Professional Training Program

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

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

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

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

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

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

Definitions:

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

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

**Desirable** Training is that which would be beneficial to the employee in the listed assignment.
SPECIFIC TRAINING REQUIREMENTS

PERISHABLE SKILLS

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

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

During every two year period - 14 hour PSP requirement:

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

OTHER LEGISLATED MANDATES:

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

ECPD Policy Requirements:

Firearms Qualification Handgun/Shotgun                                        Minimum 2 per year
Firearms Qualification – Off-Duty weapon                                      Minimum 1 per year
“Simunitions” Use of Force Updates                                             Minimum 1 per year
Defensive Tactics/Impact Weapon                                               Minimum 3 per year
FIELD OPERATIONS DIVISION:

POLICE OFFICERS:

Mandatory:

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

Essential:

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

Desirable:

Inner Perspectives Leadership 72 hours

K9 HANDLER:

Mandatory:

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

Desirable:

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

CORPORALS:

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

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

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

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

Essential:

Other Supervisory Courses as needed or are available 24 hours

LIEUTENANT:

Mandatory:

Management Course 120 hours
Periodic Management Updates 24 hours
Legal Update Annually 8 hours
FTO Program Administrator 24 hours

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

Essential:

LAPD Leadership Institute

Desirable:

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

TRAFFIC OFFICER:

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

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

Essential:

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

SCHOOL RESOURCE OFFICERS:

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

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

COMMUNITY LIAISON OFFICERS:

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

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

SPECIAL OPERATIONS SERGEANT:

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

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

Mandatory:

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

Essential:

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

DETECTIVE – TASK FORCE:

Mandatory:

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

Essential:

CNOA Annual Conference 24 hours
High Risk Entry 40 hours

DETECTIVE CORPORAL

Mandatory:

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

Essential:

Asset Seizure Varies

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DETECTIVE SERGEANT:

Mandatory:

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

Essential:

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

LIEUTENANT:

Mandatory:

- Management Course 120 hours
- Periodic Management Updates 24 hours

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

Essential:

- Sexual Assault 40 hours
- LAPD Leadership Institute

Desirable:

- Executive Development 80 hours
- POST Command College
- FBI National Academy 10 weeks
- PERF Senior Management Institute for Police 3 weeks
ADMINISTRATIVE AND SUPPORT SERVICES DIVISION:

ADMINISTRATIVE SERGEANT:

Mandatory:

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

LIEUTENANT:

Mandatory:

Management Course 120 hours
Periodic Management Updates 24 hours
Legal Update Annually 8 hours
Pitchess Motion Update 6 hours

Essential:

LAPD Leadership Institute

Desirable:

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

CAPTAIN:

Mandatory:

Executive Development 80 hours

Desirable:

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

**FIREARMS INSTRUCTOR:**

**Mandatory:**
- Firearms Instructor: 40-80 hours
- Triennial Firearms Instructor Updates: 24 hours
- Instructor Development: 40 hours

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

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

**DEFENSIVE TACTICS/IMPACT WEAPON INSTRUCTOR:**

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

**Desirable:**
- O.C. Instructor: 8 hours
- Simunitions Scenario Instructor: 30 hours

**DRIVING INSTRUCTOR:**

- Driver Training Instructor: 40 hours
- Driving Simulator Instructor: 24 hours
- Driver Awareness Instructor: 24 hours
- Instructor Development: 40 hours
FIRST AID/CPR INSTRUCTOR:

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

Essential:

Instructor Development 40 hours

MOTORCYCLE INSTRUCTOR:

Motorcycle Instructor 80 hours

Essential:

Instructor Development 40 hours

TASER INSTRUCTOR:

TASER Instructor / Recertification every two years 16 hours

CLETS INSTRUCTOR:

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

FIELD TRAINING OFFICER:

Mandatory:

Field Training Officer 40 hours
FTO Update Biennially 24 hours

CSI EVIDENCE TECHNICIAN

Mandatory:

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

MOBILE FIELD FORCE OFFICER

Mandatory:

Basic MFF Course 36 hours
Quarterly trainings

CRISIS NEGOTIATION NEGOTIATOR:

Mandatory:

Basic HNT 40 hours
Quarterly training with RPD HNT 8 hours

SWAT OPERATOR:

Mandatory:

Basic SWAT 80 hours
Monthly training 8-10 hours

Desirable:

POST Approved Updates Varies
RESERVE POLICE OFFICERS:

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

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

ECPD Policy 312.4 Requirements:

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

RESERVE POLICE OFFICERS:

Mandatory:

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

Essential:

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

**Mandatory:**

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

**Essential:**

- Legal Update *Annually* 6 hours

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

RECORDS SPECIALIST:

**Mandatory:**

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

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

PROPERTY & EVIDENCE SPECIALIST:

**Mandatory:**

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

EXECUTIVE ASSISTANT:

**Mandatory:**

- Executive Assistant Course 24 hours

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

COMMUNITY SERVICE OFFICER:

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

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