ROCKLIN POLICE DEPARTMENT

2017

TRAINING PLAN

A Guide to Career Development

We are committed to serve, protect and promote a safe community

Chad Butler
Chief of Police
# Table of Contents

INTRODUCTION ........................................................................................................... 4  
PURPOSE ..................................................................................................................... 4  
PROFESSIONAL TRAINING .......................................................................................... 5  
TRAINING PRESENTATION .......................................................................................... 5  
COLLEGE EDUCATION ................................................................................................. 6  
TRAINING UNIT ........................................................................................................... 6  
TRAINING MANAGEMENT SYSTEM (TMS) ................................................................. 7  
TRAINING PLAN ORGANIZATION ............................................................................... 7  
CONTINUOUS PROFESSIONAL TRAINING (CPT) ...................................................... 8  
PERISHABLE SKILLS FOR PEACE OFFICER CPT ....................................................... 9  
EMERGENCY MEDICAL DISPATCH CERTIFICATION AND CONTINUING DISPATCH EDUCATION (CDE) TRAINING REQUIREMENTS FOR PUBLIC SAFETY DISPATCHERS ... 9  
PROFESSIONAL CERTIFICATES - POST regulation in PAM ..................................... 10  
BASIC CERTIFICATE REQUIREMENTS ...................................................................... 11  
INTERMEDIATE CERTIFICATE REQUIREMENTS ...................................................... 11  
ADVANCED CERTIFICATE REQUIREMENTS ............................................................... 12  
SUPERVISORY CERTIFICATE REQUIREMENTS ......................................................... 12  
MANAGEMENT CERTIFICATE REQUIREMENTS ......................................................... 13  
EXECUTIVE CERTIFICATE REQUIREMENTS ............................................................. 13  
PUBLIC SAFETY DISPATCHER CERTIFICATE ......................................................... 14  
RECORDS SUPERVISOR CERTIFICATE ...................................................................... 15  
ANNUAL REVIEW ....................................................................................................... 15  
RANK/POSITION ASSIGNMENT-SWORN PERSONNEL ......................................... 16  
CHIEF OF POLICE ..................................................................................................... 17  
CAPTAIN .................................................................................................................... 19  
LIEUTENANT ............................................................................................................ 21  
SERGEANT/CORPORAL ............................................................................................. 23  
POLICE OFFICER ...................................................................................................... 26  
POLICE OFFICER TRAINEE ....................................................................................... 29  
RESERVE OFFICER I, II, III ....................................................................................... 29  
RANK/POSITION ASSIGNMENT - PROFESSIONAL PERSONNEL......................... 31  
ADMINISTRATIVE/EXECUTIVE ASSISTANT ......................................................... 32  
ANIMAL CONTROL OFFICER .................................................................................. 33  
CHAPLAIN ................................................................................................................ 34  
CRIME ANALYST ..................................................................................................... 36  
COMMUNITY SERVICE OFFICER ........................................................................... 37  
CRIME PREVENTION COORDINATOR ..................................................................... 38  
RECORDS AND COMMUNICATIONS MANAGER .................................................... 39  
PUBLIC SAFETY DISPATCHER .................................................................................. 41  
PUBLIC SAFETY DISPATCH SUPERVISOR .............................................................. 43  
EVIDENCE TECHNICIAN ......................................................................................... 45  
SR. POLICE TECHNICIAN/TRAINING ...................................................................... 46  
RECORDS CLERK ....................................................................................................... 47  
RECORDS SUPERVISOR ............................................................................................. 48
<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL ASSETS COORDINATOR</td>
<td>49</td>
</tr>
<tr>
<td>VOLUNTEER COORDINATOR</td>
<td>50</td>
</tr>
<tr>
<td>VOLUNTEER</td>
<td>50</td>
</tr>
<tr>
<td>TASK / SPECIALTY ASSIGNMENTS</td>
<td>51</td>
</tr>
<tr>
<td>ADMINISTRATIVE SERGEANT</td>
<td>53</td>
</tr>
<tr>
<td>ARMORER</td>
<td>54</td>
</tr>
<tr>
<td>BICYCLE PATROL</td>
<td>55</td>
</tr>
<tr>
<td>BICYCLE PATROL INSTRUCTOR</td>
<td>55</td>
</tr>
<tr>
<td>CANINE HELPER</td>
<td>56</td>
</tr>
<tr>
<td>CANINE HANDLER</td>
<td>56</td>
</tr>
<tr>
<td>DEFENSIVE TACTICS INSTRUCTOR (in addition to rank)</td>
<td>57</td>
</tr>
<tr>
<td>DETECTIVE (in addition to training at current rank)</td>
<td>58</td>
</tr>
<tr>
<td>DETECTIVE SERGEANT (In addition to training under ‘Sergeant’)</td>
<td>60</td>
</tr>
<tr>
<td>COMMUNICATIONS TRAINING OFFICER/COORDINATOR</td>
<td>62</td>
</tr>
<tr>
<td>FIELD TRAINING OFFICER</td>
<td>63</td>
</tr>
<tr>
<td>FIRST AID/ CPR INSTRUCTOR</td>
<td>64</td>
</tr>
<tr>
<td>CRISIS NEGOTIATOR (CINT Team)</td>
<td>65</td>
</tr>
<tr>
<td>OFF ROAD MOTORCYCLE PATROL</td>
<td>66</td>
</tr>
<tr>
<td>PEER SUPPORT COUNSELOR</td>
<td>66</td>
</tr>
<tr>
<td>PROFESSIONAL STANDARDS LIEUTENANT</td>
<td>67</td>
</tr>
<tr>
<td>RANGE INSTRUCTOR</td>
<td>69</td>
</tr>
<tr>
<td>SPECIAL WEAPONS AND TACTICS OFFICER</td>
<td>70</td>
</tr>
<tr>
<td>TACTICAL DISPATCHER</td>
<td>71</td>
</tr>
<tr>
<td>TRAFFIC (MOTOR) OFFICER</td>
<td>72</td>
</tr>
<tr>
<td>TRAFFIC SERGEANT/CORPORAL</td>
<td>73</td>
</tr>
<tr>
<td>SENIOR PUBLIC SAFETY DISPATCHER</td>
<td>74</td>
</tr>
<tr>
<td>SCHOOL RESOURCE OFFICER (High School YSO) (combined)</td>
<td>76</td>
</tr>
<tr>
<td>YOUTH SERVICES OFFICER (Sierra College)</td>
<td>78</td>
</tr>
<tr>
<td>YOUTH SERVICES SERGEANT</td>
<td>79</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Rocklin Police Department has a responsibility and commitment to strive for excellence in the growth and development of its personnel. Through training and education, Rocklin’s public safety team is better equipped to achieve both professional and personal excellence as well as their 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 exceeds the needs of the community.

All newly hired employees of the Rocklin Police Department receive information with regard to the agency’s purpose, goals, policies and procedures. In addition, Employees complete an orientation with the city’s Human Resource Department with respect to working conditions, regulations and their responsibilities and employee rights.

PURPOSE

The purpose of the Rocklin Police Department Training Plan is to:
1) Meet mandated training requirements
2) To foster development and enhance an officer’s knowledge and skills.
3) Enhance the level of law enforcement service to the public
4) Increase the technical expertise and overall effectiveness of our personnel
5) Provide for continued professional development of department personnel.
6) To create opportunities for career advancement.

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 resources 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 Rocklin 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.
To make professional and personal goals possible to the employee, the department has placed an emphasis in the following areas:

1) Professional training
2) College education through the tuition reimbursement program.
3) Leadership development

PROFESSIONAL TRAINING

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 professional personnel, whose job description supports the need for specified or requested training.

P.O.S.T courses are reimbursable back into the Rocklin Police Department budget by the State of California in varying degrees based on their “plan” designation, annually established rates and a list of qualifying courses. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, 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:

<table>
<thead>
<tr>
<th>Plan I</th>
<th>Plan II</th>
<th>Plan III</th>
<th>Plan IV</th>
<th>Plan V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsistence</td>
<td>Subsistence</td>
<td>Subsistence</td>
<td>Subsistence</td>
<td>Subsistence</td>
</tr>
<tr>
<td>Commuter Lunch</td>
<td>Commuter Lunch</td>
<td>Commuter Lunch</td>
<td>Commuter Lunch</td>
<td>Commuter Lunch</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
<td>Travel</td>
<td>Travel</td>
<td>Travel</td>
</tr>
<tr>
<td>Tuition</td>
<td>Back-Fill Salary</td>
<td>Tuition</td>
<td></td>
<td>Training Presentation</td>
</tr>
<tr>
<td>Back-Fill Salary</td>
<td></td>
<td></td>
<td></td>
<td>Costs</td>
</tr>
</tbody>
</table>

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 that may come in the form of in-house instruction, such as tactical communications, domestic violence, racial profiling, etc. In-house instruction is the responsibility of the Rocklin Police Department Training Unit and is overseen by the Professional Standards Lieutenant. This type of training provides hands-on continuing professional training to department employees.

Sworn staff members are assigned to a mandatory training day every 56-day cycle (12-13 days/year) to update basic training needs. Professional staff members should attend mandatory training for lieutenant and above, and are also encouraged to attend routine in-house training opportunities. The Training Unit also provides monthly training bulletins that are distributed to employees. The training bulletins contain a variety of law enforcement information, such as
legal updates and health advice. All sworn employees will complete the legal update training as provided by the Training Manager as it is provided by POST annually.

Line supervisors provide roll-call training on a weekly basis to each shift of officers. Roll call training topics include new laws, practical case law application, technological improvements, equipment proficiency, street tactics, standard operating procedures, policy and procedures review.

Other forms of non-POST training are offered through other organizations or vendors such as CLEARS, CPOA, CNOA, TASER International, Colt, RIMS and others. This training is fundamental and essential for the professional development of employees, supervisors, and instructors.

In addition to training provided to sworn personnel, Rocklin’s public safety dispatchers receive ongoing in-house and off-site training to meet POST CPT and Emergency Medical Dispatch (EMD) requirements. This is achieved through POST reimbursable courses, computer-based training opportunities, DVD trainings, as well as monthly quality assurance reviews and assignments designed to enhance skills and knowledge.

Rocklin’s public safety records clerks also receive training related to the California Public Records Act (CPRA) for records retention and disclosure, as well as additional training opportunities designed to enhance subject matter expertise.

**COLLEGE EDUCATION**

The Chief of Police and the City of Rocklin are supportive of employees obtaining a formal college education. This is evident through the adoption of the Department Succession Plan. This plan outlines the educational requirements of those employees desiring to promote within the department. All personnel of the Rocklin Police Department are encouraged to pursue their educational goals.

**TRAINING UNIT**

The Department’s Training Unit is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and professional personnel. The Training Lieutenant is responsible for the day-to-day operations of the Unit and is directly supervised by the Police Chief. The Training Lieutenant is also responsible for ensuring training compliance with POST regulations, federal and state statutes, and city policy. Biennially, the Lieutenant will ensure that all employees have been given ethics training consistent with the mission, vision and values of the Rocklin Police Department.

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

The Training Lieutenant will notify each employee as soon as possible of scheduled training through the use of the Training Management System (TMS) Inter-Office Memo. This memo will provide the course title, date, time and location of the training.

The Training Lieutenant will distribute remaining paperwork approximately one to two weeks prior to the training. If the scheduled training is a POST certified course, a Training Reimbursement Request (TRR) form must be submitted to the instructor of the course. This form will be provided to the employee and it is the responsibility of the employee attending the training to submit this form. This is the mechanism that allows the State of California to reimburse the City of Rocklin. If the employee has any reimbursements for expenses incurred after the completion of training, an expense report must be filled out within 10 days.

**TRAINING MANAGEMENT SYSTEM (TMS)**

Training Management System (TMS) is a computer software program utilized by the Training Lieutenant to track all departmental training. The Training Plan for both rank and task assignments are entered into TMS. It is important that notification and documentation of all training be forwarded to the Training Lieutenant to ensure that information is entered into TMS, allowing the Training Lieutenant to conduct training audits designed to identify potential training deficiencies.

**TRAINING PLAN ORGANIZATION**

The Training Plan is divided into two primary sections:

Section 1: Rank/Position Assignment:

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

Section 2: Task/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 professional staff assignments.

Within each rank/position and task/specialized assignment, the training courses are categorized as follows:

**MANDATED**
Training in this category is required by POST (Section 1005 of the Regulations), Federal law, State law, or department policy. Unless otherwise noted, this training should be completed within the required specified timeline. In addition to legislative, CPT, and mandated reoccurring training, additional training listed that is mandatory for his/her specified rank or task assignment.

**DESI RABLE**

A list of the desirable training for each rank/position is located in this section.

In addition to completing the mandatory courses, the department designates training for the professional development of the employee in his/her specific rank and assignment. An employee may pursue additional interests in their law enforcement training. The department will make a positive effort to accommodate an individual’s desired career path, with consideration for the needs of the department and anticipated employee career direction.

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

**CONTINUAL PROFESSIONAL TRAINING (CPT)**

Continuing Professional Training (CPT) is required for peace officers and public safety dispatchers employed by POST-participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual’s knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards. Qualifying and non-qualifying courses are described in subsection 1005(d)(3).

Peace officers (other than a Level III Reserve) and public safety dispatchers and supervisors shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every two-year CPT cycle, based on a permanent CPT anniversary date as specified in the POST Administrative Manual.

Public safety dispatchers hired as entry-level employees shall complete the 120-hour POST Basic Dispatch Academy within one (1) year of appointment. Journey-level PSDs shall complete twenty-four (24) hours of POST-certified CPT as identified by the Communications Manager or his/her designee.

A grace period with no CPT requirement is granted for individuals appointed for the first time to one of the subsection positions in Reg. 1005(d) (1) from their appointment date to the first occurrence of the CPT Anniversary Date. It is to allow completion of entry-level requirements that do not count towards CPT.
PERISHABLE SKILLS FOR PEACE OFFICER CPT

Effective January 1, 2002, all peace officers (except Reserve officers – see NOTE in this section) 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. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

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: (Refer to PAM Section D-2 for minimum requirements)

- 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).

NOTE: Level I and II reserve officers shall satisfy the same Continuing Professional Training (CPT) requirement as full-time regular officers (24 hours every two years). There is no CPT requirement for Level III reserve officers. [832.6(a) PC]

MANAGEMENT: 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.

EMERGENCY MEDICAL DISPATCH CERTIFICATION AND CONTINUING DISPATCH EDUCATION (CDE) TRAINING REQUIREMENTS FOR PUBLIC SAFETY DISPATCHERS

Rocklin’s entry and journey-level public safety dispatchers are required to obtain biennial Emergency Medical Dispatch (EMD) certification from the National Academies of Emergency Dispatch (NAED). Initial certification shall be obtained by successfully completing a twenty-four (24) hour EMD course within one year of appointment, and obtaining a current CPR certification. Following course completion, all PSDs must complete a two-hour (2) computer-based training course which provides an advanced level of EMD certification.

In addition to initial certification, twenty-four (24) hours of Continuing Dispatch Education (CDE) must be obtained biennially to coincide with the PSD’s initial certification course completion date. Twenty-four (24) hours of CPT credit is also required for dispatchers biennially coinciding with POST’s CPT cycle. A current CPR certificate must also be maintained in addition to the CDE hours.
Approved CDE criteria provide training on NAED protocols, telecommunication essentials, legal issues, caller management techniques, quality improvement, and Dispatch Life Support.

<table>
<thead>
<tr>
<th>CDE CATEGORY</th>
<th>MAXIMUM HOUR CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAED-created educational products</td>
<td>36</td>
</tr>
<tr>
<td>Workshops and seminars</td>
<td>16</td>
</tr>
<tr>
<td>Multimedia education</td>
<td>16</td>
</tr>
<tr>
<td>Teaching</td>
<td>4</td>
</tr>
<tr>
<td>Protocol review</td>
<td>4</td>
</tr>
<tr>
<td>Miscellaneous (on the job training)</td>
<td>4</td>
</tr>
</tbody>
</table>

**PROFESSIONAL CERTIFICATES - POST regulation in PAM**

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 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 REQUIREMENTS**

Employees hired after January 1, 1988 who have satisfactorily completed their period of probation (no less than one year as attested to by the department head) are eligible for this certificate. An applicant must acquire the certificate upon completion of probation of not less than 12 months 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.

In addition to the requirements set forth above and satisfying requirements specified in Regulation 1011 (a)(4) of the POST Administrative Manual (PAM), the applicant for the award of the Regular or Specialized Basic Certificate must 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 REQUIREMENTS**

In addition to the requirements set forth in Regulation 1011 (a)(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:
ADVANCED CERTIFICATE REQUIREMENTS

In addition to the requirements set forth in Regulation 1011 (a)(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:

<table>
<thead>
<tr>
<th>Degree or Education Points*</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>and 2 years plus 0</td>
<td></td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 4 years plus 0</td>
<td></td>
</tr>
<tr>
<td>45 Education Points</td>
<td>and 4 years plus 45</td>
<td></td>
</tr>
<tr>
<td>30 Education Points</td>
<td>and 6 years plus 30</td>
<td></td>
</tr>
<tr>
<td>15 Education Points</td>
<td>and 8 years plus 15</td>
<td></td>
</tr>
</tbody>
</table>

SUPERVISORY CERTIFICATE REQUIREMENTS

In addition to the requirements set forth in Regulation 1011 (a)(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) Complete a minimum of 60 semester units

(c) Satisfactorily meet the training requirement of the POST-certified Supervisory Course; and

(d) Have served satisfactorily for a period of two years as a permanent first-level supervisor or higher. The certificate shall include the applicant’s name, official title and name of employing jurisdiction or agency.

MANAGEMENT CERTIFICATE REQUIREMENTS
In addition to the requirements set forth in Regulation 1011 (a)(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) Complete a minimum of 60 semester units.

(c) Satisfactorily meet the training requirement of the POST-certified Management Course; and

(d) Have served satisfactorily for a period of two years of law enforcement experience as a permanent first-level supervisor or higher, plus two years of law enforcement experience as a permanent middle manager or higher. 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 REQUIREMENTS

In addition to the requirements set forth in Regulation 1011 (a)(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.

(b) Complete a minimum of 60 semester units.

(c) Satisfactorily meet the training requirements of the POST-certified Executive Development Course.

(d) Possess a minimum of two years law enforcement experience as a permanent department head with the current employing agency.

(e) In order to be awarded three certificates, Supervisory, Management, and Executive, or any combination of the two possess a minimum of two years of experience at the levels stated in Regulations 1011(a)(9)(E), 1011(a)(10)(E), and 1011(a)(11)(E) respectively, as appropriate for the award. 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.
PUBLIC SAFETY DISPATCHER CERTIFICATE

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

(a) Currently be a full-time, non-peace officer employee who performs duties which include receiving emergency telephone calls for law enforcement service and/or dispatching law enforcement personnel; and

(b) Have been selected in accordance with minimum selection standards described in PAM, Section 1018.

(c) Have satisfactorily completed a POST-certified Public Safety Dispatcher’s Course of no less than 80 hours.

(d) Have satisfactorily completed a probationary period with the agency of at least 12 months.

DISPATCHER INTERMEDIATE CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of a Dispatcher Intermediate Certificate shall:

(a) Satisfy the requirements specified in Regulation 1011(c)(3) for all certificates.

(b) Possess or be eligible to possess the Dispatcher Basic Certificate for the current position.

(c) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education Points*</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>and 3 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 5 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Points</td>
<td>and 5 years</td>
<td>plus 12</td>
</tr>
<tr>
<td>30 Education Points</td>
<td>and 7 years</td>
<td>plus 11</td>
</tr>
<tr>
<td>15 Education Points</td>
<td>and 9 years</td>
<td>plus 10</td>
</tr>
</tbody>
</table>

*Excess education points may be applied towards training points on a point-for-point basis [reference Regulation 1011(a)(3)(D)].

DISPATCHER ADVANCED CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of an Advanced Certificate shall:

(a) Satisfy the requirements specified in Regulation 1011(c)(3) for all certificates.

(b) Possess or be eligible to possess the Dispatcher Intermediate Certificate.

(c) Satisfy one of the following eligibility combinations:

<table>
<thead>
<tr>
<th>Degree or Education Points*</th>
<th>Law Enforcement Experience</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Degree</td>
<td>and 5 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>and 7 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 9 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Points</td>
<td>and 9 years</td>
<td>plus 12</td>
</tr>
<tr>
<td>30 Education Points</td>
<td>and 11 years</td>
<td>plus 11</td>
</tr>
</tbody>
</table>

*Excess education points may be applied towards training points on a point-for-point basis [reference Regulation 1011(a)(3)]
RECORDS SUPERVISOR CERTIFICATE

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

(1) Currently be a records supervisor as defined in PAM Regulation 1003(a)(1)(A)(3), 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 and Procedures, the Profession Standards Unit will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department’s Training Committee. Upon approval of the Committee, the needs assessment will form the basis for the training Plan for the fiscal year. It is the responsibility of the Training Lieutenant to maintain, review and update the Training Plan on an annual basis.
RANK/POSITION ASSIGNMENT-SWORN PERSONNEL

A. CHIEF OF POLICE
B. CAPTAIN
C. LIEUTENANT
D. SERGEANT
E. CORPORAL
F. POLICE OFFICER
G. POLICE OFFICER TRAINEE
h. RESERVE OFFICER I, II, III

License/Certificate Requirements for all positions:
California Driver’s License: (prerequisite to hire or volunteer for all RPD employees)
CHIEF OF POLICE

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course
  Initial Training: Within 1 year of appointment
  Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825
  Initial Training: Within 1 year of appointment/HR Orientation if requirement not satisfied
  Recertification: Every 2 years (Biennially)

Management Course
  Initial Training: Within 1 year of management appointment (lieutenant level & above)
  Recertification: Not required

Racial Profiling & Cultural Diversity Training - ALL SWORN
  Initial/Recertification: Within 5 years on initial then every 5 five years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)
  Initial Training: During Orientation Phase if requirement not compliant/satisfied
  Recertification: Every other year

Firearms Qualification
  Initial/Recertification: within 6 months of appointment if not met/Annually

SEMS/NIMS – (100, 700,200, 800, 300) Command Staff: 400
  Initial Training: Within 1 year of appointment if requirements not satisfied
  Initial/Recertification: once

Continuing Professional Training (POST)
  Recertification: 24 hours of training every 2 years
  (2 hours must be devoted to updates in perishable skills)

Role of the Police Chief
  Initial Training: Within 2 years of appointment if requirement not satisfied
  Recertification: Not required

First Aid/CPR
  Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert
  Recertification: Every 2 years (Biennially)
Blood borne Pathogens (CAL-OSHA)
   Initial Training: Required upon assignment for first aid providers
   Recertification: Annually

DESIRABLE TRAINING:

Domestic Violence Update (Optional at/above supervisor)
   Initial Training: Optional
   Recertification: Biennially (Optional)

California Police Chief’s Conference
   Initial Training: Not required
   Recertification: Annual

International Association of Police Chief’s Conference
   Initial Training: Not required
   Recertification: Annual

PLEA Conference
   Initial Training: Not required
   Recertification: Annual

Senior Management Institute for Police (SMIP)
   Initial Training: Not required
   Recertification: Not required

FBI LEEDS Training
   Initial Training: Not required
   Recertification: Not required

License/Certificate Requirements:
   POST Intermediate Certificate: Within 4 years of appointment or upon satisfying POST requirements as in Reg. 1011(a)(4)
   POST Advanced Certificate: Must possess or able to possess an Advanced Cert upon satisfying POST requirements as in Reg. 1011(a)(4)
   POST Supervisory Certificate: Must have satisfactorily completed the Supervisory Core Course (usually at Sergeant level)
   POST Management Certificate: Must have satisfactorily completed the Management Course (usually at Lieutenant level)
   POST Executive Certificate: Upon completion of 2 years of serving as Department Head
CAPTAIN

Standard Training Requirements

**MANDATED TRAINING:**

**Management Course**
First Required: Within 1 year of appointment if requirement not satisfied
Recertification: Not required

**Executive Development Course Part 1 & 2**
Initial Training: Within 1 year of appointment to a dept. head or executive position
Recertification: Not required

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825**
Initial Training: Within 1 year of appointment if requirement not satisfied
Recertification: Every 2 years (Biennially)

**Racial Profiling & Cultural Diversity Training - ALL SWORN**
Initial/Recertification: Every 5 five years

**CLETS/NCIC -Less than Full Access Operator (G.O. O-1)**
Initial Training: During orientation phase if requirement not compliant/satisfied
Recertification: Every other year (Biennially)

**Firearms Range Qualification**
Initial/Recertification: within 6 months of appointment if not met/Annually

**SEMS/NIMS – (100, 700, 200, 800) Middle Mgmt.: 300 Command Staff: 400**
Initial Training: Within 1 year of appointment if requirements not satisfied
Initial/Recertification: Not required

**Continuing Professional Training (POST)**
Recertification: 24 hours of training every 2 years
(2 hours must be devoted to updates in perishable skills)

**First Aid/CPR**
Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert
Recertification: Every 2 years (Biennially)

**Blood borne Pathogens (CAL-OSHA)**
Initial Training: Required upon assignment for first aid providers
Recertification: Annually
DESIABLE TRAINING:

**Domestic Violence Update** - Optional at/above supervisor
   Initial Training: Optional
   Recertification: Biennially

**Officer Involved Shooting Investigations- Mgmt./Supervisor**
   Initial Training: Within 2 years of appointment if not taken as Lt/Sgt
   Recertification: Not required

**Budget Preparation Course**
   Initial Training: Within 1 year of appointment
   Recertification: Not required

**Background Investigation**
   Initial Training: Within 2 years of appointment (if not taken as Lieutenant)
   Recertification: Not required

**The Role of the Police Chief**
   Initial Training: within two years of appointment
   Recertification: Not required

**PLEA Conference**
   Initial Training: Not required
   Recertification: Annual /not required

**California Police Chief’s Conference CPCA**
   Initial Training: Not required
   Recertification: Biennial /not required

**FBI National Academy**
   Initial Training: Within 3 years of appt. - not required (if not taken @ lieutenant level)
   Recertification: Not required

**POST Command College**
   Initial Training: Not required
   Recertification: Not required

**License/Certificate Requirements:**
   POST Intermediate Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)
   POST Advanced Certificate: Possess or able to possess an Advanced Cert upon satisfying POST requirements as in Reg. 1011(a)(4)
   POST Supervisory Certificate: Upon completion of 2 yrs. of supervisory experience (Sgt. Level)
   POST Management Certificate: Upon completion of 2 yrs. of management experience (Lt. level)
LIEUTENANT

Standard Training Requirements

**MANDATED TRAINING:**

**POST Management Course**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825**
- Initial Training: Within 1 year of appointment if requirement not satisfied
- Recertification: Every 2 years (Biennially)

**Racial Profiling & Cultural Diversity Training - ALL SWORN**
- Initial/Recertification: Within first 5 years/Every 5 five years

**First Aid/CPR**
- Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert for 1st responders
- Recertification: Every 2 years (Biennially)

**Blood borne Pathogens (CAL-OSHA)**
- Initial Training: Required upon assignment for first aid providers
- Recertification: Annually

**CLETS/NCIC -Less than Full Access Operator**
- Initial Training: During Orientation Phase
- Recertification: Every other year (Biennially)

**Field Training Officer Management**
- Initial Training: Within 1 year of appointment if requirement not satisfied
- Recertification: Not required

**Firearms Qualification**
- Initial/Recertification: within 6 months of appointment if not met/Annually

**NIMS/SEMS (IS 100, 700, 200, 800) Middle Mgmt.: 300 Command Staff: 400**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Continuing Professional Training (POST)**
- Recertification: 24 hours of training every 2 years
- (2 hours must be devoted to updates in perishable skills)
**DESIRABLE TRAINING:**

**Domestic Violence Update** - Optional at/above supervisor  
Initial Training: Optional  
Recertification: Biennially

**Internal Affairs**  
Initial Training: Within 1 year of appointment if requirement not met  
Recertification: Not required

**Officer Involved Shooting Investigations-Management/Supervision**  
Initial Training: Within 2 years of appointment if requirement not met  
Recertification: Not required

**Law Enforcement Response to Terrorism (LERT)  (appointed position)**  
Initial Training: Not required  
Recertification: Not required

**POST Command College**  
Initial Training: Not required  
Recertification: Not required

**FBI National Academy**  
Initial Training: within 3 years of appointment –not required  
Recertification: Not required

**Background Investigation-Advanced**  
Initial Training: Not required  
Recertification: Not required

**Respiratory Protection Program (CAL-OSHA) (G.O. U-4) ALL SWORN at or below Sgt**  
Initial Training: Upon issue of respirator (gas mask)  
Recertification: Fit Testing Annually

**License / Certificate Requirements:**  
POST Intermediate Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)  
POST Advanced Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)  
POST Supervisory Certificate: Upon completion of 2 years of supervisory experience
SERGEANT/CORPORAL

Standard Training Requirements:

MANDATED TRAINING:

Supervisory Course
  Initial Training: Within 1 year of appointment if not satisfied at Corporal level
  Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825
  Initial Training: Within 1 year of appointment if requirement not satisfied
  Recertification: Every 2 years (Biennially)

First Aid/CPR
  Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert
  for 1st responders
  Recertification: Every 2 years (Biennially)

Blood borne Pathogens (CAL-OSHA)
  Initial Training: Required upon assignment for first aid providers
  Recertification: Annually

Respiratory Protection Program (CAL-OSHA) (G.O. U-4) ALL SWORN at or below Sergeant
  Initial Training: Upon issue of respirator (gas mask)
  Recertification: Fit Testing Annually

Domestic Violence Update - ALL SWORN below Supervisor
  Initial Training: Within 1 years of appointment
  Recertification: Every 2 years (Biennially)

CLETS/NCIC -Less than Full Access Operator
  Initial Training: During orientation phase
  Recertification: Every 2 years

Racial Profiling & Cultural Diversity Training - ALL SWORN
  Initial/Recertification: Every 5 five years

Human Trafficking
  Initial Training: a minimum of two hours of within six months of being assigned to that position

High Speed Vehicle Pursuit & Policy Review
  Initial Training: Policy Review during Orientation Phase
  Recertification: Bi-Annual (2 hour POST telecourse or CA LE Pursuit Guidelines)
Range Qualification-Pistol/ Rifle/Shotgun/ Tactical
Initial Training: During orientation phase
Recertification: Annually
* 2 must be nighttime/low-light conditions

Rifle Operator Course
Initial Training: 16 Hours (if not satisfied)
Recertification: not required

Range Qualification-Less Lethal /OC Spray
Initial Training: During Field Training Program
Recertification: Annually

SEMS/NIMS 100, 700, 200, 800
Initial Training: Within 1 year of appointment
Recertification: Not required

TEMPORARY HOLDING FACILITY
Initial Training: Within 6 months after the date of assigned responsibility
Recertification: Every 2 years

TASER Update
Initial Training: Within 1 year of appointment
Recertification: Biennially

Mental Health Update
Initial: within 1 year of appointment
Certification: Every three years

Ethics Training
Initial: PD Orientation Mission Statement
Recertification: Biennially

Continuing Professional Training (POST)
Recertification: 24 hours every 2 years
(12 hours must be perishable skills + 2 hours communications training)

Domestic Violence Update (POST) ALL SWORN below supervisor
Initial Training: Within 2 years of appointment
Recertification: 2 hours of training every 2 years (Biennially)

Internal Affairs (Required at Lieutenant or Sergeant Level)
Initial Training: Within 2 years of appointment
Recertification: Not required
DESIRABLE TRAINING:

Field Training Supervisor/Administrator /Coordinator (SAAC)
Initial Training: transferred to a supervisory or management position overseeing a field training program within 12 months of initial appointment or transfer to such a position.

High Technology Crimes (POST)
Initial Training: Within 18 months of appointment of assigned field duties (2 hrs.)
Recertification: Not required

Elder/Dependent Adult Abuse
Initial Training: Within 18 months of appointment of assigned field /investigative duties
Recertification: Not required

Report Writing for Instructors
Initial Training: Not required
Recertification: Not required

Supervisory Leadership Institute - “Sherman Block” – Sergeants Only
Training: Upon completion of 2 years of Supervisory experience
Recertification: None

Background Investigation
Initial Training: Not required
Recertification: Not required

Interview and Interrogation
Initial Training: Not required
Recertification: Not required

Supervision, Leadership and Accountability Courses
Initial Training: Not required
Recertification: Not required

Legislative Legal Update
Initial Training: Not required
Recertification: Not required

Law Enforcement Response to Terrorism (LERT) /Officer/Coordinator
Initial Training: required for Terrorism Liaison Coordinator or Instructor
Recertification: Not required

License / Certificate Requirements:
POST Intermediate Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)
POST Advanced Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)
POST Supervisory Certificate: Upon completion of 2 years of supervisory experience
POLICE OFFICER

Standard Training Requirements

**MANDATED TRAINING:**

**Field Training Program (FTO)**
Initial Training: Prior to solo patrol
Recertification: Not required

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)**
Initial Training: Within 1 year of appointment/hire if requirement not satisfied
Recertification: Every 3 years

**First Aid/CPR**
Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert for 1st responders
Recertification: Every 2 years

**Blood borne Pathogens (CAL-OSHA)**
Initial Training: Required upon assignment for first aid providers
Recertification: Annually

**Respiratory Protection Program (CAL-OSHA) (G.O. U-4) ALL SWORN at or below Sgt**
Initial Training: Upon issue of respirator (gas mask)
Recertification: Fit Testing Annually

**Domestic Violence Update (POST) ALL SWORN below supervisor**
Initial Training: Within 2 years of appointment
Recertification: 2 hours of training every 2 years

**CLETs/NCIC -Less than Full Access Operator**
Initial Training: During Orientation Phase
Recertification: Every other year

**Racial Profiling & Cultural Diversity Training - ALL SWORN**
Initial/Recertification: Every 5 five years

**Human Trafficking**
Initial Training: a minimum of two hours of within six months of being assigned to that position

**High Speed Vehicle Pursuit & Policy Review**
Required annually – 2 Hr. POST telecourse or CA LE Pursuit Guidelines
Range Qualification-Pistol/ Rifle/Shotgun/ Tactical
   Initial Training: Within first week of appointment
   Recertification: Annually (* 2 must be nighttime/low-light conditions)

Rifle Operator Course
   Initial Training: 16 Hours (if not satisfied)
   Recertification: not required

Range Qualification-Less Lethal /OC Spray
   Initial Training: During Field Training Program
   Recertification: Annually

SEMS/NIMS: ICS 100, 700
   Initial Training: Within 1 year of appointment
   Recertification: Not required

TEMPORARY HOLDING FACILITY
   Initial Training: Within 6 months after the date of assigned responsibility
   Recertification: Every 2 years

TASER Update
   Initial Training: Within 1 year of appointment
   Recertification: Biennially

Mental Health Update
   Certification: Every three years

Ethics Training
   Initial: PD Orientation Mission Statement
   Recertification: Biennially

Continuing Professional Training (POST)
   Recertification: 24 hours every 2 years
   (12 hours must be perishable skills + 2 hours communications training)

DESIRABLE TRAINING:

Drug Influence-11550 H&S
   Initial Training: Within 1 year of completion of probation
   Recertification: Not required

Radar Operator
   Initial Training: Required for Radar Operators
   Traffic Unit: Required
   Recertification: Not required
Elder/Dependent Adult Abuse
  Training: Within 18 months of appointment of assigned field /investigative duties
  Recertification: Not required

Community Policing
  Initial Training: Not required
  Recertification: Not required

Field Evidence Technician
  Initial Training: Not required
  Recertification: Not required

Interview and Interrogation
  Initial Training: Not required
  Recertification: Not required

Law Enforcement Response to Terrorism (LERT) /Officer/Coordinator
  Peace officers to terrorism incidents at the rank of lieutenant and below who are assigned to a field position.

License / Certificate Requirements:
  POST Basic Certificate: Upon completion of probation not less than 12 months
  POST Intermediate Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)
  POST Advanced Certificate: Upon satisfying POST requirements as in Reg. 1011(a)(4)
POLICE OFFICER TRAINEE
Standard Training Requirements

MANDATED TRAINING:

Basic Police Academy
  Initial Training: Within 1 year of appointment
  Recertification: Not required

DESIREABLE TRAINING:

License / Certificate Requirements:
California Driver’s License: Upon appointment

RESERVE OFFICER I, II, III
Standard Training Requirements

MANDATED TRAINING:

First Aid/CPR
  Initial Training: Within 1 year of appointment or expiration of
  1st Aid/CPR cert for 1st responders
  Recertification: Every 2 years

Blood borne Pathogens (CAL-OSHA)
  Initial Training: Required upon assignment for first aid providers
  Recertification: Annually

Respiratory Protection Program (CAL-OSHA) (G.O. U-4) ALL SWORN at or below Sgt
  Initial Training: Upon issue of respirator (gas mask)
  Recertification: Fit Testing Annually

CLETNS/NCIC -Less than Full Access Operator
  Initial Training: During Orientation Phase
  Recertification: Every other year

High Speed Vehicle Pursuit & Policy Review
  Required annually – 2 Hr. POST telecourse or CA LE Pursuit Guidelines

Range Qualification-Pistol/ Tactical
  Initial Training: Within first week of appointment
  Recertification: Annually
Range Qualification-Less Lethal /OC Spray
   Initial Training: During Field Training Program
   Recertification: Annually

TASER Update
   Initial Training: Within 1 year of appointment
   Recertification: Biennially

Ethics Training
   Initial: PD Orientation Mission Statement
   Recertification: Biennially

Continuing Professional Training (POST) (other than a Level III reserve Peace Officer)
   Recertification: 24 hours every 2 years (PAM Section D-2 Recommended CPT Topics)

NOT REQUIRED: (12 hours must be perishable skills + 2 hours communications training)

DESIREEABLE TRAINING:

SEMS/NIMS: IS 100, 700
   Initial Training: Within 1 year of appointment
   Recertification: Not required
RANK/POSITION ASSIGNMENT - PROFESSIONAL PERSONNEL

a) EXECUTIVE/ADMINISTRATIVE ASSISTANT /SECRETARY to the POLICE CHIEF
b) ANIMAL CONTROL OFFICER
c) CHAPLAIN
d) COMMUNITY SERVICE OFFICER(CSO)
e) CRIME ANALYST
f) CRIME PREVENTION COORDINATOR
g) EVIDENCE / PROPERTY TECHNICIAN
h) TECHNICAL ASSETS COORDINATOR
i) RECORDS AND COMMUNICATIONS MANAGER/POLICE SERVICES ADMINISTRATOR
j) Sr. POLICE TECHNICIAN/TRAINING
k) PUBLIC SAFETY DISPATCH SUPERVISOR
l) PUBLIC SAFETY DISPATCHER
m) RECORDS CLERK
n) RECORDS SUPERVISOR
o) VOLUNTEER COORDINATOR
p) VOLUNTEER
ADMINISTRATIVE/EXECUTIVE ASSISTANT/SECRETARY TO THE CHIEF

Standard Training Requirements

MANDATED TRAINING:
Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
  Initial Training: Within 1 year of appointment/hire if requirement not satisfied
  Recertification: Every 3 years

NIMS/SEMS (IS 100, 700)
  Initial Training: Within 1 year of appointment
  Recertification: Not required

DESIRABLE TRAINING:

Public Safety Executive Secretary
  Initial Training: Within 1 year of appointment
  Recertification: Not required

Social Media
  Initial Training: Not required
  Recertification: Not required

License/Certificate Requirements:
ANIMAL CONTROL OFFICER
Standard Training Requirements

MANDATED TRAINING:
Sexual Harassment Training (Gov. Code 12950.1)
Initial Training: Within 1 year of appointment/hire if requirement not satisfied
Recertification: Every 3 years

First Aid/CPR
Initial Training: Within 1 year of appointment or expiration of
1st Aid/CPR cert for 1st responders
Recertification: Every 2 years

NIMS/SEMS (IS 100, 700)
Initial Training: Within 1 year of appointment
Recertification: Not required

Animal Law Enforcement Academy – Basic
Initial Training: Within 1 year of appointment
Recertification: Not required

PC 832 Arrest, Search & Seizure
Initial Training: Upon appointment or if > 3 year or longer break in service, complete before
exercising duties as an ACO.
Recertification: Not required

PC 832 Firearms Familiarization
Initial Training: Upon appointment or if > 3 year or longer break in service, complete before
exercising duties as an ACO.
Recertification: Not required

Range Qualification-Handgun
Initial Training: PC832 or within first 90 days of appointment
Recertification: Annually

Range Qualification-OC Spray
Initial Training: Within 90 days of appointment
Recertification: Annually

TASER Update
Initial Training: Within 1 year of appointment
Recertification: Biennially
Impact Weapons & Weaponless Defense (Arrest & Control-Reserve Level)
   Initial Training: Within 90 days of appointment
   Recertification: Biennially

DESIRABLE TRAINING:

Advanced Animal Law Enforcement Academy
   Initial Training: Not required
   Recertification: Not required

National Animal Control & Humane Officer Academy
   Initial Training: Not required
   Recertification: Not required
CHAPLAIN

Standard Training Requirements

MANDATED 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:
- Law Enforcement Chaplain Training/Academy (Advanced: Desired)
- First Aid, CPR & AED
CRIME ANALYST

Standard Training Requirements

MANDATED TRAINING:

CLETS/NCIC - Less than Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

NIMS/SEMS (IS 100, 700, 200, 800)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

Crime Mapping & Analysis
   Initial Training: Within 1 year of appointment if needed
   Recertification: Not required

Fundamentals/Tactical Course on Crime Analysis – Advanced Skills
   Initial Training: Within 2 years of appointment if needed
   Recertification: Not required
COMMUNITY SERVICE OFFICER (CSO)

Standard Training Requirements

MANDATED TRAINING:

Community Service Officer-Basic Course
- Initial Training: Within 1 year of appointment
- Recertification: Not required

CLETS/NCIC - Less than Full Access Operator
- Initial Training: Within 1 year of appointment
- Recertification: Every other year

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
- Initial Training: Within 1 year of appointment/hire if requirement not satisfied
- Recertification: Every 3 years

NIMS/SEMS (IS 100, 700, 200, 800)
- Initial Training: Within 1 year of appointment
- Recertification: Not required

First Aid/CPR
- Initial Training: Within 1 year of appointment or expiration of 1st Aid/CPR cert for 1st responders
- Recertification: Every 2 years

DESIRABLE TRAINING:

Basic Crime Scene Investigation and Reconstruction
- Initial Training: Within 2 years of appointment
- Recertification: Not required

Advanced Crime Scene Investigations
- Initial Training: Not required
- Recertification: Not required

Traffic Accident/Basic Traffic Collision Investigation-Basic
- Initial Training: Not required
- Recertification: Not required
CRIME PREVENTION COORDINATOR (COMMUNITY PROGRAMS COORDINATOR)
Standard Training Requirements

MANDATED TRAINING:

Crime Prevention Thru Environmental Design or Crime Prevention - Basic
   Initial Training: Within 1 year of appointment
   Recertification: Not required

CLETS/NCIC -Less than Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

NIMS/SEMS (IS 100, 700)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

First Aid/CPR
   Initial Training: Within 1 year of appointment or expiration of
   1st Aid/CPR cert for 1st responders
   Recertification: Every 2 years

Crime Prevention thru Environmental Design or Crime Prevention – Intermediate/Advanced
   Initial Training: Not required

Traffic Accident-Basic
   Initial Training: Not required

EOC Design and Function (CSTI)
   Initial Training: Not required

Volunteers in Policing
   Initial Training: Within 1 year of appointment
   Recertification: Not required

NIMS/SEMS: Train the Trainer
   Initial Training: Not required
RECORDS AND COMMUNICATIONS MANAGER/POLICE SERVICES ADMINISTRATOR

Standard Training Requirements

MANDATED TRAINING:

Public Records Act
   Initial Training: Within 1 year of appointment
   Recertification: Not required

CLETS/NCIC -Less than Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825
   Initial Training: Within 1 year of appointment if requirement not satisfied
   Recertification: Every 2 years

Continuing Professional Training (POST)
   Recertification: 24 hours of training every 2 years

Advanced Emergency Medical Dispatch
   Initial Training: Prerequisite to appointment
   Recertification: Every 2 years

NIMS/SEMS (IS 100, 200, 700, 800, 300, 400)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

POST Management Course / Civilian
   Initial training: within 1 year of appointment
   Recertification: not required

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

CPR/FIRST AID
   Initial Training: Within 1 year of appointment or expiration of
   1st Aid/CPR cert for 1st responders
   Recertification: Every 2-3 Years
Public Records Act Update
Initial Training: When offered/available
Recertification: Not required

Annual CLEARS Conference and regional training meetings
Initial Training: Not required
Recertification: Not required

Annual NENA Annual Conference
Initial Training: Not required
Recertification: Not required

Courtroom Testimony for Dispatchers
Initial Training: Not required
Recertification: Not required

Stress Management for Dispatchers
Initial Training: Not required
Recertification: Not required

Grants – basic course for Public Agencies
Initial Training: Not required
Recertification: Not required

License/Certificate Requirements:
POST Records Supervisor Certificate: Within 1 year of appointment
POST Management Course (Optional)
PUBLIC SAFETY DISPATCHER

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy
  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

Continuing Professional Training (POST)
  Recertification: 24 hours of training every 2 years

Advanced Emergency Medical Dispatch
  Initial Training: Within 1 year of appointment
  Recertification: Every two years

NIMS/SEMS (IS 100, 700, 200, 800) (200/800 Optional)
  Initial Training: Within 1 year of appointment
  Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
  Initial Training: Within 1 year of appointment/hire if requirement not satisfied
  Recertification: Every 2 years

CPR
  Initial Training: Within 1 year of appointment or expiration of
  CPR cert for dispatchers
  Recertification: Every 2 Years

DESIRABLE TRAINING:

Dispatcher Update Course
  Training: Periodically for CPT units
  Recertification: Not required

Dispatcher Call Taking Courses
  Training: Periodically for CPT units
  Recertification: Not required
Tactical Dispatcher Course
   Training: Periodically for CPT units
   Recertification: Not required

Hostage Negotiations for Dispatchers
   Initial Training: Not required
   Recertification: Not required

Courtroom Testimony for Dispatchers
   Initial Training: Not required
   Recertification: Not required

Assessing the Suicidal Caller for Dispatchers
   Initial Training: Not required
   Recertification: Not required

Customer Service for Dispatchers
   Initial Training: Not required
   Recertification: Not required

Stress Management for Dispatchers
   Initial Training: Not required
   Recertification: Not required

License/Certificate Requirements
   California Driver’s License: Upon Appointment
   POST Dispatcher Certificate: Upon completion of probation
   National Academies of Emergency Dispatch Advanced EMD Certificate
PUBLIC SAFETY DISPATCH SUPERVISOR

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy
   Initial Training: Prerequisite to appointment
   Recertification: Not required

CLETS/NCIC - Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

Continuing Professional Training (POST)
   Recertification: 24 hours of training every 2 years

Advanced Emergency Medical Dispatch
   Initial Training: Within 1 year of appointment
   Recertification: Every two years

NIMS/SEMS (IS 100, 700, 200, 800)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825
   Initial Training: Within 1 year of appointment if requirement not satisfied
   Recertification: Every 2 years

DESIRABLE TRAINING:

Civilian Supervisory Courses/Updates
   Initial training: Within 1 year of appointment
   Recertification: Not required

Dispatcher Update Course
   Initial Training: Not required
   Recertification: Not required

RIMS User Conference
   Initial Training: Not required
   Recertification: Not required
CALNENA Conference
   Initial Training: Not required
   Recertification: Not required

License/Certificate Requirements
   California Driver’s License: Upon Appointment

   POST Dispatcher Certificate: Upon completion of probation

   National Academies of Emergency Dispatch Advanced EMD Certificate
PROPERTY & EVIDENCE TECHNICIAN

Standard Training Requirements

MANDATED TRAINING:

Property Room Management (POST)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

NIMS/SEMS (IS 100, 700)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

California Association for Property & Evidence (CAPE) Conference
   Initial Training: Not required
   Recertification: Not required

IAPE Property Course
   Initial Training: Not required
   Recertification: Not required

CAPE Training Meetings
   Initial Training: Not required
   Recertification: Not required

License / Certificate Requirements:
   California Driver’s License: Upon appointment
SR. POLICE TECHNICIAN/TRAINING

Standard Training Requirements

MANDATED TRAINING:

Training Manager’s Course
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

NIMS/SEMS (IS 100, 700)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESMIRABLE TRAINING:

U.S. Dept. of Justice Financial Seminar
   Initial Training: Not required
   Recertification: Not required

California Department of Finance-Governmental Budgeting
   Initial Training: Not required
   Recertification: Not required

Government /Law Enforcement Budget Training Program
   Initial Training: Within 2 years of appointment
   Recertification: Not required

LETMA
   Initial Training: Not required

POST Training Administrator Course
   Initial Training: Not required

License / Certificate Requirement:
RECORDS CLERK

Standard Training Requirements

MANDATED TRAINING:

CLETS/NCIC-Less than Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

NIMS/SEMS (IS 100, 700)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

CPR/FIRST AID
   Initial Training: Not required
   Recertification: Not required

Public Records Act
   Initial Training: Within 1 year of appointment
   Recertification: Not required

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

Verbal Judo
   Initial Training: Not required
   Recertification: Not required

Customer Service
   Initial Training: Not required
   Recertification: Not required

License/Certificate Requirements:
   California Drivers’ License: Upon appointment
RECORDS SUPERVISOR

Standard Training Requirements

**MANDATED TRAINING:**

**Records 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 -Less than Full Access Operator**
- Initial training: Within 1 year of appointment
- Recertification: Every other year

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825**
- Initial training: Within 1 year of appointment if requirement not satisfied
- Recertification: Every 2 years

**NIMS/SEMS (IS 100, 200, 700, 800)**
- Initial training: Within 1 year of appointment
- Recertification: Not required

**DESIRABLE TRAINING:**

**Supervisory Courses**
- Initial training: Not required
- Recertification: Not required

**CLEARs Training Meetings**
- Initial training: Not required
- Recertification: Not required

**Annual CLEARs Conference**
- Initial training: Not required
- Recertification: Not required

**License/Certificate Requirements:**
- California Drivers’ License: Upon appointment
TECHNICAL ASSETS COORDINATOR

Standard Training Requirements

MANDATED TRAINING:

CLETS/NCIC -Less than Full Access Operator
  Initial Training: Within 1 year of appointment
  Recertification: Every other year

NIMS/SEMS (IS 100, 700)
  Initial Training: Within 1 year of appointment
  Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
  Initial Training: Within 1 year of appointment/hire if requirement not satisfied
  Recertification: Every 3 years

DESIRABLE TRAINING:

RIMS CONFERENCE
  Initial Training: within 1 year of appointment
  Recertification: every year

INVENTORY AND DATA STORAGE
  Initial Training: within 1 year of appointment
  Recertification: Not required

Property Room Management
  Initial Training: Within 2 years of appointment
  Recertification: Not required

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

License/Certificate Requirements:
  California Drivers’ License: Upon appointment
VOLUNTEER COORDINATOR

MANDATED TRAINING:

CPR Training
   Initial Training: Within 1 year of appointment
   Recertification: Every 2 Years

CLETS/NCIC - Less than Full Access Operator
   Initial Training: Within 1 year of appointment
   Recertification: Every other year

NIMS/SEMS (IS 100, 700)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)
   Initial Training: Within 1 year of appointment/hire if requirement not satisfied
   Recertification: Every 3 years

DESIRABLE TRAINING:

Law Enforcement Volunteer Coordinator Training/Conference (LEVOC)
   Initial Training: Not required
   Recertification: Not required

VOLUNTEER

Standard Training Requirements

MANDATED TRAINING:

RPD Volunteer Orientation & Academy
   Initial Training: Before appointment
   Recertification: Not required

CPR Training (Hands Only)
   Initial Training: Within 1 year of appointment
   Recertification: Every 2 Years

DESIRABLE TRAINING:

Volunteers in Police Service
   Initial Training: Not required
TASK / SPECIALTY ASSIGNMENTS

- ADMINISTRATIVE SERGEANT
- ARMORER
- BICYCLE PATROL
- BICYCLE PATROL INSTRUCTOR
- CANINE (K9) HELPER
- CANINE (K9) HANDLER
- CHEMICAL AGENT INSTRUCTOR
- COMMUNICATIONS TRAINING OFFICER
- CSI/CSS TEAM
- DEFENSIVE TACTICS INSTRUCTOR
- DETECTIVE
- DETECTIVE SERGEANT
- DIVERSIONARY DEVICE INSTRUCTOR
- EOD – EXPLOSIVE ORDINANCE DISPOSAL
- FIELD TRAINING OFFICER
- FIREARMS INSTRUCTOR
- FIRST AID/CPR INSTRUCTOR
- HONOR GUARD
- HOSTAGE NEGOTIATION TEAM
- IMPACT WEAPONS INSTRUCTOR
- LEAD ARMORER
- LESS LETHAL INSTRUCTOR
- MENTAL HEALTH LIAISON
- OFF-ROAD MOTORCYCLE PATROL
- PEER SUPPORT COORDINATOR
- PERSONNEL/TRAINING SERGEANT
- PUBLIC RELATIONS TEAM/OFFICER
- PROFESSIONAL STANDARDS LIEUTENANT
- RANGE INSTRUCTOR
- RANGEMASTER
- SCHOOL RESOURCE OFFICER
- SHOTGUN ARMORER
- SWAT
- SWAT LEADER
- TACTICAL DISPATCHER
- TACTICAL FLIGHT OFFICER
- TASER INSTRUCTOR
- TERRORISM LIAISON OFFICER
- TRAFFIC OFFICER
- TRAFFIC SERGEANT
• FTO ASSISTANT COORDINATOR
• RESERVE PROGRAM ASSISTANT COORDINATOR
• RESERVE PROGRAM COORDINATOR
• IMPACT WEAPONS INSTRUCTOR
• ARREST AND CONTROL INSTRUCTOR
• CSI OPERATIONS DIVISION
• MENTAL HEALTH LIAISON
• PUBLIC RELATIONS TEAM
• LESS LETHAL INSTRUCTOR
• CHEMICAL MUNITIONS INSTRUCTOR
• TASER INSTRUCTOR
• WEAPONLESS DEFENSE INSTRUCTOR
• GLOCK ARMORER
• COLT AR-15 ARMORER
• TERRORISM LIAISON OFFICER/COORDINATOR
• RADAR/LIDAR INSTRUCTOR
• DRIVER TRAINING/AWARENESS INSTRUCTOR
• RIFLE OPERATOR INSTRUCTOR
ADMINISTRATIVE SERGEANT

Standard Training Requirements:

**MANDATED TRAINING:** (in addition to requirements for Sergeant)

**Internal Affairs**
- Initial Training: Within 6 months of appointment
- Recertification: Not required

**Interview and Interrogation**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**DESIRABLE TRAINING:**

**Background Investigation**
- Initial Training: Within 1 year of appointment if assigned to backgrounds
- Recertification: Not required

**Emergency Management**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Emergency Operations Center Orientation**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Special Events Planning**
- Initial Training: Within 2 years of appointment
- Recertification: Not required
ARMORER

Standard Training Requirements:

**MANDATED TRAINING:**

*Sig Sauer /Glock/Colt Armorer*
  Initial Training: Within 1 year of appointment
  Recertification: Every 3 years

*Armorer (AR-15/Shotgun/Rifle)*
  Initial Training: Within 1 year of appointment
  Recertification: Every 3 years

**DESIRABLE TRAINING:**

*ARMORER FIELD SCHOOL*
  Initial Training: Not required
  Recertification: Every 3 years

*Less Lethal Weapons Armorer*
  Initial Training: Not required
  Recertification: Every 3 years

*Armorer-MP5 Trigger Group*
  Initial Training: Not required
  Recertification: Every 3 years

**License / Certificate Requirements:**
BICYCLE PATROL

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

BICYCLE PATROL INSTRUCTOR

Standard Training Requirements:

MANDATED TRAINING:

Bicycle Patrol Instructor
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

Bicycle Patrol Advanced
   Initial Training: Not required
   Recertification: Not required

Instructor Development
   Initial Training: Not required
   Recertification: Not required

License / Certificate Requirements:
   Bicycle Patrol Instructor Certificate within 6 months of appointment
CANINE HANDLER

Standard Training Requirements:

**MANDATED TRAINING:**

Canine Training (Basic)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Canine Team Evaluation/Certification
   Initial Training: Upon completion of Canine Basic Training
   Recertification: Annually

**DESIRABLE 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 HELPER

Standard Training Requirements:

**MANDATED TRAINING:**

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

**DESIRABLE TRAINING:**
DEFENSIVE TACTICS INSTRUCTOR (in addition to rank)

Standard Training Requirements

**MANDATED TRAINING:**

Defensive Tactics Instructor
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Defensive Tactics Instructor Update
   Initial Training: 3 years after initial course
   Recertification: Every 3 years

**DESIRABLE TRAINING:**

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

Crowd Control
   Initial Training: Not required
   Recertification: Not required

Weapon Retention and Takeaway
   Initial Training: Not required
   Recertification: Not required

Arrest and Control Tactics Instructor
   Initial Training: Not required
   Recertification: Not required

Instructor Development
   Initial Training: Not required
   Recertification: Not required
DETECTIVE (in addition to training at current rank)

Standard Training Requirements

**MANDATED TRAINING:**

**Sexual Assault Investigation**  
Initial Training: Within 1 year of appointment if requirement not satisfied  
Recertification: Not required

**Criminal Investigation ICI Core Course**  
Initial Training: Within 1 year of appointment  
Recertification: Not required

**Elder and Dependent Abuse**  
Initial Training: Every city police officer at a supervisory level and below assigned field or investigative duties within 18 months of field duties assignment.  
Recertification: Not required

**DESIRABLE TRAINING:**

**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

**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

Background Investigation-Basic
   Initial Training: Not required
   Recertification: Not required

Cal-Gang Training
   Initial Training: Not required
   Recertification: Not required
DETECTIVE SERGEANT

Standard Training Requirements

**MANDATED TRAINING:** (In addition to training under ‘Sergeant’)

**Sexual Assault Investigation**
- Initial Training: Within 1 year of appointment if requirement not satisfied
- Recertification: Not required

**Criminal Investigation ICI Core Course**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**DESIRABLE TRAINING:**

**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

**Background Investigation-Basic**
- Initial Training: Not required
- Recertification: Not required

**Identity Theft (ICI)**
- Initial Training: Not required
- Recertification: Not required
Robbery Investigation (ICI)
  Initial Training: Not required
  Recertification: Not required

Domestic Violence (ICI)
  Initial Training: Not required
  Recertification: Not required

Computer Crime (ICI)
  Initial Training: Not required
  Recertification: Not required

Gang Investigation
  Initial Training: Not required
  Recertification: Not required
COMMUNICATIONS TRAINING OFFICER/COORDINATOR

Standard Training Requirements

MANDATED TRAINING:

Communications Training Officer
   Initial Training: Within 1 year of appointment, prior to 1st trainee
   Recertification: Not required

CLETs/NCIC Train the Trainer
   Initial Training: Within 1 year of appointment
   Recertification: Not required

NIMS/SEMS (IC 100, 200, 700, 800 – Train the Trainer)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

Professional Staff Training Officer Update
   Initial Training: 3 years after CTO course
   Recertification: Update every 3 years
FIELD TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer
Initial Training: Within 6 months of appointment, prior to 1st Trainee
Recertification: Every 3 years (if an active FTO)

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

DESIRABLE TRAINING:

Report Writing for Instructors
Initial Training: Not required
Recertification: Not required

Supervisory Courses
Initial Training: Not required
Recertification: Not required

Legislative Legal Update
Initial Training: Not required
Recertification: Annually

POST Instructor Development Courses
Initial Training: Not required
FIRST AID/ CPR INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

First Aid / CPR Instructor (American Heart or Red Cross) POST Certified
  - 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 or regulation changes

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

License / Certificate Requirements:
  1st Aid/CPR Instructor Certificate
CRISIS NEGOTIATOR (CINT Team)

Standard Training Requirements

**MANDATED TRAINING:**

**Hostage Negotiations-Basic**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Hostage Negotiations-Intermediate**
- Initial Training: Within 3 years of Basic Course
- Recertification: Not required

**DESIRABLE TRAINING:**

**CAHN Regional Training Meetings -Retraining**
- Recertification Training: Once every 3 years

**Hostage Negotiations for Command Personnel (Team Leader)**
- Initial Training: Within 1 year of appointment
- 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
OFF ROAD MOTORCYCLE PATROL

Standard Training Requirements

MANDATED TRAINING:

Off Road Motorcycle Training
Initial Training: Within 1 year of appointment, prior to solo riding
Recertification: Not required

DESIRABLE TRAINING:

Advanced Motorcycle Training
Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:
California Driver’s License Class M endorsement upon appointment

PEER SUPPORT COUNSELOR

Standard Training Requirements

MANDATED TRAINING:

Basic Peer Support
Initial Training: Within 1 year of appointment
Recertification: Not required

DESIRABLE TRAINING:

Basic Critical Incident Stress Management
Initial Training: Within 1 year of appointment
Recertification: Not required

Advanced Peer Support:
Initial Training: Not required
Recertification: Not required

Advanced Critical Incident Stress Management:
Initial Training: Not required
Recertification: Not required
PROFESSIONAL STANDARDS LIEUTENANT

Standard Training Requirements

**MANDATED TRAINING:**

**Internal Affairs Investigation**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Pitchless Motion**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Officer Involved Shooting**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**CALEA Accreditation Manager Training**
- Initial Training: Within 1 year of appointment
- Recertification Training: Not required

**DESIRABLE TRAINING:**

**IAPRO**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**CALPAC (CALEA) Training Meetings/Conferences**
- Initial Training: Not required
- Recertification: Not required

**Training Managers Course**
- 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

**POST Course Coordinators Course**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**LETMA Training Managers Meetings**
Rocklin PD Training Manual

Initial Training: N/A
Recertification: As scheduled

Management and Supervision of Detective Units
Initial Training: Within 1 year of appointment
Recertification: Not required

Academy Instructor Certification Course (AICC)
Initial Training: Within 1 year of appointment
Recertification: Every 3 years
RANGE INSTRUCTOR

Standard Training Requirements

**MANDATED TRAINING:**

**Firearms Instructor**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Firearms/Shotgun Instructor**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**DESIRABLE 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

**Rifle Operator / Long& Short Barrel Rifle Instructor**
- Initial Training: Within 2 years of appointment
- Recertification: Not required

**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

**Sub-Machine Gun Instructor Course**
- Initial Training: Not required
- Recertification: Not required
SPECIAL WEAPONS AND TACTICS OFFICER

Standard Training Requirements

MANDATED TRAINING:

Basic SWAT
  Initial Training: Within 6 months of appointment, prior to deployment
  Recertification: Not required

Regional 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

Tactical Commander/Critical Incident Commander (for Team Leader)
  Initial Training: Within 1 year of appointment
  Recertification: Not required

DESIRABLE TRAINING:

POST Certified SWAT Update/Refresher
  Initial Training: Within 2 years of Basic course
  Recertification: Every 2 years

Special Weapons and Tactics-Advanced
  Initial Training: Within 3 years of appointment
  Recertification: Not required

Diversionary Device Instructor
  Initial Training: Within 1 year of appointment
  Recertification: Not required
TACTICAL DISPATCHER

Standard Training Requirements

MANDATED TRAINING:

Tactical Dispatcher Course
Initial Training: Every two years
Recertification: Not required

DESIRABLE TRAINING:

Tactical Dispatchers Association Conference
Initial Training: Not required
Recertification: Not required
TRAFFIC (MOTOR) OFFICER
Standard Training Requirements

MANDATED TRAINING:

Law Enforcement Motorcycle Training
  Initial Training: Within 6 months of appointment, prior to solo riding
  Recertification: Not required

Radar/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

Traffic Accident-Intermediate; Skid mark
  Initial Training: Within 1 year of appointment
  Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident-Advanced
  Initial Training: Within 2 years of appointment
  Recertification: Not required

Traffic Accident Reconstruction
  Initial Training: Not required
  Recertification: Not required

Motorcycle Course Update
  Initial Training: Every 3 years
  Recertification: Not required

Radar/Lidar Instructor
  Initial Training: Within 1 year of appointment as an instructor
  Recertification:

License / Certificate Requirements:
  California Driver’s License Class M endorsement: Upon appointment
TRAFFIC SERGEANT/CORPORAL

Standard Training Requirements

MANDATED TRAINING:

Traffic Accident-Basic
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Traffic Accident-Intermediate; Skid mark
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Traffic Accident-Advanced
   Initial Training: Within 2 years of appointment
   Recertification: Not required

Radar/Lidar Operator
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

Special Events Planning
   Initial Training: Not required
   Recertification: Not required

Legal Traffic Updates
   Initial Training: Not required
   Recertification: Continual

Solo LE Motorcycle Training
   Initial Training: Not required
   Recertification: Not required

Traffic Accident Reconstruction
   Initial Training: Not required
   Recertification: Not required

Radar/Lidar Instructor
   Initial Training: Within 1 year of appointment as an instructor
   Recertification: per POST PAM

License / Certificate Requirements: CA Driver’s License Class M endorsement
SENIOR PUBLIC SAFETY DISPATCHER

Standard Training Requirements

**MANDATED TRAINING:**

**CLETS/NCIC - Less than Full Access Operator**
- Initial Training: Within 6 months of appointment
- Recertification: Every other year

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1)**
- Initial Training: Within 1 year of appointment if requirement not satisfied
- Recertification: Not required Every 3 years

**CPR (FIRST AID optional)**
- Initial Training: Within 1 year of appointment
- Recertification: Every two years

**Continuing Professional Training (POST)**
- Recertification: 24 hours of training every 2 years

**Emergency Medical Dispatch**
- Recertification: Every 2 years

**Advanced Emergency Medical Dispatch**
- Initial Training: Within 1 year of appointment
- Recertification: Every two years

**NIMS/SEMS (IS 100, 700, 200, 800)**
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**Sexual Harassment/Hostile Work Environment Training (Gov. Code 12950.1) AB 1825**
- Initial Training: Within 1 year of appointment if requirement not satisfied
- Recertification: Every 2 years

**DESIRABLE TRAINING:**

**Supervisory Courses/POST Civilian Supervisor Courses**
- Initial Training: Within 2 years of appointment
- Recertification: Not required

**Internal Affairs for Civilian Employees**
- Initial Training: Within 1 year of appointment
Recertification: Not required

**Dispatcher Update Course**
Initial Training: Every two years  
Recertification: Not required

**Tactical Dispatcher Course**
Initial Training: Within 3 years of appointment  
Recertification: Not required

**Effective Employee Evaluations**
Initial Training: Within 1 year of appointment  
Recertification: Not required

**NENA Annual Conference**
Initial Training: Not required  
Recertification: Not required

**Customer Service**
Initial Training: Not required  
Recertification: Not required

**Courtroom Testimony for Dispatchers**
Initial Training: Not required  
Recertification: Not required

**Stress Management for Dispatchers**
Initial Training: Not required  
Recertification: Not required

**License/Certificate Requirements:** Basic Public Safety Dispatcher Certificate
SCHOOL RESOURCE OFFICER (High School YSO) (combined)

Standard Training Requirements

**MANDATED TRAINING:**

*School Resource Officer-Basic*
- Initial Training: Within 1 year of appointment
- Recertification: Not required

**DESIABLE TRAINING:**

*Child Abuse-Sexual Assault*
- Initial Training: Within 1 year of appointment
- Recertification: Not required

*Interview and Interrogation*
- Initial Training: Within 1 year of appointment
- Recertification: Not required

*Drug Abuse Recognition*
- Initial Training: Within 1 year of appointment
- Recertification: Not required

*Crisis Intervention Team Training*
- Initial Training: Within 2 years of appointment
- Recertification: Not required

*ICI Core Course*
- Initial Training: Within 2 years of appointment
- Recertification: Not required

*Juvenile Legal Update*
- Initial Training: Not required
- Recertification: Not required

*Forensic Interviewing*
- Initial Training: Within 1 year of appointment
- Recertification: Not required

*Gang Awareness /California Gangs*
- Initial Training: Not required
- Recertification: Not required
Youth Access to Tobacco (308 PC)
   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
YOUTH SERVICES OFFICER (Sierra College)

Standard Training Requirements

**MANDATED TRAINING:**

None

**DESIRABLE TRAINING:**

**Interview and Interrogation**
   Initial Training: Within 1 year of appointment
   Recertification: Not Required

**Drug Abuse Recognition**
   Initial Training: Within 1 year of appointment
   Recertification: Not required

**Crisis Intervention Team Training**
   Initial Training: Within 2 years of appointment
   Recertification: Not required

**ICI Core Course**
   Initial Training: Within 2 years of appointment
   Recertification: Not required
YOUTH SERVICES SERGEANT

Standard Training Requirements

**MANDATED TRAINING:**
None

**DESIRABLE TRAINING:**

California College and University Police Chief’s Association Annual Conference
- Initial Training: Within 2 years of appointment
- Recertification: Not required

School Resource Officer – Basic
- Initial Training: Within 1 year of appointment for SRO
- Recertification: Not required

ICI Core Course
- Initial Training: Within 2 years of appointment in Investigations
- Recertification: Not required

Special Events Planning
- Initial Training: Within 1 year of appointment
- Recertification: Not required

Crisis Intervention Team Training
- Initial Training: Within 2 years of appointment
- Recertification: Not required