Recertification: Not Required

Radar and Lidar Operator

Initial Training: Within 3 years of appointment required
Recertification: Not Required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

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

First Aid/Automatic External Defibrillators

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

DESIRABLE TRAINING:

Law Enforcement Response to the Homeless

Initial Training: Not required
Recertification: Not required

Interview and Interrogation

Initial Training: Not required
Recertification: Not required

Basic Traffic Accident Investigations

Initial Training: Not required
Recertification: Not Required

Sexual Assaults for First Responders

Initial Training: Not required
Recertification: Not Required

Officer Safety Field Tactics

Initial Training: Not required
Recertification: Not Required

DUI Seminar

Initial Training: Not required
Recertification: Not Required

Child Abuse for First Responders

Initial Training: Not required
Recertification: Not Required

Hate Crimes for Investigators

Initial Training: Not required
Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

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

Field Evidence Technician

Initial Training: Not required
Recertification: Not required

Interview and Interrogation

Initial Training: Not required
Recertification: Not required

Vehicle Theft Investigation and Patrol

Initial Training: Not required
Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required
Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment
POST Basic Certificate: Upon completion of probation
POST Intermediate Certificate: Within 4 years of appointment
POST Advanced Certificate: Within 9 years of appointment

RESERVE POLICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Basic Police Academy

Initial Training: Prior to time of hire

Recertification: Not required

Sebastopol Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (POST)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: Every other year

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Annually

Range Qualification - Pistol

Initial Training: During Orientation Phase

Recertification: Annually

Range Qualification - Shotgun

Initial Training: During Orientation Phase

Recertification: 1 time per year

Range Qualification - Rifle

Initial Training: During Field Training Program

Recertification: 1 time per year

Range Qualification - Less Lethal

Initial Training: During Field Training Program

Recertification: 1 time per year

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (CPT/POST)

Recertification: 24 hours every 2 year

ESSENTIAL TRAINING:

Crisis Intervention and Deescalation Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Principled Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

Mental Health Decision Making

Initial Training: Within 2 years of appointment

Recertification: Not required

Mental Health Intervention Training

Initial Training: Within 2 years of appointment

Recertification: Not required

Implicit Bias and Racial Profiling

Initial Training: Within 1 year of appointment

Recertification: Not required

Drug Influence - 11550 H&S

Initial Training: Within 1 year of completion of FTO

Recertification: Not Required

Police Contacts with Mentally Ill

Initial Training: Within 1 year of completion of FTO

Recertification: Not Required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of completion of FTO

Recertification: Not required

DESIRABLE TRAINING:

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of completion of FTO

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

Rank/Position Assignment (Professional Staff)

ADMINISTRATIVE ANALYST

LEAD POLICE DISPATCHER

POLICE DISPATCHER

POLICE TECHNICIAN

PROPERTY AND EVIDENCE TECHNICIAN

RECORDS/EVIDENCE MANAGER

VOLUNTEER

Note: If specific training has already been completed by the appointee prior to appointment and proof of completion can be shown, the Chief of Police may deem the training requirement as met, and further action may not be necessary.

ADMINISTRATIVE ANALYST

Standard Training Requirements

MANDATED TRAINING:

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

Advanced Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Not required

Recertification: Not required

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Public Safety Executive Secretary

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Public Notary

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

DESIRABLE TRAINING:**Mistake Free Grammar**

Initial Training: Not required

Recertification: Not required

Business Writing

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

LEAD POLICE DISPATCHER

Standard Training Requirements

MANDATED TRAINING:

Public Safety Dispatcher – Basic

Initial Training: Within 1 year hire date

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC - Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Dispatcher Supervisory Course

Initial Training: Within 1 year hire date

Recertification: Not required

Dispatch Fundamentals of Supervision

Initial Training: Within 1 year hire date

Recertification: Not required

Public Safety Dispatcher – Advanced/Update

Initial Training: Within 3 years hire date

Recertification: Not required

De-escalation Training for Dispatchers

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Initial Training: 24 hours of training every 2 years

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Dispatcher Ethics and Integrity

Initial Training: Within 1 year of appointment

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver’s License: Upon appointment

POLICE DISPATCHER

Standard Training Requirements

MANDATED TRAINING:

Public Safety Dispatcher – Basic

Initial Training: Within 1 year hire date

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC - Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Public Safety Dispatcher – Advanced/Update

Initial Training: Within 3 years hire date

Recertification: Not required

De-escalation Training for Dispatchers

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Initial Training: 24 hours of training every 2 years

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Dispatcher Ethics and Integrity

Initial Training: Within 1 year of appointment

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POLICE TECHNICIAN

Standard Training Requirements

MANDATED TRAINING:

Community Service Officer-Basic Course

Initial Training: Within 1 year of appointment

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Continuing Professional Training (POST)

Initial Training: 24 hours of training every 2 years

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Police Contacts with Mentally Ill

Initial Training: Within 1 year of completion of FTO

Recertification: Not Required

Law Enforcement Response to the Homeless

Initial Training: Not required

Recertification: Not required

Crime Prevention

Initial Training: Within 1 year of appointment

Recertification: Not required

Crime Prevention Through Environmental Design

Initial Training: Within 1 year of appointment

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

PROPERTY AND EVIDENCE TECHNICIAN

Standard Training Requirements

MANDATED TRAINING:

Property Room Management (POST)

Initial Training: Within 1 year of appointment

Recertification: Not required

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Evidence and Property Function Management

Initial Training: Within 1 year of appointment

Recertification: Not Required

California Association for Property & Evidence (CAPE) Conference

Initial Training: Annually

Recertification: Not required

DESIRABLE TRAINING:

IAPE Property Course

Initial Training: Not required

Recertification: Not required

CAPE Training Meetings

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

RECORDS/EVIDENCE MANAGER

Standard Training Requirements

MANDATED TRAINING:

Basic Records

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

Records/Civilian Supervisor

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

Public Records Act

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

Property Room Management (POST)

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

CLETS/NCIC - Full Access Operator

Initial Training: Within 6 months after being hired
Recertification: Every other year

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase
Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment
Recertification: Every 2 years

Standardized Emergency Management System/ National Incident Management System (ICS 100, 200, 700, 800)

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

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

ESSENTIAL TRAINING:

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

CLEARs Training Meetings

Initial Training: Within 3 months of appointment

Recertification: Not required

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

DESIRABLE TRAINING:

Annual CLEARs Conference

Initial Training: Not required

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

LICENSE / CERTIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

POST Records Supervisor Certificate: Within 2 years of appointment

VOLUNTEER

Standard Training Requirements

MANDATED TRAINING:

City of Sebastopol Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

CLETS/NCIC - Less than Full Access Operator

Initial Training: Within 6 months after being hired

Recertification: Every other year

ESSENTIAL TRAINING:

Volunteers in Police Service

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License: Upon appointment

Specialized Task Assignments

ARMORER

BACKGROUND INVESTIGATOR

BICYCLE OFFICER

CANINE HANDLER

CANINE HANDLER COORDINATOR

COMMUNICATIONS TRAINING OFFICER (CTO)

CRIME SCENE INVESTIGATOR (CSI)

CRISIS / HOSTAGE NEGOTIATOR

DEFENSIVE TACTICS INSTRUCTOR

EXPOSURE CONTROL OFFICER (ECO)

FIELD TRAINING OFFICER (FTO)

FIRST AID/CPR INSTRUCTOR

**INTERNET CRIMES AGAINST CHILDREN
TASK FORCE OFFICER (ICAC TFO)**

PEER COUNSELING / SUPPORT

RANGE/FIREARMS INSTRUCTOR

SCHOOL RESOURCE OFFICER (SRO)

TERRORISM LIASON OFFICER (TLO)

TRAFFIC/MOTOR OFFICER

Note: If specific training has already been completed by the appointee prior to appointment and proof of completion can be shown, the Chief of Police may deem the training requirement as met, and further action may not be necessary

ARMORER

Standard Training Requirements

MANDATED TRAINING:

Glock, 1911, AR 15 Armorer

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

Shotgun Armorer

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Less Lethal Weapons Armorer

Initial Training: Not required

Recertification: Not required

BACKGROUND INVESTIGATOR

Standard Training Requirements

MANDATED TRAINING:

Background Investigator – 32 Hours

Initial Training: Prior to appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Refresher Background Investigator – 8 Hours

Initial Training: Within 5 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Background Interviewing Strategies – 16 Hours

Initial Training: Not Required

Recertification: Not Required

California Background Investigators Association Training Conference – 20 Hours

Initial Training: Not Required

Recertification: Yearly

BICYCLE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Bicycle Patrol-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Bicycle Patrol Advanced

Initial Training: Not required

Recertification: Not required

CANINE HANDLER

Standard Training Requirements

MANDATED TRAINING:

Canine Training (Basic)

Initial Training: Prior to K9 Deployment

Recertification: Annually

Canine Team Evaluation/Certification

Initial Training: Upon completion of K-9 Basic Training

Recertification: Annually

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 HANDLER COORDINATOR

Standard Training Requirements

MANDATED TRAINING:

Canine Team Evaluator

Initial Training: Within 1 year of Appointment

Recertification: Not required

DESIRABLE TRAINING:

Instructor Development

Initial Training: Not required

Recertification: Not required

COMMUNICATIONS TRAINING OFFICER (CTO)

Standard Training Requirements

MANDATED TRAINING:

Communications Training Officer

Initial Training: Within 6 months of appointment, prior to 1st Trainee

Recertification: Not Required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Annually

POST Instructor Development

Initial Training: Not required

Recertification: Not required

CRIME SCENE INVESTIGATOR (CSI)

Standard Training Requirements

MANDATED TRAINING:

Basic CSI Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Advanced CSI Course

Initial Training: Within 2 years of appointment

Recertification: Not Required

Forensic and Crime Scene Photography Course

Initial Training: Within 2 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Blood Spatter Course

Initial Training: Not required

Recertification: Not required

Homicide Investigation Course

Initial Training: Not required

Recertification: Annually

CRISIS/HOSTAGE NEGOTIATOR

Standard Training Requirements

MANDATED TRAINING:

Crisis / Hostage Negotiations – 40 Hours

Initial Training: Prior to appointment

Recertification: Not Required

ESSENTIAL TRAINING:

FBI Crisis Negotiations

Initial Training: Within 5 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Negotiations for Domestic Violence – 24 Hours

Initial Training: Not Required

Recertification: Not Required

Advance Crisis Negotiations – 20 Hours

Initial Training: Not Required

Recertification: Not Required

Negotiations with the Terrorist Mindset – 24 Hours

Initial Training: Not Required

Recertification: Not Required

DEFENSIVE TACTICS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Defensive Tactics Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Baton Impact Weapons Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Weaponless Defense/Ground Control Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

OC Aerosol Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Taser Instructor

Initial Training: Within 1 year of appointment

Recertification: Every 2 Years

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

Recertification: Not required

DESIRABLE TRAINING:

Crowd Control

Initial Training: Not required

Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required

Recertification: Not required

POST Instructor Development

Initial Training: Not required

Recertification: Not required

EXPOSURE CONTROL OFFICER (ECO)

Standard Training Requirements

ESSENTIAL TRAINING:

California Bloodborne Pathogens Course

Initial Training: When scheduling allows

Recertification: Not required

FIELD TRAINING OFFICER (FTO)

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

Initial Training: Within 6 months of appointment, prior to 1st Trainee

Recertification: Not Required

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

ESSENTIAL TRAINING:

Report Writing for Instructors

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Annually

POST Instructor Development

Initial Training: Not required

Recertification: Not required

FIRST AID/CPR INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

First Aid / CPR Instructor (American Heart or Red Cross)

Initial Training: Within 6 months of appointment

Recertification: Not Required

First Aid / CPR Instructor Update (American Heart or Red Cross)

Initial Training: Within 3 years of Basic First Aid Instructor Course

Recertification: Every 3 years

ESSENTIAL TRAINING:

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

POST Instructor Development

Initial Training: Not required

Recertification: Not required

INTERNET CRIMES AGAINST CHILDREN TASK FORCE OFFICER (ICAC TFO)

Standard Training Requirements

ESSENTIAL TRAINING:

Cybertip Course

Initial Training: When scheduling allows

Recertification: Not required

ICAC Data System Course

Initial Training: When scheduling allows

Recertification: Not required

PEER COUNSELING/SUPPORT

Standard Training Requirements

MANDATED TRAINING:

Basic Peer Counseling – 24 Hours

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Peer Support – 16 Hours

Initial Training: Within 3 years of appointment

Recertification: Not Required

Critical Incident Stress Management – 16 Hours

Initial Training: Within 3 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Advance Peer Counseling – 16 Hours

Initial Training: Not Required

Recertification: Not Required

RANGE/FIREARMS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Firearms Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Shotgun Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Patrol Rifle Instructor

Initial Training: Within 2 years of appointment

Recertification: Not Required

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

DESIRABLE TRAINING:

POST Instructor Development

Initial Training: Not required

Recertification: Not required

Firearms/Survival Shooting Instructor

Initial Training: Not required

Recertification: Not required

Tactical Shotgun Instructor Course

Initial Training: Not required

Recertification: Not required

Active Shooter Instructor Course

Initial Training: Not required

Recertification: Not required

SCHOOL RESOURCE OFFICER (SRO)

Standard Training Requirements

MANDATED TRAINING:

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

Child Abuse-Sexual Assault

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Campus Law Enforcement

Initial Training: Within 1 year of appointment

Recertification: Not Required

Juvenile Legal Update

Initial Training: Within 1 year of appointment

Recertification: Not Required

Gang Awareness

Initial Training: Within 2 years of appointment

Recertification: Not Required

Cal Gang

Initial Training: Within 2 years of appointment

Recertification: Not Required

Drug Abuse Recognition

Initial Training: Within 2 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Youth Access to Tobacco (308 PC)

Initial Training: Not required

Recertification: Not required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

School Resource Officer-Intermediate

Initial Training: Not required

Recertification: Not required

TERRORISM LIAISON OFFICER (TLO)

Standard Training Requirements

ESSENTIAL TRAINING:

TLO Basic Course

Initial Training: Within 2 years of appointment

Recertification: Not required

TLO Intermediate Course

Initial Training: Within 4 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

TLO Advanced Course

Initial Training: Not required

Recertification: Not required

TRAFFIC/MOTOR OFFICER

Standard Training Requirements

MANDATED TRAINING:

Motorcycle Skills Orientation Class

Initial Training-Prior to appointment

Recertification: Not required

Solo Motorcycle Training

Initial Training: Within 6 months of appointment, prior to solo riding

Recertification: Not required

Radar Operator

Initial Training: Within 1 year of appointment

Recertification: Not required

LIDAR Operator

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Basic

Initial Training-Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Traffic Accident-Intermediate; Skid mark

Initial Training: Within 2 years of appointment

Recertification: Not required

Traffic Accident-Advanced

Initial Training: Within 2 years of appointment

Recertification: Not required

Quarterly Motorcycle Training

Initial Training: Every 3 months

Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident Reconstruction

Initial Training: Not required

Recertification: Not required

Traffic Accident – Vehicle vs. Pedestrian

Initial Training: Not required

Recertification: Not required

Car Seat Technician

Initial Training: Not required

Recertification: Not required

Transportation of Hazardous Materials

Initial Training: Not required

Recertification: Not required

LICENSE / CERIFICATE REQUIREMENTS:

California Driver's License Class M endorsement: Upon appointment

REQUIRED UPDATED OR REFRESHER TRAINING

The Legislature determined and has mandated certain training be refreshed or updated at regular intervals to maintain proficiency and certification or to obtain recertification in particular areas of an officer's duties. POST has created a quick reference document to assist the field in locating Legislative Mandated Training update or refresher requirements for officers while employed with a law enforcement agency.

Disclaimer: This document is intended for use as a quick reference. Its purpose is not regulatory. For complete Legislative Mandated Training requirements refer to the appropriate law section provided for each requirement.

Legislative Required Refresher Training		
Training Topic	Training Participation / Responsibility*	Update/Refresher Training
Cal-OSHA 5193 Blood borne Pathogens	REQUIRED *Employers.	REQUIRED -Annually at a minimum as prescribed by OSHA- CCR Title 8
PC 13519 Domestic Violence Complaints	REQUIRED *Law enforcement officers.	REQUIRED <i>for</i> Law Enforcement Officers (below supervisory rank) assigned to patrol -every 2 years-
PC 629.94 Electronic Surveillance	REQUIRED *Investigative or law enforcement officers; other persons as designated.	REQUIRED "Periodic Recertification" Minimum standards as set by the AG.
PC 13518 First Aid & CPR	REQUIRED *Every city/district police officer, (deputy) sheriff, (deputy) marshal, and CHP peace officer, <i>except those whose duties are primarily clerical or administrative.</i>	REQUIRED -Every 3 years- Satisfactory completion of periodic refresher training or appropriate testing in CPR and other first aid as prescribed by EMSA – CCR Title 22
PC 13519.8 High Speed Vehicle Pursuits	REQUIRED *Law enforcement officers.	REQUIRED CA Law Enforcement Pursuit Guidelines (2/07) and/or Pursuit Driving Update (2007). 2-hour POST telecourse can be used to satisfy this requirement.

PC 13519.4 Racial & Cultural Diversity Training; Racial Profiling	REQUIRED *Law enforcement officers.	REQUIRED -Every 5 years-
Cal-OSHA 5144 Respiratory Protection/Fitting	REQUIRED *Employers.	REQUIRED -Annually as prescribed by OSHA- CCR Title 8

SPECIALIZED TRAINING REQUIREMENTS

Peace officers in the State of California may perform a variety of unique duties or be assigned to specialized areas during employment with a law enforcement agency. Officers may be required to attend specialized training to perform those unique duties or to participate in specialized assignments during employment with an agency. POST has created a quick reference document to assist the field in locating Legislative Mandated Training requirements for specialized duties officers may be required to perform while on duty with an agency.

Disclaimer: This document is intended for use as a quick reference. Its purpose is not regulatory. For complete Legislative Mandated Training requirements refer to the appropriate law section provided for each requirement.

Training Topic	Training Participation / Responsibility *	Update/Refresher Training
PC 629.94 Electronic Surveillance	REQUIRED *Investigative or law enforcement officers; other persons as designated.	REQUIRED Certification and Minimum standards as set by the AG.
PC 13515.55 High Technology Crimes & Computer Seizure POST Course Title: "High Technology Crimes"	SPECIAL REQUIREMENT *Every city police officer or deputy sheriff at a supervisory level.	SPECIAL REQUIREMENT Every city police officer or deputy sheriff at a supervisory level assigned field or investigative duties, or within 18 months of assignment to supervisory duties.
VC 40802 (c)(B) Laser Operator	REQUIRED *Arresting officer.	SPECIAL REQUIREMENT 2 hours (Pre-req: Radar Operator)
VC 40802 (c)(A) Radar Operator	REQUIRED *Arresting officer	SPECIAL REQUIREMENT 24 hours

<p>PC 13516</p> <p>Sexual Assault Investigative Procedures</p> <p>POST Course Title:</p> <p>"Sexual Assault Investigation"</p>	<p>REQUIRED</p> <p>*Officers</p>	<p>SPECIALIZED REQUIREMENT</p> <p>Successful completion of training within 6 months of assignment to investigation duties which include the handling of cases involving the sexual exploitation or sexual abuse of children.</p>
<p>PC 12403</p> <p>Tear Gas and/or Tear Gas Weapon Peace Officers</p> <p>And</p> <p>Custodial Officers</p> <p>POST Course Title:</p> <p>"Chemical Agents for Peace Officers"</p>	<p>REQUIRED</p> <p>*Any person who is a peace officer.</p>	<p>SPECIALIZED REQUIREMENT</p> <p>Satisfactory completion of a course of instruction.</p>
<p>PC 13519.12 Emergency Response Training Advisory Committee</p> <p>POST Course Title:</p> <p>"Law Enforcement Response to Terrorism" (LERT)</p> <p>~Includes IS 700/800, ICS 100/200~</p> <p>POST Course Title:</p> <p>"Public Safety Communications Terrorism Awareness Course" (PSC-TAC)</p>	<p>Law Enforcement Agencies</p>	<p>REQUIRED</p> <p>Peace officers and first responders to terrorism incidents at the rank of lieutenant and below who are assigned to a field position.</p> <p>Public safety communications personnel</p>
<p>GC 8607</p> <p>SEMS- Standardized Emergency Management System (Disaster Response)</p> <p>ICS 300/400</p> <p>Federal (FEMA) Training Requirement</p> <p>HSPD-5</p>	<p>REQUIRED</p> <p>*All federal, state and local agencies must decide who, within their respective organization, should take this training.</p>	<p>REQUIRED</p> <p>ICS 300 (Intermediate)</p> <p>ICS 400 (Advanced)</p>