



SAN MATEO POLICE DEPARTMENT

TRAINING PLAN

A Guide to Career Development

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Chief of Police

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Table of Contents

INTRODUCTION.....	4
PURPOSE	4
PROFESSIONAL TRAINING.....	5
ANNUAL TRAINING TOPICS.....	5
TRAINING PRESENTATION	6
COLLEGE EDUCATION	6
TRAINING UNIT.....	7
LEFTA SYSTEMS EMPLOYEE TRAINING RECORDS(METR).....	7
TRAINING PLAN ORGANIZATION	8
CONTINUAL PROFESSIONAL TRAINING (CPT).....	9
PERISHABLE SKILLS/COMMUNICATIONS REQUIREMENT FOR PEACE OFFICER CPT	9
EDUCATION (CDE) TRAINING REQUIREMENTS FOR PUBLIC SAFETY DISPATCHERS.....	10
PROFESSIONAL CERTIFICATES.....	10
BASIC CERTIFICATE.....	11
INTERMEDIATE CERTIFICATE	12
ADVANCED CERTIFICATE.....	12
SUPERVISORY CERTIFICATE.....	13
MANAGEMENT CERTIFICATE	13
EXECUTIVE CERTIFICATE	14
PUBLIC SAFETY DISPATCHER CERTIFICATE	14
RECORDS SUPERVISOR CERTIFICATE	15
ANNUAL REVIEW	15
RANK/POSITION ASSIGNMENT-SWORN PERSONNEL.....	15
CHIEF OF POLICE	15
CAPTAIN	17
FIELD OPERATIONS LIEUTENANT	20
INVESTIGATIONS LIEUTENANT.....	23
SUPPORT SERVICES LIEUTENANT.....	25
PATROL SERGEANT	27
INVESTIGATIONS SERGEANT	30
CRU SERGEANT.....	31
SUPPORT SERVICES SERGEANT	32
TRAFFIC SERGEANT	33
POLICE OFFICER.....	34
DETECTIVE.....	38
JUVENILE AND FAMILY DETECTIVE.....	39
TRAFFIC OFFICER	40
SCHOOL RESOURCE OFFICER.....	41
CANINE HANDLER.....	42
CRU OFFICER	42
DOWNTOWN OFFICER.....	43

San Mateo Police Department Training Manual

FIELD TRAINING OFFICER.....	43
POST COMPLIANCE OFFICER.....	44
PIO	45
PEER SUPPORT	46
SWAT.....	47
COMMANDER	47
TEAM LEADER	47
OPERATOR	48
CHEMICAL AGENTS	48
BREACHER	49
HOSTAGE NEGOTIATOR.....	49
COMMUNITY SERVICE OFFICER.....	50
INVESTIGATIONS CSO	51
VEHICLE ABATEMENT OFFICER	52
PROPERTY	52
PROPERTY ROOM MANAGER	52
PROPERTY STAFF.....	53
POSITION ASSIGNMENT - PROFESSIONAL PERSONNEL.....	54
ADMINISTRATIVE ASSISTANT.....	54
DIGITAL FORENSIC SPECIALIST.....	55
MENTAL HEALTH CLINICIAN.....	56
CRIME & INTELLIGENCE ANALYST.....	57
COMMUNITY ENGAGEMENT AND PUBLIC RELATIONS COORDINATOR.....	57
COMMUNICATIONS	59
COMMUNICATIONS SUPERVISOR.....	59
SENIOR PUBLIC SAFETY DISPATCHER.....	60
PUBLIC SAFETY DISPATCHER.....	62
COMMUNICATIONS TRAINING OFFICER.....	63
TACTICAL DISPATCHER.....	64
RECORDS	64
RECORDS MANAGER.....	64
RECORDS SUPERVISOR.....	66
RECORDS CLERK	67
INSTRUCTORS.....	68
RANGE MASTER	68
ACTIVE SHOOTER	70
USE OF FORCE	70
FIRST AID/ CPR INSTRUCTOR	71

INTRODUCTION

San Mateo Police Department Training Manual

The San Mateo Police Department has a responsibility and commitment to strive for excellence in the growth and development of its personnel. Through training and education, San Mateo's public safety team is better equipped to achieve both professional and personal excellence as well as their career goals. By so doing, the police department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that exceeds the needs of the community.

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

MISSION

Enhance our personnel's knowledge and skills with high-quality, accessible training and professional development opportunities to optimally support the San Mateo community.

PURPOSE

The purpose of the San Mateo Police Department Training Plan is to:

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

The Training Plan is designed to identify the training needs and set priorities for the training needs of every rank/position and task/specialized assignment within the department. The Plan should be used as an objective tool that assists with bringing uniformity and consistency to training while providing employees with the greatest opportunity for success. It is a tool to be used by supervisors and managers on a regular basis in their effort to meet the training needs of their employees and/or evaluating training requests from employees.

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

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

San Mateo Police Department Training Manual

- 1) Professional training
- 2) College education
- 3) Leadership development

It is understood that the Training Plan in no way identifies all training that will occur for the members of the San Mateo Police Department.

Additionally, it does not guarantee that a member will receive all training that has been identified for his/her position, with the exception of the training that has been identified as mandatory.

ANNUAL TRAINING TOPICS

The San Mateo Police Department is committed to the highest caliber of training to support and develop employees to serve the community. Our employee complement comprises numerous ranks, units, and assignments, and employees often perform different and nuanced duties. Correspondingly, training focus is often divided along those lines. Despite this variety, there are overarching topics that deserve study by all employees because of their broad implications for our industry and our community. A Department wide focus on training related to these topics will optimize our ability to best serve the community. These topics will form the focus of study for Annual Training Topics.

For Annual Training Topics, the Training Unit will work with the Chief of Police and Command Staff to confirm the topic at the beginning of the year. The topic will be announced department wide so that all employees clearly understand the focus, why it is important for the department, and so all can prioritize the topic. Additionally, the topic will be recorded in this Training Plan for future reference.

For each year's topic, the POST Compliance Officer will research and identify training resources (such as in-person and online classes, videos, written materials, etc) and make these available to supervisors of all units. The supervisors will work with their respective employees to determine the optimal method of training delivery. Whatever method is chosen, supervisors will communicate this with the POST Compliance Officer so the training can be recorded for all employees.

TRAINING PRESENTATION

In addition to typical classroom settings, POST training is also available through video or interactive computer programs.

San Mateo Police Department Training Manual

The second category of law enforcement professional training refers to training not certified by POST. This may come in the form of in-house instruction, such as defensive tactics, range training, etc.

In-house instruction is the responsibility of the San Mateo Police Department Training Unit and is spearheaded by the Support Services Training and Recruitment Team.

This type of training provides “hands-on” continuing professional training to department employees.

Sworn staff members will complete twenty four (24) hours of continued professional training during every two year CPT cycle. A minimum of twelve hours in each two-year CPT cycle will consist of perishable skills training consisting of arrest and control, driver training and tactical firearms. In addition to the twelve hours of perishable skills training, two hours of communication training are mandated. Department members are also provided with routine in-house training opportunities. The Training Unit also provides training bulletins that are distributed to employees as needed. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice.

Line supervisors provide roll-call training regularly to each shift of officers. Roll call training topics include new laws, practical case law application, technological improvements, equipment proficiency, street tactics, standard operating procedures, policy and procedures review. Other forms of non-POST training are offered through various vendors. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

In addition to training provided to sworn personnel, San Mateo’s public safety dispatchers receive ongoing in-house training to meet law enforcement requirements. This is achieved through computer-based training opportunities, video and audio reviews, as well as monthly quality assurance reviews and assignments designed to enhance skills and knowledge.

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

COLLEGE EDUCATION

The Chief of Police and the City of San Mateo are supportive of employees obtaining a formal college education, for the benefit it offers to the individual employee as well as the Department and City organization. All personnel of the San Mateo Police Department are encouraged to pursue their formal educational goals and to consider our City’s policy on Tuition Reimbursement. As of April 2023, all entry level Police

San Mateo Police Department Training Manual

Officers, upon hire, are required to have the educational equivalent to completion of an Associate's degree from an accredited college or higher.

TRAINING UNIT

The Department's Training Unit is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and professional personnel.

The Support Services Lieutenant is responsible for the day-to-day operations of the Unit and is directly supervised by the Support Services Captain. The POST Compliance Officer is responsible for ensuring training compliance with POST regulations, federal and state statutes, and city policy.

The POST Compliance Officer will coordinate scheduled training with the supervisor(s) of the employee. The POST Compliance Officer will normally make all travel arrangements, including class reservations and any applicable hotel, airline or car reservations and will submit all of the necessary paperwork to the Finance Department of the City, including authorization, payment and reimbursement for travel, training and general business expenses. This process will utilize the WORKDAY system.

The POST Compliance Officer will utilize the training requests in METR to record the course title, date, time and location of any training.

If the scheduled training is a POST certified course, the POST Compliance Officer will submit a Training Reimbursement Request (TRR) through the POST Electronic Data Interchange (EDI) platform.

LEFTA SYSTEMS EMPLOYEE TRAINING RECORD(METR)

The LEFTA Systems Employee Training Record (METR) is a computer software program utilized by the POST Compliance Officer to track all departmental training. It is important that notification and documentation of all training be forwarded to the Training Manager to ensure that information is entered into METR, allowing the POST Compliance Officer to conduct training audits designed to identify potential training deficiencies.

TRAINING PLAN ORGANIZATION

The Training Plan is divided into two primary sections:

- Rank/Position
- Task/Specialized Assignment

San Mateo Police Department Training Manual

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

The second section of the Training Plan is a list of all task/specialty assignments within the department for both sworn and professional staff assignments.

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

MANDATED

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

RECOMMENDED

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

DESIRABLE

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

A list of the mandated, recommended and desirable training, along with any license/certificate requirements for each rank/position is located in this section.

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

Continuing Professional Training (CPT) is required for specific peace officers and public safety dispatchers employed by POST-participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level

San Mateo Police Department Training Manual

minimum standards. Qualifying and non-qualifying courses are described in subsection (d) (4) below.

Peace officers and public safety dispatchers and supervisors shall satisfactorily complete the CPT requirement of 24 or more hours of perishable skills training during every two-year CPT cycle, based on a permanent CPT anniversary date as specified in the POST Administrative Manual (PAM Required Updated or Refresher Training Requirements).

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

Effective January 1, 2002, peace officers in specific duty assignments must satisfy a portion of the CPT requirement by completing Perishable Skills and Communications training as specified below:

PERISHABLE SKILLS/COMMUNICATIONS REQUIREMENT FOR PEACE OFFICER CPT

The POST Perishable Skills Program (PSP) was implemented on January 1, 2002. This program required certain categories of peace officers to complete 12 hours of psychomotor and 2 hours of communications training every 24 months as part of the POST Continuing Professional Training (CPT) requirements. In 2019 and 2020, POST convened various subject matter expert groups to review and update the Minimum Content and Course Objective requirements for each of the PSP course categories. In 2021, the PSP was expanded to include Use of Force as a fifth course category, adding an additional four (4) hours to the training requirement. The total number of hours for the PSP is now 12 hours of psychomotor, 2 hours of communications, and 4 hours of use of force training every 24 months.

The five (5) categories of courses included in the PSP are:

- Arrest and Control
- Use of Force
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator
- Strategic Communications

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

San Mateo Police Department's entry and journey-level PSD's are required to obtain a certificate of course completion from a POST certified (120 hour) PSD Academy.

San Mateo Police Department Training Manual

In addition to initial certification, twenty-four (24) hours of Continuing Dispatch Education (CDE) must be obtained biennially to coincide with the PSD's initial certification course completion date.

Approved CDE criteria provide training on NAED (National Academy of Emergency Dispatch) protocols, telecommunication essentials, legal issues, caller management techniques, quality improvement, and Dispatch Life Support.

CDE CATEGORY	MAXIMUM HOUR CREDIT
NAED-created educational products	36
Workshops and seminars	16
Multimedia education	16
Teaching	4
Protocol review	4
Miscellaneous (on the job training)	4

PROFESSIONAL CERTIFICATES

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

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001(a) for definition of acceptable college education).
- (c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.
- (d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.

San Mateo Police Department Training Manual

(e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.

(f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.

(g) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs 1011(A)(4) in the California Code of Regulations.. Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

BASIC CERTIFICATE REQUIREMENT

The Basic Certificate is required for:

(A) Specified Peace Officers

Pursuant to Penal Code section 832.4(b), every peace officer listed in Penal Code section 830.1(a) [except a sheriff, an elected marshal, or a custodial deputy appointed pursuant to Penal Code 830.1(c)] shall obtain the POST Basic Certificate in order to continue to exercise peace officer powers. PC 832.4 requires possession upon completion of probation, but in no case later than 24 months after appointment. However, if the department's probation period is 24 months, an additional three months is authorized.

(B) Police Chiefs/Persons in Charge

Pursuant to Penal Code section 832.4(c), as a *condition of continued employment*, each police chief, or any other person in charge of a local law enforcement agency, who is appointed on or after January 1, 1999, shall possess the POST Basic Certificate within two years of appointment.

(C) Peace Officers Employed by a Participating Department

Every peace officer appointed by a department participating in the POST Program shall possess the appropriate Basic Certificate within the time limits described in subsection 1011(a)(5)(A), unless an exception in subsection 1011(a)(5)(D) pertains to the officer.

(D) Exception to Basic Certificate Requirement

San Mateo Police Department Training Manual

There are three exceptions to the Basic Certificate possession requirements specified in subsection 1011(a)(5)(A)-(C):

1. Peace officers appointed prior to the employing department's entry date into the POST Program and who are not required to possess a POST Basic Certificate pursuant to the requirements of Penal Code section 832.4, and
2. Custodial peace officers appointed pursuant to Penal Code section 830.1(c), and
3. Peace officers first appointed prior to January 1, 1974, and who have not changed departments since that date and who are not included in exceptions subsection 1011(a)(1) or (2).

BASIC CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of a Basic Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Complete the current employing department's probationary period of not less than 12 months.
- (C) Satisfy the minimum entry-level basic course training standard for the applicant's current position [i.e., one of the following: 1) Regular Basic Course, 2) Specialized Investigator's Basic Course, or 3) a PC 832 Course and Coroner's Death Investigation Course].

INTERMEDIATE CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of an Intermediate Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess the Basic Certificate.
- (C) Satisfy one of the following eligibility combinations:

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

ADVANCED CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of an Advanced Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).

San Mateo Police Department Training Manual

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

(C) Satisfy one of the following eligibility combinations:

<i>Degree or Education</i>		<i>Law Enforcement</i>		
<i>Units*</i>		<i>Experience</i>		<i>Training Points</i>
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 Units	<i>and</i>	9 years	<i>plus</i>	45
30 Education Units	<i>and</i>	12 years	<i>plus</i>	30

SUPERVISORY CERTIFICATE AWARD REQUIREMENTS

Applicants for the award of a Supervisory Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess an Intermediate Certificate.

(C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).

(D) Successfully complete a POST-certified Supervisory Course.

(E) Possess a minimum of two years law enforcement experience as a permanent first-level supervisor or higher.

MANAGEMENT AWARD CERTIFICATE REQUIREMENTS

Applicants for the award of a Management Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

(B) Possess or be eligible to possess an Advanced Certificate.

(C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).

(D) Successfully complete a POST-certified Management Course.

(E) Possess a minimum of two years law enforcement experience as a permanent middle manager or higher.

(F) In order to be awarded both the Supervisory and Management Certificates, possess two years of law enforcement experience as a permanent first-level supervisor or higher, plus two years of law enforcement experience as a permanent middle manager or higher.

EXECUTIVE AWARD CERTIFICATE REQUIREMENTS

Applicants for the award of an Executive Certificate shall:

(A) Satisfy the requirements specified in subsection 1011(a)(4).

San Mateo Police Department Training Manual

- (B) Possess or be eligible to possess an Advanced Certificate.
- (C) Complete a minimum of 60 semester units or possess an accredited degree (i.e., AA, BA, MA, etc.).
- (D) Successfully complete a POST-certified Executive Development Course.
- (E) Possess a minimum of two years law enforcement experience as a permanent department head with the current employing agency.
- (F) In order to be awarded three certificates, Supervisory, Management, and Executive, or any combination of two, possess a minimum of two years of experience at the levels stated in subsections 1011(a)(9)(E), 1011(a)(10)(E), and 1011(a)(11)(E) respectively, as appropriate for the award.

PUBLIC SAFETY DISPATCHER CERTIFICATE

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

- (a) Currently be a full-time, non-peace officer employee who performs duties which include receiving emergency telephone calls for law enforcement service and/or dispatching law enforcement personnel; and
- (b) Have been selected in accordance with minimum selection standards described in PAM, Section 1018(c); and
- (c) Have satisfactorily met the minimum training standards described in PAM, Section 1018(d); and
- (d) Have satisfactorily completed a probationary period with the agency of at least 12 months as described in PAM, Section 1018(e); and
- (e) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination.

RECORDS SUPERVISOR CERTIFICATE

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

- (1) Currently be a records supervisor as defined in PAM, 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)

ANNUAL REVIEW

As provided for in the Department's Policy and Procedures, the Support Services Division will conduct an annual training-needs assessment of the Police Department.. The needs assessment will form the basis for the training Plan for the fiscal year. It is the responsibility of the Training Lieutenant to maintain, review and update the Training Plan on an annual basis.

RANK/POSITION ASSIGNMENT-SWORN PERSONNEL

A. CHIEF OF POLICE

B. CAPTAIN

C. LIEUTENANT

D. SERGEANT

E. POLICE OFFICER

CHIEF OF POLICE:

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course-1

Initial Training: Within 1 year of appointment

Recertification: Not required

Executive Development Course-II

Initial Training: Within 2 years of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Every 2 years

Management Class

Initial Training: Within 1 year of management appt.

Recertification: Not required

Racial Profiling Refresher

Initial Training: Within 5 years of initial training

Recertification: Every 5 five years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every year

Range Qualification-Pistol

Initial Training: Within first week of appointment

Recertification: 4 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Every two years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

RECOMMENDED TRAINING:

Role of the Police Chief

Initial Training: Within 2 years of appointment

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

Domestic Violence Update

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

International Association of Police Chief's Conference

Initial Training: Not required

Recertification: Annual

FBI LEEDA Training

Initial Training: Within 2 years from appointment

Recertification: Not required

DESIRABLE TRAINING:

License/Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

POST Executive Certificate: Upon completion of 2 years of serving as Department Head

CAPTAIN:

Standard Training Requirements

MANDATED TRAINING:

Management Class

First Required: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

San Mateo Police Department Training Manual

Recertification: Every 5 five years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every year

Range Qualification-Pistol

Initial Training: Within 6 months of appointment

Recertification: 4 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Not required

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

RECOMMENDED TRAINING:

LAPD Leadership Course

Initial Training: Within 2 years of appointment

Recertification: Not required

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations- Mgt/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Within 2 years of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

Background Investigation

Initial Training: Within 2 years of appointment

San Mateo Police Department Training Manual

Recertification: Not required

FBI LEEDA Training

Initial Training: Within 2 years from appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

Recertification: Not required

The Role of the Police Chief

Initial Training: Within 2 years of appointment

Recertification: Not required

Domestic Violence Update (San Mateo County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

DESIRABLE TRAINING:

Executive Development Course-I

Initial Training: Not required

Recertification: Not required

Executive Development Course-II

Initial Training: Not required

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

FBI National Academy

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

LIEUTENANT

FIELD OPERATIONS LIEUTENANT:

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every year

Range Qualification-Pistol

Initial Training: Within 6 months of appointment

Recertification: 4 times per year

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

RECOMMENDED TRAINING:

Field Training Officer Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Domestic Violence Update (San Mateo County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

DESIRABLE TRAINING:

LAPD Leadership Program

Initial Training: Within 2 year of appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI-LEEDA

Initial Training: Within 2 years of appointment

Recertification: Not required

POST Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

Tactical Commanders Course

Initial Training: Within 2 years of appointment

Recertification: Not required

Master of Public Safety Administration (MPSA)

Initial Training: Not required

Recertification: Not required

Advanced Supervision (IACP)

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: within 3 years of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 2 years of appointment

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

INVESTIGATIONS LIEUTENANT:

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every year

Range Qualification-Pistol

Initial Training: Within 3 months of appointment

Recertification: 4 times per year

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

RECOMMENDED TRAINING:

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Domestic Violence Update

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Public Records Act

Initial Training: Within 2 years of appointment

Recertification: Not required

LAPD Leadership Program

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI-LEEDA

Initial Training: Within 2 years of appointment

Recertification: Not required

POST Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI National Academy

San Mateo Police Department Training Manual

Initial Training: within 3 years of appointment

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

SUPPORT SERVICES LIEUTENANT:

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every year

RECOMMENDED TRAINING:

Background Investigations Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Information Officer (PIO)

Initial Training: Within 1 year of appointment

Recertification: Not required

Internal Affairs investigations

Initial Training: Within 12 year of appointment

Recertification: Not required

Pitches Motion Update

Initial Training: Within 2 years of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 2 years of appointment

Recertification: Not required

Recruitment Techniques and Methods

Initial Training: Not required

Recertification: Not required

Domestic Violence Update

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

DESIRABLE TRAINING:

FBI-LEEDA

Initial Training: Within 1 year of appointment

Recertification: Not required

LAPD Leadership Program

Initial Training: Within 2 years of appointment

Recertification: Not required

POST Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

Leadership in Law Enforcement (LEL) Symposium

Initial Training: Within 1 year of appointment

Recertification: Annually

SERGEANT

PATROL SERGEANT:

Standard Training Requirements:

MANDATED TRAINING:

POST Perishable Skills Program (PSP)

Tactical Firearms **4 hour minimum**

Driver Training/Awareness **4 hour minimum**

Arrest & Control **4 hour minimum**

Strategic Communications **2 hour minimum**

Use of Force **4 hour minimum**

Recertification: Every 2 years

Supervisory Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Respiratory Protection Program (CAL-OSHA) (G.O. U-4)

Initial Training: Upon issue of respirator (gas mask)

Recertification: Annually

High Technology Crimes & Computer Seizures (PC 13515.55)

Initial Training: Within 18 months of appointment

Recertification: Not required

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (Placer County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Annually

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase

Recertification: Every year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Range Qualification-Pistol

Initial Training: During orientation phase

Recertification: 4 times per year

Range Qualification-Shotgun

Initial Training: During orientation phase

Recertification: 2 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: 2 times per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 2 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours every 2 years

(14 hours must be perishable skills)

Domestic Violence Update (POST)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

RECOMMENDED TRAINING:

Officer Involved Shootings for Supervisors

Initial Training: Within 2 years of appointment

Recertification: Not required

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Semi-Annual (During 1st week of Shift-change)

Critical Incident Response for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of Supervisory experience

Recertification: Not required

DESIRABLE TRAINING:

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Leadership and Accountability

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Report Writing for Instructors

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

INVESTIGATIONS SERGEANT:

Standard Training Requirements

MANDATED TRAINING:

Critical Incident Management

Initial Training: Within 1 year of appointment

Recertification: Not Required

Supervising Investigative Units

Initial Training: Within 1 year of appointment

Recertification: Not Required

RECOMMENDED TRAINING:

Child Exploitation Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Identity Theft Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Death Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Supervising High Risk Search Warrants

Initial Training: Within 2 years of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Computer Applications for Crime Analysis

Initial Training: Not required

Recertification: Not required

Identity Theft (ICI)

Initial Training: Not required

Recertification: Not required

Robbery Investigation (ICI)

Initial Training: Not required

Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required

Recertification: Not required

Gang Investigation

Initial Training: Not required

Recertification: Not required

CRU SERGEANT:

Standard Training Requirements

MANDATED TRAINING:

Supervising Narcotic and Specialty Units

Initial Training: Within 1 year of appointment

Recertification: Not required

Supervising High Risk Search Warrants

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Basic Gang Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Narcotic Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Advanced Gang Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

Advanced Narcotic Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

Asset Seizure and Forfeiture

Initial Training: Not required

Recertification: Not required

SUPPORT SERVICES SERGEANT:

Standard Training Requirements

MANDATED TRAINING:

POST Training Manager Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Background Investigation Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

Media Relations Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Background Investigator CALEBI Training Conference

Initial Training: Within 1 year of appointment

Recertification: Annually

POST Northern California Symposium

Initial Training: Within 1 year of appointment

Recertification: Annually

DESIRABLE TRAINING:

IACP PIO Track Mid-Year Conference

Initial Training: Not required

Recertification: Not required

TRAFFIC SERGEANT:

Standard Training Requirements

MANDATED TRAINING:

Traffic Accident-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

Radar Operator

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Traffic Accident-Intermediate; Skid mark

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Advanced

Initial Training: Within 2 years of appointment

Recertification: Not required

Special Events Planning

Initial Training: Within 1 year of appointment

Recertification: Not required

CSAA Traffic Safety Update

Initial Training: Within 1 years of appointment

Recertification: Annually

DESIRABLE TRAINING:

Basic Motor School

Initial Training: Not required

Recertification: Not required

Traffic Accident Reconstruction

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M endorsement: Prior to solo motorcycle riding

POLICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

POST Perishable Skills Program (PSP)

Tactical Firearms 4 hour minimum

Driver Training/Awareness 4 hour minimum

Arrest & Control 4 hour minimum

San Mateo Police Department Training Manual

Strategic Communications 2 hour minimum
Use of Force 4 hour minimum
Recertification: Every 2 years

San Mateo Police Department Field Training Program

Initial Training: Prior to solo patrol
Recertification: Not required

City of San Mateo Sexual Harassment Training

Initial Training: During Orientation Phase
Recertification: Not required

First Aid/CPR

Initial Training: Within 1 year of appointment
Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issue of respirator (gas mask)
Recertification: Annually

Domestic Violence Update (San Mateo County Protocol)

Initial Training: Within 2 years of appointment
Recertification: 2 hours of training every 2 years

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase
Recertification: Every year

Beyond Bias: Racial & Identity Profiling Update

Initial Training: Within 5 years of appointment
Recertification: 2 hours of training every 5 years

Pursuit Policy Update

Initial Training: During Orientation Phase
Recertification: Semi-Annual (During 1st week of shift-change)

Range Qualification-Pistol

Initial Training: During Orientation Phase
Recertification: 4 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: 2 times per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 2 times per year

Intoxilyzer Training-Draeger

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (C.P.T./POST)

Recertification: 24 hours every 2 years

RECOMMENDED TRAINING:

Traffic Accident-Basic

Initial Training: Within 1 year of completion of probation

Recertification: Not required

Drug Influence-11550 H&S

Initial Training: Within 1 year of completion of probation

Recertification: Not Required

Interview and Interrogation

Initial Training: Within 1 year of completion of probation

Recertification: Not required

Standardized Field Sobriety Testing

Initial Training: Within 1 year of completion of probation

Recertification: Not required

Crisis Intervention Training

Initial Training: Within 1 year of completion of probation

Recertification: Not required

DESIRABLE TRAINING:

Inner Perspectives

Initial Training: Not required

Recertification: Not required

Radar/Lidar Operator

Initial Training: Not required
Recertification: Not Required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required
Recertification: Not required

Drug Recognition Expert

Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

DETECTIVE:

Standard Training Requirements

MANDATED TRAINING:

Sexual Assault Investigation

Initial Training: Within 1 year of appointment
Recertification: Not Required

Death Investigation

Initial Training: Within 1 year of appointment
Recertification: Not Required

Child Exploitation Investigation

Initial Training: Within 1 year of appointment
Recertification: Not Required

Search Warrants

Initial Training: Within 1 year of appointment
Recertification: Not Required

RECOMMENDED TRAINING:

Basic High Risk Entry

Initial Training: Within 1 year of appointment

Recertification: Not Required

Cell Phone Forensics

Initial Training: Not required

Recertification: Not required

Computer/Electronic Device Forensics

Initial Training: Within 1 year of appointment

Recertification: Not Required

Robbery Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Social Media Training

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Identity Theft (ICI)

Initial Training: Not required

Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required

Recertification: Not required

Computer Crime (ICI)

Initial Training: Not required

Recertification: Not required

Leads Online Training

Initial Training: Not required

Recertification: Not required

JUVENILE AND FAMILY DETECTIVE:

Standard Training Requirements

MANDATED TRAINING:

Child Interview & Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not required

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

Gang Resistance Education And Training (G.R.E.A.T)

Initial Training: Within 1 year of appointment

Recertification: Not required

Youth Justice Conference

Initial Training: Within 1 year of appointment

Recertification: Not required

Delinquency Control

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Juvenile Law Enforcement

Initial Training: Within 1 year of appointment

Recertification: Not required

Juvenile Intervention Instructor

Initial Training: Within 2 years of appointment

Recertification: Not required

CSJOA Conference

Initial Training: Within 1 year of appointment

Recertification: Not required

Child Abduction

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Tobacco Prevention

Initial Training: Within 1 year of appointment

Recertification: Not required

TRAFFIC OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Basic Motor School

Initial Training: Within 6 months of appointment, prior to solo riding

Recertification: Not required

Radar/Lidar Operator Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Intermediate

Initial Training-Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Traffic Accident-Intermediate; Skid mark

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Advanced

Initial Training: Within 2 years of appointment

Recertification: Not required

Total Station Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Quarterly Motorcycle Training

Initial Training-Every 3 months

Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident Reconstruction

Initial Training: Not required

Recertification: Not required

Standardized Field Sobriety Tests

Initial Training: Not required

Recertification: Not required

ARIDE Course

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M endorsement: Upon appointment

SCHOOL RESOURCE OFFICER:

Standard Training Requirements

MANDATED TRAINING:

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

Child Abuse-Sexual Assault

Initial Training: Within 1 year of appointment

Recertification: Not Required

RECOMMENDED TRAINING:

Interview and Interrogation for SRO

Initial Training: Within 1 year of appointment

Recertification: Not required

School Resource Officer-Advanced

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Youth Access to Tobacco (308 PC)

Initial Training: Not required

Recertification: Not required

CANINE HANDLER:

Standard Training Requirements:

MANDATED TRAINING:

Canine Training (Basic)

Initial Training: Within 1 year of appointment

Recertification: Not required

Canine Team Evaluation/Certification

Initial Training: Upon completion of Canine Basic Training

Recertification: Annually

RECOMMENDED TRAINING:

Canine Liability

Initial Training: Within 1 year of appointment

Recertification: Not required

Canine Handler (Advanced)

Initial Training: Within 2 years of appointment

Recertification: Not required

CRU OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Basic Gang Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Narcotic Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Advanced Gang Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

Advanced Narcotic Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Hotel/Motel Enforcement

Initial Training: Within 1 year of appointment

Recertification: Not required

DOWNTOWN OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Crisis Intervention Training (CIT)

Initial Training: Within 1 year of appointment

Recertification: Not required

Crime Prevention Through Environment Design (CPTED)

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Executive Image and Presentation Training

Initial Training: Within 1 year of appointment

Recertification: Not required

FIELD TRAINING OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

Initial Training: Within 6 months of appointment,
Prior to 1st Trainee
Recertification: Not Required

Field Training Officer Update

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

RECOMMENDED TRAINING:

Report Writing for Instructors

Initial Training: Not required
Recertification: Not required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required
Recertification: Not required

Sexual Harassment/Hostile Work Environment

Initial Training: Within 1 year of appointment
Recertification: Every 3 years

POST COMPLIANCE OFFICER:

Standard Training Requirements

MANDATED TRAINING:

POST Training Coordinator Course

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

POST Training Manager Course

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

POST Learning Portal Tutorials for Training Managers

Initial Training: Within 1 year of appointment

Recertification: Not required

POST Learning Portal Facilitated Courses

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

ACADEMY INSTRUCTOR CERTIFICATION COURSE (AICC)

Initial Training: Within 1 year of appointment

Recertification: Not required

POST Northern California Symposium

Initial Training: Within 1 year of appointment

Recertification: Annually

DESIRABLE TRAINING:

POST Training Administrators Course

Initial Training: Not required

Recertification: Not required

Associations:

San Mateo County Training Managers Association (SMCLETMA)

Initial Training: Within 1 year of appointment

Recertification: Monthly

PUBLIC INFORMATION OFFICER

Standard Training Requirements

MANDATED TRAINING:

RECOMMENDED TRAINING:

Media Relations Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Crisis Communication and the Media, Parts 1, 2, and 3

Initial Training: Within 2 years of appointment

Recertification: Not required

FEMA MGT318 – Public Information in All Hazardous Incidents

Initial Training: Not required

Recertification: Not required

FEMA MGT902 – Managing Public Information for All Hazardous Incidents

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

IACP PIO Track Conference

Initial Training: Not required

Recertification: Not required

Government Social Media Conference (GSM Con)

Initial Training: Not required

Recertification: Not required

Social Media Internet and Law Enforcement (SMILE) Conference

Initial Training: Not required

Recertification: Not required

PEER SUPPORT:

Standard Training Requirements

MANDATED TRAINING:

Basic Peer Support

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Basic Critical Incident Stress Management

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Advanced Peer Support:

Initial Training: Not required

Recertification: Not required

SWAT COMMANDER:

Standard Training Requirements

MANDATED TRAINING:

SWAT Commander Course

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Critical Incident Response for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Operation Liability Course

Initial Training: Within 1 year of appointment

Recertification: Not required

TEAM LEADER:

Standard Training Requirements

MANDATED TRAINING:

SWAT Team Leader Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

RECOMMENDED TRAINING:

Critical Incident Response for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Operation Liability Course

Initial Training: Within 1 year of appointment

Recertification: Not required

SWAT OPERATOR:

Standard Training Requirements

MANDATED TRAINING:

Basic SWAT

Initial Training: Within 6 months of appointment, prior to deployment

Recertification: Not required

RECOMMENDED TRAINING:

Special Weapons and Tactics-Advanced

Initial Training: Within 3 years of appointment

Recertification: Not required

Diversionsary Device Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

CHEMICAL AGENTS:

Standard Training Requirements

MANDATED TRAINING:

Chemical Agent Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Tactical Operation Liability Course

Initial Training: Within one year of appointment

Recertification: Not required

BREACHER:

Standard Training Requirements

MANDATED TRAINING:

Tactical Breacher Course

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Tactical Operation Liability Course

Initial Training: Within 1 year of appointment

Recertification: Not required

HOSTAGE NEGOTIATOR:

Standard Training Requirements

MANDATED TRAINING:

Hostage Negotiations-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

CAHN Regional Training Meetings

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Hostage Negotiations-Intermediate

Initial Training: Within 3 years of Basic Course

Recertification: Not required

Hostage Negotiations-Advanced

Initial Training: Within 5 years of Basic Course

Recertification: Not required

CAHN Annual Conference

Initial Training: Not required

Recertification: Not required

Domestic Violence for Crisis Negotiators

Initial Training: Not required

Recertification: Not required

COMMUNITY SERVICE OFFICER:

Standard Training Requirements

MANDATED TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

RECOMMENDED TRAINING:

Evidence Collection

Initial Training: Not required

Recertification: Not required

Emergency Vehicle Operations Course (EVOC)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Digital Crime Scene Photography

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

CSO Symposiums/Conferences

Traffic Accident-Basic

Initial Training: Not required

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

INVESTIGATIONS COMMUNITY SERVICE OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Computer Applications for Crime Analysis

Initial Training: Within 1 year of appointment

Recertification: Not required

Crime Mapping and Analysis

Initial Training: Within 1 year of appointment

Recertification: Not required

Field Evidence Technician

Initial Training: Within 1 year of appointment

Recertification: Not Required

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

RECOMMENDED TRAINING:

Missing Persons

Initial Training: Within 2 years of appointment

Recertification: Not required

Leads Online

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Cell Phone Forensics

Initial Training: Within 1 year of appointment

Recertification: Not Required

License / Certificate Requirements:

California Driver's License: Upon appointment

VEHICLE ABATEMENT OFFICER:

Standard Training Requirements

MANDATED TRAINING:

In-House Orientation and Training

Initial Training: Within 6 months of appointment

Recertification: Not required

First Aid/ CPR Update

Initial Training: Within 1 year of appointment

Recertification: Not required

PROPERTY:

PROPERTY ROOM MANAGER:

Standard Training Requirements

MANDATED TRAINING:

Property Room Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Less than Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

RECOMMENDED TRAINING:

Property and Evidence Training

Initial Training: within 1 year of appointment

Recertification: None

Civilian Supervisor

Initial Training: within 1 year of appointment

Recertification: None

DESIRABLE TRAINING:

CAPE Annual Conference

Initial Training: within 1 year of appointment

Recertification: None

CAPE Membership

Initial Training: within 1 year of appointment

Recertification: Every Year

I.A.P.E. Training Course

Initial Training: within 1 year of appointment

Recertification: None

DOJ Firearms Training

Initial Training: within 2 years of appointment

Recertification: None

PROPERTY STAFF:

Standard Training Requirements

MANDATED TRAINING:

Property Room Management

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

California Association for Property & Evidence (CAPE) Conference

Initial Training: Annually

Recertification: Not required

CJIS Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DOJ Firearms Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Property and Evidence Training

Initial Training: within 1 year of appointment

Recertification: None

DESIRABLE TRAINING:

IAPE Property Course

Initial Training: Not required

Recertification: Not required

CAPE Training Meetings

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

PROFESSIONAL PERSONNEL:

ADMINISTRATIVE ASSISTANT

Standard Training Requirements

MANDATED TRAINING:

Public Safety Executive Assistant

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/CPR

Initial Training: Not required

Recertification: Every 2 years once certified

RECOMMENDED TRAINING:

Public Notary

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

DIGITAL FORENSIC SPECIALIST

Standard Training Requirements

MANDATED TRAINING:

RECOMMENDED TRAINING:

Cellebrite Certified Operator & Certified Physical Analyst Course

Initial Training: Not required

Recertification: 2 years from certification date

Cell Phone Forensics

Initial Training: Not required

Recertification: Not required

Computer/Electronic Device Forensics

Initial Training: Within 1 year of appointment

Recertification: Not Required

DESIRABLE TRAINING:

MENTAL HEALTH CLINICIAN

MANDATED TRAINING:

Mandatory Training for Licensed Individuals

- Licenses renewing for the first time, must complete 18 hours of continuing education within the two years prior to first license renewal. This includes specific coursework required by law. NOTE: LICENSEES RENEWING FOR THE FIRST TIME AFTER JULY 1, 2023 (or with an expiration date after July 1, 2023) MUST COMPLETE 36 HOURS OF CE.
- Licensees must complete 36 hours of continuing education within the two years prior to each license renewal date, including 6 hours of Law and Ethics.
- 5150 County Certification

RECOMMENDED TRAINING:

Crisis Intervention Training

- Initial Training: Within 1 year of completion of probation
- Recertification: Not required

Cultural Competency

- Initial Training: Within 1 year of completion of probation
- Recertification: Not required

Trauma Informed Care

- Initial Training: Within 1 year of completion of probation
- Recertification: Not required

Basic Substance Use Disorder

- Initial Training: Within 1 year of completion of probation
- Recertification: Not required

Suicidal Ideation & Suicide Risk Assessment

- Initial Training: Within 1 year of completion of probation
- Recertification: Not required

DESIRABLE TRAINING:

De-escalation Strategies for Mental Health Crisis

- Initial Training: Not required
- Recertification: Not required

Motivational Interviewing

- Initial Training: Not required

Recertification: Not required

Older Adults Living with Serious Mental Illness

Initial Training: Not required

Recertification: Not required

CRIME & INTELLIGENCE ANALYST

MANDATED TRAINING:

RECOMMENDED TRAINING:

Crime & Intelligence Cellebrite Analyst Level 1

Initial Training: Not required

Recertification: Not Required

Crime Mapping

Initial Training: Not required

Recertification: Not Required

Using Microsoft Excel in Crime Analysis

Initial Training: Not required

Recertification: Not Required

California Crime and Intelligence Analyst Association (CCIAA) Conference

Initial Training: Not required

Recertification: Not Required

RISMCON Conference

Initial Training: Not required

Recertification: Not Required

**COMMUNITY ENGAGEMENT AND PUBLIC RELATIONS
COORDINATOR**

Standard Training Requirements

MANDATED TRAINING:

RECOMMENDED TRAINING:

Media Relations Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Crisis Communication and the Media, Parts 1, 2, and 3

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

FEMA MGT318 – Public Information in All Hazardous Incidents

Initial Training: Not required

Recertification: Not required

FEMA MGT902 – Managing Public Information for All Hazardous Incidents

Initial Training: Not required

Recertification: Not required

IACP PIO Track Conference

Initial Training: Not required

Recertification: Not required

Government Social Media Conference (GSM Con)

Initial Training: Not required

Recertification: Not required

Social Media Internet and Law Enforcement (SMILE) Conference

Initial Training: Not required

Recertification: Not required

AXON Conference – PIO Track

Initial Training: Not required

Recertification: Not required

COMMUNICATIONS:

PUBLIC SAFETY DISPATCH SUPERVISOR

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy

Initial Training: Prerequisite to appointment

Recertification: Not required

Sexual Harassment Prevention

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Civilian Supervisor

Initial training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Workers Comp Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Assertive Supervision

Initial training: within 2 years of appointment

Recertification: not required

DESIRABLE TRAINING:

Hostage Negotiations for Dispatchers

Initial Training: Not required

Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required

Recertification: Not required

Assessing the Suicidal Caller for Dispatchers

Initial Training: Not required

Recertification: Not required

Customer Service for Dispatchers

Initial Training: Not required

Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required

Recertification: Not required

Dispatcher Survival

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements

California Driver License: Upon Appointment

POST Dispatcher Certificate: Upon completion of probation

National Academies of Emergency Dispatch Advanced EMD Certificate

SENIOR PUBLIC SAFETY DISPATCHER:

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy

San Mateo Police Department Training Manual

Initial Training: Prerequisite to appointment

Recertification: Not required

Dispatch Supervisory Course

Initial Training: Within 6 months of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 6 months of appointment

Recertification: Every other year

Sexual Harassment, Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

RECOMMENDED TRAINING:

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Internal Affairs for Dispatchers

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Dispatcher Course

Initial Training: Within 3 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

APCO Conference

Initial Training: Not required

Recertification: Not required

NENA Annual Conference

Initial Training: Not required
Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required
Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required
Recertification: Not required

License/Certificate Requirements:

None

PUBLIC SAFETY DISPATCHER:

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy

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

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment
Recertification: Every other year

Dispatcher Update Course

Initial Training: Every two years
Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

RECOMMENDED TRAINING:

Tactical Dispatcher Course

Initial Training: Within 3 years of appointment
Recertification: Not required

DESIRABLE TRAINING:

Hostage Negotiations for Dispatchers

Initial Training: Not required

Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required

Recertification: Not required

Assessing the Suicidal Caller for Dispatchers

Initial Training: Not required

Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements

California Driver License: Upon Appointment

POST Dispatcher Certificate: Upon completion of probation

COMMUNICATIONS TRAINING OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Communications Staff Training Officer

Initial Training: Within 1 year of appointment, prior to 1st trainee

Recertification: Not required

CLETS/NCIC Train the Trainer

Initial Training: Within 1 year of appointment

Recertification: Not required

NIMS/SEMS (ICS 100, 200, NIMS 700, 800 – Train the Trainer

Initial Training: Within 1 year of appointment

Recertification: Not required

RECOMMENDED TRAINING:

Communications Training Officer Update

Initial Training: 3 years after CTO course

Recertification: 24 hours of training every 2 years

TACTICAL DISPATCHER:

Standard Training Requirements

MANDATED TRAINING:

Tactical Dispatcher Course

Initial Training: Every two years

Recertification: Not required

RECOMMENDED TRAINING:

None

DESIRABLE TRAINING:

Tactical Dispatchers Association Conference

Initial Training: Not required

Recertification: Not required

RECORDS:

RECORDS MANAGER:

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial training: within 1 year of appointment

Recertification: not required

Records Supervisor

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Sexual Harassment, Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

Workers Comp Training

Initial Training: Within 1 year of appointment

Recertification: Not required

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

RECOMMENDED TRAINING:

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act Update

Initial Training: When offered/available

Recertification: Not required

DESIRABLE TRAINING:

Annual CLEARS Conference and regional training meetings

Initial Training: Not required

Recertification: Not required

Courtroom Testimony

Initial Training: Not required

Recertification: Not required

Stress Management

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

California Driver License: Upon appointment

POST Records Supervisor Certificate: Within 1 year of appointment

POST Management Course within 1 year of appointment

RECORDS SUPERVISOR

Standard Training Requirements

MANDATED TRAINING:

Records Supervisor

Initial training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Worker's Comp Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

RECOMMENDED TRAINING:

Assertive Supervision

Initial Training: within 1 year of appointment

Recertification: not required

DESIRABLE TRAINING:

CLEARS Training Meetings

Initial Training: Not required

Recertification: Not required

Annual CLEARs Conference

Initial Training: Not required

Recertification: Not required

CCJWSA Annual Workshop

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Communications

Initial Training: Not required

Recertification: Not required

RECORDS CLERK:

Standard Training Requirements

MANDATED TRAINING:

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC-Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Workplace Harassment Prevention

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

RECOMMENDED TRAINING:

DESIRABLE TRAINING:

Tactical Communications

Initial Training: Not required

Recertification: Not required

Customer Service

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

California Driver License: Upon appointment

INSTRUCTORS:

RANGE MASTER:

Standard Training Requirements

MANDATED TRAINING:

Firearms Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Patrol Rifle Instructor

Initial Training: Within 2 years of appointment

Recertification: Not Required

Glock Armorer

Initial Training: Within 1 year of appointment

Recertification: Not Required

AR-15 Armorer

Initial Training: Within 1 year of appointment

Recertification: Not required

Armorer-Remington Shotgun

Initial Training: Not required

Recertification: Not required

RECOMMENDED TRAINING:

Less Lethal Weapons Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Firearms Instructor Update

Initial Training: Within 3 years of basic
instructor course

Recertification: Not required

Less Lethal Weapons Armorer

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Instructor Development

Initial Training: Not required

Recertification: Not required

Tactical Shotgun Instructor Course

Initial Training: Not required

Recertification: Not required

Sub-Machine Gun Instructor Course

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

ACTIVE SHOOTER:

Standard Training Requirements

MANDATED TRAINING:

Active Shooter Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

RECOMMENDED TRAINING:

MACTAC Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

FORCE RESPONSE INSTRUCTOR:

Standard Training Requirements

MANDATED TRAINING:

Defensive Tactics Instructor

Initial Training: Within 1 year of appointment

Taser Instructor

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

RECOMMENDED TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

Recertification: Not required

Taser Instructor Update

Initial Training: Every 3 years

Recertification: Not required

ASP/Baton Instructor Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Crowd Control

Initial Training: Not required

Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required

Recertification: Not required

Instructor Development

Initial Training: Not required

Recertification: Not required

FIRST AID/ CPR INSTRUCTOR:

Standard Training Requirements

MANDATED TRAINING:

First Aid / CPR Instructor (American Heart or Red Cross)

Initial Training: Within 6 months of appointment

Recertification: Not Required

First Aid / CPR Instructor Update (American Heart or Red Cross)

Initial Training: Within 3 years of Basic First Aid Instructor course

Recertification: Every 3 years

RECOMMENDED TRAINING:

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

POST Instructor Development

Initial Training: Not required

Recertification: Not required