



## SAN MATEO POLICE DEPARTMENT

# **TRAINING PLAN**

*A Guide to Career Development*

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**Chief of Police**

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***INTRODUCTION***

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:

- 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 compliment 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.

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

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

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

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.

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.

<b>CDE CATEGORY</b>	<b>MAXIMUM HOUR CREDIT</b>
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.

(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**

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.l(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:

<b>Degree or Education</b>	<b>Units</b>	<b>Law Enforcement Experience</b>	<b>plus</b>	<b>Training Points</b>
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).

- (B) Possess or be eligible to possess the Intermediate Certificate.
- (C) Satisfy one of the following eligibility combinations:

<b>Degree or Education</b>		<b>Law Enforcement</b>		
<b>Units*</b>		<b>Experience</b>		<b>Training Points</b>
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).

- (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 12months 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

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 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

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

**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

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**

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 LIEUTENTANT:**

**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

**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

**Diversionary 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

**RISMSCON 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**

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