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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-6**

TRAINING

SUBJECT: Administration of the Training Function

PURPOSE: To identify training as a Department priority and to delineate responsibilities, policies and procedures for training agency personnel.

POLICY: It shall be the policy of this Department to establish Training and Career Development as a priority for all personnel. Training is one of the most important responsibilities of any law enforcement agency. Well-trained employees are better prepared to act decisively and correctly in a broad spectrum of situations. Training has been shown to result in greater productivity and effectiveness. And, training fosters cooperation and unity of purpose.

PROCEDURE:

I. Definitions

- A. Career Development - A structured process that is utilized by the Department to provide opportunities for individual growth and development at all levels.
- B. In-Service Training – Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training and shift briefing training.
- C. Basic Training – Training received at a P.O.S.T. certified Basic Academy.
- D. Advanced Training – Update training given to more senior officers.
- E. Specialized Training – Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory development training or may address job specific skills.
- F. Roll-Call Training (Briefing) – Training conducted by the shift supervisor that addresses legal updates, review of Department policies and procedures, issues of concern, observed deficiencies or planned events.
- G. Department Training – In-house update training conducted by the Training Manager or other Department certified instructors on such topics as defensive tactics, firearms certification, use of force, CPR and First Aid, fire extinguisher use, S.E.M.S., sexual harassment and cultural diversity.

- H. Remedial Training – Personalized training to correct a specific deficiency, which is usually identified by either testing or evaluation during training, internal investigations or supervisory evaluation. [CALEA 26.1.4a]

II. Responsibilities

- A. The Department Training Manager is the assigned responsibility of a Chief of Police designee. The duties include:
1. Administering the Department's Field Training Program and ensuring that all procedures established in the Department's Field Training Manual are followed. [CALEA 33.4.3c]
 2. Ensuring that all available training is posted and officers are assigned to training equitably, based on Department and employee needs.
 3. Identifying areas requiring update or in-service training for personnel.
 4. Providing training bulletins to supervisors for presentation at briefing that address legal updates.
 5. Coordinating training needs with the other managers to ensure that Department staffing needs are met.
 6. Reviewing and approving all lesson plans for Department training.
 7. Ensuring that required training programs are attended, and that all training is documented in Department training files.
 8. Chairing and convening meetings of the Department's Training Committee and providing updates to the Chief of Police. [CALEA 33.1.1e]
- B. The Assistant to the Chief will handle all travel and training requisitions and serve as the Department's POST contact point, for compliance and certification processing.
- C. Field Training Coordinator's responsibilities include:
1. Ensure that new officers are issued appropriate uniform equipment;
 2. Schedule new officers for orientation and administrative training;
 3. Coordinate with the appropriate Command Staff the assignment of Field Training Officers to probationary officers;
 4. Review probationary officers' Daily Observation Reports and End of Phase Reports to ensure that performance objectives are completed;
 5. Brief Command Staff on the progress of probationary officers' training, particularly remedial needs.

III. Training Committee [CALEA 33.1.1c,d]

- A. The Department will have a Training Committee that will assist in developing and evaluating training needs and serve as a focal point for input from various units within the Department. The Training Committee will be appointed by the Chief and will serve at the discretion of the Chief of Police. [CALEA 33.1.1a,b]
1. Command Staff/Training Manager
 2. Command Staff in charge of Operations
 3. Field Training Coordinator (Sergeant)
 4. Senior Field Training Officer (Corporal)

5. Patrol Sergeant
 6. Assistant to the Chief of Police
- B. The Committee will meet as needed and has the authority to make recommendations for individual and Department training programs.
- C. The Committee will provide input for planning, development, coordination, scheduling, implementation and evaluation of training programs, as well as updates to the Department Training Plan.
- IV. Requesting Training
- A. Employees shall be entitled to request training courses that are directly related to their job assignment. Training course listings and schedules will be posted.
- B. Requests for training courses will be routed through the individual's immediate line of supervision. If all levels of authority approve the request, the training will be scheduled at a time that is convenient to the Department.
- C. There shall be no compensation (straight time, CTO or OT) for attending voluntary training when off duty or on leave.
- V. Fee Waiver Program
- A. Fee waivers shall be approved for employees to attend CSU courses. Employees attending classes on campus shall be granted release time, up to 3 hours per week, if staffing allows for coverage without the payment of overtime or CTO to another employee.
- B. Supervisors may allow employees to switch shifts with proper notice, reschedule work hours, or use leave time (CTO/VAC) to accommodate classes, permitted they have the approval of Command Staff or the Chief of Police.
- C. Shift changes or schedule adjustments will not be permitted if it requires the payment of overtime or CTO compensation, except with the approval of the Chief of Police.
- VI. Training Plan
- A. The Department will maintain a Training Plan, which will list mandatory, essential and desirable training for each rank, position or assignment.
- B. Employees assigned or promoted to new assignments must complete all mandatory training courses prior to being assigned to essential, desirable or other training.
- C. The Training Plan will be reviewed during Training Committee meetings and updated as necessary.

VII. Attendance [CALEA 33.1.2]

- A. Employees shall attend all assigned training courses.
- B. When an employee is unable to attend an assigned training course due to illness, court subpoena, or other emergency, he or she must notify Command Staff as soon as possible.
- C. When an employee has missed an assigned training course, the Training Manager will, if possible, reschedule the employee for a future course presentation or similar training.
- D. Documentation of completed training shall be submitted to the Assistant to the Chief for update of the employee's training records. Acceptable documentation may include a certificate of completion, letter of certified training or a memorandum from the course presenter. The Assistant to the Chief will update all employees' training records following their completion of training. P.O.S.T. also updates training records of employees who attend POST training.
[CALEA 33.1.6]

VIII. Reimbursement [CALEA 33.1.3]

- A. Employees who attend an assigned training course will be reimbursed for travel and/or per diem as authorized by P.O.S.T., State or Department policy. A travel authorization must be completed for all assigned training.
- B. There shall be no compensation for travel expenses incurred while attending local training classes (within 25 miles) of the campus. There will be no compensation for travel time when attending schools voluntarily.
- C. Travel time to attend required training will be credited as hours worked for the purpose of time keeping and payroll. As a general rule, travel to training will be reimbursed at straight time on an hour for hour basis, exclusive of meal breaks.
- D. For example, if an employee is offered public transportation that would require 3 hours of travel time, but elects to drive his/her own vehicle or ride as a passenger in another vehicle that requires additional travel time, the employee will only be compensated for the shorter travel time. In this example, 3 hours would be credited for travel time.
- E. Employees shall receive per diem expenses for meals and lodging according to compensation schedules established by the State of California travel policies which can be found on the CSUF Financial Services Travel website.

IX. Department Training

- A. Lesson Plans [CALEA 33.1.4c]

1. All Department training programs will have lesson plans approved by the Training Manager. [CALEA 33.1.4a]
 2. Prior to approval, the Training Manager will ensure that all lesson plans include the following:
 - a. A statement or outline of performance and job-related objectives. The plan should identify the purpose of the training, set forth performance objectives, and relate the training to critical job tasks. [CALEA 33.1.4a]
 - b. The content of the training and specifications of the appropriate instructional techniques (lecture, group discussion, hands on training, etc.) [CALEA 33.1.4b]
 - c. Identification of any tests to be utilized, or plans for evaluating participants. [CALEA 33.1.4d]
 - d. An 'hourly distribution' showing the time frame for each topic to be taught and the instructor assigned to teach the topic.
- B. Records of Training Classes [CALEA 41.1.2, 33.1.7]
1. The Training Manager will maintain records of each training class conducted by a Department instructor.
 2. These records will include:
 - a. Course title and content (lesson plan) [CALEA 33.1.7a];
 - b. Roster of employees who attended [CALEA 33.1.7b];
 - c. Total hours of training; and
 - d. Performance or test results, if any. [CALEA 33.1.7c]
- C. Roll Call Training (Briefing) [CALEA 33.5.2]
1. Sergeants, Corporals, Officers In Charge (OICs) and other designated personnel will conduct Roll Call Training at the beginning of each shift.
 2. The purpose of Roll Call Training is to provide ongoing instruction on current/important topics. Examples are:
 - a. General Orders
 - b. Training bulletins
 - c. Legal updates
 - d. P.O.S.T. videos
 - e. New equipment/demonstrations
 3. All personnel in attendance will initial the roll call training roster.
 4. In addition, during briefing, personnel from both shifts will meet and discuss events from the previous watch and anticipated events in the upcoming watch.
 5. Department Investigators will attend roll call briefings to facilitate an exchange of information. Investigators will inform personnel of current cases of note and discuss any crime trends and patterns. [CALEA 42.2.4]
- D. Career Development Program [CALEA 33.8.3]

1. The purpose of this program is to assist employees in planning their career paths through the utilization of formal educational opportunities and law enforcement training courses to improve their skills, knowledge and abilities.
2. All personnel conducting career development activities will receive training either through Supervisory schools or Management schools and University orientations that will provide them knowledge in counseling techniques, assessment skills, training opportunities and availability of outside resources. [CALEA 33.8.1]
3. As part of the Department's performance evaluation process, all supervisors will conduct career development sessions with their subordinates. During these sessions career development opportunities will be discussed and will be documented in Section D of the evaluation. Notations will be made on specific goals and accomplishments to be worked towards during the next review period and the specific training plan or other learning experiences recommended for the next review period. [CALEA 33.8.1]
4. The Staff Fee Waiver Program requires that an approved Individual Career Development Plan be on file to take advantage of the program. Supervisors will assist employees who are interested in participating with the completion of their Career Development Plan.

X. Remedial Training [CALEA 35.1.9e, 26.1.4a, 33.1.5]

- A. Remedial training will be provided to any employee who has been identified by his/her supervisor to be deficient in any area of required competence.
- B. Remedial training can be provided through additional training by a Department supervisor, FTO or required attendance at a P.O.S.T. in-service training course.
- C. At the time an employee is identified as requiring remediation, a timetable will be established by the employee's supervisor for completion of training and improvement in performance.
- D. All remedial training recommendations must be approved by Command Staff and must be documented.
- E. Probationary employees must satisfactorily complete remedial training as a condition of continued employment.

XI. In-Service Training

- A. Certified P.O.S.T. Training/Career Development
 1. P.O.S.T. procedure 1005(d) (1) requires that each sworn officer receive at least 24 hours of certified P.O.S.T. training every two years.
 2. All sworn personnel will complete an annual retraining program, which will include legal updates and revisions to the Department's General

- Orders. All employees receiving training in new or revised General Orders will sign Statements of Understanding. [CALEA 33.5.1]
3. The Training Manager will schedule employees to attend advanced officer schools, which consist of training regarding new laws, recent court decisions, search and seizure issues, new concepts, procedures, technology, discretionary decision making, and civil liability subjects, or technical courses designed to enhance overall abilities and proficiencies. [CALEA 33.5.1]
 4. Sworn employees assigned to specialized positions will be required to attend interrelated P.O.S.T. certified courses for the purpose of improving their skills and enhancing their potential for upward mobility. [CALEA 33.5.1]
 5. Civilian employees will attend P.O.S.T. or other certified courses applicable to their assignment. In addition, civilian supervisors will attend a P.O.S.T. or other certified civilian supervisory course. [CALEA 33.7.2]
- B. P.O.S.T. Supervisory and Management Courses [CALEA 33.8.2]
1. P.O.S.T. procedure 1005(b) (1) requires newly promoted sworn supervisors to attend a P.O.S.T. certified 80-hour Supervisory Course within 12 months of the promotion date. The Supervisory Course includes training in supervisory and management roles and responsibilities, oral communications, personnel evaluations, media relations, training and counseling, and internal communications.
 2. P.O.S.T. procedure 1005(c) requires newly appointed Lieutenants to attend a P.O.S.T. certified 80-hour management course within 12 months of the promotion date. The Management Course includes training in management roles and responsibilities, personnel management skills, leadership styles and decision-making, organization and sergeant development, and legal responsibilities.
- XII. Specialized Training
- A. Specialized training is required for proficiency in a variety of assignments and promotions, as noted in the Department Training Plan. [CALEA 33.6.1]
- B. Assignments that may require specialized training are [CALEA 33.6.1]:
1. Investigations;
 2. Critical Response Unit;
 3. Field Training Officer;
 4. Range Master (Firearms Instruction);
 5. Armorer;
 6. Defensive Tactics Instructor;
 7. Bicycle Patrol;
 8. Motorcycle Patrol;
 9. North County SWAT;
 10. Community Services; and
 11. Any other assignment where the Chief of Police deems specialized training appropriate.

- C. Specialized training should include and take into consideration [CALEA 33.6.1a]:
1. Development and enhancement of the skills, knowledge, and abilities particular to the specialization or assignment;
 2. Management, administration, supervision, personnel policies and support services of the function or assignment;
 3. Agency policies, procedures, rules and regulations specifically related to the function or assignment;
 4. The requirements or mandates of law; and
 5. Supervised on-the-job training.
- D. Retraining is required to maintain certifications for certain specialized assignments. For many assignments this is accomplished through update training. This retraining shall be accomplished as mandated by the Department training plan and P.O.S.T. requirements and will be documented in the employee's training file. [CALEA 33.6.1b]

XIII. Recruit Training

A. P.O.S.T. Academy

1. Police recruit trainees (cadets) are required by law (Penal Code Section 832) and P.O.S.T. regulations [Regulation 1005(a) and Section D-1, Procedure 1-1 through 1-3] to attend basic training at a P.O.S.T. certified academy. [CALEA 33.4.1]
2. Police recruit trainees (cadets) will not be assigned to general law enforcement duties until completion of academy training as prescribed by law. [CALEA 33.4.1]
3. This Department will assign cadets to a P.O.S.T. approved police academy. The Field Training Officer assigned to the recruit will attend the academy orientation with the recruit and will maintain contact with the recruit throughout training. [CALEA 33.2.3]
4. The academies provide each recruit with an orientation handbook at the time the academy begins.
5. The Department Training Manager will be responsible for tracking the recruit's progress during the academy training. The Training Manager will act as liaison with the academy staff and provide Department input as needed. [CALEA 33.2.3, 33.4.3d]
6. The Field Training Coordinator and assigned FTO will act as mentors to the recruit.
7. Recruit training will include:
 - a. A curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training, and [CALEA 33.4.2a]
 - b. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities. [CALEA 33.4.2b]

B. Post-Academy Training [CALEA 33.2.4]

1. After completion of the academy, the trainee will go through a one-week orientation process. During this week the trainee will be given an overview of the university and the Department.
2. The orientation week will prepare the trainee for the FTO program and the Department rules, regulations and procedures will be discussed.
3. Additional training in Department policies and procedures will be conducted throughout the 16 week Field Training Program.

C. Field Training Officer Program

1. Refer to the Department FTO Manual for a complete description of the Field Training Officer program.
2. Officers selected through the approved process will serve as Field Training Officers. [CALEA 33.4.3b,e]
3. Each trainee will be assigned to the FTO Program for a length of 16 weeks. The program will consist of four phases. Phases I and III are five weeks in length. Phase II is four weeks and phase IV is two weeks in length. The primary FTO will administer phases I and IV. The trainees will have at least one other FTO during phases II and III unless approval is received from the Training Manager for the FTO and trainee to remain together for successive phases. [CALEA 33.4.3a,f]
4. Field Training Officers will report directly to the Field Training Coordinator while they are working as FTOs. All evaluations will be prepared in a timely manner by the FTOs and will be reviewed by the Field Training Coordinator and Training Manager. [CALEA 33.4.3c,g,h]
5. During the training period, FTOs will meet every two weeks with the Field Training Coordinator to review progress and discuss any problems or additional training which may be needed to assist the trainee. The FTO or the Field Training Coordinator may request a special meeting with the Training Manager at any time. [CALEA 33.4.3c,g,h]
6. Extended Training – Trainees that may need additional training may be extended in the FTO program for a period of time agreed upon by the FTO, Field Training Coordinator and the Training Manager.
7. All trainees must complete the Field Training Program and view all assigned training videos before a letter of completion will be signed by the Field Training Coordinator and submitted to the Training Manager. [CALEA 33.4.3g]
8. If it is the consensus of the FTOs and the Field Training Coordinator that a trainee is not making expected progress, documentation to that effect will be submitted to the Training Manager for action and recommendations.

XIV. Civilian Training [CALEA 33.7.2]

- A. All civilian personnel will receive training upon hire or transfer/promotion to a new assignment that requires specialized training.

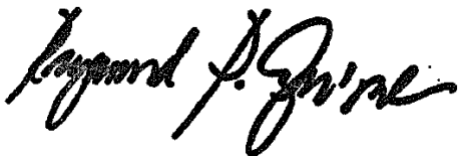
- B. Dispatchers, Records personnel, the Emergency Management Coordinator and other support staff will receive additional or annual training as directed by law mandates, the Department Training Plan, or as deemed necessary.
- C. All newly appointed civilian employees will receive information regarding:
 - 1. The Department's role, purpose, goals, policies and procedures [CALEA 33.7.1a];
 - 2. Working conditions and regulations; and [CALEA 33.7.1b]
 - 3. Responsibilities and rights of employees. [CALEA 33.7.1c]

XV. Accreditation Familiarization and Training

- A. The Accreditation Manager will receive specialized Accreditation Manager training that includes the essential components of the process, the standards manual, file maintenance, and the panel review process within one year of being appointed to that position. [CALEA 33.5.4]
- B. All newly hired Department personnel will receive familiarization training in the accreditation process within thirty days after their employment begins or within thirty days after completing the recruit academy. [CALEA 33.5.3a]
- C. Just prior to the on-site assessment associated with initial accreditation and each reaccreditation, all Department personnel will receive training outlining the process and procedures for the on-site. [CALEA 33.5.3c]

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