



**CSU** The California State University

# UNIVERSITY-WIDE TRAINING GUIDE

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**CALIFORNIA STATE UNIVERSITY  
POLICE DEPARTMENT**

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## INTRODUCTION

The university-wide California State University Police Department is interested in and responsible for the continual growth and development of its personnel. Through professional training and personal education, an employee can achieve professional and personal excellence, as well as meet career goals. The University Police Department (UPD) will ensure its personnel possesses the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

## PURPOSE

The purpose of the California State University Police Department's Training Guide is to:

- 1) Meet Executive Order 1046, Section III. Training;
- 2) Conform to California Commission on Peace Officer Standards and Training (POST) mandates;
- 3) Enhance the level of law enforcement service to the public;
- 4) Increase the technical expertise and overall effectiveness of its personnel; and
- 5) Provide opportunities for continued professional development of department personnel.

The UPD Training Guide is designed to identify the training needs and set training priorities for every rank and position and specialized assignment within the CSU's University Police Department. It also outlines how often each training subject should be taken and the overall hours of each training topic. The guide should be used as an objective tool to bring uniformity and consistency to training and to provide employees with the greatest opportunity possible for success. This training guideline is to be used regularly by supervisors and managers to meet the training needs of their employees and to evaluate training requests from employees.

The Police Department will strive to use a variety of training sources for the educational and professional development of its employees. Whenever possible, the department will use courses certified by POST.

The Training Guide in no way identifies all of the training that will occur for the members of the University Police Department over the course of their career. Additionally, it does not guarantee that a member will receive all of the training identified for their position, only the training that has been identified as mandatory.

## TRAINING DEFINITIONS

Training outlined within this guide is divided into three categories: Mandatory, Desirable and Professional Development. These categories provide guidance as to which training courses officers receive at the various stages of their career. The following defines each category:

**Mandatory**—Courses in this category are required by POST, state or federal regulation, CSU or University Police department policy. They provide basic knowledge and foundational skills for each level of officer certification and are considered critical to the position.

**Desirable**—These courses, though not required for compliance purposes, are considered a priority and should be completed as soon as possible. They provide fundamental, base-building training that will support officers throughout their career and help round out the skills they need to effectively serve their communities.

**Professional Development**—Courses in this category will help officers in their professional development efforts and prepare them for promotion within their department. These courses focus on considered skills that will be needed in the future and may include optional training or training of specific interest to the individual. Ideally, officers would complete this training before promoting or moving to the next assignment. This development generally provides additional competency training for those seeking to move up within the organization.



## POST CERTIFICATION STANDARDS

The following are the six primary certificates issued by the California Commission on Peace Officer Standards and Training, along with the requirements for each:

**Basic Certificate**—The Basic Certificate is awarded, as defined in Commission Regulation 1011, to full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Basic Course requirement and the probationary period of the employing agency.

**Intermediate Certificate**—The Intermediate Certificate is awarded, as defined in Commission Regulation 1011, to employed full-time peace officers of a POST-participating agency who have a Basic Certificate and who have acquired the specified training and education points and/or college degree and the prescribed years of law enforcement experience.

**Advanced Certificate**—The Advanced Certificate is awarded, as defined in Commission Regulation 1011, to employed full-time peace officers of a POST-participating agency who have an Intermediate Certificate and who have acquired the specified training and education points and/or college degree and the prescribed years of law enforcement experience.

**Supervisory Certificate**—The Supervisory Certificate is awarded, as defined in Commission Regulation 1011, to employed full-time peace officers of a POST-participating agency who have an Intermediate Certificate, have earned a minimum of 60 semester units at an accredited college, served for two years as a first-level supervisor and who have completed the Supervisory Course.

**Management Certificate**—The Management Certificate is awarded, as defined in Commission Regulation 1011, to employed full-time peace officers of a POST-participating agency who have an Advanced Certificate, have earned a minimum of 60 semester units at an accredited college, served for two years as a middle manager and who have completed the Management Course.

**Executive Certificate**—The Executive Certificate is awarded, as defined in Commission Regulation 1011, to employed full-time peace officers of a POST-participating agency who have an Advanced Certificate, have earned a minimum of 60 semester units at an accredited college, served for two years as the department head and who have completed the Executive Development Course.



## POLICE OFFICER

MANDATORY	FREQUENCY	HOURS	NOTE
Basic Academy	Once	664 hours	
Field Training Program	Once	640 hours	
TASER Training	Annual	8 hours	
Police Rifle	Once	24 hours	
National Incident Management System/ Standardized Emergency Management System/Incident Command System (NIMS/SEMS/ICS)	Once	12.5 hours	
Department Orientation	Once	Varies	
Sexual Harassment	Biennial	Varies	CSU
Title IX	Annual	1 hour	
CLERY	Annual	1 hour	
California Law Enforcement Telecommunications System/National Crime Information Center (CLETS/NCIC)	Annual	2 hours	
Crowd Management	Biennial	8 hours	PC 13514.5
Mental Illness Training	Once	32 hours	
Mental Illness Training Update	Once	4 hours	
Racial Profiling/Cultural Diversity Update	Every 5 Years	2 hours	
Arrest and Control/Defensive Tactics (Perishable Skills Program, PSP)	Biennial	4 hours	
Tactical Firearms (PSP)	Biennial	4 hours	
Tactical/Interpersonal Communication (PSP)	Biennial	2 hours	
Driver Awareness (PSP)	Biennial	4 hours	
Continuing Professional Training	Biennial	10 hours	
First Aid/CPR/AED	Biennial	8 hours	
Domestic Violence	Biennial	2 hours	
Active Shooters	Annual	Varies	
Bloodborne Pathogens	Annual	4 hours	
Pursuit Policy Update	Annual	2 hours	
CSU/UPD Policy Training	Ongoing	Varies	CSU

## POLICE OFFICER

DESIRABLE	FREQUENCY	HOURS	NOTE
DUI Seminar	Once	16 hours	
Crime Scene Investigation	Once	80 hours	
Radar Training	Once	24 hours	
Interview and Interrogation	Once	24 hours	
Vehicle Theft	Once	40 hours	
Sexual Assault Investigation	Once	40 hours	
Legal Update	Annual	2 hours	
Proposition 115	Once	2 hours	
Naloxone	Once	.5 hours	

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
Field Training Officer Course	Once	40 hours	
Basic Collision Investigation	Once	40 hours	
Investigations	Once	80 hours	
Search Warrant	Once	8 hours	
Sexual Assault First Responder	Once	40 hours	



## CORPORAL

MANDATORY	FREQUENCY	HOURS	NOTE
All mandated requirements of the Officer position			
Field Training Officer Course	Once	40 hours	
Field Training Officer Update	Triennial	24 hours	
Naloxone	Once	.5 hours	
NIMS/SEMS/ICS	Once	12.5 hours	

DESIRABLE	FREQUENCY	HOURS	NOTE
DUI Seminar	Once	16 hours	
Crime Scene Investigation	Once	80 hours	
Radar Training	Once	24 hours	
Interrogation, Advanced	Once	40 hours	
Vehicle Theft Investigation	Once	40 hours	
Basic Collision Investigation	Once	40 hours	
Sexual Assault Investigation	Once	40 hours	
Legal Update	Annual	2 hours	
Proposition 115	Once	2 hours	

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
Institute of Criminal Investigation (ICI) Basic	Once	80 hours	
Search Warrant	Once	8 hours	
Domestic Violence	Once	8 hours	
Sexual Assault First Responder	Once	40 hours	
POST Supervisory Course	Once	80 hours	
Leadership Development Course	Once	56 hours	

Instructor Courses			Firearms/ Weapons of Mass Destruction (WMD)/Driver Awareness/ Defensive Tactics/Active Shooter/ Tactical Communication/ TASER/Racial Profiling
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## SERGEANT

MANDATORY	FREQUENCY	HOURS	NOTE
All mandated requirements of the Corporal position.			
POST Supervisory Course	Once	80 hours	
Use-of-Force (UOF) Investigations	Ongoing	2 hours	

DESIRABLE	FREQUENCY	HOURS	NOTE
DUI Seminar	Once	16 hours	
Crime Scene Investigation	Once	80 hours	
Radar Training	Once	24 hours	
Interview and Interrogation, Advanced	Once	40 hours	
Vehicle Theft Investigation	Once	40 hours	
Sexual Assault Investigation	Once	40 hours	
Legal Update	Annual	2 hours	
Institute of Criminal Investigation (ICI) Basic	Once	80 hours	
Sherman Block Supervisory Leadership Institute (SBSLI)	Once	8 months	
Assertive Supervision	Once	8 hours	
Officer Involved Shooting (OIS) Investigation	Once	40 hours	
Civil Liability Update	Triennial		
Performance Evaluation Workshop	Once	1.5 hours	CSU
Critical Incident Supervision	Once	8 hours	
Media Relations	Once	16 hours	
HAZMAT Incident Commander	Once	4 hours	
Behavioral Threat	Once	8 hours	
Event Management	Once	24 hours	
Internal Affairs Investigation	Once	24 hours	

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
Field Training Supervisor	Once	24 hours	
Sexual Assault First Responder	Once	40 hours	
Leadership Development Course	Ongoing	40 hours	



## SERGEANT

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
Specialty Interests	Ongoing		
Instructor Courses			Firearms/ Weapons of Mass Destruction (WMD)/Driver Awareness/ Defensive Tactics/Active Shooter/ Tactical Communication/ TASER/Racial Profiling

## LIEUTENANT

MANDATORY	FREQUENCY	HOURS	NOTE
All mandated requirements of the Sergeant position.			
Continuing Professional Training	Biennial	24 hours	
POST Management Course	Once	80 hours	
Conflict of Interest	Once	Varies	CSU

DESIRABLE	FREQUENCY	HOURS	NOTE
DUI Seminar	Once	16 hours	
Crime Scene Investigation	Once	80 hours	
Radar Training	Once	24 hours	
Interview and Interrogation, Advanced	Once	40 hours	
Vehicle Theft Investigation	Once	40 hours	
Accident Investigation	Once	40 hours	
Sexual Assault Investigation	Once	40 hours	
Legal Update	Annual	2 hours	
Institute of Criminal Investigation (ICI) Basic	Once	80 hours	
Supervisory Leadership Institute	Once	192 hours	
Assertive Supervision	Once	8 hours	
OIS Investigation	Once	16 hours	

## LIEUTENANT

DESIRABLE (CONTINUED)	FREQUENCY	HOURS	NOTE
Civil Liability Update	Triennial		
Performance Evaluation Workshop	Once	1.5 hours	CSU
Critical Incident Supervision	Once	8 hours	
Media Relations	Once	16 hours	
HAZMAT Incident Commander	Once	4 hours	
Behavioral Threat	Once	8 hours	
Ethics	Once	2 hours	
Event Management	Once	24 hours	
Advanced Internal Affairs	Once	8 hours	
OIS Management	Once	16 hours	
Arbitrations and Grievances	Once	Varies	CSU
Budgeting for Police Departments	Once	24 hours	
Pitchess Motions	Once	8 hours	
FTO Management	Once	24 hours	
Association of Threat Assessment Professionals (ATAP)	Once	Varies	Seminar
K-9 Management	Once	24 hours	

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
21st Century Leadership/Procedural Justice	Once	8 hours	
Command College	Once	220 hours	
FBI National Academy	Once	440 hours	
FBI Law Enforcement Executive Development Seminars (LEEDS)	Once	40 hours	
POST Executive Development	Once	80 hours	
Role of the Police Chief	Once	32 hours	

## CAPTAIN

MANDATORY	FREQUENCY	HOURS	NOTE
All mandated requirements of the Sergeant position.			

DESIRABLE	FREQUENCY	HOURS	NOTE
DUI Seminar	Once	16 hours	
Crime Scene Investigation	Once	80 hours	
Radar Training	Once	24 hours	
Interview and Interrogation, Advanced	Once	40 hours	
Vehicle Theft Investigation	Once	40 hours	
Accident Investigation	Once	40 hours	
Sexual Assault Investigation	Once	40 hours	
Legal Update	Annual	2 hours	
Institute of Criminal Investigations (ICI) Basic	Once	80 hours	
Supervisory Leadership Institute	Once	192 hours	
Assertive Supervision	Once	8 hours	
OIS Investigation	Once	16 hours	
Civil Liability Update	Triennial		
Performance Evaluation Workshop	Once	1.5 hours	CSU
Critical Incident Supervision	Once	8 hours	
Media Relations	Once	16 hours	
Use-of-Force Investigation	Once	2 hours	
HAZMAT Incident Commander	Once	4 hours	
Behavioral Threat	Once	8 hours	
Ethics	Once	2 hours	
Event Management	Once	24 hours	
Advanced Internal Affairs	Once	8 hours	
OIS Management	Once	16 hours	
Arbitrations and Grievances	Once	Varies	CSU
Budgeting for Police Departments	Once	24 hours	
Pitchess Motions	Once	8 hours	
Field Training Officer (FTO) Management	Once	24 hours	
Homicide Investigation	Once	80 hours	
Association of Threat Assessment Professionals (ATAP)	Once	Varies	Seminar
K-9 Management	Once	24 hours	

## CAPTAIN

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
Field Training Officer Course	Once	40 hours	
Investigations	Once	80 hours	
Search Warrant	Once	8 hours	
Domestic Violence	Once	8 hours	
Sexual Assault First Responder	Once	40 hours	
POST Supervisory Course	Once	80 hours	
Interview Interrogation	Once	24 hours	
Weapons of Mass Destruction	Once	Varies	
Leadership/Coaching Skills	Once	Varies	
POST Management Course	Once	80 hours	
21st Century Leadership/Procedural Justice	Once	8 hours	
Command College	Once	220 hours	
FBI National Academy	Once	440 hours	
FBI Law Enforcement Executive Development Seminars (LEEDS)	Once	Varies	
POST Executive Development Course	Once	80 hours	
Instructor Courses			Firearms/ Weapons of Mass Destruction (WMD)/Driver Awareness/ Defensive Tactics/Active Shooter/ Tactical Communication/ TASER/Racial Profiling
Role of the Police Chief	Once		



## CHIEF OF POLICE

MANDATORY	FREQUENCY	HOURS	NOTE
All mandated requirements of the Captain or Lieutenant position.			
POST Executive Development Course	Once	80 hours	

PROFESSIONAL DEVELOPMENT	FREQUENCY	HOURS	NOTE
International Association of Chiefs of Police (IACP) Seminar	Once	Varies	
International Association of Campus Law Enforcement Administrators (IACLEA)/Commission on Accreditation for Law Enforcement Agencies (CALEA) Seminar	Once	Varies	
California Colleges & Universities Police Chiefs Association (CCUPCA) Seminar	Once	Varies	
21st Century Leadership	Once	Varies	
Command College	Once	Varies	
FBI National Academy	Once	440 hours	
FBI Law Enforcement Executive Development Seminars (LEEDS)	Once	Varies	

PROFESSIONAL ORGANIZATIONS	FREQUENCY	HOURS	NOTE
Participation in professional organizations			



## DISPATCHER

MANDATORY	FREQUENCY	HOURS	NOTE
Console Class for Dispatchers	Once	8 hours	
Basic Dispatch Academy	Once	120 hours	
County Law Enforcement Interface Systems	Once	4 hours	

DESIRABLE	FREQUENCY	HOURS	NOTE
Local Database Systems	Once	4 hours	
RAP Sheet Training	Once	3 hours	
Dispatcher Customer Service	Once	8 hours	
Active Shooter Situations	Once	8 hours	
Crisis Communications and Suicide Intervention	Once	16 hours	
Domestic Violence and Sexual Assault	Once	8 hours	
Dispatch Crisis Intervention	Once	8 hours	
Strategies for Handling In-Progress Calls	Once	8 hours	
Dispatch Update	As Required	24 hours	

RECOMMENDED	FREQUENCY	HOURS	NOTE
Interpersonal Skills	Once	8 hours	



## **SPECIALIZED ASSIGNMENTS**

Individuals in specialized assignments are expected to meet all mandates associated with their rank or specialty. Refer to specialties identified through POST and other entities. These positions include but are not limited to:

- Detective
- K-9
- Motor
- Firearms Instructor
- Armorer
- Field Training Officer
- Bike Patrol
- Threat Assessment Team Coordinator
- Critical Response Unit (CRU)



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