SAN DIEGO POLICE DEPARTMENT
PROCEDURE

DATE:	DECEMBER 12, 2017
NUMBER:	5.22
SUBJECT:	TRAINING PROCEDURES AND CERTIFICATIONS
RELATED POLICY:	N/A
ORIGINATING DIVISION:	TRAINING AND EMPLOYEE DEVELOPMENT
NEW PROCEDURE:	☐
PROCEDURAL CHANGE:	■ EXTENSIVE CHANGES
SUPERSEDES:	DP 5.22 – 2/22/2013

I.   PURPOSE

This Department procedure establishes guidelines regarding training and certification requirements.

II.   SCOPE

This procedure applies to all members of the Department where appropriate.

III.   PROCEDURE

All Departmental and internal training shall be reviewed and receive approval by the In-Service Training (IST) Unit or appropriate CORE unit prior to implementation. This procedure is designed to ensure that training is consistent and conforms to state and local regulations. The In-Service Training Unit is the Department's official liaison with the California Commission on Peace Officer Standards and Training (POST). Requests for POST Course Certification for any training material must be directed through IST.

Any certificates awarded for completion of Department training must be approved or issued by IST. This serves to minimize the Department's exposure to civil liability in training-related areas.

It is the responsibility of individual officers to notify the POST School Coordinator of any upcoming POST Certificates (Intermediate/Advanced) he/she may be eligible to receive. Refer to Department Procedure 5.13, Educational Incentive Pay Program for more details.

IV.   TRAINING DIVISION

A.   Academy

The training academy is part of the San Diego Regional Public Safety Training Institute (PSTI). It schedules basic academies and provides recruits with the basic training curriculum meeting POST standards necessary to enter the Department's Field Training Program.

B.   CORE

CORE Instructors coordinate training, supervise instructors and oversee the development of curriculum for the Academy and within our Department. Their areas of responsibility are divided into seven core areas:

1.   Communications/Human Relations/Spanish Language

2.   Defensive Tactics

3.   Firearms Training

4.   First Aid/CPR/Health Management Program

5.   Legal/Report Writing/Investigation

6.   Patrol Techniques/Officer Safety & Field Tactics

7.   Traffic/Emergency Vehicle Operations

A qualified employee of any PSTI partner agency may fill a CORE position.

C.   In-Service Training (IST)

IST manages all on-going training of Department personnel, develops new classes and schedules state mandated training. IST updates the web-based online Menu Class Scheduling System while coordinating classes at multiple sites. IST creates and maintains a training file for each employee where appropriate and responds to officer certification audits by POST. IST processes all POST certificate requests, the City's educational incentive compensation and Tuition Reimbursement Requests program. The Advanced Officer Training (A.O.T.) Coordinator position within the IST is the Department's administrator of the City's SuccessFactors training tracking system.

D.   Range

The police pistol range provides training in the use and care of firearms used by Department personnel.

E.   Field Training Administration

The Field Training Administration unit manages field training for new officers. Refer to Department Procedure 6.23, Field Training Procedures, for details regarding the field training program.

V.   **TRAINING CLASSES**

A. POST Certified Courses

POST courses are developed and offered by more than 800 presenters statewide. POST offers quality training programs, and professional certificates to recognize peace officer achievement. A list of courses can be found at the POST website (www.post.ca.gov.)

The POST School Coordinator at IST makes all reservations for POST courses. Attendees **SHALL NOT** call presenters to make their own reservation.

B.   In-County or Out–of-County Training Classes

1.   Training or seminars held within the boundaries of San Diego County are considered In-County.

2.   Out-of-County training occurs when a class or seminar is held for a full day or longer and takes place outside San Diego County. An employee's home address is not relevant in determining in or out of County status.

C.   Menu Training Classes

NEW

1.   Subject matter resources develop menu classes, which are open to all County law enforcement personnel. Menu classes are also available to civilian personnel on a case-by-case basis and when appropriate for their job classification.

2.   Attending Menu classes may qualify for educational incentive credit. Personnel interested in this type of credit must contact the In-Service Training Unit and receive prior approval before attending class. Refer to Department Procedure 5.13, Educational Incentive Pay Program, for details.

D.   Internal Department Training

Units planning to conduct any type of in-service training shall contact the In-Service Training Unit and discuss the training material, prior to the training being presented. This ensures standardization of training and prevents duplication of effort. This is not intended to deter supervisors from conducting line-up training on established procedures, policy or orders.

E.   City Sponsored Training Classes

Training classes or seminars offered by the City of San Diego are available to both sworn and civilian employees. Classes such as Leadership Development, Appointing Authority Interview Training and others are available to certain job classifications and departments citywide. Other classes are restricted to certain City departments. Information about these courses can be found on the City's Intranet site at: City Training Opportunities (http://citynet.sannet.gov/training/index.html)

NEW

F.   San Diego Urban Area Security Initiative (SDUASI) Training Courses

See section XI. of this procedure.

G.   Tuition Reimbursement

The Tuition Reimbursement Program is managed at the In-Service Training Unit. Refer to Department Procedure 5.14, Tuition Reimbursement Program, for details regarding tuition reimbursement.

NEW **VI.   TRAINING APPROVAL**

Department members who want to attend training are required to complete the In- Service Training Unit Training / Travel Request form. The form can be found on the "F" drive on the LAN (F:\Training\POST-Non POST Training Request Forms). To complete the estimated cost section of the In-Service Training Unit Training / Travel Request form refer to the GSA website (www.gsa.gov) for current travel and per diem rates. The Training / Travel Request form is not required for Menu courses offered by the In-Service Training Unit.

It will be the responsibility of the requesting Department member's command to review the Training / Travel Request form for accuracy and ensure the requesting Department member meets any and all prerequisites to attend the course and the officer's absence will not adversely impact staffing levels prior to final approval at the command level. If the requesting member's command has questions regarding the requesting member's eligibility to attend the requested course, the command should contact the Department's Training Manager for clarification.

A.   Approval Guidelines and Procedure

1.   Schools must pertain to job skills required to perform effectively in the Department member's current assignment or to correct a deficiency. Established guidelines regarding which personnel may attend particular POST schools must be followed.

2.   Sworn personnel will generally be limited to one out-of-town POST school, one in-town POST school, and two in-County schools per fiscal year (July 1st though June 30th).

3.   Civilian personnel will generally be limited to two in-county schools per fiscal year (exceptions are listed in the next section of this procedure).

4.   Only officers with the rank of (non-probationary) POI or above who are performing satisfactorily are eligible to attend schools.   .

5.   Officers in phase training are not eligible to apply for any classes/schools.

6.   Probationary sergeants will be limited to the mandatory POST supervisory schools.

7.   P.O.S.T. schools not approved by the Department are not eligible for "11-86" time..

8.   The Training / Travel Request form must be routed through the officer's immediate supervisor and through their chain of command.

NEW

9.   Once the Training / Travel Request form is approved and signed by the requesting member's commanding officer, the form will be forwarded to the In-Service Training Unit for review and approval by the IST commanding officer or his / her designee. After approval by the In-Service Training Unit commanding officer, the P.O.S.T. School Coordinator will forward the Training / Travel Request form to the requesting member's Chief Officer for final approval. .

NEW

10.   If the cost for each attending member is $2000.00 or more, an additional approval by the Executive Assistant Chief is mandatory.

NEW

11.   Once approved by the requesting member's Chief Officer and, if required, the Executive Assistant Chief the request will be returned to the P.O.S.T. School Coordinator for processing.

NEW

12.   The P.O.S.T. School Coordinator will forward a copy of all approved Training / Travel Request for payment processing.

NEW

13. Training / Travel Requests that are denied will be returned to the Department member's commanding officer with and explanation for the denial.

NEW

14. Except in extreme cases, requests must be received by the IST no less than 3 weeks before the start date of the class to ensure final approval and processing. If discrepancies are found, IST will contact the employee's commanding officer or designee for clarification. All requests are subject to cancellation at any time.

B. Training School Attendance Exceptions

The following are exceptions to the training attendance limitations and may be made for personnel requiring special schools or additional training due to a new or current assignment:

1. POST or Department-mandated training (Regional Officer Training, CPR/First Aid)

2. Divisional/Department need or to correct a deficiency

3. Newly assigned detectives to units requiring specific expertise (Homicide, CIU, Vice, etc.)

4. Newly assigned officers assigned to specialized units requiring specific expertise (Academy, Bike Team, etc.)

5. Chief of Police, or designee, at their discretion

6. All POST and non-POST required schools for civilian personnel (supervisors, Dispatchers, etc.)

VII. RESERVATIONS

A. IST makes seat reservations for training classes once training requests have been approved. If a reservation has been made and the attendee must cancel his or her attendance, the employee must contact their lieutenant. The lieutenant must contact the POST School Coordinator at IST at (619) 388-7955, as soon as possible. Prompt notification will allow for a timely cancellation and prevent the Department from having to pay unnecessary fees.

B.   Exceptions

1.   Menu Classes

a.   Personnel may attend courses on their own time. Attendance on duty requires your immediate supervisor's approval prior to registering for the class.

b.   Students who wish to cancel Menu courses must do so as soon as possible by going online to SuccessFactors. Select the class you are registered for and click on the WITHDRAWAL link. This will properly remove someone from the course.

2.   City Sponsored

a.   Training classes offered by the City must be appropriate for the job classification. Contact the IST coordinator at (619) 388-7962 for additional information and reservations.

VIII. ATTENDANCE

A.   When an employee is scheduled to attend training on duty, the training site becomes their workstation. As is required with their regular workstation, it is the employee's responsibility to report to the training site on the required date(s) and time(s).

If an employee is going to be late for training or absent altogether, they are required to call the main IST phone line at (619) 388-7956, and leave a message regarding their absence with a staff member or on voicemail.

B.   If a scheduling conflict occurs that requires a change in attendance dates, the employee must notify their immediate supervisor. The supervisor will then effect a schedule change through their division training coordinator.

These are the only individuals who may contact the IST coordinator.   Commands are encouraged to provide an alternate to fill the training vacancy.

C.   Training classes held in San Diego County do NOT exempt employees from appearing on lawfully served court subpoenas or participating in the Random Drug Testing program.

IX.   TRAINING CERTIFICATE

A.   Upon completion of other than Department-sponsored training, employees must provide proof of attendance (a copy of the Certificate of Completion, a letter of confirmation from an instructor, or similar document) to IST. This proof will be placed in the employee's training file.

B.   For Department-sponsored training, the IST class coordinator gives the original training certificate to the employee upon successful completion of the class. The coordinator copies the certificate for placement into the employee's permanent training file.

X.   TRAVEL EXPENSES

Contact the Fiscal Management Travel Desk at (619)531-2885 prior to attending any out-of-town training for direction on travel expenses.

XI.   SDUASI COURSES

NEW

Most SDUASI courses are tuition free and backfill is authorized. All courses are travel time reimbursable. When appropriate, Department members may also attend SDUASI training in overtime status. To determine if a class is backfill or overtime authorized, please contact the Department's UASI grant manager in the Critical Incident Management Unit.   All backfill and overtime related to SDUASI courses will be for PAY ONLY. The attending Department member or the Department member's command will be responsible to find backfill personnel for backfill authorized SDUASI courses. For instructions on how to complete the necessary paperwork for backfill or overtime related to SDUASI course attendance, see "How to complete paperwork for SDUASI backfill and overtime authorized courses" below.

Department members requesting to attend SDUASI funded courses must submit a Training / Travel Request form to the In-Service Training Unit via their chain of command. The form can be found in the "F" drive on the LAN. When submitting the Training / Travel Request form, the form must include the Department member's FEMA student identification number (SID). The FEMA identification number can be obtained by completing the application on the FEMA website https://cdp.dhs.gov/ femasid/register. Failure to include the FEMA SID will delay the registration process precluding the requesting member from attending the course.

It will be the responsibility of the requesting Department member's command to review the form for accuracy and ensure the Department member meets any and all prerequisites to attend the course prior to final approval at the command level. If the requesting member's command has questions regarding eligibility to attend the requested course, the command should contact the department's Training Manager for clarification.

A.   Once the approved Training / Travel Request form is received by the In-Service Training Unit the forms will be given a final review and approval by the Department's Training Manager and P.O.S.T. School Coordinator.

B.   The P.O.S.T. School Coordinator will register the requesting Department member for the requested class via the SDUASI procedures. The requesting Department member shall not register themselves. This procedure will be handled by the P.O.S.T. School Coordinator.

C.   After registering the Department member for the requested SDUASI course, the P.O.S.T. School Coordinator will notify the requesting member and forward a copy of the Training / Travel Request form to the Department's UASI Fund Manager at the Critical Incident Management Unit for fiscal processing.

D.   Upon completion, the Department member attending any SDUASI course MUST submit a copy of their certificate of completion to the In-Service Training Unit. The copy of the certificate will serve as proof of attendance and will be placed in the Department member's training file.

How to complete the paperwork for SDUASI backfill and overtime authorized courses.

A.   Identify backfill personnel.

B.   Complete a Department overtime authorization form (PD-621).

C.   Be sure to list the Department member "backfilled for" in the Explanation of overtime section of the overtime authorization form. See sample below.

D.   Check the box labeled "Grant" on the overtime authorization form and write the appropriate "Internal Order / Rec Order / Cost object" number on the line next to the box. See list of "Internal Order / Rec Order / Cost object" numbers below.

E.   Enter the officer attending the training and the officer backfilling for the officer in the Red Book.

F.   Complete the UASI Overtime Backfill Form within 7 days of completion of the course. Interoffice the form and the yellow copy of the completed overtime authorization form to the Grant Fund Manager in the Critical Incident Management Unit (619-531-2321). The UASI Overtime Backfill Form can be found on the F drive in the "POST Non-POST Training Request Forms" folder located in the "Training" folder. See the sample below.

Sample overtime authorization form and UASI Internal Order Numbers

The below sample shows the correct procedure for filling out an overtime authorization form for backfill or overtime attendance of the L-280 or L-380 Leadership course (Internal Order number / Rec Order number: 11002061). This basic format should be used when completing an overtime authorization form for attendance at any UASI course when backfill or overtime is used.

UASI Internal Order / Rec. Order / Cost Object Numbers by Course
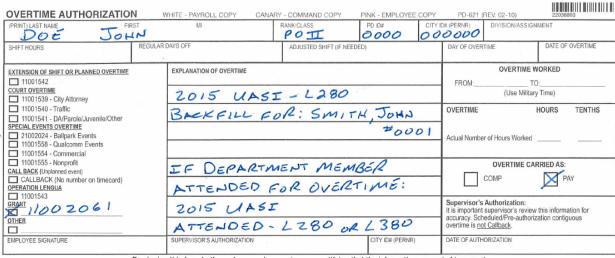
Leadership

L280 and L380 – 11002061

Incident / Emergency

MFF, ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, and ICS 800 – 11002451

Terrorism

Terrorism I and Terrorism II – 11001550

CI / KR Virtual Walkthrough

Data entry and SD – LECC – 11001551

OVERTIME AUTHORIZATION	WHITE - PAYROLL COPY	CANARY - COMMAND COPY	PINK - EMPLOYEE COPY	PD-621 (REV. 02-10)	22038803

(PRINT) LAST NAME	FIRST	MI	RANK/CLASS	PD ID#	CITY ID# (PERNR)	DIVISION/ASSIGNMENT
DOE	JOHN		PO II	0000	000000	

SHIFT HOURS	REGULAR DAYS OFF	ADJUSTED SHIFT (IF NEEDED)	DAY OF OVERTIME	DATE OF OVERTIME

EXTENSION OF SHIFT OR PLANNED OVERTIME
- ☐ 11001542

COURT OVERTIME
- ☐ 11001539 - City Attorney
- ☐ 11001540 - Traffic
- ☐ 11001541 - DA/Parole/Juvenile/Other

SPECIAL EVENTS OVERTIME
- ☐ 21002024 - Ballpark Events
- ☐ 11001558 - Qualcomm Events
- ☐ 11001554 - Commercial
- ☐ 11001555 - Nonprofit

CALL BACK (Unplanned event)
- ☐ CALLBACK (No number on timecard)

OPERATION LENGUA
- ☐ 11001543

GRANT
- ☒ 11002061

OTHER
- ☐

EXPLANATION OF OVERTIME

2015 UASI - L280

BACKFILL FOR: SMITH, JOHN
#0001

IF DEPARTMENT MEMBER
ATTENDED FOR OVERTIME:

2015 UASI
ATTENDED - L280 OR L380

OVERTIME WORKED
FROM: _____ TO: _____
(Use Military Time)

OVERTIME	HOURS	TENTHS
Actual Number of Hours Worked		

OVERTIME CARRIED AS:
☐ COMP   ☒ PAY

Supervisor's Authorization:
It is important supervisor's review this information for accuracy. Scheduled/Pre-authorization contiguous overtime is not Callback.

EMPLOYEE SIGNATURE	SUPERVISOR'S AUTHORIZATION	CITY ID# (PERNR)	DATE OF AUTHORIZATION

By signing this form both employee and supervisor are certifying that the information presented is correct.

Sample UASI Overtime Backfill form

UASI OVERTIME BACKFILL FORM

Officer attending class or training

Last Name	First Name		Rank		PD ID	City ID
Doe	John		POII		1234	5678

Division/Assignment	Shift Hours	Regular Days Off	Course Title
Cen / Patrol	0600-1600	MTW	L 280 Fellowship to Leadership

Sat	Sun	Mon	Tue	Wed	Thu	Fri
Dec 6	Dec 7	Dec 8	Dec 9	Dec 10	Dec11	Dec12
Attended class	Attended class	Attended class	Attended class	Attended class	Attended class	Attended class
No	No	No	Yes	Yes	No	No
Backfill by:	Backfill by:	Backfill by:	Backfill by:	Backfill by:	Backfill by:	Backfill by:
smith	None					
Last name	Last name	Last name	Last name	Last name	Last name	Last name
John						
First Name	First Name	First Name	First Name	First Name	First Name	First Name