



**EMERYVILLE  
POLICE  
DEPARTMENT**

**TRAINING PLAN  
AND  
PROFESSIONAL  
DEVELOPMENT**

## **INTRODUCTION:**

The Emeryville 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 and career goals. By so doing, the police department will ensure its personnel possess the knowledge skills, and abilities necessary to provide a professional level of service that meets the needs of the community.

## **PURPOSE:**

The purpose of the Emeryville Police Department Training Plan and the Succession Plan is to:

- 1) Meet mandated, essential and desirable training requirements;
- 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 task/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 in their efforts to meet the training needs of their employees, and/or evaluating training requests from employees.

The 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 Police Officer Standards and Training (P.O.S.T.)

It is understood that the Training Plan in no way identifies all the training that will occur for the members of the Emeryville 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 two areas:

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

## **LAW ENFORCEMENT PROFESSIONAL TRAINING:**

Law Enforcement Professional Training is comprised of two categories of training. The first category refers to those courses certified by California Police Officers Standards and Training

(P.O.S.T.). These courses are available for both sworn and professional personnel, whose job description supports the need for specified or requested training.

The P.O.S.T courses in this category are reimbursable to the City's General Fund by the State of California in varying degrees based on their "plan" designation. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, back-fill salary and training presentation costs. The five reimbursement plans that have been adopted by P.O.S.T. are designated as Plan I, II, III, IV, and as follows:

<b>Plan I</b>	<b>Plan II</b>	<b>Plan III</b>
Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter lunch
Travel	Travel	Travel
Tuition	Back-fill Salary*	Tuition
Back-fill Salary*		
<b>Plan IV</b>	<b>Plan V</b>	
Subsistence	Subsistence	
Commuter Lunch	Commuter Lunch	
Travel	Travel	
	Training Presentation	

P.O.S.T has implemented a forty-hour cap per year for reimbursable training. There are several courses which are exempt from the forty-hour cap. These courses are listed in Appendix A.

In addition to typical classroom settings, P.O.S.T. training is also available through the P.O.S.T. Learning Portal ([www.post.ca.gov](http://www.post.ca.gov)), videos/DVDs and other interactive computer programs.

The second category of Law Enforcement Professional Training refers to training certified by P.O.S.T., but not reimbursable, in-house training and training provided by outside agencies and vendors.

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the Emeryville Police Department and is spearheaded by the Training Officer. This type of training provides "hands-on" continuing professional training to department employees. Monthly training bulletins are distributed to each employee through Lexipol. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice, along with refresher information on the current police department policy manual. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures, and policy review.

Other forms of non-P.O.S.T. training is offered through different vendors such as Fred Pryor Seminars and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

## **COLLEGE EDUCATION:**

The City Manager, the Chief of Police and the City of Emeryville 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 Emeryville Police Department are encouraged to pursue their educational goals.

## **TRAINING BUREAU:**

The Department's Training Bureau is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and professional personnel. An officer is responsible for the day to day operations of the Training Bureau and is directly supervised by the Captain of Professional Standards and Training Division. The Training Officer is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statues and City policy.

The Training Officer will coordinate scheduled training with the supervisor(s) of the employee. The Training Officer will normally make all travel arrangements, including class reservations and any applicable hotel, airline or car reservations and will submit all of the necessary paperwork to the Finance Department of the City in compliance with City of Emeryville Purchasing Policy. The student employee's work schedule shall be checked for staffing levels and adjustments by their direct supervisor.

The Training Officer will distribute remaining paperwork and any reimbursement checks approximately one to two weeks prior to the training or in some cases, checks will be issued once training is complete. If the scheduled training is a P.O.S.T. certified course then a Training Reimbursement Request (TRR) form must be submitted to the instructor of the course. This form will be provided to the employee and it is the responsibility of the employee attending the training to submit this form. This is the mechanism that allows the State of California to reimburse the City of Emeryville.

## **Training Management System (TMS)**

This is a computer software program utilized by the Training Officer to track all departmental training. The Training Plan for both "Rank and Task Assignments" has been entered this software program. It is important that notification and documentation of all training be forwarded to the Training Officer to ensure that information is entered the TMS program. This allows for the Training Officer to conduct Training Plan and P.O.S.T. training compliance reports for all employees. With this capability, the Training Officer can identify training deficiencies per the Training Plan.

## **ORGANIZATION OF THE TRAINING PLAN:**

The Training Plan is divided into two sections:

### **Section 1: Rank/Position Assignment:**

This section of the Training Plan contains a list of all sworn and civilian rank/positions within the structure of the police department.

### **Section 2: Task/Specialized Assignment**

This section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and civilian assignments.

Within each section the training courses are categorized as follows:

#### **MANDATED**

Training in this category is required by Federal law, State law and/or Department policy. Unless otherwise noted, this training should be completed within one year of appointment to the position.

#### **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 task 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 a positive 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 be simultaneously guided by multiple sections of the Training Plan. An example would be a police officer currently assigned as a Field Training Officer. That employee will need to meet the training needs of both the Police Officer rank assignment and the Field Training Officer task assignment.

## **CONTINUAL PROFESSIONAL TRAINING (CPT):**

Continual Professional Training (CPT) is required for police officers and dispatch personnel who are employed by POST participating departments. 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 re-qualify in entry-level minimum standards.

Every police officer other than a Level III reserve police officer, public safety dispatcher, and public safety dispatch supervisor shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle, beginning January 1, 2009.

## **Perishable Skills/Communications Requirement for CPT:**

Effective January 1, 2002, all police officers (except reserve officers) below the rank of lieutenant and assigned to patrol, traffic, or investigations who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Tactical 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 shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

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

**Communications Training**, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period

It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above.

## **PROFESSIONAL CERTIFICATES and LICENSES:**

The Emeryville Police Department recognizes the importance of well-trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards and Training.

The Department, through the Training Manager, is responsible for ensuring that all personnel receive their basic certificate. Due to the numerous combinations of training, education and experience that would qualify individuals for certificates other than the basic it is the individual's responsibility if they feel they are eligible for an upper-level certificate. If so, they should notify their supervisor and training manager.

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

- (a) **Training Points:** For purposes of certificate qualifications:
  1. Twenty (20) hours of **law enforcement** training are equal to one training point. Only completed courses with verifiable hours are accepted.
  2. The Commission shall determine acceptable law enforcement training.
  
- (b) **Education Points:** For purposes of certificate qualifications:
  1. One college semester unit equals one education unit, or
  2. One college quarter unit equals two-thirds of an education unit.

All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.

- (c) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- (d) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid police officer shall be accepted for the full period of such experience.
- (e) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented, and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.
- (f) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience. Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

### **Basic Certificate:**

If employed after January 1, 1988, and have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate.

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Basic Certificate must:

- (a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time.

periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.

- (b) Have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

**Intermediate Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- (a) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described by POST, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Degree or Education Points		Law Enforcement Experience		Training Points
Bachelor's degree	<i>and</i>	2 years	<i>plus</i>	0
Associate Degree	<i>and</i>	4 years	<i>plus</i>	0
45 Education Points	<i>and</i>	4 years	<i>plus</i>	45
30 Education Points	<i>and</i>	6 years	<i>plus</i>	30
15 Education Points	<i>and</i>	8 years	<i>plus</i>	15

**Advanced Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Degree or Education Points		Law Enforcement Experience		Training Points
Master Degree	<i>and</i>	4 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	6 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Points	<i>and</i>	9 years	<i>plus</i>	45
30 Education Points	<i>and</i>	12 years	<i>plus</i>	30



### **Supervisory Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections POST 1001 (n), (s), (t), and (1) of the Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency.

### **Management Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Management Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units and (see subparagraph F-I-4. b.);
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in POST Sections 1001 (s), (t), and (1) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

### **Executive Certificate:**

In addition to the requirements set forth in the P.O.S.T. Administrative Manual, the applicant for the award of the Regular or Specialized Executive Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and

- (b) Have no less than 60 semester units (see subparagraph F-1-4. b.); and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in POST Section 1001 (1) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.

**Records Supervisor Certificate:**

To be eligible for the award of a Public Safety Dispatcher Certificate, an applicant must:

- (1) Currently be a records supervisor as defined in PAM, Section POST 1001(cc) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and
- (2) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (3) Have a minimum of two years of satisfactory service with the employing agency as a records supervisor; and
- (4) Have graduated high school or passed the General Education Development Test (GED); and
- (5) Have been trained in accordance with the minimum training standards described in POST PAM Section 1005(h)

**ANNUAL REVIEW:**

As provided for in the Department's Policy Manual, the Captain of Professional Standards & Training will conduct an annual Training-Needs Assessment (TNR) of the Police Department. The TNR will be reviewed by the Police Department's Command Staff. Upon approval of the Staff, the TNR assessment will form the basis for the training plan for the fiscal year. It is the responsibility of the Training Officer to maintain, review and update the Training Plan on an annual basis.

\*Suspended per post

SECTION 1 SWORN POSITIONS

**Rank/Position Assignment-Sworn Personnel**

- **CHIEF.....12**
- **CAPTAIN.....14**
- **LIEUTENANT.....16**
- **SERGEANT.....19**
- **OFFICER IN CHARGE .....23**
- **OFFICER.....26**

# CHIEF

## Standard Training Requirements

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### **MANDATED TRAINING:**

#### **First Aid/CPR (P.O.S.T. PC 13518 (a))**

Initial Training: Provided in Basic Academy  
Recertification: Every 3 years

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment  
Recertification: 2 hours of training every 5 years

#### **Range Qualification-Pistol (EPD Policy 312.4)**

Initial Training: Within 6 months of appointment  
Recertification: 2 times per year

#### **Harassment Prevention Training (Gov. Code 12950.1/ Cal Osha 1825)**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

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### **ESSENTIAL TRAINING:**

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years  
○ The two year cycle begins January 1 of the year following being added to the Department roster  
Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (Alameda County Protocol)**

Initial Training: Within 1 year of appointment  
Recertification: Annually

#### **Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of appointment  
Recertification: Not required

**Public Records Act**

Initial Training: Within 2 years of appointment  
Recertification: Not required

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**DESIRABLE TRAINING:**

**Budget Preparation Course**

Initial Training: Not required  
Recertification: Not required

**California Police Chief's Conference**

Initial Training: Not required  
Recertification: Not required

**FBI National Academy**

Initial Training: Not required  
Recertification: Not required

**Kennedy School of Government**

Initial Training: Not required  
Recertification: Not required

**Alameda County Chiefs' of Police Conference**

Initial Training: Not required  
Recertification: Not required

**Media Relations**

Initial Training: Not required  
Recertification: Not required

**The Role of the Police Chief**

Initial Training: Not required  
Recertification: Not required

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Not required  
Recertification: Not required

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# CAPTAIN

## Standard Training Requirements

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### **MANDATED TRAINING:**

#### **Executive Development Course (PAM 1005)**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **First Aid/CPR (P.O.S.T. PC 13518 (a))**

Initial Training: Provided in Basic Academy  
Recertification: Every 3 years

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment  
Recertification: 2 hours of training every 5 years

#### **Range Qualification-Pistol (Policy \*\*)**

Initial Training: Within 6 months of appointment  
Recertification: 2 times per year

#### **Harassment Prevention Training (Gov. Code 12950.1/ Cal Osha 1825)**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

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### **ESSENTIAL TRAINING:**

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (Alameda County Protocol)**

Initial Training: Within 1 year of appointment  
Recertification: Annually

#### **Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of appointment  
Recertification: Not required

#### **Public Records Act**

Initial Training: Within 2 years of appointment

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**DESIRABLE TRAINING:**

**Budget Preparation Course**

Initial Training: Not required

Recertification: Not required

**California Police Chief's Conference**

Initial Training: Not required

Recertification: Not required

**FBI National Academy**

Initial Training: Not required

Recertification: Not required

**Alameda County Chiefs' of Police Conference**

Initial Training: Not required

Recertification: Not required

**Media Relations**

Initial Training: Not required

Recertification: Not required

**POST Command College**

Initial Training: Not required

Recertification: Not required

**Senior Management Institute for Police (SMIP)**

Initial Training: Not required

Recertification: Not required

**The Role of the Police Chief**

Initial Training: Not required

Recertification: Not required

**WestPoint Leadership**

Initial Training: Not required

Recertification: Not required

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Not required

Recertification: Not required

# LIEUTENANT

## Standard Training Requirements

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### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy  
Recertification: Annually

#### **Incident Command System SEMS/NIMS (300, 400)**

Initial Training: Within 1 year of appointment  
Recertification: Not Required

#### **National Incident Management System (700)**

Initial Training: Within 1 year of appointment  
Recertification: Not Required

#### **Management Class (PAM 1005)**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment  
Recertification: 2 hours of training every 5 years

#### **Range Qualification- Pistol (Policy 312.4)**

Initial Training: Within 6 months of last qualification  
Recertification: 4 times per year

#### **Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator (gas mask)  
Recertification: Annually

#### **Harassment Prevention Training (Gov. Code 12950.1/ Cal Osha 1825)**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

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### ESSENTIAL TRAINING:

#### **Domestic Violence Update (Alameda County/Department Protocol)**

Initial Training: Within 1 years of appointment  
Recertification: Annually



**De-Escalation / Tactical Communication**

Initial Training: Within 1 years of appointment

Recertification: Annually

**Fair and Impartial Policing**

Initial Training: Within 1 years of appointment

Recertification: Annually

**Management/Supervision of Officer Involved Shooting Investigations**

Initial Training: Within 2 years of appointment

Recertification: Not required

**Public Records Act**

Initial Training: Within 2 years of appointment

Recertification: Not required

**Media Relations**

Initial Training: Not required

Recertification: Not required

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**DESIRABLE TRAINING:****Budget Preparation Course**

Initial Training: Within 2 years of appointment

Recertification: Not required

**FBI National Academy**

Initial Training: Not required

Recertification: Not required

**First Aid/CPR**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

**Law Enforcement Response to Terrorism (LERT)**

Initial Training: Not required

Recertification: Not required

**Alameda County Chiefs' of Police Conference**

Initial Training: Not required

Recertification: Not required

**Perishable Skills Program (PSP) (P.O.S.T.)**

The two year cycle begins January 1 of the year following being added to the Department roster.

- Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**POST Command College**

Initial Training: Not required

Recertification: Not required

**Senior Management Institute for Police (SMIP)**

Initial Training: Not required

Recertification: Not required

**The Role of the Police Chief**

Initial Training: Not required

Recertification: Not required

**WestPoint Leadership**

Initial Training: Not required

Recertification: Not required

**Worker's Compensation / Disability Retirement Issues**

Initial Training: Within 2 years of appointment

Recertification: Not required

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# SERGEANT

## Standard Training Requirements:

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### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **CLETS/NCIC -Less than Full Access Operator**

Initial Training: During Orientation Phase

Recertification: Every other year

#### **Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (P.O.S.T. PC 13519)**

Initial Training: Within 1 years of appointment

Recertification: 2 hours of training every 2 years

#### **Human Trafficking (POST PC 13519.14)**

Initial Training: During Orientation

Recertification: Not required

#### **Harassment Prevention Training (Gov. Code 12950.1 /Cal Osha 1825)**

Initial Training: Within 1 year of appointment as a supervisor

Recertification: Every 2 years and within 6 months of promotion

#### **De-Escalation / Tactical Communication**

Initial Training: Within 1 years of appointment

Recertification: Annually

#### **Fair and Impartial Policing**

Initial Training: Within 1 years of appointment

Recertification: Annually

**First Aid/CPR (P.O.S.T. PC 13518 (a))**

Initial Training: Provided in Basic Academy

Recertification: Every 3 years

**High Technology Crimes (P.O.S.T. PC 1315.55)**

Initial Training: Within 18 months of appointment (2 hrs.)

Recertification: Not required

**Incident Command System (100, 200, 300, 400)**

Initial Training: Within 1 year of appointment

Recertification: Not Required

**Perishable Skills Program (PSP) (P.O.S.T.)**

The two-year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

**Range Qualification-Pistol (Policy 312.4)**

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

\* 1 must be nighttime/low-light conditions

**Range Qualification-Less-Lethal Shotgun (Policy 308)**

Initial Training: During Orientation Phase

Recertification: 2 times per year

\*1 should be nighttime/low-light conditions

**Range Qualification-Rifle (Policy 432.5)**

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Arrest and Control (PSP)**

Initial Training: During Orientation Phase

Recertification: Minium1 time per year

**Supervisory Course (PAM 1005)**

Initial Training: Within 1 year of appointment

Recertification: Not required

**Conducted Energy Device (Policy 309)**

Initial Training: During Orientation Phase  
Recertification: Every Year

**Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)**

Initial Training: During the academy  
Recertification: Every 2 years

**Use of Force Review (Policy 300)**

Initial Training: During Orientation Phase  
Recertification: Every year

**Crisis Intervention Training (CIT)**

Initial Training: Not required  
Recertification: Not required

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**ESSENTIAL TRAINING:**

**Supervisory Leadership Institute (SLI)**

Initial Training: After completion of 2 years of supervisory experience  
Recertification: Not required

**Internal Affairs**

Initial Training: Within 1 year of appointment  
Recertification: Not required

**Officer Involved Shooting Investigations-Management/Supervision**

Initial Training: Within 2 years of appointment  
Recertification: Not required

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation  
Recertification: Not required

**Drug Influence-11550 H&S**

Initial Training: Not required  
Recertification: Not required

**Fair and Impartial Policing**

Initial Training: Within 1 years of appointment  
Recertification: Annually

**Media Relations**

Initial Training: Not required  
Recertification: Not required

**Search Warrants for Patrol**

Initial Training: Not required

Recertification: Not required

---

**DESIRABLE TRAINING:**

**Assertive Supervision**

Initial Training: Within 2 years of appointment

Recertification: Not required

**Law Enforcement Response to Terrorism (LERT) (on-line 1 hour)**

Initial Training: Not required

Recertification: Not required

**Legislative Legal Update**

Initial Training: Not required

Recertification: Not required

**Radar/Lidar Operator/ PAS**

Initial Training: Within 1 year of appointment

Recertification: Not required

# Acting Sergeant

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy

Recertification: Annually

#### **CLETS/NCIC - Less than Full Access Operator**

Initial Training: During Orientation Phase

Recertification: Every other year

#### **Continued Professional Training (CPT) (P.O.S.T.)**

Initial Training: 24 hours of P.O.S.T. certified training every two years

- The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

#### **Domestic Violence Update (P.O.S.T. PC 13519)**

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

#### **Domestic Violence Update (Alameda County Protocol)**

Initial Training: Within 1 years of appointment

Recertification: Annually

#### **Elder/Dependent Adult Abuse (P.O.S.T. PC 13515)**

Initial Training: 2 hours within 18 months of appointment

Recertification: Not required

#### **First Aid/CPR (P.O.S.T. PC 13518 (a))**

Initial Training: Provided in Basic Academy

Recertification: Every 3 years

#### **Incident Command System (100, 200)**

Initial Training: Within 1 year of appointment

Recertification: Not Required

**Perishable Skills Program (PSP) (P.O.S.T.)**

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

**Range Qualification-Pistol (Policy 312.4)**

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

\* 1 must be nighttime/low-light conditions

**Range Qualification-Less-Lethal Shotgun (Policy 308)**

Initial Training: During Orientation Phase

Recertification: 2 times per year

\*1 should be nighttime/low-light conditions

**Range Qualification-Rifle (Policy 432.5)**

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Range Qualification-Less Lethal (Policy 308)**

Initial Training: During Orientation Phase

Recertification: 1 times per year

**Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

**Harassment Prevention Training (Gov. Code 12950.1 / Cal Osha1825)**

Initial Training: Within 1 year of appointment as a supervisor

Recertification: Every 2 years and within 6 months of promotion

**Conducted Energy Device (Policy 309)**

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

**Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)**

Initial Training: During the academy

Recertification: Every 2 years



---

**ESSENTIAL TRAINING:**

**Drug Influence-11550 H&S**

Initial Training: Not required  
Recertification: Not Required

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation  
Recertification: Not required

**Officer Involved Shooting Investigations-Management/Supervision**

Initial Training: Within 2 years of appointment  
Recertification: Not required

**Search Warrants Training**

Initial Training: Not required  
Recertification: Not required

---

**DESIRABLE TRAINING:**

**Assertive Supervision**

Initial Training: Within 2 years of appointment  
Recertification: Not required

**Supervisory Course (POST reg 1005)**

Initial Training: Not required  
Recertification: Not required

---

# POLICE OFFICER

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Emeryville Police Department Field Training Program**

Initial Training: Prior to solo patrol  
Recertification: Situation Specific

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: During Orientation Phase  
Recertification: Annually

#### **Aerosol Transmissible Disease (CAL OSHA 5199)**

Initial Training: During Orientation Phase  
Recertification: Annually

#### **Harassment Prevention Training Non- Supervisors (Cal Osha 1343)**

Initial Training: During Orientation Phase  
Recertification: Every 2 years

#### **Respiratory Protection Program (CAL-OSHA)**

Initial Training: Upon issuance of respirator gas mask  
Recertification: Annually

#### **CLETS/NCIC -Less than Full Access Operator**

Initial Training: During Orientation Phase  
Recertification: Every other year

#### **Continued Professional Training (CPT) (P.O.S.T.)**

*The two year cycle begins January 1 of the year following being added to the Department roster*

Initial Training: 24 hours of P.O.S.T. certified training every two years  
Recertification: New cycle begins every 2 years

#### **Control Devices/Weaponless Defense (Policy 309)**

Initial Training: During Orientation Phase  
Recertification: Every other year

#### **Domestic Violence Update (P.O.S.T. PC 13519)**

Initial Training: Within 2 years of appointment  
Recertification: 2 hours of training every 2 years

**Domestic Violence Update (Alameda County Protocol)**

Initial Training: Within 1 year of appointment  
Recertification: Annually

**Elder/Dependent Adult Abuse (P.O.S.T. PC 13515)**

Initial Training: 2 Hours within 18 months of appointment  
Recertification: Not required

**Human Trafficking (POST PC 13519.14)**

Initial Training: During Orientation  
Recertification: Not required

**First Aid/CPR (P.O.S.T. PC 13518)**

Initial Training: Provided in Basic Academy  
Recertification: Every 2 years

**Incident Command System (700, 100, 200)**

Initial Training: Within 1 year of appointment  
Recertification: Not Required

**Perishable Skills Program (PSP) (P.O.S.T.)**

*The two year cycle begins January 1 of the year following being added to the Department roster.*

- 24 hours are required every two years
- 12 hours of Perishable Skills is required every two years.
  - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

**Racial Profiling Update (P.O.S.T. PC 13519.4)**

Initial Training: Within 5 years of appointment  
Recertification: 2 hours of training every 5 years

**Range Qualification-Pistol (Policy 312.4 )**

Initial Training: During Orientation Phase  
Recertification: Once a quarter (3 times a year)  
\* 1 must be nighttime/low-light conditions

**Range Qualification-Less-Lethal Shotgun (Policy 308)**

Initial Training: During Orientation Phase  
Recertification: 2 times per year  
\*1 should be nighttime/low-light conditions

**Range Qualification-Rifle (Policy 432.5)**

Initial Training: During Orientation Phase  
Recertification: 1 times per year

**Arrest and Control (PSP)**

Initial Training: During Orientation Phase  
Recertification: Minium1 time per year

**Electronic Control Device (Policy 309)**

Initial Training: During Orientation Phase  
Recertification: Every Year

**Use of Force Review (Policy 300)**

Initial Training: During Orientation Phase  
Recertification: Every year

**Emergency Vehicle Operation ( Policy 314 )**

Initial Training: During the academy  
Recertification: Every 2 years

**Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8 )**

Initial Training: During Orientation Phase  
Recertification: Annual

**Crisis Intervention Training (CIT)**

Initial Training: Not required  
Recertification: Not required

---

**ESSENTIAL TRAINING:**

**Basic Traffic Collision**

Initial Training: Not required  
Recertification: Not required

**Domestic Violence for the First Responder**

Initial Training: Not required  
Recertification: Not required

**Drug Influence-11550 H&S**

Initial Training: Not required  
Recertification: Not Required

**DUI/SFST Investigation**

Initial Training: Not required  
Recertification: Not required

**Forensic Breath Alcohol Analysis Training**

Initial Training: Within 2 year of appointment

Recertification: Not required

**Interview and Interrogation**

Initial Training: Within 2 years of completion of probation

Recertification: Not required

**Search Warrant Training**

Initial Training: Not required

Recertification: Not required

**Sexual Assault for the First Responder**

Initial Training: Not required

Recertification: Not required

**Patrol Rifle ( POST PC 33220(b)(1)**

Initial Training: Minimum 16 hours

Recertification: Not required

---

**DESIRABLE TRAINING:**

**PAS**

Initial Training: Not required

Recertification: Not required

**Legislative Legal Update**

Initial Training: Not required

Recertification: Not required

**Rapid Deployment (Active Shooter)**

Initial Training: Not required

Recertification: Not required

**Fair and Impartial Policing**

Initial Training: Not required

Recertification: Not required

---

**SECTION 2 PROFESSIONAL STAFF**

**Rank/Position Assignment Non-Sworn Personnel**

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# COMMUNICATIONS/RECORDS SUPERVISOR

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Harassment Prevention Training (Cal Osha 1825)**

Initial Training: During Orientation Phase  
Recertification: Not required

#### **CLETS/NCIC -Less than Full Access Operator (Policy 812)**

Initial Training: During orientation phase  
Recertification: Every other year

#### **Basic Records**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Public Records Act**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Records Supervisor Course**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **DOJ CLETS Training**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

#### **Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: During Orientation Phase  
Recertification: Annually

#### **Aerosol (CAL-OSHA Reg. 5199)**

Initial Training: During Orientation Phase  
Recertification: Annually

#### **Crisis Intervention Training (CIT)**

Initial Training: Not required  
Recertification: Not required

---

**ESSENTIAL TRAINING:**

**CLEARs Training Meetings**

Initial Training: Within 3 months of appointment

Recertification: Not required

**Assertive Supervision**

Initial Training: Within 2 years of appointment

Recertification: Not required

**Microsoft Office Suite (Word, Excel, Powerpoint, Access)**

Initial Training: Not required

Recertification: Not required

---

**DESIRABLE TRAINING:**

**Annual CLEARs Conference**

Initial Training: Not required

Recertification: Not required

**CPR/FIRST AID**

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

**ACPMG (Alameda County Police Manager's Group)**

Initial Training: Not required

Recertification: Not required

---

**Certificate Requirements:**

POST Records Supervisor Certificate: Within 2 years of appointment



# ADMINISTRATIVE AIDE

## Standard Training Requirements

---

### MANDATED TRAINING:

#### **Basic Records**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Harassment Prevention Training (Cal Osha 1343)**

Initial Training: During Orientation Phase  
Recertification: Every 2 Years

#### **CLETS/NCIC-Less than Full Access Operator**

Initial Training: Within 1 year of appointment  
Recertification: Every other year

#### **Executive Assistance**

Initial Training: Within 1 year of appointment  
Recertification: Not required

---

### ESSENTIAL TRAINING:

#### **CPR/FIRST AID**

Initial Training: Within 1 year of appointment  
Recertification: Every 3 Years

#### **Public Records Act**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Police Budget**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Personnel File Management**

Initial Training: Within 1 year of appointment  
Recertification: Not required

**DESIRABLE TRAINING:**

**Advanced Microsoft Office (Word, Excel, PowerPoint, Access)**

Initial Training: Not required

Recertification: Not required

<h2 style="text-align: center;">EVIDENCE CLERK</h2>
---

### Standard Training Requirements

---

**MANDATED TRAINING:**

**Property Room Management**

Initial Training: Within 1 year of appointment

Recertification: Not required

**Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Orientation

Recertification: Annually

**Aerosol (CAL-OSHA Reg. 5199)**

Initial Training: Orientation

Recertification: Annually

**Harassment Prevention Training (Cal Osha 1343)**

Initial Training: During Orientation Phase

Recertification: Every 2 years

**CLETS/NCIC -Less than Full Access Operator**

Initial Training: During Orientation Phase

Recertification: Every other year

---

**ESSENTIAL TRAINING:**

---

**DESIRABLE TRAINING:**

**California Association for Property & Evidence (CAPE) Conference**

Initial Training: Annually

Recertification: Not required

**CAPE Training Meetings**

Initial Training: Not required

Recertification: Not required

**APE Property Course**

Initial Training: Not required

Recertification: Not required

**PARKING ENFORCEMENT OFFICER**

**Standard Training Requirements**

---

**MANDATED TRAINING:**

**Harassment Prevention Training (Cal Osha 1343)**

Initial Training: During Orientation Phase

Recertification: Not required

**CLETS/NCIC-Less than Full Access Operator**

Initial Training: Within 1 year of appointment

Recertification: Every other year

**CPR/FIRST AID**

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

**Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Provided in Basic Academy

Recertification: Annually

**Aerosol (CAL-OSHA Reg. 5199)**

Initial Training: Orientation

Recertification: Annually

---

**ESSENTIAL TRAINING:**

**Vehicle Code Update**

Initial Training: Annually

Recertification: Not require

**DESIRABLE TRAINING:**

**Tactical Communication**

Initial Training: Not required

Recertification: Not required

---

**License / Certificate Requirements:**

California Driver's License: Upon appointment

<b>DISPATCHER</b>
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**Standard Training Requirements**

---

**MANDATED TRAINING:**

**Basic POST Dispatch Academy**

Initial Training: Prior to hiring

**Tactical Communication**

Initial Training: First year

Recertification: Not required

**Harassment Prevention Training (Cal Osha 1343)**

Initial Training: During Orientation Phase

Recertification: Not required

**CLETS/NCIC -Less than Full Access Operator (Policy 812)**

Initial Training: During orientation phase

Recertification: Every other year

**DOJ CLETS Training for Trainers**

Initial Training: Within 1 year of appointment

Recertification: Not required

**Bloodborne Pathogens (CAL-OSHA Reg. 5193)**

Initial Training: Orientation

Recertification: Annually

**Aerosol (CAL-OSHA Reg. 5199)**

Initial Training: Orientation

Recertification: Annually

**Back safety Cal OSHA 5110**

Initial Training: Orientation  
Recertification: Annually

**CPR/FIRST AID**

Initial Training: Within 1 year of appointment  
Recertification: Every 3 Years

**Hazard Communications/ Hazardous Waste**

Initial Training: Orientation  
Recertification: Annually

**Workplace Violence**

Initial Training: Orientation  
Recertification: Annually

**CLETS/NCIC -Less than Full Access Operator**

Initial Training: During Orientation Phase  
Recertification: Every other year

**Crisis Intervention Training (CIT)**

Initial Training: Within 2 years of hire date  
Recertification: Not required

---

**ESSENTIAL TRAINING:**

**Tactical Dispatching**

Initial Training: Second year  
Recertification: Not required

**CLEARs Training Meetings**

Initial Training: Within 3 months of appointment  
Recertification: Not required

**Dispatcher Wellness:**

Initial Training: Not required  
Recertification: Not required

**Active Shooter:**

Initial Training: Not required  
Recertification: Not required

**DESIRABLE TRAINING:**

**Annual CLEARs Conference**

Initial Training: Not required

Recertification: Not required

**POST Basic Records Clerk Training**

Initial Training: Within 1 year of appointment

Recertification: Not required

**Microsoft Office Suite (Word, Excel, Powerpoint, Access)**

Initial Training: Not required

Recertification: Not required

**Tactical Communication**

Initial Training: Not required

Recertification: Not required

**CCJWSA (California Criminal Justice Warrant Services Association) Training Workshop**

**\*Warrant Clerk**

Initial Training: Not required

Recertification: Not required

---

**License/Certificate Requirements:**

POST Records Supervisor Certificate: Within 2 years of appointment

# CHAPLAIN

## Standard Training Requirements

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### MANDATED TRAINING:

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### ESSENTIAL TRAINING:

#### **Basic Law Enforcement Chaplain Course**

Initial Training: Within one year of appointment

Recertification: Not required

---

### DESIRABLE TRAINING:

#### **Chaplain Conference:**

Initial Training: Not required

Recertification: Not required

#### **Chaplain Seminar:**

Initial Training: Not required

Recertification: Not required

#### **Crisis Intervention Team:**

Initial Training: Not required

Recertification: Not required

---

### **License/Certificate Requirements:**

California Driver's License: Upon appointment

# VOLUNTEER

## Standard Training Requirements

---

### MANDATED TRAINING:

---

### ESSENTIAL TRAINING:

#### **Citizen's Police Academy**

Initial Training: Prior to becoming a volunteer

Recertification: Not required

#### **CPR/FIRST AID**

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

---

### DESIRABLE TRAINING:

#### **Tactical Communication**

Initial Training: Not required

Recertification: Not required

#### **Volunteers in Police Service Conference**

Initial Training: Not required

Recertification: Not required

---

### **License / Certificate Requirements:**

California Driver's License: Upon appointment



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# ARMORER

## Standard Training Requirements:

### MANDATED TRAINING:

---

#### **AR-15 Armorer**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

#### **Armorer (SIG, S&W, Glock)**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

### ESSENTIAL TRAINING:

#### **Remington 870 Armorer (Less Lethal)**

Initial Training: Not required

Recertification: Not required

---

### DESIRABLE TRAINING:

---

# BICYCLE PATROL

## Standard Training Requirements:

### MANDATED TRAINING:

#### **Bicycle Patrol - Basic**

Initial Training: Immediately after appointment

Recertification: Not Required

- POST training not required

---

### ESSENTIAL TRAINING:

---

### DESIRABLE TRAINING:

#### **Bicycle Patrol - Advanced**

Initial Training: Not required

Recertification: Not required

#### **Bicycle Patrol Instructor**

Initial Training: Not required

Recertification: Not required

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# DEFENSIVE TACTICS INSTRUCTOR

## Standard Training Requirements

### MANDATED TRAINING:

#### **Defensive Tactics Instructor**

Initial Training: Immediately

Recertification: Not required

#### **Baton/Impact Weapons**

Initial Training: Immediately

Recertification: Not required

---

### ESSENTIAL TRAINING:

#### **Defensive Tactics Instructor Update**

Initial Training: Every 2 years

Recertification: Not required

#### **Baton/Impact Weapons Update**

Initial Training: Every 2 years

Recertification: Not required

#### **Ground Control Instructor**

Initial Training: Not required

Recertification: Every 3 years

#### **Chemical Agents**

Initial Training: Not required

Recertification: Not required

#### **Crowd Control**

Initial Training: Not required

Recertification: Not required

#### **Tactical De-escalation**

Initial Training: Not required

Recertification: Not required

**DESIRABLE TRAINING:**

**Arrest and Control Tactics Instructor**

Initial Training: Not required

Recertification: Not required

**Situation Awareness**

Initial Training: Not required

Recertification: Not required

**Spear System**

Initial Training: Not required

Recertification: Not required

**Instructor Development**

Initial Training: Not required

Recertification: Not required

---

# DETECTIVE

## Standard Training Requirements

### MANDATED TRAINING:

#### **Criminal Investigation ICI Core Course**

Initial Training: Within 1 year of appointment

Recertification: Not Required

#### **Search/ Arrest Warrant Course**

Initial Training: Within 1 year of appointment

Recertification: Not Required

---

### ESSENTIAL TRAINING:

#### **Criminal Investigation ICI Specialty Course**

Initial Training: Within 1 year of ICI core course

Recertification: Not Required

#### **ICI Specialty courses include:**

##### **Homicide Investigation (ICI)**

Initial Training: Not required

Recertification: Not Required

##### **Identity Theft (ICI)**

Initial Training: Not required

Recertification: Not required

##### **Robbery Investigation (ICI)**

Initial Training: Not required

Recertification: Not required

##### **Domestic Violence (ICI)**

Initial Training: Not required

Recertification: Not required

##### **Computers Crime (ICI)**

Initial Training: Not required

Recertification: Not required

**Child Abuse Investigation (ICI)**

Initial Training: Not required

Recertification: Not required

**Homicide Investigation (ICI)**

Initial Training: Within 2 years of appointment

Recertification: Not Required

**Gang Investigation (ICI)**

Initial Training: Not required

Recertification: Not required

**Crime Scene Investigations**

Initial Training: Not required

Recertification: Not required

**Property and Evidence Management**

Initial Training: Within 2 years of appointment

Rectification: Not required

**Sexual Assault Investigation (PC 13516)**

Initial Training: Not required

Recertification: Not required

**DNA for Investigators**

Initial Training: Not required

Recertification: Not required

---

**DESIRABLE TRAINING:**

**Social Media Investigation**

Initial Training: Not required

Recertification: Not required

**VICE (ICI)**

Initial Training: Not required

Recertification: Not required

**Human Trafficking**

Initial Training: Not required

Recertification: Not required

**Evidence Crime Scene Tech and Forensic Photography**

Initial Training: Not required

Recertification: Not required

**Wire tapping**

Initial Training: Not required

Recertification: Not required

**Dark Web**

Initial Training: Not required

Recertification: Not required

---



# FIELD EVIDENCE TECHNICIAN

## Standard Training Requirements

### MANDATED TRAINING:

#### **BASIC FIELD EVIDENCE TECHNICIAN**

Initial Training: Immediately

Recertification: Not required

---

### ESSENTIAL TRAINING:

#### **BASIC FINGERPRINTING**

Initial Training: Not required

Recertification: Not required

#### **BLOOD STAIN PATTERN ANALYSIS**

Initial Training: Not required

Recertification: Not required

#### **DEATH INVESTIGATION**

Initial Training: Not required

Recertification: Not required

#### **FORENSIC PHOTOGRAPHY**

Initial Training: Not required

Recertification: Not required

#### **DNA FOR FIRST RESPONDERS AND INVESTIGATION**

Initial Training: Not required

Recertification: Not required

---

### DESIRABLE TRAINING:

#### **ADVANCED FIELD EVIDENCE TECHNICIAN**

Initial Training: Not required

Recertification: Not required

#### **BOMB SCENE INVESTIGATION**

Initial Training: Not required

Recertification: Not required

#### **ARSON SCENE INVESTIGATION**

Initial Training: Not required  
Recertification: Not required

## **FIELD TRAINING OFFICER**

### **Standard Training Requirements**

#### **MANDATED TRAINING:**

##### **Field Training Officer**

Initial Training: Within 6 months of appointment, prior to 1<sup>st</sup> Trainee  
Recertification: See below

##### **Field Training Officer Update**

Initial Training: Within 3 years of basic FTO Course  
Recertification: every 3 years

##### **Harassment Prevention Supervisors (Cal Osha 1825)**

Initial Training: Within 1 year of appointment  
Recertification: Every 2 years

##### **Crisis Intervention Per PC 13515.28(a) (1)**

Initial Training: Prior to first trainee  
Recertification: Not required

---

#### **DESIRABLE TRAINING:**

##### **Interview and Interrogation**

Initial Training: Not required  
Recertification: Not required

##### **Legislative Legal Update**

Initial Training: Not required  
Recertification: Annually

##### **P.O.S.T. Instructor Development**

Initial Training: Not required  
Recertification: Not required

---

# FIREARMS INSTRUCTOR

## Standard Training Requirements

### MANDATED TRAINING:

#### **Firearms Instructor**

Initial Training: Within 1 year of appointment

Recertification: Not required

#### **Patrol Rifle Instructor**

Initial Training: Within 1 year of appointment

Recertification: Not required

---

### ESSENTIAL TRAINING:

#### **Active Shooter Instructor**

Initial Training: Not required

Recertification: Not required

#### **Firearms Instructor Update**

Initial Training: Within 3 years of basic instructor course

Recertification: Every 2 years (as recommended by POST)

#### **School and Community Response for Active Shooter**

Initial Training: Not required

Recertification: Not required

#### **Tactical De-escalation**

**Initial Training: Not required**

**Recertification: Not required**

#### **Instructor Development**

Initial Training: Not required

Recertification: Not required

#### **Less Lethal Weapons Instructor**

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

---

**DESIRABLE TRAINING:**

**AR-15 Armorer School**

Initial Training: Not required

Recertification: Not required

**Armorer School**

Initial Training: Not required

Recertification: Not required

---

# Frist Aid Instructor

## Standard Training Requirements

### MANDATED TRAINING:

#### **Basic First Aid/ CPR Instructor**

Initial Training: Immediately

Recertification: Not required

#### **First Aid/CPR Instructor Transition**

Initial Training: Immediately

Recertification: Not required

---

### ESSENTIAL TRAINING:

---

### DESIRABLE TRAINING:

#### **Tactical Emergency Casualty Care**

Initial Training: Not required

Recertification: Not required

# K9 OFFICER

## Standard Training Requirements

### MANDATED TRAINING:

#### **Basic K9 school**

Initial Training: Immediately

Recertification: Monthly maintenance training minimum 18 hours

---

### ESSENTIAL TRAINING:

#### **K9 FIRST AIDE:**

Initial Training: Within one year of appointment

Recertification: Not required

#### **K9 Legal Update**

Initial Training: Yearly

Recertification: Not required

---

### DESIRABLE TRAINING:

#### **EVIDENCE AND RECOVERY**

Initial Training: Not required

Recertification: Not required

#### **HUMAN TRACKING**

Initial Training: Within one year of appointment

Recertification: Not required

#### **NARCOTICS**

Initial Training: Within one year of appointment

Recertification: Not required

#### **TACTICAL DE-ESCALATION**

Initial Training: Not required

Recertification: Not required

# MARINA OFFICER

## Standard Training Requirements

### MANDATED TRAINING:

---

### ESSENTIAL TRAINING:

#### **Boating Safety and Enforcement**

Initial Training: Not required

Recertification: Not required

#### **Basic Maritime Officers Course**

Initial Training: Not required

Recertification: Not required

#### **Boat Accident Investigation**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

# MENTAL HEALTH / CIT

## Standard Training Requirements

### MANDATED TRAINING:

#### **Crisis Intervention Training (CIT)**

Initial Training: Immediately after appointment

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Developmental Disabilities/Mental Illness**

Initial Training: Within 2 years of appointment

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Crisis Negotiation**

Initial Training: Not required

Recertification: Not required

#### **Forensic Mental Health Conference**

Initial Training: Not required

Recertification: Not required

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# TASER INSTRUCTOR

## Standard Training Requirements

### MANDATED TRAINING:

#### **Taser Instructor**

Initial Training: Immediately after appointment

Recertification: Every two years

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### ESSENTIAL TRAINING:

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### DESIRABLE TRAINING:

#### **Tactical De-escalation**

Initial Training: Not required

Recertification: Not required

#### **Instructor Development**

Initial Training: Not required

Recertification: Not required

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# TERRORIST LIAISON OFFICER (TLO)

## Standard Training Requirements

### MANDATED TRAINING:

#### **Basic Terrorism Liaison Officer**

Initial Training: Within one year of appointment

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Intermediate Terrorism Officer**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

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# TRAFFIC/ MOTOR OFFICER

## Standard Training Requirements

### MANDATED TRAINING:

#### **Basic Traffic Collision Investigations**

Initial Training: Immediately

Recertification: Not required

#### **Intermediate Traffic Collision Investigations**

Initial Training: Within one year of appointment

Recertification: Not required

#### **Motorcycle Training**

Initial Training: Within one year of appointment

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Advanced Traffic Collision Investigations**

Initial Training: Within two years of appointment

Recertification: Not required

#### **Motorcycle Training Advanced**

Initial Training: Within three years of appointment

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Traffic Collision Scene Reconstruction 1**

Initial Training: Not required

Recertification: Not required

#### **Traffic Collision Scene Reconstruction 2**

Initial Training: Not required

Recertification: Not required

# TRAINING MANAGER

## Standard Training Requirements

### MANDATED TRAINING:

#### **Training Manager**

Initial Training: Within 1 year of appointment  
Recertification: Not required

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### ESSENTIAL TRAINING:

#### **P.O.S.T. Course Coordinators Course**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Training Management System Software Training**

Initial Training: Within 1 year of appointment  
Recertification: Not required

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### DESIRABLE TRAINING:

#### **Background Investigator**

Initial Training: Within 1 year of appointment  
Recertification: Not required

#### **Background Investigator Update**

Initial Training: Within 3 years of appointment  
Recertification: Not required

#### **Alameda Training Managers Meetings**

Initial Training: Within 2 months of appointment  
Recertification: Monthly

#### **Recruitment Techniques and Methods**

Initial Training: Not required  
Recertification: Not required

# Peer Support

## Standard Training Requirements

### MANDATED TRAINING:

#### **Peer Support – Basic**

Initial Training: Not required

Recertification: Not required

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### ESSENTIAL TRAINING:

#### **Peer Support – Advanced (CIT)**

Initial Training: Not required

Recertification: Not required

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### DESIRABLE TRAINING:

#### **Officer Wellness-**

Initial Training: Not required

Recertification: Not required

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