



SAN MATEO POLICE DEPARTMENT
TRAINING PLAN

A Guide to Career Development

*We are committed to serve, protect
and promote a safe community*

Susan Manheimer
Chief of Police

INTRODUCTION

Table of Contents

INTRODUCTION.....	4
PURPOSE	4
PROFESSIONAL TRAINING.....	5
TRAINING PRESENTATION	6
COLLEGE EDUCATION	7
TRAINING UNIT	7
TRAINING MANAGEMENT SYSTEM (TMS)	8
TRAINING PLAN ORGANIZATION	8
CONTINUAL PROFESSIONAL TRAINING (CPT).....	9
PERISHABLE SKILLS/COMMUNICATIONS REQUIREMENT FOR PEACE OFFICER CPT	10
EDUCATION (CDE) TRAINING REQUIREMENTS FOR PUBLIC SAFETY DISPATCHERS.....	10
PROFESSIONAL CERTIFICATES.....	11
BASIC CERTIFICATE.....	12
INTERMEDIATE CERTIFICATE	13
ADVANCED CERTIFICATE.....	13
SUPERVISORY CERTIFICATE.....	14
MANAGEMENT CERTIFICATE	14
EXECUTIVE CERTIFICATE	15
PUBLIC SAFETY DISPATCHER CERTIFICATE.....	15
RECORDS SUPERVISOR CERTIFICATE	16
ANNUAL REVIEW.....	16
RANK/POSITION ASSIGNMENT-SWORN PERSONNEL.....	16
CHIEF OF POLICE	17
CAPTAIN	19
FIELD OPERATIONS	22
LIEUTENANT	22
SERGEANT	25
POLICE OFFICER.....	28
CANINE HANDLER	30
FIELD TRAINING OFFICER	31
RESERVEOFFICER.....	32
COMMUNITY SERVICE OFFICER (CSO).....	34
PEER SUPPORT	35
INVESTIGATIONS.....	35
LIEUTENANT	35
SERGEANT	38
DETECTIVE.....	39
JUVENILE AND FAMILY DETECTIVE.....	40
CSO	42
CRIME REDUCTION UNIT (CRU)	43
CRU SERGEANT	43

San Mateo Police Department Training Manual

CRU OFFICER	43
TRAFFIC UNIT	44
SERGEANT	44
OFFICER.....	45
DOWNTOWN OFFICER	46
CSO.....	47
PARKING ENFORCEMENT.....	48
SWAT.....	48
COMMANDER	48
TEAM LEADER	49
OPERATOR.....	49
CHEMICAL AGENTS	50
BREACHER.....	50
HOSTAGE NEGOTIATOR	51
SUPPORT SERVICES	51
LIEUTENANT	51
SERGEANT	53
TRAINING MANAGER	54
PIO.....	55
SCHOOL RESOURCE OFFICER	56
PAL OFFICER.....	56
PROPERTY.....	57
PROPERTY ROOM MANAGER.....	57
PROPERTY STAFF.....	58
INSTRUCTORS.....	60
RANGE MASTER	60
ACTIVE SHOOTER	61
USE OF FORCE	61
TACTICAL COMMUNICATION.....	63
HAZARDOUS MATERIALS	63
FIRST AID/ CPR INSTRUCTOR	63
POSITION ASSIGNMENT - PROFESSIONAL PERSONNEL.....	64
ADMINISTRATIVE ASSISTANT.....	64
COMMUNICATIONS	65
COMMUNICATIONS SUPERVISOR.....	65
SENIOR PUBLIC SAFETY DISPATCHER.....	67
PUBLIC SAFETY DISPATCHER.....	68
COMMUNICATIONS TRAINING OFFICER.....	69
TACTICAL DISPATCHER.....	70
RECORDS	71
RECORDS MANAGER.....	71
RECORDS SUPERVISOR.....	72
RECORDS CLERK	74
VOLUNTEERS.....	75

San Mateo Police Department Training Manual

The San Mateo Police Department has a responsibility and commitment to strive for excellence in the growth and development of its personnel. Through training and education, San Mateo's public safety team is better equipped to achieve both professional and personal excellence as well as their career goals. By so doing, the police department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that exceeds the needs of the community.

All newly hired employees of the San Mateo Police Department receive information with regard to the agency's purpose, goals, policies and procedures. In addition, employees complete an orientation with the city's Human Resource Department with respect to working conditions, regulations and their responsibilities and employee rights.

PURPOSE

The purpose of the San Mateo Police Department Training Plan is to:

- 1) Meet mandated, essential, and desirable training requirements
- 2) Enhance the level of law enforcement service to the public
- 3) Increase the technical expertise and overall effectiveness of our personnel
- 4) Provide for continued professional development of department personnel.

The Training Plan is designed to identify the training needs and set priorities for the training needs of every rank/position and task/specialized assignment within the department. The Plan should be used as an objective tool that assists with bringing uniformity and consistency to training while providing employees with the greatest opportunity for success. It is a tool to be used by supervisors and managers on a regular basis in their effort to meet the training needs of their employees and/or evaluating training requests from employees.

The San Mateo Police Department will strive to use a broad spectrum of training resources for the educational and professional development of its employees. Whenever possible, the department will use courses certified by the Commission on Peace Officer Standards and Training (POST)

San Mateo Police Department Training Manual

It is understood that the Training Plan in no way identifies all of the training that will occur for the members of the San Mateo Police Department.

Additionally, it does not guarantee that a member will receive all of the training that has been identified for his/her position, with the exception of the training that has been identified as mandatory.

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

- 1) Professional training
- 2) College education
- 3) Leadership development

PROFESSIONAL TRAINING

Professional training is comprised of two categories of training. The first and primary category refers to those courses certified by California Peace Officers Standards and Training (POST). These courses are available for both sworn and professional personnel, whose job description supports the need for specified or requested training.

P.O.S.T courses are reimbursable to the city's General Fund by the State of California in varying degrees based on their "plan" designation. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, back-fill salary and training presentation costs. The five reimbursement plans that have been adopted by POST are designated as Plan I, II, III, IV, and V as follows:

Plan I	Plan II	Plan III	Plan IV	Plan V
Subsistence	Subsistence	Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter Lunch	Commuter Lunch	Commuter Lunch
Travel	Travel	Travel	Travel	Travel
Tuition	Back-Fill Salary	Tuition		
Back-Fill Salary				

TRAINING PRESENTATION

In addition to typical classroom settings, POST training is also available through video or interactive computer programs.

San Mateo Police Department Training Manual

The second category of law enforcement professional training refers to training not certified by POST. This may come in the form of in-house instruction, such as defensive tactics, range training, etc.

In-house instruction is the responsibility of the San Mateo Police Department Training Unit and is spearheaded by the Support Services Training and Recruitment Team.

This type of training provides “hands-on” continuing professional training to department employees.

Sworn staff members are assigned to a mandatory training day every quarter to update basic training needs. Professional staff members are also provided with routine in-house training opportunities. The Training Unit also provides monthly training bulletins that are distributed to employees. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice.

Line supervisors provide roll-call training on a weekly basis to each shift of officers. Roll call training topics include new laws, practical case law application, technological improvements, equipment proficiency, street tactics, standard operating procedures, policy and procedures review. Other forms of non-POST training are offered through various vendors. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

In addition to training provided to sworn personnel, San Mateo’s public safety dispatchers receive ongoing in-house training to meet law enforcement requirements. This is achieved through computer-based training opportunities, video and audio reviews, as well as monthly quality assurance reviews and assignments designed to enhance skills and knowledge.

San Mateo’s public safety records clerks also receive routine in-house training related to the California Public Records Act (CPRA) for records retention and disclosure, as well as numerous additional training opportunities designed to enhance subject matter expertise.

COLLEGE EDUCATION

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

TRAINING UNIT

The Department's Training Unit is responsible for coordinating the delivery of Law Enforcement Professional Training to sworn and professional personnel.

The Support Services Lieutenant is responsible for the day-to-day operations of the Unit and is directly supervised by the Support Services Captain.

The Training Manager is responsible for ensuring training compliance with POST regulations, federal and state statutes, and city policy. Biannually, the Training Manager will ensure that all employees have been given ethics training consistent with the mission, vision and values of the San Mateo Police Department.

The Training Manager will coordinate scheduled training with the supervisor(s) of the employee. The Training Manager will normally make all travel arrangements, including class reservations and any applicable hotel, airline or car reservations and will submit all of the necessary paperwork to the Finance Department of the City in compliance with City of San Mateo Administrative Policy, including authorization, payment and reimbursement for travel, training and general business expense.

The Training Manager will notify each employee as soon as possible of scheduled training through the use of an Inter-Office Memo, email or voice mail message. This memo will provide the course title, date, time and location of the training.

The Training Manager will distribute remaining paperwork and any reimbursement checks approximately one to two weeks prior to the training. If the scheduled training is a POST certified course, a Training Reimbursement Request (TRR) form must be submitted to the instructor of the course. This form will be provided to the employee and it is the responsibility of the employee attending the training to submit this form. This is the mechanism that allows the State of California to reimburse the City of San Mateo.

TRAINING MANAGEMENT SYSTEM (TMS)

Training Management System (TMS) is a computer software program utilized by the Training Manager to track all departmental training. The Training Plan for both rank and task assignments are entered into TMS. It is important that notification and documentation of all training be forwarded to the Training Lieutenant to ensure that information is entered into TMS, allowing the Training Manager to conduct training audits designed to identify potential training deficiencies.

TRAINING PLAN ORGANIZATION

The Training Plan is divided into two primary sections:

Section 1: Rank/Position Assignment:

The first section of the Training Plan is a list of all sworn and professional staff rank/positions within the structure of the police department.

Section 2: Task/Specialized Assignment

The second section of the Training Plan is a list of all task/specialty assignments within the department for both sworn and professional staff assignments.

Within each rank/position and task/specialized assignment, the training courses are categorized as follows:

MANDATED

Training in this category is required by Federal law, State law and/or department policy. Unless otherwise noted, this training should be completed within one year of appointment to the position.

ESSENTIAL

This training has been designated by the department as necessary for the professional development of an employee in his/her specified rank and/or task assignment.

DESIRABLE

Upon completion of the mandatory and essential courses, an employee may pursue additional interests in their law enforcement training. The department will make a positive effort to accommodate an individual's desired career path, with consideration for the needs of the department and anticipated employee career direction.

San Mateo Police Department Training Manual

A list of the mandated, essential and desirable training, along with any license/certificate requirements for each rank/position is located in this section.

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

CONTINUAL PROFESSIONAL TRAINING (CPT)

Continuing Professional Training (CPT) is required for specific peace officers and public safety dispatchers employed by POST-participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards. Qualifying and non-qualifying courses are described in subsection (d) (4) below.

Peace officers (other than a Level III Reserve) and public safety dispatchers and supervisors shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every two-year CPT cycle, based on a permanent CPT anniversary date as specified in the POST Administrative Manual.

Public Safety Dispatchers (PSDs) hired as entry-level employees shall complete the 120-hour POST Basic Dispatch Academy within one (1) year of appointment. Journey-level PSDs shall complete twenty-four (24) hours of POST-certified CPT as identified by the Communications Manager or his/her designee.

Effective January 1, 2002, peace officers in specific duty assignments must satisfy a portion of the CPT requirement by completing Perishable Skills and Communications training as specified below:

PERISHABLE SKILLS/COMMUNICATIONS REQUIREMENT FOR PEACE OFFICER CPT

Effective January 1, 2002, all peace officers (except Reserve officers) below the middle management position and assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

San Mateo Police Department Training Manual

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

- Arrest and Control
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator

Communications training, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period (reference Commission Procedure D-2 for minimum requirements). It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above.

PUBLIC SAFETY DISPATCH CERTIFICATION AND CONTINUING DISPATCH EDUCATION (CDE) TRAINING REQUIREMENTS FOR PUBLIC SAFETY DISPATCHERS

San Mateo Police Department's entry and journey-level PSD's are required to obtain a certificate of course completion from a POST certified (120 hour) PSD Academy.

In addition to initial certification, twenty-four (24) hours of Continuing Dispatch Education (CDE) must be obtained biennially to coincide with the PSD's initial certification course completion date.

Approved CDE criteria provide training on NAED protocols, telecommunication essentials, legal issues, caller management techniques, quality improvement, and Dispatch Life Support.

CDE CATEGORY	MAXIMUM HOUR CREDIT
NAED-created educational products	36
Workshops and seminars	16
Multimedia education	16
Teaching	4
Protocol review	4
Miscellaneous (on the job training)	4

PROFESSIONAL CERTIFICATES

To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

(a) Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.

(b) Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or until January 1, 1998, by a non-accredited, state-approved college that offers programs exclusively in criminal justice (refer to Regulation 1001(a) for definition of acceptable college education).

(c) All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for POST certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.

(d) Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.

(e) For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer shall be accepted for the full period of such experience.

(f) In other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Commission, not to exceed a maximum of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.

(g) The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in subparagraphs F-1-8(d), F-1-9(d) or F-1-10(d). Middle management experience shall be substitutable for supervisory experience. Department head experience may substitute for middle management or supervisory experience. An aggregate of four years' of experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and

San Mateo Police Department Training Manual

Management Certificates; an aggregate of six years' of experience (with at least two years of experience at the higher rank) is required for all three certificates to be awarded.

BASIC CERTIFICATE

Employees hired after January 1, 1988 who have satisfactorily completed their period of probation (no less than one year as attested to by the department head) are eligible for this certificate. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate.

For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control

In addition to the requirements set forth above and in paragraphs 1-2, 1-3 and 1-4 of the POST Administrative Manual (PAM), the applicant for the award of the Regular or Specialized Basic Certificate must have satisfactorily met the appropriate POST Basic Course training requirement. The certificate shall include the applicant's name and experience category of the employing agency.

INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST

Administrative Manual, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- (a) Possess or be eligible to possess a basic certificate; and
- (b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

San Mateo Police Department Training Manual

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	AA/AS Degree	BA/BS Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

ADVANCED CERTIFICATE

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST Administrative Manual, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	AA/AS Degree	AA/AS Degree	BA/BS Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

SUPERVISORY CERTIFICATE

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST Administrative Manual, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
- (c) Satisfactorily meet the training requirement of the Supervisory Course; and
- (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (n), (s), (f), and (l) of the Regulations. The certificate shall include the applicant’s name, official title and name of employing jurisdiction or agency.

MANAGEMENT CERTIFICATE

In addition to the requirements set forth in paragraphs, 1-2, 1-3 and 1-4 of the POST Administrative Manual, the applicant for the award of the Regular or Specialized

Management Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units and (see subparagraph F-1-4. b.);
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (s), (f), and (l) of the Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

EXECUTIVE CERTIFICATE

In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 of the POST Administrative Manual, the applicant for the award of the Regular or Specialized Executive Certificate must:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units (see subparagraph F-1-4. b.); and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in Section 1001 (l) of the Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.

PUBLIC SAFETY DISPATCHER CERTIFICATE

To be eligible for the award of a Public Safety Dispatcher Certificate, an applicant must:

- (a) Currently be a full-time, non-peace officer employee who performs duties which include receiving emergency telephone calls for law enforcement service and/or dispatching law enforcement personnel; and
- (b) Have been selected in accordance with minimum selection standards described in PAM, Section 1018(c); and
- (c) Have satisfactorily met the minimum training standards described in PAM, Section 1018(d); and
- (d) Have satisfactorily completed a probationary period with the agency of at least 12 months as described in PAM, Section 1018(e); and
- (e) Have been designated as a dispatcher by the employing agency and whose status has been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination.

RECORDS SUPERVISOR CERTIFICATE

To be eligible for the award of a Public Safety Records Certificate, an applicant must:

- (1) Currently be a records supervisor as defined in PAM, Section 1001(cc) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and
- (2) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (3) Have a minimum of two years of satisfactory service with the employing agency as a records supervisor; and
- (4) Have graduated high school or passed the General Education Development Test (GED); and
- (5) Have been trained in accordance with the minimum training standards described in PAM Section 1005(h)

ANNUAL REVIEW

As provided for in the Department's Policy and Procedures, the Profession Standards Unit will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's Training Committee. Upon approval of the Committee, the needs assessment will form the basis for the training Plan for the fiscal year. It is the responsibility of the Training Lieutenant to maintain, review and update the Training Plan on an annual basis.

RANK/POSITION ASSIGNMENT-SWORN PERSONNEL

- A. CHIEF OF POLICE
- B. CAPTAIN
- C. LIEUTENANT
- D. SERGEANT
- E. POLICE OFFICER

CHIEF OF POLICE

Standard Training Requirements

MANDATED TRAINING:

Executive Development Course-1

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

Executive Development Course-II

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

Sexual Harassment Training (Gov. Code 12950.1)

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

Management Class

Initial Training: Within 1 year of management appt.
Recertification: Not required

San Mateo Police Department Training Manual

Racial Profiling Refresher

Initial Training: Within 5 years of initial training

Recertification: Every 5 five years

Domestic Violence Update

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every 2 yearsiacp

Range Qualification-Pistol

Initial Training: Within first week of appointment

Recertification: 4 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Every two years

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Role of the Police Chief

Initial Training: Within 2 years of appointment

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

International Association of Police Chief's Conference

Initial Training: Not required

Recertification: Annual

FBI LEEDA Training

Initial Training: Within 2 years from appointment

Recertification: Not required

DESIRABLE TRAINING:

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

License/Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

POST Executive Certificate: Upon completion of 2 years of serving as Department Head

CAPTAIN

Standard Training Requirements

MANDATED TRAINING:

Management Class

First Required: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 five years

Domestic Violence Update (San Mateo County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every 2 years

Range Qualification-Pistol

Initial Training: Within 6 months of appointment

Recertification: 4 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

LAPD Leadership Course

Initial Training: Within 2 years of appointment

Recertification: Not required

Internal Affairs

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Not required

Officer Involved Shooting Investigations- Mgt/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Within 2 years of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

Background Investigation

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI LEEDA Training

Initial Training: Within 2 years from appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Not required

Recertification: Not required

The Role of the Police Chief

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Executive Development Course-I

Initial Training: Not required

Recertification: Not required

Executive Development Course-II

Initial Training: Not required

San Mateo Police Department Training Manual

Recertification: Not required

California Police Chief's Conference

Initial Training: Not required

Recertification: Annual

FBI National Academy

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

FIELD OPERATIONS:

LIEUTENANT

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Every 2 years

Racial Profiling Refresher

Initial Training: 5 years after initial training

Recertification: Every 5 five years

Domestic Violence Update (San Mateo County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Every 2 years

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase

Recertification: Every 2 years

Field Training Officer Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Range Qualification-Pistol

Initial Training: Within 6 months of appointment

Recertification: 4 times per year

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Every 2 years

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

San Mateo Police Department Training Manual

Initial Training: Within 2 years of appointment

Recertification: Not required

LAPD Leadership Program

Initial Training: Within 2 year of appointment

Recertification: Not required

Senior Management Institute for Police (SMIP)

Initial Training: Within 2 years of appointment

Recertification: Not required

Worker's Compensation/ Disability Retirement Issues

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI-LEEDA

Initial Training: Within 2 years of appointment

Recertification: Not required

Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

Tactical Commanders Course

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Advanced Supervision (IACP)

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

POST Command College

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: within 3 years of appointment

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

SERGEANT

Standard Training Requirements:

MANDATED TRAINING:

Supervisory Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment Training (Gov. Code 12950.1)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Respiratory Protection Program (CAL-OSHA) (G.O. U-4)

San Mateo Police Department Training Manual

Initial Training: Upon issue of respirator (gas mask)

Recertification: Annually

Elder/Dependent Adult Abuse

Initial Training: Within 18 months of appointment

Recertification: Not required

Domestic Violence Update (Placer County Protocol)

Initial Training: Within 1 years of appointment

Recertification: Annually

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Officer Involved Shootings for Supervisors

Initial Training: Within 2 years of appointment

Recertification: Not required

Vehicle Pursuit Policy Review

Initial Training: During Orientation Phase

Recertification: Semi-Annual (During 1st week of Shift-change)

Range Qualification-Pistol

Initial Training: During orientation phase

Recertification: 4 times per year

Range Qualification-Shotgun

Initial Training: During orientation phase

Recertification: 2 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: 2 times per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program

Recertification: 2 times per year

SEMS/NIMS

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours every 2 years
(14 hours must be perishable skills)

ESSENTIAL TRAINING:

Internal Affairs

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

Critical Incident Response for Supervisors

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

Assertive Supervision

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

Domestic Violence Update (POST)

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

Supervisory Leadership Institute

Initial Training: Upon completion of 2 years of
Supervisory experience
Recertification: Not required

DESIRABLE TRAINING:

Background Investigation

Initial Training: Not required
Recertification: Not required

Leadership and Accountability

Initial Training: Not required
Recertification: Not required

Legislative Legal Update

San Mateo Police Department Training Manual

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Report Writing for Instructors

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POLICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

San Mateo Police Department Field Training Program

Initial Training: Prior to solo patrol

Recertification: Not required

City of San Mateo Sexual Harassment Training

Initial Training: During Orientation Phase

Recertification: Not required

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

San Mateo Police Department Training Manual

Respiratory Protection Program (CAL-OSHA)

Initial Training: Upon issue of respirator (gas mask)
Recertification: Annually

Domestic Violence Update (San Mateo County Protocol)

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

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase
Recertification: Every other year

Racial Profiling Update

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

Pursuit Policy Update

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

Range Qualification-Pistol

Initial Training: During Orientation Phase
Recertification: 4 times per year

Range Qualification-Shotgun

Initial Training: During Orientation Phase
Recertification: 2 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program
Recertification: 2 times per year

Range Qualification-Less Lethal

Initial Training: During Field Training Program
Recertification: 2 times per year

Intoxilyzer Training-Draeger

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

Continuing Professional Training (C.P.T./POST)

Recertification: 24 hours every 2 years

ESSENTIAL TRAINING:

Drug Influence-11550 H&S

Initial Training: Within 1 year of completion of probation

Recertification: Not Required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Inner Perspectives

Initial Training: Not required

Recertification: Not required

Radar/Lidar Operator

Initial Training: Not required

Recertification: Not Required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

Drug Recognition Expert

Initial Training: Not required

Recertification: Not required

Standardized Field Sobriety Testing

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

CANINE HANDLER

Standard Training Requirements:

MANDATED TRAINING:

Canine Training (Basic)

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

Canine Team Evaluation/Certification

Initial Training: Upon completion of Canine Basic
Training
Recertification: Annually

ESSENTIAL TRAINING:

Canine Liability

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

Canine Handler (Advanced)

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

DESIRABLE TRAINING:

FIELD TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Field Training Officer

Initial Training: Within 6 months of appointment,
Prior to 1st Trainee
Recertification: Not Required

Field Training Officer Update

Initial Training: Within 3 years of basic FTO Course
Recertification: 24 hours every 3 years

ESSENTIAL TRAINING:

Report Writing for Instructors

Initial Training: Not required
Recertification: Not required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required
Recertification: Not required

Sexual Harassment/Hostile Work Environment

Initial Training: Within 1 year of appointment
Recertification: Every 3 years

RESERVE OFFICER

Standard Training Requirements:

MANDATED TRAINING:

Basic Police Academy

Initial Training: Prior to appointment
Recertification: Not required

OR

Reserve Modules I,II, and III

Initial Training: Within Prior to appointment
Recertification: Not required

San Mateo Police Department Field Training Program

Initial Training: Minimum 400 hours
Recertification: Not required

City of San Mateo Sexual Harassment Training

Initial Training: During Orientation Phase
Recertification: Not required

San Mateo Police Department Training Manual

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

CLETS/NCIC -Less than Full Access Operator

Initial Training: During Orientation Phase

Recertification: Every other year

Racial Profiling Update

Initial Training: Within 5 years of appointment

Recertification: 2 hours of training every 5 years

Pursuit Policy Update

Initial Training: During Orientation Phase

Recertification: Semi-Annual (During 1st week of shift-change)

Range Qualification-Pistol

Initial Training: During Orientation Phase

Recertification: 4 times per year

Range Qualification-Shotgun

Initial Training: During Orientation Phase

Recertification: 2 times per year

Range Qualification-Rifle

Initial Training: During Field Training Program

Recertification: 2 times per year

ESSENTIAL TRAINING:

Continuing Professional Training (C.P.T./POST)

Recertification: 24 hours every 2 years

DESIRABLE TRAINING:

Drug Influence-11550 H&S

Initial Training: Within 1 year of completion of probation

San Mateo Police Department Training Manual

Recertification: Not Required

Interview and Interrogation

Initial Training: Not required

Recertification: Not required

Radar/Lidar Operator

Initial Training: Not required

Recertification: Not Required

Standardized Field Sobriety Testing

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

COMMUNITY SERVICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Community Service Officer-Basic Course

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Emergency Vehicle Operations Course (EVOC)

Initial Training: Within 1 year of appointment

Recertification: Every 2 years

Digital Crime Scene Photography

Initial Training: Within 1 year of appointment

Recertification: Not required

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

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident-Basic

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

PEER SUPPORT COUNSELOR

Standard Training Requirements

MANDATED TRAINING:

Basic Peer Support

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Basic Critical Incident Stress Management

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Advanced Peer Support:

Initial Training: Not required

Recertification: Not required

INVESTIGATIONS:

INVESTIGATIONS LIEUTENANT

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

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

Sexual Harassment Training (Gov. Code 12950.1)

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

Racial Profiling Refresher

Initial Training: 5 years after initial training
Recertification: Every 5 years

Domestic Violence Update

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

CLETS/NCIC -Less than Full Access Operator (G.O. O-1)

Initial Training: During Orientation Phase
Recertification: Every 2 years

Range Qualification-Pistol

Initial Training: Within 3 months of appointment
Recertification: 4 times per year

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

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

ESSENTIAL TRAINING:

First Aid/CPR

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Every 3 years

Blood borne Pathogens (CAL-OSHA)

Initial Training: Provided in Basic Academy

Recertification: Annually

Internal Affairs

Initial Training: Within 1 year of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

LAPD Leadership Program

Initial Training: Within 2 years of appointment

Recertification: Not required

FBI-LEEDA

Initial Training: Within 2 years of appointment

Recertification: Not required

POST Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Assertive Supervision

Initial Training: Not required

Recertification: Not required

Law Enforcement Response to Terrorism (LERT)

Initial Training: Not required

Recertification: Not required

FBI National Academy

Initial Training: within 3 years of appointment

Recertification: Not required

License / Certificate Requirements:

San Mateo Police Department Training Manual

California Driver's License: Upon appointment

POST Basic Certificate: Upon completion of probation

POST Intermediate Certificate: Within 4 years of appointment

POST Advanced Certificate: Within 9 years of appointment

POST Supervisory Certificate: Upon completion of 2 years of supervisory experience

POST Management Certificate: Upon completion of 2 years of management experience

INVESTIGATIONS SERGEANT

Standard Training Requirements

MANDATED TRAINING:

Critical Incident Management

Initial Training: Within 1 year of appointment

Recertification: Not Required

Supervising Investigative Units

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Child Exploitation Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Identity Theft Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

Death Investigation

Initial Training: Within 1 year of appointment

San Mateo Police Department Training Manual

Recertification: Not Required

Supervising High Risk Search Warrants

Initial Training: Within 2 years of appointment

Recertification: Not required

Officer Involved Shooting Investigations-Management/Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Computer Applications for Crime Analysis

Initial Training: Not required

Recertification: Not required

Identity Theft (ICI)

Initial Training: Not required

Recertification: Not required

Robbery Investigation (ICI)

Initial Training: Not required

Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required

Recertification: Not required

Gang Investigation

Initial Training: Not required

Recertification: Not required

DETECTIVE

Standard Training Requirements

MANDATED TRAINING:

Sexual Assault Investigation

Initial Training: Within 1 year of appointment

Recertification: Not Required

San Mateo Police Department Training Manual

Death Investigation

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

Child Exploitation Investigation

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

Search Warrants

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

ESSENTIAL TRAINING:

Basic High Risk Entry

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

Cell Phone Forensics

Initial Training: Not required
Recertification: Not required

Computer/Electronic Device Forensics

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

Robbery Investigation

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

Social Media Training

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

DESIRABLE TRAINING:

Identity Theft (ICI)

Initial Training: Not required
Recertification: Not required

Domestic Violence (ICI)

Initial Training: Not required
Recertification: Not required

Computer Crime (ICI)

Initial Training: Not required

Recertification: Not required

Leads Online Training

Initial Training: Not required

Recertification: Not required

JUVENILE AND FAMILY DETECTIVE

Standard Training Requirements

MANDATED TRAINING:

Child Interview & Interrogation

Initial Training: Within 1 year of appointment

Recertification: Not required

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

Gang Resistance Education And Training (G.R.E.A.T)

Initial Training: Within 1 year of appointment

Recertification: Not required

Youth Justice Conference

Initial Training: Within 1 year of appointment

Recertification: Not required

Delinquency Control

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Juvenile Law Enforcement

Initial Training: Within 1 year of appointment

Recertification: Not required

Juvenile Intervention Instructor

Initial Training: Within 2 years of appointment

Recertification: Not required

CSJOA Conference

San Mateo Police Department Training Manual

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

Child Abduction

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

DESIRABLE TRAINING:

Tobacco Prevention

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

INVESTIGATIONS COMMUNITY SERVICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Computer Applications for Crime Analysis

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

Crime Mapping and Analysis

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

Field Evidence Technician

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

First Aid/CPR

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

ESSENTIAL TRAINING:

Missing Persons

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

Leads Online

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Cell Phone Forensics

Initial Training: Within 1 year of appointment

Recertification: Not Required

License / Certificate Requirements:

California Driver's License: Upon appointment

CRIME REDUCTION UNIT (CRU):

CRU SERGEANT

Standard Training Requirements

MANDATED TRAINING:

Supervising Narcotic and Specialty Units

Initial Training: Within 1 year of appointment

Recertification: Not required

Supervising High Risk Search Warrants

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Basic Gang Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Narcotic Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

CRU OFFICER

Standard Training Requirements

MANDATED TRAINING:

Basic Gang Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Narcotic Investigations

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Advanced Gang Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

Advanced Narcotic Investigations

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Hotel/Motel Enforcement

Initial Training: Within 1 year of appointment

Recertification: Not required

TRAFFIC:

TRAFFIC SERGEANT

Standard Training Requirements

MANDATED TRAINING:

San Mateo Police Department Training Manual

Traffic Accident-Basic

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

Radar Operator

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

ESSENTIAL TRAINING:

Traffic Accident-Intermediate; Skid mark

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

Traffic Accident-Advanced

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

Special Events Planning

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

CSAA Traffic Safety Update

Initial Training: Within 1 years of appointment
Recertification: Annually

DESIRABLE TRAINING:

Basic Motor School

Initial Training: Not required
Recertification: Not required

Traffic Accident Reconstruction

Initial Training: Not required
Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M endorsement: Prior to solo motorcycle riding

TRAFFIC OFFICER

Standard Training Requirements

MANDATED TRAINING:

Basic Motor School

Initial Training: Within 6 months of appointment, prior to solo riding

Recertification: Not required

Radar/Lidar Operator Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Basic

Initial Training-Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Traffic Accident-Intermediate; Skid mark

Initial Training: Within 1 year of appointment

Recertification: Not required

Traffic Accident-Advanced

Initial Training: Within 2 years of appointment

Recertification: Not required

Total Station Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Quarterly Motorcycle Training

Initial Training-Every 3 months

Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident Reconstruction

Initial Training: Not required

Recertification: Not required

Standardized Field Sobriety Tests

Initial Training: Not required

Recertification: Not required

ARIDE Course

San Mateo Police Department Training Manual

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License Class M endorsement: Upon appointment

DOWNTOWN OFFICER

Standard Training Requirements

MANDATED TRAINING:

Crisis Intervention Training (CIT)

Initial Training: Within 1 year of appointment

Recertification: Not required

Crime Prevention Through Environment Design (CPTED)

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Executive Image and Presentation Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

COMMUNITY SERVICE OFFICER

Standard Training Requirements

MANDATED TRAINING:

Community Service Officer-Basic Course

Initial Training: Within 1 year of appointment

Recertification: Not required

First Aid/CPR

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Continuing Professional Training (POST)

Initial Training: 24 hours of training every 2 years

Recertification: Not required

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

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Traffic Accident-Basic

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

PARKING ENFORCEMENT OFFICER

Standard Training Requirements

MANDATED TRAINING:

In-House Orientation and Training

Initial Training: Within 6 months of appointment

Recertification: Not required

First Aid/ CPR Update

Initial Training: Within 1 year of appointment

Recertification: Not required

SWAT:

COMMANDER

Standard Training Requirements

MANDATED TRAINING:

SWAT Commander Course

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Critical Incident Response for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Operation Liability Course

Initial Training: Within 1 year of appointment

Recertification: Not required

TEAM LEADER

Standard Training Requirements

MANDATED TRAINING:

SWAT Team Leader Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Critical Incident Response for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Operation Liability Course

San Mateo Police Department Training Manual

Initial Training: Within 1 year of appointment

Recertification: Not required

SWAT OPERATOR

Standard Training Requirements

MANDATED TRAINING:

Basic SWAT

Initial Training: Within 6 months of appointment, prior to deployment

Recertification: Not required

ESSENTIAL TRAINING:

Special Weapons and Tactics-Advanced

Initial Training: Within 3 years of appointment

Recertification: Not required

Diversionsary Device Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

CHEMICAL AGENTS

Standard Training Requirements

MANDATED TRAINING:

Chemical Agent Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Tactical Operation Liability Course

Initial Training: Within one year of appointment

Recertification: Not required

BREACHER

Standard Training Requirements

MANDATED TRAINING:

Tactical Breacher Course

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Tactical Operation Liability Course

Initial Training: Within 1 year of appointment

Recertification: Not required

HOSTAGE NEGOTIATOR

Standard Training Requirements

MANDATED TRAINING:

Hostage Negotiations-Basic

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

CAHN Regional Training Meetings

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Hostage Negotiations-Intermediate

Initial Training: Within 3 years of Basic Course

Recertification: Not required

Hostage Negotiations-Advanced

Initial Training: Within 5 years of Basic Course

Recertification: Not required

CAHN Annual Conference

Initial Training: Not required

Recertification: Not required

Domestic Violence for Crisis Negotiators

Initial Training: Not required

Recertification: Not required

SUPPORT SERVICES:

SUPPORT SERVICES LIEUTENANT

Standard Training Requirements

MANDATED TRAINING:

Background Investigations Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Information Officer (PIO)

Initial Training: Within 1 year of appointment

Recertification: Not required

Internal Affairs investigations

Initial Training: Within 12 year of appointment

Recertification: Not required

Pitches Motion Update

Initial Training: Within 2 years of appointment

Recertification: Not required

Property Room Management

Initial Training: Within 2 years of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 2 years of appointment

Recertification: Not required

ESSENTIAL TRAINING:

FBI-LEEDA

Initial Training: Within 1 year of appointment

Recertification: Not required

LAPD Leadership Program

Initial Training: Within 2 years of appointment

Recertification: Not required

POST Command College

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

Recruitment Techniques and Methods

Initial Training: Not required

Recertification: Not required

Leadership in Law Enforcement (LEL) Symposium

Initial Training: Within 1 year of appointment

Recertification: Annually

BACKGROUNDS/RECRUITMENT SERGEANT

Standard Training Requirements

MANDATED TRAINING:

POST Training Manager Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Background Investigation Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Basic TMS Training

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

DESIRABLE TRAINING:

POST Training Manager Workshop

Initial Training: Within 1 year of appointment
Recertification: Annually

Associations:

San Mateo County Training Managers Association (SMCLETMA)

Initial Training: Within 1 month of appointment
Recertification: Monthly

TRAINING MANAGER

Standard Training Requirements

MANDATED TRAINING:

POST Course Administrators Course

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

POST Training Manager Course

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

POST Training Manager Workshop

Initial Training: Within 1 year of appointment
Recertification: Annually

Basic TMS Training

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

ESSENTIAL TRAINING:

Background Investigations Course

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

DESIRABLE TRAINING:

Associations:

San Mateo County Training Managers Association (SMTMA)

Initial Training: Within 1 month of appointment

Recertification: Monthly

California Association of Training Officers (CAPTO)

Initial Training: Within 1 year of appointment

Recertification: Annually

PUBLIC INFORMATION OFFICER

Standard Training Requirements

MANDATED TRAINING:

Media Relations Course

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Crisis Communication and the Media-Part Two

Initial Training: Within 2 years of appointment

Recertification: Not required

Crisis Communication and the Media-Part Three

Initial Training: Within 2 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

CAPIO Roundtable

Initial Training: Not required

Recertification: Not required

SMILE Conference

Initial Training: Not required

Recertification: Not required

SCHOOL RESOURCE OFFICER

Standard Training Requirements

MANDATED TRAINING:

School Resource Officer-Basic

Initial Training: Within 1 year of appointment

Recertification: Not Required

Child Abuse-Sexual Assault

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

Interview and Interrogation for SRO

Initial Training: Within 1 year of appointment

Recertification: Not required

School Resource Officer-Advanced

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Youth Access to Tobacco (308 PC)

Initial Training: Not required

Recertification: Not required

PAL OFFICER (COMMUNITY PROGRAMS COORDINATOR)

Standard Training Requirements

MANDATED TRAINING:

Crime Prevention (Basic)

Initial Training: Within 1 year of appointment

Recertification: Not required

Nonprofit Executive Director Management Training

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Crime Prevention Through Environmental Design (CPTED)

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Volunteers in Policing

Initial Training: Within 1 year of appointment

Recertification: Not required

PROPERTY:

PROPERTY ROOM MANAGER

Standard Training Requirements

MANDATED TRAINING:

Property Room Management

Initial Training: Within 1 year of appointment

Recertification: Not required

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

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

San Mateo Police Department Training Manual

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

CLETS/NCIC -Less than Full Access Operator

Initial Training: Within 1 year of appointment
Recertification: Every other year

ESSENTIAL TRAINING:

Property and Evidence Training

Initial Training: within 1 year of appointment
Recertification: None

Civilian Supervisor

Initial Training: within 1 year of appointment
Recertification: None

DESIRABLE TRAINING:

CAPE Annual Conference

Initial Training: within 1 year of appointment
Recertification: None

CAPE Membership

Initial Training: within 1 year of appointment
Recertification: Every Year

I.A.P.E. Training Course

Initial Training: within 1 year of appointment
Recertification: None

DOJ Firearms Training

Initial Training: within 2 years of appointment
Recertification: None

PROPERTY STAFF

Standard Training Requirements

MANDATED TRAINING:

Property Room Management

San Mateo Police Department Training Manual

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

California Association for Property & Evidence (CAPE) Conference

Initial Training: Annually

Recertification: Not required

CJIS Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DOJ Firearms Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Property and Evidence Training

Initial Training: within 1 year of appointment

Recertification: None

DESIRABLE TRAINING:

IAPE Property Course

Initial Training: Not required

Recertification: Not required

CAPE Training Meetings

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment

INSTRUCTORS:

RANGE MASTER

Standard Training Requirements

MANDATED TRAINING:

Firearms Instructor

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

Patrol Rifle Instructor

Initial Training: Within 2 years of appointment
Recertification: Not Required

Glock Armorer

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

AR-15 Armorer

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

Armorer-Remington Shotgun

Initial Training: Not required
Recertification: Not required

ESSENTIAL TRAINING:

San Mateo Police Department Training Manual

Less Lethal Weapons Instructor

Initial Training: Within 1 year of appointment

Recertification: Not required

Firearms Instructor Update

Initial Training: Within 3 years of basic instructor course

Recertification: Not required

Less Lethal Weapons Armorer

Initial Training: Not required

Recertification: Not required

DESIRABLE TRAINING:

Instructor Development

Initial Training: Not required

Recertification: Not required

Tactical Shotgun Instructor Course

Initial Training: Not required

Recertification: Not required

Sub-Machine Gun Instructor Course

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

ACTIVE SHOOTER

Standard Training Requirements

MANDATED TRAINING:

Active Shooter Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

ESSENTIAL TRAINING:

MACTAC Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

USE OF FORCE INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

Defensive Tactics Instructor

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Taser Instructor

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

Defensive Tactics Instructor Update

Initial Training: Every 3 years

Recertification: Not required

Taser Instructor Update

Initial Training: Every 3 years

Recertification: Not required

ASP/Baton Instructor Training

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

Crowd Control

Initial Training: Not required

Recertification: Not required

Weapon Retention and Takeaway

Initial Training: Not required

Recertification: Not required

Instructor Development

Initial Training: Not required

Recertification: Not required

TACTICAL COMMUNICATION

Standard Training Requirements

MANDATED TRAINING:

Verbal Judo Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

HAZARDOUS MATERIALS INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

CSTI Hazmat Instructor Course

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

CSTI Outreach Course- First Responder Awareness Course

Initial Training: Within 1 year of appointment

Recertification: Not Required

Weapons of Mass Destruction

Initial Training: Within 1 year of appointment

Recertification: Not Required

FIRST AID/ CPR INSTRUCTOR

Standard Training Requirements

MANDATED TRAINING:

First Aid / CPR Instructor (American Heart or Red Cross)

Initial Training: Within 6 months of appointment

Recertification: Not Required

First Aid / CPR Instructor Update (American Heart or Red Cross)

Initial Training: Within 3 years of Basic First Aid Instructor course

Recertification: Every 3 years

ESSENTIAL TRAINING:

First Aid/Automatic External Defibrillators

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

POST Instructor Development

Initial Training: Not required

Recertification: Not required

ADMINISTRATIVE ASSISTANT:

ADMINISTRATIVE ASSISTANT

Standard Training Requirements

MANDATED TRAINING:

Public Safety Executive Assistant

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Public Notary

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

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

Initial Training: Within 1 year of appointment

Recertification: Not required

DESIRABLE TRAINING:

First Aid/CPR

Initial Training: Not required

Recertification: Every 2 years once certified

**COMMUNICATIONS:
PUBLIC SAFETY DISPATCH SUPERVISOR**

Standard Training Requirements

MANDATED TRAINING

POST Basic Public Safety Dispatcher Academy

Initial Training: Prerequisite to appointment

Recertification: Not required

Sexual Harassment Prevention

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Civilian Supervisor

Initial training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

NIMS/SEMS (ICS 100, 200, NIMS 700, 800)

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING

Assertive Supervision

Initial training: within 2 years of appointment

Recertification: not required

DESIRABLE TRAINING

Hostage Negotiations for Dispatchers

Initial Training: Not required

Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required

Recertification: Not required

Assessing the Suicidal Caller for Dispatchers

Initial Training: Not required

Recertification: Not required

Customer Service for Dispatchers

Initial Training: Not required

Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required

Recertification: Not required

Dispatcher Survival

Initial Training: Not required

San Mateo Police Department Training Manual

Recertification: Not required

License/Certificate Requirements

California Drivers License: Upon Appointment

POST Dispatcher Certificate: Upon completion of probation

National Academies of Emergency Dispatch Advanced EMD Certificate

SENIOR PUBLIC SAFETY DISPATCHER

Standard Training Requirements

MANDATED TRAINING:

POST Basic Public Safety Dispatcher Academy

Initial Training: Prerequisite to appointment

Recertification: Not required

Dispatch Supervisory Course

Initial Training: Within 6 months of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 6 months of appointment

Recertification: Every other year

Sexual Harassment, Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

ESSENTIAL TRAINING:

Assertive Supervision

Initial Training: Within 2 years of appointment

Recertification: Not required

Internal Affairs for Dispatchers

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Dispatcher Course

Initial Training: Within 3 years of appointment

Recertification: Not required

DESIRABLE TRAINING:

APCO Conference

Initial Training: Not required

Recertification: Not required

NENA Annual Conference

Initial Training: Not required

Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required

Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

None

PUBLIC SAFETY DISPATCHER

Standard Training Requirements

MANDATED TRAINING

POST Basic Public Safety Dispatcher Academy

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Dispatcher Update Course

Initial Training: Every two years

Recertification: Not required

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

ESSENTIAL TRAINING

Tactical Dispatcher Course

Initial Training: Within 3 years of appointment

Recertification: Not required

DESIRABLE TRAINING

Hostage Negotiations for Dispatchers

Initial Training: Not required

Recertification: Not required

Courtroom Testimony for Dispatchers

Initial Training: Not required

Recertification: Not required

Assessing the Suicidal Caller for Dispatchers

Initial Training: Not required

Recertification: Not required

Stress Management for Dispatchers

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements

California Drivers License: Upon Appointment

POST Dispatcher Certificate: Upon completion of probation

COMMUNICATIONS TRAINING OFFICER

Standard Training Requirements

MANDATED TRAINING:

Communications Staff Training Officer

Initial Training: Within 1 year of appointment, prior to 1st trainee

Recertification: Not required

CLETS/NCIC Train the Trainer

Initial Training: Within 1 year of appointment

Recertification: Not required

NIMS/SEMS (ICS 100, 200, NIMS 700, 800 – Train the Trainer)

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

Communications Training Officer Update

Initial Training: 3 years after CTO course

Recertification: 24 hours of training every 2 years

TACTICAL DISPATCHER

Standard Training Requirements

MANDATED TRAINING

Tactical Dispatcher Course

Initial Training: Every two years

Recertification: Not required

ESSENTIAL TRAINING

None

DESIRABLE TRAINING

Tactical Dispatchers Association Conference

Initial Training: Not required

Recertification: Not required

RECORDS:

RECORDS MANAGER

Standard Training Requirements

MANDATED TRAINING:

POST Management Course

Initial training: within 1 year of appointment

Recertification: not required

Records Supervisor

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Sexual Harassment, Hostile Work Environment

Initial Training: Within 1 year of appointment

Recertification: Not required

San Mateo Police Department Training Manual

Continuing Professional Training (POST)

Recertification: 24 hours of training every 2 years

Workers Comp Training

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING:

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

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

Initial Training: Within 1 year of appointment

Recertification: Not required

Public Records Act Update

Initial Training: When offered/available

Recertification: Not required

DESIRABLE TRAINING:

Annual CLEARs Conference and regional training meetings

Initial Training: Not required

Recertification: Not required

Courtroom Testimony

Initial Training: Not required

Recertification: Not required

Stress Management

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

California Drivers License: Upon appointment

POST Records Supervisor Certificate: Within 1 year of appointment

POST Management Course within 1 year of appointment

RECORDS SUPERVISOR

Standard Training Requirements

MANDATED TRAINING

Records Supervisor

Initial training: Within 1 year of appointment

Recertification: Not required

Public Records Act

Initial training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC -Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Worker's Comp Training

Initial Training: Within 1 year of appointment

Recertification: Not required

Sexual Harassment for Supervisors

Initial Training: Within 1 year of appointment

Recertification: Not required

ESSENTIAL TRAINING

Assertive Supervision

Initial Training: within 1 year of appointment

Recertification: not required

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

DESIRABLE TRAINING:

CLEARs Training Meetings

Initial Training: Not required

San Mateo Police Department Training Manual

Recertification: Not required

Annual CLEARs Conference

Initial Training: Not required

Recertification: Not required

CCJWSA Annual Workshop

Initial Training: Within 1 year of appointment

Recertification: Not required

Tactical Communications

Initial Training: Not required

Recertification: Not required

RECORDS EMPLOYEE

Standard Training Requirements

MANDATED TRAINING:

Basic Records

Initial Training: Within 1 year of appointment

Recertification: Not required

CLETS/NCIC-Full Access Operator

Initial Training: Within 1 year of appointment

Recertification: Every other year

Public Records Act

Initial Training: Within 1 year of appointment

Recertification: Not required

Workplace Harassment Prevention

Initial Training: Within 1 year of appointment

Recertification: Every 3 years

ESSENTIAL TRAINING:

CPR/FIRST AID

Initial Training: Within 1 year of appointment

Recertification: Every 3 Years

DESIRABLE TRAINING:

Tactical Communications

Initial Training: Not required

Recertification: Not required

Customer Service

Initial Training: Not required

Recertification: Not required

License/Certificate Requirements:

California Drivers License: Upon appointment

VOLUNTEER

Standard Training Requirements

DESIRABLE TRAINING:

Volunteers in Police Service

Initial Training: Not required

Recertification: Not required

License / Certificate Requirements:

California Driver's License: Upon appointment