



San Diego Community College District Police Department Policy and Procedures

5.11 IN-SERVICE TRAINING & P.O.S.T.
CERTIFICATION

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines regarding training and certification requirements.

II. SCOPE

This procedure applies to all members of the Department.

III. PROCEDURE

College Police Officers receive their biennial perishable skills training through the SDPD's In-Service Training Unit. The training is titled as Regional Officers Training.

V. TRAINING CLASSES

A. POST Certified Courses

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

The Department's Training Coordinator makes all reservations for POST courses. Attendees SHALL NOT call presenters to make their own reservation.

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

1. Training or seminars held within the boundaries of San Diego County are considered In-County
2. Out-of-County training occurs when a class or seminar is held for a full day or longer and takes place outside San Diego County. An employee's home address is

not relevant in determining in or out of County status.

C. SDPD Menu Classes

Subject matter experts develop menu classes, which are open to all County law enforcement personnel including civilians when appropriate for their job classification.

D. District Sponsored Training Classes

Training classes or seminars offered by the District are available to both sworn and civilian employees.

VI. TRAINING APPROVAL

Personnel who want to attend Department paid training are required to complete a "Training Request" form.

A. Regulations

1. Schools must pertain to job skills required to perform effectively in the Department member's current assignment or to correct a deficiency.
2. Officers in phase training are not eligible to apply for any classes/schools.
3. Probationary sergeants will be limited to the POST supervisory schools.
4. Schools not approved by the Department are not eligible for "11-86" time, and officers attending such schools must attend on their own time.
5. The "Training Request" form must be routed through the officer's immediate supervisor and through the chain of command to the office of the Chief of Police for final approval.
6. The approved requests are forwarded to the Training Coordinator for processing. If discrepancies are found, the Training Coordinator will contact the employee's commanding officer or designee for clarification. All requests are subject to cancellation at any time.

B. Training School Attendance Exceptions

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

assignment:

1. POST or Department-mandated training (Regional Officer Training, CPR/First Aid);
2. Department need or to correct a deficiency;
3. Newly assigned officers assigned to specialized units requiring specific expertise (Firearms Training Unit, Bike Team, etc.);
4. Chief of Police, or designee, at their discretion;
5. All POST and non-POST required schools for civilian personnel (supervisors, Dispatchers, etc.)

VII. RESERVATIONS

The Department's Training Coordinator makes seat reservations for training classes once training requests have been approved. If a reservation has been made and the attendee must cancel his or her attendance, the employee must contact the Training Coordinator or their immediate supervisor. Prompt notification will allow for a timely cancellation and prevent the Department from having to pay unnecessary fees.

VIII. ATTENDANCE

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

If an employee is going to be late for training or absent altogether, they are required to contact the Training Coordinator or their immediate supervisor.

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

C. Training classes held in San Diego County do NOT exempt employees from appearing on lawfully served court subpoenas.

IX. TRAINING CERTIFICATE

A. Upon completion of other than Department-sponsored training, employees must provide proof of attendance (a copy of the Certificate of Completion, a letter of

confirmation from an instructor, or similar document) to the Training Coordinator. This proof will be placed in the employee's training file.

- B. For District-sponsored training, the employee will provide a copy of the certificate to the Training Coordinator or their immediate supervisor. The Training Coordinator places the copy into the employee's permanent training file.