

EL CERRITO POLICE DEPARTMENT TRAINING PLAN 2019

Professional Training Program

The El Cerrito Police Department has an interest and responsibility for the continual growth and development of its personnel. Through a combined effort in the areas of Professional Training and Personal Education, we believe an employee can achieve both professional and personal excellence. To make professional and personal goals possible to the employee, the department has placed an emphasis in Professional Training and collegiate education.

Law Enforcement training refers to those courses mandated or recognized by The State of California, Peace Officers' Standards and Training (POST). These courses are provided to sworn personnel and non-sworn personnel, whose job description supports the need for specified or requested training.

POST courses are reimbursable in varying degrees. This means the department training budget may be reimbursed by the State of California for the course tuition and employee subsistence (hotel, meals, travel). Currently POST offers plans I through IV for various levels of reimbursement depending on the type of course and its costs. The details are found in the POST Administrative Manual.

The El Cerrito Police Department Training Plan is based on training which is mandated by law or departmental policy as well as accepted professional standards. It is designed to meet not only minimal training requirements but to ensure that departmental personnel are trained to the level of competence and to the public expectations of the community we serve.

The POST minimum standard of Continued Professional Training (CPT) is 24-hours every two years for all sworn personnel. The courses listed herein do count towards the CPT requirements.

Legislation, case laws, and course offerings change continuously. Therefore this document is subject to an annual training needs assessment pursuant to department policy 203 after its adoption. This is a guideline, and variations of these standards are authorized.

Definitions:

Mandatory Training is required by statute or by policy. It shall be scheduled automatically as the need arises.

Essential Training is that which the department feels is necessary for the competent and successful completion of the listed assignment.

Desirable Training is that which would be beneficial to the employee in the listed assignment.

EL CERRITO POLICE DEPARTMENT TRAINING PLAN 2019

SPECIFIC TRAINING REQUIREMENTS

PERISHABLE SKILLS

In addition to the CPT; the POST Perishable Skills (PSP) requirement details those skill sets which have been identified as being necessarily repeated on an ongoing basis to maintain proficiency. It applies to all sworn personnel below the rank of Lieutenant.

Those disciplines are listed below along with the minimum number of hours for each discipline. Most of these requirements are met with “in-house” departmental training with ECPD Instructors or via POST multimedia.

During every two year period - 14 hour PSP requirement:

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|---------------------------------|---------|
| 1. Firearms | 4 hours |
| 2. Tactical Driving | 4 hours |
| 3. Arrest & Control | 4 hours |
| 4. Interpersonal Communications | 2 hours |

OTHER LEGISLATED MANDATES:

First Aid/CPR, NARCAN & AED's	12 hours
Domestic Violence Update, every two years	2 hours
Telecommunications/CLETS every two years	2 hours
Law Enforcement Response to Terrorism	8 hours
Annual Bloodborne Pathogens Refresher	Varies

ECPD Policy Requirements:

Firearms Qualification Handgun/Shotgun	Minimum 2 per year
Firearms Qualification – Off-Duty weapon	Minimum 1 per year
“Simunitions” <i>Use of Force Updates</i>	Minimum 1 per year
Defensive Tactics/Impact Weapon	Minimum 3 per year

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FIELD OPERATIONS DIVISION:

POLICE OFFICERS:

Mandatory:

Basic Law Enforcement Academy	664 hours <i>Minimum</i>
Intoxilyzer Operator	4 hours
Perishable Skills, Legislated and Policy Mandates on page 2.	

Essential:

RADAR/LIDAR Operator	32 hours
Officer Safety & Field Tactics	40 hours
Basic Collision Investigation	40 hours
Crisis Intervention Techniques	8-40 hours
Patrol Rifle	16-40 hours
Bicycle Patrol – Bicycle Patrol Updates	24+ hours
Standardized FST	24 hours

Desirable:

Inner Perspectives Leadership	72 hours
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K9 HANDLER:

Mandatory:

Patrol Handler	5 Weeks - Varies
Narcotics	5 Weeks – Varies
Monthly training	16 hours

Desirable:

K9 Program Management [Mandatory for K9 Supervisor.]	24 hours
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CORPORALS:

Mandatory (In Addition to listed Police Officers' training):

Field Training Officer	40 hours
Supervisory Course	80 hours
Temporary Holding Facility Updates Biennially	8 hours
FTO Update Biennially	24 hours

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SERGEANTS:

Mandatory (In Addition to listed Police Officers' and Corporals' training):

Supervisory Course	80 hours
Temporary Holding Facility Update Biennially	8 hours
Internal Affairs Investigation	24 hours
High Technology Crimes	4 hours
Officer Involved Fatal Protocol	32 hours
Sherman Block Supervisory Leadership Institute	192 hours
Public Records Act	16 hours
POBAR	8 hours
Assertive Supervision	24 hours

Essential:

Other Supervisory Courses as needed or are available	24 hours
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LIEUTENANT:

Mandatory:

Management Course	120 hours
Periodic Management Updates	24 hours
Legal Update <i>Annually</i>	8 hours
FTO Program Administrator	24 hours

[Relevant Training equal to the Sergeants if not already completed.]

Essential:

LAPD Leadership Institute

Desirable:

Executive Development	
POST Command College	
FBI National Academy	10 weeks
PERF Senior Management Institute for Police	3 weeks

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SPECIAL OPERATIONS DIVISION:

TRAFFIC OFFICER:

Mandatory (In Addition to listed Police Officers' training):

Basic Motorcycle School (If Applicable)	80 hours
Motorcycle Updates	4-6 hours Annually

Essential:

Intermediate Traffic Accident Investigation	40 hours
Child Safety Seat Technician	40 hours
Digital Diagramming-Basic	24 hours
High Risk Entry	40 hours
Commercial Vehicle Enforcement	80 hours

SCHOOL RESOURCE OFFICERS:

Mandatory (In Addition to listed Police Officers' training):

Basic School Resource Officer	40 hours
Seminars/Courses related to the position	4-8 hours
High Risk Entry	40 hours

COMMUNITY LIAISON OFFICERS:

Mandatory (In Addition to listed Police Officers' training):

Basic Crime Prevention	40-80 hours
Social Media for Law Enforcement	Varied
High Risk Entry	40 hours

SPECIAL OPERATIONS SERGEANT:

Mandatory (In Addition to listed Police Officers' training):

Basic Motorcycle School (If Applicable)	80 hours
Motorcycle Updates	4-6 hours annually
Advanced Collision Investigation	80 hours
DUI Checkpoint Supervision	8 hours

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DETECTIVE:

Mandatory:

ICI Program - Core Course	84 hours
ICI Homicide or Sexual Assault Specialty Course	Varies
ICI Electives	
<i>Examples</i>	
Interview & Interrogation	40 hours
Search & Arrest Warrants	32 hours
Other ICI approved elective	

Essential:

Homicide Investigation if not the ICI Specialty	40 hours
High Risk Entry	40 hours

DETECTIVE – TASK FORCE:

Mandatory:

ICI Program – Core Course	84 hours
ICI Narcotics, or Homicide Specialty Course	80 hours
ICI Electives	
<i>Examples</i>	
Interview & Interrogation	40 hours
Search & Arrest Warrants	32 hours
Other ICI approved elective	
Electronic Surveillance	8 hours

Essential:

CNOA Annual Conference	24 hours
High Risk Entry	40 hours

DETECTIVE CORPORAL

Mandatory:

ICI Program - Core Course	84 hours
ICI Homicide or Sexual Assault Specialty Course	Varies
ICI Electives	
<i>Such As</i>	
Interview & Interrogation	40 hours
Search & Arrest Warrants	32 hours
Other ICI approved elective	

Essential:

Asset Seizure	Varies
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DETECTIVE SERGEANT:

Mandatory:

ICI Program – Core Course	84 hours
ICI Homicide Specialty Course	Varies
ICI Electives	
<i>Examples</i>	
Interview & Interrogation	40 hours
Search & Arrest Warrants	32 hours
Other ICI approved elective	

Essential:

Sexual Assault	40 hours
Electronic Surveillance	8 hours
Cold Case Investigations	40 hours

LIEUTENANT:

Mandatory:

Management Course	120 hours
Periodic Management Updates	24 hours

[Relevant Training equal to the Special Operations Sergeants if not already completed.]

Essential:

Sexual Assault	40 hours
LAPD Leadership Institute	

Desirable:

Executive Development	80 hours
POST Command College	
FBI National Academy	10 weeks
PERF Senior Management Institute for Police	3 weeks

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ADMINISTRATIVE AND SUPPORT SERVICES DIVISION:

ADMINISTRATIVE SERGEANT:

Mandatory:

Background Investigation	40 hours
Training Manager	36 hours
Course Administrator Course	20 hours
Basic Records	40 hours
Property & Evidence Management	24 hours

LIEUTENANT:

Mandatory:

Management Course	120 hours
Periodic Management Updates	24 hours
Legal Update <i>Annually</i>	8 hours
Pitchess Motion Update	6 hours

Essential:

LAPD Leadership Institute

Desirable:

Executive Development	80 hours
POST Command College	
FBI National Academy	10 weeks
PERF Senior Management Institute for Police	3 weeks

CAPTAIN:

Mandatory:

Executive Development	80 hours
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Desirable:

Role of the Chief	40 hours
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The El Cerrito Police Department strives to train employees of varying ranks to become trainers for departmental personnel. Instructor qualifications and training needs vary for each position. A person designated as an instructor should complete the required education and or training as indicated prior to offering the instruction.

FIREARMS INSTRUCTOR:

Mandatory:

Firearms Instructor	40-80 hours
Triennial Firearms Instructor Updates	24 hours
Instructor Development	40 hours

Essential:

Use of Force Simulator Instructor	40 hours
Patrol Rifle Instructor	40 hours
Less Lethal Munitions Instructor	8-16 hours
Chemical Agent Instructor	Varies

Desirable:

Simunitions Scenario Instructor	30 hours
Sig Arms, Remington, Colt, Glock Armorer Course and Updates	8-16 hours

DEFENSIVE TACTICS/IMPACT WEAPON INSTRUCTOR:

Weaponless Defense Instructor	80 hours
Triennial Weaponless Defense Instructor Updates	24 hours
Impact Weapon Instructor	80 hours
Triennial Impact Weapons Instructor Updates	16 hours
Instructor Development	40 hours

Desirable:

O.C. Instructor	8 hours
Simunitions Scenario Instructor	30 hours

DRIVING INSTRUCTOR:

Driver Training Instructor	40 hours
Driving Simulator Instructor	24 hours
Driver Awareness Instructor	24 hours
Instructor Development	40 hours

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FIRST AID/CPR INSTRUCTOR:

First Aid/CPR Instructor	40 hours
First Aid/CPR Instructor Update	16 hours - Periodic

Essential:

Instructor Development	40 hours
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MOTORCYCLE INSTRUCTOR:

Motorcycle Instructor	80 hours
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Essential:

Instructor Development	40 hours
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TASER INSTRUCTOR:

TASER Instructor / Recertification every two years	16 hours
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CLETS INSTRUCTOR:

NCIC/CLETS – DOJ Instructor	16 hours
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The following ancillary assignments require the completion of a POST certified course before the deployment or implementation of duties regardless of rank or regular assignment.

FIELD TRAINING OFFICER:

Mandatory:

Field Training Officer	40 hours
FTO Update Biennially	24 hours

CSI EVIDENCE TECHNICIAN

Mandatory:

Field Evidence Technician	40-60 hours
Advanced Crime Scene Investigation	40 hours

MOBILE FIELD FORCE OFFICER

Mandatory:

Basic MFF Course	36 hours
Quarterly trainings	

CRISIS NEGOTIATION NEGOTIATOR:

Mandatory:

Basic HNT	40 hours
Quarterly training with RPD HNT	8 hours

SWAT OPERATOR:

Mandatory:

Basic SWAT	80 hours
Monthly training	8-10 hours

Desirable:

POST Approved Updates	Varies
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RESERVE POLICE OFFICERS:

Must complete the POST certified Reserve Police Officer courses, previously called Modules A, B, and C but now referred to as Levels I, II, and III or the Basic Law Enforcement Academy.

They must complete at least 24 hours of CPT every two years and comply with the ECPD training policy. Reserve Officers are not subject to the same Perishable Skills training requirements as sworn officers.

ECPD Policy 312.4 Requirements:

Firearms Qualification Handgun/Shotgun “Simunitions”	Minimum 3 per year Minimum 1 per year
Defensive Tactics/Impact Weapon	Minimum 3 per year

RESERVE POLICE OFFICERS:

Mandatory:

Basic Law Enforcement Academy	or	664 hours <i>Minimum</i>
Reserve Module Courses		Varied
Law Enforcement Response to Terrorism		8 hours
Level I Reserves POST EVOC		Varies
Telecommunications/CLETS every two years		2 hours

Essential:

California Reserve Police Officers’ Association Conference	24 hours
First Aid/CPR every three year period	12 hours
Domestic Violence Update every two years	2 hours

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RECORDS SUPERVISOR:

Mandatory:

Basic Records	40 hours
Civilian Supervision	80 hours
Public Records Act	16 hours
Property Management	16 hours
Telecommunications/CLETS every two years	2 hours

Essential:

Legal Update <i>Anually</i>	6 hours
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Periodic non-POST training: i.e. Customer Service, Vendor related training

RECORDS SPECIALIST:

Mandatory:

Basic Records	40 hours
Public Records Act	16 hours
Telecommunications/CLETS every two years	2 hours

Periodic non-POST training: i.e. Customer Service, Vendor related training

PROPERTY & EVIDENCE SPECIALIST:

Mandatory:

Property & Evidence Management	16-24 hours
CAPE Conference	Varies
PAS Coordinator	8 hours

EXECUTIVE ASSISTANT:

Mandatory:

Executive Assistant Course	24 hours
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Periodic non-POST training: i.e. Customer Service, Vendor related training

COMMUNITY SERVICE OFFICER:

CLETS Operator	4 hours
Telecommunications/CLETS every two years	2 hours

Periodic non-POST training: i.e. Customer Service, Vendor related training