

MORGAN HILL POLICE DEPARTMENT

TRAINING PLAN & POLICY

2020



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Chief of Police

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MISSION STATEMENT

Your Morgan Hill Police Department is committed to delivering intelligent-based police services by partnering with the community to reduce crime, apprehend offenders, and improve quality of life with integrity, professionalism, and respect.

CORE VALUES

Our Core Values guide our Mission:

1. Safety
2. Integrity
3. Respect
4. Professionalism
5. Pride
6. Teamwork
7. Innovation

TRAINING POLICY

GOAL

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that all Department personnel be properly trained. This is true not only at the entry-level where employees must receive basic recruit training prior to assumption of their law enforcement duties, but it is a continuous process throughout the employee's career. Training is provided to accommodate Department needs and to actualize the interest and concerns which the Department has for self-improvement and personal development of its employees.

In addition, to recruit training, the Department provides on-the-job, in service, promotional, and specialized technical training for its personnel.

The Department subscribes to and complies with the requirements of the California Commission on Peace Officers' Standards and Training (P.O.S.T.).

OBJECTIVES

The objectives of the Morgan Hill Police Department training program are:

1. Enhance law enforcement services to the community.
2. Increase the technical expertise and overall effectiveness of personnel.
3. Provide for continual professional development of personnel.

PHILOSOPHY

The Morgan Hill Police Department seeks to encourage and provide opportunities for its personnel to participate in training and advanced education continually. Training is provided to all personnel as much as possible within the confines and needs of the Agency, budgetary constraints, and the availability of timely, qualified instruction.

Whenever possible, the Department will utilize courses certified by P.O.S.T. However, when necessary to meet the needs of the Agency, the Department may utilize training seminars, courses, and conferences that are not certified by P.O.S.T.

SPECIFIC AREAS OF TRAINING

The Morgan Hill Police Department's Training Plan and Policy will address the following types of training:

1. Training mandated by statute
2. Training by priority of need
3. P.O.S.T. mandated training
4. Field Training Program
5. Remedial training
6. In-service training
7. Career Development training

PLAN ADMINISTRATION

With the exception of the Field Training Program, the Morgan Hill Police Department's training program will be administered by the designated Training Manager.

The Training Manager will be the Police Department's representative on regional training committees, P.O.S.T., California Association of Police Training Managers (C.A.P.T.O.) functions, and Santa Clara County Association Training Officers (S.C.C.A.T.O.) and any other appropriate group, organization or seminar.

The Training Manager will develop and maintain the Training Plan necessary to conduct the Department's training program.

The Department Training Plan will be implemented within the procedures outlined in Morgan Hill Police Policy #208.

Included in this training manual is the Department's Training Plan outlined by rank. The Plan will include those courses which are mandated for each position, those which are critical to being able to perform the job correctly and professionally, and those courses which improve one's

ability to perform the job. The Training Plan will also assist in the budget process by forecasting necessary training.

It will be the responsibility of the Watch Commander to make the appropriate notifications concerning training courses and coordinate scheduling with the concerned staff and supervisory personnel.

Listed training courses may not be all-inclusive. Other training may be added or substituted as needs arise and priorities identified.

STATUTORY TRAINING

BASIC COURSE

All full time sworn personnel will have completed a P.O.S.T. certified basic academy course or its equivalent. (Penal Code section 832.3)

All full time sworn personnel must obtain a P.O.S.T. basic certificate within 18 months of employment. (Penal Code section 832.4)

OSHA REQUIREMENTS

All full time sworn personnel and Multi-Service personnel will annually receive training in Hazardous Material Handling. (California Code of Regulations Title 8, section 5192)

All full time sworn personnel, Property Technicians, and Multi-Service personnel will annually receive training in Blood Borne Pathogens. (California Code of Regulations Title 8, section 5193)

All full time sworn personnel must do a "Fit Test" of their respiratory protection annually. (California Code of Regulations Title 8, section 5144)

FIRST AID AND CPR TRAINING

All sworn personnel and Multi-Service personnel shall receive First Aid and CPR training as prescribed by the California Emergency Medical Services. The current requirements are eight hours every two years. (Penal Code section 3518)

DOMESTIC VIOLENCE

All sworn personnel shall complete a P.O.S.T. certified course in Domestic Violence. (Penal Code section 13519)

All sworn personnel shall complete the bi-annual update through the in-service training program.

SEXUAL ASSAULT

Sworn personnel, who have primary responsibility for the investigation of a sexual assault, shall complete a P.O.S.T. certified course in Sexual Assault Investigation within six months of assignment. This course would be suggested for all patrol officers. (Penal Code section 13516)

RESERVE OFFICER BASIC TRAINING

All Reserve Officers shall complete the basic certificate course as prescribed by P.O.S.T. Level I reserves appointed after January 1, 1997, must have the basic training established for police officers, which includes the successful completion of the field training program.

It is the policy of the Morgan Hill Police Department that all Reserve Officers will work toward Level I status defined by Penal Code section 832.6 as it relates to the level of training they possess. However, as a matter of practice, Reserve Officers will not be assigned as a single person patrol unit Level I status has been achieved.

TELECOMMUNICATIONS

Pursuant to Federal Law, the following personnel will receive the designated training in the legal issues and use of the telecommunications system such as National Crime Information Center (NCIC), California Law Enforcement Telecommunication System (CLETS), etc.:

1. Public Safety Dispatcher - 8 hrs.
2. Sworn personnel below Captain and Multi-Service Officers - 4 hrs.
3. Public Safety Dispatchers, Sworn Personnel, Records Personnel, and Multi-Service Officers will complete a re-certification program every two years.

CONTINUING EDUCATION REQUIREMENTS, SWORN PERSONNEL

All sworn personnel and public safety dispatchers must complete a minimum of 24 hours of P.O.S.T. certified continuing professional training once every two years, 14 hours of which must be perishable skills training (Arrest and Control, Firearms, Driver Training, and Tactical Communications).

The policy of the Morgan Hill Police Department is to provide this training through job-specific/technical training, 8-hour modular training blocks, and special in-house training as required.

SUPERVISORY COURSE

All personnel promoted to the rank of Corporal, and Sergeant shall complete the P.O.S.T. Supervisory Course within one year of appointment.

Civilian supervisors shall complete a P.O.S.T. Civilian Supervisory Course within two years of appointment.

MANAGEMENT COURSE

The P.O.S.T. Supervisory course must be completed prior to attending the Management course.

All personnel promoted to the rank of Captain shall complete the P.O.S.T. Management Course within one year of appointment.

Civilian managers shall complete a P.O.S.T. Civilian Management Course within two years of appointment.

FIELD TRAINING PROGRAM

Every full-time police officer, including reserve officers, must satisfactorily complete the Field Training Officer (F.T.O.) program as prescribed in the F.T.O. manual.

All Multi-Service Officers must complete an F.T.O. program designed for that position and outlined in the appropriate training manual.

The Field Training Program will be administered within the Field Operations Division.

The Field Training Program Sergeant will be directly responsible for ensuring the trainee's completed F.T.O. manual to document the successful completion of the Field Training Program. The manual will be forwarded to the Field Operations Captain for review and permanent storage in the Department's training files prior to the trainee's release to the Field Operations Division.

The Field Operations Captain will be responsible for maintaining Field Training files and documenting the trainee's final status at the conclusion of the F.T.O. program.

REMEDIAL TRAINING

The Police Department will administer a program by which substandard performance can be identified so that appropriate corrective training can be applied to raise performance to an acceptable standard.

The program will include specific memos to the Field Operations Captain to outline the substandard performance and suggested remedies. The training may include the use of daily and/or weekly performance evaluations to the Field Operations Captain to document progress.

Performance Improvement Plans (PIPS) may also be used as a tool to rectify substandard performance.

IN-SERVICE TRAINING

The Police Department will administer a comprehensive in-service training program. This will encompass the following:

1. Perishable Skills- Arrest and Control, Firearms, Driving, and Technical Communication
2. Racial Profiling
3. CPR/ First Aid
4. Domestic Violence Update

5. Title 15
6. Taser
7. Force Options Special Training Bulletins
8. Impicit Bias
9. Principled Policing- Procedural Justice and Impicit Bias

CAREER DEVELOPMENT

As part of the ongoing Department training program, emphasis will be on training for career development in order to accomplish:

1. Training for anticipated needs.
2. Training for promotions.
3. Training for remediation, professional growth, and development of individual employees. (In the area of remediation and professional growth and development, training programs should be developed through the performance evaluation process and be identified in the personnel evaluation system.)

TRANSITION TRAINING

All officers returning to Patrol after an absence of two years or more may be assigned to an F.T.O. for a minimum of one week, up to four weeks. The officer will be assigned a regular shift upon recommendation of the F.T.O. Sergeant.

All officers being transferred to a specialty assignment will participate in a formal orientation program as set up by the unit supervisor.

All Sergeants/Corporals returning to patrol after an absence of three years may be assigned to a Patrol Sergeant for a period of one week as deemed necessary by the Field Operations Captain, to become familiar with existing supervisory duties and responsibilities.

Personnel who are promoted without completing the required training for the previous rank will do so within six months of the new promotion. They will also complete a two week on the job training program specific to the new position.

All newly promoted Corporals will complete a five-week F.T.O with an assigned Patrol Sergeant prior to their release to the Field Operations Division.

TRAINING PLAN – ADMINISTRATIVE PERSONNEL

CHIEF OF POLICE

WITHIN THE FIRST TWO YEARS:

- Executive Development
- FBI National Academy or POST Command College (or equivalent) nationally recognized command level course
- Introduction to Emergency Management; Earthquake
- Role of the Police Chief
- Police Chief/ City Manager Seminar

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Budget Analysis
- Civil Liabilities
- Cultural Diversity
- Executive Update
- FBI Law Enforcement Executive Development
- Standardized Emergency Management System

RECOMMENDED OPTIONAL COURSES

- California Police Chiefs Association – Drucker Leadership Program
- FBI Executive Training
- Labor/Management Relations
- Management/Discipline Seminars
- Strategic Planning

CAPTAIN

WITHIN THE FIRST TWO YEARS:

- Management Course
- Introduction to Emergency Management; Earthquake

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- P.O.S.T. Command College
- Advanced Internal Affairs
- Budget Analysis
- Civil Liability
- Criminal Investigations Management
- Critical Incident Management
- ICI Homicide
- Hostage Negotiations – Command
- Incident Command System
- Media Relations & Management
- ICI Officer Involved Shootings
- Police Discipline – Due Process
- Special Weapons & Tactics – Command

Standard Emergency Management System
Training Managers' Course
Workers Compensation – Disability Retirement

RECOMMENDED OPTIONAL COURSES

Applied Ethics in Police Management
Civil Liability Update
Command College
F.B.I. Academy
Labor/Management Relations
Management Update
Negotiations Seminar
Role of the Chief
Strategic and Succession Planning
Law Enforcement Executive Development
California Police Chiefs Association Conference
International Association of Chiefs of Police Conference
FBI CA LEEDS
P.O.S.T. Executive Development Course
International Technological University
Succeeding as a Police Chief: Beyond the Basics
Strategic and Succession Planning for Chiefs of Police and Seconds in Command
Partnering for Success
Technology Summit
Regional Communication Training: Having a Communication Strategy that Works in Your Community

SUPPORT SERVICES MANAGER

WITHIN THE FIRST TWO YEARS:

Assertive Supervision
Budget Analysis
Civilian Supervisory Course
Information Systems Management, Ongoing
Leadership and Accountability
Records Security
Evidence and Property Function Management
Public Records Act

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Civilian Management Seminar
Civilian Management Seminar Advanced
EIS Conference
DOJ/UCR/NIBERS Training
Legislative Update

RECOMMENDED OPTIONAL COURSES

CCUG Conference

CLEARs Conference
CAPE Conference

EMERGENCY SERVICES COORDINATOR

WITHIN THE FIRST TWO YEARS:

ICS 100 – Introduction to Incident Command System
ICS 200 – ICS for Single Resources and Initial Action Incidents
ICS 300 – Intermediate ICS for Expanding Incidents
ICS 400 - Advanced ICS Command and General Staff-Complex Incidents
IS 700 – National Incident Management System an Introduction
IS 800 – National Response Plan, an Introduction
SEMS Introductory Course
Introduction to Emergency Management; Earthquake

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

IS 546 – Continuity of Operations Awareness
IS 547 – Introduction to Continuity of Operations
Disaster Mitigation
T1 - International Terrorism
T2 –Domestic Terrorism
Disaster Planning
Disaster Recovery
Enhanced Exercise Design
Crisis Communication and the Media – 1st Level
CERT T3 – Train the Trainer
CERT T4 - Program Manager
AlertSCC – Introduction
WebEOC – Introduction

EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

WITHIN THE FIRST TWO YEARS:

CPCA Partnering for Your Department's Success: A Course for Law Enforcement Executive Assistants
CPOA Peace Officer's Bill of Rights
Fred Pryor Human Resources for Anyone with Newly Assigned HR responsibilities

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Microsoft Office, Basic and Advanced
MHPD Software Classes
MHPD Specific Training

RECOMMENDED OPTIONAL COURSES

Fred Pryor Succeeding as an Administrative Professional
Fred Pryor Managing Multiple Priorities, Projects & Deadlines
Fred Pryor Management Skills for Secretaries Support Staff & Administrative Assistants

SWORN PERSONNEL

PATROL

SERGEANT

WITHIN THE FIRST TWO YEARS:

- Internal Affairs and Investigative Procedures
- Officer Involved Shootings
- P.O.S.T. Supervisory Course

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Assertive Supervision
- Critical Incident Management & Tactics
- Critical Liability (similar to Gordon Graham presentation)
- Incident Command Management
- Leadership and Accountability
- Performance Rating Workshop
- Press/ Media Relations
- Standardized Emergency Management System
- Sherman Block Supervisory Leadership Institute (SLI)

RECOMMENDED OPTIONAL COURSES

- Arrest, Search & Seizure Update
- COPPS Training Course
- Police Planning Skills
- Solving Police Personnel Problems

CORPORAL

WITHIN THE FIRST TWO YEARS:

- Supervisory Course
- Assertive Supervision
- Leadership and Accountability
- FTO Course

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Officer Involved Shootings
- COPPS Training Course
- Critical Incident Responder/Supervisor

RECOMMENDED OPTIONAL COURSES

- Incident Command Management
- Supervisory Media Relations
- Homicide Investigation

OFFICER

WITHIN THE FIRST TWO YEARS:

- 11550 H&S/Narcotic Influence
- Alcohol Screening Device Training
- Interview & Interrogation Training
- Radar/ Lidar Operator
- Patrol Rifle
- Standardized Field Sobriety Testing
- Crisis Intervention Training
- Principled Policing

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Officer Safety & Field Tactics
- Basic Traffic Accident Investigation
- DUI/Drug Abuse Recognition Training

RECOMMENDED OPTIONAL COURSES

- FTO Course
- Child Abuse
- Community Oriented Policing
- Inner Perspective
- Criminal Investigation
- Cultural Diversity
- Death Investigations
- Gang Awareness
- Hate Crimes Investigation
- Juvenile Law Enforcement
- Legal Update
- Narcotics Investigation
- Report Writing

RESERVE OFFICER

WITHIN THE FIRST TWO YEARS:

- 200 hrs. - Level II
- 400 hrs. – Level I

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Crisis Intervention Training
- Alcohol screening device training

RECOMMENDED OPTIONAL COURSES

- Standardized Field Sobriety Testing
- 11550 H&S/Narcotic Influence
- Gang Awareness

FIELD TRAINING OFFICER

WITHIN THE FIRST TWO YEARS:

FTO Course

PERISHABLE SKILLS

FTO update course -Every 3 years

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Officer Safety/Field Tactics

Report Writing for Instructor

MULTI SERVICE OFFICER

WITHIN THE FIRST TWO YEARS:

Alcohol Screening Device Training

Arrest & Firearms (§832 PC)

Basic Accident Investigation

Corrections Academy (within one year of assignment).

Crisis Intervention Training

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Report Writing Course

Suicide Potential Recognition & Prevent

Jail Security

Basic Accident Investigation

Civil liabilities

Cell extraction

Cultural awareness

Euthanasia Techniques

RECOMMENDED OPTIONAL COURSES

Basic Animal Control Academy

Intermediate Animal Control Academy

Illegal Animal Fighting

Art of Verbal Control for Animal Control Officers

Fish & Game Law

Euthanasia Techniques

Humane Officers Training Academy

ANIMAL SERVICES OFFICER

WITHIN THE FIRST TWO YEARS:

Arrest & Firearms (§832 PC)

Report Writing Course

Basic Animal Control Academy

Intermediate Animal Control Academy

Illegal Animal Fighting

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Euthanasia Techniques
Humane Officers Training Academy
Fish & Game Law

SPECIAL OPERATIONS

SERGEANT

WITHIN THE FIRST TWO YEARS:

Crime Scene Management
Gang Investigations
ICI Homicide
ICI Officer Involved Shooting
Public Information Officer
Search Warrants (HIDTA – Free Class)
Street Crimes Tactics

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Burglary Investigation
Child Abuse/Sexual Exploitation (§13516 PC)
Crime Scene Investigations
Critical Incident Management & Tactics
Critical Liability
Incident Command Management
Information Systems Investigation
Robbery Investigation
Search Warrant Update
Seizure/Forfeiture
Surveillance School

RECOMMENDED OPTIONAL COURSES

Advanced Narcotics
Gang Awareness

GENERAL DETECTIVE

WITHIN THE FIRST TWO YEARS:

ICI Core
ICI Officer Involved Shooting
Search Warrants (HIDTA – Free Class)

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

BATI Interview
BATI cognitive Interview

RECOMMENDED OPTIONAL COURSES

Informant Development

Vehicle Theft Investigation

PROPERTY CRIMES DETECTIVE

WITHIN THE FIRST TWO YEARS:

ICI Core
ICI Officer Involved Shooting
Burglary Investigation
Fraud/Forgery Investigation
Search Warrants (HIDTA – Free Class)

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Identity Theft
Internet Crimes
Technology in Investigations
BATI Interview

RECOMMENDED OPTIONAL COURSES

ICI Homicide
Special Surveillance Equipment
Computer/Cell Phone Forensics

CRIMES AGAINST PEOPLE DETECTIVE

WITHIN THE FIRST TWO YEARS:

ICI Sex Assault
ICI Child Abuse
ICI Homicide
ICI Officer Involved Shooting
ICI Core
CFIT MDI Interviewing

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

BATI Interview
BATI Cognitive Interview
Search Warrants (HIDTA – Free Class)

RECOMMENDED OPTIONAL COURSES

ICI Human Trafficking
ICI Vice
ICI Robbery
ICAC Investigations (Free class)
Chasing Cell Phones (Free class by Aaron Edens)
Computer/ Cell Phone Forensics

SCHOOL RESOURCE OFFICER

WITHIN THE FIRST TWO YEARS:

Juvenile Law Enforcement
School Resource Officer

Juvenile Procedures
Parent Project

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Basic Juvenile Course
Crisis Management/Resolving
Delinquency Control Institute
Gang Awareness
Interviewing Child Victims
Youth Access/Tobacco

RECOMMENDED OPTIONAL COURSES

Cultural Awareness
Gang Investigation
Juvenile Justice Update

SPECIAL ENFORCEMENT TEAM

WITHIN THE FIRST TWO YEARS:

ICI Criminal Investigation Core
Search Warrant for Investigators
Surveillance School
ICI Gang Investigations
C.C.G.I.A. Mexican Mafia & Surenos
C.C.G.I.A. Nuestra Familia & Nortenos
ICI Advanced Gang Investigations
Court Preparation and Expert Testimony
ICI Homicide Investigation
ICI Robbery Investigation
ICI Human Trafficking

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Outlaw Motorcycle Gangs
Prison Gang Identification and Parolee Contacts
C.C.G.I.A. Gang Conference
Informant Development
High Risk Warrant Service
Gang Awareness Update
Street Crimes
BATI Interview
B.A.G.I.A. Chasing Cell Phones
ICI Human Trafficking
ICI Officer Involved Shooting

RECOMMENDED OPTIONAL COURES

C.N.O.A. Conference
C.C.G.I.A. Patron Saints of the Underworld
Narcotics Investigations
Juvenile Law Enforcement

Intelligence Operations
Aryan Brotherhood, sub-groups and White Supremacists
Black Guerilla Family, sub-groups and the Islamic Radicalization of Black
Inmate
Gangs and Technology – How Gangs Utilize Technology to Evade
Surveillance
Psychological Aspects of Gangs and Gang Membership
ICI Vehicle Theft Investigation

DOMESTIC VIOLENCE DETECTIVE

WITHIN THE FIRST TWO YEARS:

Domestic Violence Investigations Course
Domestic Violence/Sexual Assault/Strangulation Course
Missing/Unidentified Persons System (MUPS) Training
Death Investigation
Human Trafficking.

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Search Warrant Update
Interview & Interrogation Update
Search & Seizure Update
Local “trending” training

RECOMMENDED OPTIONAL COURSES

ICI Homicide
ICI Robbery Investigation
ICI Officer Involved Shootings

SPECIALTY ASSIGNMENTS

ARMORER

WITHIN THE FIRST TWO YEARS:

Colt AR Armorer's Course
Glock Armorer Course
SIG/Sauer Classic and P320 Armorer's Course
Mossberg 500 Armors Course- Recommend one officer
TASER Armorer Course- Recommend two officers
Remington 700 Armorers Course- Recommend two officers
LMT 40mm Armorers Course
LLIMS Instructor Course- Recommend two officers

PERISHABLE SKILLS

Courses above excluding Taser require updates every three years.

RECOMMENDED OPTIONAL COURSES

Colt 1911 Armorers Course
HK Armorers Course

BICYCLE PATROL

WITHIN THE FIRST TWO YEARS:

In-House Bike Orientation Training

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Basic Bike Patrol

RECOMMENDED OPTIONAL COURSES

Bike Instructor School
Bike maintenance

CRIME SCENE INVESTIGATOR

WITHIN THE FIRST TWO YEARS:

Crime Scene Investigation
Latent Fingerprint Development
Crime Scene Photography

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Advanced Field Evidence Technician Course
Advanced Latent Fingerprint
Death Investigation/Homicide Investigators Course

PEER SUPPORT

WITHIN THE FIRST TWO YEARS:

Basic Peer Support
Critical Incident Debriefing

Stress Management
Critical Incident Stress Management
Suicide & Depression

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Peer Support Update- Every two years
Annual Peer Support Conference
Advanced Peer Support WCPR

RECOMMENDED OPTIONAL COURSES

Critical Incident Debriefing Update

DEFENSIVE TACTICS INSTRUCTOR

WITHIN THE FIRST TWO YEARS:

Defensive Tactics Instructor

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Impact Weapons Instructor
Straight Baton Instructor
ASP Baton Instructor

RECOMMENDED OPTIONAL COURSES

Defensive Tactics Instructor - Update
Force Options Simulator Instructor

EXPLORER ADVISOR

WITHIN THE FIRST TWO YEARS:

Boy Scouts of America P.O.S.T. Leader Workshop (
B.S.A. Explorer Advisor Training

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

B.S.A. Exploring Advanced Leadership Development Workshop
B.S.A. Adult Exploring Basic Leader Training

RECOMMENDED OPTIONAL COURSES

Explorer Academy – Facilitator/Instructor
Exploring Conference/Updates

FIREARMS INSTRUCTOR

WITHIN THE FIRST TWO YEARS:

Firearms Instructor Course
Carbine Instructor's Course
LLIMS Instructor's Course
TASER Instructor's Course

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Firearms Instructor Update
Carbine Instructor Update
TASER Instructor Update

RECOMMENDED OPTIONAL COURSES

Academy Instructor Certification Course
Firearms Liability Course
SWAT School
Active Shooter Course
Intermediate Firearms Course
Advanced Firearms Courses

HOSTAGE NEGOTIATOR

WITHIN THE FIRST TWO YEARS:

Basic Hostage Negotiations
Domestic Violence for Crisis Negotiator

PERISHABLE SKILLS

Hostage Negotiator Update- Every two years

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Advanced Hostage Negotiations
Workshop on Mentally Ill
Crisis Management
Peer Support
CAHN Conference

RECOMMENDED OPTIONAL COURSES

Crisis Communications & Media
Crisis Intervention – Update
Interview & Interrogation
Terrorism
Crisis Negotiations Team Leadership

K9 HANDLER

WITHIN THE FIRST TWO YEARS:

Basic K-9 Course
Monthly Training- *On-going*

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

K-9 Liability Course
Basic Tracking
Advanced Tracking

RECOMMENDED OPTIONAL COURSES

K-9 Narcotic Detection
SKIDDS- K9 SWAT School

K9 SERGEANT

WITHIN THE FIRST TWO YEARS:

K-9 Unit Supervisor School
K-9 Liability

RESERVE OFFICER COORDINATOR

WITHIN THE FIRST TWO YEARS:

Reserve Coordinator's Course (40 hrs.)

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

FTO Course

SWAT

OPERATOR

WITHIN THE FIRST TWO YEARS:

Basic SWAT School

Tactical handgun

PERISHABLE SKILLS

In-Service training

RECOMMENDED OPTIONAL COURSES

San Jose Police Department MERGE School

San Jose Police Department MERGE Hostage Rescue

Distraction/Diversionary Device Instructor

Explosive Breaching

Chemical Agent Instructor

Mechanical Breaching

Rappel Master

Tactical Shotgun

Team Leader

SNIPER

WITHIN THE FIRST TWO YEARS:

Basic Sniper

Advanced Sniper

PERISHABLE SKILLS

In-service Training

SWAT Advanced Course

RECOMMENDED OPTIONAL COURSES

Sniper rifle armorer course

TEAM LEADER

WITHIN THE FIRST TWO YEARS:

SWAT Team Leader Course

High Risk Warrant Service

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Diversionary Devices

Hostage Negotiations

Tactical Operations & Intelligence
Specialized Surveillance Equipment
Team Building
RECOMMENDED OPTIONAL COURSES
Terrorism
Riot Control
SWAT Advanced Course

TACTICAL COMMANDER

WITHIN THE FIRST TWO YEARS:
SWAT Advanced Course
SWAT Team Leader Course
SWAT Commander Course

TERRORISM LIASON OFFICER

WITHIN THE FIRST TWO YEARS:
TLO Basic
TLO Intermediate
TLO Advanced

TRAFFIC OFFICER

WITHIN THE FIRST TWO YEARS:
Basic Collision Investigation
Intermediate Collision Investigation
Advanced Collision Investigation
RADAR/LIDAR Operations
P.A.S. Operations
Motor Officer School
A-RIDE
DRE
Auto-Ped Investigation
DUI Checkpoint Management
RECOMMENDED WITHIN THE FIRST FIVE YEARS:
Child Safety Seat Enforcement
Commercial Enforcement
Special Event Management
Off-Road Motorcycle Skills
RECOMMENDED OPTIONAL COURSES
Auto Theft Investigation
Dealing With Difficult People
CARS Conference-Collision Reconstruction
Motor competitions
Off-Road Motorcycle Skills

CIVILIAN PERSONNEL

POLICE ANALYST

WITHIN THE FIRST TWO YEARS:

- Budget Analysis
- CLET Training
- Computer Training (Excel)
- Mapping for Crime Analysis/ Spatial Analysis
- Crime Analysis: Expanded
- Crime Analysis: Implementation & Evaluation
- DOJ Certification courses as required by job description and Geographic
- Eden purchasing software
- Profiling

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

- Computer Training (Outlook; Word; PowerPoint; Access)
- Crystal Reports - Beginning
- Crystal Reports – Intermediate
- First Aid & CPR
- Futures Forecasting & Analysis
- Intelligence Data Analysis
- Microsoft Reporting Services – Beginning
- Microsoft Reporting Services – Intermediate
- Parole LEADS (training offered through State)
- Statistics for Non-Mathematical Managers
- UCR-BCS Update Seminars

POLICE EXPLORER

WITHIN THE FIRST TWO YEARS:

Explorer Academy

POLICE RECORDS SPECIALIST

WITHIN THE FIRST TWO YEARS:

Basic Records Course

CJIC Basic

CJIC JRS

Public Records Act

CLETS Full Access Training and Testing

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

CJIC Criminal History

DMV Record Interpretation

RAP Sheet Training

Public Records Act Update

RECOMMENDED OPTIONAL COURSES

CCUG Conference

CLEARs Conference

Computer Training (Excel; Word; Outlook)

Legislative Update

EIS Conference

POLICE RECORDS SPECIALIST, SENIOR

WITHIN THE FIRST TWO YEARS:

Civilian Supervision Course and/or Records Supervisor Course

PERISHABLE SKILLS

Public Records Act (16 hrs.)

CLETS/NCIC Update

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

CJIC Criminal History

CJIC Security Coordinator

CJIC Train The Trainer

Legislative Update (8 hrs.)

DMV Record Interpretation

DOJ/UCR Course

EIS Conference

Public Records Act Update

CLETS Train for Trainers (T4T)

RECOMMENDED OPTIONAL COURSES

CCUG Conference

CLEARs Conference

Computer Training (Excel; Word; Outlook)

PROPERTY AND EVIDENCE TECHNICIAN

WITHIN THE FIRST TWO YEARS:

Basic Property & Evidence Course
CAPE Training
CJIC Basic
CLETS Training (*one time only*)
IAPE Property and Evidence Management Course
Firearms Safety – E101

PERISHABLE SKILLS

CLETS Update Training *per CLETS Oper. Prac.; every 2 years*

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

CAPE Conference

PUBLIC SAFETY DISPATCHER

WITHIN THE FIRST TWO YEARS:

Basic Dispatch Academy (§13510 PC)
Dealing with Difficult People
First Aid/CPR
Telecommunications (CLETS)
Active Shooter
Suicidal Callers
Crisis Intervention Training

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Basic EMS Dispatch
Gang Awareness
Hostage Negotiation
Jail Security
Public Records Act (PRA)
Run, Hide, Defend

RECOMMENDED OPTIONAL COURSES

C.I.S.D.
Civilian Supervision Course
CTO Course
Dispatch & Emergency Management
Dispatch Update
Legislative Update
Tactical Dispatcher
Hostage Negotiation

PUBLIC SAFETY DISPATCHER SUPERVISOR

WITHIN THE FIRST TWO YEARS:

Civilian Supervision Course
Public Records Act
Assertive Supervision
Leadership & Accountability

RECOMMENDED WITHIN THE FIRST FIVE YEARS:

Hostage Negotiations
Legislative Update

RECOMMENDED OPTIONAL COURSES

C.I.S.D.
CTO Update
Dispatch Update
NENA Management Certification

VOLUNTEERS IN POLICE SERVICE

WITHIN THE FIRST TWO YEARS:

Citizens' Police Academy