

GONZALES POLICE DEPARTMENT



TRAINING PLAN & EMPLOYEE CAREER PATHS

GONZALES POLICE DEPARTMENT TRAINING PLAN

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INTRODUCTION:

The Gonzales 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, personal excellence and career goals. By so doing, the Police Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

PURPOSE:

The purpose of the Gonzales 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 Training 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 on a regular basis, in their effort to meet the training needs of their employees, and/or evaluating training requests from employees.

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

It is understood that the Training Plan in no way identifies all of the training that will occur for the members of the Gonzales Police Department. Additionally, it does not guarantee that a member will receive all of the identified training for his/her position, with the exception of the training identified as Mandatory.

To make professional and personal goals possible to the employee, the Gonzales Department has placed an emphasis in the following areas:

Law Enforcement Administrative Professional Training
Leadership Training
Continued Professional Training
Perishable Skills Training
College Education

LAW ENFORCEMENT PROFESSIONAL TRAINING:

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

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

P.O.S.T courses maybe 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 V as follows:

Plan I	Plan II	Plan III
Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter lunch
Travel	Travel	Travel
Tuition	Back-Fill Salary	Tuition
Back-Fill Salary		
Plan IV	Plan V	
Subsistence	Subsistence	
Commuter Lunch	Commuter Lunch	
Travel	Travel	
	Training Presentation	

In addition to typical classroom settings, P.O.S.T. training is also available through video or interactive computer programs.

The second category of Law Enforcement Professional Training refers to training not certified by P.O.S.T. This may come in the form of in-house instruction, such as defensive tactics, range training, etc. In-house instruction is the responsibility of the Gonzales Police Department Training Division and is spearheaded by the Professional Standards Sergeant. This type of training provides "hands-on" continuing professional training to Department employees. All officers are assigned to mandatory team training days as necessary to update basic training needs.

The Training Division also provides training bulletins that are distributed to employees. The training bulletins contain a variety of law enforcement information, such as legal updates. Line supervisors are expected to provide roll-call training to their team of officers. Roll call training topics include practical case law application, equipment proficiency, street tactics and Policy and Procedure review. Other forms of non-P.O.S.T. training are also available. This training is not reimbursable, but very beneficial for the professional development of the employee.

COLLEGE EDUCATION:

The Chief of Police and the City of GONZALES are very supportive of its employees obtaining a formal college education. All personnel of the GONZALES Police Department are encouraged to pursue their educational goals.

TRAINING DIVISION:

The Department's Training Division is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. The assigned Sergeant is responsible for the day to day operations of the Bureau and is directly supervised by the Chief of Police. The Training Division is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes and City policy.

The Training Division will coordinate scheduled training with the supervisor(s) of the employee. The Training Division 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 Gonzales Travel Policy.

The Training Division will notify each employee as soon as possible of scheduled training. This notification will provide the course title, date, time and location of the training. 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 Gonzales.

TRAINING DIVISION ORGANIZATION:

The Training Plan is divided into two principle sections:

Section 1: Rank/Position Assignment:

The first section of the Training Plan is a list of all sworn and non-sworn rank/positions within the structure of the police department.

Section 2: Specialized Assignment

The second section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and non-sworn assignments.

Within each Rank/Position and Specialized assignment, 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.

A list of the mandated, essential and desirable training, along with any license/certificate requirements for each rank/position is in this section.

In many instances an employee will be simultaneously guided by both sections of the Training Plan. An example would be a police officer currently assigned to the Traffic Division. That employee will need to meet the training needs of both the Police Officer rank assignment and the Traffic Officer specialty assignment.

CONTINUAL PROFESSIONAL TRAINING (CPT):

Continuing Professional Training (CPT) is required for certain peace officer 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 requalify in entry-level minimum standards. Qualifying and non-qualifying courses are described in subsection (d) (4) below.

Every peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every two-year CPT cycle.

Effective January 1, 2002, certain peace officers in specific duty assignments must satisfy a portion of the CPT requirement by completing Perishable Skills and Communications training as specified below:

Perishable Skills/Communications Requirement for CPT

Effective January 1, 2002, all peace officers (except Reserve officers) below the middle management position and assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Communications training.

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. Reference Commission Procedure D-2 for minimum requirements. 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:

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

- (a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- (b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to POST Regulation 1001(a) for definition of acceptable college education).
- (c) 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.
- (d) 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.
- (e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.
- (f) 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.

- (g) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs F-1-8(d), F-1-9(d) or F-1-10(d). 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, 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 paragraphs 1-2, 1-3 and 1-4 of the P.O.S.T. Administrative Manual (PAM), 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 paragraphs 1-2, 1-3 and 1-4 of 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 in PAM, 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:

(c)

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	AA/AS Degree	BA/BS Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

Advanced Certificate:

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of 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:

Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	AA/AS Degree	BA/BS Degree	Masters Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

Supervisory Certificate:

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of 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 1001 (n), (s), (f), and (l) 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 paragraphs, 1-2, 1-3 and 1-4 of 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-1-4. 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 Sections 1001 (s), (f), and (l) 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 paragraphs 1-2, 1-3 and 1-4 of 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 Section 1001 (l) 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 Records Supervisor Certificate, an applicant must:

- (1) Currently be a records supervisor as defined in PAM, Section 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 PAM Section 1005(h)

ANNUAL REVIEW: The department's Training Division will conduct regular assessments of the training-needs of the Police Department. It is the responsibility of the Training Division to maintain, review and update the Training Plan on an annual basis.

Rank/Position Assignment-Sworn Personnel

- CHIEF OF POLICE
- DEPUTY CHIEF
- SERGEANT
- POLICE CORPORAL
- POLICE OFFICER

CHIEF OF POLICE

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course Part 1 & 2

Initial Training: Within 1 year of appointment

Recertification: Not required

City of Gonzales Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Management Class

Initial Training: Within 1 year of middle management appointment

Recertification: Not required

Racial Profiling Refresher

Initial Training: Within 1 year of appointment

Recertification: 2 hours every 5 five years

CLETS / NCIC -Full Access Operator

Initial Training: During Orientation Phase

Qualification: 1 time per year

Range Qualification-Pistol

Initial Training: Within orientation

Recertification: 1 time per year

Emergency Management System/ Incident Command

Initial Training: Within 1 year of appointment,

EMS 700, 100, 300, 200, 400

Recertification: Not required

Continuing Professional Training (P.O.S.T.)

24 hours of training every 2 years

County Chief Seminar

ESSENTIAL TRAINING:

California Police Chief's Conference

Initial Training: Required

Recertification: Annual

International Association of Police Chief's Conference

Initial Training: Not required

Recertification: Annual

DESIRABLE TRAINING:

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

POST Command College

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: Not required

Recertification: Not required

Deputy Chief

Standard Training Requirements

MANDATED TRAINING:

Management Class

First Required: Within 1 year of middle management appointment

Recertification: Not required

City of Gonzales Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 1 year of appointment

Recertification: 2 hours every 5 five years

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase

Recertification: Every other year

Range Qualification-Pistol

Initial Training: Within orientation period

Recertification: 2 times per year

Emergency Management System/ Incident Command

Initial Training: Within 1 year of appointment

EMS 700, 100, 300, 200, 400

Recertification: Not required

Continuing Professional Training (P.O.S.T.)

Recertification: 24 hours of training every 2 years

(2 hours should be perishable skills)

ESSENTIAL TRAINING:

Internal Affairs

Initial Training: As soon as practical
Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: As soon as practical
Recertification: Not required

Budget Preparation Course

Initial Training: As soon as practical
Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: As soon as practical
Recertification: Not required

DESIRABLE TRAINING:

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

Executive Development Course

Initial Training: Not required
Recertification: Not required

California Police Chief's Conference

Initial Training: As assigned
Recertification: Not required

POST Command College

Initial Training: Not required
Recertification: Not required

First Aid/CPR

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

SERGEANT

Standard Training Requirements:

MANDATED TRAINING:

Supervisory Course

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

City of Gonzales Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment
Recertification: 2 hours every 2 years

First Aid/CPR

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

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

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

Racial Profiling Update pursuant to 13519.4

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

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase
Recertification: Annually beginning of the fiscal year

Range Qualification-Pistol/Shot Gun

Initial Training: During orientation phase
Recertification: 2 times per year
Recertification Shotgun: 1 Time per year

Range Qualification-Rifle

Initial Training: During Field Training Program
Recertification: 1 time per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program
Recertification: 1 time per year

Emergency Management System/ Incident Command

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

Continuing Professional Training (P.O.S.T.)

Recertification: 24 total hours every 2 years
(14 hours must be perishable skills)
Driving 4 hours
Firearms 4 hours
Arrest & Control 4 hours
Communication 2 hours

ESSENTIAL TRAINING:

Crisis Intervention Training (CIT) Academy

Initial Training within 2 years
Recertification Not required

Internal Affairs

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

Assertive Supervision

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

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Domestic Violence Update (P.O.S.T.) (Gov. 13519.4)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

High Technology Crimes (P.O.S.T.)

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

Recertification: Not required

DESIRABLE TRAINING:

Institute of Criminal Investigation (ICI)

Initial Training within or as soon as practical

Recertification Not Required

Background Investigation

Initial Training: Not required

Recertification: Not required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of supervisory experience

Recertification: Not required

Leadership and Accountability

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

POLICE CORPORAL

MANDATED TRAINING:

Supervisory Course

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

City of Gonzales Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment
Recertification: 2 hours every 2 years

First Aid/CPR

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

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy
Recertification: Annually

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

Racial Profiling Update pursuant to 13519.4

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

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase
Recertification: Annually beginning of the fiscal year

Range Qualification-Pistol/Shot Gun

Initial Training: During orientation phase

Recertification: 2 times per year
Recertification Shotgun: 1 Time per year

Range Qualification-Rifle

Initial Training: During Field Training Program
Recertification: 1 time per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program
Recertification: 1 time per year

Emergency Management System/ Incident Command

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

Continuing Professional Training (P.O.S.T.)

Recertification: 24 total hours every 2 years
(14 hours must be perishable skills)
Driving 4 hours
Firearms 4 hours
Arrest & Control 4 hours
Communication 2 hours

ESSENTIAL TRAINING:

Crisis Intervention Training (CIT) Academy

Initial Training within 2 years
Recertification Not required

Internal Affairs

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

Assertive Supervision

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

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Domestic Violence Update (P.O.S.T.)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

High Technology Crimes (P.O.S.T.)

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

Recertification: Not required

DESIRABLE TRAINING:

Background Investigation

Initial Training: Not required

Recertification: Not required

Institute of Criminal Investigation (ICI)

Initial Training within or as soon as practical

Recertification Not Required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of supervisory experience

Recertification: Not required

Leadership and Accountability

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

POLICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

GONZALES Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

City of GONZALES Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Training offered by the City

Recertification: 2 hours every 3 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Bloodborne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator (gas mask)

Recertification: Annually

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (P.O.S.T.)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: Every other year

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Annually/beginning of the Fiscal year

Range Qualification-Pistol/Shotgun

Initial Training: During Orientation Phase

Recertification: 2 times per year

Recertification: 1 time per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: 1 time per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 1 time per year

Standardized Emergency Management System/ National Incident Management System

Initial Training: Within 1 year of appointment

Recertification: Not required

Continuing Professional Training (P.O.S.T.)

Recertification: 24 total hours every 2 years
(14 hours must be perishable skills)

Driving 4 hours

Firearms 4 hours

Arrest & Control 4 hours

Communication 2 hours

ESSENTIAL TRAINING:

Crisis Intervention Training (CIT) Academy

Initial Training within 2 years

Recertification Not required

Institute of Criminal Investigation (ICI)

Initial Training within or as soon as practical
Recertification Not Required

Drug Influence-11550 H&S

Initial Training: Within 1 year of completion of probation
Recertification: Not Required

DESIRABLE TRAINING:

Radar Operator

Initial Training: Not required
Recertification: Not Required

Community Policing

Initial Training: Not required
Recertification: Not required

Field Evidence Technician

Initial Training: Not required
Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required
Recertification: Not required

Rank/Position Assignment Non-Sworn Personnel

RECORDS SUPERVISOR

POLICE ADMINISTRATIVE ASSISTANCE

COMMUNITY SERVICES OFFICER

RECORDS SUPERVISOR

Standard Training Requirements

MANDATED TRAINING:

Basic Records

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

Records/Civilian Supervisor

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

Public Records Act

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

CLETS/NCIC - Full Access Operator

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

City of GONZALES Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Training offered by the City
Recertification: 2 hours every 3 years

Train the Trainer – CLETS

Initial Training: Within 1 year of appointment
Recertification: 2 hours every 2 years

ESSENTIAL TRAINING:

CLEARs Training Meetings

Initial Training: Within 2 years of appointment
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

ADMINISTRATIVE ASSISTANT

Standard Training Requirements

MANDATED TRAINING:

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

CLETS/NCIC- Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Continuing Professional Training (POST)-24 hours of training every 2 years
Recertification: Not required

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 2 Years

SPECIALIZED ASSIGNMENT LIST

TRAINING SERGEANT

FIELD TRAINING OFFICER

RANGE/FIREARMS INSTRUCTOR

ARMORER

DEFENSIVE TACTICS INSTRUCTOR

SCHOOL RESOURCE OFFICER

TRAINING SERGEANT

Standard Training Requirements

MANDATED TRAINING:

Field Training Program SAC Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Training Manager

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Training Management System Software Training

Initial Training: Not required

Recertification: Not required

P.O.S.T. Training Manager Course

Initial Training: Within 1 year of appointment

Recertification: Not required

FIELD TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

Initial Training: Within 6 months of appointment, prior to first Trainee

Recertification: Not Required

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

ESSENTIAL TRAINING:

NA

DESIRABLE TRAINING:

NA

RANGE/FIREARMS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Firearms/Shotgun Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Patrol Rifle Instructor

Initial Training: Within 2 years of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Less Lethal Weapons Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Firearms Instructor Update

Initial Training: Within 3 years of basic instructor course

Recertification: Not required

DESIRABLE TRAINING:

Instructor Development

Initial Training: Not required

Recertification: Not required

Firearms/Survival Shooting Instructor

Initial Training: Not required

Recertification: Not required

Tactical Shotgun Instructor Course

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

ARMORER

Standard Training Requirements:

MANDATED TRAINING:

Glock Armorer

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

Remington Shotgun Armorer

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

ESSENTIAL TRAINING:

Bushmaster/Colt AR Armorer

Initial Training: Not required
Recertification: Not required

Less Lethal Weapons Armorer

Initial Training: Not required
Recertification: Not required

DESIRABLE TRAINING:

DEFENSIVE TACTICS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Defensive Tactics Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

ASP Instructor Training

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

Recertification: Not required

DESIRABLE TRAINING:

Crowd Control

Initial Training: Not required

Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required

Recertification: Not required

SCHOOL RESOURCE OFFICER

Standard Training Requirements

MANDATED TRAINING:

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Juvenile Legal Update

Initial Training: Within 1 year of appointment

Recertification: Not Required

Gang Awareness

Initial Training: Within 2 years of appointment

Recertification: Not Required

Cal Gang

Initial Training: Within 2 years of appointment

Recertification: Not Required

DESIRABLE TRAINING:

Youth Access to Tobacco (308 PC)

Initial Training: Not required

Recertification: Not required

Institute of Criminal Investigation (ICI)

Initial Training within or as soon as practical

Recertification Not Required

School Resource Officer-Intermediate

Initial Training: Not required

Recertification: Not required