

TRACY POLICE DEPARTMENT



TRAINING PLAN

TRACY POLICE DEPARTMENT

MISSION:

“A professional organization entrusted by our community to ensure a safe and prosperous environment while enhancing the quality of life”

VISION:

“Advancing the standard by which courageous, ethical and innovative policing is measured”

SERVICE * INTEGRITY * EXCELLENCE

INTRODUCTION

It is the intent of Tracy Police Department that all our personnel receive the training that is necessary and relevant to their job assignments, responsibilities and professional development. The Training Plan is a guide to the accomplishment of this goal.

PURPOSE

The Training Plan utilizes three distinct designations in order to prioritize the training needs of the Tracy Police Department. They are MANDATED, ESSENTIAL and DESIRABLE. These categories will assist in prioritizing training needs and maintaining compliance with legislative mandates, POST training requirements and departmental policy.

MANDATORY training will be given the first priority, with ESSENTIAL training following. DESIRABLE training will generally be assigned the lowest priority. No commitment is made to furnish or complete the outlined training.

The Tracy Police Department Training Plan is intended to provide a dynamic and flexible guide to assist Supervisors and Managers in the identification and planning of training needs and in budgeting for those needs.

The Training Plan provides Supervisors and Managers with the knowledge necessary to forecast and plan for training needs of the individuals, Special Units or Divisions within the Tracy Police Department. It is also a tool to assist with budgeting for those needs.

Budgeting, scheduling and other needs will affect the ability to follow this plan. Other than that required by statute and policy, there is no fixed chronological schedule for completion of any training. The plan is simply a tool to assist with the ever-changing training needs of the department as it continues to grow and evolve. This plan is a

living document and as such, it will change and develop as is directed by legislative mandates and with the needs of the department to serve our community. It does not guarantee that a member will receive all of the training outlined in the plan with the exception as those identified as MANDATORY.

As a secondary benefit to individual employees, the Training Plan will provide a road map for preparation for certain special assignments and promotion, outlining the coursework expectations in each position and indicating the skills required for those responsibilities.

Training will be scrutinized in terms of cost, location, relevancy and usefulness. Emphasis will be placed on training that provides instructional skills so a particular subject matter can be taught to others, thus functioning as a “knowledge multiplier” (e.g. train-the-trainer courses).

DEFINITIONS

▶ **MANDATED:** Training in this category is required by federal law, California law, POST regulations or departmental policy.

▶ **ESSENTIAL:** This category is for training that has been designated by the department as necessary for the professional development of the employee as is specified by their rank and/or specialized duty assignment.

▶ **DESIRABLE:** This training category may be considered by the department once an employee has completed those courses as indicated in the MANDATED and ESSENTIAL categories. The department will take into consideration individuals’ desired career path along with the needs of the department and anticipated employee career direction.

▶ **PERISHABLE SKILLS PROGRAM (POST requirement):**

- Effective January 1, 2002, all sworn personnel at the rank of Officer and Sergeant 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:
 1. Arrest and control

2. Driver training/awareness or Driving Simulator
 3. Tactical firearms or Force Options Simulator
- Communications training, either tactical or interpersonal, shall consist of a minimum of 2 hours during every two year cycle.

► **CORE COURSES:** These courses have been identified by supervisors and managers as essential to the everyday quality and productivity of Patrol Officers. They are designed to provide an increasing knowledge base specific to Patrol and will be approved based on supervisors' recommendation.

► **TRAINING CADRE:** Groups of personnel established as instructors in their respective field of expertise. They have attended required instructor training courses in their designated area and are relied upon to provide feedback and develop and present lesson plans.

TRAINING PLAN UTILIZATION

The training plan is to be utilized to project necessary training for specific individuals for the upcoming fiscal year. The training budget is presented to the command staff with recommendations for training needs of individuals within this department based on the training plan. As part of the annual evaluation process, supervisors will discuss each individual's professional development goals with the employee, then will make recommendations for the following year. The recommendations are in no way binding and are only meant for goal setting. Once the training budget is reviewed and approved by the Chief, the process of scheduling outside training will begin.

Supervisors should review the training plan upon an individual's re-assignment or promotion. Training that is mandatory to that new position will be arranged through the training coordinator and incorporated in the upcoming training budget fiscal year for that individual.

The supervisor or manager should complete a school worksheet and attached all information regarding the course, cost, registration forms, course flyer and other pertinent information, identifying the training as MANDATORY, ESSENTIAL or DESIRABLE. He/she must sign the worksheet as the recommending supervisor, then submit it for approval at every level to the Chief of Police.

No school registration or any other processing will take place until final approval from the Chief of Police has occurred.

ADMINISTRATION

CHIEF OF POLICE

Training	Hours	Frequency
MANDATORY		
CLETS	2	Every 2 years
Ethics (state law mandated)	Varies	Every 2 years
Sexual Harassment (AB 1825)	2	Every 2 years
ESSENTIAL		
Executive Development	80	Once
Budgeting	40	Once
Critical Incident Management	24-40	Once
Police Discipline – Due Process	8	Once
Employee Discipline	8	Once
Legal Update – Discovery, Personnel & Civil Liability	14	Once
Applied Ethics in Law Enforcement Management	24	Once
Command College	240	Once
DESIRABLE		
CPCA meeting	Varies	Varies
Police Risk Seminar	24	Once
Advanced Police Management	24	Once
Management Update Seminars	24-32	Varies
Public Records Act	16	Once
FBI National Academy	11 weeks	Once

CAPTAIN

Training	Hours	Frequency
MANDATORY		
POST Management Course	80	Once
Sexual Harassment (AB 1825)	2	Every 2 years
In-house ethics training (online or with City Attorney)	4	Every 2 years
ESSENTIAL		
Budgeting	40	Once
Critical Incident Management	24-40	Once
Police Discipline – Due Process	8	Once
Legal Update – Discovery, Personnel & Civil Liability	16	Once
Applied Ethics in Law Enforcement Management	24	Once
Command College	6 sessions	Once
DESIRABLE		
FBI National Academy	11 weeks	Once
Hostage Negotiations – Command	20	Once
Strategic Police Planning Seminar	24	Once
Police Risk Seminar	24	Once
Advanced Police Management	24	Once
Management Update Seminars	24-32	Varies
Public Records Act	16	Once

EXECUTIVE ASSISTANT – PUBLIC SAFETY

Training	Hours	Frequency
MANDATORY		
Chief’s Executive Assistant Course	24	Once
Sexual Harassment (AB 1825)	2	Every 2 years
Public Sector Employee Law Conference	24	Annual
ESSENTIAL		
DESIRABLE		

ADMINISTRATIVE ASSISTANT II

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications Training	8	Once
ESSENTIAL		
Executive Secretary	24	Once
Personnel Records Course	24	Once
DESIRABLE		

FIELD OPERATIONS DIVISION

POLICE OFFICER

Training	Hours	Frequency
MANDATORY		
First Aid / CPR	8	Every 3 years
Bloodborne Pathogens (Cal OSHA)	1	Annually
Tactical Firearms PSP	4	Every 2 years
Arrest & Control PSP	4	Every 2 years
EVOC Pursuit Driving PSP	8	Every 2 years
Tactical Communications PSP	2	Every 2 years
Domestic Violence Update (13519 PC)	2	Every 2 years
Racial Profiling Update (13519.4 PC)	2	Every 5 years
NIMS/SEMS (online or class)	8	Once
Telecommunications/CLETS	2	Every 2 years
Pursuit Policy Review (13519.8 PC)	1	Annually
Temporary Detention Facility (Title 15 Sec 1024)	8	Once
Temporary Detention Facility Update	8	Every 2 years
Taser	8	Once
Taser update	4	Annually
Patrol Rifle	20	Once
ESSENTIAL		
EPAS Certification	8	Once
Standardized FST	24	Once
DESIRABLE		
DRE (11550 Narcotics Influence)	16-24	Once
Radar Operator	24	Once
Interview & Interrogations	40	Once

CANINE OFFICER

Training	Hours	Frequency
MANDATORY		
Initial Certification	Varies	Once
Initial Certification – Narcotics	Varies	Once
ESSENTIAL		
Canine Liability	8	Once
DESIRABLE		

SPECIAL ENFORCEMENT TEAM - OFFICER

Training	Hours	Frequency
MANDATORY		
Basic Gang Investigation	Varies	Once
ESSENTIAL		
Search Warrants	24	Once
DESIRABLE		
Drug Recognition Expert (11550)	24	Once
Interview & Interrogations	40	Once
POST Narcotics Investigator	80	Once
CA Gang Investigators' Association Conference	Varies	Varies

TRAFFIC OFFICER

Training	Hours	Frequency
MANDATORY		
Motorcycle School	80	Once
Basic Accident Investigation	40	Once
Intermediate Accident Investigation	40	Once
Standardized FST+ARIDE	40	Once
Radar Certification	24	Once
Accident Reconstruction Expert (<i>if specialized</i>)	40	Once
LIDAR	8	Once
ESSENTIAL		
Advanced Accident Investigation	80	Once
Forensic Mapping Technician (Total Station)	16	Once
Radar Instructor (<i>1 officer in the unit</i>)	40	Once
SFST Instructor (<i>1 officer in the unit</i>)	40	Once
Motorcycle Update	Varies	Varies
DESIRABLE		
Commercial Vehicle Enforcement	80	Once
Traffic Law Update	2	Annual
Traffic Collision – Various Specialty Classes	Varies	Once

SCHOOL RESOURCE OFFICER

Training	Hours	Frequency
MANDATORY		
School Resource Officer Course	40	Once
ESSENTIAL		
Basic Gang Investigation	Varies	Once
DESIRABLE		
SRO Conference	Varies	Varies

CORPORAL

Training	Hours	Frequency
MANDATORY		
POST Supervisor Course	80	Once
FTO Course	40	Once
FTO Update	24	Every 2 years
Sexual Harassment (AB 1825)	2	Every 2 years
ESSENTIAL		
Officer Involved Shooting – Supervisors	8	Once
DESIRABLE		

SERGEANT – PATROL

Training	Hours	Frequency
MANDATORY		
POST Supervisor Course	80	Once
Sexual Harassment (AB 1825)	2	Every 2 years
Officer Involved Shooting – Supervisors	8	Once
ESSENTIAL		
Employee Discipline	8	Once
Assertive Supervision	24	Once
DESIRABLE		
Internal Affairs – Basic	24	Once
Police Pursuit Liability – Supervisors	8	Once
Leadership In Police Organizations	120	Once
Sherman Block Supervisory Leadership Institute	270	Once

SERGEANT – TRAFFIC

Training	Hours	Frequency
MANDATORY		
Same as Traffic Officer	Varies	Varies
ESSENTIAL		
DUI Checkpoint Management	8	Once
DESIRABLE		
Grant Writing Seminar	Varies	Once

SERGEANT – SPECIAL ENFORCEMENT TEAM

Training	Hours	Frequency
MANDATORY		
CNOA – Specialized Unit Supervisor	40	Once
ESSENTIAL		
CGIA Conference	Varies	Annually
DESIRABLE		
CNOA Conference	Varies	Annually

ANIMAL SERVICES OFFICER

Training	Hours	Frequency
MANDATORY		
Arrest and firearms – PC 832	64	Once
Euthanasia Certification	In house	Once
National Animal Control Assoc Academy – Level 1	40	Once
National Animal Control Assoc Academy – Level 2	40	Once
ESSENTIAL		
Bite Stick Training		Once
OC Training	In house	Once
National Animal Control Assoc Academy – Level 3	40	Once
DESIRABLE		
Nat'l Assoc of A/C Officers – Seminars	Varies	Varies

ANIMAL SERVICES SUPERVISOR

(courses in addition to ASO requirements above)

Training	Hours	Frequency
MANDATORY		
Civilian Supervisor Course	80	Once
ESSENTIAL		
Assertive Supervision	24	Once
DESIRABLE		

LIEUTENANT – PATROL

Training	Hours	Frequency
MANDATORY		
POST Management Course	80	Once
Sexual Harassment (AB 1825)	2	Every 2 years
Officer Involved Shooting – Supervisors & Managers	16	Once
ESSENTIAL		
Command College	6 sessions	Once
Tactical Commander	40	Once
Canine Liability For Managers	8	Once
Police Pursuit Liability	8	Once
Police Discipline – Due Process	8	Once
Budgeting	40	Once
Leadership And Accountability	16	Once
Critical Incident Management	24-40	Once
DESIRABLE		
Applied Ethics In Police Management	24	Once
Strategic Police Planning Seminar	24	Once
Police Risk Seminar	24	Once
Advanced Police Management	24	Once
Management Update Seminar	16-32	Varies
FBI National Academy	11 weeks	Once

SPECIAL OPERATIONS DIVISION

DETECTIVE – GENERAL INVESTIGATIONS UNIT

Training	Hours	Frequency
MANDATORY		
ICI Core Course	80	Once
ICI Homicide Investigations	80	Once
Interview and Interrogations	40	Once
Search Warrants	24	Once
Wiretap	8	Once
ESSENTIAL		
ICI Sexual Assault Investigation – <i>Specialty based</i>	40	Once
ICI Identity Theft – <i>Specialty based</i>	40	Once
ICI Fraud/Forgery – <i>Specialty based</i>	40	Once
ICI Elder abuse – <i>Specialty based</i>	16-32	Once
ICI Burglary Investigations – <i>Specialty based</i>	32	Once
ICI Gang Investigations – <i>Specialty based</i>	40	Once
Officer Involved Shooting Investigations	40	Once
DESIRABLE		
CA Homicide Investigators Association Conference	Varies	Annual
CA Gang Investigators Association Conference	Varies	Annual
Economic Crimes Conference	Varies	Annual
Arson Investigation	40	Once
CA Sexual Assault Investigators Association Conf	Varies	Annual

DETECTIVE – SPECIAL INVESTIGATIONS UNIT

Training	Hours	Frequency
MANDATORY		
ICI Narcotics Investigations	80	Once
Search Warrants	24	Once
Interview and Interrogations	40	Once
ESSENTIAL		
Drug Asset Seizures	32	Once
Drug Recognition Expert	24	Once
CA Narcotics Officers' Association Conference	Varies	Annual
DESIRABLE		
CNOA Seminars – various topics	Varies	Varies

SERGEANT – GENERAL INVESTIGATIONS UNIT

Training	Hours	Frequency
MANDATORY		
ICI Core Course	80	Once
ICI Homicide Investigations	80	Once
Officer Involved Shooting Investigations	40	Once
Wiretap	8	Once
ESSENTIAL		
CA Homicide Investigators Association Conference	Varies	Annual
DESIRABLE		

SERGEANT – SPECIAL INVESTIGATIONS UNIT

Training	Hours	Frequency
MANDATORY		
ICI Narcotics Investigations	80	Once
Special Unit Supervisor	40	Once
Officer Involved Shooting Investigations	40	Once
ESSENTIAL		
CA Narcotics Officers' Association Conference	Varies	Annual
DESIRABLE		
CNOA Seminars – various topics	Varies	Varies

PROFESSIONAL STANDARDS OFFICER

Training	Hours	Frequency
MANDATORY		
Internal Affairs Investigations	24	Once
ESSENTIAL		
Background Investigations	32	Once
DESIRABLE		

ANCILLARY DUTIES

SWAT OPERATOR (Officer or Corporal)

Training	Hours	Frequency
MANDATORY		
SWAT Operator Course	80	Once
ESSENTIAL		
Sniper/Scout – <i>Specialty based</i>		Once
DESIRABLE		
California Tactical Officers Conference	Varies	Annual

DEFENSIVE TACTICS (DTAC) CADRE

Training	Hours	Frequency
MANDATORY		
Defensive Tactics Instructor	40-80	Once
ESSENTIAL		
TASER Instructor	24	Once
TASER Instructor Update	8	Every 2 years
Impact Weapons Instructor	40	Once
DESIRABLE		
Instructor Development Course	40	Once

FIREARMS INSTRUCTOR/ARMORER

Training	Hours	Frequency
MANDATORY		
Firearms Instructor	40-80	Once
ESSENTIAL		
Basic Armorer School	40	Once
Glock Armorer School	8	Every 3 years
AR-15 Armorer School	24	Once
Patrol Rifle Instructor	40	Once
DESIRABLE		
Instructor Development Course	40	Once

SUPPORT OPERATIONS DIVISION

DIVISION MANAGER – SUPPORT OPERATIONS

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications Management Course	2	Every 2 years
Executive Development	104	Once
	80	Once
ESSENTIAL		
Records Course	40	Once
Budgeting	40	Once
Leadership and Accountability	16	Once
Legal Update Regarding Discovery, Personnel and Liability	16	Annually
Sexual Harassment	4	Every 2 years
DESIRABLE		
Civilian Management Seminar	40	Once
Applied Ethics in Police Management	24	Once

CRIME ANALYST

Training	Hours	Frequency
MANDATORY		
DOJ Crime and Intelligence Analyst Certification	180	Once
ESSENTIAL		
Crystal Reports Training (Begin ,Intermediate, Advanced)	20	3x
Excel Training	5	Once
GIS Mapping	16	Unspecified
CAD/RMS Extraction Reports Training	8	Once
DESIRABLE		
PEN LINK	40	Not Specified
Crime Analysis Conference	40	Not Specified

RECORDS UNIT SUPERVISOR

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications	6	Once
Records Supervisor Course	40	Once
Public Records Act	16	Once
Pitchess Motion Course	16	Once
Supervisory Course Civilian	80	Once
ESSENTIAL		
Assertive Supervision	24	Once
Internal Affairs	24	Once
CLEARs Conference	40	Annually
Spillman Users Conference	40	Annually
Sexual Harassment	4	Every 2 years
DESIRABLE		
Leadership and Accountability	16	Once

POLICE RECORDS ASSISTANT I

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications	2	Every 2 years
POST Basic Records Course	40	Once
Public Records Act	16	Once
ESSENTIAL		
Records Update	8	Every 2 years
DESIRABLE		
Customer Service	8	Once
CLEARs Conference	40	Not Specified

POLICE RECORDS ASSISTANT II

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications	2	Every 2 years
Same as Police Records Assistant		
Public Records Act	16	Once
ESSENTIAL		
Same as Records Assistant		
Sexual Harassment	4	Every 2 years
DESIRABLE		
Customer Service	8	Once
CLEARs Conference	40	Not Specified

CRIME SCENE UNIT SUPERVISOR

Training	Hours	Frequency
MANDATORY		
Same as Crime Scene Technician		
ESSENTIAL		
Ethics Training	4	Once
CLETS Telecommunications	4	Every 2 years
Sexual Harassment	4	Every 2 years
Supervisory Course	24-40	Once
DESIRABLE		

CRIME SCENE TECHNICIAN

Training	Hours	Frequency
MANDATORY		
CLETS Telecommunications	2	Every 2 years
Property and Evidence Management (POST)	16	Once
Crime Scene Investigation	40	Once
ESSENTIAL		
California Association for Property and Evidence (CAPE)	Varies	Annual
Internal Association for Property and Evidence (IAI)	Varies	Annual
DESIRABLE		

COMMUNICATIONS UNIT SUPERVISOR

Training	Hours	Frequency
MANDATORY		
Same as Dispatcher		
Supervisor Course	80	Once
CLETS Telecommunications	6	Once
Public Records Act	16	Every 2 years
ESSENTIAL		
Assertive Supervision	24	Once
Public Records Act	16	Every 2 years
Sexual Harassment	4	Every 2 years
DESIRABLE		
Leadership and Accountability	16	Once

PUBLIC SAFETY DISPATCHER-LEAD

Training	Hours	Frequency
MANDATORY		
Same as Dispatcher		
ESSENTIAL		
Same as Dispatcher		
Communications Training Officer	40	Once
Telecommunications-Train the Trainer	16-24	Once
Sexual Harassment	4	Every 2 years
Supervisory Course	24-40	Once
DESIRABLE		
Same as Dispatcher		
Dispatcher Public Safety Advanced	32-40	Once
Public Records Act	16	Once every 2 years

PUBLIC SAFETY DISPATCHER

Training	Hours	Frequency
MANDATORY		
Dispatcher Public Safety Basic Academy (within 12 months of Hire)	120	Once
Dispatcher-CPT	24	Every 2 years
NIMS (IS700) (Available online)	8	Once
ESSENTIAL		
Field Training Program	24 weeks	Once
DESIRABLE		
Customer Service	16	Once
Hostage Negotiations	8	Once
Dispatcher Role in Critical Incidences	24	Once
Tactical Dispatcher	40	Once
Dispatcher Liability Shield	8	Once
Dispatcher Domestic Violence	8	Once
Advanced Dispatcher Update	16	Once
California CLETS	Varies	Varies

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