

LA MESA POLICE DEPARTMENT

ADMINISTRATION: LA MESA POLICE DEPARTMENT TRAINING PLAN	No: 120
Adopted: Nov. 16, 2004 / Last Revised: March, 2011 / July 2014	Page: 1 of 14
Ray Sweeney, Chief of Police	

PURPOSE

The purpose of this Department Instruction is to provide a systematic approach to the training of Department personnel, based on their rank or position and particular assignment. The goals of the Department are to provide personnel with training that will enable them to perform their duties to the best of their ability and in accordance with professional standards, and assist them in achieving their career goals with the La Mesa Police Department.

I. TRAINING PRIORITIES

Training courses identified in the Training Plan are assigned one of three classifications, as defined below. These classifications are used to assist in determining whether or not personnel will be assigned to a particular training class and in what priority.

- A. **Mandatory** – The class is required by law or mandate. Attendance at classes in this category will be given first priority for scheduling purposes in planning what classes personnel will attend and in what order.
- B. **Department Required** – The class is required by one or more provisions of Department policy or has been designated in the Training Plan as Department Required by the Chief of Police. Attendance at classes in this category will be given second priority in planning what classes personnel will attend and in what order.
- C. **Recommended** – The class is not required by law or specific policy but the Department considers the training a key element in the performance of duties associated with a particular rank, position or assignment. Attendance at classes in this category will be given third priority in planning what classes personnel will attend and in what order.

Classes that have not been identified in the Training Plan are considered optional. These classes may assist personnel in pursuing a professional goal they have set or may meet a current need of the Department. Attendance at

classes in this category will generally be given the lowest priority in planning what classes personnel will attend and in what order, absent a specific Department need.

II. TRAINING PLAN

The accompanying table lists the Mandatory, Department Required and Recommended training for Department personnel. *Special assignments including an asterix (*) are to include all of the Mandatory and Department Required training listed for the same rank/title as deemed relative by the Training Unit.*

III. IMPLEMENTATION OF THE TRAINING PLAN

The Training Unit will have overall responsibility for implementing the Department's Training Plan. The Training Manager will track and assist in prioritizing the scheduling of Mandatory and Department Required courses. They will also document and track Recommended Training courses completed by employees. The progress and status of the implementation of the Department Training Plan will be included in the Training Manager's quarterly report to the Chief of Police.

IV. SCHEDULING OF TRAINING

The scheduling of Mandatory and Department Required courses will be initiated by the Training Unit. Other training requests, including Recommended training, will generally be initiated by the employee or their supervisor and, once approved by the chain of command, scheduled by the Training Unit.

If an employee is unable to attend an approved and scheduled training class for any reason, the cancellation must be approved by the Division Commander.

- A. Scheduling of Mandatory or Department Required Training– The Training Unit will initiate and schedule the training for all Mandatory and Department Required training courses. The scheduling of these courses will be based on need, seniority and scheduling considerations, and will be determined by the Training Manager. The scheduling lieutenant will determine if the employee is available to attend based on the Department’s scheduling needs.

- B. Scheduling of Recommended or Other Training – Requests for Recommended training courses, and all other training not listed as Mandatory or Required, will generally be initiated by the employee or the employee’s supervisor. This training should be considered when an interest or need in a specific area is identified by either the employee or their supervisor. It is not required that an employee complete all of their Department Required training courses prior to the scheduling of other training. The totality of the employee’s training progress, along with the needs of the Department, should be considered during the approval process. The Training Request Form will be completed and forwarded to the chain of command for scheduling and budgetary considerations. Once the Training Unit receives the approved Training Request form, the class will be scheduled.

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
Chief of Police	POST-CPT ICS 100, 200, 300, 400, IS 700, 800	First Aid/CPR Role of the Police Chief Executive Development Part 1 & Part 2	Peer Support for Chiefs Chiefs and Sheriffs POST Workshop Cal Chiefs Conference
Captain	POST-CPT ICS 100, 200, 300, 400, IS 700, 800	First Aid/CPR	FBI National Academy Executive Development Part 1 & Part 2 Budgeting Incident Command Management Managing Officer Involved Shooting Incidents Public Records Act Pitchess Motion
Lieutenant	Management Course POST Reg. 1005(c)(1) POST-CPT ICS 100, 200, 300, 400, IS 700, 800 Jail Supervision & Update Training – CCR Title 15, Section 1024	First Aid/CPR Incident Management Command Internal Affairs & Discipline Managing Officer Involved Shooting Incidents	FBI National Academy Public Records Act Pitchess Motion

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Lieutenant – Services		Media Relations Public Records Act Pitchess Motion	
*Lieutenant-Traffic		OTS Grant Writing Workshop Special Event Planning	OTS Conference
*Lieutenant – Master Officer Coordinator	Field Training Supervisor/ Administrator/ Coordinator Course – POST Reg. 1004(c)		
*Lieutenant – SRT	Special Weapons & Tactics Commander – 13514.1 PC		Tactical Operations Liabilities Supervising High Risk Warrants CATO Conference
Sergeant	Supervisory Course – POST Reg. 1005(b)(1) POST-CPT POST-PSP First Aid/CPR ICS 100, 200, IS 700 Jail Supervision & Update Training – CCR Title 15, Section 1024	Internal Affairs & Discipline Supervisory Leadership Institute Officer Involved Shooting RCS Field Radio User	Assertive Supervision SEMS for Supervisor/Managers

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Sergeant – Traffic			OTS Grant Writing Workshop Special Event Planning OTS Conference (Courses for Accident Investigators as determined and approved by the Patrol Division Commander)
*Sergeant – Training		Training Manager Course TMS Background Investigations	POST Coordinator’s Workshop POST Training Managers Workshop
*Sergeant – Investigations		Supervising Detective Units Homicide Investigations Property Room Management	Electronic Surveillance/Wiretap CHIA Conference
*Sergeant – SED		CALGANGS Supervising Specialized Units Informant Management Gang Investigations	Electronic Surveillance/Wiretap CALGANGS Conference Attorney Generals Criminal Intelligence Conference So Cal. Gang Conference
*Sergeant – SRT	Special Weapons & Tactics – 13514.1 PC		SWAT Supervisor Training Tactical Operations Liabilities CATO Conference

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Sergeant – Assistant Master Officer Coordinator	Field Training Supervisor/ Administrator/ Coordinator Course – POST Reg. 1004(c)		
*Sergeant – Reserve Coordinator		Reserve Coordinator Course	
Officer	POST Basic Course POST-CPT POST-PSP First Aid/CPR ICS 100, IS 700 Domestic Violence Update – POST Reg. 1081, per 13519(g) Racial Profiling and Cultural Diversity Update – POST Reg. 1081, per 13519.4 (i)	RCS Field Radio User Interview & Interrogation DAR PAS / Intox PERT for First Responders PERT Academy, as assigned Patrol Rifle, as assigned Bicycle Patrol Operators Course, as assigned	Officer Safety & Field Tactics Explosives Recognition – 1 st Responder Identity Theft Investigations – Patrol Parolee Contact Radar/Lidar Operator DUI/SFST Advanced DAR Advanced Bicycle Patrol Operators Course, as assigned
*Master Officer	Field Training Officer Course – POST Reg. 1004(d)(1)(A) Field Training Officer Update Course – POST Reg. 1004(d)(1)(B)1	Supervisory Course Field Evidence Technician	

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Traffic Collision Investigator	Radar-Laser Operator Course – 40802 CVC	Intermediate Traffic Advanced Traffic Collision Investigation	Traffic Collision Reconstruction DUI/SFST Advanced DAR CAD OTS Conference
*Traffic Motor Officer	Radar-Laser Operator Course – 40802 CVC	Motor Academy Intermediate Traffic Advanced Traffic Collision Investigation	Motor Officer Update Traffic Collision-Reconstruction DUI/SFST Advanced DAR CAD OTS Conference
*School Resource Officer		School Resource Officer Course	Advanced School Resource Officer Course Juvenile Law Enforcement California SRO Conference
*Detective – Investigations	Sexual Assault & Exploitation of Children Investigation – 13516 (c) PC, as assigned Electronic Surveillance/Wiretap – 629.94 PC, as assigned	ICI Core Course Homicide Investigation Officer Involved Shooting Investigation Field Evidence Technician Interview & Interrogation Search Warrants	Advanced Field Evidence Technician Crime Scene Investigations Advanced Interview & Interrogation Statement Analysis Informant Development & Maintenance Specialized/ICI courses-as assigned CHIA Conference

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Detective- ECGTF	Electronic Surveillance/ Wiretap-629.94 PC, as assigned	CALGANGS Informant Handling Gang Investigations Officer Involved Shooting Investigation Homicide Investigation	CALGANG Conference So Cal. Gang Conference CGIA Gang Conference
*Detective-RATT	Electronic Surveillance/ Wiretap-629.94 PC, as assigned	Vehicle Theft Investigation	
*Detective-NTF	Electronic Surveillance/ Wiretap-629.94 PC, as assigned	Narcotics Investigations	
*Background Investigator		Background Investigations	California Background Investigators Conference Statement Analysis
*Officer-SED		ICI Core Inv. Course Interview & Interrogation CALGANGS Informant Handling Surveillance Techniques/ Undercover Operations Gang Investigations	CALGANG Conference Attorney General's Criminal Intelligence Conference So Cal. Gang Conference

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
*Officer-SRT	Special Weapons & Tactics – 13514.1 PC Less Lethal Weapons Instructor- POST Reg. 1070, as assigned Firearms Instructor-POST Reg 1070, as assigned	Sniper School, as assigned POST Gas Instructor, as assigned Diversionary Device Instructor, as assigned Team Leader Course, as assigned	Breaching, Mechanical CATO Conference
Bomb Arson Specialist		Fire Investigation 1A Fire Investigation 1B	Arsons Explosives Investigations
Range Master	Firearms Instructor – POST Reg. 1070		
Armorer		Glock Armorer	Armorer School Armorer – Double Action Auto Pistol 1 Armorer – Double Action Auto Pistol 2 Armorer – Single Action Auto Pistol Armorer – Shotgun Armorer – Full Automatic
Less Lethal Weapons Instructor	Less Lethal Weapons Instructor – POST Reg. 1070 TASER Instructor		

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
Chemical Agent Instructor	Chemical Agent Instructor – POST Reg. 1070		
Defensive Tactics Instructor	Baton/Impact Weapons Instructor – POST Reg. 1070 Defensive Tactics Instructor – POST Reg. 1070		Reality Based Training (RBI) Instructor SPEARS
EVOC Trainer	Driver Awareness Instructor – POST Reg. 1070 Driving Trainer Instructor – POST Reg. 1070 Driver Trainer Simulator Instructor – POST Reg. 1070, as assigned		
Reserve Police Officer	Basic Course POST-CPT POST-PSP		

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
Police Services Manager		Internal Affairs & Discipline Grant Writing/Administ ration Public Records Act Budgeting Jail Supervision & Update Training-CCR Title 15, Section 1024	Civilian Management Seminar CLEARs Conference Cal NENA Conference
Communications Supervisor	Basic Public Safety Dispatcher Course – POST Reg. 1018(d)(1)	Internal Affairs & Discipline Supervisory Course (Civilian) Public Records Act	Assertive Supervision
Dispatcher	Basic Public Safety Dispatcher Course, POST Reg. 1018(d)(1) POST-CPT	RCS Radio Console Customer Service Communication Training Officer, as assigned Tactical Dispatcher, as assigned	Public Safety Dispatcher – Domestic Violence/Sexual Assault PERT for First Responders

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
Police Services Technician	Basic Public Safety Dispatcher Course, POST Reg. 1018(d)(1) POST-CPT	Public Records Act Customer Service Records Clerk Course	Public Safety Dispatcher – Domestic Violence/Sexual Assault Public Records Act Update Records Supervisor Course
Police Services Specialist		POST Training Coordinators Course Public Records Act TMS	
Community Service Officer	Child Passenger Safety Technician, as assigned	RCS Field Radio User Community Service Officer Academy Field Evidence Technician Basic Traffic	Crime Scene Investigation/Reconstruction Crime Scene Investigation Photography
Parking Control Officer		RCS Field Radio User Customer Service	
Animal Control Officer	832 PC Course Animal Control Academy	RCS Field Radio User Illegal Animal Fighting	Animal Care Conference

RANK/ASSIGNMENT/ POSITION	MANDATORY	DEPARTMENT REQUIRED	RECOMMENDED
Police Property Officer		Property Room Management Evidence Technician Course	Advanced Evidence Technician course CAPE Conference and Training Seminar
Crime Prevention Specialist		Basic Crime Prevention CPTED-Basic Crime Prevention-Multi Housing	CPTED-Advanced Crime Free Multi-Housing Conference Ca. Crime Prevention Officer Conference
Crime Analysis		Crime Analysis Course Crime Analysis Implementation & Evaluation	Crime Analyst Certificate Program California Crime and Intelligence Analyst Conference
Administrative Coordinator			Executive Secretary Course Public Records Act
Senior Volunteer Coordinator		Managing a Volunteer Unit	Supervisory Course – Civilian
Peer Support Team Members		Basic Peer Support	Critical Incident Stress Debriefing Advanced CISM Advanced Peer Support-West Coast POST Trauma Retreat California Peer Support Conference

Revised July, 2014