



University of California, San Francisco

Police Department

Together for a safe and crime-free campus

INTERIM TRAINING PLAN AND EMPLOYEE CAREER PATHS

INTRODUCTION:

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

PURPOSE:

The purpose of the UC San Francisco Police Department Training Plan and the Succession Plan is to:

- 1) To further the understanding of the Police Department's role in service to the community and the protection of lives and property.
- 2) To promote an awareness of a member's role and relationship to the overall criminal justice system.
- 3) To advance an understanding of the member's role in exercising authority.
- 4) To maximize productivity and effectiveness through increased knowledge and skill building.
- 5) To utilize the expertise of in-house talent to provide quality instruction on numerous topics.
- 6) To provide unity of purpose to personnel through common training.
- 7) To equip personnel with the knowledge and abilities to assist individuals and groups in reaching resolution of problems, conflicts or needs.
- 8) To improve personnel safety in the performance of their job.
- 9) To minimize liability for the member, the Police Department, and the University of California

The Training Plan is designed to provide appropriate training to its personnel on a continuing basis to ensure proper job performance, to meet the needs of organizational operations and community priorities, and to help provide a climate of job satisfaction by providing the proper tools with which to do the assigned job functions. This plan is to ensure proper training is made available to all Police Department personnel. This includes legally mandated training, specialized training, in-service training of an updating and refresher nature, and remedial training for those identified as having job performance deficiencies. This training is intended to provide the organization with maximum effectiveness and productivity of its personnel while minimizing criminal and civil liability to the University of California and the individual member.

The Police Department will strive to use a broad spectrum of training sources for the educational

and professional development of its employees. Whenever possible, the Department will use courses certified by the Commission on Peace Officer Standards and Training (P.O.S.T.)

It is understood that the Training Plan in no way identifies all of the training that will occur for the members of the UC San Francisco 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 two areas:

- 1) Law Enforcement Professional Training
- 2) College Education

LAW ENFORCEMENT PROFESSIONAL TRAINING:

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

Some of the P.O.S.T. courses in this category are reimbursable to the General Fund by the State of California in varying degrees based on their "plan" designation. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, back-fill salary and training presentation costs. The five reimbursement plans that have been adopted by P.O.S.T. are designated as Plan I, II, III, IV, and as follows:

Plan I	Plan II	Plan III
Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter lunch
Travel	Travel	Travel
Tuition	Back-fill Salary	Tuition
Back-fill Salary		
Plan IV	Plan V	
Subsistence	Subsistence	
Commuter Lunch	Commuter Lunch	
Travel	Travel	
	Training Presentation	

P.O.S.T. has implemented a forty-hour cap per year for reimbursable training. There are several other courses which are exempt from the forty-hour cap that an employee may attend.

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

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

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the UC San Francisco Police Department and is spearheaded by the Professional Standards Division. This type of training provides "hands-on" continuing professional training to department employees. Training bulletins are distributed to each employee through PowerDMS. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice, along with refresher information on the current police department policy manual. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures and policy review.

Other forms of non-P.O.S.T. training are offered through different vendors such as HIDTA, Fred Pryor Seminars and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

COLLEGE EDUCATION:

The Chief of Police and the University of California, San Francisco are very supportive of its employees obtaining a formal college education. All personnel of the UC San Francisco Police Department are encouraged to pursue their educational goals.

PROFESSIONAL STANDARDS DIVISION:

The Department's Professional Standards Division (PSD) is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. A Lieutenant is responsible for the day-to-day operations of the Division and is directly supervised by the Chief of Police. The PSD is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes, University policy and accreditation standards.

The Lieutenant or their designee will coordinate scheduled training with the supervisor(s) of the employee. The Lieutenant or their designee will normally make class reservations. Any applicable hotel, airline or car reservations and will be the responsibility of the attendee with help from the PSD. The Lieutenant or their designee will submit all of the necessary paperwork to Business Unit of the University of California, San Francisco Police Department in compliance with the purchasing policy for course purchase. The Lieutenant or their designee will be responsible to ensure that POST reimbursable courses are claimed through the POST EDI system.

The Lieutenant or their designee will notify employee(s) as soon as possible of scheduled training through the use of an Inter-Office Memo. This memo will provide the course title, date, time and location of the training. If the scheduled training is a P.O.S.T. certified course then 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 University of California.

The POST Learning Portal provides annual and biennial mandated training on a variety of tasks. The Lieutenant assigns these training opportunities via email. Most of this training is self-paced by the student. The Lieutenant or their designee will verify that POST training has been completed via quarterly audits, and will maintain training records.

ORGANIZATION OF THE TRAINING PLAN:

The Training Plan is divided into two sections:

Section 1: Rank/Position Assignment:

This section of the Training Plan contains a list of all sworn and civilian rank/positions within the structure of the police department.

Section 2: Task/Specialized Assignment

This section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and civilian assignments.

Within each section the training courses are categorized as follows:

MANDATED

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

ESSENTIAL

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

DESIRABLE

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

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

CONTINUAL PROFESSIONAL TRAINING (CPT):

Continual Professional Training (CPT) is required for peace officers and dispatch personnel who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards.

Every peace officer other than a Level III reserve peace officer, public safety dispatcher, and public safety dispatch supervisor shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle, beginning January 1, 2009.

Perishable Skills/Communications Requirement for CPT:

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

- 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

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

PROFESSIONAL CERTIFICATES and LICENSES:

The University of California, San Francisco Police Department recognizes the importance of well-equipped and trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards

and Training.

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

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

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001(a) for definition of acceptable college education).
- (c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.
- (d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- (e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- (f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility

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

Basic Certificate:

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

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

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

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

Intermediate Certificate:

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

- (a) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree

designated and the prescribed years of law enforcement experience in one of the following combinations:

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

Advanced Certificate:

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

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

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

Supervisory Certificate:

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

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

- (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (n), (s), (t), and (1) of the Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency.

Management Certificate:

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

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units and (see subparagraph F-I-4. b.);
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (s), (t), and (1) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

Executive Certificate:

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

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-1-4. b.); and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in

Section 1001 (1) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.

Records Supervisor Certificate:

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

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

Public Safety Dispatcher Certificate

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

- (1) Dispatcher Certificates are professional certificates awarded in recognition of meeting specified training and service requirements. Possession of these certificates is voluntary, and is not required to perform dispatcher duties.
- (2) Be employed with a department participating in the POST Dispatcher Program.
- (3) Be appointed as a full-time public safety dispatcher.
- (4) Have been selected in accordance with the minimum selection requirements specified in Regulation 1018.

- (5) **EXCEPTION:** This requirement does not apply, if the dispatcher was appointed prior to the department's participation in the POST program.
- (6) Have successfully completed a POST-certified Public Safety Dispatcher's Basic Course of no less than 80 hours.
- (7) Have satisfactorily completed the current department's probationary period of at least 12 months.

ANNUAL REVIEW:

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

Rank/Position Assignment-Sworn Personnel

- **CHIEF.....14**
- **CAPTAIN.....18**
- **LIEUTENANT.....22**
- **SERGEANT.....26**
- **OFFICER.....31**

CHIEF

Standard Training Requirements

MANDATED TRAINING:

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

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Communicable Disease (Health and Safety Code 17997.188)

Initial Training: Upon Assignment (8 CCR 5193)

Recertification: Annually (Policy 03.34.01)

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

Bias & Racial Profiling Policing (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: Annually

Range Qualification-Pistol (Policy 04.03.10)

Initial Training: Within 6 months of appointment

Recertification: 2 times per year

CLETS Training

Initial Training: Within 6 months of appointment

Recertification: Every Two Years

Mental Health W&I 5152

Initial Training: Within 6 months of appointment

Law Enforcement Response to Terrorism (LERT)

Initial Training: One Time Only, unless previously completed

Bias and Racial Profiling (POST Learning Portal)

Initial Training: Within first six months of hire date

Recertification: Annual

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training for Supervisors (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:

Executive Management Course

Initial Training: Within first year of appointment

Worker's Compensation / Disability Retirement Issues

Initial Training: Within 1 year of appointment

Recertification: Annually

Domestic Violence Update

Initial Training: Within 1 year of appointment

Recertification: Biennial

Management/Supervision of Officer Involved Shooting Investigations

Initial Training: Within 2 years of promotion, unless previously completed

Public Records Act

Initial Training: Within 2 years of promotion, unless previously completed

DESIRABLE TRAINING:

Excited Delirium Webinar

Initial Training: Initial Training: Not required

<https://info.lexipol.com/webinar-excited-delirium-ty>

Budget Preparation Course

Initial Training: Not required

California Police Chief's Conference

Initial Training: Not required

Media Relations

Initial Training: Not required

The Role of the Police Chief

Initial Training: Not required

Title IX Training

Initial Training: Not required

Employee Evaluations

Initial Training: Not required

Pitchess Motions

Initial Training: Not required

Internal Affairs Investigations

Initial Training: Not required

Skelly Response

Initial Training: Not required

Human Factors / Threat and Terror Incident Management

Initial Training: Not required

ICAT-Police Executive Research Forum

Initial Training: Within 1 year of appointment

CAPTAIN

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course (PAM 1005)

Initial Training: Within 1 year of appointment

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

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

Communicable Disease (Health and Safety Code 17997.188)

Initial Training: Upon Assignment (8 CCR 5193)

Recertification: Annually (Policy 03.34.01)

Bias & Racial Profiling Update (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Range Qualification-Pistol (Policy 04.03.10)

Initial Training: Within 6 months of appointment

Recertification: 2 times per year

CLETS Training

Initial Training: Annual

Recertification: Every Two Years

Mental Health W&I 5152

Initial Training: Within 6 months of appointment

Bias and Racial Profiling (POST Learning Portal)

Initial Training: within first six months of hire date-2 hours

Recertification: Annual

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training for Supervisors (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:

Domestic Violence Update

Initial Training: Within 1 year of appointment

Recertification: Biennial

Management/Supervision of Officer Involved Shooting Investigations

Initial Training: Within 2 years of promotion, unless previously completed

Public Records Act

Initial Training: Within 2 years of promotion, unless previously completed

Worker's Compensation / Disability Retirement Issues

Initial Training: Within 1 year of appointment, unless previously completed

Recertification: Annually

DESIRABLE TRAINING:

Excited Delirium Webinar

Initial Training: Not required

Budget Preparation Course

Initial Training: Not required

California Police Chief's Conference

Initial Training: Not required

FBI National Academy

Initial Training: Within first 24 months in position

Media Relations

Initial Training: Not required

POST Command College

Initial Training: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

WestPoint Leadership

Initial Training: Not required

Worker's Compensation / Disability Retirement Issues

Initial Training: Not required

Employee Evaluations

Initial Training: Not required

Pitchess Motions

Initial Training: Not required

Internal Affairs Investigations

Initial Training: Not required

Skelly Response

Initial Training: Not required

Human Factors / Threat and Terror Incident Management

Initial Training: Not required

LIEUTENANT

Standard Training Requirements

MANDATED TRAINING:

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

Communicable Disease (Health and Safety Code 17997.188)

Initial Training: Upon Assignment (8 CCR 5193)

Recertification: Annually (Policy 03.34.01)

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

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Management Class (PAM 1005)

Initial Training: Within 1 year of appointment

Bias & Racial Profiling Update (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Range Qualification- Pistol (Policy 04.03.10)

Initial Training: Within 6 months of last qualification

Recertification: 2 times per year

CLETS Training

Initial Training: Within 1 year of appointment, unless previously completed

Recertification: Every Two Years

Perishable Skills Program (PSP) (P.O.S.T.)

The two year cycle begins January 1 of the year following being added to the Department roster.

- Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

Active Shooter Training

Initial Training: Within Two years of appointment
 Recertification: Every two years

Threat Management Training

Initial Training: Within 1 year of appointment, unless previously completed

Crowd Control

Initial Training: Within 1 year of appointment, unless previously completed
 Recertification: Every 2 years

Mental Health W&I 5152

Initial Training: Within 6 months of appointment

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase
 Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase
 Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase
 Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training for Supervisors (UC Learning)

Initial Training: During Orientation Phase
 Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:**Domestic Violence Update**

Initial Training: Within 1 year of appointment
 Recertification: Biennial

Management/Supervision of Officer Involved Shooting Investigations

Initial Training: Within 2 years of promotion

Public Records Act

Initial Training: Within 2 years of promotion

Clery Act

Initial Training: Annual

Recertification: Annual – learningcenter.ucsc.edu

Worker's Compensation / Disability Retirement Issues

Initial Training: Within 2 years of appointment

DESIRABLE TRAINING:

SEMS/NIMS (ICS 100 HE / 200 / 400 / 700 / 800)

Initial Training: Within 1 year of appointment only, each class three hours

Excited Delirium Webinar

Initial Training: Not required

<https://info.lexipol.com/webinar-excited-delirium-ty>

Budget Preparation Course

Initial Training: Within 2 years of appointment

FBI National Academy

Initial Training: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Media Relations

Initial Training: Not required

POST Command College

Initial Training: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

WestPoint Leadership

Initial Training: Not required

SERGEANT

Standard Training Requirements:

MANDATED TRAINING:

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

Communicable Disease (Health and Safety Code 17997.188)

Initial Training: Upon Assignment (8 CCR 5193)

Recertification: Annually (Policy 03.34.01)

CLETS/NCIC -Less than Full Access Operator (Policy 08.02.04)

Initial Training: During Orientation Phase

Recertification: Every other year

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

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

Initial Training: 8 hours, initial training only

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

Initial Training: Within 2 years of appointment

Recertification: Biennial

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

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

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

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

Perishable Skills Program (PSP) (P.O.S.T.)

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
 - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

Bias & Racial Profiling Update (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: Annually

Range Qualification-Pistol (Policy 04.03.10)

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

* 1 must be nighttime/low-light conditions

Range Qualification-Shotgun (Policy 04.03.09)

Initial Training: During Orientation Phase

Recertification: 2 times per year

*1 must be nighttime/low-light conditions

Range Qualification-Rifle (Policy 04.03.09)

Initial Training: During Orientation Phase

Recertification: 1 time per year

Range Qualification-Less Lethal (Policy 04.03.06)

Initial Training: During Orientation Phase

Recertification: 1 time per year

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

Supervisory Course (PAM 1005)

Initial Training: Within 1 year of appointment

Taser (Policy 04.03.06)

Initial Training: During Orientation Phase

Recertification: Only required if not carried for 6+ months

Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)

Initial Training: During the academy

Recertification: Every 2 years

Basic/Tactical Patrol Rifle (Senate Bill 359)

Initial Training: Upon appointment

Active Shooter Training

Initial Training: Within two years of appointment

Recertification: Every 2 years

Mental Health Training (Senate Bill 29)

Initial Training: Upon appointment

Recertification: Every Two Years

Mental Health W&I 5152

Initial Training: Within 6 months of appointment

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training for Supervisors (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:

Crowd Control

Initial Training: Within 2 years of appointment

Recertification: Every 2 years

Supervisory Leadership Institute (SLI)

Initial Training: After completion of 2 years of supervisory experience

Internal Affairs

Initial Training: Within 1 year of appointment

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Interview and Interrogation

Initial Training: Within 2 years of completion of probation

DESIRABLE TRAINING:

Excited Delirium Webinar

Initial Training: Within first six months of hire date-1 hour

<https://info.lexipol.com/webinar-excited-delirium-ty>

Drug Influence-11550 H&S

Initial Training: Not required

Radar/Lidar Operator

Initial Training: Not required

Search Warrants “A through Z”

Initial Training: Not required

Assertive Supervision

Initial Training: Not required

Crisis Intervention Team (CIT)

Initial Training: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Legislative Legal Update

Initial Training: Not required

Media Relations

Initial Training: Not required

Rapid Deployment Team (Active Shooter)

Initial Training: Not required

Report Writing for Instructors

Initial Training: Not required

OFFICER

Standard Training Requirements

MANDATED TRAINING:

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy
 Recertification: Annually

Communicable Disease (Health and Safety Code 17997.188)

Initial Training: Upon Assignment (8 CCR 5193)
 Recertification: Annually (Policy 03.34.01)

CLETS/NCIC - Less than Full Access Operator (Policy 08.02.04)

Initial Training: During Orientation Phase
 Recertification: Every other year

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years
 o The two year cycle begins January 1 of the year following being added to the Department roster
 Recertification: New cycle begins every 2 years

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

Initial Training: Within 1 years of appointment
 Recertification: Biennial

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

Initial Training: Within 18 months of appointment

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

Initial Training: Provided in Basic Academy
 Recertification: Biennial

Law Enforcement Response to Terrorism (LERT)

Initial Training: Initial training only

Perishable Skills Program (PSP) (P.O.S.T.)

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
 - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

Bias & Racial Profiling (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: Annually

Range Qualification-Pistol (Policy 04.03.10)

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

* 1 must be nighttime/low-light conditions

Range Qualification-Shotgun (Policy 04.03.09)

Initial Training: During Orientation Phase

Recertification: 2 times per year

*1 must be nighttime/low-light conditions

Range Qualification-Rifle (Policy 04.03.09)

Initial Training: During Orientation Phase

Recertification: 1 times per year

Range Qualification-Less Lethal (Policy 04.03.06)

Initial Training: During Orientation Phase

Recertification: 1 times per year

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

Taser (Policy 04.03.06)

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)

Initial Training: During the academy

Recertification: Every 2 years

Basic/Tactical Patrol Rifle

Initial Training: Within 1 year of appointment

Mental Health Training

Initial Training: Upon appointment

Recertification: Biennial

Active Shooter Training

Initial Training: Within 2 years of appointment

Recertification: Biennial

Crowd Control

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Bias and Racial Profiling (POST Learning Portal)

Initial Training: Basic Academy

Recertification: Annual

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:

Interview and Interrogation

Initial Training: Within 2 years of completion of probation

Crisis Intervention Team (CIT)

Initial Training: Within 2 years of appointment

DESIRABLE TRAINING:

Search Warrants Training

Initial Training: Not required

Radar/Lidar Operator

Initial Training: Within 1 year of appointment

Drug Influence-11550 H&S

Initial Training: Not required

Interview and Interrogation

Initial Training: Not required

Legislative Legal Update

Initial Training: Not required

Media Relations

Initial Training: Not required

Collateral Duties

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ARMORER

Standard Training Requirements:

MANDATED TRAINING:

AR-15 Armorer

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Sig Saur Armorer

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Remington 870 Armorer

Initial Training: Within 1 year of appointment

DEFENSIVE TACTICS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Defensive Tactics Instructor – 80 hours

Initial Training: Within 1 year of appointment

Baton/Impact Weapons

Initial Training: Within 1 year of appointment

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

DESIRABLE TRAINING:

Chemical Agents

Initial Training: Not required

Arrest and Control Tactics Instructor

Initial Training: Not required

Crowd Control

Initial Training: Not required

Ground Fighting

Initial Training: Not required

Instructor Development

Initial Training: Not required

DETECTIVE

Standard Training Requirements

MANDATED TRAINING:

Criminal Investigation ICI Core Course

Initial Training: Within 1 year of appointment

Threat Management

Initial Training: Within 1 year of appointment

ESSENTIAL TRAINING:

Interview and Interrogation

Initial Training: Within 1 year of appointment

Title IX Training

Initial Training: Required -- learningcenter.ucsf.edu

CLERY Act

Initial Training: Required – learningcenter.ucsf.edu

DESIRABLE TRAINING:

Criminal Investigation ICI Specialty Course*

Initial Training: Within 1 year of ICI core course

* **One or more of the following ICI Specialty courses**

Identity Theft (ICI)

Robbery Investigation (ICI)

Domestic Violence (ICI)

Computer Crime (ICI)

Sexual Assault (ICI)

Child Abuse Investigation (ICI)

Homicide Investigation (ICI)

Officer Involved Shooting Investigation

Initial Training: Not required

Field Evidence Technician

Initial Training: Within 2 years of appointment

Intermediate Terrorism Officer

Initial Training: Not required

FIELD TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

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

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

CIT / Mental Health Training (Senate Bill 29)

Initial Training: Within 6 months of appointment

Recertification: Every Two years

ESSENTIAL TRAINING:

Sexual Violence and Sexual Harassment Prevention Training for Supervisors (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

DESIRABLE TRAINING:

Threat Management

Initial Training: Not required

Assertive Supervision

Initial Training: Not required

Interview and Interrogation

Initial Training: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Annually

P.O.S.T. Instructor Development

Initial Training: Not required

Report Writing for Instructors

Initial Training: Not required

Trauma Informed Interview

Initial Training: Not required

FIREARMS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Firearms Instructor

Initial Training: Within 1 year of appointment

Patrol Rifle Instructor

Initial Training: Within 1 year of appointment

ESSENTIAL TRAINING:

Firearms/Survival Shooting Instructor

Initial Training: Not required

Firearms Instructor Update

Initial Training: Within 3 years of basic instructor course

Instructor Development

Initial Training: Not required

Less Lethal Weapons Instructor

Initial Training: Within 1 year of appointment

Active Shooter Training

Initial Training: Within 1 year of appointment

DESIRABLE TRAINING:

AR-15 Armorer School

Initial Training: Not required

Close Quarter Battle (CQB) Instructor

Initial Training: Not required

TASER INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Taser Instructor

Initial Training: Immediately after appointment

Recertification: Every two years

Rank/Position Assignment Non-Sworn Personnel

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PUBLIC SAFETY DISPATCHER

Standard Training Requirements:

MANDATED TRAINING:

CLETS/NCIC - Full Access Operator

Initial Training: Basic Academy

Recertification: Biennial

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- o The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

Basic Dispatcher Academy

Initial Training: During Orientation Phase

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

SECURITY GUARDS

Standard Training Requirements

MANDATED TRAINING:

Cyber Security Awareness Fundamentals (UC Learning)

Initial Training: During Orientation Phase

Recertification: Annually

Clery Act Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

UC Ethical Values and Conduct (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

Sexual Violence and Sexual Harassment Prevention Training (UC Learning)

Initial Training: During Orientation Phase

Recertification: Biennial

HIPAA 101 – Privacy and Security for New Employees (UC Learning)

Initial Training: One Time Only

ESSENTIAL TRAINING:

ProWatch Badge User Training

Initial Training: During Orientation

Smith's Online Driving Course

Initial Training: During Orientation

DESIRABLE TRAINING:

Hospitality Service Training

Initial Training: Not required
