



Union City Police Department
Training Plan

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Introduction:

The purpose of the Union City Police Department's Training Plan and the Succession Plan is to:

- 1) Meet mandated, essential, and desirable training requirements as required by POST, legislative mandates, department policy and best practices
- 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 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 police department will strive to use a broad spectrum of training sources 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).

It is understood that the training plan in no way identifies all the training that will occur for the members of the Union City Police Department. Additionally, it does not guarantee that a member will receive all the training that has been identified for his/her position, with the exception of the training that has been identified as mandatory.

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

- 1) Law Enforcement Professional Training
- 2) College Education
- 3) Leadership Training

Law Enforcement Professional Training

Law Enforcement Professional Training is comprised of two categories of training. The first and primary category refers to those courses offered by POST. These courses are available for both sworn and non-sworn personnel, whose job description supports the need for specified or requested training. In addition to typical classroom settings, POST training is also available through video and 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 briefing trainings conducted by Patrol Sergeants to their assigned team on a daily or weekly timeframe. Additionally, training may be conducted in a manner such as a training bulletin and/or updates distributed through the online Lexipol database. Topics may include but are not limited to: case law updates and application, equipment proficiency, street tactics and officer safety, operating procedure and department policy(ies). Non-POST certified training may also include off-site training hosted and presented by reputable presenters. Presenters may include but are not limited to: California Narcotic Officers Association (CNOA), California Peace Officers Association (CPOA), California Police Chiefs Association (CPCA) and the Peace Officers Research Association of California (PORAC). This training is not reimbursable but is frequently very beneficial for the professional development of the employee.

College Education

The Chief of Police and the City of Union City are very supportive of its employees obtaining a formal college education. This is evident through the adoption of the Department Succession Plan. This plan outlines the educational requirements of those employees desiring to promote within the department. All personnel of the Union City Police Department are encouraged to pursue their educational goals.

Training Bureau

The department's Personnel and Training Unit is responsible for coordinating the delivery of Law Enforcement Professional Training to both sworn and non-sworn personnel. A supervisor is responsible for the day-to-day operations of the unit and is directly supervised

by the Lieutenant of the Professional Standards Unit. The Personnel and Training Unit Supervisor is also responsible for ensuring training compliance with POST regulations, state and federal statutes, as well as city and department policy.

The Personnel and Training Unit Supervisor will coordinate scheduled training with the supervisor(s) of the employee. Course reservations will be made by the Personnel and Training Unit Supervisor or their designee. All travel arrangements will be the responsibility of the Personnel and Training Unit, unless otherwise communicated.

The Personnel and Training Unit Supervisor, or their designee, will notify each employee as soon as possible of scheduled training using department email. The email will provide the course title, date, time, and location of the training at minimum. The Personnel and Training Unit Supervisor, or their designee, will distribute the remaining paperwork and any per diem checks approximately one to two weeks prior to the training when possible. It should be noted that the Personnel and Training Unit relies upon the City Finance Department to produce checks for employees. Thus, delays may occur that are out of the control of the Personnel and Training Unit.

Upon completing the training course, a course certificate, in addition to all receipts shall be turned into the Personnel and Training Unit as soon as possible to ensure paperwork in the unit is completed promptly. The Personnel and Training Unit is subject to audit by the State of California at random intervals and these receipts ensure the unit remains in compliance with state financial laws.

If a student is seeking reimbursement for costs not covered by a per diem check, receipts listing the date the expense was incurred, the exact cost, and any other pertinent information shall be turned into the Personnel and Training Unit in a reasonable timeframe to facilitate the reimbursement process. The Personnel and Training Unit Supervisor, or their designee, will assist the individual requesting a reimbursement with the process. Amounts under \$50 will be reimbursed by the Chief's Secretary. Any amount over \$50 is required per city policy to be reimbursed via a city check.

Training Tracker

Training Tracker is a cloud-based, computer software program utilized by the Personnel and Training Unit to track all departmental training. It is important that notification and documentation of all training be forwarded to the Personnel and Training Unit to conduct POST training compliance reports for all employees. With this information, the Personnel and Training Unit can identify training deficiencies according to the Training Plan and individual inquiries.

In addition, documentation of all trainings in Training Tracker ensures that the department is compliant with all California Public Records Act (PRA) requests and all court subpoenas requesting training records for employees.

Training Categories

Mandated – Training in this category is required by law and/or department policy. Timeframes for this training are included in each course.

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

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

In many instances, an employee will simultaneously be guided by both sections of the training plan. An example would be a police officer currently assigned to the Traffic Section. That employee will need to meet the training needs of both the Police Officer rank and the Traffic Officer section.

Continual Professional Training (CPT)

Continual Professional Training (CPT) is required for all peace officers who are employed by the Union City Police Department. 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 requalify in entry-level minimum standards.

All peace officers employed by the Union City Police Department shall complete a minimum of 24 hours of POST training on a bi-annual basis. Effective January 1, 2002, peace officers at the rank of Sergeant and below shall complete Perishable Skills and Communications training as specified below:

...all peace officers (except Reserve officers) below the middle management position and assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and

Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills training, as listed below, shall makeup a minimum of 12 hours in each two-year period of CPT. Of the 12 total hours required, a minimum of four hours of each of the three following topical areas shall be covered:

- Arrest and Control
- Driver Training / Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator

In addition, two hours of communications training, in either tactical or interpersonal relations, shall be completed within the two-year period. The remaining 10 hours may be achieved through additional time in any category listed above, or via additional POST-certified courses.

Professional Certificates

To qualify for the awarding of certificates, applicants shall have completed combinations of education, training and experience as prescribed by POST Commission Regulation 1011.

Training Points: Training points are accrued at the rate of one point for every 20 hours of POST approved training

Education Points: Education points are accrued at the rate of 1 point for every semester unit of education. Quarter units are worth 2/3's of a semester unit. It should be noted that education points can be used for training points. Training points cannot, however, be used for education points.

You CANNOT use the same class for both education and training points. You must select one or the other. For example: If you took a driver improvement class which was 20 hours in length and granted one semester unit of college credit, you could add either one training point OR one education point to your totals BUT NOT BOTH.

All applications for POST certificates are completed online. Applications for Basic Certificates are processed within 35 days, while non-Basic certificates are processed within approximately 6 months.

If you are applying for your Intermediate certificate, you must submit college transcripts to prove your education points. It is not necessary to prove POST approved training since POST keeps records of such training.

You DO NOT have to resubmit college transcripts to obtain education points for your Advanced certificate unless you have earned more college credit since your Intermediate certificate and the additional college credit is necessary to earn your Advanced certificate.

Supervisory Certificate – The Supervisory Certificate is available to currently employed full-time peace officers of a POST – participating agency who possess an Intermediate Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as a first-level supervisor and who have completed the Supervisory Course.

Management Certificate – The Management Certificate is available to currently full-time peace officers of a POST – participating agency who possess an Advanced Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as a middle manager and who have completed the Management Course.

Executive Certificate – The Executive Certificate is available to currently full-time peace officers of a POST – participating agency who possess an Advanced Certificate, have earned a minimum of sixty semester units at an accredited college, served for a period of two years as the department head and who have completed the Executive Development Course.

Minimum Education and Training Points for Intermediate and Advanced Certificates are as follows:

Intermediate Certificate

Minimum Training Points Required	15	30	45		
Minimum Education Points Required	15	30	45	AA/AS	BA/BS
Years of California LE Service	8	6	4	4	2

Advanced Certificate

Minimum Training Points Required	30	45			
Minimum Education Points Required	30	45	AA/AS	BA/BS	MA/MS
Years of California LE Service	12	9	9	6	4

Annual Review

As provided for in the department's policy, the Personnel and Training Unit will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department Administration. Upon approval of the administration, the needs assessment will form the basis for the training plan for the fiscal year. It is the responsibility of the Personnel and Training Supervisor to maintain, review and update the training plan on an annual basis.

Rank/Position Assignment List- Sworn

Chief of Police

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CPT	Every 2 Years	24	POST	N/A
Firearms Qualifications	Annually	2	Department	N/A
ACCOPSA Retreat	Annually	32	Department	\$1,000.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
EVOC	Every 2 Years	8	Department	\$242.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Role of the Police Chief	Once	32	Department	\$1,750.00
IACP	Annually	32	Department	\$3,000.00
California Police Chief's Conference	Annually	40	Department	\$3,000.00
FBI LEEDS Seminar	Annually	32	Department	\$1,750.00
COPSWest	Annually	24	Department	\$1,500.00

Captain

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CPT	Every 2 Years	24	POST	N/A
Firearms Qualifications	Annually	2	Department	N/A

Essential

EVOC	Every 2 Years	8	Department	\$242.00
Worker's Comp	Once	20	Department	\$1,200.00
Budget Preparation	Once	-	Department	\$1,100.00
SWAT Liability	Once	8	Department	\$75.00
Internal Affairs	Once	24	Department	\$500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
IACP	Annually	32	Department	\$3,000.00
California Police Chief's Conference	Annually	40	Department	\$3,000.00
FBI LEEDS Seminar	Annually	32	Department	\$1,750.00
COPSWest	Annually	24	Department	\$1,500.00
POST Command College	Once	264	Department	\$7,100.00

Lieutenant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CPT	Every 2 Years	24	POST	N/A
Firearms Qualification	Annually	2	Department	N/A
POST Management	Once	104	POST	\$3,225.00
ICS-300	Once	2	FEMA/OES	N/A
ICS-400	Once	2	FEMA/OES	N/A

Essential

EVOC	Every 2 Years	8	Department	\$242.00
Worker's Comp	Once	20	Department	\$1,200.00
Budget Preparation	Once	-	Department	\$1,100.00
OIS Management	Once	16	Department	\$300.00
Internal Affairs	Once	24	Department	\$500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
IACP	Annually	32	Department	\$3,000.00
California Police Chief's Conference	Annually	40	Department	\$3,000.00
FBI LEEDS Seminar	Annually	32	Department	\$1,750.00
COPSWest	Annually	24	Department	\$1,500.00
SMIP	Once	120	Department	\$11,000.00

FBI National Academy	Once	400	Department	\$2,000.00
LAPD Leadership Program	Once	40	Department	\$13,100.00

Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CPT	Every 2 Years	10	POST	N/A
Firearms Qualification	3 Times per Year	2	Department	N/A
EVOC (PSP)	Every 2 Years	8	POST	\$242.00
Strategic Communications (PSP)	Every 2 Years	2	POST	N/A
Arrest & Control (PSP)	Every 2 Years	4	POST	N/A
Firearms (PSP)	Every 2 Years	4	POST	N/A
First Aid & CPR	Every 2 Years	8	PC 13518	N/A
Blood Borne Pathogens	Every 2 Years	1	OSHA 5193	N/A
Aerosol Transmission Diseases	Every 2 Years	1	OSHA 5199	N/A
Respiratory Protection/Gas Mask Fitting	Annually	1	OSHA 5144	N/A
Domestic Violence Update	Every 2 Years	2	PC 13519	N/A
Terrorism	Every 2 Years	2	PC 13519.12	N/A
Human Trafficking	Every 2 Years	2	PC 13519.14	N/A
Racial & Cultural Diversity Update	Every 5 Years	2	PC 13519.4	N/A
High Speed Vehicle Pursuit	Annually	2	PC 13519.8	N/A
THF	Every 2 Years	8	Title 15 Article 1024	N/A
Electronic Surveillance	Periodically	1	PC 629.94	N/A
Pursuit Intervention Technique	Every 2 Years	8	Department	\$275.00
POST Supervisory School	Once	80	POST	\$400.00
TASER	Annually	4	Department	N/A

Essential

Report Writing for Instructors	Once	24	Department	\$600.00
Patrol Ops - Field Leadership	Once	24	Department	N/A
Critical Incident for Field Supervisors	Once	24	Department	\$360.00
Supervisor Leadership Institute (SLI)	Once	***	Department	***

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CPT	Every 2 Years	10	POST	N/A
Firearms Qualification	3 Times per Year	2	Department	N/A
EVOC (PSP)	Every 2 Years	8	POST	\$242.00
Strategic Communications (PSP)	Every 2 Years	2	POST	N/A
Arrest & Control (PSP)	Every 2 Years	4	POST	N/A
Firearms (PSP)	Every 2 Years	4	POST	N/A
First Aid & CPR	Every 2 Years	8	PC 13518	N/A
Blood Borne Pathogens	Every 2 Years	1	OSHA 5193	N/A
Aerosol Transmission Diseases	Every 2 Years	1	OSHA 5199	N/A
Respiratory Protection/Gas Mask Fitting	Annually	1	OSHA 5144	N/A
Domestic Violence Update	Every 2 Years	2	PC 13519	N/A
Terrorism	Every 2 Years	2	PC 13519.12	N/A
Human Trafficking	Every 2 Years	2	PC 13519.14	N/A
Racial & Cultural Diversity Update	Every 5 Years	2	PC 13519.4	N/A
High Speed Vehicle Pursuit	Annually	2	PC 13519.8	N/A
THF	Every 2 Years	8	Title 15 Article 1024	N/A
Electronic Surveillance	Periodically	1	PC 629.94	N/A
Pursuit Intervention Technique	Every 2 Years	8	Department	\$275.00
Elder Abuse	Within 18 Months of Appt.	2	PC 13519(g)	N/A
High Technology Crimes	Within 18 Months of Appt.	1	PC 13515.55	N/A
ICS-100	Once	-	FEMA/OES	N/A

ICS-200	Once	-	FEMA/OES	N/A
ICS-700	Once	-	FEMA/OES	N/A
Crisis Intervention Training	Once	40	Department	\$105.00
TASER (new hire)	Annually	4 (6)	Department	N/A

Essential

SFST	Once	16	Department	N/A
ARIDE	Once	16	Department	N/A
Critical Incident for First Resp.	Once	8	Department	\$100.00
Interviewing for First Resp.	Once	8	Department	\$700.00
Inner Perspectives	Once	***	Department	***

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Acting Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Acting Sergeant Field Training	Once	120	Department	N/A

Essential

POST Supervisory School	Once	80	POST	\$400.00
Inner Perspectives	Once	72	Department	\$600.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Canine Handler

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Canine Patrol School	Once	160	POST	\$12,000.00
Canine Liability	Annually	16	Department	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Report Writing	Once	16	Department	\$500.00
Canine Conference	Annually	16	Department	\$900.00

Canine Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Canine Management	Annually	24	Department	\$350.00
Canine Liability	Annually	16	Department	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Canine Conference	Annually	16	Department	\$900.00

Crime Scene Investigator

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Crime Scene Investigation	Once	40	Department	\$900.00
Death Investigation	Once	16	Department	\$425.00

Essential

Officer-Involved Shooting	Once	16	None	\$225.00
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Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Advanced Crime Scene Investigation	Once	24	None	\$310.00
Crime Scene and Forensic Photography	Once	40	None	\$495.00
Crime Scene Shot/Tire Impressions	Once	24	None	\$100.00
Crime Scene Gunshot Trajectory	Once	32	None	\$495.00
Basic Fingerprint/DNA Evidence Collection	Once	4	None	\$160.00
Basic Crime Scene Documentation and Evidence Collection	Once	16	None	\$160.00
Advanced Crime Scene Documentation and Evidence Collection	Once	24	None	\$500.00
Trace Evidence and Collection	Once	4	None	\$160.00
Collection of Friction Ridge Details Standards	Once	4	None	\$160.00
Documentation and Processing of Living and Deceased Individuals	Once	8	None	\$160.00

Defensive Tactics – Baton

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Baton Instructor	Once	40	POST	

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Defensive Tactics – Ground Control

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Ground Control	Once	40	Department	\$1,750.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Defensive Tactics – Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Defensive Tactics Instructor	Once	80	POST	\$3,200.00
Defensive Tactics Instructor Update	Every 4 Years	40	POST	\$1,750.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Detective – Fraud/Missing Person/General

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Officer-Involved Shooting	Once	40	Department	\$100.00
Electronic Surveillance	Periodically	8	PC 629.94	N/A
ICI Sexual Assault	Once	40	Department	\$1,100.00

Essential

ICI Core	Once	80	Department	\$200.00
Interview & Interrogation	Once	40	Department	\$600.00
Search Warrant A-Z	Once	16	Department	\$40.00
ICI Child Abuse	Once	40	Department	\$1,100.00
ICI Homicide	Once	80	Department	\$2,300.00
Crime Scene Investigation	Once	40	Department	\$900.00
Mobile Surveillance & Enforcement	Once	-	Department	-
UC Operations & Plainclothes Safety	Once	-	Department	-

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Cognitive Interview & Interrogation	Once	40	Department	\$1,300.00
Force Science Certification	Once	40	Department	\$1,750.00
ICI Robbery	Once	40	Department	\$1,100.00
ICI Financial Crimes	Once	40	Department	\$1,100.00

Detective – Major Crimes

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Officer-Involved Shooting	Once	40	Department	\$100.00
Electronic Surveillance	Periodically	8	PC 629.94	N/A
ICI Sexual Assault	Once	40	Department	\$1,100.00
ICI Child Abuse	Once	40	Department	\$1,100.00
Elder Abuse Investigation	Once	8	PC 368.6	\$250.00

Essential

ICI Core	Once	80	Department	\$200.00
Interview & Interrogation	Once	40	Department	\$600.00
Search Warrant A-Z	Once	16	Department	\$40.00
ICI Homicide	Once	80	Department	\$2,300.00
Crime Scene Investigation	Once	40	Department	\$900.00
Cellular Telephone Data Analysis	Once	40	Department	\$2500.00
Mobile Surveillance & Enforcement	Once	-	Department	-
UC Operations & Plainclothes Safety	Once	-	Department	-

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Cognitive Interview & Interrogation	Once	40	Department	\$1,300.00
Force Science Certification	Once	40	Department	\$1,750.00

ICI Robbery	Once	40	Department	\$1,100.00
ICI Financial Crimes	Once	40	Department	\$1,100.00

Detective – Property/General

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Officer-Involved Shooting	Once	40	Department	\$100.00
Electronic Surveillance	Periodically	8	PC 629.94	N/A
ICI Sexual Assault	Once	40	Department	\$1,100.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Core	Once	80	Department	\$200.00
Interview & Interrogation	Once	40	Department	\$600.00
Search Warrant A-Z	Once	16	Department	\$40.00
ICI Child Abuse	Once	40	Department	\$1,100.00
ICI Homicide	Once	80	Department	\$2,300.00
Crime Scene Investigation	Once	40	Department	\$900.00
Cellular Telephone Data Analysis	Once	40	Department	\$2500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Cognitive Interview & Interrogation	Once	40	Department	\$1,300.00
Force Science Certification	Once	40	Department	\$1,750.00
ICI Robbery	Once	40	Department	\$1,100.00
ICI Financial Crimes	Once	40	Department	\$1,100.00

Detective – Robbery

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Officer-Involved Shooting	Once	40	Department	\$100.00
Electronic Surveillance	Periodically	8	PC 629.94	N/A
ICI Sexual Assault	Once	40	Department	\$1,100.00

Essential

ICI Core	Once	80	Department	\$200.00
Interview & Interrogation	Once	40	Department	\$600.00
Search Warrant A-Z	Once	16	Department	\$40.00
ICI Child Abuse	Once	40	Department	\$1,100.00
ICI Homicide	Once	80	Department	\$2,300.00
Crime Scene Investigation	Once	40	Department	\$900.00
Cellular Telephone Data Analysis	Once	40	Department	\$2500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Cognitive Interview & Interrogation	Once	40	Department	\$1,300.00
Force Science Certification	Once	40	Department	\$1,750.00
ICI Robbery	Once	40	Department	\$1,100.00
ICI Financial Crimes	Once	40	Department	\$1,100.00

Detective – Sex Crimes

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Officer-Involved Shooting	Once	40	Department	\$100.00
Electronic Surveillance	Once	8	PC 629.94	N/A
ICI Sexual Assault	Once	40	Department	\$1,100.00
Elder Abuse Investigations	Once	8	PC 368.6	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Core	Once	80	Department	\$200.00
Interview & Interrogation	Once	40	Department	\$600.00
Search Warrant A-Z	Once	16	Department	\$40.00
ICI Child Abuse	Once	40	Department	\$1,100.00
ICI Homicide	Once	80	Department	\$2,300.00
Crime Scene Investigation	Once	40	Department	\$900.00
Cellular Telephone Data Analysis	Once	40	Department	\$2500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Cognitive Interview & Interrogation	Once	40	Department	\$1,300.00
Force Science Certification	Once	40	Department	\$1,750.00
ICI Robbery	Once	40	Department	\$1,100.00
ICI Financial Crimes	Once	40	Department	\$1,100.00

Detective Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
OIS – Supervisor/Management	Once	16	Department	\$40.00
Electronic Surveillance	Periodically	8	PC 629.94	N/A

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Case Management	Once	40	Department	\$1500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

UAS Operator

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Pix4D	Once	-	Department	\$1,000.00
Basic Operator's Course	Once	-	Department	\$1,530.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Nighttime Operator Course	Once	-	Department	\$655.00
Advanced/Indoor Operator Course	Once	-	Department	\$875.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Safety Drone Expo Conference	Annually	24	Department	\$1,000.00
Counter Drone Measure	Once	16	Department	\$435.00
Part 107 Certification Course	Every 2 Years	8	Department	\$150.00

Field Training Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Field Training Officer	Once	40	POST	\$250.00
Field Training Officer Update	Every 3 Years	24	POST	\$150.00
Legislative Update	Annually	8	Department	\$35.00
FTO – Adult Learning Techniques	Once	8	Department	\$300.00
Advance Training Officer	Every 2 Years	16	Department	\$300.00
Leading in Crisis: Response and Mitigation of Critical Incidents	Once	8	Department	\$250.00
Standardized Field Sobriety Testing	Once	16	Department	N/A
Advanced Roadside Impaired Driving Enforcement	Once	16	Department	N/A
Critical Incident Response – Managing a Scene	Once	-	Department	\$360.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Force Encounters Analysis	Once	24	Department	\$425.00
DAR	Once	24	Department	\$1,200.00
Legislative Update	Annually	8	Department	\$35.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
POST Supervisory School	Once	80	Department	\$625.00
Acting Sergeant	Once	160	Department	N/A

Inner Perspectives	Once	72	Department	\$600.00
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Field Training Officer Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
FTO Program – Supervisor, Administrator, & Coordinator	Once	24	POST	\$725.00
Legislative Update	Annually	8	Department	\$35.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Breaching Shotgun Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Ballistic & Manual Breacher	Once	32	Department	\$1,500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – FN 303 Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
FN 303 Less Lethal Launcher	Once	8	Department	\$250.00
FN 303 Less Lethal Launcher Update	Every 3 Years	8	Department	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Handgun Armorer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Sig Sauer P320 Armorer	Once	8	Department	\$260.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Handgun Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Firearms Instructor	Once	40	POST	\$450.00
Firearms Instructor Update	As Needed	24	POST	\$750.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Firearms Training Simulator	Once	24	Department	\$900.00
Force Science Certification	Once	40	Department	\$1,750.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
ShotShow	Annually	24	Department	?

Firearms – Less Lethal Shotgun Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Less Lethal	Once	16	POST	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Rifle Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Rifle Instructor	Once	40	POST	\$475.00
Rifle Instructor Update	As Needed	24	POST	\$35.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Rifle Armorer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
M16 – A15 Armorer School	Once	24	Department	\$560.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Shotgun Armorer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Remington 870 Armorer Course	Once	16	Department	\$1,300.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Firearms – Tactical Firearms Instructor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Tactical Firearms Instructor	Once	40	Department	\$2,100.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Honor Guard

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Safety Honor Guard Academy	Once	40	Department	\$1,250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Police Week	Annually	40	Department	\$3,000.00

Hostage Negotiator

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Hostage Negotiation School Basic	Once	40	Department	\$1,100.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Advanced Crisis Negotiations	Once	16	Department	\$450.00
CAHN Conference	Annually	36	Department	\$1,500

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Active Shooter

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Active Shooter Response Instructor	Once	32	Department	\$1,400.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Chemical Agents

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Chemical Agent School	Once	40	POST	\$2,000.00
Pepperball Instructor/Armorer	Once	16	Department	\$1,000.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Critical Incident

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Critical Incident Response for Supervisors	Once	24	Department	\$1,200.00
Response Tactics for Critical Incidents	Once	8	Department	\$250.00
Critical Incident Response	Once	8	Department	\$225.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Diversionary Device

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Diversionary Device Instructor School	Once	16	Department	\$315.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – First Aid/CPR

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
First Aid/CPR/AED Instructor School	Once	40	POST	\$500.00
First Aid/CPR Update	Every 2 Years	8	POST	\$100.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Tactical Emergency Casualty Care	Once	24	Department	\$550.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Tactical Emergency Trauma Care	Once	9	Department	\$300.00
Mental Health Crisis Intervention 2	Once	8	Department	N/A
Tactical Casualty Combat Care	Once	16	Department	\$495.00

Instructors – Implicit Bias

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Racial Profiling: Train the Trainer	Once	24	PC 13519.4	\$60.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Leadership

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
MAGNUS Leadership	Once	24	Department	\$400.00
Assertive Leadership	Once	24	Department	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – Simunitions Safety

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Simunitions Scenario Instructor/Safety Certification	Once	32	Department	\$1,400.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Instructors – TASER

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
TASER CEW Basic Instructor Course	Once	16	Department	\$750.00
TASER CEW Instructor Update Course	Every 2 Years	8	Department	\$750.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Taser Master Instructor Certification	One	40	Department	\$1500.00

Peer Support Member

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Basic Critical Incident Stress Management	Once	24	Department	\$360.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Advanced Critical Incident Stress Management	Once	16	Department	\$400.00
Mind-Based Resiliency Training	Once	8	Department	\$550.00
The Bulletproof Mind	Periodically	8	Department	N/A
Suicide: Prevention, Intervention, Postvention	Once	16	Department	\$300.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Wellness on the Frontlines Conference	Annually	40	Department	\$2,300.00
C.O.P.S. Conference	Annually	24	Department	\$800.00
mPeak CTI: Mindful Performance	Annually	24	Department	\$2,000.00

Professional Standards Unit Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Records Act	Once	16	Department	\$300.00
Pitchess Motion	Once	8	Department	\$200.00
IAPro Conference	Annually	24	Department	\$1,100.00
Force Science Certification	Once	40	Department	\$2,000.00
Internal Affairs	Once	24	Department	\$350.00
Public Safety Officer Bill of Rights	Once	6	Department	\$300.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	N/A

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

Public Information Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Information Officer	Once	16	Department	\$400.00
CAPIO Back to Basics	Once	8	Department	\$30.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost

School Resource Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
SRO School	Once	40	POST	\$1,300.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
NASRO Conference	Annually	40	Department	\$2,000.00
ICI Sexual Assault	Once	40	Department	\$1,100.00
ICI Child Abuse	Once	40	Department	\$1,100.00

Special Services Unit

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Gang	Once	40	Department	\$1,100.00
ICI Narcotics	Once	80	Department	\$2,200.00
Basic Asset Forfeiture	Once	8	Department	\$35.00
Drug Recognition Expert	Once	104	Department	\$4,000.00
Drug Recognition Expert Update	Biennial	8	Department	\$500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Informant Management	Once	-	Department	-
Gang Identification	Once	-	Department	-
Mobile Surveillance & Enforcement	Once	-	Department	-
UC Operations & Plainclothes Safety	Once	-	Department	-
Street Narcotics	Once	-	Department	-
Cellebrite	Once	40	Department	\$4,000.00
CellHawk Analysis	Once	24	Department	\$1,000.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Chasing Phones	Once	8	Department	N/A
Annual Asset Forfeiture	Annually	8	Department	\$35.00
ICI Vice	Once	40	Department	\$1,100.00

Desired (continued)

Training Topic	Frequency	Hours	Mandate	Est. Cost
ICI Human Trafficking	Once	40	Department	\$1,100.00
CNOA Conference	Annually	40	Department	\$1800.00
CGIA Conference	Annually	40	Department	\$1600.00

Special Weapons & Tactics – Commander

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
SWAT Commander Course	Once	40	POST	-

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Critical Incident Response for Supervisors	Once	24	Department	\$360.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
CATO Conference	Annually	40	Department	\$1,100.00
Tactical Operations Liability	Once	8	Department	-
Advanced SWAT Commander Course	Once	-	Department	-

Special Weapons & Tactics – Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
SWAT School	Once	80	POST	\$850.00
SWAT Re-Certification	Biennial	24	POST	-

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Team Training	Monthly	12	Department	N/A
Breacher	Once	40	Department	?

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Land Navigation	Periodically	-	Department	-
Armor Orientation	Periodically	-	Department	-
High Risk Warrant Service	Periodically	-	Department	-
CATO Conference	Annually	40	Department	\$1,100.00
Allied Agency Team Training	Bi-Annual	12	Department	-
National Tactical Officers Association Conf.	Annually	32	Department	\$1,600.00

Special Weapons & Tactics – Sniper

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Rifle Marksmanship and Sniper/Observer	Once	48	POST	\$650.00
Armorer – Bolt Action Sniper Rifles	Once	40	Department	\$800.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
2-Day Advanced Sniper Course	Once	16	Department	\$550.00
Team Training	Quarterly	12	Department	-
Sniper Training	Monthly	12	Department	-

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
CATO Conference	Annually	40	Department	\$1,100.00
National Tactical Officers Association Conf.	Annually	32	Department	\$1,600.00

Special Weapons & Tactics – Team Leader

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
SWAT Team Leader Course	Once	40	POST	\$1,500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Team Training	Quarterly	12	Department	-
TacOp's West Conference	Annually	24	Department	-

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
CATO Conference	Annually	40	Department	\$1,100.00
Allied Agency Team Training	Bi-Annual	12	Department	-
National Tactical Officers Association Conf.	Annually	32	Department	\$1,600.00

Terrorism Liaison Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
NCRIC TLO Basic Course	Once	8	Department	N/A

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Law Enforcement Response to Terrorism (LERT)	Once	32	Department	-
WMD Awareness	Once	-	Department	-
Undercover Surveillance	Once	8	Department	\$120.00
Operation RailSafe	Once	13hrs	Department	N/A

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Northern California Homeland Counterterrorism Conference	Annually	16	Department	-

Traffic Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Basic Traffic Collision Investigation	Once	40	POST	\$120.00
Standardized Field Sobriety Testing	Once	16	Department	N/A
Advanced Roadside Impaired Driving Enforcement	Once	16	Department	N/A
Radar Operator	Once	24	POST	\$400.00
Lidar Operator	Once	8	POST	\$150.00
PAS Operator	Once	8	Department	\$650.00
Motor School	Once	80	POST	\$1,700.00
Intermediate Collision Investigation	Once	40	POST	\$600.00
Advanced Collision Investigation	Once	80	POST	\$1,000.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Auto vs. Pedestrian Investigations	Once			\$
Vehicle Inspection Course	Once	40	Department	\$1,100.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Motorcycle Training Instructor	Once	80	Department	\$2,300.00
Electronic Data Course	Once	16	Department	\$1,000.00
Electronic Reading Course	Once	40	Department	\$2,000.00

OTS Traffic Collision School	Once	-	Department	-
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Traffic Semi-Permanent Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
DUI Checkpoint Planning & Management	Once	8	CA OTS	\$200.00
Traffic Collision Reconstruction	Once	80	Department	\$1,000
Standardized Field Sobriety Testing	Once	16	Department	
Advanced Roadside Impaired Driving Enforcement	Once	16	Department	
Radar Operator	Once	24	Post	\$400.00
Lidar Operator	Once	8	Post	\$150.00
Motor School	Once	80	Post	\$1,700.00
Basic Traffic Collision Investigation	Once	40	Post	\$120.00
Intermediate Collision Investigation	Once	40	Post	\$600.00
Advanced Collision Investigation	Once	80	Post	\$1,000.00
PAS Operator	Once	80	Department	\$650.00
Standard Field Sobriety Testing Inst.	Once	40	Department	\$900.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Auto vs. Pedestrian Investigations	Once			
Vehicle Inspection Course	Once	40	Department	\$1,000.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Electronic Data Course	Once	16	Department	\$1,000.00

Electronic Reading Course	Once	40	Department	\$2,000.00
OTS Traffic Collision School	Once			

Traffic Sergeant

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
DUI Checkpoint Planning & Management	Once	8	CA OTS	\$200.00
Traffic Collision Reconstruction	Once	80	Department	\$1,000
Standardized Field Sobriety Testing	Once	16	Department	
Advanced Roadside Impaired Driving Enforcement	Once	16	Department	
Radar Operator	Once	24	Post	\$400.00
Lidar Operator	Once	8	Post	\$150.00
Motor School	Once	80	Post	\$1,700.00
Basic Traffic Collision Investigation	Once	40	Post	\$120.00
Intermediate Collision Investigation	Once	40	Post	\$600.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Auto vs. Pedestrian Investigations	Once			
Vehicle Inspection Course	Once	40	Department	\$1,000.00
PAS Operator	Once	8	Department	\$650.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Electronic Data Course	Once	16	Department	\$1,000.00
Electronic Reading Course	Once	40	Department	\$2,000.00

OTS Traffic Collision School	Once			
Motor Instructor Course	Once	80	Department	\$1,000.00

Community Resource Coordinator

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Department Social Media Accounts	Once		Department	
Hootsuite Training	Once		Department	

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
California Crime Prevention Officer's Association Conference	Annually	20	Department	\$1,300.00
Advanced Crime Prevention through Environmental Design	Once	24	Department	\$1,200.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Fundamental and Advance Illustrator	Once	-	Department	-
Grant Writing	Once	16	Department	\$500.00
Grant Management	Once	16	Department	\$650.00
Social Media for Law Enforcement	Once	12	Department	\$50.00

Community Service Aide

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
CSO Academy	Once	232	Department	\$1,400.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
CSO Symposium	Annually	20	Department	\$600.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
PC 832 Certification	Once	40	POST	\$250.00
Basic Traffic Accident Investigation	Once	40	Department	\$350.00
Report Writing	Once	16	Department	\$350.00

Confidential Operations Assistant – Captain’s

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-
Public Records Act	Once	16	Department	\$300.00

Confidential Operations Assistant – Executive Assistant to the Chief of Police

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Law Enforcement Executive Assistants	Once	24	Department	\$1,800.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-
Public Records Act	Once	16	Department	\$300.00

Confidential Operations Assistant – Professional Standards Unit

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
IA Pro Conference	Annually	24	Department	\$1,300.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-
Public Records Act	Once	16	Department	\$300.00

Crime Analyst

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Excel for Public Safety	Once	16	Department	\$925.00
Cell Phone Data and Mapping	Once	16	Department	\$1,000.00
CSAR Conference	Annually	24	Department	\$1,200.00
NIBERS	Annually	16	Department	\$700.00
California Crime and Intelligence Analyst Conference	Annually	32	Department	\$1,500.00
CellHawk Phone Analysis	Once	24	Department	\$1,500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Personnel & Training Supervisor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Training Managers Course	Periodically	24	Department	\$700.00
ACLETMA Meetings	Quarterly	2	Department	N/A
Training Administrator's Course	Once	12	Department	\$500.00
Public Records Act	Once	16	Department	\$300.00
Civilian Leadership Institute	Once	80	Department	\$2,500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Background Investigator School	Once	36	Department	\$350.00
Background Investigator School Update	Periodically	36	Department	\$350.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	N/A
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Cadet – Animal Control

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
597.1 Training	Once	8	Department	\$75.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Cadet – Property

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Evidence and Property Function Management	Once	24	Department	\$60.00
IAPE: Property Room Management	Once	16	Department	\$450.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Cadet – Records

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Cadet – Traffic

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Cadet – Vehicle Maintenance

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Office Assistant – Detectives

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-
CSAR Conference	Annually	24	Department	\$1,200.00

Police Office Assistant – Payroll

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Office Assistant – Personnel & Training

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Training Managers Course	Once	24	Department	\$700.00
Training Administrators Course	Once	12	Department	\$500.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Police Office Assistant – Records

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Records Act	Once	16	Department	\$300.00
Records Training Course	Once	40	Department	\$1,500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Redacting Records	Once	2	Department	\$159.00
Annual Warrants Training Workshop (Legal updates on CLETS entries)	Bi-Annually	20	Department	\$350.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Public Services Officer

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
PC 832 Certification	Once	40	POST	\$250.00
Title 15	Once	8	STC	\$200.00
Title 15 Update	Every 2 Years	8	STC	\$100.00
Cell Extraction	Once	8	Department	\$300.00
Crisis Intervention Training	Once	40	Department	\$105.00
Basic Humane Academy	Once	80	Department	\$5,000.00
Advanced Humane Academy	Once	40	Department	\$1,600.00
597.1 Training	Once	8	Department	\$70.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
CSO Symposium	Annually	20	Department	\$600.00
Basic Traffic Collision Investigation	Once	40	Department	\$350.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Report Writing	Once	16	Department	\$350.00

Property & Evidence Specialist

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Property and Evidence Room Management	Once	24	Department	\$83.00
IAPE: Property Room Management	Once	16	Department	\$450.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
Body Worn Camera: Records, Law and Policy	Once	16	Department	\$450.00
CAPE Conference	Annually	40	Department	\$2,000.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Public Records Act	Once	16	Department	\$300.00
Civilian Management Seminar	Once	40	Department	\$2,000.00
Civilian Police Leadership	Once	16	Department	\$250.00
Leadership & Accountability	Once	8	Department	\$100.00
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Property & Evidence Supervisor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
Civilian Leadership Institute	Once	80	Department	\$2,500.00
Civilian Police Leadership	Once	16	Department	\$250.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost
CAPE Conference	Annually	40	Department	\$2,000.00
Public Records Act	Once	16	Department	\$300.00

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Advanced Civilian Management Seminar	Once	24	Department	\$600.00
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Office Coordinator

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Records Supervisor

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
California CLETS Users Group Conference	Annually	40	Department	\$2,000.00
CLEARs Meeting	Monthly	5	Department	\$25.00
Civilian Police Leadership	Once	16	Department	\$250.00
Public Records Act	Once	16	Department	\$300.00
Records Supervisor	Once	40	Department	\$1,500.00
Civilian Leadership Institute	Once	80	Department	\$2,500.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost
Microsoft Software	Once	-	Department	-
Customer Service	Once	-	Department	-
Adobe Photoshop	Once	-	Department	-

Senior Systems Analyst

Mandatory

Training Topic	Frequency	Hours	Mandate	Est. Cost
COPSWest Conference	Annually	24	Department	\$1,500.00
Tri Tech Conference	Annually	40	Department	\$2,100.00
IACP Technology Conference	Once	24	Department	\$2,400.00

Essential

Training Topic	Frequency	Hours	Mandate	Est. Cost

Desired

Training Topic	Frequency	Hours	Mandate	Est. Cost