



**TIBURON
POLICE
DEPARTMENT**

**TRAINING PLAN
AND
EMPLOYEE
CAREER PATHS**

INTRODUCTION:

The Tiburon 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 and 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 Tiburon 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 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 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 Tiburon 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.

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

- 1) Law Enforcement Professional Training
- 2) College Education

LAW ENFORCEMENT PROFESSIONAL TRAINING:

Law Enforcement Professional Training is comprised of two categories of training. The first 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.

The P.O.S.T courses in this category are 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 as follows:

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

P.O.S.T has implemented a eighty-hour cap per year for reimbursable training. There are several courses which are exempt from the eighty-hour cap. These courses are listed in Appendix A.

In addition to typical classroom settings, P.O.S.T. training is also available through the P.O.S.T. Learning Portal (www.post.ca.gov), videos/DVDs and other interactive computer programs.

The second category of Law Enforcement Professional Training refers to training certified by P.O.S.T., but not reimbursable, in-house training and training provided by outside agencies and vendors.

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the Tiburon Police Department and is spearheaded by the Training Sergeant. This type of training provides "hands-on" continuing professional training to department employees. Monthly training bulletins are distributed to each employee through Lexipol. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice, along with refresher information on the current police department policy manual. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures and policy review.

Other forms of non-P.O.S.T. training are offered through different vendors such as HIDTA, Fred Pryor Seminars and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

COLLEGE EDUCATION:

The Town Manager, the Chief of Police and the City of Tiburon are very supportive of its employees obtaining a formal college education. This is evident through the adoption of the Department Succession Plan. This plan outlines the educational requirements of those employees desiring to promote within the Department. All personnel of the Tiburon Police Department are encouraged to pursue their educational goals.

TRAINING BUREAU:

The Department's Training Bureau is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and non-sworn personnel. A sergeant is responsible for the day to day operations of the Bureau. The Training Sergeant is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes and Town policy.

The Training Sergeant will coordinate scheduled training with the supervisor(s) of the employee. The Training Sergeant 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 Sausalito Purchasing Policy.

The Training Sergeant will notify each employee as soon as possible of scheduled training through the use of the *Training Management System (TMS)* Inter-Office Memo. This memo will provide the course title, date, time and location of the training. The Training Sergeant will distribute remaining paperwork and any reimbursement checks approximately one to two weeks prior to 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 Sausalito.

Training Management System (TMS)

This is a computer software program utilized by the Training Sergeant to track all departmental training. The Training Plan for both "Rank and Task Assignments" has been entered into this software program. It is important that notification and documentation of all training be forwarded to the Training Sergeant to insure that information is entered into the TMS program. This allows for the Training Sergeant to conduct Training Plan and P.O.S.T. training compliance reports for all employees. With this capability, the Training Sergeant can identify training deficiencies according to the Training Plan.

ORGANIZATION OF THE TRAINING PLAN:

The Training Plan is divided into two sections:

Section 1: Rank/Position Assignment:

This section of the Training Plan contains a list of all sworn and civilian rank/positions within the structure of the police department.

Section 2: Task/Specialized Assignment

This section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and civilian assignments.

Within each section 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.

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

CONTINUAL PROFESSIONAL TRAINING (CPT):

Continual Professional Training (CPT) is required for peace officers and dispatch 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 re-qualify in entry-level minimum standards.

Every peace officer other than a Level III reserve peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle, beginning January 1, 2021.

Perishable Skills/Communications Requirement for CPT:

Effective January 1, 2021, all peace officers (except reserve officers) below the rank of lieutenant and assigned to patrol, traffic, or investigations who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Tactical Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills training shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

- Arrest and Control
- Driver Training/Awareness
- Tactical Firearms

Communications training, either strategic or interpersonal, shall consist of a minimum of 2 hours in each two-year period

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 and LICENSES:

The Tiburon Police Department recognizes the importance of well trained personnel. This includes assisting Department members in obtaining the appropriate professional certificate(s) awarded by the Commission on Police Officer Standards and Training.

The Department, through the Training Manager, is responsible for insuring that all personnel receive their basic certificate. Due to the numerous combinations of training, education and experience that would qualify individuals for certificates other than the basic it is the individual's responsibility to contact the Training Manager if they feel they are eligible for an upper level certificate.

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 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. 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, and 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 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 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:

Degree or Education Points		Law Enforcement Experience		Training Points
Bachelor Degree	<i>and</i>	2 years	<i>plus</i>	0
Associate Degree	<i>and</i>	4 years	<i>plus</i>	0
45 Education Points	<i>and</i>	4 years	<i>plus</i>	45
30 Education Points	<i>and</i>	6 years	<i>plus</i>	30
15 Education Points	<i>and</i>	8 years	<i>plus</i>	15

Advanced Certificate:

In addition to the requirements set forth in 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:

Degree or Education Points		Law Enforcement Experience		Training Points
Master Degree	<i>and</i>	4 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	6 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Points	<i>and</i>	9 years	<i>plus</i>	45
30 Education Points	<i>and</i>	12 years	<i>plus</i>	30

Supervisory Certificate:

In addition to the requirements set forth in 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), (t), and (1) 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 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-I-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), (t), and (1) 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 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 (1) 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 Public Safety Dispatcher 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:

As provided for in the Department's Policy Manual, the Training Bureau will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's staff. Upon approval of the Staff, the needs assessment will form the basis for the training plan for the fiscal year. It is the responsibility of the Training Sergeant to maintain, review and update the Training Plan on an annual basis.

Rank/Position Assignment-Sworn Personnel

- **CHIEF.....12**
- **SERGEANT.....14**
- **POLICE OFFICER (RESERVE)18**

CHIEF

Standard Training Requirements

MANDATED TRAINING:

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy
Recertification: Every 2 years

Racial Profiling Update (P.O.S.T. PC 13519.4)

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

Range Qualification-Pistol (Policy 312.4)

Initial Training: Within 6 months of appointment
Recertification: 4 times per year

Sexual Harassment Training (Gov. Code 12950.1)

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

Basic/Tactical Patrol Rifle (Senate Bill 359)

Initial Training: Upon appointment
Recertification: Not required

ESSENTIAL TRAINING:

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years
○ The two year cycle begins January 1 of the year following being added to the Department roster
Recertification: New cycle begins every 2 years

Domestic Violence Update (Marin County Protocol)

Initial Training: Within 1 year of appointment
Recertification: Annually

Management/Supervision of Officer Involved Shooting Investigations

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

Public Records Act

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

DESIRABLE TRAINING:

Budget Preparation Course

Initial Training: Not required
Recertification: Not required

California Police Chief's Conference

Initial Training: Not required
Recertification: Not required

Marin County Chiefs' of Police Conference

Initial Training: Not required
Recertification: Not required

Media Relations

Initial Training: Not required
Recertification: Not required

The Role of the Police Chief

Initial Training: Not required
Recertification: Not required

Worker's Compensation / Disability Retirement Issues

Initial Training: Not required
Recertification: Not required

SERGEANT

Standard Training Requirements:

MANDATED TRAINING:

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

CLETS/NCIC -Less than Full Access Operator (Policy 812)

Initial Training: During Orientation Phase

Recertification: Every other year

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

Domestic Violence Update (P.O.S.T. PC 13519)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

Domestic Violence Update (Marin County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Annually

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

High Technology Crimes (P.O.S.T. PC 1315.55)

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

Recertification: Not required

Incident Command System (700, 100, 200, 300, 400)

Initial Training: Within 1 year of appointment

Recertification: Not Required

Perishable Skills Program (PSP) (P.O.S.T.)

The two year cycle begins January 1 of the year following being added to the Department roster.

- 12 hours of Perishable Skills training is required every two years.
 - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

Racial Profiling Update (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Range Qualification-Pistol (Policy 312.4)

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

* 1 must be nighttime/low-light conditions

Range Qualification-Less-Lethal Shotgun (Policy 308.1.3)

Initial Training: During Orientation Phase

Recertification: 2 times per year

*1 must be nighttime/low-light conditions

Range Qualification-Rifle (Policy 432.5)*

Initial Training: During Orientation Phase

Recertification: 1 times per year

Range Qualification-Less Lethal (Policy 308)

Initial Training: During Orientation Phase

Recertification: 1 times per year

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

SEMS/NIMS (ICS 300 / 400)

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment as a supervisor

Recertification: Every 2 years and within 6 months of promotion

Supervisory Course (PAM 1005)

Initial Training: Within 1 year of appointment

Recertification: Not required

Taser (Policy 309)

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

Vehicle Pursuit Policy Review (P.O.S.T. PC 13519.8)

Initial Training: During the academy

Recertification: Every 2 years

Basic/Tactical Patrol Rifle (Senate Bill 359)

Initial Training: Upon appointment

Recertification: Not required

ESSENTIAL TRAINING:**Supervisory Leadership Institute (SLI)**

Initial Training: After completion of 2 years of supervisory experience

Recertification: Not required

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Interview and Interrogation

Initial Training: Within 2 years of completion of probation

Recertification: Not required

Drug Influence-11550 H&S

Initial Training: Not required

Recertification: Not required

EPAS Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Radar/Lidar Operator

Initial Training: Within 1 year of appointment

Recertification: Not required

Search Warrants “A through Z”

Initial Training: Not required

Recertification: Not required

Mental Health Training (Senate Bill 29)

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Crisis Intervention Team (CIT)

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT) (on-line 1 hour)

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Media Relations

Initial Training: Not required

Recertification: Not required

Rapid Deployment Team (Active Shooter)

Initial Training: Not required

Recertification: Not required

Report Writing for Instructors

Initial Training: Not required

Recertification: Not required

POLICE OFFICER (RESERVE/PART TIME)

Standard Training Requirements

MANDATED TRAINING:

Bloodborne Pathogens (CAL-OSHA Reg. 5193)

Initial Training: Provided in Basic Academy

Recertification: Annually

Town of Tiburon Sexual Harassment Training (Town Policy)

Initial Training: During Orientation Phase

Recertification: Not required

CLETS/NCIC -Less than Full Access Operator (Policy 812)

Initial Training: During Orientation Phase

Recertification: Every other year

Continued Professional Training (CPT) (P.O.S.T.)

Initial Training: 24 hours of P.O.S.T. certified training every two years

- The two year cycle begins January 1 of the year following being added to the Department roster

Recertification: New cycle begins every 2 years

Control Devices/Weaponless Defense (Policy 308)

Initial Training: During Orientation Phase

Recertification: Every other year

Domestic Violence Update (P.O.S.T. PC 13519)

Initial Training: Within 2 years of appointment

Recertification: 2 hours of training every 2 years

Domestic Violence Update (Marin County Protocol)

Initial Training: Within 1 year of appointment

Recertification: Annually

Elder/Dependent Adult Abuse (P.O.S.T. PC 13515)

Initial Training: 2 Hours within 18 months of appointment

Recertification: Not required

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Incident Command System (700, 100, 200)

Initial Training: Within 1 year of appointment

Recertification: Not Required

Perishable Skills Program (PSP) (P.O.S.T.)

The two year cycle begins January 1 of the year following being added to the Department roster.

- 24 hours are required every two years
- 12 hours of Perishable Skills is required every two years.
 - Perishable skills are defined as Driver Training, Tactical Firearms, Arrest and Control and Communications.

Racial Profiling Update (P.O.S.T. PC 13519.4)

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Range Qualification-Pistol (Policy 312.4)

Initial Training: During Orientation Phase

Recertification: Once a quarter (3 times a year)

* 1 must be nighttime/low-light conditions

Range Qualification-Less-Lethal Shotgun (Policy 308.1.3)

Initial Training: During Orientation Phase

Recertification: 2 times per year

*1 must be nighttime/low-light conditions

Range Qualification-Rifle (Policy 432.5)*

Initial Training: During Orientation Phase

Recertification: 1 times per year

Range Qualification-Less Lethal (Policy 308)

Initial Training: During Orientation Phase

Recertification: 1 times per year

Tiburon Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

Taser (Policy 309)

Initial Training: During Orientation Phase

Recertification: Only required if not carries for 6+ months

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issuance of respirator gas mask

Recertification: Annually

Use of Force (Policy 300)

Initial Training: During Orientation Phase
Recertification: Every year

Vehicle Pursuit (P.O.S.T. PC 13519.8)

Initial Training: During the academy
Recertification: Every 2 years

Vehicle Pursuit Policy Review (Policy 314)

Initial Training: During Orientation Phase
Recertification: Tri-Annual (During 1st week of shift-change)

Basic/Tactical Patrol Rifle (Senate Bill 359)

Initial Training: Upon appointment
Recertification: Not required

ESSENTIAL TRAINING:

Basic Traffic Collision

Initial Training: Not required
Recertification: Not required

Domestic Violence for the First Responder

Initial Training: Not required
Recertification: Not required

Drug Influence-11550 H&S

Initial Training: Not required
Recertification: Not Required

DUI/SFST Investigation

Initial Training: Not required
Recertification: Not required

EPAS Training

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

Interview and Interrogation

Initial Training: Within 2 years of completion of probation
Recertification: Not required

Radar/Lidar Operator

Initial Training: Within 1 year of appointment

Recertification: Not required

Search Warrant Training

Initial Training: Not required

Recertification: Not required

Sexual Assault for the First Responder

Initial Training: Not required

Recertification: Not required

Mental Health Training (Senate Bill 29)

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:**Community Policing**

Initial Training: Not required

Recertification: Not required

Crisis Intervention Team (CIT)

Initial Training: Not required

Recertification: Not required

Court Room Testimony

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Not required

Rapid Deployment Team (Active Shooter)

Initial Training: Not required

Recertification: Not required

Basic terrorism Liaison Officer

Initial Training: Not required

Recertification: Not required

Rank/Position Assignment Non-Sworn Personnel

- **RECORDS SUPERVISOR.....23**
 - **EVIDENCE TECHNICIAN.....25**
 - **PARKING ENFORCEMENT OFFICER...26**
-

RECORDS SUPERVISOR

Standard Training Requirements

MANDATED TRAINING:

City of Sausalito Sexual Harassment Training (City Policy)

Initial Training: During Orientation Phase

Recertification: Not required

CLETS/NCIC -Less than Full Access Operator (Policy 812)

Initial Training: During orientation phase

Recertification: Every other year

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Records Supervisor Course

Initial Training: Within 1 year of appointment

Recertification: Not required

DOJ CLETS Training for Trainers

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment, Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

CLEARs Training Meetings

Initial Training: Within 3 months of appointment

Recertification: Not required

DESIRABLE TRAINING:

Annual CLEARs Conference

Initial Training: Not required

Recertification: Not required

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Microsoft Office Suite (Word, Excel, Powerpoint, Access)

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

California Driver's License: Upon appointment

POST Records Supervisor Certificate: Within 2 years of appointment

EVIDENCE TECHNICIAN

Standard Training Requirements

MANDATED TRAINING:

Property Room Management

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

California Association for Property & Evidence (CAPE) Conference

Initial Training: Annually

Recertification: Not required

CAPE Training Meetings

Initial Training: Not required

Recertification: Not required

CAPE Property Course

Initial Training: Not required

Recertification: Not required

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

PARKING ENFORCEMENT OFFICER

Standard Training Requirements

MANDATED TRAINING:

Town of Tiburon Sexual Harassment Training (Town Policy)

Initial Training: During Orientation Phase

Recertification: Not required

CLETS/NCIC-Less than Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

First Aid/CPR/AED (P.O.S.T. PC 13518)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

License / Certificate Requirements:

California Driver's License: Upon appointment

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ARMORER

Standard Training Requirements:

MANDATED TRAINING:

AR-15 Armorer

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Glock Armorer

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Remington 870 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

Baton/Impact Weapons

Initial Training: Not required

Recertification: Not required

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

Recertification: Not required

Chemical Agents

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Arrest and Control Tactics Instructor

Initial Training: Not required

Recertification: Not required

Crowd Control

Initial Training: Not required

Recertification: Not required

Ground Fighting

Initial Training: Not required

Recertification: Not required

Instructor Development

Initial Training: Not required

Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required

Recertification: Not required

FIELD TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

Initial Training: Within 6 months of appointment, prior to 1st Trainee

Recertification: Not required

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course

Recertification: 24 hours every 3 years

Sexual Harassment/Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Mental Health Training (Senate Bill 29)

Initial Training: Within 6 months of appointment

Recertification: Not required

ESSENTIAL TRAINING:

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

Legislative Legal Update

Initial Training: Not required

Recertification: Annually

P.O.S.T. Instructor Development

Initial Training: Not required

Recertification: Not required

Report Writing for Instructors

Initial Training: Not required

Recertification: Not required

FIREARMS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Firearms Instructor

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

Patrol Rifle Instructor

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

ESSENTIAL TRAINING:

Firearms/Survival Shooting Instructor

Initial Training: Not required
Recertification: Not required

Firearms Instructor Update

Initial Training: Within 3 years of basic instructor course
Recertification: Not required

Instructor Development

Initial Training: Not required
Recertification: Not required

Less Lethal Weapons Instructor

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

DESIRABLE TRAINING:

AR-15 Armorer School

Initial Training: Not required
Recertification: Not required

Close Quarter Battle (CQB) Instructor

Initial Training: Not required
Recertification: Not required

Glock Armorer School

Initial Training: Not required

Recertification: Not required

MOTORCYCLE OFFICER

Standard Training Requirements

MANDATED TRAINING:

ESSENTIAL TRAINING:

Monthly In-House Qualification Courses – Slow Speed

Initial Training: Upon appointment

Recertification: Monthly

DESIRABLE TRAINING:

Basic Police Motorcycle Course – 80 hours

Initial Training: Not required

Recertification: Not required

ADMINISTRATIVE/TRAINING SERGEANT

Standard Training Requirements

MANDATED TRAINING:

Background Investigator

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

Training Manager

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

ESSENTIAL TRAINING:

P.O.S.T. Course Coordinators Course

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

Training Management System Software Training

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

DESIRABLE TRAINING:

Background Investigator Update

Initial Training: Within 3 years of appointment
Recertification: Not required

North Bay Training Managers Meetings

Initial Training: Within 2 months of appointment
Recertification: Monthly

Pitchess Motion Update

Initial Training: Not required
Recertification: Not required

Recruitment Techniques and Methods

Initial Training: Not required
Recertification: Not required

TASER INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Taser Instructor

Initial Training: Immediately after appointment

Recertification: Every two years

ESSENTIAL TRAINING:

DESIRABLE TRAINING:
