

# 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:

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

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:

- Category I, Tactical Firearms

- Category II, -Driver Training/Awareness
- Category III, Arrest& Control
- Category IV, Strategic Communications

Communications training, either tactical, interpersonal or strategic, 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
- CAPTAIN
- 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



# CAPTAIN

## 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  
P.O.S.T Learning Portal Bias & Racial Profiling-annually

#### **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

Annual Policy Review 300-Use of Force, 305 Shooting Policy, 313 Firearms

### **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

Annual Policy Review 310 Conducted Energy Devices

### **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)

Category I, Tactical Firearms

Category II, -Driver Training/Awareness

Category III, Arrest& Control

Category IV, Strategic Communications

### **ESSENTIAL TRAINING:**

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

**Initial Training within 2 years**

**Recertification Not required**

Annually P.O.S.T Learning Portal

Mental Health: Responding to Individuals in Crisis

De-escalation: Enhancing Strategies for everyday encounters

Officer Wellness

### **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  
P.O.S.T Learning Portal every 2 years  
Domestic Violence Restraining Order (GVRO)

### **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  
P.O.S.T Learning Portal Bias & Racial Profiling-annually

### **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

Annual Policy Review 300-Use of Force, 305 Shooting Policy, 313 Firearms

### **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

Annual Policy Review 310 Conducted Energy Devices

### **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)

Category I, Tactical Firearms

Category II, -Driver Training/Awareness

Category III, Arrest& Control

Category IV, Strategic Communications

### **ESSENTIAL TRAINING:**

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

Initial Training within 2 years

Recertification Not required

Annually P.O.S.T Learning Portal

Mental Health: Responding to Individuals in Crisis

De-escalation: Enhancing Strategies for everyday encounters

Officer Wellness



**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  
P.O.S.T Learning Portal every 2 years  
Domestic Violence Restraining Order (GVRO)

**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

P.O.S.T LEARNING PORTAL-Officer in Charge every 2 years

**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

P.O.S.T Learning Portal every 2 years

Domestic Violence Restraining Order (GVRO)

#### **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

P.O.S.T Learning Portal Bias & Racial Profiling-annually

### **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

Annual Policy Review 300-Use of Force, 305 Shooting Policy, 313 Firearms

### **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

Annual Policy Review 310 Conducted Energy Devices

### **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)

Category I, Tactical Firearms

Category II, -Driver Training/Awareness

Category III, Arrest & Control

Category IV, Strategic Communications

## **ESSENTIAL TRAINING:**

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

Initial Training within 2 years

Recertification Not required

Annually P.O.S.T Learning Portal

Mental Health: Responding to Individuals in Crisis

De-escalation: Enhancing Strategies for everyday encounters

Officer Wellness

### **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

### **Leadership and Accountability**

P.O.S.T LEARNING PORTAL-OFFICER IN CHARGE Every 2 years

## **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