



COLMA POLICE DEPARTMENT

TRAINING PLAN 2020



COLMA POLICE DEPARTMENT

TABLE OF CONTENTS

INTRODUCTION

ORGANIZATIONAL CHART

ADMINISTRATION

CHIEF OF POLICE	5
COMMANDER	6
EXECUTIVE ASSISTANT	7

PATROL OPERATIONS

POLICE SERGEANT	8
POLICE OFFICER/RESERVE OFFICER	9
COMMUNITY SERVICE OFFICER	10

SUPPORT SERVICES

DISPATCH AND RECORDS SUPERVISOR	11
DISPATCHER / RECORDS	12

TASK/SPECIAL ASSIGNMENTS

DISPATCH OPERATIONS



COLMA POLICE DEPARTMENT

Introduction:

It is the policy of the Colma Police Department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the 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.

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

Purpose:

The purpose of the Colma Police Department Training Plan is to:

- ▶ Meet Mandated, Essential and Desirable training requirements;
- ▶ Enhance the level of law enforcement service to the public;
- ▶ Increase the technical expertise and overall effectiveness of our personnel;
- ▶ Provide for continued professional development of department personnel.

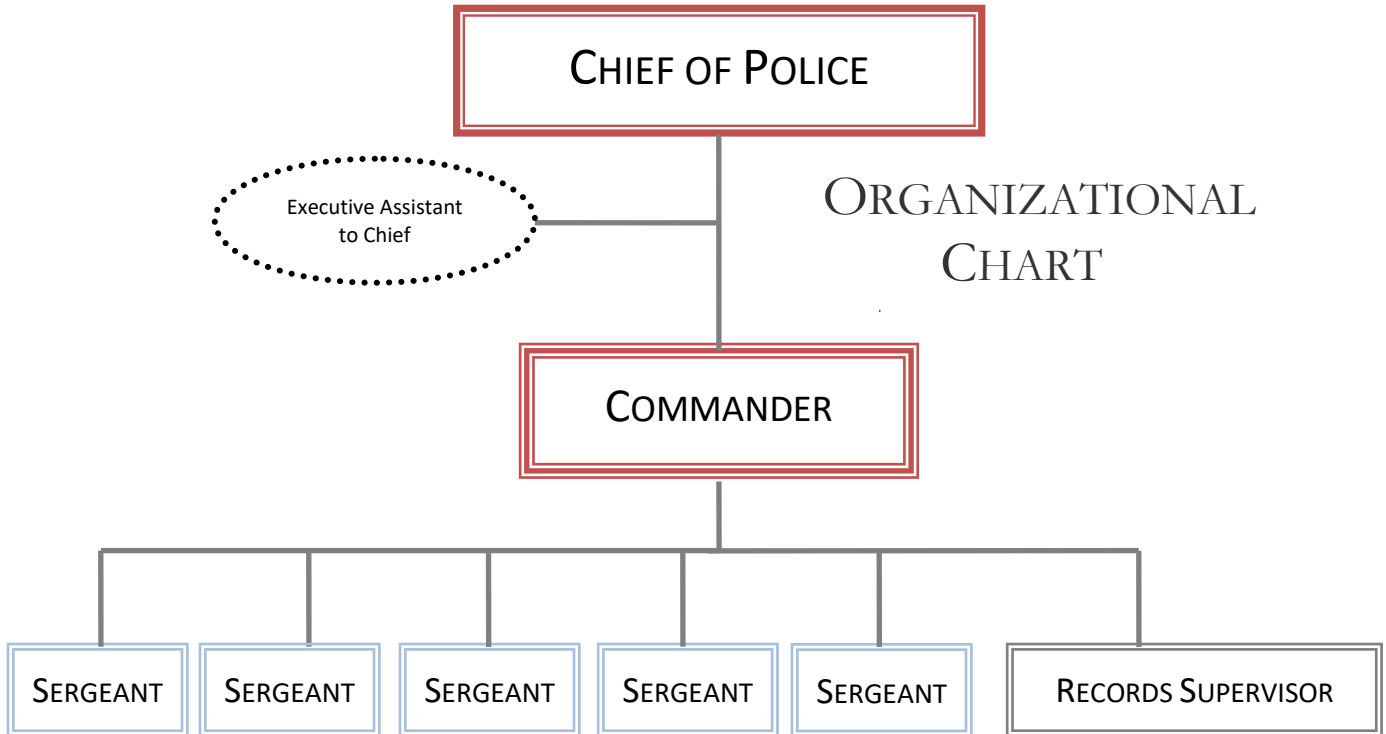
The Training Plan is designed to identify the training needs and set priorities for the training needs of every rank/position and task/specialized assignment within the Department. The Plan should be used as an objective tool that assists with bringing uniformity and consistency to training, while providing employees with the greatest opportunity for success. It is a tool to be used on a regular basis, to meet the training needs of employees. This Training Plan was developed to put each employee in a position to be successful. More specific information about training can be found in Colma Police Department Policy 204.

The Colma Police Department will strive to use a broad spectrum of training sources for the educational and professional development of its employees and whenever possible 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 Colma Police Department. Additionally, it does not guarantee that a member will receive all of the training that has been identified for his/her position, with the exception of the training that has been identified as Mandatory.



COLMA POLICE DEPARTMENT





COLMA POLICE DEPARTMENT

JOB TITLE	POLICE CHIEF	DIVISION	ADMINISTRATION
		JOB CATEGORY	COMMAND STAFF
MANDATED TRAINING		ESSENTIAL TRAINING	DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Executive Development ▶ NIMS ICS 700, 800, 300 and 400 		<ul style="list-style-type: none"> ▶ Role of the Police Chief ▶ San Mateo County Police Chiefs and Sheriff's Executive Seminar ▶ Budget Analysis Workshops ▶ Risk Management, Policy Guidelines and Liability ▶ Workers Comp 	<ul style="list-style-type: none"> ▶ POST Command College ▶ FBI National Academy ▶ FBI LEEDS ▶ Miscellaneous Chief Executive Professional Conferences, Seminars and Workshops ▶ Team Building Workshop ▶ Annual Legislative Day ▶ Police Chief – City Manager Team Development Seminar
FIREARMS AND TRAINING PROGRAM			
<ul style="list-style-type: none"> ▶ On-Duty Weapon Qualification: Quarterly ▶ AR-15 Qualification: Biannually ▶ Less Lethal, Off Duty and Back Up Qualification: Annually 			
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol Daily Training Bulletins <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Vehicle Pursuit ○ Fit Testing ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ First Aid/CPR/AED Update ○ Domestic Violence Update ○ Perishable Skills Program: Arrest & Control Tactics, Tactical/Interpersonal Communications, Force Option/Driving Simulator ○ Hostile Work Environment/Sexual Harassment Prevention ○ Temporary Holding Facility Update ○ CLETS/NCIC Less Than Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle <p><u>Every Five Years:</u></p> <ul style="list-style-type: none"> ○ Racial Profiling 			



COLMA POLICE DEPARTMENT

JOB TITLE	POLICE COMMANDER	DIVISION	ADMINISTRATION
		JOB CATEGORY	COMMAND STAFF
MANDATED TRAINING		ESSENTIAL TRAINING	DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Management Course ▶ NIMS ICS 700, 800, 300 and 400 	<ul style="list-style-type: none"> ▶ Role of the Chief ▶ Budget Analysis Workshops ▶ Internal Affairs Update ▶ Pitches Motion Update ▶ Property Room Management ▶ Risk Management, Policy Guidelines and Liability ▶ Workers Comp 	<ul style="list-style-type: none"> ▶ POST Command College ▶ FBI National Academy ▶ FBI LEEDS ▶ WestPoint Leadership ▶ Critical Incident Management ▶ Management Update Seminar ▶ Team Building Workshop ▶ LAPD Leadership 	
FIREARMS AND TRAINING PROGRAM			
<ul style="list-style-type: none"> ○ On-Duty Weapon Qualification: Quarterly ○ AR-15 Qualification: Biannually ○ Less Lethal, Off Duty and Back Up Qualification: Annually 			
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol Daily Training Bulletins <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Vehicle Pursuit ○ Fit Testing ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ First Aid/CPR/AED Update ○ Domestic Violence Update ○ Perishable Skills Program: Arrest & Control Tactics, Tactical/Interpersonal Communications, Force Option/Driving Simulator ○ Hostile Work Environment/Sexual Harassment Prevention ○ Temporary Holding Facility Update ○ CLETS/NCIC Less Than Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle <p><u>Every Five Years:</u></p> <ul style="list-style-type: none"> ○ Racial Profiling 			



COLMA POLICE DEPARTMENT

JOB TITLE	EXECUTIVE ASSISTANT	DIVISION	ADMINISTRATION
		JOB CATEGORY	
MANDATED TRAINING	ESSENTIAL TRAINING		DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Role of Police Chief's Executive Assistant 	<ul style="list-style-type: none"> ▶ Microsoft Word, Excel, Access, PowerPoint, Outlook ▶ SMCO Training Managers workshop ▶ POST Training Manager Class 		<ul style="list-style-type: none"> ▶ Indispensable Assistant ▶ Team Building Workshop
RECERTIFICATION TRAINING			
<p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ Hostile Work Environment/Sexual Harassment Prevention 			



COLMA POLICE DEPARTMENT

JOB TITLE	POLICE SERGEANT	DIVISION	OPERATIONS
		JOB CATEGORY	PATROL
MANDATED TRAINING		ESSENTIAL TRAINING	
<ul style="list-style-type: none"> ▶ Supervisory Course ▶ High Tech Crimes DVD 	<ul style="list-style-type: none"> ▶ Internal Affairs Investigation ▶ Supervisor Leaderships Institute ▶ LAPD Leadership Academy ▶ Critical Incident Management for Supervisors ▶ Officer Involved Shooting ▶ Risk Management, Policy Guidelines and Liability ▶ Crisis Intervention Training (CIT) 	DESIRABLE TRAINING	
<ul style="list-style-type: none"> ▶ Employee Discipline ▶ Supervisor's Updates ▶ Team Building Workshop ▶ Legislative Updates ▶ Advanced Supervision ▶ Supervisor Force Liability ▶ ICS 400 			
FIREARMS AND TRAINING PROGRAM			
<ul style="list-style-type: none"> ○ On-Duty Weapon Qualification: Quarterly ○ AR-15 Qualification: Biannually ○ Less Lethal, Off Duty and Back Up Qualification: Annually 			
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol Daily Training Bulletins <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Vehicle Pursuit ○ Fit Testing ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ First Aid/CPR/AED Update ○ Domestic Violence Update ○ Perishable Skills Program: Arrest & Control Tactics, Tactical/Interpersonal Communications, Force Option/Driving Simulator ○ Hostile Work Environment/Sexual Harassment Prevention ○ Temporary Holding Facility Update ○ CLETS/NCIC Less Than Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle <p><u>Every Five Years:</u></p> <ul style="list-style-type: none"> ○ Racial Profiling 			



COLMA POLICE DEPARTMENT

JOB TITLE	POLICE OFFICER / RESERVE POLICE OFFICER	DIVISION	OPERATIONS
		JOB CATEGORY	PATROL
MANDATED TRAINING		ESSENTIAL TRAINING	
<ul style="list-style-type: none"> ▶ Basic Police Academy ▶ Field Training Program ▶ Human Trafficking DVD ▶ ICS 100 ▶ ICS 200 ▶ Returning Vets DVD 	<ul style="list-style-type: none"> ▶ Radar/Lidar Operator ▶ Basic Accident Investigation ▶ Interview and Interrogations ▶ Standardized FST and DUI Investigation ▶ Drug Abuse Recognition ▶ Inner Perspectives ▶ Crisis Intervention Training (CIT) 	DESIRABLE TRAINING	
<ul style="list-style-type: none"> ▶ SMCO Leadership ▶ Legislative Update ▶ ARID ▶ Active Shooter/Critical Incidents ▶ TASER Deployment ▶ Draeger Training ▶ SMCO Gang Symposium 			
FIREARMS AND TRAINING PROGRAM			
<ul style="list-style-type: none"> ○ On-Duty Weapon Qualification: Quarterly ○ AR-15 Qualification: Biannually ○ Less Lethal, Off Duty and Back Up Qualification: Annually 			
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol Daily Training Bulletins <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Vehicle Pursuit ○ Fit Testing ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ First Aid/CPR/AED Update ○ Domestic Violence Update ○ Perishable Skills Program: Arrest & Control Tactics, Tactical/Interpersonal Communications, Force Option/Driving Simulator ○ Temporary Holding Facility Update ○ CLETS/NCIC Less Than Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle <p><u>Every Five Years:</u></p> <ul style="list-style-type: none"> ○ Racial Profiling 			



COLMA POLICE DEPARTMENT

JOB TITLE	COMMUNITY SERVICE OFFICER / DISPATCHER	DIVISION	OPERATIONS
		JOB CATEGORY	TRAFFIC
MANDATED TRAINING		ESSENTIAL TRAINING	DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Basic CSO Course ▶ Field Training Program ▶ NIMS ICS 100 and 700 		<ul style="list-style-type: none"> ▶ CSO EVOC ▶ Temporary Child Passenger Restraints Technician ▶ Active Shooter 	<ul style="list-style-type: none"> ▶ Dealing With Difficult People
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ <u>Lexipol Daily Training Bulletins</u> <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ CLETS/NCIC Less Than Full Access Operator Recertification ○ Temporary Child Passenger Restraints Technician Update 			



COLMA POLICE DEPARTMENT

JOB TITLE	DISPATCH AND RECORDS SUPERVISOR	DIVISION	SUPPORT SERVICES
		JOB CATEGORY	COMMUNICATIONS
MANDATED TRAINING		ESSENTIAL TRAINING	DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Records Supervisor 		<ul style="list-style-type: none"> ▶ Internal Affairs Investigation ▶ SMCO Leadership ▶ Supervisor Update ▶ Communication Training Officer ▶ Advance Dispatcher Updates ▶ Active Shooter 	<ul style="list-style-type: none"> ▶ Dispatch Risk Management ▶ Leadership Classes ▶ Dealing With Difficult People ▶ Dispatcher in Emergency Management ▶ Dispatcher, Domestic Violence ▶ Stress Management for Dispatchers
RECERTIFICATION TRAINING			
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ Hostile Work Environment/Sexual Harassment Prevention ○ CLETS/NCIC Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle 			



COLMA POLICE DEPARTMENT

JOB TITLE	DISPATCH AND RECORDS	DIVISION	SUPPORT SERVICES	
		JOB CATEGORY	COMMUNICATIONS	
MANDATED TRAINING		ESSENTIAL TRAINING		
<ul style="list-style-type: none"> ▶ Basic Dispatcher Course ▶ Field Training Program ▶ NIMS ICS 100 and 700 ▶ Public Records Act 	<ul style="list-style-type: none"> ▶ Advance Dispatcher Updates ▶ Access Suicidal Caller ▶ Dispatch Sexual Assault ▶ Sex and Arson Registry ▶ Active Shooter 	<th>DESIRABLE TRAINING</th>		DESIRABLE TRAINING
<ul style="list-style-type: none"> ▶ Dispatch Risk Management ▶ Leadership Classes ▶ Dealing With Difficult People ▶ Dispatcher, Domestic Violence ▶ Stress Management for Dispatchers 				
RECERTIFICATION TRAINING				
<p><u>Monthly:</u></p> <ul style="list-style-type: none"> ○ Lexipol <p><u>Annually:</u></p> <ul style="list-style-type: none"> ○ Bloodborne Pathogens <p><u>Every Two Years:</u></p> <ul style="list-style-type: none"> ○ CLETS/NCIC Full Access Operator Recertification ○ 24Hrs. of Continuing Professional Training Within POST Training Planner Cycle 				



COLMA POLICE DEPARTMENT

TASK/SPECIAL ASSIGNMENTS

PATROL OPERATIONS	
Rangemaster	<ul style="list-style-type: none"> ▶ Firearms Instructor ▶ Sig Armorer ▶ Firearms/Long Rifle Instructor ▶ Rifle Armorer
Field Training Officer	<ul style="list-style-type: none"> ▶ FTO School ▶ Academy Instructor School
Detective / Detective Sergeant	<ul style="list-style-type: none"> ▶ ICI Core ▶ Additional ICI Classes
Motorcycle Officer	<ul style="list-style-type: none"> ▶ Pre-Training with DCPD ▶ POST Basic Course ▶ Monthly Training Rides with DCPD ▶ Quarterly Qualifications with DCPD
Special Weapons and Tactics	<ul style="list-style-type: none"> ▶ Basic Special Weapons and Tactics ▶ Special Weapons and Tactics Update ▶ Monthly training with DCPD
Officer in Charge	<ul style="list-style-type: none"> ▶ High Teck crimes DVD ▶ Supervisor Course ▶ Critical Incident for Supervisors
Bicycle Officer	<ul style="list-style-type: none"> ▶ POST Bike Class
Terrorism Liaison Officer	<ul style="list-style-type: none"> ▶ TLO Class ▶ Additional Classes through NICRIC
PAS Device Coordinator	<ul style="list-style-type: none"> ▶ PAS Device Coordinator
Public Information Officer	<ul style="list-style-type: none"> ▶ Basic PIO School ▶ Social Media Classes ▶ Membership in the Bay Area Social Media for Public Safety
EOC Coordinator	<ul style="list-style-type: none"> ▶ CSTI Training ▶ Intro to Emergency Management ▶ Other applicable EOC Training



COLMA POLICE DEPARTMENT

DISPATCH OPERATIONS

Property Room	<ul style="list-style-type: none">▶ POST Property Room School▶ CAPE Seminar▶ Monthly SMCO Property Meeting/Training
Systems Administrator	<ul style="list-style-type: none">▶ RIMS System Administrator▶ Annual RIMS Conference
Tactical Dispatcher	<ul style="list-style-type: none">▶ POST Tactical Dispatcher School
Communications Training Officer	<ul style="list-style-type: none">▶ POST Field Training Class for Dispatchers