

MANTECA POLICE DEPARTMENT



TRAINING PLAN

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INTRODUCTION

The Manteca Police Department has an interest and responsibility for the continual growth and development of its personnel. Through a combined effort in the areas of professional training and personal education, we believe an employee can achieve both professional and personal excellence and career goals. By so doing, the Police Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

The Training Committee will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's staff. Upon approval of the staff, the needs assessment will form the basis for the Training Plan for the fiscal year.

TRAINING COMMITTEE

The Training Manager (Administrative Sergeant) shall establish a Training Committee, which will serve to assist with identifying training needs for the Department. The Training Committee is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. The Training Committee will be comprised of at least three members to include a Sergeant as the chairperson.

The Lieutenant is responsible for:

- Distribution of periodic training bulletins
- Training request approval
- Training plan development
- POST course curriculum certification
- Approval of training schedules
- Monitoring training attendance
- Ensuring training compliance with POST regulations, federal and state statutes and City policy.
- P.O.S.T and State audit preparation
- Managing the POST certificate program

The Administrative Sergeant is responsible for:

- Creating training files for approved training
- Training registration and travel arrangements
- Distributing subsistence and registration checks and other necessary training documents to students and vendors within one to two weeks prior to the training
- Reconciling training receipt and certificates for completed training
- Training budget oversight and training reimbursement requests
- Generating training request cost calculations for the Training Sergeant's review and approval
- TMS System input and audits
- Inputting POST roster and employee information into the POST EDI system

Training Management System (TMS)

This is a computer software program utilized by the Training Department to track all departmental POST and non-POST training. This program allows for the Training Department to conduct Training Plan and POST training compliance reports for all employees. With this capability, the Training Sergeant can identify training deficiencies according to the Training Plan.

PURPOSE (TRAINING PLAN)

The purpose of the Manteca Police Department Training Plan and the Succession Plan is to meet Mandated, Essential, and Desirable training requirements; enhance the level of law enforcement service to the public; increase the technical expertise and overall effectiveness of our personnel; provide for continued professional development of department personnel.

The Training Plan is designed to identify the training needs and set priorities for the training needs of every rank/position and task/specialized assignment within the Department. The Plan should be used as an objective tool that assists with bringing uniformity and consistency to training, while providing employees with the greatest opportunity for success. It is a tool to be used by supervisors and managers on a regular basis, in their effort to meet the training needs of their employees, and/or evaluating training requests from employees.

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

It is understood that the Training Plan in no way identifies all of the training that will occur for the members of the Manteca Police Department. Additionally, it does not guarantee that a member will receive all of the training that has been identified for his/her position, with the exception of the training that has been identified as Mandatory.

ORGANIZATION

The Training Plan is divided into three principle 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.

Section 3: Instructor Training

Within each Rank/Position and Task/Specialized assignment, the training courses are categorized as follows:

MANDATED

Training in this category is required by Federal law, State law and/or Department policy. Unless otherwise noted, this training should be completed within one year of appointment to the position.

ESSENTIAL

This training has been designated by the Department as necessary for the professional development of an employee in his/her specified rank and/or task assignment.

DESIRABLE

Upon completion of the mandatory and essential courses, an employee may pursue additional interests in their law enforcement training. The Department will make a positive effort to accommodate an individual's desired career path, with consideration for the needs of the Department and anticipated employee career direction.

A list of the mandated, essential and desirable training, along with any license/certificate requirements for each rank/position is located in this section. 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 to the Traffic Section. That employee will need to meet the training needs of both the Police Officer rank assignment and the Traffic Officer specialized assignment.

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

POST CONTINUAL PROFESSIONAL TRAINING (CPT)

Continuing Professional Training (CPT) is required for peace officers 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. Every peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST certified training during every two-year CPT cycle, based on a permanent CPT Anniversary Date as specified in the POST Administrative Manual.

PERISHABLE SKILLS AND COMMUNICATIONS TRAINING FOR CPT

Effective January 1, 2002, all peace 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 14 hours of Perishable Skills and Communications training. Therefore, 14 hours of the required 24 hours of CPT must be comprised of Perishable Skills and Communications training specified in Commission Procedure D-2 as follows:

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

A minimum of 2 hours of communications training, either tactical or interpersonal shall be completed.

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.

In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

PROFESSIONAL CERTIFICATES and LICENSES

The Manteca Police Department recognizes the importance of well trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards and Training.

The Department, through the Training Manager, is responsible for insuring that all personnel receive their basic certificate. Due to the numerous combinations of training, education and experience that would qualify individuals for certificates other than the basic it is the individual's responsibility to contact the Training Manager if they feel they are eligible for an upper level certificate.

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

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001(a) for definition of acceptable college education).
- (c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.
- (d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- (e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- (f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the

Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility

- (g) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience. Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

Basic Certificate:

If employed after January 1, 1988, and have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate.

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

- (a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- (b) Have satisfactorily met the appropriate POST Basic Course training requirement.

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

Intermediate Certificate:

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

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

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

Advanced Certificate:

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

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

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

Supervisory Certificate:

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

- (a) Possess or be eligible to possess an intermediate certificate; and

- (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (n), (s), (t), and (1) 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 the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Management Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units and (see subparagraph F-I-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), (t), and (1) 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 the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Executive Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-I-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 (1) 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 Public Safety Dispatcher Certificate, an applicant must:

- (1) 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
- (2) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (3) Have a minimum of two years of satisfactory service with the employing agency as a records supervisor; and
- (4) Have graduated high school or passed the General Education Development Test (GED); and
- (5) Have been trained in accordance with the minimum training standards described in PAM Section 1005(h)

ANNUAL REVIEW

As provided for in the Department's Policy Manual, the Training Manager and Training Committee will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's staff. The needs assessment will form the basis for the training plan for the year. It is the responsibility of the Training Sergeant to maintain, review and update the Training Plan on an annual basis.

TRAINING RECONCILIATIONS / STATE AUDITS

The Police Department is accountable to POST and the State Controller's Office for maintaining sufficient records of Department expenditures for which POST has issued reimbursement. The State Controller's Office may at any time conduct an audit of these records and specific documentation will be required. Students are responsible for submitting all expense receipts (with the exception of meal receipts) and the certificate

of completion for the course.

The required documentation for audit purposes is determined by the POST plan number under which the reimbursement was issued and the location of the training. If the distance traveled to the training site is such that lodging accommodations were required, the student is considered a "Resident Trainee" per POST definition. The required reconciliation documents for audit purposes would include:

- Lodging receipts
- Registration paid (listed on the Finance Summary sheet)
- Payroll timesheet report reflecting overtime for backfill (if applicable)
- Travel Documentation
 - Fleet car use is indicated on training request form
 - OR
 - Mileage paid to student listed on the Finance Summary sheet

If the student did not require lodging accommodations, the student is considered a "Non-resident Trainee" per POST definition. The required reconciliation documents for audit purposes would include:

- Registration paid (listed on the Finance Summary sheet)
- Payroll timesheet report reflecting overtime for backfill (if applicable)
- Travel Documentation
 - Fleet car use is indicated on training request form
 - OR
 - Mileage paid to student listed on the Finance Summary sheet

RANK/POSITION ASSIGNMENT TRAINING
SWORN PERSONNEL

CHIEF OF POLICE

MANDATED TRAINING:

Executive Development Course Part 1 & 2

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

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

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 (DOJ)

Initial Training: During Orientation Phase
Recertification: Every other year

Range Qualification-Pistol

Initial Training: 1 time per year
Recertification: Not required

Vehicle Pursuit Training (13519.8(a) PC)

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

Continuing Professional Training (POST)

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

ESSENTIAL TRAINING:**First Aid/CPR (13518(a) PC)**

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

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

Initial Training: Not Required

Recertification: Not required

DESIRABLE TRAINING:**Blood Borne Pathogens (CAL-OSHA)**

Initial Training: Provided in Basic Academy

Recertification: Annually

POST Command College

Initial Training: Not required

Recertification: Not required

WestPoint Leadership

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: Not required

Recertification: Not required

FBI LEEDS Training

Initial Training: Not required

License/Certificate Requirements:

POST Executive Certificate Upon completion of 2 years as a department head

Recertification: Not required

CAPTAIN

MANDATED TRAINING:

Management Class

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

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

Racial Profiling Refresher

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

CLETS/NCIC -Less than Full Access Operator (DOJ)

Initial Training: During Orientation Phase
Recertification: Every other year

Vehicle Pursuit Training (13519.8(a) PC)

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

Range Qualification-Pistol

Recertification: Initial Training: 1 time per year
Recertification: Not required

SEMS/NIMS

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 (13518(a) PC)**

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

Background Investigation

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:**Blood borne 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

Background Investigation-Advanced

Initial Training: Not required

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

WestPoint Leadership

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

Pitchess Motion Update

Initial Training: Within 1 year of appointment

Recertification: Not required

Peace Officer Bill of Rights

Initial Training: Within 1 year of appointment

Recertification: Not required

LIEUTENANT

MANDATED TRAINING:

Management Class (PAM Section B: 1005(c))

Initial Training: Within 1 year of middle management appointment

Recertification: Not required

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

Racial Profiling Refresher (13519.4(i) PC)

Initial Training: Within 5 year after initial training

Recertification: Every 5 years

Domestic Violence Update (13519(g) PC) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years (AOT)

CLETS/NCIC -Less than Full Access Operator (DOJ)

Initial Training: During Orientation Phase

Recertification: Every other year

Range Qualification-Pistol

Recertification: Initial Training: 1 time per year

Recertification: Not required

SEMS/NIMS

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 (13518(a) PC)**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

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 2 years of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

EVOC Update

Initial Training: Within 2 years of appointment

Recertification: Every 2 years

ROLE OF THE CHIEF

Initial Training: Within 2 years of appointment

Recertification: Not required

Initial Training: Not required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

WestPoint Leadership

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: Not required

Recertification: Not required

FBI National Academy Annual Conference

Initial Training: FBI National Academy

Recertification: Not required

California Police Chiefs Annual Conference

Initial Training: Not required

Recertification: Not required

Pitchess Update

Initial Training: Not required

Recertification: Not required

Leadership and Accountability

Initial Training: Not required

Recertification: Not required

Emergency Services Coordinator

Initial Training: Not required

Recertification: Not required

California Police Chiefs Annual Conference

Initial Training: Not required

Recertification: Not required

ICPA Annual Conference

Initial Training: Not required

Recertification: Not required

Tactical Commander

Initial Training: Within 1 year of appointment

Recertification: Not required

POBR Update

Initial Training: Within 1 year of appointment

Recertification: Not required

Legislative Update

Initial Training: Within 1 year of appointment

Recertification: Not required

Crisis Negotiation for the Incident Commander

Initial Training: Within 2 years of appointment

Recertification: Not required

SERGEANT

MANDATED TRAINING:

Supervisory Course (PAM Section B: 1005(b)/Gov. Code 19995.4)

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire

Recertification: Not required

High Technology Crimes and Computer Seizure Investigation (13515.55 PC)

Initial Training: Within 18 months of appointment

Recertification: Not Required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

Drivers Training Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Arrest and Control Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Tactical Communications Perishable Skills (AOT) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Firearms POST Course Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR (13518(a) PC)

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne 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 (13519(g) PC) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years (AOT)

CLETS/NCIC -Less than Full Access Operator(DOJ)

Initial Training: During Orientation Phase

Recertification: Every other year

Racial Profiling Update (13519.4(i) PC)(DVD)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Vehicle Pursuit Training (13519.8(a) PC) (AOT) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Not required

High Technology Crimes (13515.55 PC) (DVD)

Initial Training: Within 18 months of appointment

Recertification: Not required

Pistol Range Qualification-Pistol

Initial Training: During the orientation phase

*Internal promotions follow AOT training schedule

Recertification: 3 times per year

*1 must be nighttime/low-light conditions

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: Quarterly – minimum of 2 times per year

*1 recommended nighttime/low- light conditions

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 1 times per year

Continuing Professional Training (POST)

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

ESSENTIAL TRAINING:**Internal Affairs**

Initial Training: Within 1 year of appointment

Recertification: Not required

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Report Writing for Instructors

Initial Training: Not required

Recertification: Not required

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of supervisory experience

Recertification: Not required

Tire Inflation Devices

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Fatal Incidents

Initial Training: Within 2 years of appointment

Recertification: Not required

Critical Incident Response

Initial Training: Within 2 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Mgmt

Initial Training: Within 3 years of appointment

Recertification: Not required

Temporary Holding Facility (Title 15)

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

Control Devices-OC Spray (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

Impact Weapons (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

Electronic Weapons (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

DESIRABLE TRAINING:**Crisis Intervention Team Training**

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

Special Events Planning

Initial Training: Not required
Recertification: Not required

Background Investigation

Initial Training: Not required
Recertification: Not required

Leadership and Accountability

Initial Training: Not required
Recertification: Not required

Legislative Legal Update

Initial Training: Not required
Recertification: Not required

Report Writing for Instructors

Initial Training: Not required
Recertification: Not required

Interview and Interrogation

Initial Training: Not required
Recertification: Not required

POLICE OFFICER

MANDATED TRAINING:

Manteca Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

Drivers Training Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Arrest and Control Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Tactical Communications Perishable Skills (AOT) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Firearms POST Course Perishable Skills (AOT)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR (13518(a) PC)

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne 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 (13515 PC)

Initial Training: Within 18 months of appointment

Recertification: Not required (CPTN)

Domestic Violence Update (13519(g) PC) (AOT) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (DOJ)

Initial Training: During Orientation Phase

Recertification: Every other year

Racial Profiling Update (13519.4 (i) PC)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Vehicle Pursuit Training (13519.8(a) PC) (AOT) (DVD)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Range Qualification-Pistol

Initial Training: During Orientation Phase

Recertification: 4 times per year

*1 recommended be nighttime/low-light conditions

Range Qualification-Shotgun

Initial Training: During Orientation Phase

Recertification: 2 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: minimum 2 times per year

*1 recommended nighttime/low- light conditions

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 2 times per year

SEMS/NIMS

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

Temporary Holding Facility (Title 15)

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

Control Devices-OC Spray (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

Impact Weapons (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

Electronic Weapons (AOT)

Initial Training: During Orientation
Recertification: Every 2 years

Continuing Professional Training (C.P.T./POST)

Recertification: 24 hours every 2 years

ESSENTIAL TRAINING:**Drug Influence-11550 H&S**

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

Interview & Interrogation

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

Radar Lidar Operation

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

DUI/ Standard Field Sobriety Testing

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

Traffic Collision-Basic

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

Tire Inflation Devices

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:**Officer Safety & Field Tactics-**

Initial Training: Within 3 years of appointment

Recertification: Not required

Community Policing

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Crisis Intervention Team Training

Initial Training: Within 3 years of appointment

Recertification: Not required

License / Certificate Requirements: POST Basic Certificate:
Upon completion of probation

RANK/POSITION ASSIGNMENT TRAINING NON-SWORN PERSONNEL

ADMINISTRATIVE ASSISTANT
ANIMAL SERVICES OFFICER
ANIMAL SERVICES OFFICER LEAD
CHAPLAIN
COMMUNITY SERVICE OFFICER
DISPATCHER
DISPATCHER LEAD
EXPLORER
PROPERTY OFFICER (CSO)
POLICE FACILITIES AIDE
RECORDS TECHNICIAN
RECORDS SUPERVISOR
RESERVE OFFICER
SHARP (VOLUNTEER)

ADMINISTRATIVE ASSISTANT

MANDATED TRAINING:

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

ESSENTIAL TRAINING:

Role of the Police Chief's Executive Assistant Course

Initial Training: Within 2 years of appointment

Recertification: Not required

IA PRO

Initial Training: Within 1 year of appointment

Recertification: Not required

Blue Team

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

Training Management System Software Training

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

DESIRABLE TRAINING:

Mistake Free Grammar

Initial Training: Not required
Recertification: Not required

Business Writing

Initial Training: Not required
Recertification: Not required

Tactical Communication

Initial Training: Not required
Recertification: Not required

ANIMAL SERVICES OFFICER

MANDATED TRAINING:

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

ESSENTIAL TRAINING:

Report Writing

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

DESIRABLE TRAINING:

Animal Care Conference:

Initial Training: Not required
Recertification: Not required

ANIMAL SERVICES OFFICER- LEAD

MANDATED TRAINING:

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet (See COWS F:/Training)

Initial Training: Within 60 days of hire

Recertification: Not required

ESSENTIAL TRAINING:

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Report Writing

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Animal Care Conference:

Initial Training: Not required

Recertification: Not required

CHAPLAIN

MANDATED TRAINING:

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

Chaplain Conference:

Initial Training: Not required
Recertification: Not required

Chaplain Seminar:

Initial Training: Not required
Recertification: Not required

Crisis Intervention Team:

Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:

COMMUNITY SERVICE OFFICER

MANDATED TRAINING:

Community Service Officer-Basic Course

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

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

Crime Prevention (Basic)

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

ESSENTIAL TRAINING:

Report Writing

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

Crime Scene Photography

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

Fingerprint Analysis

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

Tactical Communications

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

DESIRABLE TRAINING:

Crisis Intervention Training

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

California Crime Prevention Officer Association Conference

Initial Training: Not required
Recertification: Not required

Crime Prevention through Environmental Design (CPTED)

Initial Training: Not required
Recertification: Not required

DISPATCHER

MANDATED TRAINING:

Basic Dispatch Academy (POST)

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

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

(See COWS F:/Training)
Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

CLETS/NCIC - Full Access Operator (DOJ)

Initial Training: During Orientation Phase
Recertification: Every other year

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

Customer Service

Initial Training: Not Required

Recertification: Not required

License/Certificate Requirements:

POST Dispatch Certificate: Within 2 years of appointment

DISPATCHER LEAD

MANDATED TRAINING:

Sexual Harassment Prevention for Employees

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

CLETS/NCIC - Full Access Operator (DOJ)

Initial Training: During Orientation Phase

Recertification: Every other year

ESSENTIAL TRAINING:

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Customer Service

Initial Training: Not Required

Recertification: Not required

EXPLORER

MANDATED TRAINING:

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

EXPLORER Training – MPD

Prior to appointment

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

Tactical Communications

Initial Training: Not required

Recertification: Not required

POLICE FACILITY AIDE

MANDATED TRAINING:

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

PROPERTY OFFICER (CSO)

MANDATED TRAINING:

Property Room Management (POST)

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

ESSENTIAL TRAINING:

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

RECORDS TECHNICIAN

MANDATED TRAINING:

Basic Records (POST)

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

CLETS/NCIC- Full Access Operator

Initial Training: Within 1 year of appointment
Recertification: Every other year

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire
Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

ESSENTIAL TRAINING:

Public Records Act

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

DESIRABLE TRAINING:

Tactical Communication

Initial Training: Not required
Recertification: Not required

Crisis Intervention Training

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

RECORDS SUPERVISOR

MANDATED TRAINING:

Basic Records (POST)

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

CLETS/NCIC - Full Access Operator

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

CLETS/NCIC –Train the Trainer

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

Sexual Harassment Prevention for Managers (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position
Recertification: Every 2 years

Workplace Violence Prevention for Managers

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

ESSENTIAL TRAINING:

CLEARs Training Meetings

Initial Training: Within 3 months of appointment

Recertification: Not required

DESIRABLE TRAINING:

Annual CLEARs Conference

Initial Training: Not required

Recertification: Not required

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Tactical Communication

Initial Training: Within 2 years of appointment

Recertification: Every 2 years

License/Certificate Requirements:

POST Records Supervisor Certificate: Within 2 years of appointment

Initial Training: Not required

Recertification: Not required

RESERVE OFFICER

MANDATED TRAINING:

Manteca Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire
Recertification: Not required

Drivers Training Perishable Skills (AOT)

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

Arrest and Control Perishable Skills (AOT)

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

Tactical Communications Perishable Skills (AOT) (DVD)

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

Firearms POST Course Perishable Skills (AOT)

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

First Aid/CPR (13518(a) PC)

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

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

ESSENTIAL TRAINING:

Tire Inflation Devices

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

DESIRABLE TRAINING:

Officer Safety & Field Tactics

Initial Training: Not Required
Recertification: Not required

Community Policing

Initial Training: Not required
Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required
Recertification: Not required

Crisis Intervention Team Training

Initial Training: Within 3 years of appointment

Recertification: Not required

License / Certificate Requirements: POST Basic Certificate:
Upon completion of probation

DESIRABLE TRAINING:

Tactical Communications

Initial Training: Not required

Recertification: Not required

SHARPS (VOLUNTEER)

MANDATED TRAINING:

Sexual Harassment Prevention for Employees (Gov. Code 12950.1)

Initial Training: Within 60 days of appointment to a management position

Recertification: Every 2 years

Workplace Violence Prevention for Employees

Initial Training: Within 60 days of hire

Recertification: Not required

Acceptable Use of the Internet

Initial Training: Within 60 days of hire

Recertification: Not required

SHARP Training – MPD

Prior to appointment

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

Tactical Communications

Initial Training: Not required

Recertification: Not required

SPECIALTY ASSIGNMENTS
Acting Watch Commander
Administrative Sergeant
Armorer
Crisis Response Team
Detective
Detective Sergeant
Explosive Ordinance Detail (EOD)
Field Training Officer (FTO)
FTO Coordinator (Sergeant)
Gang Officer
Gang Sergeant
K-9 Handler
K-9 Sergeant
Street Crimes Unit Detective (SCU)
Street Crimes Unit Sergeant (SCU)
School Resource Officer (SRO)
SWAT Team Member
SWAT Team Leader
Traffic Officer
Traffic Sergeant

ACTING WATCH COMMANDER

MANDATED TRAINING:

Supervisory Course (PAM Section B: 1005(b)/Gov. Code 19995.4)

Initial Training: Within 1 year of appointment

Recertification: Not required

Manteca Police Department AWC Training Program

Initial Training: Prior to AWC

Recertification: Not required

ADMINISTRATIVE SERGEANT

MANDATED TRAINING:

ESSENTIAL TRAINING:

POST Training Manager Course

Initial Training: Within 1 year of appointment

Recertification: Not required

POST Course Coordinators Course

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Training Management System Software Training

Initial Training: Within 1 year of appointment

Recertification: Not required

ARMORER

MANDATED TRAINING:

Glock Armorer

Initial Training: Upon Assignment

Recertification: Every 3 years

Shotgun Armorer

Initial Training: Upon Assignment

Recertification: Every 3 years

Colt Rifle Armorer

Initial Training: Upon Assignment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Less Lethal Weapons Armorer

Initial Training: Not required

Recertification: Not required

Taser Technician Course

Initial Training: Within 1 year

Recertification: Not required

Taser Evidence Collection and Analysis

Initial Training: Within 1 year

Recertification: Not required

DESIRABLE TRAINING:

Armorer-MP5 Trigger Group

Initial Training: Not required

Recertification: Not required

CRISIS RESPONSE TEAM

MANDATED TRAINING:

Hostage Negotiations-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

TNT Quarterly Training

Initial Training: Within 3 months of appointment

Recertification: Every 3 months

ESSENTIAL TRAINING:

CAHN Regional Training Meetings

Initial Training: Not required

Recertification: Not required

Hostage Negotiations for Command Personnel (Team Leader)

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Hostage Negotiations-Intermediate

Initial Training: Within 3 years of Basic Course

Recertification: Not required

Hostage Negotiations-Advanced

Initial Training: Within 5 years of Basic Course

Recertification: Not required

CAHN Annual Conference

Initial Training: Not required

Recertification: Not required

Domestic Violence for Crisis Negotiators

Initial Training: Not required

Recertification: Not required

CRISIS RESPONSE TEAM SERGEANT

MANDATED TRAINING:

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

DETECTIVE

MANDATED TRAINING:

Criminal Investigation ICI Core Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Sexual Assault Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Interview and Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Search and Arrest Warrant

Initial Training: Within 6 months of appointment

Recertification: Not required

Officer Involved Fatal Incidents

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Child Abuse Investigation Techniques

Initial Training: Within 2 years of appointment

Recertification: Not Required

Homicide Investigation (ICI)

Initial Training: Within 2 years of appointment

Recertification: Not Required

Robbery Investigation (ICI)

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

Identity Theft (ICI)

Initial Training: Not required
Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required
Recertification: Not required

Computer Crime (ICI)

Initial Training: Not required
Recertification: Not required

Financial Crimes (ICI)

Initial Training: Not required
Recertification: Not required

Vehicle Theft-ICI

Initial Training: Not required
Recertification: Not required

Cal-Gang Training

Initial Training: Not required
Recertification: Not required

Forensic Field Search

Initial Training: Not required
Recertification: Not required

DETECTIVE SERGEANT

MANDATED TRAINING:

Sexual Assault Investigation (13516 PC)

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

High Technology Crimes and Computer Seizure Investigation (13515.55 PC)

Initial Training: Within 18 months of appointment
Recertification: Not Required

ESSENTIAL TRAINING:

Criminal Investigation ICI Core Course

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

Interview and Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Child Abuse Investigation Techniques

Initial Training: Within 2 years of appointment

Recertification: Not Required

Homicide Investigation (ICI)

Initial Training: Within 2 years of appointment

Recertification: Not Required

Field Evidence Technician

Initial Training: Within 2 years of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Officer Involved Fatal Incidents

Initial Training: Within 1 year of appointment

Recertification: Not required

Search and Arrest Warrant

Initial Training: Within 6 months of appointment

Recertification: Not required

Financial Crimes-ICI

Initial Training: Not required

Recertification: Not required

Vehicle Theft-ICI

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:**Identity Theft (ICI)**

Initial Training: Not required

Recertification: Not required

Robbery Investigation (ICI)

Initial Training: Not required

Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required
Recertification: Not required

Computer Crime (ICI)

Initial Training: Not required
Recertification: Not required

Gang Investigation

Initial Training: Not required
Recertification: Not required

EOD

MANDATED TRAINING:

FBI Bomb Technician

Initial Training: Within 1 year of appointment
Recertification:

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

License/Certificate Requirements:

FIELD TRAINING OFFICER

MANDATED TRAINING:

Field Training Officer Course

Initial Training: Upon appointment
Recertification: Not required

Crisis Intervention Training (Mental Health Training (SB 29))

Initial Training: Within 6 months of appointment
Recertification: Not required

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course
Recertification: 24 hours every 3 years

ESSENTIAL TRAINING:

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

Interview and Interrogation

Initial Training: Not required
Recertification: Not required

CSTI Officer Safety

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

Tools for Tolerance

Initial Training: Not required
Recertification: Not required

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required
Recertification: Not required

FTO SERGEANT

MANDATED TRAINING:**Field Training Officer Course**

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:

FTO Supervisor Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

GANG DETECTIVE

MANDATED TRAINING:

ESSENTIAL TRAINING:

ICI Core Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

Interview and Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Informant Development and Maintenance

Initial Training: Within 1 year of appointment

Recertification: Not Required

Narcotics Investigation ICI

Initial Training: Within 1 year of appointment

Recertification: Not Required

Gang Investigation ICI

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Building Entry

Initial Training: Not required

Recertification: Not required

Crime and Gang Conference – DOJ

Initial Training: Not required

Recertification: Not required

CAL Gang Conference

Initial Training: Not required

Recertification: Not required

GANG SERGEANT

MANDATED TRAINING:

High Technology Crimes and Computer Seizure Investigation (13515.55 PC)

Initial Training: Within 18 months of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

K-9 HANDLER

MANDATED TRAINING:

K-9 Training (Basic)

Initial Training: Within 1 year of appointment

Recertification: Not required

K-9 Team Evaluation/Certification

Initial Training: Upon completion of K-9 Basic Training

Recertification: Annually

ESSENTIAL TRAINING:

K-9 Liability

Initial Training: Within 1 year of appointment

Recertification: Not required

K-9 Handler (Advanced)

Initial Training: Within 2 years of appointment

Recertification: Not required

Entry Level Tracking

Initial Training: Within 1 year of appointment

Recertification: Not required

K-9 Narcotics Detection

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

K-9 Legal Update

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

K-9 SWAT Deployment

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

DESIRABLE TRAINING:

Advanced Level Tracking

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

K-9 Trials

Initial Training: Not required
Recertification: Not required

K-9 SERGEANT

MANDATED TRAINING:

K-9 Program Management

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

K-9 Team Evaluator

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

ESSENTIAL TRAINING:

K-9 Liability for Managers

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

DESIRABLE TRAINING:

Instructor Development

Initial Training: Not required
Recertification: Not required

SCHOOL RESOURCE OFFICER

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:

Juvenile Legal Update

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

Forensic Interviewing

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

Field Evidence Technician

Initial Training: Not required

Recertification: Not required

Robert Presley ICI Core Course

Initial Training: Not required

Recertification: Not required

STREET CRIMES UNIT (SCU) DETECTIVE

MANDATED TRAINING:

ESSENTIAL TRAINING:

ICI Core Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

Interview and Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Informant Development and Maintenance

Initial Training: Within 1 year of appointment

Recertification: Not Required

Narcotics Investigation ICI

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Building Entry

Initial Training: Not required

Recertification: Not required

CNOA Conference

Initial Training: Not required

Recertification: Not required

STREET CRIMES UNIT (SCU) SERGEANT

MANDATED TRAINING:

High Technology Crimes and Computer Seizure Investigation (13515.55 PC)

Initial Training: Within 18 months of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

SWAT TEAM MEMBER

MANDATED TRAINING:

Basic SWAT

Initial Training: Within 6 months of appointment, prior to deployment

Recertification: Not required

SWAT Monthly Training

Initial Training: Within 1 month of appointment

Recertification: 8 hours every month

Rifle-Short/Long Barrel

Initial Training: Prior to weapon use

Recertification: Not required

Basic Rifle Operator (12020(b)(1) PC)

Initial Training: Within 6 months of appointment

Recertification: Not required

Tactical Commander/Critical Incident Commander(Team Leader)

Initial Training: Within 1 year of appointment

Recertification: Not required

POST Certified SWAT Update/Refresher

Initial Training: Within 2 years of Basic course

Recertification: Every 2 years

SWAT Team Leader (Team Leader Only)

Initial Training: Within 1 year of appointment

Recertification: Not required

Sniper Course (Sniper/Observer Only)

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

ESSENTIAL TRAINING:

Special Weapons and Tactics-Advanced

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

Diversionsary Device Instructor

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

Basic SWAT Update

Initial Training: Every 2 years
Recertification: Not required

Active Shooter

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

DESIRABLE TRAINING:

Shoot House Instructor

Initial Training: Not required
Recertification: Not required

Low Light Tactics Instructor

Initial Training: Not required
Recertification: Not required

Tactical Medical Workshop

Initial Training: Not required
Recertification: Not required

SWAT TEAM LEADER

MANDATED TRAINING:

Tactical Commander

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

Tactical Operations Liability

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic SWAT

Initial Training: Within 6 months of appointment, prior to deployment

Recertification: Not required

SWAT Monthly Training

Initial Training: Within 1 month of appointment

Recertification: 10 hours every month

Basic Rifle Operator (12020(b)(1) PC)

Initial Training: Within 6 months of appointment

Recertification: Not required

SWAT Team Leader

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Basic SWAT Update

Initial Training: Every 2 years

Recertification: Not required

DESIRABLE TRAINING:

As needed

TRAFFIC OFFICER

MANDATED TRAINING:

Motorcycle Basic Academy 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; Skidmark

Initial Training: Within 1 year 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

Child Safety Seat Inspection Training

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

Motorcycle Officer Update

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

DESIRABLE TRAINING:

Traffic Collision Reconstruction

Initial Training: Not required
Recertification: Not required

Traffic Collision: Vehicle Dynamics (Speed from Crush)

Initial Training: Not required
Recertification: Not required

Radar/LIDAR Instructor

Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M endorsement: Upon appointment

TRAFFIC SERGEANT

MANDATED TRAINING:

Traffic Accident-Basic

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

Radar Operator

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

ESSENTIAL TRAINING:

Traffic Accident-Intermediate; Skidmark

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

Traffic Accident-Advanced

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

Special Events Planning

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

CSAA Legal Traffic Update

Initial Training: Within 1 years of appointment
Recertification: Annually

DESIRABLE TRAINING:

Solo Motorcycle Training

Initial Training: Not required
Recertification: Not required

Traffic Accident Reconstruction

Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M: Prior to solo motorcycle riding

DEPARTMENT INSTRUCTORS
Blood Borne Pathogens
CPR/First Aide
Defensive Tactics
Driving
Firearms
Tactical Communications

BLOOD BORNE PATHOGENS INSTRUCTOR

MANDATED TRAINING:

Blood Borne Pathogens – Red Cross

Initial Training: Prior to appointment
Recertification: Not Required

ESSENTIAL TRAINING:

Initial Training: Not required
Recertification: Not required

DESIRABLE TRAINING:

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required
Recertification: Not required

CPR / FIRST AID INSTRUCTOR

MANDATED TRAINING:

First Aid / CPR Instructor(American Heart or Red Cross) Title 22

Initial Training: Prior to appointment
Recertification: Not Required

First Aid / CPR Instructor Update(American Heart or Red Cross) Title 22

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

EMT Certification:

Initial Training: Not required
Recertification: If certified, then once every 2 years

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required
Recertification: Not required

DEFENSIVE TACTICS INSTRUCTOR

MANDATED TRAINING:

Defensive Tactics Instructor

Initial Training: Prior to appointment
Recertification: Not required

ASP Instructor Training

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

Impact Weapons/Baton Instructor

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

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years
Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required
Recertification: Not required

Impact Weapons/Baton Instructor Update

Initial Training: Every 3 years
Recertification: Not required

Instructor Development

Initial Training: Not required
Recertification: Not required

DESIRABLE TRAINING:

Crowd Control

Initial Training: Not required
Recertification: Not required

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required

Recertification: Not required

DRIVING INSTRUCTOR

MANDATED TRAINING:

Driver Instructor Training

Initial: Prior to appointment

Recertification: Not required

ESSENTIAL TRAINING:

Instructor Development

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Best Practices of Good Training (Learning Portal)

Initial Training: Not required

Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

FIREARMS INSTRUCTOR

MANDATED TRAINING:

Firearms Instructor

Initial Training: Prior to appointment

Recertification: Not Required

Firearms/Shotgun Instructor

Initial Training: Within 1 year 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

Patrol Rifle Instructor

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

Electronic Weapons Instructor

Initial Training: Within 2 years of appointment
Recertification: Every 3 years

Sig Armorer

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

Remington 870 Armorer

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

Tactical Shotgun Instructor

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

Officer Safety and Field Tactics

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

Instructor Development

Initial Training: Within 3 years of assignment
Recertification: Not required

DESIRABLE TRAINING:

Firearms/Survival Shooting Instructor

Initial Training: Not required
Recertification: Not required

Sub-Machine Gun Instructor Course

Initial Training: Not required
Recertification: Not required

Low Light Tactics Instructor

Initial Training: Not required
Recertification: Not required

Shoot House Instructor

Initial Training: Not required
Recertification: Not required

Active Shooter

Initial Training: Not required
Recertification: Not required

Colt Rifle Armorer

Initial Training: Not required
Recertification: Not required

Glock Armorer

Initial Training: Not required
Recertification: Not required

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required
Recertification: Not required

TACTICAL COMMUNICATIONS INSTRUCTOR

MANDATED TRAINING:

Tactical Communications Instructor

Initial Training: Prior to appointment
Recertification: Not Required

ESSENTIAL TRAINING:

Instructor Development

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

DESIRABLE TRAINING:

Best Practices of Good Training (Learning Portal)

Initial Training: Not required
Recertification: Not required

Learner's First: Facilitation Skills (Learning Portal)

Initial Training: Not required
Recertification: Not required

