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INTRODUCTION

Purpose and Scope

It is the policy of this Department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

Philosophy

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing, levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

Objectives

The objectives of the Training Program are to:

a) Enhance the level of law enforcement service to the public
b) Increase the technical expertise and overall effectiveness of our personnel
c) Provide for continued professional development of department personnel

(Refer to Lexipol #208)

Shared responsibility for achieving training goals

Keeping with the Department’s overarching goal of being a learning organization, the goal of solidifying and enhancing the skills of our employees should be common to all of us. To that end, it is incumbent upon employees to seek out the prescribed training that expands their skills and enhances their ability to carry out their duties. Moreover, supervisors should facilitate an employee attending a prescribed training by regularly checking on the employee’s training status. When it is determined an employee needs to attend training, then the training request form should be completed and submitted to the training manager—doing so prompts the training manager to schedule an employee’s attendance. By an employee and his or her supervisor jointly monitoring an employee’s progress, the training requirements for each respective position should be met—ensuring the employees skill set is as strong as it can be.

Annual Review

This document will be reviewed annually, and if necessary, updated to reflect new training requirements, POST requirements, or Department requirements.
DIRECTIONS FOR REQUESTING TRAINING

New Officer: Upon completion of the field training program, the sergeant to whom the officer is assigned will meet with the officer and refer to this manual. Upon determining the training the officer needs, the officer will complete a training request form for each course he or she needs to complete. It is important that officer submit the form to the training manager 30 days prior to the start date of the course, so the request can be processed in a timely manner. The training request form is available for download from SharePoint.

Special Assignment or Promotion: When an employee begins a special assignment he or she will meet with the supervisor and determine the training needed. The required training will be listed in this manual as well as in the transition training manual for each rank and special assignment. Once the determination is made, the employee will complete the training request form for each course he or she needs to complete. It is important that the employee submit the form to the training manager 30 days prior to the start date of the course, so the request can be processed in a timely manner. The training request form is available for download from SharePoint under Training.

Determining Training Needs

Determining the training needs of an individual employee can be accomplished by referencing this manual. Locate the specific rank or special assignment and below it will be listed the training for each position. For example:

**DETECTIVE**

1. **Mandatory**
   a. Transition Training*  
   b. Sexual Assault Investigation*  
   c. ICI Core Course*  

   *To be completed upon appointment  
   **Note: Course hours are approximate and may vary.**

Requesting Training

The Department’s training request form should be completely filled out and submitted to the training lieutenant. The training request form can be printed from SharePoint. An example of the completed form is included in the last page of this document. Training requests will be granted on the based on the following:

1. Department need for the employee to complete the training  
2. Required for a special assignment  
3. Enhances the work product of the employee  
4. Further career development
POST TRAINING

This guide does not include in-service, mandated POST training; however, in-service, mandated POST training will continue to be delivered by the training manager during established team training dates. Mandated POST training consist of the following:

Police Officers will complete 24 hours of Continuous Professional Training (CPT) every two years. 12 Hours should be in the area of Perishable Skills Training (PSP): Arrest and Control, Driver Training/Awareness and Tactical Firearms. A minimum of two hours of Tactical Communications Training will be completed by officers within the two year cycle.
DEFINITIONS

MANDATORY: Training which is state or legislatively mandated, P.O.S.T. mandated or mandated by Department’s Operating Procedures.

ESSENTIAL: The training that is needed for effective performance of an employee in his/her assignment, or training that meets a need for the Department.

DESIRABLE: The training which would enhance the skills and/or knowledge already learned in the employee’s current job assignment but is not mandatory or essential training.

DENOTATIONS

A * denotes training that is to be completed within one year of appointment.
POLICE OFFICER

1. Mandatory
   a. Basic Police Academy                      P.O.S.T. (888 hours)
   b. Field Training Program                   16 Weeks
   c. Crisis Intervention Training             40 Hours

2. Essential
   a. Interview and Interrogation              24 Hours
   b. Drug and Alcohol Recognition             24 Hours
   c. Crisis Intervention Training             40 Hours
   d. Standardized Field Sobriety Tests        32 Hours

3. Desirable
   a. Inner Perspectives                       80 Hours
   b. Passport Program                         TBD

POLICE CORPORAL

1. Mandatory
   a. Transition Training                      TBD
   b. Field Training Officer*                  40 hours
   c. POST’s Supervisory Course                80 Hours
   d. Crisis Intervention Training             40 Hours

2. Essential
   a. Media Relations/PIO                      24 hours
   b. Assertive Supervision                    24 hours

3. Desirable
   a. Inner Perspectives                       80 Hours
   b. Critical Incident Management             24 Hours
SERGEANT-PATROL

1. **Mandatory**
   a. Transition Training*  
      TBD
   b. Supervisory Course*  
      80 Hours
   c. Crisis Intervention Training  
      40 hours
   d. Media Relations/PIO  
      24 hours

2. **Essential**
   a. Critical Incident Management  
      24 Hours
   b. Assertive Supervision  
      24 Hours

3. **Desirable**
   a. Supervisory Leadership Institute  
      192 Hours
   b. LAPD Leadership Program  
      136 Hours
LIEUTENANT

1. **Mandatory**
   a. Management Course – 3 modules* 104 Hours
   b. Internal Affairs* 24 Hours
   c. ICS 300 18 Hours
   d. ICS 400 18 Hours
   e. Media Relations/PIO 24 hours

2. **Essential**
   a. Training Managers Course 36 Hours
   b. Field Training Program Manager 24 Hours
   c. Leadership and Accountability 16 Hours

3. **Desirable**
   a. Tactical Commander 40 Hours
   b. LAPD Leadership 160 Hours
   c. Command College 480 Hours

CAPTAIN

1. **Mandatory**
   a. Management Course (Completed as Lt.) 104 Hours

2. **Essential**
   a. Executive Development 80 Hours

3. **Desirable**
   a. Role of the Police Chief 22 Hours
   b. Tactical Commander 40 Hours
   c. LAPD Leadership 60 Hours
   d. Command College 480 Hours
   e. Leadership and Accountability 16 Hours
1. **Mandatory**
   a. None

2. **Essential**
   a. Executive Development 80 Hours
   b. Miscellaneous Professional Workshops As Needed
   c. Police Chiefs/Sheriff Conf. As needed
   d. Role of the Police Chief 32 Hours

3. **Desirable**
   1. Management Seminars TBD
   2. Command College/FBI Academy TBD
   3. CPCA Conference TBD
   4. IACP Conference TBD
SPECIAL ASSIGNMENT

DETECTIVE

1. **Mandatory**
   a. Transition Training*                  TBD
   b. Sexual Assault Investigation*         36 Hours
   c. ICI Core Course*                    80 Hours
   c. SM County Sexual Assault Protocol    16 Hours

2. **Essential**
   a. Financial Investigation – White Collar 24 Hours
   b. Crime Scene Investigation            24 Hours
   c. Search Warrant                      24 Hours

3. **Desirable**
   a. Computer Crime Investigation         36 Hours
   b. Homicide Investigations              40 Hours

SERGEANT - DETECTIVE

1. **Mandatory**
   a. Transition Training*                 TBD
   b. Sexual Assault Investigation*         36 Hours
   c. ICI Core Course*                     80 Hours
   c. SM County Sexual Assault Protocol    16 Hours

2. **Essential**
   a. Detective Unit Management            40 Hours
   b. DNA for Investigators                24 Hours

3. **Desirable**
   a. Officer Involved Shootings/Invest.   36 Hours
   b. Homicide Investigations              40 Hours
SERGEANT-ADMINISTRATIVE

1. **Mandatory**
   a. Transition Training*  
   TBD

2. **Essential**
   a. CPTED  
   40 Hours
   b. Property Room Management  
   24 Hours

3. **Desirable**
   a. Background Investigation  
   32 Hours
   b. Crime Prevention  
   36 Hours
   c. Sexual Assault  
   36 Hours

YOUTH SERVICES OFFICER

1. **Mandatory**
   a. Transition Training*  
   TBD
   b. Sexual Assault Investigation*  
   36 Hours
   c. G.R.E.A.T. Training*  
   80 Hours

2. **Essential**
   a. S.M. County Sex Assault Protocol  
   16 Hours

3. **Desirable**
   a. Child Abuse Investigations  
   40 Hours
   b. Forensic Interviewing of Children  
   16 Hours
CRIME PREVENTION CORPORAL

1. Mandatory
   a. Basic Crime Prevention* 40 Hours

2. Essential
   a. Basic CPTED 32 Hours

3. Desirable
   a. Public Speaking TBD

TRAFFIC – MOTOR OFFICER

1. Mandatory
   a. Basic Motor School* 80 Hours
   b. Basic Collision Investigation 40 Hours

2. Essential
   a. Radar Operator 24 Hours
   b. Lidar Operator 8 Hours

3. Desirable
   a. Int. Traffic Collision Invest. 40 Hours
   b. Advanced Collision Investigation 80 Hours
   c. Motorcycle Officer Update 24 Hours
COLLATERAL ASSIGNMENTS

FIELD TRAINING OFFICER

1. Mandatory
   a. Field Training Officer School*  40 Hours

2. Essential
   Field Training Update  24 Hours/3yrs

3. Desirable
   None.

FIREARMS INSTRUCTOR

1. Mandatory
   a. Firearms Instructor Course*  80 Hours

2. Essential
   a. Rifle Instructor  40 Hours

3. Desirable
   a. Armorer Course  40 Hours
   b. Firearms Instructor Update  As needed
   c. Rapid Response Instructor  24 Hours

RIFLE INSTRUCTOR

1. Mandatory
   a. Firearms Instructor Course  80 Hours
   b. Rifle Instructor  40 Hours

2. Essential
   a. Rifle Armorer Course  40 Hours

3. Desirable
   a. None
**TASER INSTRUCTOR**

1. **Mandatory**
   a. Taser Instructor Course* 20 Hours

2. **Essential**
   a. Taser Instructor Recertification 12 Hours/3yrs

3. **Desirable**
   a. Defensive Tactics Instructor 40 Hours

**DEFENSIVE TACTICS INSTRUCTOR**

1. **Mandatory**
   a. Defensive Tactics Instructor School 40 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Firearms Instructor 80 Hours

**LESS LETHAL MUNITIONS INSTRUCTOR**

1. **Mandatory**
   a. Less Lethal Instructor* 20 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Firearms Instructor 80 Hours
# TACTICAL COMMUNICATIONS INSTRUCTOR

1. **Mandatory**
   a. Tactical Communications Instructor*  
      24 Hours

2. **Essential**
   a. None.

3. **Desirable**
   a. De-Escalation Instructor Course

# SWAT OPERATOR

1. **Mandatory**
   a. Basic SWAT*  
      80 Hours

2. **Essential**
   a. None.

3. **Desirable**
   a. Rapid Deployment Instructor  
      24 Hours

# SWAT TEAM LEADER

1. **Mandatory**
   a. SWAT Team Leader  
      40 Hours
   b. Basic SWAT (completed prior to appointment)  
      80 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Rapid Deployment Instructor  
      24 Hours
## SWAT Sniper

1. **Mandatory**
   - a. Basic SWAT
   - b. Sniper/Marksman Training
   
2. **Essential**
   - a. Advanced Sniper Training

3. **Desirable**
   - a. None

## Reserve Coordinator – (SGT/CPL)

1. **Mandatory**
   - a. None.

2. **Essential**
   - a. Reserve Coordinators Course

3. **Desirable**
   - a. Reserve Coordinator Update

## BOLO-Wrap

1. **Mandatory**
   - a. Bolo-Wrap Instructor Course

2. **Essential**
   - a. None

3. **Desirable**
   - a. Defensive Tactics Instructor
**DE-ESCALATION**

1. **Mandatory**
   a. De-Escalation Instructor Course 8 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Tactical Communication Instructor 24 Hours

**IMPACT WEAPONS**

1. **Mandatory**
   a. Impact Weapons Instructor 40 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Defensive Tactics Instructor 80 Hours

**ACTIVE SHOOTER/KILLER**

1. **Mandatory**
   a. Active Shooter/Rapid Deployment Training 40 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. SWAT Operator 80 Hours
   b. SWAT Team Leader 40 Hours
**FIRST AID & CPR**

1. **Mandatory**
   a. First Aid & CPR Instructor Course  40 Hours

2. **Essential**
   a. Narcan Instructor  24 Hours

3. **Desirable**
   a. None

**WRAP**

1. **Mandatory**
   a. WRAP Instructor Course  8 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Defensive Tactics Instructor  80 Hours

**MOBILE FIELD FORCE**

1. **Mandatory**
   a. Mobile Field Force Training  40 Hours

2. **Essential**
   a. Impact Weapons Instructor  40 Hours

3. **Desirable**
   a. Defensive Tactics Instructor  80 Hours
CULTURAL DIVERSITY

1. **Mandatory**
   a. Fair and Impartial Training (Museum of Tolerance) 40 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. Tactical Communication 24 Hours
   b. De-Escalation Training 8 Hours
   c. Principled Policing 8 Hours

MASK FITTING

1. **Mandatory**
   a. In-house training with FCFD 2 Hours

2. **Essential**
   a. None

3. **Desirable**
   a. None

FIELD EVIDENCE TECHNICIAN

1. **Mandatory**
   a. FET Course 40 Hours

2. **Essential**
   a. Fingerprint Classification Course – Basic 40 Hours

3. **Desirable**
   a. None
**DRIVING INSTRUCTOR**

1. **Mandatory**
   a. Driver Instructor Training  
      40 Hours

2. **Essential**
   a. Driver Awareness Instructor Training  
      24 Hours

3. **Desirable**
   a. None
**RESERVE OFFICER**

**RESERVE OFFICER – LEVEL ONE AND TWO**

1. **Mandatory**
   
   a. Level I: modules 3, 2, and 1
      or basic academy                                 600+ Hours
   b. Level II: modules 3 and 2                       388+ Hours
   c. Field Training Program*                         TBD

2. **Essential**
   
   a. None

3. **Desirable**
   
   a. ARPOC.
NON-SWORN PERSONNEL

COMMUNICATIONS DISPATCHER

1. Mandatory
   a. Dispatcher – Public Safety*  120 Hours
   b. CLETS Certification*    16 Hours

2. Essential
   a. None.

3. Desirable
   a. Communications Training Officer  16 Hours
   b. Tactical Dispatcher          40 Hours

LEAD DISPATCHER

1. Mandatory
   a. Dispatcher – Public Safety*  120 Hours
   b. CLETS Certification*    16 Hours

2. Essential
   a. Communications Training Officer  16 Hours
   b. Assertive Supervision    16 Hours
   c. Public Records Act       16 Hours

3. Desirable
   a. Leadership and Accountability  16 Hours
   b. Tactical Dispatcher          40 Hours
DISPATCH SUPERVISOR

1. Mandatory
   a. POST Dispatch Supervisor*  40 Hours
   b. NCIC/CLETS Certification  6 Hours

2. Essential
   a. Assertive Supervision  24 Hours
   b. Public Records Act  16 Hours
   c. Dispatcher Basic  120 Hours

3. Desirable
   a. Leadership and Accountability  16 Hours

MANAGEMENT ANALYST

1. Mandatory
   a. None.

2. Essential
   a. The Role of the Chief’s Executive Assistant  16 Hours
   b. Microsoft Word, Excel, Access, PPT  As Needed

3. Desirable
   a. None
**RECORDS SPECIALIST**

1. **Mandatory**
   a. Records Basic*                  40 Hours
   b. CLETS Certification            16 Hours

2. **Essential**
   a. Public Records Act             16 Hours

3. **Desirable**
   a. None

**RECORDS SUPERVISOR**

1. **Mandatory**
   a. Records Supervisor*            40 Hours
   b. CLETS Certification            16 Hours

2. **Essential**
   a. Public Records Act             16 Hours

3. **Desirable**
   a. Leadership Training            TBD
COMMUNITY SERVICE OFFICER

1. **Mandatory**
   a. Field Training*  
     80 Hours

2. **Essential**
   a. First Aid/CPR/AED  
     4 Hours  
   b. Property Room Evidence Mgmt.  
     24 Hours  
   c. NCIC/CLETS Training  
     4 Hours

3. **Desirable**
   a. Fingerprint Classification – Basic  
     40 Hours
F.C.P.D. Training Request Form

Eugene Tackleberry  Police Officer
Employee Name (Please print)  Job Title

PROPOSED TRAINING COURSE, CLASS, OR SEMINAR:

Name of Course:  Drug and Alcohol Recognition
Name of School or Provider:  South Bay Regional Training Consortium
Location:  Sunnyvale P.D. Sunnyvale, CA
Starting and Ending Date/Time:  01/01/2014 – 01/5/2014
Total Number of Hours:  40 hours
Total Tuition and Fees, along with POST plan (I,II,III or IV)  $500.00  POST plan IV
Is training course mandatory, essential or desirable  Mandatory

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING THE PROPOSED TRAINING:

1. Course/Class/Seminar Description: Teaches how to recognize the objective symptoms of drug abuse and detect abusers
2. How will this course maintain or improve your skills required for your present job and/or benefit the Department:
   Course is needed to enhance skills needed in patrol.

You must submit a training request form for approval at least thirty (30) days in advance of the start date of the training.

If approved by your supervisor, the request must be submitted to the Training Lieutenant or his/her designee for final approval. If it is determined the training is related to your current job and would help maintain or improve your knowledge and skills required for your job, the Department will allow you to attend on duty. At the discretion of the Training Lieutenant, the Department may pay all of the applicable fees and costs. If the training is not job related, you may still seek approval to attend; however, you will be required to use vacation time and will be required to pay all associated expenses on your own. Keep in mind the Department’s budget restrictions, work schedules and staffing needs may impact granting approval.

Ofc. Eugene Tackleberry  11/15/2013
Employee Signature  Date Submitted:

Sgt. Carl Proctor  11/16/2013
Supervisor Approval  Date Approved:

Training Manager Approval Signature  Date Reviewed:

___Approved:  ___On Duty Attendance  ___Expense Payment Approved
___Must Use Vacation Time  ___Must Pay Own Expenses
___Disapproved

Comments: ________________________________________________________________
2020 Instructors

**Range**
Sgt. Dave Orlando  
Sgt. Will Hamilton-Frisz  
Cpl. Rick Colbacchini  
Cpl. Travis Murray  
Ofc. Doug Nix

**Taser**
Sgt. Michael Shaffer  
Cpl. Jenna Grimaldi  
Ofc. Jack Turner

**Defensive Tactics**
Cpl. Travis Murray  
Ofc. Doug Nix  
Ofc. Michael Acosta  
Ofc. Jack Turner

**Impact Weapons**
Cpl. Marcus Terry  
Ofc. Aziz Obaidi

**Less Lethal Munitions**
Cpl. Marcus Terry  
Ofc. Jack Turner

**Mobile Field Force**
Cpl. Marcus Terry

**Cultural Diversity**
Ofc. Vuong Phan

**First Aid/CPR**
Ofc. Doug Nix  
Ofc. Jared Ryals  
CSO Henry Troung

**Active Shooter/Killer**
Sgt. Stephen Sealy

**Driver Instructor / Slow Speed**
Sgt. Michael Greene

**De-Escalation**
Sgt. Michael Shaffer  
Cpl. Jenna Grimaldi

**Bolo-Wrap**
Cpl. Travis Murray  
Ofc. Jack Turner