



Woodland Police
Department
TRAINING PLAN
09/12/2024

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INTRODUCTION

The Department Training Plan

1.0.1 Purpose

The policy of the Woodland Police Department is to administer a training program that will provide for the professional development of its personnel. By doing so, the Police Department will ensure its personnel possess the skills necessary to provide a professional level of service that meets the needs of the community, the department, and the individual.

1.0.2 Objectives

The objectives of the Woodland Police Department's Training Program are to:

- 1) Enhance law enforcement service to the community.
- 2) Increase the technical expertise and overall effectiveness of individual personnel, and
- 3) Provide for continued professional development of department personnel.

1.0.3 Philosophy

The Woodland Police Department seeks to provide and encourage its personnel to participate in training and advanced education on a continual basis. Training is provided to all personnel as much as possible within the confines and dictates of the needs of the agency, budgetary constraints, staffing requirements, legal mandates, and the availability of timely, quality instruction.

Whenever possible, the department will use, courses certified by the California Commission on Peace Officer Standards and Training (POST). However, when necessary to meet the needs of the agency, and/or the employee, the department may use training seminars, courses, and conferences that POST does not certify.

1.0.4 Specific Areas of Training

The Woodland Police Department's Training policy and supplemental Training Plan will address the following types of training:

- 1) Mandatory Training - Training required by federal law, state law and department policy.
- 2) Essential Training - Training designated by the department as necessary to achieve department goals.
- 3) Desired Training - Training identified by the department as beneficial to an employee's specific assignment or as part of career development.
- 4) Remedial Training - Training determined by the department to identify and correct training deficiencies.

- 5) Training related to continue professional development.

1.1.0 Administration

With the exception of the Field Training Program, the Training Section of the Administrative Services Division will administrate the Woodland Police Department's Training Program.

- 1) The Management Analyst assigned to the Training Section will be the department's training manager and as such, will be the department's representative at the regional training committees, POST, California Association of Training Managers functions and any other appropriate groups, organizations or seminars. The Management Analyst will report to the Administrative Sergeant.
- 2) The Training Manager will develop and maintain the training plan necessary to meet the department's training program.
- 3) The Field Training Program will be administered within the patrol function of the Operations Division. The Field Training Program Sergeant will be directly responsible for insuring the trainee's completed Field Training Officer's (FTO) manual, which documents the successful completion of the field training program, is forwarded to the Training Section for permanent storage in the officer's training file.

1.2.0 Mandatory Training

- 1) Basic Course
 - a. All full-time sworn personnel will have completed a POST Certified Basic Course or its equivalent (832.3 PC).
 - b. All sworn personnel must obtain a POST Basic Certificate within 24 months of employment (832.4 PC).
- 2) First Aid and CPR Training
 - a. All sworn personnel at the rank of officer and sergeant will receive First Aid/CPR training as prescribed by the California Emergency Medical Service Authority (13518 PC). Current requirements are every three years.
 - b. Management and other personnel, while not required to receive First Aid/CPR training, are encouraged to do so (CSO, Police Aides, Youth Services Counselor, etc.).
- 3) All sworn personnel at the rank of officer and sergeant must complete a minimum of 24 hours of POST Continuing Professional Training (CPT) every two years. Newly hired personnel are given a grace period of two years from their date of hire to comply with the 24 hours of CPT. Department personnel will receive this training through a variety of mediums including POST Telecourses, off-site POST certified courses, modular training blocks, and special in-house training.

Approval for off-site POST certified courses will be given based upon the type of training (i.e. mandatory, essential and desirable training as outlined in the training plan).

- 4) Remedial Training
 - a. The department will administer a program by which substandard performance can be identified and the appropriate corrective training can be applied.
 - b. The program will include the use of the annual evaluation system, special evaluations, and interdepartmental memos to division commanders outlining the specific problem and suggesting possible remedies.

1.3.0 Career Development

- 1) As part of the department's training program, the department will utilize training for career development in order to accomplish:
 - a. Training for anticipated future needs.
 - b. Training for projected promotions.
 - c. Training for professional growth and development of individual personnel.
- 2) Training programs utilized for career development purposes should be developed through the performance evaluation process and be identified in the Personnel Evaluation System Employee Report.
- 3) Request for specific training courses for career development should be processed on the "Training Request" form and submitted with the completed evaluation. Request courses can also be accomplished by using tuition reimbursement. This request should be processed on the "City of Woodland, Request for Course Approval" form. Course approval must be obtained prior to requesting reimbursement from the City.
- 4) Career development training requests require mutually agreed upon approval of the shift supervisor and the mentor requesting the training for personnel. Final authority regarding career development training attendance rests with the Division Commander.

1.4.0 Transition Training

- 1) Officers returning to patrol after an absence of one year or more will be assigned to a FTO for a one week orientation to the position, whenever possible and practical. Upon the recommendation of the FTO Sergeant, the officer will be assigned to a regular shift.

- 2) Officers/CSOs being transferred to a specialty assignment will participate in an orientation program as set up by the unit's supervisor. That orientation should be at least one week in length.
- 3) Sergeants returning to patrol, after an absence of one year or more, will be assigned to a patrol sergeant for at least one week, to become familiar with existing supervisory duties and responsibilities.
- 4) Personnel promoted to sergeant will be assigned to a training program for sergeants to be determined by the Patrol Commander. Sergeants promoted to Lieutenant will spend whatever reasonable period of time in training deemed necessary by the Chief of Police to become familiar with his/her new duties and responsibilities prior to being released to full duty status.

207 TRAINING POLICY

207.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

207.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

207.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel

207.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- (a) State Mandated Training
- (b) Critical Issues Training

207.5 TRAINING NEEDS ASSESSMENT

The Training Section will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

207.6 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1. Court appearances
 2. Vacation
 3. Sick leave
 4. Physical limitations preventing the employee's participation.
 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
1. Notify their supervisor as soon as possible but no later than one hour prior to the start of training.
 2. Document their absence in Plan It.
 3. Make arrangements through their supervisor and the Training Manager to attend the required training on an alternate date.

207.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Woodland Police Department Policy Manual and other important topics. Generally, twelve training bulletins are available each month. However, the number of DTBs may be adjusted.

When personnel access the DTBs they should only use the password and login name assigned to them by the Training Manager. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Supervisors should incorporate the DTBs into daily briefings as time permits.

Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs while on-duty.

POST Professional Certificates

The Commission on POST issues the following professional certificates to peace officers.

Basic Certificate

The Basic Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Basic Course requirement and the employing agency's probationary period.

Intermediate Certificate

The Intermediate Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time peace officers of a POST-participating agency who possess a Basic Certificate and who have acquired the specified training and education points and/or college degree and the prescribed years of law enforcement experience.

Advanced Certificate

The Advanced Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time peace officers of a POST-participating agency who possess an Intermediate Certificate and who have acquired the specified training and education points and/or college degree and the prescribed years of law enforcement experience.

Supervisory Certificate

The Supervisory Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time peace officers of a POST-participating agency who possess an Intermediate Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as a first-level supervisor and who have completed the Supervisory Course.

Management Certificate

The Management Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time peace officers of a POST-participating agency who possess an Advanced Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as a middle manager and who have completed the Management Course.

Executive Certificate

The Executive Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time peace officers of a POST-participating agency who possess an Advanced Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as the department head and who have completed the Executive Development Course.

Reserve Officer Certificate

The Reserve (Peace) Officer Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently appointed Level 1 reserve officers of a POST-participating agency.

Specialized Certificate

The Specialized Series of Professional Certificates include the Basic through Executive Certificates and completion of the Specialized Investigators Academy.

The Commission on POST issues this professional certificate to Records Supervisors

Records Supervisor Certificate

The Records Supervisor Certificate is awarded, as defined in [Commission Regulation 1011](#) to currently employed full-time records supervisor employees of a POST-participating agency who have satisfactorily completed a minimum of two years satisfactory service as a records supervisor, have completed the Records Supervisor Course (40-hour minimum) and the Public Records Act Course (16-hour minimum) listed in the POST [Catalog of Certified Courses](#).

TRAINING PLAN REVISIONS

SWORN POSITION/RANK, SPECIALTY ASSIGNMENT	
	<p>ENTIRE DOCUMENT 09/12/2024</p> <ul style="list-style-type: none"> • Changed CLETS to annual (previously every 2 years) • Changed all non-sworn/civilian to professional
1	<p>OFFICER (PATROL)</p> <p>09/12/2024</p> <ul style="list-style-type: none"> • Specified Alameda Sheriff as Instructor for PSP II EVOC • Specified In-House as Instructor for Racial Profiling • PSP IV: Strategic Communication and PSP V: Use of Force combined as Force Options course, mandatory every 2 years • Active Shooter changed from every two years to annually • De-Escalation removed; already included in Force Options • Mental Illness & Developmental Disorders removed; already included in Crisis Intervention Training • A.B.L.E. added as dept mandatory; initial course at 8 hours and 2-hour annual refresher <p>03/29/2024</p> <ul style="list-style-type: none"> • Science-Based Interviewing replaced Interview & Interrogation <p>10/25/22</p> <ul style="list-style-type: none"> • Crisis Intervention Training: 40 hours required for new officers; 8 hour update for all officers every 2 years. In-house. • Implicit Bias training: 8 hour course offered by Embassy Consulting required every 5 years; 2-hour course (webinar) by Justice Clearinghouse every two years.
2	<p>TRAFFIC</p> <p>09/12/2024</p> <ul style="list-style-type: none"> • Removed SFST; already mandatory for Patrol Officer <p>03/29/2024</p> <ul style="list-style-type: none"> • EVOC 1-day for motorcycles added as dept-required
3	<p>SCHOOL RESOURCE OFFICER</p> <p>09/12/2024</p> <ul style="list-style-type: none"> • Added Vulnerability Assessment & Management as desirable
4	K9
5	<p>FIELD TRAINING OFFICER</p> <p>09/12/2024</p> <ul style="list-style-type: none"> • Added Assertive Supervision and EQ for Public Safety as department mandatory
6	G.R.E.A.T. OFFICER
7	HONOR GUARD
8	<p>DETECTIVES (INVESTIGATIONS)</p> <p>01/01/24</p>

	<ul style="list-style-type: none"> • <i>ICI Officer Involved Shooting – required for all detectives 01/30/23</i> • <i>ICI Officer Involved Shooting – required for Senior Detective</i>
9	<p>GANG DETECTIVE 09/12/2024</p> <ul style="list-style-type: none"> • <i>Corrected ICI Gangs as 40-Hour (not 80-Hour)</i>
10	<p>CANNABIS DETECTIVE 09/12/2024</p> <ul style="list-style-type: none"> • <i>Corrected ICI Gangs as 40-Hour (not 80-Hour)</i>
11	<p>SERGEANT (PATROL) 09/12/2024</p> <ul style="list-style-type: none"> • <i>Added Critical Incident Leadership (CATO) as mandatory</i> • <i>Removed OIS for Field Supervisors by DPrep</i> • <i>EQ for Public Safety by Sitna as department mandatory</i> <p>03/29/24</p> <ul style="list-style-type: none"> • <i>OIS for Field Supervisors – added as a department requirement</i> <p>10/25/22</p> <ul style="list-style-type: none"> • <i>Leading the Professional Employee: 32 hours required for all supervisors over professional employees.</i> • <i>Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.</i>
12	<p>COMMUNITY RELATIONS SERGEANT 09/12/2024</p> <ul style="list-style-type: none"> • <i>Added Internal Affairs as department mandatory</i>
13	<p>INVESTIGATIONS (DETECTIVE) SERGEANT 09/12/2024</p> <ul style="list-style-type: none"> • <i>Changed ICI Detective Unit Management from desirable to department mandatory</i> <p>01/30/23</p> <ul style="list-style-type: none"> • <i>ICI Officer Involved Shooting – required</i>
14	<p>GANG TASK FORCE SERGEANT 09/12/2024</p> <ul style="list-style-type: none"> • <i>Corrected ICI Gangs as 40-Hour (not 80-Hour)</i>
15	K9 SERGEANT
16	TRAFFIC SERGEANT
17	PATROL LIEUTENANT
18	COMMUNITY RELATIONS LIEUTENANT
19	INVESTIGATIONS LIEUTENANT
20	DEPUTY CHIEF
21	CHIEF
	OTHER SWORN POSITIONS
22	CRISIS NEGOTIATIONS TEAM MEMBER
23	CRIME SCENE INVESTIGATOR
24	<p>INSTRUCTOR – DEFENSE TACTICS 09/12/2024</p>

	<ul style="list-style-type: none"> Removed Verbal Judo; already covered in Force Options
25	INSTRUCTOR – FIREARMS
26	INSTRUCTOR – IMPACT WEAPONS 09/12/2024 <ul style="list-style-type: none"> Removed Verbal Judo; already covered in Force Options
27	SWAT COMMANDER 09/12/2024 <ul style="list-style-type: none"> Added CATO conference as department mandatory; alternate 2 members every year
28	SWAT TEAM LEADER 09/12/2024 <ul style="list-style-type: none"> Added CATO conference as department mandatory; alternate 2 members every year
29	SWAT TEAM MEMBER 09/12/2024 <ul style="list-style-type: none"> Added CATO conference as department mandatory; alternate 2 members every year
30	BIKE PATROL TEAM MEMBER
PROFESSIONAL POSITION/RANK, SPECIALTY ASSIGNMENT	
	09/12/2024 <ul style="list-style-type: none"> For all CSOs certified as department instructors for the First Aid/CPR/AED course, refresher course every 2 years is mandatory.
	COMMUNITY SERVICES OFFICERS 09/12/2024 <ul style="list-style-type: none"> For all CSOs certified as department instructors for the First Aid/CPR/AED course, refresher course every 2 years is mandatory.
1	Patrol CSO
2	Traffic CSO 09/12/2024 <ul style="list-style-type: none"> Added Basic TC Investigation as department mandatory
3	Parking CSO
4	Investigations CSO
	Property and Evidence CSO 09/12/2024 <ul style="list-style-type: none"> Changed Basic Records from department mandatory to desirable Changed CAPE conference as department mandatory every other year 10/25/22 Leading the Professional Employee: 32 hours required for all supervisors over professional employees. Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.
5	
6	Special Services CSO
7	CRIME ANALYST

	<p>10/25/22</p> <ul style="list-style-type: none"> • <i>Leading the Professional Employee: 32 hours required for all supervisors over professional employees.</i> • <i>Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.</i>
8	<p>CRIME PREVENTION SPECIALIST</p> <p>9/12/2024</p> <ul style="list-style-type: none"> • <i>Added Presentation/Graphic Design (Canva training) as desirable</i> <p>10/25/22</p> <ul style="list-style-type: none"> • <i>Leading the Professional Employee: 32 hours required for all supervisors over professional employees.</i> • <i>Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.</i>
9	<p>EXECUTIVE ASSISTANT to the CHIEF</p> <p>9/12/2024</p> <ul style="list-style-type: none"> • <i>Added Presentation/Graphic Design (Canva training) as desirable</i> • <i>Changed CPCA Executive Assistant course as department mandatory every 2 years</i>
10	<p>MANAGEMENT ANALYST (Budget & Training)</p> <p>10/25/22</p> <ul style="list-style-type: none"> • <i>Leading the Professional Employee: 32 hours required for all supervisors over professional employees.</i> • <i>Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.</i>
11	<p>(SENIOR) RECORDS SPECIALIST</p>
12	<p>RECORDS SUPERVISOR</p> <p>9/12/2024</p> <ul style="list-style-type: none"> • <i>Changed CCUG & CLEARS as department mandatory alternating years</i> <p>10/25/22</p> <ul style="list-style-type: none"> • <i>Leading the Professional Employee: 32 hours required for all supervisors over professional employees.</i> • <i>Assertive Supervision/Leadership & Accountability: 40 hours required for all supervisors within 5 years of assignment.</i>
13	<p>SOCIAL SERVICES MANAGER</p> <p>10/25/22</p> <ul style="list-style-type: none"> • <i>New title added</i> • <i>Assertive Supervision: 32 hours required.</i>

TRAINING PLAN BY POSITION

I. SWORN POSITION/RANK, SPECIALTY ASSIGNMENT

A. OFFICER (PATROL)

MANDATORY: POST & LEGISLATIVE			
Course (POST Course #)	Length	Frequency	Instructor
PSP I. Tactical Firearms PCN 29501	4 Hours	Every 24 months - training cycle	In-House
PSP II. Driver Training/ Awareness (EVOC)	8 Hours	Every 24 months - training cycle	Alameda Sheriff
PSP III. Arrest & Control	6-8 Hours	Every 24 months - training cycle	In-House
PSP IV. Strategic Communications	8 Hours	Combined as Force Options every 2 years	In-House
PSP V. Use of Force			
Rifle Training	16 Hours	New officer orientation	In-House
Human Trafficking	2 Hours	Within 6 months of assignment to Patrol or Investigations	POST Learning Portal
Elder Adult Abuse	2 Hours	Within 18 months from hire	POST Learning Portal
Blood borne Pathogens	1 Hour	Annually	Target Solutions
Vehicle Pursuit	2 Hours	Annually	POST Learning Portal
Domestic Violence Update	2 Hours	Every two years	In-House
First Aid/CPR Refresher	8 Hours	Every two years: Lieutenants & above are exempt	In-House
Racial Profiling Refresher	4 Hours	Every five years	In-House
L.E. Resp to Terrorism (LERT)	8 Hours	Once in career	POST Learning Portal

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Taser Update Training	4 Hours	Annually	In-House

MANDATORY: DEPARTMENT cont'd			
Riot & Crowd Control Update	4 Hours	Annually	In-House
Sexual Harassment Training	8 Hours	Every two years	In-House
Science-Based Interviewing	24 Hours	Within 3 yrs from hire	POST
Basic Traffic Collision	40 Hours	Within 3 yrs from hire	POST
SFST	24 Hours	Within 3 yrs from hire	POST
Taser	8 Hours	New officer orientation	In-House
EPAS	4 Hours	Once in career	DOJ
Crisis Intervention Training	40 Hours	Once in career	In-House
	8 Hours	Every 2 years	In-House
Active Shooter & High Risk Car Stops	8 Hours	Every year	In-House
Implicit Bias	2 Hours	Every 2 years	Justice Clearinghouse
	8 hours	Every 5 years (Next: Aug 2025)	Embassy Consulting
Active Bystandership for Law Enforcement (ABLE)	8 hours 2 hours	Initial course Annual refresher	In-House

DESIRABLE			
Course	Length	Frequency	Instructor
Advanced Report Writing	24 Hours	Min 4 yrs with Dept	POST
Search and Seizure	8 Hours	Min 4 yrs with Dept	POST
Vehicle Theft for Patrol Officers	8 Hours	Min 4 yrs with Dept	POST
11550 H&S Recognition	24 Hours	Min 4 yrs with Dept	POST
Search Warrant/Arrest Warrant	40 Hours	Min 4 yrs with Dept	POST

DESIRABLE cont'd			
Radar Operator	24 Hours		In House
A.R.I.D.E.	24 Hours		CHP

I. TRAFFIC

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Basic Police Motorcycle	80 Hours		POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Traffic Accident Investigation (Intermediate)	40 Hours		POST
Radar Operator	24 Hours		In-house
ARIDE	24 Hours		POST
EVOC 1 -day for MC	8 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Commercial Vehicle Enforcement	24 Hours		POST
Vehicle vs. Pedestrian Collision Investigation	40 Hours		POST
Motorcycle Officer Update	24 Hours		POST
Advanced Traffic Investigation	80 Hours		POST
Vehicle Inspection	40 Hours		POST
Motor Officer Advanced Training	8 Hours		CLASS
Street Racing Enforcement	8 Hours		CHP

II. SCHOOL RESOURCE OFFICER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
SRO school	40 Hours		POST
Gang Awareness	24 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Crisis Intervention Techniques w/in schools	8 Hours		Lorman Ed.
Drugs, Guns and Gangs in California Schools	8 Hours		Law Adv Group
California Juvenile Officer's Assoc. Update	8 Hours		
Instructor for G.R.E.A.T.	40 Hours		G.R.E.A.T.
Active Shooter course	24 Hours		POST
ALICE training	16 Hours		POST
Vulnerability Assessment & Management for Schools	8 Hours		POST

III. K9 OFFICER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Basic Police K-9 Handler School Patrol/Narcotics	8-12 weeks		POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
K-9 Medical Care	8 Hours		
K-9 Liability Course	8-40 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
K-9 Case Law Update	8 Hours		POST
K-9 Evaluation Course (POST certs of K-9)			
K-9 SKIDS/Tactical SWAT Use			
K-9 Tracking Techniques	40 Hours		POST
K-9 Agitator course	16 Hours		POST

IV. FIELD TRAINING OFFICER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Field Training Officer	40 Hours		Savage Training Group
Field Training Officer Update	24 Hours	Every 3 years	Savage Training Group
Assertive Supervision	24 Hours		Marin Consulting
EQ for Public Safety	8 Hours		Sitna

DESIRABLE			
Course	Length	Frequency	Instructor
11550 H&S	24 Hours		POST
Legal Update	4 Hours		POST

V. G.R.E.A.T. OFFICER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
G.R.E.A.T. Officer Training	40 Hours		G.R.E.A.T.

DESIRABLE			
Course	Length	Frequency	Instructor

VI. HONOR GUARD

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Honor Guard Practice			In-house

DESIRABLE			
Course	Length	Frequency	Instructor

B. DETECTIVES (INVESTIGATIONS)

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
ICI Core Course	80 Hours		POST
ICI Sexual Assault Investigation	40 Hours	Within 6 months of assignment	POST
ICI Child Abuse Investigation	40 Hours		POST
ICI Homicide Investigation	80 Hours		POST
ICI Officer Involved Shooting	40 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Informant Development	24 Hours		CNOA
FBI Death Investigation	40 Hours		FBI
Homicide Advanced Investigations	40 Hours		POST
ICI Specialty Course*	40 Hours		POST
High Tech Crimes	4 Hours		POST
Wire Tap Investigations (Valid for 5 years)	8 Hours		POST

*ICI Specialty Course, i.e., Gangs for those assigned specifically to these cases.

I. GANG DETECTIVE

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Basic Narcotics Investigation Course	80 Hours		DOJ
Informant Development	24 Hours		CNOA
Search Warrants	8 Hours		
ICI Gangs	40 Hours		POST
Cal Gang Task Force	12 Hours		
Gang Conference		Every other year	

DESIRABLE			
Course	Length	Frequency	Instructor
ICI Homicide Investigation	80 Hours		POST
Cal Gang User Training	24 Hours		

II. CANNABIS DETECTIVE

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
ICI Core Corse	80 Hours		POST
Informant Development	24 Hours		CNOA
ICI Gangs	40 Hours		POST
Extradition Training	24 Hours		POST
Marijuana Indoor Grow Investigations	16 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Courses needed to supplement the position			

C. SERGEANT (PATROL)

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Supervisory Course	80 hours	Complete within 1 year of promotion	POST
High Tech Crimes	2 Hours	Complete within 18 months of promotion	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
ICS 200, 300, 400, 800			POST
Assertive Supervision/ Leadership & Accountability	40 Hours		POST
Supervisory Leadership Institute	8 sessions		POST
Leading the Professional Employee	32 Hours	Beginning of assignment if supervising professional staff	POST
Critical Incident Leadership	16 Hours		CATO
EQ for Public Safety	8 Hours		Sitna

DESIRABLE			
Course	Length	Frequency	Instructor
Legal Update	4 Hours		POST
Internal Affairs Inv	24 Hours		POST
Critical Incident Management	24 Hours		DPREP

I. COMMUNITY RELATIONS SERGEANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Pitchess Motion			CPOA
Public Records Act	16 Hours		CPOA
Social Media Training	8 Hours		CPOA
Internal Affairs	24 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Background Investigations	32 Hours		POST
Recruitment & Retention Strategies			POST
Police Discipline/POBR	8 Hours		POST

II. INVESTIGATIONS (DETECTIVE) SERGEANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
ICI Sexual Assault Investigation	40 Hours	Within 6 months of assignment	POST
ICI Child Abuse Investigation	40 Hours		POST
ICI Core Course	80 Hours		POST
High Tech Crimes	4 Hours	Within 18 months of assignment	POST
ICI Officer Involved Shooting	40 Hours		POST
ICI Detective Supervision Course	40 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Communications Course			
FBI Academy			

III. GANG TASK FORCE SERGEANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Basic Narcotics Investigation Course	80 Hours		DOJ
Informant Development	24 Hours		CNOA
Search Warrants	8 Hours		
ICI Gangs	40 Hours		POST
ICI Core with Specialty			POST
CNOA Gang Unit Supervisor	40 Hours		CNOA

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
ICI Homicide Investigations	80 Hours		POST
Cal Gang User Training	24 Hours		

IV. K9 SERGEANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
K-9 Supervisor/ Management Course	40 Hours		POST
K-9 Liability Course			

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
K-9 Medical Care	8 Hours		
K-9 Case Law Update	8-24 Hours		
Police K-9 Conference	10-40 Hours		

V. TRAFFIC SERGEANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Traffic Collision Investigation (Intermediate)	40 Hours		POST
Radar Course	24 Hours		In-house/POST
Supervisor DUI/CDL Management Course	8 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Basic Police Motorcycle	80 Hours		POST
Traffic Collision Investigation – Advanced	80 Hours		POST
Vehicle vs Pedestrian Collision Investigation	40 Hours		POST
Commercial Vehicle Enforcement	24 Hours		POST

D. PATROL LIEUTENANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
POST Management	80 Hours	Start the course within 12 months of promotion	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Executive Development	80 Hours		POST
Officer Involved Shootings – Management	16 Hours		POST/CPOA
Leadership in Crisis	24 Hours		POST/CPOA
Internal Affairs	24 Hours		POST
Assertive Supervision	24 Hours		POST/MARIN
Leadership & Accountability	24 Hours		POST/MARIN
<i>SWAT Commander</i>	<i>24 Hours</i>		<i>POST</i>
<i>K9 Management</i>	<i>24 Hours</i>		<i>POST/CPOA</i>

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Command College			
FBI Academy			
Strategic Planning			CalChiefs

DESIRABLE cont'd			
Public Records Act			CPOA
Pitches Motion Update			CPOA
Team Building Workshops			POST

E. COMMUNITY RELATIONS LIEUTENANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
POST Management	80 Hours	Start the course within 12 months of promotion	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Executive Development	80 Hours		POST
Officer Involved Shootings – Management	16 Hours		POST/CPOA
Leadership in Crisis	24 Hours		POST/CPOA
Internal Affairs	24 Hours		POST
Assertive Supervision	24 Hours		POST/MARIN
Leadership & Accountability	24 Hours		POST/MARIN
<i>PIO/Media Relations</i>	<i>16 Hours</i>		<i>POST</i>

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Same Desirable courses listed for Patrol Lieutenant			

F. INVESTIGATIONS LIEUTENANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
POST Management	80 Hours	Start the course within 12 months of promotion	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Executive Development	80 Hours		POST
Officer Involved Shootings – Management	16 Hours		POST/CPOA
Leadership in Crisis	24 Hours		POST/CPOA
Internal Affairs	24 Hours		POST
Assertive Supervision	24 Hours		POST/MARIN
Leadership & Accountability	24 Hours		POST/MARIN
<i>ICI Detective Management</i>	<i>40 Hours</i>		<i>POST</i>

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
Same Desirable courses listed for Patrol Lieutenant			

G. DEPUTY CHIEF

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Must complete all the POST & legislative mandated training for Lieutenant (Patrol)			
Executive Development	80 Hours		POST
Executive Seminar		Annual	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Must complete all the dept-mandated training for Lieutenant (Patrol)			
PIO or Social Media	40 Hours		CPCA
Budget Analysis	24 Hours		POST
Internal Affairs	24 Hours		POST
Incident Command System	16 Hours		NIMS/FEMA
Civil Liability	24 Hours		POST
Criminal Investigation Management	24 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
These courses are in addition to those listed as Desirable for Lieutenant (Patrol)			
Command College			
FBI Academy			

DESIRABLE cont'd			
Strategic & Succession Planning for Chiefs & Seconds in Command	24 Hours		CPCA
Legal Update (Legislative Annually)	6 Hours		POST
Police Discipline/POBR	8 Hours		POST
Applied Ethics and Police Management			
Becoming a Police Chief: Developing a Mindset for Success and Service			CPCA
Partnering for Team Success: A Course for Seconds in Command			CPCA
Executive Seminar			CPCA
Labor Management Partnerships			CPCA
Liability Update for Managers			CPCA
Risk Management	24 Hours		Liebert Cassidy Whitmore
Strategic Planning			CPCA
Transitional Leadership			CPCA
Women Policing Issues & Concepts			CPCA
Navigating the Worker's Compensation System			CPCA

H. CHIEF

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for Officer (Patrol)			
Must complete all the POST & legislative mandated training for Sergeant (Patrol)			
Must complete all the POST & legislative mandated training for Lieutenant (Patrol)			
Must complete all the POST & legislative mandated training for Deputy Chief			
Executive Development	80 Hours		POST
Executive Seminar		Annual	POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for Officer (Patrol)			
Must complete all the dept-mandated training for Sergeant (Patrol)			
Must complete all the dept-mandated training for Lieutenant (Patrol)			
Must complete all the dept- mandated training for Deputy Chief			
PIO or Social Media	40 Hours		CPCA
Budget Analysis	24 Hours		POST
Internal Affairs	24 Hours		POST
Incident Command System	16 Hours		NIMS/FEMA
Civil Liability	24 Hours		POST
Partnering for the Success of Your City: A course for Police Chiefs and City Managers	24 Hours		CPCA
Risk Management	24 Hours		Liebert Cassidy Whitmore
Navigating the Worker's Compensation System			CPCA

DESIRABLE			
Course	Length	Frequency	Instructor
These courses are in addition to those listed as Desirable for Sergeant (Patrol)			
These courses are in addition to those listed as Desirable for Lieutenant (Patrol)			
These courses are in addition to those listed as Desirable for Deputy Chief.			
Command College			
FBI Academy			
Strategic & Succession Planning for Chiefs & Seconds in Command	24 Hours		CPCA
Legal Update (Legislative Annually)	6 Hours		POST
Police Discipline/POBR	8 Hours		POST
Career Ethics/Integrity	8 Hours		CPCA
Becoming a Police Chief: Developing a Mindset for Success and Service			CPCA
Succeeding as Police Chief: Beyond the Basics			CPCA
Civilian Management			CPCA
Labor/Management Partnerships			CPCA
Technology Summit			CPCA

II. OTHER SWORN POSITIONS

Staff in these positions are expected to be up-to-date with training as specified for their current primary positions, i.e., patrol officers must be up to date with all training mandated for patrol officers; patrol sergeants must be up to date with all training mandated for patrol sergeants.

A. CRISIS NEGOTIATIONS TEAM MEMBER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			
Basic Hostage Negotiation	40 Hours		POST
In-house CNT Training	4 Hours	Monthly	In-house

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			

DESIRABLE			
Course	Length	Frequency	Instructor
Hostage Negotiation Update	As needed		
CAHN Conference (CA Association of Hostage Negotiators)	24 Hours	Two members every other year	

B. CRIME SCENE INVESTIGATOR

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
Crime Scene Investigation	80 Hours		POST
Forensic Photography	24 Hours		POST
Monthly training	1-2 Hours	Monthly	In-House

DESIRABLE			
Course	Length	Frequency	Instructor
Advanced CSI	24 Hours		POST
Crime Scene Videotaping/Photography	16-24 Hours		POST
Fingerprinting – Basic	40 Hours		POST
Cognitive Sketch Evidence	24 Hours		POST
Interpretation of Blood Evidence	24-40 hours		Not currently offered

C. INSTRUCTOR – DEFENSE TACTICS

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			
Weaponless Defense Instructor	80 Hours		POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
ASP Instructor			POST

DESIRABLE			
Course	Length	Frequency	Instructor
Instructor Development	40 Hours		POST
Weaponless Defense Instructor – Update	16 Hours		POST
Taser Instructor	16 Hours		AXON
Riot & Crowd Control Instructor	16 Hours		POST

D. INSTRUCTOR - FIREARMS

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			
Firearms Instructor	80 Hours		POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			

DESIRABLE (Based on team assignments)			
Course	Length	Frequency	Instructor
Firearms Instructor – Survival Shooting	40 Hours		
Firearms Instructor – Advanced	36 Hours		
Chemical Agent Instructor	24 Hours		
Instructor Development	40 Hours		POST
Armor School (Rifle, Pistol, Shotgun)	40 hours		
Simunitions Instructor	24 Hours		
Flashlight course	24 Hours		

E. INSTRUCTOR – IMPACT WEAPONS

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			
Weaponless Defense Instructor	80 Hours		POST

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
ASP Instructor			POST
Taser Instructor	16 Hours		AXON
Baton Instructor (PR-24 & Straight baton)	40 Hour		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Instructor Development	40 Hours		POST
Riot & Crowd Control Instructor	16 Hours		POST

F. SWAT COMMANDER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
Basic SWAT	80 Hours		POST
SWAT Team Leader Training	40 Hours		POST
SWAT Commander Training	40 Hours		POST
CATO Conference (CA Association of Tactical Officers)	40 Hours	Alternate with other team members (2 attendees per year)	

DESIRABLE			
Course	Length	Frequency	Instructor
Less Lethal Munitions			
Distraction Devices			
Tactical Breaching			
Dynamic Entry/Slow and Deliberate			
Precision Rifle (Sniper School)			
Colt Firearms – Rifle Armorer			
Executive Protection			
Chemical Munitions			

DESIRABLE cont'd			
Course	Length	Frequency	Instructor
Advanced Firearms			
GLOCK Armorer's Course			
NTOA Conference (National Tactical Officers Association)	40 Hours		

G. SWAT TEAM LEADER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
Basic SWAT	80 Hours		POST
SWAT Team Leader	40 Hours		POST
CATO Conference (CA Association of Tactical Officers)	40 Hours	Alternate with other team members (2 attendees per year)	

DESIRABLE			
Course	Length	Frequency	Instructor
Less Lethal Munitions			
Distraction Devices			
Tactical Breaching			
Dynamic Entry/Slow and Deliberate			
Precision Rifle (Sniper School)			
Colt Firearms – Rifle Armorer			
Executive Protection			
Chemical Munitions			
Advanced Firearms			
Glock Armorer’s Course			
NTOA Conference	40 Hours		

H. SWAT TEAM MEMBER

I. MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
Basic SWAT	80 Hours		POST
CATO Conference (CA Association of Tactical Officers)	40 Hours	Alternate with other team members (2 attendees per year)	

DESIRABLE			
Course	Length	Frequency	Instructor
Less Lethal Munitions			
Distraction Devices			
Tactical Breaching			
Dynamic Entry/Slow and Deliberate			
Precision Rifle (Sniper School)			
Colt Firearms – Rifle Armorer			
Executive Protection			
Chemical Munitions			
Advanced Firearms			
Glock Armorer’s Course			
NTOA Conference	40 Hours		

I. BIKE PATROL TEAM MEMBER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Must complete all the POST & legislative mandated training for primary position.			

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for primary position.			
Basic Bike Patrol	40 Hours		POST
Monthly Dept Training	1 day	Quarterly	In-house

DESIRABLE			
Course	Length	Frequency	Instructor
Advanced Bike Patrol	40 Hours		
Bike Patrol Instructor	40 Hours		As required

III. PROFESSIONAL POSITION/RANK, SPECIALTY ASSIGNMENT

A. ALL PROFESSIONAL

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Sexual Harassment Training	4 hours	Every 2 years	In-House
Active Bystandership for Law Enforcement (ABLE)		Annually	In-House

DESIRABLE			
Course	Length	Frequency	Instructor
First Aid/CPR Refresher	8 hours	Every 2 years	POST
Ethics Training	8 hours		In-House
Computer Software Training	Continuous		

B. COMMUNITY SERVICES OFFICERS

For CSOs certified as department instructors for First Aid/AED/CPR, refresher course every 2 years is mandatory.

I. Patrol CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor
Blood borne Pathogens	2 hours	Annually	In-House

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 months		In-House

DESIRABLE			
Course	Length	Frequency	Instructor
Report Writing	40 Hours		POST
CSO Course	80 Hours		POST
Defensive Driving (Video)			YCPARMIA
Basic Traffic Collision Investigation	40 Hours		POST
Crime Scene Investigation	80 Hours		POST

II. Traffic CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 months		In-House
Basic Traffic Collision Investigation	40 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Report Writing	40 Hours		POST
CSO Course	80 Hours		POST
Defensive Driving (Video)			YCPARMIA

III. Parking CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Parking Citation System			In-House

DESIRABLE			
Course	Length	Frequency	Instructor
California Public Parking Association	24 hours	Every 2 Years	
Effective Communication	6 Hours		
Handling the Irate Citizen	8 Hours		
Defensive Driving (Video)			YCPARMIA

IV. Investigations CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 months		In-House
Basic Records	40 Hours		POST
Warrant/Extraditions	8 Hours		POST
Public Records Act	16 Hours		CPOA

DESIRABLE			
Course	Length	Frequency	Instructor
Sex Registration Legislation and Processing Update (Megan's Law)	8 Hours		POST

V. Property and Evidence CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 months		In-House
Legal Updates			
Public Records Act	16 Hours		CPOA
Property & Evidence Training			POST
Leading the Professional Employee	32 Hours	Beginning of assignment if supervising	POST
Assertive Supervision/ Leadership & Accountability	40 Hours	Within the first 5 years of supervising staff	POST
CAPE Annual Conference		Alternating years	

DESIRABLE			
Course	Length	Frequency	Instructor
Computer Software Training			
Customer Service			
Handling the Irate Customer			
Photography Class			
Basic Records	40 Hours		POST

VI. Special Services CSO

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 months		In-House

DESIRABLE			
Course	Length	Frequency	Instructor

C. CRIME ANALYST

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Records Management System			In-House
Crystal Report			ISInc
SQL			ISInc
GIS Training			City I.S.
CAD Training			YECA
Leading the Professional Employee	32 Hours	Beginning of assignment if supervising non-sworn	POST
Assertive Supervision/ Leadership & Accountability	40 Hours	Within the first 5 years of supervising staff	POST

DESIRABLE			
Course	Length	Frequency	Instructor
ESRI Annual Conference		Annual	

D. CRIME PREVENTION SPECIALIST

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Basic Crime Prevention	80 Hours		POST
CPTED (Crime Prevention through Environmental Design)	40 Hours		POST
Child Passenger Safety Technician Certification	40 Hours		SafeKids
Child Passenger Safety Technician Recertification	8 Hours	Every 2 years	
Community Emergency Response Teams	30 Hours		Woodland Fire Department
Leading the Professional Employee	32 Hours	Beginning of assignment if supervising non-sworn	POST
Assertive Supervision/ Leadership & Accountability	40 Hours	Within the first 5 years of supervising staff	POST

DESIRABLE			
Course	Length	Frequency	Instructor
Electronic Security Surveillance			
Public Speaking			
Social Media Class			
Presentation/Graphic Design (CANVA software training online)			

E. CHIEF'S ASSISTANT

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Partnering for Your Department's Success: A Course for Law Enforcement Executive Assistants	24 Hours	Every 2 years	CPCA
Public Records Act	16 Hours		CPOA
Microsoft Excel – Next Level			ISInc
Internal Affairs	16 Hours		POST

DESIRABLE			
Course	Length	Frequency	Instructor
Peace Officers Bill of Rights (POBAR)	8 Hours		CPOA
Microsoft Access Level 1	16 Hours		ISInc
Who's Telling Your Story (Social Media Training)			
Presentation/Graphic Design (CANVA software training online)			

F. MANAGEMENT ANALYST (Budget & Training)

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Civilian Budget	24 Hours		POST
Training Management Course	24 hours		POST
Training Administrator Course (Webinar)	4 Hours		POST
Microsoft Excel – Next Level			ISIInc
Leading the Professional Employee	32 Hours	Beginning of assignment if managing staff	POST
Assertive Supervision/ Leadership & Accountability	40 Hours	Within the first 5 years of managing staff	POST

DESIRABLE			
Course	Length	Frequency	Instructor

G. (SENIOR) RECORDS SPECIALIST

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Field Training	2-3 Months		In-House
Basic Records	40 Hours		POST
CLETS	4 Hours	Annually	
Photo Imaging Computer	2 hours		In-House
NIBRS Training (UCR Statistics)	8 Hours		CA DOJ
Warrants Update	4 Hours		CCJWSA
Public Records Act	16 Hours		CPOA
RAP Sheet	4 Hours		CA DOJ
Restraining Order		Every 2 Years	CARPOS
Wanted Persons			DOJ WPS
CCJWSA Conference		Every 2 years; if assigned to Warrants desk	CCJWSA

DESIRABLE			
Course	Length	Frequency	Instructor
Computer Software Training			
Customer Service			
De-Escalation			In-House
A.B.L.E.			In-House

H. RECORDS SUPERVISOR

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Must complete all the dept-mandated training for entry-level position.			
Supervisors Course	40 Hours		POST
Public Records Act	16 Hours		CPOA
CCJWSA Conference		Every 2 years	
Assertive Supervision/ Leadership & Accountability	40 Hours	Within the first 5 years of supervising staff	POST
Leading the Professional Employee	32 Hours	Beginning of assignment if supervising non-sworn	POST
CLEARs Annual Conference		Even-numbered years	
CCUG Annual Conference		Odd-numbered years	

DESIRABLE			
Course	Length	Frequency	Instructor
Computer Software Training			
Customer Service			

I. SOCIAL SERVICES MANAGER

MANDATORY: POST & LEGISLATIVE			
Course	Length	Frequency	Instructor

MANDATORY: DEPARTMENT			
Course	Length	Frequency	Instructor
Assertive Supervision	32 Hours	Within the first 5 years	POST

DESIRABLE			
Course	Length	Frequency	Instructor