



# California State University, San Bernardino Police Department

## Training Plans and Employee Career Path Manual

University Police Department – Chief of Police Nina Jamsen

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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 mandatory.

To make professional and personal goals possible to the employee, the Department has placed an emphasis in two areas:

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

## LAW ENFORCEMENT PROFESSIONAL TRAINING:

Law Enforcement Professional Training is comprised of two categories of training. The first category refers to those courses certified by California Peace Officers Standards and Training (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**

Subsistence  
Commuter Lunch  
Travel

### **Plan V**

Subsistence  
Commuter Lunch  
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](http://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 Jansen, 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 Education Points		Law Enforcement Experience		Training Points
Bachelor Degree	<i>and</i>	2 years	<i>plus</i>	0
Associate Degree	<i>and</i>	4 years	<i>plus</i>	0
45 Education Points	<i>and</i>	4 years	<i>plus</i>	45
30 Education Points	<i>and</i>	6 years	<i>plus</i>	30
15 Education Points	<i>and</i>	8 years	<i>plus</i>	15

**Advanced Certificate:**

In addition to the requirements set forth in the 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 Points		Law Enforcement Experience		Training Points
Master Degree	<i>and</i>	4 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	6 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Points	<i>and</i>	9 years	<i>plus</i>	45
30 Education Points	<i>and</i>	12 years	<i>plus</i>	30

### **Supervisory Certificate:**

In addition to the requirements set forth in the 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**:

<b>Degree or Education Units</b>		<b>Dispatcher Experience</b>		<b>Training Points</b>
Bachelor Degree	<i>and</i>	3 years	<i>plus</i>	0
Associates Degree	<i>and</i>	5 years	<i>plus</i>	0
45 Education Units	<i>and</i>	5 years	<i>plus</i>	12
30 Education Points	<i>and</i>	7 years	<i>plus</i>	11
15 Education Points	<i>and</i>	9 years	<i>plus</i>	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**:

<b>Degree or Education Units</b>		<b>Dispatcher Experience</b>		<b>Training Points</b>
Master Degree	<i>and</i>	5 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	7 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Units	<i>and</i>	9 years	<i>plus</i>	12
30 Education Points	<i>and</i>	11 years	<i>plus</i>	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.

# Rank/Position Assignment – Sworn Personnel

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

# **NEW SWORN EMPLOYEES**

## **NEW SWORN EMPLOYEES**

*\*Applies to ALL SOWRN CSUSB Employees*

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

# **EXECUTIVE**

- **Chief of Police**



## CHIEF OF POLICE

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• POST Executive Development Course	80	Once
• Racial Profiling	5	Once
<b>Recurring Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• POST Continued Personal Training (CPT)	24	2 years
• Firearms Qualification – Trimester Training		Yearly
• Sexual Harassment – Title IX	2	Yearly
• First Aid/CPR/AED	8	2 Years
• Racial Profiling Update	2	5 Years
• Campus Security Authority (CSA)	Varies	Yearly
• California Law Enforcement Telecommunications System (CLETS)	Varies	2 Years
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Techniques for Earthquake	40	Once
• Active Shooter	Varies	Yearly
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Management Seminars	Varies	As needed
• FBI National Academy	240	Once
• Violent Extremism	Varies	As Needed
• National Behavioral Intervention Team Association (NaBITA) Certification	40	Once
• California Peace Officers Association – Legislatures Day	16	As Needed
• California Peace Officers Association (COPS) West Conference	Varies	As Needed
• Association of Threat Assessment Professional (ATAP)	Varies	As Needed
• International Chief of Police Association	Varies	As Needed
• International Association of Campus Law Enforcement Administrators (IACLEA)	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
• Racial Profiling	5	Once
• Internal Affairs Investigation	24	Once
• Budgeting	24	Once
• K-9 Liability Training	Varies	Once
Mandatory Reoccurring Training	Hours	Frequency
• Post Continued Personal Training (CPT)	24	2 Years
• Civil Liability Update	24	3 Years
• Firearms Qualification – Trimester Training		Yearly
• Sexual Harassment – Title IX	2	Yearly
• First Aid/CPR/AED	8	2 Years
• Blood Borne Pathogens	2	Yearly
• Racial Profiling Update	2	5 Years
• Campus Security Authority (CSA)	Varies	Yearly
• Active Shooter	Varies	Yearly
• California Law Enforcement Telecommunications System (CLETS)	Varies	2 Years
Enhancement/Job Skill Training	Hours	Frequency
• Solving Police Personnel Issues	Varies	Once
• Critical Incident Response for Supervisor and Managers	24	Once
• Officer Involved Shooting	Varies	Once
• Terrorism Liaison Officer (TLO) Basic Course	8	Once
• Earthquake Course-CSTI	40	Once
• Media Relations	24	Once
• Active Shooter Instructor Course	32	Once
• National Behavioral Intervention Team Association (NaBITA) Certification	40	Once
Developmental Training	Hours	Frequency
• Command College	Varies	Once
• FBI National Academy	240	Once
• Assertive Supervision	24	Once
• Executive Development Course	80	Once
• Violent Extremism	Varies	As Needed

# **SUPERVISORS (SWORN)**

- **Administrative Sergeant**
- **Patrol Sergeant**

## **SERGEANT – ADMINISTRATIVE**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• POST Supervisory Course	80	Once
• California Law Enforcement Telecommunications System (CLETS)	Varies	Once
• RIMS/TIMS	Varies	Once
• Internal Affairs Investigation	24	Once
• Racial Profiling	5	Once
• Crisis Intervention Training (CIT)	32	Once
• Field Training Officer (FTO) Course	40	Once
• Rifle Training	16	Once

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• 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 Telecommunications System (CLETS)	Varies	Yearly
• First Aid/CPR/AED	8	2 Years
• Field Training officer (FTO) Update	24	3 Years
• CIT for FTOs	8	Once
• Active Shooter	Varies	Yearly
• Driver Training (EVOC)	8	2 Years

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• K-9 Liability Training	Varies	Once
• Media Relations	24	Once
• Legal Updates	8	Varies
• Civil Liability Update	24	3 Years
• Violent Extremism	Varies	As Needed
• Performance Rating Workshop/Evaluation	16	Once
• Firearms Instructor	80	Once
• Defensive Tactics	80	Once
• Active Shooter Instructor Course	32	Once
• Electronic Weapons Instructor	16	Once
• Bike Patrol Instructor	40	Once
• Public Records Act	16	Once
• Terrorism Liaison Officer (TLO) Basic Course	8	Once

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Supervisory Leadership Institute	192	Once
• Solving Police Personnel Problems	8	Once
• Regional Sex Offender's Training	8	Once
• Assertive Supervision	24	Once

## SERGEANT – PATROL

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• POST Supervisory Course	80	Once
• California Law Enforcement Telecommunications System (CLETS)	Varies	Once
• RIMS/TIMS	Varies	Once
• Internal Affairs Investigation	24	Once
• Racial Profiling	5	Once
• Crisis Intervention Training (CIT)	32	Once
• Rifle Training	16	Once
• Field Training Officer (FTO) Course	40	Once

  

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• 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 Telecommunications System (CLETS)	Varies	Yearly
• First Aid/CPR/AED	8	2 Years
• Driver Training (EVOC)	8	2 Years
• Field Training Officer (FTO) Update	24	3 Years
• Active Shooter	Varies	Yearly
• CIT for FTOs	8	Once

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Patrol Staffing/Deployment/Scheduling	8	Once
• Interview and Interrogations	40	Once
• K-9 Liability Training	Varies	Once
• How to Supervise People	8	Once
• Critical Incidents	24	Varies
• Performance Rating Workshop/Evaluation	16	Once
• Firearms Instructor	80	Once
• Defensive Tactics	80	Once
• Active Shooter Instructor Course	32	Once
• Electronic Weapons Instructor	16	Once
• Bike Patrol Instructor	40	Once
• Terrorism Liaison Officer (TLO) Basic Course	8	Once

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Supervisory Leadership Institute	192	Once
• Assertive Supervision	24	Once
• HAZMAT On-Scene Management	40	Varies

# **OFFICERS (SWORN)**

- **Investigations**
  - **Corporal**
  - **Patrol**

## **POLICE OFFICER**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• Racial Profiling	5	Once
• RIMS/TIMS Training	Varies	Once
• Crisis Intervention Training (CIT)	32	Once
• Field Training Officer (FTO) Probationary Program	Varies	Once
• Rifle Training	16	Once

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• Trimester Training (POST CPT)	24	3 Times Per Year
• Firearms Qualifications	N/A	3 Times Per Year
• Sexual Harassment – Title IX	2	Yearly
• Tactical Communication	2	2 Years
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly
• Racial Profiling Update	2	5 Years
• Campus Security Authority (CSA)	Varies	Yearly
• Domestic Violence Update	2	2 Years
• Active Shooter	Varies	Yearly
• Driver Training (EVOC)	8	2 Years
• First Aid/CPR/AED	8	2 Years

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Field Training Officer (FTO) Course	40	Once
• Sexual Assault for First Responders	8	Once
• Terrorism Liaison Officer (TLO) Basic Course	8	Once
• Search Warrants	Varies	Once
• Drug Influence – 11550 H&S	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
• Traffic Collision Investigation: Interm.	80	Once
• Vehicle Theft Investigation	24	Once
• Interview/Interrogations Techniques	24	Once
• Preliminary Alcohol Screening (PAS)	4	Once
• Gang Awareness Training	8	Varies
• Sexual Assault Investigations	40	Once
• Bike Patrol School	32	Once

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Sexual Assault Investigations	40	Once
• Leadership Development Program	40	Once
• Civil Liability	24	Once



## **DETECTIVE - INVESTIGATIONS**

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

## **CORPORAL - PATROL**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• Racial Profiling	5	Once
• California Law Enforcement Telecommunications System (CLETS)	Varies	Once
• Terrorism Liaison Officer (TLO) Course	8	Once
• RIMS/TIMS	Varies	Once
• Rifle Training	16	Once
• Crisis Intervention Training (CIT)	32	Once
<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• 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 Telecommunications System (CLETS)	Varies	Yearly
• Active Shooter	Varies	Yearly
• Driver Training (EVOC)	8	2 Years
• First Aid/CPR	8	2 Years
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Crime Scene Investigation Course	Varies	Once
• Sexual Assault Investigation	24	Once
• Interview/Interrogations Techniques	24	Once
• Vehicle Theft Investigation	24	Once
• Field Training Officer (FTO) Course	40	Once
• Weapons of Mass Destruction	16	Once
• Search Warrants	24	Once
• Firearms Instructor	80	Once
• Defensive Tactics	80	Once
• Active Shooter Instructor Course	32	Once
• Electronic Weapons Instructor	16	Once
• Bike Patrol Instructor	40	Once
• Recruit Training Officer Course	Varies	Once
• Search Warrants	Varies	Once
• Vehicle Theft Investigations	Varies	Once
• Interview/Interrogations Techniques	40	Once
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Assertive Supervision	40	Once

# COLLATERAL DUTIES

## **FIELD TRAINING OFFICER (FTO)**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Field Training Officer School</li></ul>	40	Once
<ul style="list-style-type: none"><li>• Crisis Intervention for FTOs</li></ul>	8	Once

  

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Field Training Officer Update</li></ul>	24	3 years

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Critical Incident For Patrol</li></ul>	Varies	Once
<ul style="list-style-type: none"><li>• Officer Safety/Field Tactics</li></ul>	Varies	Once

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Scenario/Role Play Evaluation (Offered at SBCSD Basic Academy)</li></ul>	Varies	Varies
<ul style="list-style-type: none"><li>• Assertive Supervision</li></ul>	24	Varies

## **FIREARMS INSTRUCTOR/RANGE-MASTER**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Firearms Instructor</li> </ul>	40	Once
<b>Mandatory Reoccurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Firearms Qualification</li> </ul>	N/A	3 Times Per Year
<ul style="list-style-type: none"> <li>Firearms Instructor Update</li> </ul>	24	3 years
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Firearms/Tactical Rifle</li> </ul>	Varies	Once
<ul style="list-style-type: none"> <li>Firearms/Tactical Handgun</li> </ul>	Varies	Once
<ul style="list-style-type: none"> <li>Firearms/Shotgun</li> </ul>	Varies	Once
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Firearms/Shot Gun Instructor</li> </ul>	40	Once
<ul style="list-style-type: none"> <li>Survival Shooting Instructor Course</li> </ul>	40	Once
<ul style="list-style-type: none"> <li>Armorer School – Long Guns Course</li> </ul>	40	Once
<ul style="list-style-type: none"> <li>Officer Involved Shooting</li> </ul>	Varies	Once
<ul style="list-style-type: none"> <li>Critical Incident Response – Active Shooter</li> </ul>	Varies	Once

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

## K-9 HANDLER

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• K-9 Liability Training</li></ul>	Varies	Once
<ul style="list-style-type: none"><li>• K-9 Certification</li></ul>	Varies	Once
<b>Mandatory Reoccurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• K-9 Recertification</li></ul>	8	Annually
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Documented Routine Training</li></ul>	16	Monthly
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• California Narcotic Canine Association</li></ul>	Varies	Annually

## OPTIONAL SPECIALTY DUTY ASSIGNMENTS

### Bike Patrol Instructor

Course	Hours	Frequency
• Bicycle Patrol Basic	32	Once
• Bike Patrol Instructor	40 (Incl. Bicycle Patrol Basic)	Once

### Chemical Agent Instructor

Course	Hours	Frequency
• Chemical Agent Instructor	Varies	Once
• Pepper Ball Launcher	Varies	Once

### Department Armorer

Course	Hours	Frequency
• Armorer Course	40	Once
• Armorer-Long Guns	40	Once
• Weapon Specific Armorer Update (Heckler & Koch)	Varies	Varies

### Defensive Tactics Instructor

Course	Hours	Frequency
• Defensive Tactics Instructor	80	Once

### Impact Weapons Instructor

Course	Hours	Frequency
• Baton Instructor	40	Once

### Less Lethal Force Instructor

Course	Hours	Frequency
• Less Lethal Force Instructor	Varies	Once

### Motors/Off-Highway Vehicle

Course	Hours	Frequency
• Motorcycle-Dual Purpose Training	40	Once
• Motorcycle Update	16	Once

### Patrol Rifle Instructor

Course	Hours	Frequency
• Patrol Rifle Course	Varies	Once
• Advanced Patrol Rifle Course	Varies	Once
• Firearms/Tactical Rifle	Varies	Once

### Special Events Coordinator

Course	Hours	Frequency
• Special Planning Event	24	Once
• Crowd Control	Varies	Once
• Crowd Control Update	Varies	Once
• Mobile Field Force Training	8	Once

(SBSD)/Multiagency, Mutual Aid Training

Lidar/Radar Operator Instructor

Course	Hours	Frequency
• Radar Operator	24	Once
• Radar – Laser Operator (Lidar)	8	Once

Electronic Weapons Instructor

Course	Hours	Frequency
• Electronic Weapons (Taser) Instructor	Varies	Once
• Electronic Weapons Update	4	2 years

First Aid/CPR Instructor

Course	Hours	Frequency
• First Aid/CPR Instructor	16	Once
• First Aid/CPR Instructor Update	Varies	Mandatory teaching 1 class every 2 years

PAS Device Instructor

Course	Hours	Frequency
• Breathing Alcohol Testing Device	4	Once
• PAS Device – Operations and Calibrations	8	Once

Terrorism Liaison Officer (TLO)

Course	Hours	Frequency
• Terrorism Liaison Officer (TLO) Basic Course	8	Once
• Terrorism Liaison Officer (TLO) Intermediate Course	Varies	As Needed
• Terrorism Liaison Officer (TLO) Advanced Course	Varies	As Needed

Traffic Investigator

Course	Hours	Frequency
• Traffic Collision Investigation: Basic	40	Once
• Traffic Collision Investigation: Intermediate	80	Once
• Traffic Collision Investigation: Advanced	80	Once



# **NEW STAFF/STUDENT EMPLOYEES**

# **Rank/Position Assignment – Support Personnel**

- **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*

<b>Mandatory</b>	<b>Hours</b>	<b>Location</b>
• New Employee Orientation & Safety Training	Varies	University (Human Resources)
• Workplace Violence Prevention & Sexual Harassment Avoidance	Varies	University (Human Resources)
• Department Orientation	Varies	In-House (UPD)
• Defensive Driving	N/A	Online (Parking and Transportation Services)
• Americans with Disabilities Act Amendments Act (ADAAA)	N/A	University (Human Resources)
• California Law Enforcement Telecommunications System (CLETS)	Varies	Online (UPD)
• Campus Security Authority (CSA) Training	Varies	Online (UPD)

<b>Specific/Technical (Position Specific)</b>	<b>Hours</b>	<b>Location</b>
• Computer Software Training	Varies	University/In-House
• PeopleSoft	Varies	University/In-House

<b>Development Training</b>	<b>Hours</b>	<b>Location</b>
• Diversity Awareness	Varies	University-In-House

# DISPATCHERS

## DISPATCHER

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• Basic Dispatcher Course	120	Once
• RIMS Training	8	Once
• Communication Training Officer (CTO) – CSUSB PD	40	Once

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• Campus Security Authority (CSA)	Varies	Yearly
• POST Continued Professional Training (CPT)	24	2 Years
• Defensive Driving	Varies	4 Years
• Sexual Harassment – Title IX	2	Yearly
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Sexual Assault for Dispatchers	8	Once
• Domestic Violence for Dispatchers	8	Once
• Tactical Dispatch	8	Once
• Dispatcher Update	24	2 Years
• Terrorism for Dispatchers	8	Once
• Critical Incident	8	Once
• Active Shooter	8	Once
• Tactical Communication - DVD	2	As Needed
• First Aid/CPR	8	2 Years
• Communication Training Officer (CTO) Certification		

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Stress Management	8	Once
• Survival Techniques for 911 Professionals	8	Once
• Advanced Communication Training	16	Once
• Communication Training Officer	40	Once

## **DISPATCH SUPERVISOR**

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

# RECORDS

## RECORDS

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• Basic Records Management Course	120	Once
• Public Records Act	16	Once

  

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• Sexual Harassment – Title IX	2	Yearly
• Campus Security Authority (CSA)	Varies	Yearly
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly
• LiveScan	Varies	Continually

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Subpoena Duces Tecum	8	Once
• National Incident Based Reporting System	8	Once
• POST CPT- Records Applicable Courses	Varies	As Needed
• Tactical Communication	2	Once

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Stress Management	8	Once
• Performance Rating Workshop	16	Once



## RECORDS SUPERVISOR

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

# TECHNOLOGY SUPPORT

## TECHNOLOGY SUPPORT

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>RIMS/TIMS</li> </ul>	Varies	Continually
<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Security &amp; Alarm Systems Conference</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>Defensive Driving</li> </ul>	Varies	4 Years
<ul style="list-style-type: none"> <li>Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>SQL/Database Training</li> </ul>	Varies	As Needed
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Network and Server Based Training</li> </ul>	Varies	As Needed
<ul style="list-style-type: none"> <li>Web Design</li> </ul>	Varies	As Needed
<ul style="list-style-type: none"> <li>Software Systems (Department Specific)</li> </ul>	Varies	As Needed

# EVIDENCE TECHNICIAN

## **EVIDENCE TECHNICIAN / PROPERTY MANAGEMENT**

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

# Rank/Position Assignment – Administrative Personnel

- **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
• Campus Security Authority (CSA)	Varies	Yearly
• Clery Act Updates	Varies	Yearly
• Pro-Card Training	Varies	Once
• Defensive Driving	Varies	4 Years
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly
• Sexual Harassment – Title IX	2	Yearly
Enhancement/Job Skill Training	Hours	Frequency
• Microsoft Office Suite Training	Varies	As Needed
• Microsoft Outlook Training	Varies	As Needed
• Budgeting (SDRTC)	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**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• RIMS Training	Varies	Once
• Cash Handling/Bookkeeping Training	Varies	Once
• IAPE Property Management		
<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• Sexual Harassment – Title IX	2	Yearly
• Campus Security Authority (CSA)	Varies	Yearly
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Records Management		
• First Aid/CPR	8	2 years
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• Tactical Communication - DVD	2	As Needed
• Property Room Management	Varies	Once
• Stress management	8	Once
• Customer Service	4	Yearly



## FINANCE & BUDGET ANALYST

Initial Mandatory Training	Hours	Frequency
<ul style="list-style-type: none"> <li>• Budget Management</li> </ul>	Varies	Once
Mandatory Recurring Training	Hours	Frequency
<ul style="list-style-type: none"> <li>• Defensive Driving</li> <li>• Sexual Harassment – Title IX</li> <li>• Campus Security Authority (CSA)</li> <li>• California Law Enforcement Telecommunications System (CLETS)</li> <li>• NEOGOV</li> <li>• Concur</li> <li>• POST Reimbursement Form</li> <li>• Pro Card</li> </ul>	<ul style="list-style-type: none"> <li>Varies</li> <li>2</li> <li>Varies</li> <li>Varies</li> <li>Varies</li> <li>Varies</li> <li>Varies</li> <li>Varies</li> </ul>	<ul style="list-style-type: none"> <li>4 Years</li> <li>Yearly</li> <li>Yearly</li> <li>Yearly</li> <li>Once</li> <li>Once</li> <li>Once</li> <li>Once</li> </ul>
Enhancement/Job Skill Training	Hours	Frequency
<ul style="list-style-type: none"> <li>• Budgeting (SDRTC)</li> <li>• Office of Justice Financial Management</li> <li>• Conducting Organizational Performance Audit</li> <li>• Microsoft Office Suite Training</li> </ul>	<ul style="list-style-type: none"> <li>40</li> <li>16</li> <li>16</li> <li>Varies</li> </ul>	<ul style="list-style-type: none"> <li>Once</li> <li>Once</li> <li>Once</li> <li>As Needed</li> </ul>
Developmental Training	Hours	Frequency
<ul style="list-style-type: none"> <li>• Grant Writing Training</li> <li>• Auditing Money and Books</li> <li>• Budgeting</li> <li>• Payroll</li> </ul>	<ul style="list-style-type: none"> <li>8</li> </ul>	<ul style="list-style-type: none"> <li>Once</li> </ul>

## **THREAT ASSESSMENT TEAM COORDINATOR**

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

## CLERY COORDINATOR

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Department Orientation</li></ul>	2	Once
<ul style="list-style-type: none"><li>• Clery Act Compliance Training Academy</li></ul>	40	Once

  

<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Clery Compliance Training Workshop</li></ul>	16	Annually
<ul style="list-style-type: none"><li>• CSU Clery Coordinator's Workshop</li></ul>	16	Annually
<ul style="list-style-type: none"><li>• Clery Act Updates</li></ul>	Varies	As Needed

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Microsoft Office Suite Training</li></ul>	Varies	As Needed

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• CSU Clery Summit</li></ul>	Varies	As Needed

# TRAINING COORDINATOR

<b>Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
• Department Orientation	2	Once
• Training Managers Course	24	Once
• RIMS/TIMS	Varies	Once

  

<b>Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
• STARS Training Managers Meeting	3	Monthly
• California Law Enforcement Telecommunications System (CLETS)	Varies	Yearly

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
• Time Management	Varies	Once

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
• TBD		

# **OTHER ADMINISTRATIVE STAFF**

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

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

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Community Service Officer (CSO) Academy – CSUSB PD*</li> </ul>	40	Once
<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>First Aid/CPR/AED</li> </ul>	8	2 years
<ul style="list-style-type: none"> <li>Defensive Driving</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>Sexual Harassment – Title IX</li> </ul>	2	Yearly
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Tactical Communication - DVD</li> </ul>	2	As Needed
<ul style="list-style-type: none"> <li>Conflict Resolution</li> </ul>	Varies	Once
<ul style="list-style-type: none"> <li>Crisis Intervention Team Training – CSUSB CAPS</li> </ul>	8	Once
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>Mediation/Conflict Resolution</li> </ul>	2	Once
<ul style="list-style-type: none"> <li>Self-Defense</li> </ul>	2	Varies
<ul style="list-style-type: none"> <li>Teambuilding</li> </ul>		Varies

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

## **VOLUNTEER**

<b>Initial Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• First Aid/CPR/AED</li></ul>	8	Once
<ul style="list-style-type: none"><li>• Defensive Driving</li></ul>	Varies	4 Years
<b>Mandatory Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Campus Security Authority (CSA)</li></ul>	Varies	Annually
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Community Service Officer (CSO) Academy – CSUSB PD*</li></ul>	40	Once
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Tactical Communication - DVD</li></ul>	2	As Needed

## **PARKING ENFORCEMENT OFFICER**

<b>Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Parking and Transportation Officer Training Academy</li> </ul>	Varies	Once
<ul style="list-style-type: none"> <li>• Crisis Intervention Team Training – CSUSB CAPS</li> </ul>	8	Once
<b>Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• California Law Enforcement Telecommunications System (CLETS)</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>• Sexual Harassment – Title IX</li> </ul>	2	Yearly
<ul style="list-style-type: none"> <li>• Defensive Driving</li> </ul>	Varies	4 Years
<ul style="list-style-type: none"> <li>• Campus Security Authority (CSA)</li> </ul>	Varies	Yearly
<ul style="list-style-type: none"> <li>• First Aid/CPR/AED</li> </ul>	8	2 Years
<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Tactical Communication - DVD</li> </ul>	2	As Needed
<ul style="list-style-type: none"> <li>• Pepper Spray – CSUSB PD</li> </ul>	1	Once
<ul style="list-style-type: none"> <li>• Customer Service and Conflict Resolution for Parking Officers – Online (International Parking Institute)</li> </ul>	3	Once
<ul style="list-style-type: none"> <li>• Email Etiquette</li> </ul>		
<ul style="list-style-type: none"> <li>• Bike Patrol Course</li> </ul>		
<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Technology Trends in Parking – Online (International Parking Institute)</li> </ul>	1	Once



## CHAPLAIN

<b>Mandatory Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Basic Law Enforcement Chaplain Course</li></ul>	40	Once

  

<b>Recurring Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>•</li></ul>		

  

<b>Enhancement/Job Skill Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• Tactical Communication – DVD</li></ul>	2	Once
<ul style="list-style-type: none"><li>• Chaplain Seminar</li></ul>	Varies	As Needed
<ul style="list-style-type: none"><li>• Crisis Intervention Team Training</li></ul>	8	Once

  

<b>Developmental Training</b>	<b>Hours</b>	<b>Frequency</b>
<ul style="list-style-type: none"><li>• TBD</li></ul>		

# **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:

Employee \_\_\_\_\_

TRAINING/CLASS BEING HOLD AT THE  
FOLLOWING:

POST ID # \_\_\_\_\_

Date \_\_\_\_\_ Total days in attendance:  Times (From) \_\_\_\_\_ To \_\_\_\_\_

Course Title/  
Purpose \_\_\_\_\_

Post Control Number # (if applicable) \_\_\_\_\_ Cost \$

Location  
Address  
City, State Zip  
Phone Number

### POST REIMBURSEMENT

- YES \*  
 NO

\* If YES, complete the POST Reimbursement Form located on the Dept. Form web site. Turn in form at the completion of the course.

TUTION - Payable To (if  
different then above):  
Address  
City, State Zip  
Phone Number

Travel Funds:  Budget - (Fund/Account) \_\_\_\_\_

\_\_\_\_\_  
Supervisors Approval

\_\_\_\_\_  
Training Officer Approval

\_\_\_\_\_  
Lieutenant Approval

\_\_\_\_\_  
Chief Approval

Reviewed:  **Approved** \_\_\_\_\_ Date \_\_\_\_\_

Comments:  **Denied** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH ANY INFORMATION OR FLYERS FOR THE TRAINING/  
CLASS WITH THIS FORM.**

Reset Form

Print Form

# HOTEL/AIRLINE WORKSHEET



# California State University, San Bernardino UNIVERSITY POLICE

## HOTEL & AIRLINE WORKSHEET

Name of Traveler: \_\_\_\_\_

### AIRLINE INFORMATION

Airline: \_\_\_\_\_ Destination: \_\_\_\_\_

Name Airport/City

Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
Date Time Date Time

Confirmation #: \_\_\_\_\_

Travel Agency: \_\_\_\_\_

Travel Agent Information:

\_\_\_\_\_  
Agent Name Phone Number E-Mail Address

Notes:

### 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 \_\_\_\_\_ Date
- T/TR Form Signed by Supervisor \_\_\_\_\_ Date
- T/TR Form Signed by Lieutenant or MPP \_\_\_\_\_ 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 \_\_\_\_\_ Date
- Registration Fees Paid \_\_\_\_\_ 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 \_\_\_\_\_ Date
- Training Information Entered In TIMS \_\_\_\_\_ Date

# IN-HOUSE TRAINING FORM



# California State University, San Bernardino UNIVERSITY POLICE

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

### TRAINING - COMPLETED

Day: M T W T F S S

Date: \_\_\_\_\_

I certify that I have received this training:

\_\_\_\_\_  
Print Name

Dept. ID # \_\_\_\_\_

POST ID# \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature

I certify the above person has received this training:

\_\_\_\_\_  
Print Name

Dept. ID # \_\_\_\_\_

\_\_\_\_\_  
Signature

**Method of Training:** DVD      In-person      Other: \_\_\_\_\_

**Training:**                      POST      Department      Other: \_\_\_\_\_

**Type or Name of Training:**  
\_\_\_\_\_

**Hours Completed:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**FORWARD TO RECORDS FOR "TIMS" ENTRY**