



POLICY/PROCEDURE NUMBER: 04-T.C.-001

Page 1 of 16 with 1 Appendix

SUBJECT: TRAINING AND CAREER DEVELOPMENT

EFFECTIVE DATE: March 21, 2022

REVIEW DATE: March 21, 2023

AMENDS/SUPERSEDES: In-Service Training Policy 100-26, August 15, 2000; May 20, 2004 version; June 9, 2005 version; October 5, 2006 version; December 21, 2007 version; February 14, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.2.1, 6.2.2, 6.2.3, 6.3.1, 6.3.2, 6.3.3, 6.3.4

CSU POLICE SYSTEMWIDE POLICY – YES

APPROVED: Alfredo B. Fernandez, Chief of Police

I. PURPOSE

The purpose of this policy is to establish guidelines for training and career development of department personnel.

II. POLICY

- A. The training program shall provide the highest caliber of training of personnel based upon needs, career enhancement, and the mission of the department.
- B. This agency recognizes the training function in the development and evaluation of training needs in order to provide a comprehensive overall training program.

III. DEFINITIONS

- A. Career Development Activities - An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, job rotations.
- B. In-Service Training - Training which may include POST and non-POST training, retraining or refresher training, career development, promotional training, advanced training, and annual perishable skills, legal update, and policy/procedure training.
- C. POST-Certified Course - A program of instruction authorized by the Commission for presentation that follows the requirements set forth by POST.

- D. Skills, Knowledge, and Abilities - Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

IV. PROCEDURES

A. Participation In Peace Officer Standards And Training Program (POST)

The CSUN Department of Police Services participates in the Commission on Peace Officer Standards and Training (POST) program and abides by the standards and regulations set forth in the POST administrative manual. The POST administrative manual may be viewed on-line at www.post.ca.gov. All sworn officers (entry-level and lateral) are to receive recruit training prior to the exercise of authority.

B. Participation in the California Bureau of Security and Investigative Services (BSIS) Security Guard Training Program

The CSUN Department of Police Services participates in the BSIS security guard training program and abides by the standards and regulations set forth within Division 7 of Title 16 of the California Code of Regulations. Training requirements may be viewed on-line at https://bsis.ca.gov/forms_pubs/guard_fact.shtml. In addition, CSUN community service officers who are trained under BSIS standards participate in an in-service field training program specific to their duties prior to the exercise of authority.

C. Training Committee

The training committee is an advisory committee designed to assist in developing and evaluating training needs and to serve as a focal point for input from those representing department divisions.

1. Composition of the training committee:

The committee shall consist of no more than eight members that shall include, but is not limited to:

- a. a member of the command staff;
- b. training coordinator;
- c. field training program coordinator or administrator;
- d. parking services/transportation representative(s); and
- e. other department personnel as approved by the chief of police or authorized designee.

2. Process for selecting and replacing committee members:

- a. The chief of police or authorized designee will review the composition of the committee at the end of each calendar year and appoint members to include a representative cross section of the department.
- b. Membership shall include, at a minimum, a member of the command staff and a representative from the FTO program.
- c. At the end of calendar year, the training coordinator will recommend to the chief of police personnel to serve on the training committee. The chief of police will make the final determination.

3. Relationship of the training function to the training committee:
 - a. The committee will meet at least twice per year and will be responsible for making recommendations to the chief of police for individual and department-wide training programs as well as assisting with the evaluation of existing training.
 - b. The training coordinator will serve as chairperson of the training committee.
 4. Authority and responsibility of the training committee:
 - a. The committee has the authority to evaluate the overall training provided and needed for the entire organization, including sworn and non-sworn positions.
 - b. It is the responsibility of the committee to assist the training coordinator by planning, developing, and researching training that may be of benefit to the department.
 - c. The training committee shall report directly to the chief of police or his/her command staff designee when assigned to the committee.
- D. Attendance Requirements For Employees Assigned To Authorized Agency Training Programs
1. Attendance at an assigned training course is mandatory. Under no circumstances may an individual self-cancel a training assignment.
 2. If a sworn employee or police dispatcher cannot attend an assigned course or any scheduled department training due to illness, court subpoena, or some other emergency, the employee must notify his/her operations commander as soon as possible in order to have the absence authorized. All other staff shall notify the appropriate manager in charge of his/her division.
 3. If an employee has missed an assigned training course, he/she may be rescheduled, if possible, for a future session or a similar training course.
 4. Copies of any certificates received in training shall be submitted in a timely manner (generally within one week of course completion) to the training coordinator for update of the employee's training records.
- E. Reimbursement To Employees Attending Training Programs In Or Outside The Agency's Service Area
1. The department will reimburse employees attending training programs for expenses such as mileage, meals, lodging, fee, tolls, and other related expenses in accordance with university policy and the collective bargaining agreements. The university travel manual may be viewed on-line at <http://www-admn.csun.edu/travel/>.
 2. There will be no compensation for travel expenses incurred while attending local one-day training classes within 50 miles of the campus, except for mileage (when using privately-owned vehicles) and parking fees paid by the attendee. There

will be no compensation for travel time when attending schools voluntarily, unless authorized by the chief of police.

3. Travel time to attend required training out of town which involves overnight travel is counted as hours worked for purposes of computing overtime pay, only up to the amount of time which is equal to the employees' normal working hours. Mealtime may be deducted from travel time as well. As a general rule, travel to training will be reimbursed at straight time on an hour for hour basis exclusive of meal breaks.
4. The compensation paid for travel is limited to the amount that would be equal to the most economical mode of transportation to the training location, as determined by the chief of police or authorized designee. For example, if an employee is offered public transportation which would require three hours of travel time but elects to drive his/her own vehicle or to ride as a passenger in another's car, requiring eight hours of travel, the employee will only be compensated for the shorter of the two times. In this example, the employee would be compensated for three hours.
5. Employees shall receive per diem expenses for meals and lodging according to schedules in accordance with university policy and the collective bargaining agreements or POST depending on the school, conference, or seminar.
6. Receipts shall not be required for reimbursement for travel or per diem expenses when attending department-approved training.
7. In the event that state checks for lodging or transportation cannot be issued prior to the date of training and the employee is required to pay for lodging and/or transportation costs using personal funds, then receipts must be retained for submission to the department travel coordinator for reimbursement.
8. Overtime variance slips completed as a result of training shall require the training coordinator's signature for approval in addition to the shift supervisor. Once approved by the training coordinator, the variance slip will be forwarded to the appropriate supervisor or manager for final approval. All slips must be submitted in a timely manner, no later than seven days after the end date of the scheduled training.

F. Updating Training Records Of Employees Following Participation In Training Programs

1. The department will maintain and update in a timely manner the training records for department employees. Updates and record maintenance are the responsibility of the training coordinator.
2. Individual training records/documents will include:
 - a. date(s) of training;
 - b. type of training;
 - c. attendance (officer/employee names);
 - d. signatures (trainer and/or trainee as required);
 - e. certificate received, if applicable; and
 - f. pass/fail or test scores, if applicable.

3. Department training records shall include (for each training session conducted by the agency):
 - a. course content (lesson plan);
 - b. names of personnel in attendance;
 - c. number of hours completed;
 - d. performance of individual attending as measured by written and/or practical examinations, if administered; and
 - e. identification of the instructors or outside organization presenting the course; and
 - f. course critique/evaluation.
4. At the beginning of the calendar year, the training coordinator shall provide a written report to the chief of police on POST compliance and other department training issues from the previous year.

G. Department Instructors

1. Abilities required for presenting training programs includes knowledge of the subject areas to be taught and knowledge of methods, practices and teaching theories.
2. Selection of instructional personnel shall adhere to the following guidelines:
 - a. A department member interested in becoming an instructor must submit a letter of interest to his/her supervisor. The supervisor shall forward the request through the chain of command to the chief of police. At every step in the chain of command, the supervisor will approve or deny the request with appropriate reasons in writing. The watch commander or authorized designee will submit recommendations to the chief of police for filling any available positions.
 - b. The training coordinator will select instructors from outside the department when the needs for training cannot be attained with department instructors.
3. Personnel assigned to the training function and given responsibility to instruct shall attend POST instructor development training classes (when applicable), and/or workshops for certification in the topic(s) assigned to instruct. These classes and/or workshops will include at a minimum:
 - a. lesson plan development;
 - b. performance objective development;
 - c. instructional techniques;
 - d. testing and evaluation techniques;
 - e. resource availability; and
 - f. learning theory.

H. Lesson Plans

1. Lesson plans are required for all training conducted by the department.
2. Lesson plans shall include:

- a. A statement of performance and job-related objectives;
 - b. The content of training and specifications for the appropriate instructional techniques; and
 - c. Identification of any tests and/or assessments used in the training process, if any.
3. Process for the review and approval of lesson plans:
 - a. It shall be the responsibility of the instructor to submit a lesson plan to the training coordinator prior to teaching the course.
 - b. The training coordinator will review the lesson plan and submit it to the chief of police or authorized designee for approval.
 - c. The training coordinator will provide instructors with guidelines and a format for lesson plan development.
 4. The training coordinator shall maintain copies of department lesson plans.
 5. Outlines similar to lesson plans are also required for presentations to the campus community as determined by the chief of police. Generally, any presentation which is more likely than not to be repeated or which is in demand by the community will require a presentation outline. Outlines will be created by the appropriate presenter and forwarded to the training coordinator for final format before submission for final approval by the chief of police.
- I. Pre-Service Recruit Training (Sworn Officers)
1. Basic Academy
 - a. As required by law (Penal Code Section 832.3) and POST regulations [Section 1005(a) and Chapter D-1, Section 1-1 through 1-3] all police recruits shall attend a POST-certified basic academy.
 - b. All sworn officers are required to have successfully completed a basic academy training program prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.
 - c. The field training officer (FTO) assigned to the recruit or a person assigned the responsibility by the field training program administrator or the field training program coordinator will attend the academy orientation with the recruit and will maintain contact with the recruit throughout the training.
 - d. The academy shall provide each recruit with an orientation handbook before or at the time the academy training begins.
 - e. The field training program administrator will be responsible for tracking the recruit's progress during the academy training. The field training program administrator and assigned FTO will act as liaison with the academy staff and provide department input as needed. While attending the academy, the recruit and academy personnel are instructed to contact the field training program administrator in the event of any training related issues or other concerns.
 - f. Police recruits shall satisfactorily complete a POST-certified basic academy prior to assignment in any capacity in which the recruit is allowed to carry a weapon or is in a position to make an arrest, except as part of the department's field training and evaluation program.

- g. The academy recruit-training curriculum shall:
 - 1) be based on tasks of the most frequent assignments and associated duties of officers who have previously completed recruit training, e.g., patrol vehicle operations, patrol procedures, radio communications, report writing; and
 - 2) use performance-based evaluation techniques that are designed to measure competency in the required skills, knowledge, and abilities. Evaluation techniques may include, but are not limited to, field performance scenarios or scenario exercises and verbal or written tests.
- h. The field training program administrator is responsible for maintaining copies of all directives and/or agreements between the department and the police academy. All injuries, performance issues, or legal liabilities related to academy training shall be reported to the field training program administrator or the field training program coordinator.
- i. Financial responsibilities of the department shall include the salary and benefits of the recruit during training and any equipment normally supplied to full-time officers.
- j. Medical treatment for injuries shall be covered by the existing medical plan covering the recruit at the time of hire.
- k. At no time is the academy or academy personnel relieved of legal liabilities related to improper actions.

2. Post-Academy Training

- a. After successful completion of the academy, the trainee will be provided with a Department of Police Services standard operating procedure manual CD-ROM and complete a one-week orientation process. The orientation week is designed to prepare the trainee for the field training and evaluation program and department rules, regulations and procedures will be discussed. During the orientation week the trainee will be provided with:
 - 1) an overview of the university and the department; and
 - 2) a review of the critical department written directives including use of force, patrol operations, and preliminary and follow-up investigations.
- b. The orientation period shall include firearms and less-lethal weapons qualification and trainee-demonstrated proficiency in arrest and control techniques.
- c. Additional training may be completed during this time to prepare the trainee for the field training and evaluation program.

3. Field Training and Evaluation Program

- a. The field training and evaluation program consists of a 12-week POST-approved curriculum that is intended to facilitate a peace officer's transition from the academic setting to the performance of general law enforcement duties. During the field training and evaluation program,

- newly assigned officers (trainees) will be introduced to the personnel, procedures, policies, and the day-to-day operations of the department.
- b. The field training and evaluation program is field performance-based and utilizes written examinations, practical skills and written exercises that evaluate the knowledge, skills and abilities of the trainee. This standardized program is an accumulation of the best aspects of existing field training programs as determined by POST. A copy of the field training program guide may be obtained from the field training program coordinator.
 - c. The field training and evaluation program combines field training with objective evaluations to ensure that the standards of a competent police officer are met. The program shall be operated by the Police Operations Division on the theory that those best qualified to determine the suitability of a person to be a police officer are police officers currently working in the field. POST-standardized guidelines and specific performance criteria will be used to evaluate trainees. These guidelines and performance criteria may be found in parts I and II of the field training and evaluation program.
 - d. Trainees shall be rotated between FTOs throughout the field training and evaluation program. Assignments shall include both day and night shifts to ensure exposure to a variety of duties and environments.
 - e. Designated officers assigned to the Police Operations Division will attend a POST-approved FTO school and will serve in the role of field training officer.
 - f. The FTO will complete daily observation reports, supervisor's weekly reports, and end of phase reports (all documented within the department's field training LEFTA system). If remedial training is required, the FTO will report this to the field training program coordinator, documenting such within the LEFTA system.
 - g. All trainees must satisfactorily complete the field training and evaluation program, view all assigned training videos, and complete all university and department-mandated training programs before a letter of completion will be submitted to the chief of police for approval.
 - h. If it is the consensus of the FTO and the field training program coordinator that a trainee is not making progress as expected, documentation to that effect will be submitted to the field training program administrator for action and recommendation.
 - i. Trainees in need of additional training may be extended in the field training and evaluation program for a period of time agreed upon by the FTO, the field training program coordinator and the field training program administrator.
 - j. If a trainee's performance does not improve during the extended training period, documentation to that effect will be submitted to the field training program administrator for further action and recommendations.
 - k. The training coordinator will store field training and evaluation records for a period of five years.
 - l. At the conclusion of a trainee's field training program, the trainee will be requested by the FTO program administrator to provide an evaluation of the field training officers (as is required by the department's POST approved FTO program). The evaluations are considered confidential and only available for viewing by the chief of police and members of the command staff. The FTO program administrator will review any positive feedback from the FTOs directly, as well as any areas requiring

improvement or additional training. The FTO coordinator will also be briefed on the evaluation results for his/her information.

4. Selection of Field Training Officers (FTOs)

- a. A police officer interested in becoming an FTO must submit a letter of interest to his/her supervisor. The field training program administrator and the field training program coordinator will meet when openings are available and submit recommendations to the chief of police for filling the positions. Minimum requirements for an FTO are as follows:
 - 1) The applicant must be a volunteer and serve at the discretion of the FTO program administrator/coordinator.
 - 2) The applicant must have a minimum of two years of experience as a patrol officer with the CSUN Department of Police Services. Lateral transfer officers must have a minimum of one year experience as a patrol officer with the CSUN Department of Police Services unless the requirement is waived by the chief of police.
 - 3) At a minimum, the applicant must possess a POST basic certificate.
 - 4) The applicant must be assigned to the Patrol Operations Division
 - 5) The applicant must be willing to work any shift and/or any assignment as dictated by the needs of the program and trainees.
 - 6) The applicant must have a good working knowledge of the law and CSU policies and procedures and must be performing satisfactorily.
 - 7) The applicant should have excellent verbal and written communication skills, good teaching skills, and be able to provide a positive role model for trainees.
 - 8) The applicant must be willing to fulfill a minimum two year commitment as an FTO, unless reassigned from regular patrol duties.
 - 9) The applicant must have a supervisor's recommendation for the position based on the officer's desire to be an FTO, and his/her ability to be a positive role model.
- b. The field training program coordinator shall supervise the FTOs, while the field training program administrator shall manage the overall POST approved FTO program.
- c. Prior to assignment as an FTO, an officer shall attend a POST-approved FTO training course.
- d. FTOs shall satisfactorily complete a POST-certified FTO update course every three (3) years.

J. Pre-Service and Field Training (Non-Sworn Community Service Officers)

1. Basic California BSIS Guard Card Training
California BSIS requires 40 hours of BSIS-approved training prior to receiving a California Guard Card/License. This includes 8 hours before being assigned a post, 16 hours within 30 days of guard card approval, & 16 hours within 6

months of guard card approval. Training must be successfully completed prior to exercise of authority.

2. Field Training and Evaluation Program

- a. The field training and evaluation program consists of a 4-week curriculum that is intended to facilitate a non-sworn community officer's transition into an academic setting performing general public safety and security services. During the field training and evaluation program, newly assigned officers (trainees) will be introduced to the personnel, procedures, policies, and the day-to-day operations of the department.
- b. The field training and evaluation program is field performance-based and utilizes practical skills, judgement and decision-making, and implementation of skill sets to evaluate the knowledge, skills and abilities of the trainee.
- c. The field training and evaluation program combines field training with objective evaluations to ensure that the standards of a competent non-sworn campus public safety officer are met. The program shall be operated within the Police Operations Division. Specific performance criteria will be used to evaluate trainees.
- d. Trainees shall be rotated between day and night shifts to ensure exposure to a variety of duties and environments.
- e. The FTO will complete daily observation reports. If remedial training is required, the FTO will report this to the Patrol Operations Commander or Deputy Chief if the commander is performing the role of FTO. Remedial training shall be documented and maintained within the trainee's training file.
- f. All trainees must satisfactorily complete the field training and evaluation program, view all assigned training videos, and complete all university and department-mandated training programs before a letter of completion will be submitted to the chief of police for approval.
- g. If it is the consensus of the FTO and the Patrol Operations Commander that a trainee is not making progress as expected, documentation to that effect will be submitted to the Deputy Chief for action and recommendation.
- h. Trainees in need of additional training may be extended in the field training and evaluation program for a period of time agreed upon by the FTO and the Deputy Chief.
- j. If a trainee's performance does not improve during the extended training period, documentation to that effect will be submitted to the Patrol Operations Commander, or Deputy Chief if the commander is performing the role of FTO, for further action and recommendations.
- k. The training coordinator will store, maintain, and have accessible field training and evaluation records for a period of five years.
- l. At the conclusion of a trainee's field training program, the trainee will be requested by the Deputy Chief to provide an evaluation of the field training program and FTOs. The evaluations are considered confidential and only available for viewing by the chief of police and members of the command staff. The Deputy Chief will review any positive feedback from the FTOs directly, as well as any areas requiring improvement or additional training.

3. Selection of Field Training Community Service Officers

An assigned member of the command staff will provide initial in-service field training to community service officer personnel. The Deputy Chief will make the field training officer selections.

K. Training (Communications Personnel)

Dispatchers and police officers have separate in-service communications operator training programs designed around their positions and job expectations. The Lead Dispatcher will assign a POST trained communications training officer to provide dispatch/911 PSAP in-service training for both dispatch and police personnel.

1. The field training and evaluation program combines dispatch field training with objective evaluations to ensure that the standards of a competent communications 911 PSAP operator are met. The program shall be operated within the Police Operations Division.
2. Full-time dispatcher trainees shall be rotated between communications training officers (CTO) throughout the field training and evaluation program. Assignments shall include both day and night shifts to ensure exposure to a variety of duties and environments.
3. Designated dispatchers assigned CTO duties will attend a POST-approved school and will serve in the role of field training officer.
4. The CTO will complete daily observation reports and end of phase reports. If remedial training is required, the FTO will report this to the Lead Dispatcher and Patrol Operations Commander, documenting the issues requiring such action.
5. All trainees must satisfactorily complete the field training and evaluation program, view all assigned training videos, and complete all university and department-mandated training programs before a letter of completion will be submitted to the chief of police, or designee, for approval.
6. If it is the consensus of the CTO and the field training program coordinator that a trainee is not making progress as expected, documentation to that effect will be submitted to the Patrol Operations Commander for action and recommendation.
7. Trainees in need of additional training may be extended in the field training and evaluation program for a period of time agreed upon by the Lead Dispatcher and Patrol Operations Commander.
8. If a trainee's performance does not improve during the extended training period, documentation to that effect will be submitted to the Patrol Operations Commander for further action and recommendations.
9. The training coordinator will store, maintain, and have accessible field training and evaluation records for a period of five years, whether they be in digital or hard copy format.
10. At the conclusion of a trainee's field training program, the trainee will be requested by the Patrol Operations Commander to provide an evaluation of the communication training officers. The evaluations are considered confidential and only available for viewing by the chief of police and members of the command staff. The Patrol Operations Commander will review any positive feedback from the CTOs directly, as well as any areas requiring improvement or additional training.

L. Remedial Training

1. Remedial training is directed at personnel who demonstrate a lack of understanding about the application of and requisite skills for department policies, procedures, and/or practices.
2. Remedial training will be provided to any employee who has been identified by his/her supervisor to be deficient in any required area of performance.
3. Remedial training can be administered through additional training provided by department supervisors, FTOs, or through attendance at POST, BSIS, and non-POST/BSIS in-service training courses, as deemed appropriate by the command staff.
4. Remedial training must be completed within a designated time and with clearly defined and expected results. An employee assigned to remedial training must attend and satisfactorily complete the training. Failure to complete the training may result in disciplinary action.
5. When an employee is identified as requiring remediation, a timetable for completion of training and improvement in performance will be established by a division head.
6. Remedial training recommendations must be approved by the chief of police or authorized designee and must be documented.
7. Remedial training assigned to probationary employees must be satisfactorily completed as a condition of continued employment.

M. California State University Policies, California Code Of Regulations, Cal-OSHA Regulations, And Legislative Mandates

1. All newly-hired sworn and non-sworn personnel shall attend the university orientation presented by the Office of Human Resources Services. Additional department-specific information will be provided by the chief of police or authorized designee. Orientation shall included, but is not limited to:
 - a. an overview of the department's role, purpose, goals, policies, and procedures;
 - b. working conditions, university rules and regulations, and collective bargaining agreements, if applicable;
 - c. responsibilities and rights of the employee; and
 - d. familiarization with the accreditation process.
2. Personnel shall comply with all California State University policies, all applicable sections of the California Code of Regulations, and all applicable Cal-OSHA regulations.
3. Personnel shall comply with all applicable legislative mandates.

N. Department-Mandated Training

1. Sworn personnel shall satisfactorily complete training courses according to the training plan for their respective rank, in addition to both legal and annual policy/procedure update training. Training plans are available for the following positions:
 - a. Peace officer;
 - b. Corporal;
 - c. Detective;

- d. Sergeant; and
- e. Deputy Chief/Captain/Lieutenant.

Copies of training plans are available upon request from the training coordinator and may be viewed on-line at Police\Data\Forms\Training Plans.

2. Sworn personnel shall participate in daily shift briefing training according to the following guidelines:
 - a. Shift briefing supplements, standard operating procedure reviews, and/or lesson plans will supplement in-service training to ensure that all sworn personnel stay current on new public acts, laws, technological advances, and revisions of the department policy manual. Training shall be documented on a roster that will accompany each lesson plan.
 - b. The sergeant or shift supervisor will supervise shift briefings and ensure the training roster is completed and forwarded to the training coordinator.
 - c. A person with special knowledge or skills may conduct in-service training or shift briefing training with approval from the watch commander. A lesson plan must be approved by the chief of police prior to conducting training.
 - d. The training coordinator shall maintain records of shift briefing training, policy reviews, and lesson plans.

3. Pre-service and/or in-service training shall be provided to non-sworn personnel who are assigned to positions that require job-specific training. These personnel shall satisfactorily complete training courses according to the training plan for their respective position, in addition to annual policy/procedure updates. Training plans are available for the following non-sworn positions:
 - a. Public safety dispatcher (POST & In-Service);
 - b. Parking enforcement officer (In-Service Only)
 - c. Community service officer (BSIS & In-Service); and
 - d. Department of Police Services staff (In-Service Only).

Copies of employee training plans are available upon request from the training coordinator and may be viewed on the Police Server at “Police\Data\Forms\Training Plans.”

In-service job-related training shall be provided for all newly promoted or selected personnel within twelve months following the promotion or selection.

4. New employee orientation check lists shall be utilized by supervisors for all newly hired personnel. These lists contain all of the training and orientation requirements that a new DPS employee must complete during his or her orientation period. Supervisors shall assist their new employee in completing the appropriate check list by providing direction towards the completion of all tasks. Check lists are available for the following positions:
 - a. Peace officer;
 - b. Public safety dispatcher;
 - c. Community service officer;
 - d. Non-sworn employee;

- e. Temporary employee; and
- f. Intern.

Copies of new employee orientation check lists are available upon request from the training coordinator and may be viewed on the Police Server at “Police\Data\Forms\New Employee Orientation.”

O. POST and BSIS In-Service Training Requirement, Specialized In-Service Training, and Specialized Accreditation Manager Training

1. POST In-Service Training

- a. All peace officers and public safety dispatchers shall attend in-service training conducted according to POST guidelines for continuing professional training as required by POST Regulation 1005(d)(1).
- b. All peace officers shall participate in the POST Perishable Skills Program as required by POST Regulation 1005(d)(2).
- c. In-service training shall be provided for all newly promoted or selected personnel either prior to the date of promotion, or within twelve months following the promotion or selection, and as required by POST for police supervisory, management and/or executive positions.

2. BSIS In-Service Training

All community service officers shall attend annual refresher in-service training according to BSIS standards.

3. Specialized In-Service Training

Specialized training includes training to enhance skills, knowledge and abilities taught in either recruit or in-service programs. Specialized training may address supervisory, management, and/or executive development training, or may include technical and job-specific subjects, e.g., investigations, motorcycle patrol, and FTO.

Specialized in-service training shall be provided for personnel assigned to functions listed in Appendix A. These functions include, but are not limited to:

- a. Bicycle patrol;
- b. Canine program administrator;
- c. Canine officer;
- d. Critical response unit;
- e. Detective;
- f. Evidence technician;
- g. Field training officer;
- h. Field training program administrator; and
- i. Motorcycle officer.

4. Specialized Accreditation Manager Training

The role of accreditation manager is very specialized and requires familiarization with the accreditation process. The accreditation manager should attend at least

one conference during the self-assessment period or current award period. At a minimum, accreditation training should cover information on the essential components of the process including, but not limited to:

- a. the standards manual;
- b. file maintenance; and
- c. panel interview process.

P. Critical Response Unit/Tactical Team

The Critical Response Unit (CRU) is a California State University system-wide mutual aid resource that responds to prevent and mitigate the effects of a natural disaster (to include urban search and rescue), for executive protection and civil disorder, or when local university officials deem a necessity exists.

1. CRU has a prepared and published training plan that outlines the training required for CRU members.
2. The CRU training plan provides a means to document the training of CRU members.
3. All members assigned to CRU shall engage in readiness exercises. These exercises usually occur quarterly and cover specific responsibilities related to the above functions.

Q. Career Development

1. Department Assigned – Personnel assigned to career development activities shall receive training in the following areas:
 - a. general counseling techniques;
 - b. techniques for assessing skills, knowledge and abilities;
 - c. agency salary, benefits, and training opportunities;
 - d. university educational opportunities and tuition programs;
 - e. cultural and ethnic sensitivity awareness;
 - f. record keeping techniques;
 - g. career development programs; and
 - h. availability of outside resources.
2. Personal Interest – The department encourages all staff to continue their professional and personal development outside work hours. Sworn and non-sworn staff interested in attending training for personal interest that is not directly work-related, but requires department approval for registration shall write a letter of interest and submit it to his/her respective supervisor. The letter will then be forwarded to a member of the command staff for review. The letter should include the following:
 - a. course title;
 - b. course description;
 - c. training date(s) and hours; and
 - d. a brief statement regarding how the training will provide personal growth/development as well as benefit the mission, vision, and goals of the department.

Courses, conferences, and training sessions taken during non-assigned work hours are exempt from this policy and do not require department notification. However, employees are encouraged to advise their supervisors of all professional development to enhance their professional profile.

R. Familiarization With The Accreditation Process

All newly-hired personnel (sworn and non-sworn) shall receive an overview of the accreditation process within a reasonable period after their employment begins. Sworn personnel shall receive this training from the chief of police, accreditation manager, and/or authorized designee as part of their field training and evaluation program.

1. The chief of police and/or authorized designee will provide an introduction and familiarization of the accreditation process to all department personnel during the self-assessment phase, initial accreditation, and any re-accreditation period.
2. Additional training will be provided within thirty days prior to an on-site assessment associated with initial accreditation and each re-accreditation.

S. Probationary Period

All employees are on probation for one (1) year following the completion of entry-level training or when promoted or reclassified to a new job classification according to rules governing State employees.

V. APPENDICES

A. Functions Requiring Specialized In-Service Training

Appendix "A"

Functions Requiring Specialized In-Service Training

FUNCTION	TRAINING REQUIRED FOR DEVELOPMENT OF S.K.A.'s	COURSE HOURS	POLICY/REGULATION	PERTINENT INFORMATION
Bicycle Patrol Officer	Bicycle Patrol Course	24-32	CSUN DPS Training Policy and POST Recommendation	Operates within the Patrol Division. Personnel assigned to bicycle patrol duties shall satisfactorily complete a POST-certified bicycle patrol course. Upon completion of the bicycle patrol course, bicycle patrol officers shall complete a 2-week familiarization period under the supervision of the Bicycle Patrol Program Coordinator.
Community Service Specialist	BSIS Refresher Training	40	CSUN DPS Training Policy and 16 CCR Div. 7	All community service officers shall attend initial and annual refresher in-service training according to BSIS standards.
Critical Response Unit (CRU) Member	Varies	Varies	CSUN DPS Training Policy and CSU Executive Order 797	Operates within the Patrol Division. CRU members shall participate in quarterly training and readiness exercises supervised by the CRU Commander and/or Platoon Sergeant.
Detective	Detective School	80	CSUN DPS Training Policy and POST Recommendation	A peace officer assigned to an investigative assignment shall satisfactorily complete a POST-certified detective school within one year of the date of assignment. Upon completion of detective school, newly assigned detectives shall be closely supervised by the Detective Sergeant for a period of 2 weeks.
Evidence Technician	Property and Evidence Management Course	16-80	CSUN DPS Training Policy and POST Recommendation	Personnel assigned to property and evidence control shall satisfactorily complete a certified property and evidence handling course. Newly assigned evidence technicians shall complete a 2-week familiarization period working with the Detective Sergeant or his/her authorized designee.
Field Training Officer	Field Training Officer Course	40	CSUN DPS Training Policy and POST Regulation 1004(d)	Operates within the Patrol Division under the direction of the Field Training Program Coordinator. Newly assigned FTOs shall be closely supervised by the Field Training Program Coordinator.
Field Training Program Administrator	Field Training SAC Course	24	CSUN DPS Training Policy and POST Regulation 1004(c)	Every peace officer promoted, appointed, or transferred to a position overseeing a field training program shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) course prior to or within 12 month of the initial promotion, appointment, or transfer to such a position.
LiveScan Operator	LiveScan Operator Training Program	16	CSUN DPS Training Policy and California Department of Justice	LiveScan operators must complete a LiveScan Operator Training Program administered by the LiveScan Coordinator.
Records Clerk	Records Management Course	40	CSUN DPS Training Policy and POST Recommendation	Records Clerks must complete a POST-certified records management course.
Sexual Assault Investigator	Sexual Assault Investigator Course	40	CSUN DPS Sexual Assault Response and Investigation Policy and Penal Code 13516(c)	An officer/investigator who handles cases of sexual exploitation or sexual abuse of children must complete training within six months of the date of assignment. Newly assigned Sexual Assault Investigators shall be closely supervised by the Detective Sergeant for a period of two weeks.
Supervisor/Manager (Sworn)	Supervisory/Management Course	Varies	CSUN DPS Training Policy and POST Regulations 1005(b)(1) & 1005(c)(1)	POST supervisory and/or management course to be completed either prior to promotion and/or reclassification or within 12 months after the initial transfer to such position.
Temporary Holding Facility Supervisor	Court & Temporary Holding Facilities	8	15 CCR § 1024	An officer who supervises a Temporary Holding Facility must complete initial and biennial training.

Motorcycle Patrol Officer	Motorcycle Patrol Course	80	CSUN DPS Training Policy and POST Recommendation	An officer assigned to motorcycle patrol duties shall satisfactorily complete a law enforcement motorcycle patrol course prior to working in such capacity. Upon completion of the motorcycle patrol course, motorcycle patrol officers shall complete a 2-week familiarization period under the supervision of the Motor Sergeant.
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