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SAN DIEGO
POLICE DEPARTMENT

TRAINING SERVICES DIVISION

IN-SERVICE TRAINING UNIT
OPERATIONS MANUAL

Revised – September 2026

MISSION STATEMENT

THE TRAINING DIVISION SUPPORTS THE SAN DIEGO POLICE DEPARTMENT'S EFFORT TO PROVIDE PROFESSIONAL, CONTEMPORARY AND COMPREHENSIVE TRAINING IN POLICE THEORY AND METHOD.

TO FULFILL THIS MISSION, WE ENSURE THAT PERSONNEL RECEIVE TRAINING WHICH WILL ENABLE THEM TO PERFORM THEIR DUTIES IN A SAFE AND EFFICIENT MANNER. WE WILL IDENTIFY TRAINING DEFICIENCIES AND ADDRESS THESE DEFICIENCIES WITH APPROPRIATE TRAINING PROGRAMS. WE WILL REMAIN ABREAST OF ALL NEW TRAINING CONCEPTS AND CURRENT ISSUES.

WE ARE COMMITTED TO PROVIDE SUPPORT TO THE NEIGHBORHOOD POLICING AND PROBLEM-SOLVING STANDARDS TO WHICH THE SAN DIEGO POLICE DEPARTMENT SUBSCRIBES.

WE WILL PROVIDE THE HIGHEST QUALITY TECHNICAL AND HUMAN RELATIONS TRAINING TO ALL DEPARTMENT PERSONNEL. ALL TRAINING WILL REFLECT THE CORE VALUES OF PROFESSIONAL LAW ENFORCEMENT AND WILL BE GROUNDED IN A FUNDAMENTAL RESPECT FOR THE DIGNITY OF ALL PERSONS.

OBJECTIVES

I. Ensure that all Department personnel are in compliance with state and Department mandated training.

II. Provide continuous training that will aid personnel in maintaining peace and order through the provision of police services that are of the highest quality and responsive to the needs of the community.

III. Maintain highly educated and qualified officers who contribute to the safety and security of the community, by apprehending those who commit criminal acts; by developing partnerships to prevent, reduce or eliminate neighborhood problems; and by providing police services that are fair, unbiased, judicious and respectful of the dignity of all individuals.

IV. Use state-of-the-art technology to support the development of future generations of law enforcement personnel skilled in problem solving, conflict resolution and community policing.

STAFFING
AND
RESPONSIBILITIES

STAFFING AND RESPONSIBILITIES

I. (Deleted – records of security)

A. Sergeant (Training Manager)

1. Accountable to the In-Service Training Lieutenant (Training Director) of the Training Division.

2. Provides direct supervision of the PO-II/Training Coordinators, Administrative Aide P.O.S.T. Training Coordinator and the Word Processing Operators.

3. Plans, directs and controls the daily operation of the In-Service Training Unit. He / she approves training provided by the unit and oversees the development and implementation of training programs.

4. Conducts Department training needs assessments. The assessment will include but not be limited to Neighborhood Policing and Problem-Solving needs for the Department as well as legal, leadership, and safety-oriented areas of concentration. The review process will be an integral part of the development cycle for Advanced Officer Training (AOT).

5. Approves Request for Training forms for all P.O.S.T., In-County training and City sponsored classes/schools.

6. Accepts courses to be added to the City's Tuition Reimbursement Exception List. Approved courses are forwarded to the Training Director for final approval by the Exceptions List committee.

8. Ensures that Department members comply with P.O.S.T. Continuing Professional Training and Perishable Skills Program requirements and prepares for P.O.S.T. audits.

9. Evaluates P.O.S.T. courses and seminars classes presented by the In-Service Training Unit. Once approved, it will be input into P.O.S.T. E.D.I. by one of the Training Coordinators.

10. Monitors instructor(s) methods of instruction. He / she provides positive and negative feedback / input to appropriate Core Instructors on the performance of their instructors.

11. Maintains personal contact with outside law enforcement agencies to keep current on training trends.

12. Schedules command personnel to attend the F.B.I. Academy.

13. Custodian of records for all Department employee training files.

14. Gathers information and responds to subpoenas and inquiries from the District Attorney's Office, City Attorney's Office, Public Defenders and other Defense Attorneys.

15. Coordinates the response to inquiries from outside agencies regarding S.D.P.D. Department Policies and Procedures.

16. Coordinates use of force reviews received from the San Diego Police Department Internal Affairs Unit.

17. Coordinates responses to inquiries received from the Commission on Police Practices regarding the San Diego Police Department's Policies and Procedures.

18. Recognize opportunities to establish professional work partnerships and facilitate employee opportunities to establish professional partnerships within the community.

19. Attend the Use of Force Committee Meetings and San Diego Training Managers Association meetings.

20. Maintains a high level of physical fitness.

II. POLICE OFFICER II/TRAINING COORDINATORS

The Police Officer II/Training Coordinators report directly to the In-Service Training Sergeant and are responsible for the coordination/facilitation of all S.D.P.D. sponsored P.O.S.T. classes and Department sponsored in-service classes. They develop new courses for Department personnel and perform additional duties as needed. The following are specific duties of each PO-II/Training Coordinator.

A. <u>PO-II / Training Coordinator #1 (AOT)</u>

1. Coordinates/Facilitates:

   a. Advanced Officer Training (AOT)
      - Obtains P.O.S.T. certification for AOT and specific classes as required and requested.
      - Drafts AOT announcements and Department Orders for SDPD and outside agencies.
      - Develops, schedules and monitors AOT

- Tracks college instructor pay hours/11-86 training hours
- Completes college grade report/positive attendance roster
- Completes college student class registration
- Prepares Department training / reimbursement report for City Fiscal Management
- Conducts and monitors the Department's compliance for P.O.S.T. audit

b. P.I.S.O. Academy
- Assist with development of schedule
- Assist with training scenarios as needed
- Assist with acquiring equipment and facilities
- Organizes the P.I.S.O. Academy graduation

c. Assist with New Sergeants School
- Coordinate acquisition of equipment and facilities
- Assist with development of schedule and classes
- Development/Facilitation of training scenarios

d. Department Training Liaison

e. Liaison for P.O.S.T. Core Instructors

f. Drafts training bulletins for approval and release by the Chief's Office

g. Liaison for the San Diego Training Manager Association (SDTMA)

h. P.O.S.T. Training Administrator
- Administrator of E.D.I. System

i. Develops agency specific courses as required

j. Responds to written/verbal inquiries from outside agencies

k. Assists the other Training Coordinators in their absence

l. Recognizes opportunities and establishes professional work partnerships within the community

m. SuccessFactors Administrator (Primary)
- Liaison with City IT personnel on system maintenance
- Responsible for uploading all training materials for viewing by Department personnel

- Creates Department Orders and Announcements to notify Department personnel when mandatory training is uploaded
- Resource to Department personnel when questions regarding the SuccessFactors system arise

2. Maintains a high level of physical fitness.

B. <u>PO-II / Training Coordinator #2 (Menu)</u>

1. Coordinates / Facilitates Menu Class Program:

   a. Develop, schedule, and monitor Menu Classes

   b. Sends reminders to each Menu class instructor a week prior to the class and facilitates any necessary training tool requirements (equipment, handouts, etc.)

   c. Creates a class roster, verifies attendance, and creates certificates for the students completing Menu classes

   d. Tracks those students who enroll for Menu classes and those who do not show without contacting IST in advance to the class. The latter, if done with great frequency, are subject to expulsion from future Menu classes.

   e. Processes requests for training from outside agencies (which are completed via email or fax)

   f. Coordinator of City sponsored training

   g. Issues certificates for all Department sponsored training

   h. SuccessFactors Administrator (Secondary)
      - Liaison with City IT personnel on system maintenance
      - Responsible for uploading all training materials for viewing by Department personnel
      - Creates Department Orders and Announcements to notify Department personnel when mandatory training is uploaded
      - Resource to Department personnel when questions regarding the SuccessFactors system arise

2. Line-Up Training Coordinator

   a. Develops and schedules line-up training for all divisions

3. Facilitates community outreach programs as necessary

    a. Inside the San Diego Police Department
    b. CRB Academy

4. Coordinates training for other City Departments as needed

    a. P.I.S.O. Academy
    b. Lifeguard Training
    c. Park Ranger Training
    d. Code Compliance

5. Required instructor certifications to include but is not limited to:

    a. Defensive tactics
    b. Use of force
    c. Taser
    d. Force Options Simulator
    e. Chemical Agents
    f. Any other related instructor courses as deemed necessary by the Training Manager

6. Maintains a high level of physical fitness.

III. Administrative Aide II / P.O.S.T. School Coordinator

A. The Administrative Aide II

Is the Department's P.O.S.T. point of contact and coordinates with P.O.S.T. on matters involving schools, certificates, and EDI access. The Administrative Aide II supervises a full-time and a half-time Word Processing Operator (WPO). The Administrative Aide II delegates duties as needed.

1. P.O.S.T.
    a. Oversees the processing of all P.O.S.T. certificates.
    b. Notify payroll for P.O.S.T. certificate pay raise.
    c. Handle all P.O.S.T. correspondence, appointments, resignations and notifications of name change, promotions and demotions.
    d. Process all requests for P.O.S.T. schools.
    e. Send out announcements of upcoming P.O.S.T. to Department personnel as necessary.
    f. Prepare Training Reimbursement Request (T.R.R.) for Fiscal Management.

2. Assist Department personnel regarding necessary documentation for

educational incentive pay.

3. Respond to requests and inquiries from our Department Human Resources.

4. In-County Training

   a. Maintain a file of all classes / seminars that qualify for In-County Training and Grant funded training.

   b. Review all requests for classes / seminars that are governed under the In-County training and Grant funded training programs.

   c. Maintain files on all personnel attending classes / seminars that are governed under the In-County training and Grant funded training.

   d. Process all training requests under the In-County training and Grant funded training programs.

5. Tuition Reimbursement

   a. Maintain a knowledge of all classes / seminars that qualify for tuition reimbursement funds.

   b. Review all requests for classes / seminars that are governed under the tuition reimbursement funds program.

   c. Maintain files on all personnel attending classes / seminars that are governed under the tuition reimbursement funds program.

   d. Process all Tuition Reimbursement requests.

6. Assist other staff members.

7. Work with college staff facilitating courses offered by In-Service Training.

8. Assist and act as a back-up to the PO-II / Training Coordinator.

9. Recognize opportunities and establish professional work partnerships within the community and outside agencies.

10. A resource to all Department members in regard to all P.O.S.T., In-County, Out of County, and grant funded training opportunities.

B. Office Support Specialist

1. Training Files
   a. Maintain and update all Department personnel training files.
   b. Create training files for new personnel.
   c. Distribute closed training files of personnel transfers or resignations.
   d. Copy, distribute and file all new certificates, transcripts, etc.

2. Pick up and distribute mail.

3. Counsel personnel regarding obtaining necessary transcripts, DD214's, etc.

4. Enter all officer names into database and update tickler file and computer for projected date of future certificates.

5. Respond to requests and inquiries from our Human Resources Department

6. Process Payroll for the Division.

7. Assist officers in obtaining POST certificates.

8. Order supplies for the Division.

9. Type Training Reimbursement Request (TRR) A.O.T. for Fiscal Management.

10. Process subpoenas for the Division.

III. **Sergeant (Use of Force Subject Matter Expert):**

A. Sergeant Position

Serves as a subject matter expert on use of force, arrest and control techniques, officer safety, use-of-force reporting, and investigations, and legal compliance under California law and Department policy. Provides expert analysis, instruction, policy review, administrative investigative support, and courtroom testimony related to use-of-force incidents. Provides guidance to ensure Department training and practices comply with California POST Learning Domains 20 (Use of Force) and 33 (Arrest and Control), San Diego Police Department In-Service Training standards, and policy and procedures.

Duties include the following:

1. When referred, conducts comprehensive reviews of officer use-of-force incidents for legal, tactical, policy, and training compliance.

2. Evaluate use-of-force applications under the Fourth Amendment objective reasonableness standard established in *Graham v. Connor* and applicable California statutes.
3. Analyzes officer decision-making, threat assessment, force options, de-escalation efforts, proportionality, and post-force responsibilities.

4. Assess the appropriateness of force based on totality of circumstances, including officer perceptions, environmental factors, subject behavior, and available alternatives.

5. Prepare detailed written findings, administrative reports, and recommendations regarding policy compliance and training needs.

6. When referred, conduct administrative investigations and prepare summaries, findings and training recommendations involving:

    a. Alleged excessive force
    b. In-custody injuries
    c. Deadly force incidents
    d. Firearm discharges
    e. Serious bodily injury incidents
    f. Complaints regarding officer force
    g. Policy violations involving force applications

7. Develop and deliver annual In-Service Training programs addressing:

    a. Use of force policy updates
    b. Legislative changes
    c. Case law developments
    d. De-escalation training
    e. Tactical communication
    f. Arrest and control refreshers
    g. Reality-based force scenarios
    h. Critical incident decision-making
    i. Duty to intervene
    j. Report writing and articulation
    k. Practical skills testing and remediation
    l. Use of Force and control scenarios

8. Provide expert testimony in:

a. Criminal proceedings
b. Civil litigation
c. Administrative hearings
d. Arbitration proceedings
e. Internal disciplinary hearings
f. Officer-involved shooting reviews

9. Minimum Qualifications

a. California POST Advanced and Supervisory Certificate.
b. Certified POST instructor in Use of Force (LD20) and Arrest and Control(LD33).
c. Extensive experience conducting use of force investigations.
d. Experience teaching law enforcement in-service and academy courses.
e. Demonstrated expertise in force policy, legal analysis, and administrative investigations.
f. Ability to qualify as an expert witness in state and federal courts.

B. <u>PO-II / Training Coordinators #3 and #4 (Defensive Tactics)</u>

1. Train, update and review defensive tactic techniques and Use of Force considerations for Department personnel

2. Coordinate/Facilitate training and write curriculums for the following settings:
   a. Advanced Officer Training
   b. Agency Specific Training
   c. Individual Training
   d. Line-Up Training

3. Assist with teaching academy classes, agency specific classes and academy role play.

4. Develop / Facilitate training for other City Departments/agencies.

5. Review Policies and Procedures to ensure they are current and appropriate

6. Track Use of Force Trends.

7. Certify Department members on the use of the Taser. Issue and provide training with Tasers/Electronic Control Devices. Maintain record keeping with Operational Support

8. Provide user training and update training in Defensive Tactics

a. Handcuffing
b. Maximum Restraint
c. Taser Use
d. Pressure Points
e. Hard Impact Weapons and Personal Body Weapons
f. Extended Range Impact Weapons (ERIW)
g. Oleoresin Capsicum (OC Spray)

9. Use of Force Committee Member

10. Facilitate training for the Critical Response Team (CRT) Academy

a. Schedule instructors at least six weeks in advance if possible
b. Obtain necessary training equipment and materials
c. Reserve NTC for the duration of the academy
d. Reserve the range when scheduling the 40mm class
e. Teach defensive tactics, use of force, and 40mm classes
f. Liaison with Division Staff Sergeants to facilitate scheduling attendees

11. Train and test officers with the Third Phase of the Return to Duty Checklist. Sign form when completed.

12. Certify Department members and members of other City Departments on the use of the liquid chemical agents (i.e, OC spray) as necessary.

- Maintain record of those trained in the use of liquid chemical agents
- Update Department Procedure as necessary
- Be a resource to other City departments in the development of their own procedures

13. Provide Force Options Simulator/F.A.T.S. training.

14. Required instructor certifications, to include but is not limited to:

a. Defensive tactics
b. Use of force
c. Less lethal munitions
d. Taser
e. Extended Range Impact Weapons
f. Force Options Simulator
g. Instructor Development Course
h. Leadership
i. Chemical Agents

j. Officer Safety
k. Any other related instructor courses as deemed necessary by the Training Manager

15. Maintains a high level of physical fitness.

IV. Field Operations Training Team (FOTT):

There are currently two FOTT teams. Team One will be responsible for training personnel assigned to Mid-City Division, Central Division, Southeastern Division, Southern Division, Neighborhood Policing Division, Community and Youth Services Division, and Special Operations Unit. Team Two will be responsible for training personnel assigned to Eastern Division, Traffic Division, Western Division, Northern Division, Northeastern Division, Northwestern Division and Canine. The teams are assigned to a North and South area of responsibility to stay consistent with the Department Organizational Chart.

FOTT was implemented in February of 2026 to ensure field personnel receive consistent, high-quality training that aligns with department policy, legal standards, and current operational needs. Both teams are equipped to work independently or together and can deploy to any division or designated training location with minimal lead time, allowing the Department to efficiently deliver timely, standardized, and scenario-based instruction.

A. Field Operations Training Team Sergeants

1. Accountable to the In-Service Training Lieutenant (Training Director) of the Training Division.

2. Responsible for the coordination and facilitation of tactics, use of force, decision making, de-escalation, and scenario-based training for Department personnel.

3. Possess either POST instructor certification or subject matter expertise in defensive tactics, use of force, Taser, Kinetic Energy Weapons, Force Options Simulator, Instructor Development Course, or Chemical Agents.

3. Provides direct supervision of the PO-II/Field Operations Training Coordinators.

3. Plans, directs, and controls the daily operation of the Field Operations Training Teams. Approves training curricula developed by the unit and ensures training is consistent with Department policy, legal standards, and current operational needs.

4. Responsible for facilitating training at assigned divisions or designated off-site locations.

5. When referred, review body worn camera (BWC) footage when force is used to determine a need for a critical incident debrief with involved officers is warranted and identify opportunities to review training tactics.

6. Identify training needs based on feedback from commanding officers from divisions and from the Training Captain.

7. Review and approve after-action report from each training cycle conducted at assigned division.

8. Maintain an inventory log for all training equipment assigned to each FOTT.

9. Maintain training records complied by FOTT officers from each training cycle.

B. Field Operations Training Team Officers

1. Accountable to the In-Service Training FOTT Sergeant assigned to the Training Division.

2. Possess either POST instructor certification or subject matter expertise in defensive tactics, use of force, Taser, Kinetic Energy Weapons, Force Options Simulator, Instructor Development Course, or Chemical Agents.

3. Develop training curricula for approval by the FOTT Sergeant and implementation at assigned divisions. Curricula should identify the instructional methods and training modalities to be utilized, including, but not limited to, Power Point presentations, group discussion, case law updates, scenario-based training, agency-specific training, individual training, line-up training, squad training and virtual reality training.

4. Identify and coordinate available training locations for use by FOTT.

5. Coordinate with other Department units, including Canine, Emergency Planning, and SWAT, when appropriate, to incorporate specialized personnel or resources into practical training scenarios.

6. Ensure appropriate safety protocols are established and followed when conducting training scenarios.

7. Complete and maintain accurate training records for personnel who participate in FOTT training.

8. Complete after-action reports when FOTT training has concluded from

assigned divisions.

STANDARD OPERATING

PROCEDURES

STAFF SELECTION PROCESS

IN-SERVICE TRAINING LIEUTENANT (TRAINING DIRECTOR)

Selection for this position is done administratively by the Training / Employee Development Chief or their designee.

IN-SERVICE TRAINING SERGEANT POSITION

Applicants for this position must have received an overall rating of competent or higher on their last performance evaluation. They must be non-probationary and receive their Commanding Officer's recommendation.

They must possess above standard management skills, positive interpersonal skills and the ability to work with law enforcement personnel and citizens.

Qualified applicants must submit a completed transfer request through their chain of command to their Commanding Officer. Commanding Officers should consider the applicant's training experience, interpersonal skills and leadership ability.

IN-SERVICE TRAINING POLICE OFFICER II (TRAINING COORDINATOR)

Applicants for this position must have received an overall rating of competent or higher on their last performance evaluation. Officers must have a minimum of three years' experience on the San Diego Police Department. Applicants must have strong organizational skills, above average report writing ability and require minimal supervision. They must have the approval of their Commanding Officer.

Qualified applicants should submit a completed transfer request through their chain of command to their Commanding Officer.

IN-SERVICE TRAINING ADMINISTRATIVE AIDE II (P.O.S.T. TRAINING COORDINATOR)

Applicants for this position must have received an overall rating of competent or higher on their last performance evaluation. They must have a minimum of six months experience. Applicants must possess strong organizational skills and be able to prioritize their workload. They must have the approval of their supervisor/Commanding Officer.

Qualified applicants should submit a completed transfer request through their chain of command to their supervisor/Commanding Officer.

IN-SERVICE TRAINING
OFFICE SUPPROT SPECIALIAST

Applicants for this position must have received an overall rating of competent or higher on their last performance evaluation. They must have a minimum of six months experience. Applicants must possess strong organizational skills and be able to prioritize their workload. They must have the approval of their supervisor/Commanding Officer.

Qualified applicants should submit a completed transfer request through their chain of command to their supervisor/Commanding Officer.

EMERGENCY CALL-BACKS

In the event of a large-scale disaster or critical incident, the In-Service Training Staff is available for call out. The In-Service Training Lieutenant shall ensure that an up-to-date callback roster is maintained and disseminated to all supervisory personnel. At least one "test callback" will be initiated every six months.

In the event of an actual call out, the Watch Commander will notify the In-Service Training Lieutenant of the need for personnel. The In-Service Training Lieutenant will determine which personnel to call back and notify the appropriate sergeant(s) with the details.

UNIFORM AND PLAIN CLOTHES ATTIRE FOR IN-SERVICE TRAINING STAFF

The following are considered proper attire for the In-Service Training staff:

I. Class "B" Uniform

- Short sleeve shirt with patches
- Department regulation trousers
- Black uniform belt
- Plain black or metal watch with matching band
- Black socks
- Black shoes/boots (Department approved)
- Department name tag
- White or black crew neck tee shirt

II. Training Center Staff Uniform

- Short sleeve shirt, black polo shirt with San Diego Regional Public Safety Training Institute logo on left breast
- Department regulation pants or tan pants (5.11 or Dockers type pants)
- Matching black or tan belt
- Shoes/boots and socks to coordinate with pants (closed toed)

- White or black crew neck tee shirt

The class "B" uniform, training center staff uniform or business attire will be worn when facilitating or instructing all non-lab classes.

III. **Lab Uniform for Instructors/Trainers (Van/Bicycle Training, Range, E.V.O.C., D-TAC)**

- Short sleeve black t-shirt, black or red polo shirt with San Diego Regional Public Safety Training Institute logo on left breast
- Tan, black or blue pants
- Black uniform belt
- Optional shorts - navy blue or black, Dickies brand
- White tennis type shoes or coordinated shoes/boots
- White crew length or running socks (plain)
- Ball cap with approved logo on it

Trousers or shorts are optional depending upon the weather. All trainers instructing the class will wear the same uniform.

IV. **Physical Training Uniform**

In-Service Training personnel are role models for students involved in training, including Basic Academy Recruits. They often assist the Basic Academy Staff with Physical Training sessions. As a result, they are expected to maintain a high level of physical fitness. Personnel participating in Physical Training with San Diego Regional Public Safety Training Institute staff and recruits shall wear the following:

- Staff t-shirt, red
- Academy gym shorts black in color
- Running shoes (to be worn at all times)
- Crew or running socks (plain)
- Navy blue Academy sweat suit (optional, depending upon the weather)
- Compression socks and/or sleeves black in color (optional)

In-Service Training staff conducting physical training during regular academy hours will wear a San Diego Regional Public Safety Training Institute staff t-shirt (white, black, grey or navy blue) with blue, grey or black athletic shorts. For physical training sessions after regular academy hours, this requirement does not apply. Unless assisting the Basic Academy, IST staff will be allowed to conduct physical training when their schedule allows

V. **Jacket**

Black in color zip-up with a collar. The San Diego Regional Public Safety Training Institute logo will be on the left breast. The jacket may be worn with the training center staff uniform, lab uniform and Class "B" uniform.

OR

Department authorized jackets or sweaters may be worn by personnel wearing the class "B" uniform.

VI. **Civilian Dress Attire**

Males shall wear a suit or sport coat, slacks, shirt and tie at all times while in public and on duty.

Females shall wear business attire. Jewelry shall not be excessive and the hair shall be worn in a neat style. Skirts shall be no more than three inches above the knee or longer than mid-calf. Stockings must be worn. Extreme patterns and designs are prohibited. Conservative necklines will be worn. All clothes shall be neat and present a "business like" appearance. Heels shall not be over three inches in height.

WORK HOURS

Normal business hours for the In-Service Training Unit are 0600-1600 hours, Monday through Friday.

In-Service Training Unit's sworn personnel currently work a 4-10 workweek and civilian personnel work a 36/44 workweek.

Overtime may be assigned when necessary. Adjustment of normal work hours will be in accordance with Department Procedure 5.12. Pre-approval is required in most cases.

COMPENSATORY TIME, VACATIONS AND SICK LEAVE

Compensatory time, vacations and sick leave shall be taken in accordance with Department Policy.

INJURIES

All personnel assigned to the In-Service Training Unit shall promptly report injuries and illness and receive medical treatment in accordance with Department Policy.

All personnel and others in the active capacity of a paid San Diego Community College employee (instructor), shall promptly report work related illness or injuries to the Campus Security Officer for documentation and treatment.

Training Coordinators will ensure safety guidelines are in place for all performance based training classes.

Training Coordinators will report injuries and provide first aid to all students. Coordinators will ensure the students Department is notified of all injuries.

STAFF MEETINGS

Staff meetings are recognized as an effective means of insuring consistency and communicating specific projects, objectives and long-range goals of In-Service Training Unit.

Staff meetings will be held on regular intervals or at the discretion of the In-Service Training

Lieutenant. Whenever possible, staff meeting times will be announced in advance. Staff members who are unable to attend shall notify their immediate supervisor prior to the scheduled meetings.

UNIT DESIGNATORS

(Deleted – records of security)

TRAINING FILES

(Deleted – records of security)

STAFF VEHICLES

Several vehicles are assigned to the Academy and In-Service Training in order to provide transportation for staff members in the performance of their duties. Specific assignments of vehicles are made at the discretion of the Training / Employee Development Chief or their designee. Staff members are not authorized to have "take home" vehicles, unless on call as Training component for Officer Involved Shootings..

PROCEDURES

TUITION REIMBURSEMENT

Employee completes Form COM-4; Request for Approval of Tuition Reimbursement and Supplemental form and submit the Tuition Reimbursement request to the Administration Aide II / POST Training Coordinator PRIOR to enrollment in the course/seminar.

Tuition Reimbursement Administration Aide II / POST Training Coordinator will check the fiscal records for this year to ascertain that the employee still has monies available to him/her. (At present $2,000.00 for each City employee for the fiscal year, July 1 to June 30.)

The Department Chief in charge of Training approves/disapproves application in accordance with guidelines set forth in Administrative Regulation 70.30.

After form is approved, the entire form is distributed as follows:

1. Original copy is on file at In-Service Training until final processing.
2. A copy will be sent back to the employee for their proof of approval.

After completion of the course, the employee will send copies of the following to the Tuition Reimbursement Administration Aide II / POST Training Coordinator:

1. Original receipt of tuition payment
2. Receipt for required textbooks
3. Evidence of satisfactory completion of the course (certificate or grade card)

Tuition Reimbursement Administration Aide II / POST Training Coordinator will make two (2) sets of copies of the above-mentioned receipts and grade cards/certificates.

A Department memo is sent to Fiscal Management with the original request, original receipts and one (1) set of copies. The Department memo shall contain the following information.

1. Name of employee
2. Name of school/seminar

The second set of copies shall be filed in the employee's training file. The reimbursement is included in his/her paycheck.

RESPONSE TO SUBPOENAS/REQUESTS FROM DISTRICT ATTORNEY AND CITY ATTORNEY

1. The District Attorney’s or the City Attorney’s Office will normally contact In-Service Training prior to sending an inquiry, request for production of documents or subpoena to advise what is needed.

2. The In-Service Training Sergeant will distribute the questions or request to the appropriate

CORE instructor for response.

3. Once the information is gathered and a subpoena received, the In-Service Training Sergeant will make a file notation of the case briefly outlining information that is included in the packet.

4. The In-Service Training Sergeant will mail or arrange for the delivery of the information to District Attorney's or the City Attorney's Office.

5. The In-Service Training Sergeant will keep the original subpoena request and file notations.

RESPONSE TO SUBPOENAS FROM PUBLIC DEFENDER/DEFENSE ATTORNEYS

1. The In-Service Training Sergeant will only respond to subpoenas received from Defense Attorneys or the Public Defender.

2. The In-Service Training Sergeant will determine if the information requested may be released. (Training files can only be released by the Internal Affairs section after a subpoena duces tecum is received.)

3. If the requested information may be released, the In-Service Training Sergeant will gather the information or have the appropriate CORE instructor gather it.

4. Once the information is gathered and, the In-Service Training Sergeant will write a cover letter outlining all information that is included in the packet.

5. The In-Service Training Sergeant will mail or deliver information to the Public Defender or Defense Attorney.

6. The In-Service Training Sergeant will keep the original subpoena request and file notations.

P.O.S.T. COMPLIANT BASIC DISPATCHER ACADEMY

A. College Duties

   1. Set up class dates with the college.
   2. Check on room availability.
   3. Follow up that course announcement has been sent out.

B. Coordinator/Facilitator Duties

   1. Create master schedule for 120 hours.
   2. Contact instructors and schedule teaching times.
   3. Get paperwork to college for copies
   4. Order binders from city print shop
   5. Sort and fill binders with handout material
   6. First day of class:

a. Post signs for classroom.
b. Check room configuration and seating.
c. Check on equipment.
d. Registration/parking passes
e. Pass out material.
f. Introduction including class protocol
g. Requirements for class attendance/test
h. Restrooms, telephones, smoking areas, restaurants, reimbursement
i. Maintain roster for attendance documentation.
j. Arrange communications tours/transportation.
k. Arrange computer classes/transportation.
l. Check certificates and copies.
m. Upon completion of course, return rosters, evaluations and grade slips to college.

H. MENU TRAINING

1. Contact each instructor either by phone or by email, in regard to scheduling a date to teach for each quarter. (Classes are scheduled in conjunction with Department Shift Changes.)

2. Ensure class information is entered and posted on the SuccessFactors Tracking System. The SuccessFactors system will automatically notify attendees when their attendance is approved.

3. Check with college on room availability. Contact instructors if conflict and reschedule date.

4. Type schedule in "Department Announcement" format and submit for approval and dissemination to all Department members and outside agencies (if any classes are S.D.P.D. agency specific, delete from this schedule).

5. Confirmations of assignments with instructors via email.

6. Receive requests from Department personnel.

7. Receive telephone requests from appointed "Training Coordinator" from outside agencies.

8. On each day of class:
    a. Post signs for times and room locations.
    b. Check on equipment in room.
    c. Take roster to room and have attendees sign.
    d. Type certificates for each attendee and distribute.
    e. If this is a new menu class, or if the instructor(s) request them, have each attendee complete an evaluation.

I. ADVANCED OFFICER TRAINING SCHEDULING AND TRACKING / CONTINUED PROFESSION TRAINING (LIEUTENANT AND ABOVE) TRACKING

(RESPONSIBILITIES OF POLICE OFFICER II/TRAINING COORDINATOR #1)

1. Schedule and track training as follows:

   a. Send out AOT announcement and Department Order notifying Department members of the beginning and end dates of the P.O.S.T. continued professional training cycle.

   b. Ensure all Commands / Units register all personnel to an AOT class via the SuccessFactors Tracking System.

   c. Approximately 2-4 weeks prior to the start of each class, send an "Officer Notice Reminder" to each officer.

   d. Contact officer regarding his / her absence:

      - If the officer failed to appear for a legitimate reason (i.e., court hearing/trial, etc.), contact the officer to reschedule.

   e. Maintain a log of officer compliance / attendance. Print certificates for students who have successfully completed the AOT course.

   f. Proactively communicate with commands to avoid officers missing AOT. Forward names of those who failed to complete AOT prior to the end of the "training cycle" to the training captain for possible removal from the field, "remedial" AOT and possible discipline.

   g. Notify Department members at the rank of Lieutenant and above, at least twice during the P.O.S.T. training cycle, of their requirement to complete a minimum of 24 hours of Continued Professional Training (CPT) prior to the end of the training cycle.

   h. As Department members complete their AOT requirements, the training coordinator will input the completion into the P.O.S.T. Electronic Data Interchange (EDI).

J. TRAINING BULLETINS

1. Obtain template, create/write Training Bulletin, and submit via chain of command.

K. CERTIFICATION OF ADVANCED OFFICER TRAINING (RESPONSIBILITIES OF POLICE OFFICER II / TRAINING COORDINATOR #1)

1. Meet with the Training & Development Lieutenant and CORE instructors to:

a. Determine P.O.S.T. mandates and Department needs
b. Agree on curriculum
c. Proposal of dates

2. Notify P.O.S.T. area consultant:

a. Advise of proposed curriculum
b. P.O.S.T. plan assigned (i.e., plan IV)

3. Notify College:

a. Intended course curriculum
b. Dates proposed
c. Required facilities needed
d. Number of instructors and hours needed per class
e. Submit all hand out material for printing to college (Print work should be submitted to college print shop five days prior to due date)

4. Paperwork requirements for CORE instructors (All submitted via electronic media)

a. Subject matter, cover sheet
b. Course outline
c. Expanded course lesson plan
d. Instructor resumes
e. Handout material for each subject
f. Safety guidelines, (additional guidelines for special classes)
g. Visual aids needed for each subject matter.

5. Organization of subject matter

a. Review each subject for content and correct order

b. Place in notebook form

1. Letter of intent to P.O.S.T.
2. Course Announcements (separate announcements for each date)
3. Hourly distribution sheet
4. Class schedule
5. Course dates
6. General safety guidelines
7. Arrange courses in proper order (specific subject matter - Day 1,2 and 3).

6. Copies of notebook and distribution

a. Master copy (retained for In-Service Training records)
b. One electronic copy goes to P.O.S.T. area consultant

c. One copy goes to college with the additional information included

1. College course description, (In-Service Course Schedule)
2. Associate degree credit course outline

7. Responsibilities of Lead Instructors:

a. CORE instructors are responsible for the instructor's teaching schedules, confirmation of assignments, availability of instructors and their alternates.
b. Submit the teaching schedule to college payroll clerk.
c. CORE instructors are responsible for notification of changes to the college payroll clerk.

8. Send the following copies to the Police Officer II/Training Coordinator #1:

a. In-Service Training course announcement
b. All schedule changes

9. First day of class

a. Arrange classroom in appropriate configuration.
b. Check availability of equipment.
c. Bring handouts to classroom for the current day's subjects.
d. Take roster and absent excuse sheet (court/meetings, etc.) to classroom.
e. Assist with college registration. (College collects all tuition and T.R.R. forms)

10. Introductory comments

a. Course content
b. Reimbursement, travel/lunch
c. Parking
d. Student telephones
e. Restrooms and other facilities available
f. Refreshments and lunch facilities in area
g. Attendance
h. Prior to leaving class, confirm everyone has signed the roster. The full name is required by P.O.S.T. No initials may be used. Include:
    1. Agency
    2. Rank
    3. Social Security Number
    4. Mail station or address (if out of town)

11. Student roster
a. College clerk shall prepare roster.
b. Compare the completed roster against the computer attendance sheet
c. Make two copies of the roster and computer printout for college clerk.

d. Students will review roster for accuracy and make corrections, if necessary.
e. Students will initial roster daily.

12. Make notification of unexcused students.

13. Certificates
    a. College clerk will prepare the certificates.
    b. Check certificates for errors or misspellings.
    c. Ensure that there is one certificate per student.

14. Directions to last instructor(s) at end of course (last day)
    a. Have last instructor collect the course evaluations (Blue P.O.S.T. form).
    b. Give certificates to last instructor to distribute at the end of the day.

15. Police Officer II/Training Coordinator #1
    a. Verify that all documents have been completed.
    b. Reschedule incompletes.
    c. Make copies of certificates for training files.
    d. Make (3) copies of sign in sheet, typed and initialed roster, and computer roster.
        1. One set to college
        2. One set to P.O.S.T.
        3. One set to Fiscal Management

L. P.O.S.T. SUPERVISORY COURSE 80 HOURS

I. Facilitating a P.O.S.T. Supervisory Course

A. Meet with college clerk.
    1. San Diego Police Department selects dates for classes.
    2. College confirms dates based on availability of rooms.
    3. Submit printed material to college print shop.
    4. Notebooks ordered through San Diego Police Department print shop.

B. Notification of upcoming dates
    1. College handles all registration & notification of outside agencies.
    2. S.D.P.D. only needs to reserve classroom space for S.D.P.D. students.

II. First Day of Class

A. Arrange classroom in appropriate configuration.
B. Check on availability of equipment (lap top, overhead projectors, etc.).
C. Distribute all handout material (notebooks, evaluations, etc.).
D. Ensure that all students sign the class roster.
E. Assist with college registration. (Clerk collects all tuition and all T.R.R. forms.)

III. Introduction

A. Course content

B. Attendance
1. Can only miss 10% or 8 hours of the course.
2. Distribute sign-up sheet for meetings/court conflicts.

C. Reimbursement

D. Discuss the following:
1. Location of student parking lot and parking regulations.
2. Location of student telephone and campus facilities.

IV. Paper Flow

A. College clerk receives 2 copies of roster.
B. Word Processing Operator receives 1 copy of roster.
C. College clerk shall type an alphabetical roster of all students.
D. Students shall initial roster and make necessary corrections. Return this copy to the college clerk.

V. Miscellaneous

A. Call each instructor one day prior to scheduled teaching date (as a reminder).

B. Check on each instructor during class for punctuality, any changes in classroom handouts, and ensure that all equipment is functioning properly.

C. Final day of class:

1. Pass out P.O.S.T. certificates of completion (typed by college).
2. Fill out attendance/grade sheet and return to the college.
3. Make copies of S.D.P.D. personnel certificates only. Word Processing Operator/P.O.S.T. School Coordinator receives the copies for training files.

M. AGENCY SPECIFIC TRAINING FOR NEW SERGEANTS (POLICE OFFICER II / TRAINING COORDINATOR #2)

I. Facilitate / Coordinate

A. Reserve classroom space at Academy and the TTC as appropriate for the curriculum (college).

II. Instructors / Students

A. Notification of training date, room, location and parking permits.
B. Determine Course Content regarding Department needs.
C. Schedule Instructors
D. Request updated handout material from instructors.
E. Notify students of course date and location.

III. Introduction/First day of class

A. Course content
B. Attendance/evaluations

IV. Miscellaneous

A. Last day of class, pass out certificates of completion.
B. Copies of certificates placed in the In-Service training files
C. Collect course critiques.

N. MENU COURSE FOR NEWLY PROMOTED DETECTIVES (30 HOURS)

I. Coordinator

A. Legal Core Instructor (S.M.R.)

1. Notify newly promoted detective of requirement to attend via email
2. Schedule classes, venues and instructors
3. Notify selected attendees of dates and times
4. Attendees notified to register for classes through SuccessFactors
5. Create class rosters and tracks attendance
6. Create class evaluations to track effectiveness of content

O. IN-COUNTY TRAINING REQUEST PROCEDURES

I. File all seminars/course brochures received, under the appropriate month that the class will be presented (January, February, etc.) in the Seminar/Course Presentation file.

II. File all seminars/course catalogs in the Seminar/Course catalogs file folder, located with the presentation file.

III. Processing of "Request for Training" forms

A. In-County Training Coordinator receives the "Request for Training" form and verifies the following:

1. Date of seminar or course.
2. Location of seminar/course, confirming that it is being offered within San Diego County.
3. The required approval signatures have been obtained.

4. Contact presenter to confirm billing process.

B. In-County Training Coordinator will contact the seminar/course presenter.

1. Make reservations for requesting personnel.
2. If possible, get a confirmation number from the presenter.
3. In-County Training Coordinator is the approving authority.
4. Have the presenter send the invoice (billing) to the In-County Training Coordinator. Fiscal Management will not pay the bill without an invoice.

C. Stamp "Approved" on the request form and initial it. Make three copies and distribute as follows:

1. One copy to Fiscal Management MS# 715.
2. Two copies with notification of approval to requesting personnel, (It is the requesting personnel's responsibility to notify their sergeant and training lieutenant of the course approval).
3. File the original request in the In-County Training file under the month that the seminar/course will be attended.

D. Give the copy of the "Certificate of Completion" to the P.O.S.T. Training Coordinator for filing in the attending personnel's training file.

P. CREATION OF AN OFFICER'S TRAINING FILE

(Deleted – records of security)

Q. MAINTENANCE OF TRAINING FILES

(Deleted – records of security)

R. CREATION OF A CIVILIAN'S TRAINING FILE

(Deleted – records of security)

S. EMPLOYEE REQUEST TO ATTEND A P.O.S.T. SCHOOL

Officer/employee must complete the request for training form (class dates and location may be obtained from the In-Service Training office or the P.O.S.T. course catalog). The request form and request for training approval are submitted to the officer's/employee's Captain. The request is then submitted to In-Service Training. The In-Service Training Lieutenant will approve the request form, if the request meets the required guidelines. If the required guidelines are not met, the In-Service Training Lieutenant will contact the command/unit and the request will be returned with an explanation of the denial. After In-Service approval, the request form is submitted to the officer's/employee's Assistant Chief and EAC for final approval.

If approved, the request form is forwarded to the Admin Aide II/POST Training Coordinator. He/she must then contact the school to secure a reservation or submit an application for a reservation, (the requirements vary with each school).

Upon confirmation, the Admin Aide II/POST Training Coordinator retains a copy and creates a Training Reimbursement Request (TRR). The Admin Aide II / POST Training Coordinator scans and submits a copy of the training requests forms, TRR, and other pertinent documents to Fiscal Management for processing and payment. The Admin Aide II / POST Training Coordinator keeps one copy which is filed in the appropriate P.O.S.T. school binder. Fiscal Management sends a final confirmation and necessary paperwork (i.e., expense reports and TRR) for attendance to the requesting officer.

T. APPOINTMENT TO P.O.S.T. / CHANGES IN THE OFFICER'S FILE/STATUS

The Notice of Appointment form must be completed and electronically mailed to P.O.S.T. within 30 days of the Academy graduation date for each graduating S.D.P.D. recruit. (There is a standard form in the computer.)

Any and/or all additional changes pertaining to an officer's status must be sent to P.O.S.T. (i.e., change of rank, name change). This form must be sent to P.O.S.T within 30 days.

U. ADVANCED OFFICER TRAINING (RESPONSIBILITIES OF W.P.O)

- On the last day of A.O.T. class, type the T.R.R. form for the S.D.P.D. students in alphabetical order. Training Coordinator #2 will provide a list of officers who have completed the class. (The clerk from Miramar College will also provide you with an alphabetical listing of the students.)

- Make three copies of each T.R.R. form. Send the original forms to Fiscal Management. Forward one copy to Training Coordinator #2, one copy to the Miramar College clerk and retain one copy for the In-Service Training files.

V. P.O.S.T. CERTIFICATES PROCESSING GUIDELINES

- Prepare the certificates one month in advance, by the 15th of every month. Pull all the applications that will be due the following month.
- File a copy of the application in the officer's training file. Mail the application to P.O.S.T. at least 10 days prior to the date on the certificate, so that the date on the certificate will be the exact date that the officer will be eligible. Before mailing the certificate, enter the name of each officer in the P.O.S.T. certificate log book. Inform the Payroll Department of the officer's pay raise.
- When the certificate(s) arrive from P.O.S.T., write the date that you received the certificate in the P.O.S.T. certificate log book. Make two copies of the certificate; one for Human Resources and one for the officer's training file. Enter the certificate date on the officer's file in the computer system. Type the date on the hard copy in the officer's training file.
- Add the new officer's name into the computer file (listed as: Intermediate Incentive Pay or Advanced Incentive Pay.) This file is used for the monthly statistics report.

W. P.O.S.T CERTIFICATE APPLICATION PROCESSING

- Upon graduation from the Academy, officers will be required to sign their basic P.O.S.T. certificate application.
- After one year from the officer’s Academy graduation date, the P.O.S.T. basic certificate application and a copy of the Academy certificates will be mailed to P.O.S.T. Verify that each individual listed on the roster is still employed by the San Diego Police Department prior to mailing the application to P.O.S.T. This information should be mailed at least one week prior to the date on the application, to allow for processing by P.O.S.T., and so that the exact date, (one year from Academy graduation), will be printed on the certificates. Place one copy of the application in the officer’s training file.
- Enter the necessary information in the P.O.S.T. certificate log, prior to mailing the packet.
- When the certificates are received from P.O.S.T., enter this information in the P.O.S.T. certificate logbook. Make two copies of each certificate. Retain one copy of each certificate for the In-Service Training files and forward the second copy to the Human Resources Department.
- Type the date of issuance on the hard copy in the officer's training file and enter this information into the computer system.
- Determine officer's eligibility for the next certificate.

    - If an officer has the necessary degree or college units to qualify for their next certificate (intermediate or advanced), the In-Service Training W.P.O. will prepare an electronic application and email it to the officer for his / her electronic signature. When the application has been signed and submitted to P.O.S.T. by the requesting officer. The In-Service Training Unit will be notified by P.O.S.T. when the application is received and in process.
    - If an officer fails to meet the specified requirements, and needs additional college units or training points, at the earliest date possible, inform the officer that he / she should begin working to meet the requirements, in order to be eligible for his / her

next P.O.S.T. certificate.

AA. SUPERVISORY AND MANAGEMENT CERTIFICATE REQUIREMENTS

SUPERVISORY

- 2 years in a sergeant's position.
- Intermediate or advanced certificate
- 60 college units or a degree
- 80 hours P.O.S.T. Supervisory Course & certificate
- P.O.S.T. application

MANAGEMENT

Same as above, but must include the 80-hour P.O.S.T. Management Course and certificate.

EXECUTIVE

Only one certificate at this level is issued to each law enforcement agency. The Chief of Police is the only individual in the San Diego Police Department that may obtain this certificate. He/She must possess all of the above requirements and complete the P.O.S.T. Executive Development Course and receive a certificate.

Note: All P.O.S.T. certificate applications must be typed in this office. Handwritten applications are not acceptable.

BB. REISSUANCE OF A P.O.S.T. CERTIFICATE

When an officer has lost or misplaced his/her P.O.S.T. certificate, complete the top section of the reissuance form. The officer must complete lines 10 and 11, and sign and date the form.

Make one copy of the form for the officer's training file. Enter this information in the P.O.S.T. certificate logbook and send the original request to P.O.S.T. When the certificate is received from P.O.S.T., enter this information in the certificate logbook. Make one copy of the certificate for the officer's training file and mail the original to the officer.

CC. POLICE OFFICER II PAY RAISES

Human Resources will send a list of officers who will be eligible for promotion to Police Officer II, approximately 6 weeks before the scheduled pay raise for qualifying candidates. (In order to qualify for a Police Officer II promotion and pay raise, the officer must have served two years as a sworn officer and must possess at least 30 college units.)

- Pull the training file for each officer on the eligibility list.

- Copy any and/or all the following documents: degrees, transcripts, certificates, etc.

- Organize the copies in alphabetical order and send to the Human Resources Department.

- Make a copy of the eligibility list and record the status of each individual for future reference. (The officers on the list will usually call to inquire about their eligibility.)

DD. OFFICER TERMINATIONS

Human Resources will send the Admin Aide II/P.O.S.T. Coordinator a monthly attrition report at the end of each month. (A P.O.S.T. mandate requires notification of an officer's termination within 30 days.)

- Complete the P.O.S.T. termination form and electronically mail it to P.O.S.T.

- Pull the officer's entire training file and send to the Human Resources.

- Delete the officer's file from the computer system. (Human Resources will then enter the entire file into the microfiche program, which is stored at Rose Canyon.)

EE. FILING

There are large quantities of certificates, transcripts, copies, etc. that must be filed, due to the growing number of Department personnel and agency specific training that the Department conducts.

There are many similar names, therefore, filing sometimes becomes a challenge. When filing, be sure to place the documents in the correct file.

A copy of officer's tuition reimbursement forms will be filed at In-Service Training for a minimum of 5 years from the date of approval.

FF. P.O.S.T. FORMS

The following P.O.S.T. forms are available electronically: Notice of Appointment, Termination, P.O.S.T. Certificate, Course Roster, Course Announcement, Instructor Resume, Course Certification, Control Sheet, Course Certification Addendum, Telecourse Certification check list.