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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 Training Manager 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 Training Manager 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.

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 Training Manager is responsible for ensuring training compliance with POST regulations, federal and state statutes, and city policy.

The Training Manager will coordinate scheduled training with the supervisor(s) of the employee. The Training Manager 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 expense.

The Training Manager will notify each employee as soon as possible of scheduled training through the use of an Inter-Office Memo, email or voice mail message. This memo will provide the course title, date, time and location of the training.

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

TRAINING MANAGEMENT SYSTEM (TIMS)

Training Management System (TIMS) is a computer software program utilized by the Training Manager to track all departmental training, excluding conferences. It is important that notification and documentation of all training be forwarded to the Training Manager to ensure that information is entered into TIMS, allowing the Training Manager 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 (other than a Level III Reserve) 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

Effective January 1, 2002, all peace officers (except Reserve officers) below the rank of lieutenant, and assigned to patrol, traffic, or investigations, who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Communications training (as outlined in the PAM). Perishable Skills training shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

- Arrest and Control
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator
- *Communications training, (either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period).
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.

<table>
<thead>
<tr>
<th>CDE CATEGORY</th>
<th>MAXIMUM HOUR CREDIT</th>
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<tr>
<td>NAED-created educational products</td>
<td>36</td>
</tr>
<tr>
<td>Workshops and seminars</td>
<td>16</td>
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<tr>
<td>Multimedia education</td>
<td>16</td>
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<tr>
<td>Teaching</td>
<td>4</td>
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<tr>
<td>Protocol review</td>
<td>4</td>
</tr>
<tr>
<td>Miscellaneous (on the job training)</td>
<td>4</td>
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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 830.1(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:

<table>
<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>Experience</td>
<td>Training Points</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>and 2 years plus 0</td>
<td></td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 4 years plus 0</td>
<td></td>
</tr>
<tr>
<td>45 Education Units</td>
<td>and 4 years plus 45</td>
<td></td>
</tr>
<tr>
<td>30 Education Units</td>
<td>and 6 years plus 30</td>
<td></td>
</tr>
<tr>
<td>15 Education Units</td>
<td>and 8 years plus 15</td>
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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:

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<thead>
<tr>
<th>Degree or Education</th>
<th>Law Enforcement</th>
<th>Training Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units*</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Master Degree</td>
<td>and 4 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>and 6 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>and 9 years</td>
<td>plus 0</td>
</tr>
<tr>
<td>45 Education Units</td>
<td>and 9 years</td>
<td>plus 45</td>
</tr>
<tr>
<td>30 Education Units</td>
<td>and 12 years</td>
<td>plus 30</td>
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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 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
  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

Domestic Violence Update
  Initial Training: Within 1 year of appointment
  Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)
  Initial Training: During Orientation Phase
  Recertification: Every 2 years

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

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: 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

**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 five years

Domestic Violence Update (San Mateo County Protocol)
Initial Training: Within 1 years of appointment
Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)
Initial Training: During Orientation Phase
Recertification: Every 2 years

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

First Aid/CPR
Initial Training: Within 1 year of appointment
Recertification: Every 2 years

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
**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

Domestic Violence Update (San Mateo County Protocol)  
Initial Training: Within 1 years of appointment  
Recertification: Every 2 years

CLETS/NCIC - Less than Full Access Operator (G.O. O-1)  
Initial Training: During Orientation Phase  
Recertification: Every 2 years

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

First Aid/CPR  
Initial Training: Within 1 year of appointment  
Recertification: Every 2 years
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

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

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

Domestic Violence Update
   Initial Training: Within 1 year of appointment
   Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)
   Initial Training: During Orientation Phase
   Recertification: Every 2 years

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

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

**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

**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 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

Domestic Violence Update
   Initial Training: Within 1 year of appointment
   Recertification: Every 2 years

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 1 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

**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:

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 other 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

RECOMMENDED TRAINING:

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

DESIRABLE TRAINING:

POST Training Manager Workshop
Initial Training: Within 1 year of appointment
Recertification: Annually
Associations:
San Mateo County Training Managers Association (SMCLETMA)
   Initial Training: Within 1 month of appointment
   Recertification: Monthly

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:

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 other year
Racial 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-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

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:

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

**DESI RABLE TRAINING:**

Identity Theft (ICI)
   Initial Training: Not required
   Recertification: Not required

Domestic Violence (ICI)
   Initial Training: Not required
   Recertification: Not required
San Mateo Police Department Training Manual

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-Basic
   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

DESI RABLE 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
TRAINING MANAGER:

Standard Training Requirements

MANDATED TRAINING:

POST Training Administrators 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

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

RECOMMENDED TRAINING:

POST Training Manager Workshop
   Initial Training: Within 1 year of appointment
   Recertification: Annually

DESIRABLE TRAINING:

California Association of Training Officers (CAPTO)
   Initial Training: Within 1 year of appointment
   Recertification: Annually

PAL OFFICER:

Standard Training Requirements

MANDATED TRAINING:

Crime Prevention (Basic)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

Nonprofit Executive Director Management Training
   Initial Training: Within 1 year of appointment
   Recertification: Not required
RECOMMENDED TRAINING:

Crime Prevention Through Environmental Design (CPTED)
   Initial Training: Within 1 year of appointment
   Recertification: Not required

DESIRABLE TRAINING:

Volunteers in Policing
   Initial Training: Within 1 year of appointment
   Recertification: Not required

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

AXON Conference – PIO Track
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
RESERVE OFFICER:

Standard Training Requirements:

MANDATED TRAINING:

Basic Police Academy
  Initial Training: Prior to appointment
  Recertification: Not required

  OR

Reserve Modules I, II, and III
  Initial Training: Within Prior to appointment
  Recertification: Not required

San Mateo Police Department Field Training Program
  Initial Training: Minimum 400 hours
  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

CLETS/NCIC -Less than Full Access Operator
  Initial Training: During Orientation Phase
  Recertification: Every other year

Racial 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-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

**RECOMMENDED TRAINING:**

**Continuing Professional Training (C.P.T./POST)**
- Recertification: 24 hours every 2 years

**DESIRABLE TRAINING:**

**Drug Influence-11550 H&S**
- Initial Training: Within 1 year of completion of probation
- Recertification: Not Required

**Interview and Interrogation**
- Initial Training: Not required
- Recertification: Not required

**Radar/Lidar Operator**
- Initial Training: Not required
- Recertification: Not Required

**Standardized Field Sobriety Testing**
- Initial Training: Not required
- Recertification: Not required

**License / Certificate Requirements:**
- California Driver’s License: Upon appointment
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
DESIABLE 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
Reccertification: 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:
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

**CLET/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
EVIDENCE ANALYST:

Standard Training Requirements

MANDATED TRAINING:

RECOMMENDED TRAINING:

DESIRABLE TRAINING:

VOLUNTEER

Standard Training Requirements

DESIRABLE TRAINING:

Volunteers in Police Service
  Initial Training: Not required
  Recertification: Not required

License / Certificate Requirements:
  California Driver’s 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

USE OF FORCE 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

HAZARDOUS MATERIALS INSTRUCTOR:

Standard Training Requirements

MANDATED TRAINING:

CSTI Hazmat Instructor Course
  Initial Training: Within 1 year of appointment
  Recertification: Every 3 years

CSTI Outreach Course- First Responder Awareness Course
  Initial Training: Within 1 year of appointment
  Recertification: Not Required

Weapons of Mass Destruction
  Initial Training: Within 1 year of appointment
  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