

## SAN DIEGO POLICE DEPARTMENT PROCEDURE

**DATE:** FEBRUARY 22, 2013

**NUMBER:** 5.22

**SUBJECT:** TRAINING PROCEDURES AND CERTIFICATIONS

**RELATED POLICY:** N/A

**ORIGINATING DIVISION:** TRAINING AND VOLUNTEER SERVICES

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**

**SUPERSEDES:** DP 5.22 – 03/23/2010

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### **I. PURPOSE**

This Department procedure establishes guidelines regarding training and certification requirements.

### **II. SCOPE**

This procedure applies to all members of the Department where appropriate.

### **III. PROCEDURE**

All Departmental and internal training shall be reviewed and receive approval by the In-Service Training (IST) Unit or appropriate CORE unit prior to implementation. This procedure is designed to ensure that training is consistent and conforms to state and local regulations. The In-Service Training Unit is the Department's official liaison with the California Commission on Peace Officer Standards and Training (POST). Requests for POST Course Certification for any training material must be directed through IST.

Any certificates awarded for completion of Department training must be approved or issued by IST. This serves to minimize the Department's exposure to civil liability in training-related areas.

It is the responsibility of individual officers to notify the POST School Coordinator of any upcoming POST Certificates (Intermediate/Advanced) he/she may be eligible to

receive. Refer to Department Procedure 5.13, Educational Incentive Pay Program for more details.

#### **IV. TRAINING DIVISION**

##### **A. Academy**

The training academy is part of the San Diego Regional Public Safety Training Institute (PSTI). It schedules basic academies and provides recruits with the basic training curriculum meeting POST standards necessary to enter the Department's Field Training Program.

##### **B. CORE**

CORE Instructors coordinate training, supervise instructors and oversee the development of curriculum for the Academy and within our Department. Their areas of responsibility are divided into seven core areas:

1. Communications/Human Relations/Spanish Language
2. Defensive Tactics
3. Firearms Training
4. First Aid/CPR/Health Management Program
5. Legal/Report Writing/Investigation
6. Patrol Techniques/Officer Safety & Field Tactics
7. Traffic/Emergency Vehicle Operations

A qualified employee of any PSTI partner agency may fill a CORE position.

##### **C. In-Service Training (IST)**

IST manages all on-going training of Department personnel, develops new classes and schedules state mandated training. IST updates the web-based online Menu Class Scheduling System while coordinating classes at multiple sites. IST creates and maintains a training file for each employee where appropriate and responds to officer certification audits by POST. IST processes all POST certificate requests, the City's educational incentive compensation and Tuition Reimbursement Requests programs.

D. Range

The police pistol range provides training in the use and care of firearms used by Department personnel.

E. Field Training Administration

The Field Training Administration unit manages field training for new officers. Refer to Department Procedure 6.23, Field Training Procedures, for details regarding the field training program.

**V. TRAINING CLASSES**

A. POST Certified Courses

POST courses are developed and offered by more than 800 presenters statewide. POST offers quality training programs, and professional certificates to recognize peace officer achievement. A list of courses can be found at the POST website ([www.post.ca.gov](http://www.post.ca.gov).)

The POST School Coordinator at IST makes all reservations for POST courses. Attendees SHALL NOT call presenters to make their own reservation.

B. In-County or Out-of-County Training Classes

1. Training or seminars held within the boundaries of San Diego County are considered In-County
2. Out-of-County training occurs when a class or seminar is held for a full day or longer and takes place outside San Diego County. An employee's home address is not relevant in determining in or out of County status.

C. Menu Training Classes

1. Subject matter experts develop menu classes, which are open to all County law enforcement personnel including civilians when appropriate for their job classification.
2. Attending Menu classes may qualify for educational incentive credit. Personnel interested in this type of credit must contact the In-Service Training Unit and receive prior approval before attending class. Refer to Department Procedure 5.13, Educational Incentive Pay Program, for details.

**D. Internal Department Training**

Units planning to conduct any type of in-service training shall contact the In-Service Training Unit and discuss the training material, prior to the training being presented. This ensures standardization of training and prevents duplication of effort. This is not intended to deter supervisors from conducting line-up training on established procedures, policy or orders.

**E. City Sponsored Training Classes**

Training classes or seminars offered by the City of San Diego are available to both sworn and civilian employees. Classes such as Leadership Development, Appointing Authority Interview Training and others are available to certain job classifications and departments citywide. Other classes are restricted to certain City departments. Information about these courses can be found on the City's Intranet site at: [City Training Opportunities](http://citynet.sannet.gov/training/index.html) (<http://citynet.sannet.gov/training/index.html>)

**F. Tuition Reimbursement**

The Tuition Reimbursement Program is managed at the In-Service Training Unit. Refer to Department Procedure 5.14, Tuition Reimbursement Program, for details regarding tuition reimbursement.

**VI. TRAINING APPROVAL**

Personnel who want to attend Department paid training are required to complete a "Request for Training" and "Training Approval" forms. City Training classes must also include the City Training Memo submitted via your chain of command. All forms can be found on the "F" drive on the LAN (F:\Templates\Training\Request for Training).

**A. Regulations**

1. Schools must pertain to job skills required to perform effectively in the Department member's current assignment or to correct a deficiency. Established guidelines regarding which personnel may attend particular POST schools must be followed.
2. Sworn personnel will generally be limited to one out-of-town POST school, one in-town POST school, and two in-County schools per fiscal year (July 1<sup>st</sup> though June 30<sup>th</sup>).
3. Civilian personnel will generally be limited to two in-County schools per fiscal year (exceptions are listed in the next section of this procedure).

4. Only officers with the rank of (non-probationary) POI or above who are performing satisfactorily are eligible for POST schools. Probationary POIs are not eligible to attend POST schools.
5. Officers in phase training are not eligible to apply for any classes/schools.
6. Probationary sergeants will be limited to the POST supervisory schools.
7. Schools not approved by the Department are not eligible for "11-86" time, and officers attending such schools must attend on their own time.
8. The "Request for Training" and "Training Approval" forms must be routed through the officer's immediate supervisor and through the chain of command to the office of the Executive Assistant Chief for final approval.
9. The approved requests are forwarded to the In-Service Training Unit for processing. If discrepancies are found, IST will contact the employee's commanding officer or designee for clarification. All requests are subject to cancellation at any time.

#### B. Training School Attendance Exceptions

The following are exceptions to the training attendance limitations and may be made for personnel requiring special schools or additional training due to a new or current assignment:

1. POST or Department-mandated training (Regional Officer Training, CPR/First Aid)
2. Divisional/Department need or to correct a deficiency
3. Newly assigned detectives to units requiring specific expertise (Homicide, CIU, Vice, etc.)
4. Newly assigned officers assigned to specialized units requiring specific expertise (Academy, Bike Team, etc.)
5. Chief of Police, or designee, at their discretion
6. All POST and non-POST required schools for civilian personnel (supervisors, Dispatchers, etc.)

## **VII. RESERVATIONS**

- A. IST makes seat reservations for training classes once training requests have been approved. If a reservation has been made and the attendee must cancel his or her attendance, the employee must contact their lieutenant. The lieutenant must contact the POST School Coordinator at IST at (619) 388-7955 as soon as possible. Prompt notification will allow for a timely cancellation and prevent the Department from having to pay unnecessary fees.
- B. Attendees making their own reservations without the approval of the IST POST School Coordinator will not receive expense reimbursements even if their command has approved on duty attendance.
- C. Exceptions
  - 1. Menu Classes
    - a. Personnel may attend courses on their own time. Attendance on duty requires your immediate supervisor's approval prior to registering for the class.
    - b. Students who wish to cancel Menu courses must do so as soon as possible by going online to the Department's intranet site. Selecting the REMOVE link in the electronic signup roster will accomplish this task.
  - 2. City Sponsored
    - a. Training classes offered by the City must be appropriate for the job classification. Contact the IST coordinator at (619) 388-7962 for additional information and reservations.

## **VIII. ATTENDANCE**

- A. When an employee is scheduled to attend training on duty, the training site becomes their workstation. As is required with their regular workstation, it is the employee's responsibility to report to the training site on the required date(s) and time(s).  
  
If an employee is going to be late for training or absent altogether, they are required to call the main IST phone line at (619) 388-7956 and leave a message regarding their absence with a staff member or on voicemail.

B. If a scheduling conflict occurs that requires a change in attendance dates, the employee must notify their immediate supervisor. The supervisor will then effect a schedule change through their division training coordinator.

These are the only individuals who may contact the IST coordinator. Commands are encouraged to provide an alternate to fill the training vacancy.

C. Training classes held in San Diego County do NOT exempt employees from appearing on lawfully served court subpoenas or participating in the Random Drug Testing program.

## **IX. TRAINING CERTIFICATE**

A. Upon completion of other than Department-sponsored training, employees must provide proof of attendance (a copy of the Certificate of Completion, a letter of confirmation from an instructor, or similar document) to IST. This proof will be placed in the employee's training file.

B. For Department-sponsored training, the IST class coordinator gives the original training certificate to the employee upon successful completion of the class. The coordinator copies the certificate for placement into the employee's permanent training file.

## **X. TRAVEL EXPENSES**

Contact the Fiscal Management Travel Desk at (619)531-2885 prior to attending any out-of-town training for direction on travel expenses.