

FOSTER CITY POLICE DEPARTMENT



2021 TRAINING AND DEVELOPMENT GUIDE

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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* | TBD |
| b. Sexual Assault Investigation* | 36 Hours (<i>course hours may vary</i>) |
| c. ICI Core Course* | 80 Hours (<i>course hours may vary</i>) |

*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 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

CHIEF OF POLICE

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 Crimes ICI | 40 Hours |
| b. Child Abuse ICI | 40 Hours |
| c. Computer Crime Investigation | TBD |
| d. Computer Crime – Cellular Devices | TBD |
| e. Computer Crime – Social Networking Sites | TBD |
| f. Human Trafficking ICI | 40 Hours |

3. Desirable

- | | |
|----------------------------|----------|
| a. Burglary ICI | 40 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 ICI | 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
 - b. Property Room Management 24 Hours
 - c. Background Investigation 32 Hours

2. **Essential**
 - a. Media Relations 16 Hours
 - b. Social Media (No class identified yet) TBD

3. **Desirable**
 - a. Crime Prevention 36 Hours
 - b. Sexual Assault 36 Hours
 - c. Coffee with a Cop 8 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. Media Relations 16 Hours

TRAFFIC – MOTOR OFFICER

1. **Mandatory**
 - a. Basic Motor School* 80 Hours
 - b. Basic Collision Investigation 40 Hours
 - c. Radar Operator 24 Hours
 - d. Lidar Operator 8 Hours
2. **Essential**
 - a. Intermediate Traffic Collision Investigation 40 Hours
3. **Desirable**
 - a. Advanced Collision Investigation 80 Hours
 - b. 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
 - b. Pistol Armorer TBD
3. **Desirable**
 - a. Rifle Armorer Course 40 Hours
 - b. Shotgun Armorer Course TBD
 - c. Firearms Instructor Update As needed

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. Post DTAC Update Course 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 80 Hours
 - b. Sniper/Marksman Training 80 Hours

2. **Essential**
 - a. Advanced Sniper Training 40 Hours

3. **Desirable**
 - a. Armorer Course for bolt action rifle TBD

RESERVE COORDINATOR – (SGT/CPL)

Mandatory

- a. None.

2. **Essential**

- a. Reserve Coordinators Course 24 Hours

3. **Desirable**

- a. Reserve Coordinator Update 16 Hours/2yrs

BOLO-WRAP

1. **Mandatory**

- a. Bolo-Wrap Instructor Course 8 Hours

2. **Essential**

- a. None

3. **Desirable**

- a. Defensive Tactics Instructor 80 Hours

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 AWARENESS INSTRUCTOR

1. **Mandatory**
 - a. Driver Awareness Instructor Training 24 Hours

2. **Essential**
 - a. None

3. **Desirable**
 - a. Driver Instructor Training 40 Hours

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

Employee Name (Please print)

Police Officer

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.

Dfc. Eugene Tackleberry
Employee Signature

11/15/2013
Date Submitted:

Sgt. Carl Proctor
Supervisor Approval

11/16/2013
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: _____

2021 Instructors

Range

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

Taser

Sgt. Michael Shaffer
Sgt. Jenna Grimaldi
Cpl. Jack Turner
Ofc. Joseph Aceto

Defensive Tactics

Cpl. Travis Murray
Cpl. Jack Turner
Ofc. Doug Nix
Ofc. Michael Acosta

Impact Weapons

Cpl. Marcus Terry
Ofc. Aziz Obaidi

Less Lethal Munitions

Cpl. Marcus Terry
Cpl. Jack Turner

Mobile Field Force

Sgt. Stephen Sealy
Cpl. Marcus Terry
Cpl. Travis Murray
Cpl. Jack Turner
Ofc. Jared Ryals

Cultural Diversity

Ofc. Vuong Phan

First Aid/CPR

Ofc. Doug Nix
Ofc. Jared Ryals
CSO Henry Truong

Active Shooter/Killer

Sgt. Stephen Sealy

Driver Awareness Instructor

Sgt. Michael Greene

De-Escalation

Sgt. Michael Shaffer
Sgt. Jenna Grimaldi

Bolo-Wrap

Cpl. Travis Murray
Cpl. Jack Turner

Principled Policing

Cpl. Travis Murray
Ofc. Vuong Phan
Ofc. Michael Acosta
Ofc. Houtan Pezeshkan

