

California State University, San Bernardino Police Department

# Training Plans and Employee Career Path Manual

University Police Department – Chief of Police Nina Jamsen

November 2019

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#### INTRODUCTION:

The California State University Police Department is interested in and responsible for the continual growth and development of its personnel. Through a combined effort in the areas of professional training and personal education, the Department believes an employee can achieve both professional and personal excellence and career goals. By so doing, the University Police Department (UPD) 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 California State University Police Department's *Training Plans and Employee Career Path Manual* is to:

- 1) Meet mandated, essential and desirable training requirements;
- 2) Enhance the level of law enforcement service to the public;
- 3) Increase the technical expertise and overall effectiveness of its personnel;
- 4) Provide opportunities for continued professional development of department personnel.

The UPD *Training Plan and Employee Career Path Manual* 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 in bringing uniformity and consistency to training, while providing employees with the greatest opportunity possible for success. This *Training Plan and Employee Career Path Manual* is a tool to be used by supervisors and managers on a regular basis in their effort to meet the training needs of their employees, and/or evaluating training requests from employees.

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

It is understood that the *Training Plan and Employee Career Path Manual* in no way identifies all of the training that will occur for the members of the University Police Department. Additionally, it does not guarantee that a member will receive all of the training that has been identified for his or her position, with the exception of the training that has been identified as <u>mandatory</u>.

To make professional and personal goals possible to the employee, the Department has placed an emphasis in <u>two</u> 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 (POST). These courses are available for both sworn and non-sworn personnel, whose job description supports the need for specified or requested training.

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

Plan I Subsistence Commuter Lunch Travel Tuition Back-fill Salary Plan II Subsistence Commuter Lunch Travel Back-fill Salary **Plan III** Subsistence Commuter Lunch Travel Tuition

Plan IV	Plan V
Subsistence	Subsistence
Commuter Lunch	Commuter Lunch
Travel	Travel
	Training Presentation

POST has implemented a forty hour cap per year for reimbursable training. There are several courses which are exempt from the forty hour cap.

In addition to typical classroom settings, POST training is also available through the POST 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 POST (but 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 University Police Department (UPD) and is organized by the Training Coordinator. This type of training provides "hands-on" continuing professional training to department employees. Monthly training bulletins and tips are distributed to each employee through Lexipol. The training bulletins contain a variety of law enforcement information. These include, but are not limited to, 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-POST training are offered through different vendors such as the Joint Regional Intelligence Center (JRIC), High Intensity Drug Trafficking Area (HIDTA), TARGET Meetings, ALICE Training Institute, California Police Officers Association (CPOA), NaBITA, and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

#### COLLEGE EDUCATION:

The California State University San Bernardino (CSUSB) and Chief of Police - Nina Jamsen, are very supportive of its employees obtaining a formal college education or higher. By obtaining higher education, employees can qualify for a variety of POST certificates, which include financial incentives and benefits. Each employee's contract with CSUSB outlines the educational requirements and low cost benefits of employees desiring to attend university classes. All full-time CSUSB employees have a right to take 6 units or two classes, whichever is more, per quarter free of charge. All personnel of the California State University San Bernardino Police Department are encouraged to pursue their educational goals. Refer to the employee's individual contract to determine if pay increases are based on awarded POST certificates.

#### **PROFESSIONAL TRAINING SCHEDULING PROCESS:**

The Department's Training requirements are overseen by the Committee, which is responsible for the coordination and delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. The Training Manger (Lieutenant) is responsible for the day-to-day operations of the department and is directly supervised by the Chief of Police. The Training Coordinator (Administrative Analyst) is overseen by the Training Manger and is also responsible for ensuring that UPD is in compliance with POST regulations, federal and state statues, and regional policy.

The Training Coordinator and the Training Sergeant will jointly coordinate annually scheduled trainings of the employee. However, an employee is welcome to request a course not listed in his or her mandatory trainings or reoccurring trainings by submitting a 'Training/Travel Request Form' to the Training Manager. Once the Training Manager has approved the requested training course, it will be submitted to the Chief for final approval. After both the Training Manager and the Chief approve the requested course, the 'Training/Travel Request Form' will be given to the Training Coordinator to facilitate enrolling the employee in the course.

The Training Coordinator will normally be limited to making course reservations and determining what courses are mandatory for the employee's job duties. Once a training course has been identified, the Training Sergeant and the Training Coordinator will



convene to discuss the employee's upcoming training. The Training Sergeant will notify each employee as soon as possible of scheduled training(s) through the use of 'Training Orders' and 'Inter-Office Memos' via email. This memo will provide the course title, date, time, location of the training, and notification of a schedule adjustment, if necessary. The Training Coordinator will provide the training request form, a copy of the flyer or advertisement for the class, and a training reimbursement request form signed by the Chief.

If the scheduled training is a POST certified course, then a 'Training/POST Reimbursement Request' 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 CSUSB Police Department.

Should additional accommodations need to be made, the Chief's Assistant will make arrangements for the employee's hotel, airline, or car reservations, and will be responsible for submitting all of the necessary paperwork to the appropriate department, if necessary.

After course attendance, all course completion documentation and certifications awarded to sworn and/or administrative employees shall be given to the Training Coordinator to be uploaded into TIMS. Dispatchers receiving course completion documentation and certifications should submit them to the Support Services Supervisor. Any documentation or evidence of course completion will then be uploaded into TIMS for record keeping purposes.

(If no certificate is provided, complete the 'In-House Training Form' and return to appropriate recipient.)

#### Training Information Management System (TIMS)

TIMS is a computer software program utilized by the Training Coordinator and the Support Services Supervisor to track all departmental training. It is important that notification and documentation of all training be forwarded to the Training Coordinator or Support Services Supervisor to insure that the information is entered into the TIMS program. This allows for the Training Coordinator to conduct Training Plan and POST training compliance reports for all employees. With this capability, the Training Coordinator can identify training deficiencies according to the Training Plan.

(Sworn and administrative staff training documentation goes to the Training Coordinator; dispatch training documentation goes to the Support Services Supervisor.)

#### 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 or 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 University Police 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 is 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 hours or more of POST qualifying training during every two-year CPT cycle, beginning January 1, 2009.



#### Perishable Skills/Communications Requirements 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 every POST cycle. A POST cycle lasts two years. Please see the Training Coordinator to clarify the start and end date of the current POST cycle.

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 (4)
- Driver Training/Awareness or Driving Simulator (4)
- Tactical Firearms or Force Options Simulator (4)

(These requirements are satisfied through mandatory Trimester Training held at the San Bernardino County Sheriff's Department.)

Either tactical or interpersonal communications training shall consist of a minimum of 2 hours in each two-year period.

#### SWORN OFFICER MANDATORY TRAINING:

CSU – San Bernardino and the San Bernardino County Sheriff's Department currently have a Memorandum of Understanding (MOU) wherein all CSU – San Bernardino sworn-personnel are required to attend Trimester Training at the Sheriff's Department. Per Department Policy, sworn personnel will be notified of the mandatory training time, date, and location of mandatory trainings via email by the Training Sergeant. Trimester Training provides sworn personnel most of the mandatory requirements set forth by POST. Trimester Training is conducted three times per year.



#### **PROFESSIONAL CERTIFICATES and LICENSES:**

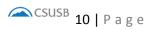
The University Police Department recognizes the importance of well trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards and Training.

It is a department policy mandate that all officers have his/her basic certificate within one year of appointment, if not already awarded, to remain an officer at UPD. It is a Department mandate that Sergeants obtain a Supervisory Certificate within two years from the date of appointment to position, if he or she does not already hold a Supervisory Certificate. Lieutenants must obtain a Management Certificate within two years from the date of appointment to position, if he or she does not already hold a Management Certificate. POST and the Department mandate that dispatchers complete the 120 hours Dispatcher Training Course in order to be eligible to be employed as a police dispatcher. However, the Department mandates that UPD dispatchers hold a Dispatcher Basic Certificate within one year of appointment, if not already awarded, in order to remain a dispatcher at UPD.

Due to the numerous combinations of training, education, and experience that would qualify individuals for certificates, other than the basic, it is the individual's responsibility to contact the Training Coordinator if they feel they are eligible for an upper level certificate. The Training Coordinator will aid the individual in the certification process. However, it is ultimately the responsibility of the individual to beginning the process of obtaining any certifications.

To qualify for awards or certificates, applicants shall have completed combinations of education, training and experience as prescribed by POST.

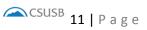
- (a) Training Points: *Twenty classroom hours* of police training acknowledged by POST shall equal *one training point*. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, 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 POST 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 a POST certificate. Units of credit transferred from one educational 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 POST, 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.

(Qualifications for the Basic Certificate through the Executive Certificate can be found on pages 12 -15. Dispatcher certificates and qualifications can be found on pages 16 –

17.)



#### **Basic Certificate:**

A Basic Certificate can be obtained if an officer is employed after January 1, 1988, and he or she has 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.

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

- (a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. POST 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 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:

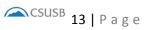
Degree or Educatio	n Points	Law Enforceme Experience	nt	Training Points
Bachelor Degree	and	2 years	plus	0
Associate Degree	and	4 years	plus	0
45 Education Points	and	4 years	plus	45
30 Education Points	and	6 years	plus	30
15 Education Points	and	8 years	plus	15

#### Advanced Certificate:

In addition to the requirements set forth in 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:

Degree or Education	n Points	Law Enforcemer Experience	nt	Training Points
Master Degree	and	4 years	plus	0
Bachelor Degree	and	6 years	plus	0
Associate Degree	and	9 years	plus	0
45 Education Points	and	9 years	plus	45
30 Education Points	and	12 years	plus	30



#### Supervisory Certificate:

In addition to the requirements set forth in the POST Administrative Manual, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

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

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

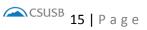
- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-I-4. b.); and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in Section 1001 (1) of the Regulations.

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

#### **Records Supervisor Certificate:**

To be eligible for the award of a Records Supervisor, 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)



#### **Records Supervisor Certificate Award:**

Each certificate applicant must satisfy the requirements specified below:

- (1) Be currently employed with a department participating in the POST program.
- (2) Be appointed as a records supervisor as defined in Regulation 1001.
- (3) Have satisfactorily completed the current department's probationary period for a records supervisor.
- (4) Have completed a minimum of two years satisfactory service with the current department as a records supervisor.
- (5) Be a high school graduate or have successfully passed the General Education Development (GED) test for high school graduation.
- (6) Have satisfactorily completed the Public Records Act course (minimum 16 hours) and the Records Supervisor Course (minimum 40 hours).

#### Dispatcher Basic Certificate:

Each certificate applicant shall satisfy the requirements specified below:

- (1) Be employed with a department participating in the POST Dispatcher Program.
- (2) Be appointed as a full-time public safety dispatcher.
- (3) Have been selected in accordance with the minimum selection requirements specified in Regulation 1018.
- (4) Have successfully completed a POST-certified Public Safety Dispatcher's Basic Course of no less than 120 hours.
- (5) Have satisfactorily completed the current department's probationary period of at least 12 months.

#### Dispatcher Intermediate Certificate:

Applicants for the award of a Dispatcher Intermediate Certificate shall:

- (1) Satisfy the requirements specified in subsection 1011 (c)(3) for all certificates.
- (2) Possess or be eligible to possess the Dispatcher Basic Certificate.
- (3) Satisfy one of the following eligibility combinations:

Degree or Education	on Units	Dispatcher Experie	ence	Training Points
Bachelor Degree	and	3 years	plus	0
Associates Degree	and	5 years	plus	0
45 Education Units	and	5 years	plus	12
30 Education Points	and	7 years	plus	11
15 Education Points	and	9 years	plus	10

#### Dispatcher Advanced Certificate:

Applicants for the award of a Dispatcher Advanced Certificate shall:

- (1) Satisfy the requirements specified in subsection 1011 (c)(3) for all certificates.
- (2) Possess or be eligible to possess the Dispatcher Intermediate Certificate.
- (3) Satisfy one of the following eligibility combinations:

Degree or Education	on Units	Dispatcher Experie	ence	Training Points
Master Degree	and	5 years	plus	0
Bachelor Degree	and	7 years	plus	0
Associate Degree	and	9 years	plus	0
45 Education Units	and	9 years	plus	12
30Education Points	and	11 years	plus	11

#### Dispatcher Supervisory Certificate Award:

Applicants for the award of a Dispatcher Supervisory Certificate shall:

- (1) Satisfy the requirements specified in Regulation 1018.
- (2) Possess or be eligible to possess the Dispatcher Intermediate Certificate.
- (3) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.)
- (4) Successfully complete a POST-certified Supervisory Course. (The Supervisory Course is highly recommended.)
- (5) Possess a minimum of two-years of experience as a first-level Dispatcher Supervisor or higher.

#### ANNUAL REVIEW:

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

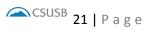
#### POST CERTIFICATIONS

- 1. Certification status should be determined during the annual meeting with the Training Committee. During this discussion, the Training Coordinator will assist the Training Committee in determining that all positions requiring a certificate are met.
- 2. If an individual wishes to pursue an additional POST certificate or feels they already meet the requirements to receive a certificate, contact the Training Coordinator.

## <u>Rank/Position Assignment –</u> <u>Sworn Personnel</u>

•	NEW EMPLOYEES
•	CHIEF
•	LIEUTENANT
•	SERGEANT
•	CORPORAL/OIC
•	POLICE OFFICER
•	COLLATERAL DUTIES
	○ FIELD TRAINING OFFICER
	• RANGE-MASTER/FIREARMS INSTRUCTOR
	• SPECIALTY ASSIGNMENTS
	<ul> <li>BIKE PATROL</li> <li>CHEMICAL AGENT INSTRUCTOR</li> <li>ARMORER</li> <li>DEFENSIVE TACTICS</li> <li>IMPACT WEAPONS</li> <li>LESS LETHAL FORCE</li> <li>PATROL RIFLE</li> <li>SPECIAL EVENTS COORDINATOR</li> <li>LIDAR/RADAR OPERATOR</li> <li>FIRST AID/CPR</li> <li>PAS DEVICE</li> <li>TERRORISM LIAISON OFFICER</li> </ul>

## **NEW SWORN EMPLOYEES**



### **NEW SWORN EMPLOYEES**

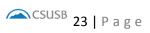
## \*Applies to ALL SOWRN CSUSB Employees

Mandatory	Hours	Location
New Employee Orientation & Safety Training	Varies	University (Human Resources)
<ul> <li>Workplace Violence Prevention &amp; Sexual Harassment Avoidance</li> </ul>	Varies	University (Human Resources)
<ul> <li>Department Orientation</li> </ul>	Varies	In-House (UPD)
Defensive Driving	N/A	Online (Parking and Transportation Services)
<ul> <li>Americans with Disabilities Act Amendments Act (ADAAA)</li> </ul>	N/A	University (Human Resources)
Crisis Intervention Training (CIT)	32	Once
California Law Enforcement	Varies	Online (UPD)
<ul><li>Telecommunications System (CLETS)</li><li>Campus Security Authority (CSA) Training</li></ul>	Varies	Online (UPD)
Specific/Technical (Position Specific)	Hours	Location
Computer Software Training	Varies	University/In-House
PeopleSoft	Varies	University/In-House
Development Training	Hours	Location
Diversity Awareness	Varies	University-In-House



## EXECUTIVE

• Chief of Police



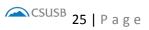
## CHIEF OF POLICE

Initial Mandatory Training	Hours	Frequency
POST Executive Development Course	80	Once
Racial Profiling	5	Once
Recurring Mandatory Training	Hours	Frequency
<ul> <li>POST Continued Personal Training (CPT)</li> </ul>	24	2 years
<ul> <li>Firearms Qualification – Trimester Training</li> </ul>		Yearly
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
First Aid/CPR/AED	8	2 Years
<ul> <li>Racial Profiling Update</li> </ul>	2	5 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul> <li>California Law Enforcement</li> </ul>	Varies	2 Years
Telecommunications System (CLETS)		
Enhancement/ Job Ckill Training	Hours	Frequency
Enhancement/Job Skill Training	40	Frequency Once
<ul> <li>Techniques for Earthquake</li> <li>Active Shooter</li> </ul>	Varies	Yearly
Active Shooter	Valles	rearry
Developmental Training	Hours	Frequency
<ul> <li>Management Seminars</li> </ul>	Varies	As needed
<ul> <li>FBI National Academy</li> </ul>	240	Once
Violent Extremism	Varies	As Needed
<ul> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul>	40	Once
<ul> <li>California Peace Officers Association – Legislatures Day</li> </ul>	16	As Needed
California Peace Officers Association     (COPS) West Conference	Varies	As Needed
<ul> <li>Association of Threat Assessment Professional (ATAP)</li> </ul>	Varies	As Needed
<ul> <li>International Chief of Police Association</li> </ul>	Varies	As Needed
<ul> <li>International Association of Campus Law Enforcement Administrators (IACLEA)</li> </ul>	Varies	As Needed
Women Leaders in Law Enforcement Training Symposium	Varies	As Needed



## MANAGEMENT

• Lieutenant - Operations Division Manager



### **LIEUTENANT**

Initial Mandatory Training	Hours	Frequency
POST Management Course	104	Once
RIMS/TIMS	Varies	Once
<ul> <li>Racial Profiling</li> </ul>	5	Once
<ul> <li>Internal Affairs Investigation</li> </ul>	24	Once
Budgeting	24	Once
<ul> <li>K-9 Liability Training</li> </ul>	Varies	Once
		_
Mandatory Reoccurring Training	Hours	Frequency
<ul> <li>Post Continued Personal Training (CPT)</li> </ul>	24	2 Years
Civil Liability Update	24	3 Years
<ul> <li>Firearms Qualification – Trimester</li> </ul>		Yearly
Training	_	
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
First Aid/CPR/AED	8	2 Years
<ul> <li>Blood Borne Pathogens</li> </ul>	2	Yearly
<ul> <li>Racial Profiling Update</li> </ul>	2	5 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
Active Shooter	Varies	Yearly
<ul> <li>California Law Enforcement</li> </ul>	Varies	2 Years
Telecommunications System (CLETS)		
relection and allons by stern (OEE 10)		
	Hours	Frequency
Enhancement/Job Skill Training	<b>Hours</b> Varies	Frequency Once
Enhancement/Job Skill Training     Solving Police Personnel Issues	Varies	Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor</li> </ul>		
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> </ul>	Varies	Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> </ul>	Varies 24	Once Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> </ul>	Varies 24 Varies	Once Once Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	Varies 24 Varies	Once Once Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	Varies 24 Varies 8	Once Once Once Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> </ul>	Varies 24 Varies 8 40	Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24	Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32	Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32 40	Once Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> <li>Developmental Training</li> </ul>	Varies 24 Varies 8 40 24 32 40 Hours	Once Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> <li>Developmental Training <ul> <li>Command College</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32 40 Hours Varies	Once Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> <li>Developmental Training <ul> <li>Command College</li> <li>FBI National Academy</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32 40 <b>Hours</b> Varies 240	Once Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> <li>Developmental Training <ul> <li>Command College</li> <li>FBI National Academy</li> <li>Assertive Supervision</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32 40 Hours Varies 240 24	Once Once Once Once Once Once Once Once
<ul> <li>Enhancement/Job Skill Training <ul> <li>Solving Police Personnel Issues</li> <li>Critical Incident Response for Supervisor and Managers</li> <li>Officer Involved Shooting</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> <li>Earthquake Course-CSTI</li> <li>Media Relations</li> <li>Active Shooter Instructor Course</li> <li>National Behavioral Intervention Team Association (NaBITA) Certification</li> </ul> </li> <li>Developmental Training <ul> <li>Command College</li> <li>FBI National Academy</li> </ul> </li> </ul>	Varies 24 Varies 8 40 24 32 40 <b>Hours</b> Varies 240	Once Once Once Once Once Once Once Once

## **SUPERVISORS (SWORN)**

- Administrative Sergeant
- Patrol Sergeant



## **SERGEANT – ADMINISTRATIVE**

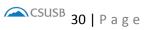
Initial Mandatory Training	Hours	Frequency
POST Supervisory Course	80	Once
<ul> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Once
RIMS/TIMS	Varies	Once
<ul> <li>Internal Affairs Investigation</li> </ul>	24	Once
Racial Profiling	5	Once
Crisis Intervention Training (CIT)	32	Once
Field Training Officer (FTO) Course	40	Once
Rifle Training	16	Once
Mandatory Recurring Training	Hours	Frequency
Trimester Training (POST CPT)	24	3 Times Per Year
Sexual Harassment – Title IX	2	Yearly
Racial Profiling Update	2	5 Years
Campus Security Authority (CSA)	Varies	Yearly
Tactical Communication	2	2 Years
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)	_	
First Aid/CPR/AED	8	2 Years
<ul> <li>Field Training officer (FTO) Update</li> </ul>	24	3 Years
CIT for FTOs	8	Once
Active Shooter	Varies	Yearly
<ul> <li>Driver Training (EVOC)</li> </ul>	8	2 Years
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Enhancement/Job Skill Training</li> <li>K-9 Liability Training</li> </ul>	Hours Varies	Frequency Once
K-9 Liability Training	Varies	Once
<ul><li>K-9 Liability Training</li><li>Media Relations</li></ul>	Varies 24	Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> </ul>	Varies 24 8	Once Once Varies
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> </ul>	Varies 24 8 24	Once Once Varies 3 Years
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> </ul>	Varies 24 8 24 Varies	Once Once Varies 3 Years As Needed
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> </ul>	Varies 24 8 24 Varies 16	Once Once Varies 3 Years As Needed Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> </ul>	Varies 24 8 24 Varies 16 80	Once Once Varies 3 Years As Needed Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> </ul>	Varies 24 8 24 Varies 16 80 80	Once Once Varies 3 Years As Needed Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> </ul>	Varies 24 8 24 Varies 16 80 80 32	Once Once Varies 3 Years As Needed Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> </ul>	Varies 24 8 24 Varies 16 80 80 32 16 40	Once Once Varies 3 Years As Needed Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> </ul>	Varies 24 8 24 Varies 16 80 80 32 16 40 16	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> </ul>	Varies 24 8 24 Varies 16 80 80 32 16 40	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	Varies 24 8 24 Varies 16 80 80 32 16 40 16	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	Varies 24 8 24 Varies 16 80 32 16 40 16 8	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	Varies 24 8 24 Varies 16 80 32 16 40 16 40 16 8 <b>Hours</b> 192	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> <b>Developmental Training</b> <ul> <li>Supervisory Leadership Institute</li> <li>Solving Police Personnel Problems</li> </ul>	Varies 24 8 24 Varies 16 80 80 32 16 40 16 8 8 <b>Hours</b> 192 8	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once
<ul> <li>K-9 Liability Training</li> <li>Media Relations</li> <li>Legal Updates</li> <li>Civil Liability Update</li> <li>Violent Extremism</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Public Records Act</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> <b>Developmental Training</b> <ul> <li>Supervisory Leadership Institute</li> <li>Solving Police Personnel Problems</li> </ul>	Varies 24 8 24 Varies 16 80 32 16 40 16 40 16 8 <b>Hours</b> 192	Once Once Varies 3 Years As Needed Once Once Once Once Once Once Once Once

## SERGEANT - PATROL

Initial Mandatan Training	Harma	<b>F</b>
Initial Mandatory Training	Hours	Frequency
POST Supervisory Course	80	Once
California Law Enforcement	Varies	Once
Telecommunications System (CLETS)	Mariaa	0
RIMS/TIMS	Varies	Once
Internal Affairs Investigation	24	Once
Racial Profiling	5	Once
<ul> <li>Crisis Intervention Training (CIT)</li> </ul>	32	Once
Rifle Training	16	Once
Field Training Officer (FTO) Course	40	Once
Mandatory Recurring Training	Hours	Frequency
Trimester Training (POST CPT)	24	3 Times Per Year
Sexual Harassment – Title IX	2	Yearly
Racial Profiling Update	2	5 Years
Campus Security Authority (CSA)	Varies	Yearly
Tactical Communication	2	2 Years
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		
First Aid/CPR/AED	8	2 Years
Driver Training (EVOC	8	2 Years
<ul> <li>Field Training Officer (FTO) Update</li> </ul>	24	3 Years
Active Shooter	Varies	Yearly
		-
CIT for FTOs	8	Once
		-
CIT for FTOs	8	Once
CIT for FTOs     Enhancement/Job Skill Training	8 Hours	Once Frequency
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training</li> <li>Patrol Staffing/Deployment/Scheduling</li> </ul>	8 Hours 8	Once Frequency Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training</li> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> </ul>	8 Hours 8 40	Once Frequency Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> </ul> </li> </ul>	8 Hours 8 40 Varies	Once Frequency Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8	Once Frequency Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24	Once Frequency Once Once Once Once Varies
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 24 16	Once Frequency Once Once Once Once Varies Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80	Once Frequency Once Once Once Once Varies Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 80	Once Frequency Once Once Once Once Varies Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 80 32 16	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 80 32 16 40	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 80 32 16	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 32 16 40 8	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> </li> <li>Developmental Training</li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 32 16 40 8 8	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> </li> <li>Developmental Training <ul> <li>Supervisory Leadership Institute</li> </ul> </li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 32 16 40 32 16 40 8 8	Once Frequency Once Once Once Once Once Once Once Once
<ul> <li>CIT for FTOs</li> <li>Enhancement/Job Skill Training <ul> <li>Patrol Staffing/Deployment/Scheduling</li> <li>Interview and Interrogations</li> <li>K-9 Liability Training</li> <li>How to Supervise People</li> <li>Critical Incidents</li> <li>Performance Rating Workshop/Evaluation</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul> </li> <li>Developmental Training</li> </ul>	8 Hours 8 40 Varies 8 24 16 80 80 32 16 40 8 8	Once Frequency Once Once Once Once Varies Once Once Once Once Once Once Once Once

## **OFFICERS (SWORN)**

- Investigations
  - Corporal
    - Patrol



### POLICE OFFICER

Initial Mandatory Training	Hours	Frequency
Racial Profiling	5	Once
RIMS/TIMS Training	Varies	Once
<ul> <li>Crisis Intervention Training (CIT)</li> </ul>	32	Once
<ul> <li>Field Training Officer (FTO) Probationary</li> </ul>	Varies	Once
Program	vanes	Once
Rifle Training	16	Once
Mandatory Recurring Training	Hours	Frequency
Trimester Training (POST CPT)	24	3 Times Per Year
<ul> <li>Firearms Qualifications</li> </ul>	N/A	3 Times Per Year
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Tactical Communication</li> </ul>	2	2 Years
	Varies	Yearly
<ul> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	vanes	really
Racial Profiling Update	2	5 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
	2	2 Years
	Varies	Yearly
	8	2 Years
Driver Training (EVOC)		2 Years
First Aid/CPR/AED	8	2 rears
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Field Training Officer (FTO) Course</li> </ul>	40	Once
<ul> <li>Sexual Assault for First Responders</li> </ul>	8	Once
<ul> <li>Terrorism Liaison Officer (TLO) Basic Course</li> </ul>	8	Once
Search Warrants	Varies	Once
<ul> <li>Drug Influence – 11550 H&amp;S</li> </ul>	24	Once
DUI Seminar	24	Once
Assertive Supervision	24	Once
Radar Course	24	Once
Crime Scene Investigation	24	Once
Traffic Collision Investigation: Basic	40	Once
<ul> <li>Traffic Collision Investigation: Interm.</li> </ul>	80	Once
<ul> <li>Vehicle Theft Investigation</li> </ul>	24	Once
<ul> <li>Interview/Interrogations Techniques</li> </ul>	24	Once
<ul> <li>Preliminary Alcohol Screening (PAS)</li> </ul>	4	Once
<ul> <li>Gang Awareness Training</li> </ul>	8	Varies
<ul> <li>Sexual Assault Investigations</li> </ul>	40	Once
<ul> <li>Bike Patrol School</li> </ul>	32	Once
	52	Child
Developmental Training	Hours	Frequency
<ul> <li>Sexual Assault Investigations</li> </ul>	40	Once
<ul> <li>Leadership Development Program</li> </ul>	40	Once
Civil Liability	24	Once



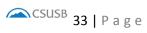
## **DETECTIVE - INVESTIGATIONS**

Initial Mandatory Training	Hours	Frequency
Basic Criminal Investigation Course	40	Once
Racial Profiling	5	Once
California Law Enforcement	Varies	Once
Telecommunications System (CLETS)		
Terrorism Liaison Officer (TLO) Course	8	Once
RIMS/TIMS	Varies	Once
Crisis Intervention Training (CIT)	32	Once
Rifle Training	16	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Trimester Training (POST CPT)</li> </ul>	24	3 Times Per Year
<ul> <li>Firearms Qualifications – Trimester Training</li> </ul>	N/A	3 Times Per Year
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Tactical Communication</li> </ul>	2	2 Years
<ul> <li>California Law Enforcement</li> </ul>	Varies	Yearly
Telecommunications System (CLETS)		
<ul> <li>Racial Profiling Update</li> </ul>	2	5 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
Active Shooter	Varies	Yearly
<ul> <li>Driver Training (EVOC)</li> </ul>	8	2 Years
First Aid/CPR	8	2 Years
Enhancement/Job Skill Training	Hours	Frequency
Crime Scene Investigation Course	Varies	Once
<ul> <li>Sexual Assault Investigation</li> </ul>	24	Once
Homicide Investigation	Varies	Once
Criminal Investigations	Varies	Once
<ul> <li>Weapons of Mass Destruction</li> </ul>	16	Once
Death Investigation	Varies	Once
<ul> <li>Sex Offender Supervision</li> </ul>	24	Once
Violent Extremism	Varies	As Needed
Sovereign Citizens	Varies	As Needed
Search Warrants	Varies	Once
<ul> <li>Vehicle Theft Investigations</li> </ul>	Varies	Once
<ul> <li>Interview/Interrogations Techniques</li> </ul>	40	Once
Field Training Officer (FTO) Course	40	Once
Developmental Training	Hours	Frequency
POST Supervisors Course	80	Once



## **CORPORAL - PATROL**

Initial Mandatory Training	Hours	Frequency
Racial Profiling	5	Once
California Law Enforcement	Varies	Once
Telecommunications System (CLETS)		
Terrorism Liaison Officer (TLO) Course	8	Once
RIMS/TIMS	Varies	Once
Rifle Training	16	Once
Crisis Intervention Training (CIT)	32	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Trimester Training (POST CPT)</li> </ul>	24	3 Times Per Year
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Racial Profiling Update</li> </ul>	2	5 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
Tactical Communication	2	2 Years
<ul> <li>California Law Enforcement</li> </ul>	Varies	Yearly
Telecommunications System (CLETS)		
Active Shooter	Varies	Yearly
<ul> <li>Driver Training (EVOC)</li> </ul>	8	2 Years
First Aid/CPR	8	2 Years
Enhancement/Job Skill Training	Hours	Frequency
Enhancement/Job Skill Training     Crime Scene Investigation Course	Hours Varies	Frequency Once
Crime Scene Investigation Course	Varies	Once
<ul><li>Crime Scene Investigation Course</li><li>Sexual Assault Investigation</li></ul>	Varies 24	Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> </ul>	Varies 24 24	Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> </ul>	Varies 24 24 24	Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> </ul>	Varies 24 24 24 40	Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> </ul>	Varies 24 24 24 40 16	Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> </ul>	Varies 24 24 24 40 16 24	Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> </ul>	Varies 24 24 24 40 16 24 80	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> </ul>	Varies 24 24 40 16 24 80 80	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> </ul>	Varies 24 24 40 16 24 80 80 32	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> </ul>	Varies 24 24 40 16 24 80 80 32 16	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> </ul>	Varies 24 24 40 16 24 80 80 80 32 16 40	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Recruit Training Officer Course</li> </ul>	Varies 24 24 40 16 24 80 80 32 16 40 Varies	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Recruit Training Officer Course</li> <li>Search Warrants</li> </ul>	Varies 24 24 40 16 24 80 80 32 16 40 Varies Varies	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Recruit Training Officer Course</li> <li>Search Warrants</li> <li>Vehicle Theft Investigations</li> <li>Interview/Interrogations Techniques</li> </ul>	Varies 24 24 24 40 16 24 80 80 32 16 40 Varies Varies Varies	Once Once Once Once Once Once Once Once
<ul> <li>Crime Scene Investigation Course</li> <li>Sexual Assault Investigation</li> <li>Interview/Interrogations Techniques</li> <li>Vehicle Theft Investigation</li> <li>Field Training Officer (FTO) Course</li> <li>Weapons of Mass Destruction</li> <li>Search Warrants</li> <li>Firearms Instructor</li> <li>Defensive Tactics</li> <li>Active Shooter Instructor Course</li> <li>Electronic Weapons Instructor</li> <li>Bike Patrol Instructor</li> <li>Recruit Training Officer Course</li> <li>Search Warrants</li> <li>Vehicle Theft Investigations</li> </ul>	Varies 24 24 40 16 24 80 80 32 16 40 Varies Varies Varies 40	Once Once Once Once Once Once Once Once



## **COLLATERAL DUTIES**



## FIELD TRAINING OFFICER (FTO)

Initial Mandatory Training	Hours	Frequency
Field Training Officer School	40	Once
Crisis Intervention for FTOs	8	Once
Mandatory Recurring Training	Hours	Frequency
Field Training Officer Update	24	3 years
Enhancement/Job Skill Training	Hours	Frequency
Critical Incident For Patrol	Varies	Once
Officer Safety/Field Tactics	Varies	Once
Developmental Training	Hours	Frequency
<ul> <li>Scenario/Role Play Evaluation (Offered at SBCSD Basic Academy)</li> </ul>	Varies	Varies
Assertive Supervision	24	Varies

#### FIREARMS INSTRUCTOR/RANGE-MASTER

Initial Mandatory Training	Hours	Frequency
Firearms Instructor	40	Once
Mandatory Reoccurring Training	Hours	Frequency
Firearms Qualification	N/A	3 Times Per Year
Firearms Instructor Update	24	3 years
Enhancement/Job Skill Training	Hours	Frequency
Firearms/Tactical Rifle	Varies	Once
Firearms/Tactical Handgun	Varies	Once
Firearms/Shotgun	Varies	Once
Developmental Training	Hours	Frequency
Firearms/Shot Gun Instructor	40	Once
<ul> <li>Survival Shooting Instructor Course</li> </ul>	40	Once
<ul> <li>Armorer School – Long Guns Course</li> </ul>	40	Once
Officer Involved Shooting	Varies	Once
<ul> <li>Critical Incident Response – Active Shooter</li> </ul>	Varies	Once

\* Note: Additional courses may be necessary to maintain certification



### K-9 HANDLER

Initial Mandatory Training	Hours	Frequency
<ul> <li>K-9 Liability Training</li> </ul>	Varies	Once
K-9 Certification	Varies	Once
Mandatory Reoccurring Training	Hours	Frequency
K-9 Recertification	8	Annually
Enhancement/Job Skill Training	Hours	Frequency
Documented Routine Training	16	Monthly
Developmental Training	Hours	Frequency
California Narcotic Canine Association	Varies	Annually



### **OPTIONAL SPECIALTY DUTY ASSIGNMENTS**

Instructor	
Hours 32	Frequency Once Once
Patrol Basic)	
nt Instructor	
	Frequency
	Once
Varies	Once
	Frequency
	Once
-	Once
Varies	Varies
ics Instructor	
Hours	Frequency
80	Once
ns Instructor	
Hours	Frequency
40	Once
ce Instructor	
Hours	Frequency
Varies	Once
way Vehicle	
Hours	Frequency
-	Once
16	Once
Hours	Frequency
	Once
	Once
Varies	Once
Vaneo	
Coordinator	
Coordinator Hours	Frequency
Coordinator Hours 24	Once
Coordinator Hours 24 Varies	
Coordinator Hours 24	Once
	32         40 (Incl. Bicycle Patrol Basic)         Int Instructor         Hours Varies         Varies         Varies         t Armorer         Hours 40         40         40         40         40         atom         Hours 40         Varies         ics Instructor         Hours 80         ns Instructor         Hours 40         varies         atom         hours 40         16         Instructor         Hours 40         16         Instructor         Hours 40         16         Instructor         Hours 40         16

(SBSD)/Multiagency, Mutual Aid Training

Lidar/Radar Operator	Instructor	
Course	Hours	Frequency
Radar Operator	24	Once
<ul> <li>Radar – Laser Operator (Lidar)</li> </ul>	8	Once
	0	
Electronic Weapons		
Course	Hours	Frequency
<ul> <li>Electronic Weapons (Taser) Instructor</li> </ul>	Varies	Once
Electronic Weapons Update	4	2 years
First Aid/CPR Ins	tructor	
Course	Hours	Frequency
First Aid/CPR Instructor	16	Once
First Aid/CPR Instructor Update	Varies	Mandatory teaching
		1 class every 2
		years
PAS Device Inst		
Course	Hours	Frequency
<ul> <li>Breathing Alcohol Testing Device</li> </ul>	4	Once
<ul> <li>PAS Device – Operations and</li> </ul>	8	Once
Calibrations		
Terrorism Liaison Off	icer (TLO)	
Course	Hours	Frequency
<ul> <li>Terrorism Liaison Officer (TLO) Basic</li> </ul>	8	Once
Course		
<ul> <li>Terrorism Liaison Officer (TLO)</li> </ul>	Varies	As Needed
Intermediate Course		
<ul> <li>Terrorism Liaison Officer (TLO) Advanced</li> </ul>	Varies	As Needed
Course		
Traffic Investig	ator	
Course	Hours	Frequency
Traffic Collision Investigation: Basic	40	Once
Traffic Collision Investigation:	80	Once
Intermediate		
Traffic Collision Investigation: Advanced	80	Once
0		

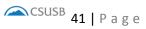


## NEW STAFF/STUDENT EMPLOYEES



## <u>Rank/Position Assignment –</u> <u>Support Personnel</u>

- NEW STAFF/STUDENT EMPLOYEES.....
- DISPATCHERS.....
  - Dispatch
  - Dispatch Supervisor
- RECORDS.....
  - Records
  - Records supervisor
- TECHNOLOGY SUPPORT.....
- EVIDENCE TECHNICIAN.....



#### **NEW STAFF/STUDENT EMPLOYEES**

#### \*Applies to ALL STAFF/STUDENT CSUSB Employees

Mandatory	Hours	Location
<ul> <li>New Employee Orientation &amp; Safety Training</li> </ul>	Varies	University (Human Resources)
<ul> <li>Workplace Violence Prevention &amp; Sexual Harassment Avoidance</li> </ul>	Varies	University (Human Resources)
Department Orientation	Varies	In-House (UPD)
Defensive Driving	N/A	Online (Parking and Transportation Services)
<ul> <li>Americans with Disabilities Act Amendments Act (ADAAA)</li> </ul>	N/A	University (Human Resources)
California Law Enforcement	Varies	
Telecommunications System (CLETS)	Varies	Online (UPD)
Campus Security Authority (CSA)     Training		Online (UPD)
Specific/Technical (Position Specific)	Hours	Location
<ul> <li>Computer Software Training</li> </ul>	Varies	University/In-House
PeopleSoft	Varies	University/In-House
Development Training	Hours	Location
Diversity Awareness	Varies	University-In- House



# DISPATCHERS



### **DISPATCHER**

Initial Mandatory Training	Hours	Frequency
Basic Dispatcher Course	120	Once
RIMS Training	8	Once
<ul> <li>Communication Training Officer (CTO) – CSUSB PD</li> </ul>	40	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul> <li>POST Continued Professional Training (CPT)</li> </ul>	24	2 Years
Defensive Driving	Varies	4 Years
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>California Law Enforcement</li> </ul>	Varies	Yearly
Telecommunications System (CLETS)		
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Sexual Assault for Dispatchers</li> </ul>	8	Once
<ul> <li>Domestic Violence for Dispatchers</li> </ul>	8	Once
<ul> <li>Tactical Dispatch</li> </ul>	8	Once
Dispatcher Update	24	2 Years
<ul> <li>Terrorism for Dispatchers</li> </ul>	8	Once
Critical Incident	8	Once
Active Shooter	8	Once
<ul> <li>Tactical Communication - DVD</li> </ul>	2	As Needed
First Aid/CPR	8	2 Years
Communication Training Officer (CTO)     Certification		
Developmental Training	Hours	Frequency
<ul> <li>Stress Management</li> </ul>	8	Once
Survival Techniques for 911     Drefessionale	8	Once
Professionals	10	0.222
Advanced Communication Training	16	Once
Communication Training Officer	40	Once

#### **DISPATCH SUPERVISOR**

Initial Mandatory Training	Hours	Frequency
Dispatcher Supervisors Course	80	Once
<ul> <li>Communication Training Officer (CTO)</li> </ul>	40	Once
Certification		
RIMS Training	8	Once
-		
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul> <li>POST Continued Professional Training (CPT)</li> </ul>	24	2 Years
Defensive Driving	Varies	4 Years
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		-
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Sexual Assault for Dispatchers</li> </ul>	8	Once
<ul> <li>Domestic Violence for Dispatchers</li> </ul>	8	Once
Tactical Dispatch	8	Once
Dispatcher Update	24	2 Years
<ul> <li>Terrorism for Dispatchers</li> </ul>	8	Once
Critical Incident	8	Once
Active Shooter	8	Once
<ul> <li>Tactical Communication - DVD</li> </ul>	2	Once
Performance Rating	16	Once
Workshop/Evaluation		
First Aid/CPR	8	2 Years
Public Records Act	16	Once
Developmental Training	Hours	Frequency
Stress Management	8	Once
Survival Techniques for 911	8	Once
Professionals	-	
Advanced Communication Training	16	Once
Communication Training Officer	40	Once
· · · · · · · · · · · · · · · · · · ·		



## RECORDS



#### **RECORDS**

Initial Mandatory Training	Hours	Frequency
<ul> <li>Basic Records Management Course</li> </ul>	120	Once
Public Records Act	16	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
LiveScan	Varies	Continually
Enhancement/Job Skill Training	Hours	Frequency
<ul><li>Enhancement/Job Skill Training</li><li>Subpoena Duces Tecum</li></ul>	Hours 8	Frequency Once
<ul><li>Subpoena Duces Tecum</li><li>National Incident Based Reporting</li></ul>	8	Once
<ul> <li>Subpoena Duces Tecum</li> <li>National Incident Based Reporting System</li> </ul>	8 8	Once Once
<ul> <li>Subpoena Duces Tecum</li> <li>National Incident Based Reporting System</li> <li>POST CPT- Records Applicable Courses</li> </ul>	8 8 Varies	Once Once As Needed
<ul> <li>Subpoena Duces Tecum</li> <li>National Incident Based Reporting System</li> <li>POST CPT- Records Applicable Courses</li> <li>Tactical Communication</li> </ul>	8 8 Varies 2	Once Once As Needed Once



### **RECORDS SUPERVISOR**

Initial Mandatory Training	Hours	Frequency
<ul> <li>Records Supervisor Course</li> </ul>	40	Once
Public Records Act Course	16	Once
RIMS/TIMS Training	8	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul> <li>POST Continued Professional Training (CPT)</li> </ul>	24	2 years
Defensive Driving	Varies	4 Years
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		-
Enhancement/Job Skill Training	Hours	Frequency
• • • •	Hours 2	Frequency Once
Enhancement/Job Skill Training		
Enhancement/Job Skill Training     Tactical Communication - DVD	2	Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Tactical Communication - DVD</li> <li>Performance Rating</li> </ul>	2	Once
<ul> <li>Enhancement/Job Skill Training</li> <li>Tactical Communication - DVD</li> <li>Performance Rating Workshop/Evaluation</li> <li>First Aid/CPR</li> </ul>	2 16	Once Once 2 years
<ul> <li>Enhancement/Job Skill Training         <ul> <li>Tactical Communication - DVD</li> <li>Performance Rating Workshop/Evaluation</li> <li>First Aid/CPR</li> </ul> </li> <li>Developmental Training</li> </ul>	2 16 8	Once Once
<ul> <li>Enhancement/Job Skill Training         <ul> <li>Tactical Communication - DVD</li> <li>Performance Rating Workshop/Evaluation</li> <li>First Aid/CPR</li> </ul> </li> <li>Developmental Training         <ul> <li>Stress Management</li> </ul> </li> </ul>	2 16 8 <b>Hours</b>	Once Once 2 years Frequency
<ul> <li>Enhancement/Job Skill Training         <ul> <li>Tactical Communication - DVD</li> <li>Performance Rating Workshop/Evaluation</li> <li>First Aid/CPR</li> </ul> </li> <li>Developmental Training         <ul> <li>Stress Management</li> </ul> </li> </ul>	2 16 8 <b>Hours</b> 8	Once Once 2 years Frequency Once
<ul> <li>Enhancement/Job Skill Training         <ul> <li>Tactical Communication - DVD</li> <li>Performance Rating Workshop/Evaluation</li> <li>First Aid/CPR</li> </ul> </li> <li>Developmental Training         <ul> <li>Stress Management</li> <li>Survival Techniques for 911</li> </ul> </li> </ul>	2 16 8 <b>Hours</b> 8	Once Once 2 years Frequency Once



# **TECHNOLOGY SUPPORT**

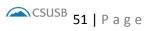


### **TECHNOLOGY SUPPORT**

Initial Mandatory Training	Hours	Frequency
RIMS/TIMS	Varies	Continually
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Security &amp; Alarm Systems Conference</li> </ul>	Varies	Yearly
Defensive Driving	Varies	4 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		
Sexual Harassment – Title IX	2	Yearly
Enhancement/Job Skill Training	Hours	Frequency
SQL/Database Training	Varies	As Needed
Developmental Training	Hours	Frequency
<ul> <li>Network and Server Based Training</li> </ul>	Varies	As Needed
Web Design	Varies	As Needed
<ul> <li>Software Systems (Department Specific)</li> </ul>	Varies	As Needed

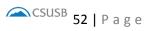


# **EVIDENCE TECHNICIAN**



#### **EVIDENCE TECHNICIAN / PROPERTY MANAGEMENT**

Initial Mandatory Training	Hours	Frequency
<ul> <li>Evidence &amp; Property Management Training</li> </ul>	16	Once
Property Room Management	16	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>HAZMAT/Blood Bourne Pathogens</li> </ul>	Varies	2 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>California Association for Property &amp; Evidence (CAPE) Conference</li> </ul>	40	Once
CAPE Training Meetings	2	Monthly
Tactical Communication - DVD	2	Once
Developmental Training	Hours	Frequency
Stress Management	8	Once



## <u>Rank/Position Assignment –</u> <u>Administrative Personnel</u>

- ADMINISTRATIVE STAFF......
  - Administrative Analyst Specialist/Chief's Assistant...
  - Records Technician, LiveScan Technician & Front Desk
     Reception...
  - Finance & Budget Analyst .....
  - Threat Assessment Team Coordinator.....
  - Clery Coordinator.....
  - Training Coordinator.....

#### OTHER ADMINISTRATIVE STAFF......

- Community Service Officer.....
- Volunteers .....
- Parking Enforcement Officers .....
- Chaplain.....

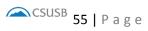
#### ADMINISTRATIVE ANALYST SPECIALIST/ CHIEF'S ASSISTANT

Initial Mandatory Training	Hours	Frequency
Concur	Varies	Once
NEOGOV	Varies	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
Clery Act Updates	Varies	Yearly
<ul> <li>Pro-Card Training</li> </ul>	Varies	Once
Defensive Driving	Varies	4 Years
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
Enhancement/Job Skill Training	Hours	Frequency
Microsoft Office Suite Training	Varies	As Needed
Microsoft Outlook Training	Varies	As Needed
<ul> <li>Budgeting (SDRTC)</li> </ul>	40	Once
First Aid/CPR/AED	8	Once
Developmental Training	Hours	Frequency
Stress Management	8	Once
Tactical Communication - DVD	2	Once
Time Management	Varies	Once



#### RECORDS TECHNICIAN / LIVESCAN TECHNICIAN / FRONT DESK RECEPTION / PROPERTY CLERK

Initial Mandatory Training	Hours	Frequency
RIMS Training	Varies	Once
<ul> <li>Cash Handling/Bookkeeping Training</li> </ul>	Varies	Once
IAPE Property Management		
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		·
Enhancement/Job Skill Training	Hours	Frequency
<ul><li>Enhancement/Job Skill Training</li><li>Records Management</li></ul>	Hours	Frequency
	Hours 8	<b>Frequency</b> 2 years
Records Management		
<ul><li>Records Management</li><li>First Aid/CPR</li></ul>	8	2 years
<ul> <li>Records Management</li> <li>First Aid/CPR</li> </ul> Developmental Training	8 Hours	2 years Frequency
<ul> <li>Records Management</li> <li>First Aid/CPR</li> <li>Developmental Training         <ul> <li>Tactical Communication - DVD</li> </ul> </li> </ul>	8 Hours 2	2 years Frequency As Needed



#### **FINANCE & BUDGET ANALYST**

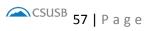
Initial Mandatory Training	Hours	Frequency
Budget Management	Varies	Once
Mandatory Recurring Training	Hours	Frequency
Defensive Driving	Varies	4 Years
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
California Law Enforcement	Varies	Yearly
Telecommunications System (CLETS)		-
NEOGOV	Varies	Once
Concur	Varies	Once
<ul> <li>POST Reimbursement Form</li> </ul>	Varies	Once
Pro Card	Varies	Once
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Budgeting (SDRTC)</li> </ul>	40	Once
<ul> <li>Office of Justice Financial Management</li> </ul>	16	Once
Conducting Organizational Performance	16	Once
Audit		
<ul> <li>Microsoft Office Suite Training</li> </ul>	Varies	As Needed
Developmental Training	Hours	Frequency
<ul> <li>Grant Writing Training</li> </ul>	8	Once
<ul> <li>Auditing Money and Books</li> </ul>		
Budgeting		

Payroll



### THREAT ASSESSMENT TEAM COORDINATOR

Initial Mandatory Training	Hours	Frequency
Terrorism Liaison Officer (TLO) Course	8	Once
NaBITA Training	24	Once
RIMS/TIMS	Varies	Once
PeopleSoft	Varies	Once
Mandatory Recurring Training	Hours	Frequency
<ul> <li>Sexual Harassment – Title IX</li> </ul>	Varies	Yearly
Defensive Driving	Varies	4 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
California Law Enforcement	Varies	Yearly
Telecommunication System (CLETS)		
Enhancement/Job Skill Training	Hours	Frequency
Computer Training	8	Yearly
Time Management	8	Yearly
First Aid/CPR	8	2 years
<ul> <li>Association of Threat Assessment Professionals (ATAP) Training</li> </ul>	8	Yearly
<ul> <li>Association of Threat Assessment Professionals (ATAP) Meetings</li> </ul>	Varies	As Needed
Terrorism Early Warning Group	Varies	As Needed
TARGET Meeting	Varies	Quarterly
Developmental Training	Hours	Frequency
<ul> <li>Joint Regional Intelligence Center – Quarterly Training</li> </ul>	Varies	Quarterly
<ul> <li>Terrorism Liaison Officer (TLO) Intermediate and Advanced Courses</li> </ul>	Varies	As Needed
NaBITA Annual Conferences	Varies	Yearly



### **CLERY COORDINATOR**

Initial Mandatory Training	Hours	Frequency
<ul> <li>Department Orientation</li> </ul>	2	Once
Clery Act Compliance Training Academy	40	Once
Mandatory Recurring Training	Hours	Frequency
Clery Compliance Training Workshop	16	Annually
<ul> <li>CSU Clery Coordinator's Workshop</li> </ul>	16	Annually
Clery Act Updates	Varies	As Needed
Enhancement/Job Skill Training	Hours	Frequency
Microsoft Office Suite Training	Varies	As Needed
Developmental Training	Hours	Frequency
CSU Clery Summit	Varies	As Needed

### TRAINING COORDINATOR

Mandatory Training	Hours	Frequency
<ul> <li>Department Orientation</li> </ul>	2	Once
<ul> <li>Training Managers Course</li> </ul>	24	Once
RIMS/TIMS	Varies	Once
Recurring Training	Hours	Frequency
<ul> <li>STARS Training Managers Meeting</li> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	3 Varies	Monthly Yearly
Enhancement/Job Skill Training	Hours	Frequency
Time Management	Varies	Once
Developmental Training     TBD	Hours	Frequency

## **OTHER ADMINISTRATIVE STAFF**

- COMMUNITY SERVICE OFFICERS
  - VOLUNTEERS
- PARKING ENFORCEMENT OFFICERS
  - CHAPLAIN



#### **COMMUNITY SERVICE OFFICER (CSO)**

Initial Mandatory Training	Hours	Frequency
<ul> <li>Community Service Officer (CSO) Academy – CSUSB PD*</li> </ul>	40	Once
Mandatory Recurring Training	Hours	Frequency
First Aid/CPR/AED	8	2 years
Defensive Driving	Varies	Yearly
<ul> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
Sexual Harassment – Title IX	2	Yearly
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Enhancement/Job Skill Training</li> <li>Tactical Communication - DVD</li> </ul>	Hours 2	Frequency As Needed
<ul> <li>Tactical Communication - DVD</li> </ul>	2	As Needed
<ul> <li>Tactical Communication - DVD</li> <li>Conflict Resolution</li> <li>Crisis Intervention Team Training –</li> </ul>	2 Varies	As Needed Once

\*Details of CSO Academy can be found in the curriculum

CSUSB 61 | P a g e

### VOLUNTEER

Initial Mandatory Training	Hours	Frequency
First Aid/CPR/AED	8	Once
Defensive Driving	Varies	4 Years
Mandatory Recurring Training	Hours	Frequency
Campus Security Authority (CSA)	Varies	Annually
Fisher compart/ Job Okill Training	Hours	Frequency
Enhancement/Job Skill Training	nouis	riequency
<ul> <li>Community Service Officer (CSO) Academy – CSUSB PD*</li> </ul>	40	Once
Community Service Officer (CSO)		



### PARKING ENFORCEMENT OFFICER

Mandatory Training	Hours	Frequency
<ul> <li>Parking and Transportation Officer Training Academy</li> </ul>	Varies	Once
<ul> <li>Crisis Intervention Team Training – CSUSB CAPS</li> </ul>	8	Once
Recurring Training	Hours	Frequency
<ul> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
<ul> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
Defensive Driving	Varies	4 Years
<ul> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
First Aid/CPR/AED	8	2 Years
Enhancement/Job Skill Training	Hours	Frequency
<ul> <li>Enhancement/Job Skill Training</li> <li>Tactical Communication - DVD</li> </ul>	Hours 2	Frequency As Needed
	2 1	
Tactical Communication - DVD	2	As Needed
<ul> <li>Tactical Communication - DVD</li> <li>Pepper Spray – CSUSB PD</li> <li>Customer Service and Conflict Resolution for Parking Officers – Online (International Parking Institute)</li> <li>Email Etiquette</li> </ul>	2 1	As Needed Once



#### **CHAPLAIN**

Hours	Frequency
40	Once
Hours	Frequency
Hours	Frequency
2	Once
Varies	As Needed
8	Once
Hours	Frequency
	40 Hours Hours 2 Varies 8

• TBD



# **APPENDIXES**

- ORGANIZATIONAL CHART
- TRAINING ORDERS MEMO
- TRAINING/TRAVEL REQUEST FORM
  - HOTEL/AIRLINE WORKSHEET
  - TRAVEL/TRAINING CHECKLIST
    - IN-HOUSE TRAINING FORM
- STAFF ROSTER & COLLATERAL DUTY ASSIGNMENT



# **TRAINING ORDERS MEMO**





## California State University, San Bernardino UNIVERSITY POLICE

## TRAINING ORDERS

DATE:

TO:

- CC: Lieutenant Fleming and Kim Downey
- FROM: Sergeant

RE: Official Notice of Upcoming Training

**Course Title**: Click here to enter text.

**Date:** Click here to enter text.

**Time**: Click here to enter text.

**Location**: Click here to enter text.

Notification of Schedule Adjustment: Click here to enter text.



# TRAINING/TRAVEL REQUEST FORM



Reset Form

#### California State University, San Bernardino University Police

#### TRAVEL/TRAINING REQUEST FORM

			Date
The following training/	class is being requested by:		
	Employe	e	
TRAINING/CLASS BEING FOLLOWING:	G HOLD AT THE	POST ID #	
Date	Total days in attendance:	Times (Fro	om) To
Course Title/ Purpose			
Post Control Number # (if a	applicable)		Cost \$
Location Address City, State Zip Phone Number			POST REIMBURSEMENT
TUTION - Payable To (if different then above): Address City, State Zip Phone Number			* If YES, complete the POS Reimbursement Form located of the Dept. Form web site. Turn in form at the completion of the course.
Travel Funds:		Budget - (Fund/Account)	
Supervisors Appro	val	Training	Officer Approval
Lieutenant Approv	al	Reviewed:	Approved Date
Chief Approval		Comments:	Denied
EASE ATTACH ANY INFORMA ASS WITH THIS FORM.	TION OR FLYERS FOR THE TRAINING/	·	
		Reset Form	Print Form

## **HOTEL/AIRLINE WORKSHEET**





## California State University, San Bernardino UNIVERSITY POLICE

## **HOTEL & AIRLINE WORKSHEET**

Name of Traveler:	
AIRLINE INFORMATION	
Airline: Destination: _	
<u>Name_Airport/City</u>	
Departure: Return: Date Time Date Time	
Confirmation #: Travel Agency:	
Travel Agent Information:	
Agent Name Phone Number E-Mail Addres Notes:	SS
HOTEL INFORMATION	
Hotel:	Phone:
Check in: Check out: # of Nights:	·
Number of people: King Bed :	Non Smoking:
Rate: \$ Tax: \$ Total: \$ Conf #:	
Check in between: Check out by:	
Parking fee? Yes 🗌 \$ No 🗌	
Shuttle to/from Airport? Yes 🗌 No 🗌	
Notes:	



## **TRAVEL/TRAINING CHECKLIST**





#### California State University, San Bernardino UNIVERSITY POLICE TRAVEL/TRAINING CHECKLIST

	Travel/Training Request (T/TR) Form Submitted for Approval	Date
	POST Reimbursement Form Completed & Submitted for Approval	
	T/TR Form Signed by Supervisor	Date
	T/TR Form Signed by Lieutenant or MPP	Date
_		Date
	T/TR Form Signed by Chief	Date
	POST Reimbursement Form Signed by Chief	Date
	Authorized Form(s) Returned to Training Coordinator	Date
	Training Sergeant Contacted for Scheduling	Date
	Seat Reserved in Course	
	Registration Fees Paid	Date
_		Date
	Hotel Reservations Completed	Date
	Airline and/or Rental Car Reservations Completed	Date
	Forms Submitted to Chief's Assistant for CONCUR entry	Date
	Copy to Budget	Date
	Employee Given Training Packet	
	Training Information Entered In TIMS	Date
<u> </u>		Date



## **IN-HOUSE TRAINING FORM**





## California State University, San Bernardino UNIVERSITY POLICE

**IN-HOUSE TRAINING FORM (IN LIEU OF CERTIFICATE FORM)** 

#### **TRAINING - COMPLETED**

Hours Completed:				
Type or Name o		ng:		_
Training:	POST	Department	Other:	
Method of Training:	DVD	In-person	Other:	
Signature				
Print Name				Dept. 1D #
I certify the above pe			g:	Dept. ID #
Signature				
Print Name				Dept. ID # POST ID#
I certify that I have re-		-		Dept ID #
Day: M T W T F S		Date:		

