

UCI Police Department

2024 Training Guide





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PURPOSE

The Training Guide should be used as a reference for supervisors and managers of both sworn and professional staff to ensure personnel under their span of control receive the appropriate training. It is the practice of the UCI Police Department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs and expectations of the community.

In addition, the UCI Police Department is committed to identifying future training needs and future trends in effective training, and to be as proactive as possible in providing such training.

The UCI Police Department subscribes to and complies with the requirements of the California Commission on Peace Officer Standards and Training (POST).

TRAINING PRIORITIES

Training shall be prioritized as follows:

- Mandated** Training that is statutorily required, POST or Department mandated.
- Essential** Training that is needed for effective performance in present or future assignments, or training that meets departmental needs or objectives.
- Desirable** Training in areas of interest for individual career development.



PHILOSOPHY

The UCI Police Department seeks to provide and encourage its personnel to participate in training and advanced education on a continual basis. The Department is committed to UCI's mission of equity, diversity and inclusion through its training efforts. Training is provided to all personnel, as much as possible, within the confines of the needs of the agency, budgetary constraints, staffing requirements, legal mandates and the availability of timely, quality instruction.

Whenever possible, the Department will utilize courses certified by POST for sworn personnel. However, when necessary to meet the needs of the agency, the Department may utilize training seminars, conferences and courses which are not certified by POST. It is the desire of the Department's Administration that the training afforded its personnel be recognized for the positive value it provides.

All personnel are reminded of their responsibility to keep current on the changes that occur within the policing field and to incorporate these changes into their work habits.

Personnel who acquire the knowledge and training provided and translate it into action will provide an improved level of service to this community and minimize potential discredit to them, the Department and the University.

With this in mind, personnel are reminded and encouraged to approach and participate in all training assignments with appropriate decorum.

UCOP COMMUNITY SAFETY PLAN

The UCI Police Department is committed to high-quality and regular training for sworn and non-sworn safety personnel to meet the standards of Section 1.11 of the UCOP Community Safety Plan including, but not limited to:

- Clery Act Training for Campus Security Authorities
- Crisis Intervention & De-Escalation
- Critical Incident Response, Use of Force & De-Escalation
- Cultural Diversity
- Domestic Violence for First Responders
- Implicit Bias & Racial Profiling
- Lawful Use of Force
- LGBT Awareness for Law Enforcement
- Managing Implicit Bias Series
- Sexual Assault for First Responders

The Department is also dedicated in partnering with the UCI campus and other UC departments to provide further training important to the UCI community. These departments include:

- Campus Assault Resources & Education (CARE)
- Counseling Center
- Disability Services Center
- LGBT Resource Center
- Office of Equal Opportunity & Diversity
- Office of Inclusive Excellence
- UC National Center for Free Speech and Civic Engagement

Non-sworn safety personnel, also referred to as Public Safety Responders (PSRs) and Public Safety Ambassadors (PSAs), participate in a rigorous training program tailored to their roles at UCI Health and at the main campus. These training topics include:

- Conflict Prevention Intervention (verbal de-escalation)
- Crisis Intervention & Behavioral Health Interactive Training
- Lawful Use of Force – Defensive Tactics
- Strategies to Enhance Performance and Patient Safety

The Department will continue to provide and actively seek updated trainings on the topics included, but not limited, to those outlined in the UCOP Community Safety Plan.

TRAINING MANAGER RESPONSIBILITIES

The Support Services Lieutenant and/or his designee will serve as the Department's Training Manager. All training activities for the UCI Police Department shall be facilitated and coordinated through the Training Manager.

The Training Manager will be responsible for the management and coordination of the training functions, including but not limited to:

1. Ensure compliance with statutory, POST and mandatory Department training requirements.
2. Budget and schedule training for all personnel annually. This annual training budget will focus on mandatory, essential and desirable training, in that order.
3. Manage requests for training courses, schools, seminars or conferences. Employees will apply for courses through their chain of command for approval and the request will then be forwarded to the Senior Analyst to the Chief for registration.
4. Assist employees to make appropriate course selection. An effort, where possible, will be made to utilize local courses, instead of courses out of Orange County to maximize the training budget.
5. Assist with any budget or compliance audits.
6. Update the Training Guide annually and ensuring access to all members of the Department by uploading the guide to the Department's website.
7. Serve as the Department's representative with the POST Regional Training Consultant and attend regional training committee meetings.



APPLICATION TO ATTEND TRAINING

1. The participant will complete the online Training & Travel Request form. The form for sworn and admin employees is located [here](#). The form for non-sworn safety personnel can be found [here](#). All training requests shall be forwarded to their immediate supervisor for approval. The employee's supervisor will then forward the request to their manager for approval. After the manager approves the training request it is forwarded to the Assistant Chief for final approval. Once the Training Request has received all the needed approvals, the request will be forwarded to either the Senior Analyst to the Chief (sworn and admin personnel) or UCI Health Division Business Manager (UCI Health non-sworn safety personnel) for course scheduling, travel arrangements, tuition fee advance payments, etc.
2. All requests for use of a rental car or mileage reimbursement must be approved by the Assistant Chief before the course begins.
3. The participant will be responsible for contacting the Training Manager if they encounter a problem during the training course, or to advise the Training Manager they will not be able to attend the scheduled training course. Generally, the participant shall give the Training Manager at least two weeks' notice if they are unable to attend their scheduled training.
4. The participant will submit one copy of their certificate of completion, the day they return to work, to the Senior Analyst to the Chief for retention in the employee's training file.
5. Travel Meals: Personnel will follow Policy 1005 Training/Travel/Mutual Aid Expense Reimbursement when it comes to reimbursement of meals while attending training. Original, detailed receipts must be obtained and submitted with a Department reimbursement request within seven (7) days of the employee's return from training. Reimbursement for alcohol is not allowed per University policy.

TRAINING PARTICIPANT'S RESPONSIBILITIES WHILE ATTENDING TRAINING

It is the Department's desire that the training afforded its personnel be recognized for the positive value that it provides to both the individual and to the Department. Accordingly, all personnel are reminded of their responsibility to keep current on the many changes that occur, both legally and procedurally, within our profession and to incorporate these changes into their work practices.

Additionally, Department personnel are expected to provide training to their respective teams upon their return from a specialized course or school. Employees may also be called upon to provide training at a Department staff meeting.

All employees who are attending any training course, while on duty, are expected to act in a professional manner at all times and shall not:

1. Be tardy;
2. Have an unexcused absence;
3. Be disruptive, argumentative or rude to the training staff, support staff or fellow classmates;
4. Consume alcoholic beverages during the hours you are attending the training (including meal and/or other break periods);
5. Report to class in a condition that could affect your ability to learn the material being presented or which might not allow you to actively participate in the class discussions (e.g., lack of sleep, hungover, under the influence of any drug – prescribed or not, or under the influence of alcohol).

Employees shall submit all original, itemized receipts that are accurate and reflect only those charges which are authorized for reimbursement per Department and/or University training and travel policies and procedures.

DUTIES OF THE SUPPORT SERVICES LIEUTENANT

1. Ensure all training arrangements adhere to Department and/or University policy.
2. Ensure all travel arrangements (airfare, hotel, and rental car) have preapproval from Chief or Chief's designee. Travel arrangements will be made by the Senior Analyst to the Chief, unless otherwise directed.

MANDATORY TRAINING REQUIRED BY POST

1. Continuous Professional Training (CPT)
 - a. All sworn personnel shall complete a minimum of 24 hours of POST certified training once every two (2) years.
2. Perishable Skills Program (PSP) & Strategic Communications Training
 - a. All sworn personnel at the rank of Sergeant and below shall complete a minimum of 16 hours in each two-year training cycle. Of the total 16 hours required, a minimum of four hours of each of the four following topical areas shall be completed:
 - Arrest and Control
 - Driving Training/Awareness
 - Tactical Firearms
 - Use of ForceStrategic Communications training shall consist of a minimum of two (2) hours in each two-year training cycle.
3. Legislative Mandated Training & Specialized Training

A list of Legislative Mandated Training can be found [here](#).
A list of Specialized Training can be found [here](#).
4. Supervisory Course
 - a. All personnel promoted to the rank of Sergeant shall complete the POST-certified Supervisory Course within one (1) year of appointment.

5. Management Course

- a. All personnel promoted to the rank of Lieutenant or Assistant Chief of Police shall complete the POST-certified Management Course or equivalent within one (1) year of appointment.

JOB SPECIFIC/SPECIAL/TECHNICAL TRAINING

To provide professional, efficient and effective law enforcement services to the UCI community, certain personnel in specialty assignments will receive training in areas requiring an advanced degree of knowledge or skill. All personnel upon promotion/selection will receive job-related training within one year of being promoted/selected. Specialty assignment training is in addition to the quality, basic and ongoing training provided to all personnel.

Personnel in the following specialty assignments shall receive additional training to enhance their skills. Please refer to pages 20-23 for a list of specific trainings.

1. Bicycle Patrol Officer
2. Corporal/Field Training Officer
3. Defensive Tactics & Use of Force Instructor
4. Detective
5. Firearms & Less Lethal Instructor
6. K-9 Handler

FIELD TRAINING PROGRAM

1. Every entry level or lateral entry police officer must satisfactorily complete the Field Training Program as prescribed by the UCI Police Department's Field Training Manual.
2. The Operations Lieutenant shall submit a current copy of the F.T.O. Program Manual to POST for certification and a current copy of the program shall be maintained in a file in the Operations Division with the record of certification from POST. It will be the responsibility of the FTO Sergeant to notify the Operations Lieutenant of proposed changes to the FTO Program.
3. Officers appointed to the position of Corporal/Field Training Officer shall attend the POST-certified Field Training Officer course as soon as possible after their appointment.
4. Corporals/FTOs shall not be assigned a trainee until they have successfully completed a POST-certified Field Training Officer course.

5. In addition to the POST-certified Field Training Officer (FTO) courses, Corporals/FTOs shall complete the POST-certified FTO Update Course every three (3) years to maintain their FTO status.
6. Corporals/FTOs shall complete a POST-certified SB29 Crisis Intervention Behavioral Health Training course or equivalent.

IN-SERVICE TRAINING

The Department will administer a comprehensive, in-service training program. This training will include the following:

1. Arrest & Control/Baton/Self-defense
2. Briefing Training (legal updates, tactics, etc.)
3. Department Training Bulletins (DTBs)
4. Firearms
5. First Aid/CPR/AED
6. General Orders (as needed)
7. Legal Updates from State and Local sources
8. Policies and Procedures
9. Use of Force
10. Other training as deemed necessary and/or appropriate

REMEDIAL TRAINING

Remedial training is individualized instruction provided to personnel with a specific area of deficiency. Generally, the need for remedial training is recognized during routine supervisory evaluation, training, observation or job performance or during inspections. Training and proficiency mandated by State laws or Departmental Policy will require additional training, if failed. Proficiency in areas such as weapons firing, defensive tactics and driving skills that are unsatisfactorily performed will require remedial training.

Remedial training will be scheduled by the Training Manager, as the need arises. Completion of remedial training will be accomplished as soon as possible after the deficiency is identified. Remedial training will be documented in the employee's training file.

Personnel designated to attend remedial training are required to attend the scheduled classes. Failure of designated personnel to attend remedial training will be reported via the chain of command to the Chief of Police. Disciplinary action may result.

PERSONNEL AND POSITIONS

Within the Department, the following personnel categories and positions have been established in order to meet community needs.

1. Sworn Personnel
 - a. Chief of Police
 - b. Assistant Chief
 - c. Lieutenant
 - d. Sergeant
 - e. Police Officer

2. Non-Sworn Safety Personnel
 - a. Public Safety Supervisor
 - b. Public Safety Responder
 - c. Public Safety Ambassador

3. Specialized Assignments
 - a. Corporal/Field Training Officer
 - b. Defensive Tactics Instructor
 - c. Detective
 - d. Firearms Instructor
 - e. K-9 Officer

4. Collateral Assignments
 - a. Bicycle Patrol Instructor
 - b. Digital Evidence Examiner

5. Professional Staff
 - a. Director of Administrative Services
 - b. Communications Supervisor
 - c. Lead Public Safety Dispatcher
 - d. Public Safety Dispatcher
 - e. Administrative Staff, Finance/Payroll
 - f. CSA Program Manager
 - g. Records Analyst
 - h. Clery Act Compliance Manager
 - i. Clery Act Compliance Liaison
 - j. Property/Evidence Coordinator
 - k. Accreditation Manager
 - l. Senior Analyst to the Chief/Training Coordinator
 - m. Executive Assistant to the Chief
 - n. Business Manager – UCI Health

TRAINING – SWORN PERSONNEL

Chief of Police/Assistant Chief of Police				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Continuing Professional Training (POST)	24	Not Required	Every 2 year cycle
Mandated	ICS – 100, 200, 700	Varied	Not Required	Within 2 years of assignment
Mandated	CLETS User	N/A	Every 2 years	Within 2 months of assignment
Mandated	Racial Profiling	4	Annually	Within 1 year of assignment
Essential	Executive Development Course	80	Not required	
Desirable	Office of Inclusive Excellence – Certificate Program	18	Not Required	
Desirable	Public Records Act	16	Not Required	
Desirable	Internal Affairs Investigations	24	Not Required	
Desirable	Senior Management Institute for Police (SMIP)	N/A	Not Required	
Desirable	ICS – 300, 400	Varied	Not required	

Lieutenant				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Continuing Professional Training (POST)	24	Not Required	Every 2 year cycle
Mandated	ICS – 100, 200, 700	Varied	Not Required	Within 2 years of assignment
Mandated	CLETS User	N/A	Every 2 years	Within 2 months of assignment
Mandated	Management Course (POST)	104	Not required	Within 1 year of assignment

Mandated	FTO Managers Course (Designated FTO Lieutenant)	24	Not required	Within 2 years of assignment
Mandated	Racial Profiling	4	Annually	Within 1 year of assignment
Mandated	Internal Affairs Investigations	24	Not Required	Within 2 years of assignment
Essential	Command College (or equivalent course, i.e. SMIP)	240	Not Required	
Essential	SRT/Crowd Management Course (SRT-assigned Lieutenant)	24	Not Required	
Essential	Temporary Holding Facility Course (Title 15) (Operations Lieutenant)	8	Every 2 years	
Essential	First Aid /CPR/AED Update	8	Every 2 years	
Essential	Documenting Use of Force	8	Not Required	
Desirable	Office of Inclusive Excellence – Certificate Program	18	Not Required	
Desirable	Public Records Act Training	16	Not Required	
Desirable	ICS – 300, 400	Varied	Not Required	

Training Manager (in addition to Lieutenant)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Essential	Training Managers Course (POST)	24	Not required	
Essential	Public Records Act	16	Not Required	
Essential	Pitchess Motion Update	8	Not required	
Essential	Internal Affairs Investigation	24	Not required	

Sergeant				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Continuing Professional Training (POST)	24	Required	Every 2 year cycle
Mandated	Supervisory Course	80	Not Required	Within 1 year of assignment
Mandated	ICS – 100, 200, 700	Varied	Not Required	Within 1 year of assignment
Mandated	Driver Awareness/ Tactical Firearms / Arrest & Control/ Use of Force	16	Every 2 years	N/A
Mandated	DOJ Less Than Full Access Operator	4	Every 2 years	N/A
Mandated	Domestic Violence Update	2	Every 2 years	N/A
Mandated	First Aid /CPR/AED Update	8	Every 2 years	N/A
Mandated	Strategic Communications	2	Every 2 years	N/A
Mandated	Racial Profiling	4	Annually	N/A
Mandated	FTO Managers Course (Designated FTO Sergeant only)	24	Not Required	Within 1 year of assignment
Mandated	Crisis Prevention Institute (CPI)	8	Annually	Within 60 days of being assigned to a 6 month shift at UCIMC
Mandated	Sherman Block Supervisory Leadership Institute	192	Not Required	Within 3 years of assignment
Mandated	Internal Affairs Investigations	24	Not Required	Within 2 years of assignment
Mandated	LGBT Awareness for Law Enforcement (PC 13519.41)	4	Not Required	N/A
Mandated	Mobile Field Force	8	Not Required	Within 2 years of assignment
Essential	Temporary Holding Facility Course (Title 15)	8	Every 2 years	

Essential	Documenting Use of Force	8	Not Required	
Essential	Critical Incident Response	8	Not Required	
Essential	Public Records Act	16	Not Required	
Essential	Search Warrant – Patrol	8	Not Required	
Essential	Behavioral Threat Assessment	8	Not Required	
Essential	SRT/Crowd Management (if assigned to SRT)	24	Not Required	
Essential	Officer Involved Shooting	16	Not Required	
Desirable	Office of Inclusive Excellence – Certificate Program	18	Not Required	
Desirable	ICS – 300, 400	Varied	Not Required	

Special Events Sergeant (In addition to Sergeant)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Crime Prevention Through Environmental Design - Basic	40	Not Required	Within 2 years of assignment
Essential	Special Planning Event	24	Not Required	
Essential	Dignitary Protection Training	40	Not Required	
Essential	Alarm Response Training	24	Not Required	
Essential	MGT-440 Enhanced Sports and Special Events Incident Management	24	Not Required	

Detective Sergeant (in addition to Sergeant)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	ICI Management and Supervision of Detective Units	40	Not Required	Within 2 years of assignment
Mandated	ICI Core Course	80	Not Required	Within 1 year of assignment
Mandated	ICI Foundation Specialty Course	Varies	Not Required	Within 18 months of assignment
Mandated	ICI Investigative Electives	Varies	Not Required	Within 3 years of assignment
Mandated	B.A.T.I. Interview & Interrogation	40	Not Required	Within 1 year of assignment
Mandated	Search Warrant	8	Not Required	Within 2 years of assignment
Desirable	Campus Sexual Assault Investigations (CARE/OEOD)	40	Not Required	

Police Officer				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Basic Police Training Academy	960	Not Required	At time of hire
Mandated	Continuing Professional Training (POST)	24	Required	Every 2 year cycle
Mandated	Driver Awareness/ Tactical Firearms / Arrest & Control/ Use of Force	16	Every 2 years	Every 2 year cycle
Mandated	DOJ Less Than Full Access Operator	4	Every 2 years	N/A
Mandated	AB:392 California's New Use of Force Standards	1	Not Required	N/A
Mandated	Domestic Violence Update*	2	Every 2 years	N/A
Mandated	First Aid /CPR/AED Update	8	Every 2 years	N/A
Mandated	Strategic Communications	2	Every 2 years	N/A

Mandated	ICS – 100, 200, 700	Varied	Not Required	Within FTO program
Mandated	Racial Profiling*	4	Annually	N/A
Mandated	Flying While Armed	2	Not Required	Prior to flying
Mandated	Crisis Intervention Training/Police Contacts with the Mentally Ill (SB 29)*	8	Not Required	Within 2 years of assignment
Mandated	Sexual Assault for First Responders*	8	Not Required	Within 2 years of assignment
Mandated	Crisis Prevention Institute (CPI)	8	Annually	Within 60 days of being assigned to a 6 month shift at UCIMC
Mandated	Human Trafficking* (PC 13519.14)	2	Not Required	Within 6 months of assignment
Mandated	LGBT Awareness for Law Enforcement* (PC 13519.41)	4	Not Required	Within 6 months of assignment
Mandated	Hearsay Testimony*	2	Not Required	Within 6 months of assignment
Mandated	Mobile Field Force	4	Not Required	Within 1 year of hire
Mandated	Hate Crimes*	4 - 8	Not Required	N/A
Essential	Basic Traffic Collision Investigations*	40	Not Required	
Essential	Search Warrant – Patrol*	8	Not Required	
Essential	SRT/Crowd Management (if assigned to SRT)	24	Not Required	
Essential	D.U.I. (Cavanaugh or combination of SFST & ARIDE)*	Varies	Not Required	
Essential	Crisis Intervention & De-escalation	8	Not Required	
Essential	Vehicle Theft Investigation / Patrol*	8	Not Required	

Essential	Active Shooter Response	10	Not Required	
Essential	Tactical Rifle*	16	Not Required	
Essential	Courtroom Testimony*	2	Not Required	
Essential	Interview and Interrogation for Patrol*	8	Not Required	
Essential	COPLINK – Basic Users Course	4	Not Required	
Desirable	Office of Inclusive Excellence – Core Course	10	Not Required	

*Department approved POST-certified courses with CPT credit hours.

Corporal (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training
Mandated	Field Training Officer School	40	Not Required	Within 1 year of assignment
Mandated	Field Training Officer Update	24	Every 3 Years	N/A
Mandated	Mental Health for FTOs	8	Not Required	Within 1 year of assignment
Essential	Critical Incident Response	8	Not Required	
Essential	Temporary Holding Facility Course (Title 15)	8	Every 2 Years	
Essential	Behavioral Threat Assessment	8	Not Required	

Detective (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	<u>ICI Core Course</u>	80	Not Required	Within 2 years of assignment
Essential	<u>ICI Foundation Specialty Course</u> (Department-approved specialty)	Varies	Not Required	
Essential	<u>ICI Investigative Elective Courses</u>	Varies	Not Required	

Essential	B.A.T.I. Interview and Interrogation	40	Not Required	
Essential	TLO Basic (as assigned)	8	Not Required	
Essential	Search Warrant	8	Not Required	
Essential	LA CLEAR Overview and Watch Center Orientation	3	Not Required	
Essential	Open Source/Social Media Analysis	4	Not Required	
Essential	Cyber Crimes	8	Not Required	
Essential	Behavioral Threat Assessment	8	Not Required	
Essential	Chasing Cell Phones	8	Not Required	
Desirable	Trauma-Informed Interviewing	8	Not Required	
Desirable	Child Abuse Investigations – First Responder	8	Not Required	
Desirable	Campus Sexual Assault Investigations (CARE/OEOD)	40	Not Required	
Desirable	High Technology Crimes	2	Not Required	

Firearms / Less Lethal Instructors (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Firearms Instructor	40	Not Required	Within 6 months of assignment
Mandated	Tactical Rifle Instructor (Selected Staff)	40	Not Required	Within 1 year of assignment
Mandated	Less Lethal Impact Munitions Instructor (Selected Staff)	24	Not Required	Within 1 year of assignment
Mandated	TASER Instructor (Selected Staff)	16	Every 2 years	Within 1 year of assignment
Essential	Active Shooter Response Instructor (Selected Staff)	32	Not Required	
Essential	Sig MCX/Patrol Rifle Armorer's Course (Selected Staff)	Varied	Every 3 years	

Essential	Sig P320 Armorer (Selected Staff)	Varied	Every 3 years	
Essential	Chemical Munitions Instructor (Selected Staff)	8	Not Required	

Defensive Tactics / Use of Force Instructors (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training
Mandated	Defensive Tactics Instructor	40	Varied	Within 6 months of assignment
Mandated	Baton/Impact Weapon Instructor (Selected Staff)	40	Every 2 years	Within 1 year of assignment
Essential	Gracie Survival Tactics – Level 1 Full Certification (Selected Staff)	40	Not Required	
Essential	Weaponless Defense/Ground Control Instructor (Selected Staff)	40	Every 2 years	

Bike Team (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Essential	Bicycle Patrol Instructor (Selected Staff)	40	Not Required	
Essential	Bicycle Patrol Familiarization Course	8	Not Required	

K-9 (in addition to Police Officer)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	K-9 Basic Handler/Explosives	200	Not Required	Prior to deployment
Mandated	K-9 Explosives Certification	4	Annually	N/A
*Mandated	Monthly Update Training	8	Not Required	N/A

**Mandated	Weekly Training	12	Not Required	N/A
Desirable	K-9 Tracking	120	Not Required	
Desirable	CNCA Law Enforcement Training Institute Conference	24	Not Required	

*Monthly Training is contracted and scheduled with Scenturion K-9s LLC

**Weekly Training is conducted by the K-9 handlers while on duty and is tracked

TRAINING – ADMIN & NON-SWORN PERSONNEL

Director of Administrative Services				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Records Supervisor Course	40	Not Required	Within 1 year of assignment
Mandated	FEMA ICS 100, 700	Varied	Not Required	Within 1 year of assignment
Mandated	Public Records Act	16	Not Required	Within 1 year of assignment
Essential	Civilian Management Course	40	Not Required	
Essential	RIMS Conference	40	Not Required	
Desirable	Civilian Management, Advanced	32	Not Required	

Public Safety Dispatcher				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Public Safety Dispatcher - Basic	120	Not Required	Within 1 year of assignment
Mandated	FEMA ICS 100, 700	Varied	Not Required	Within 1 year of assignment
Mandated	Continuing Professional Training (POST)	24	Every 2-year cycle	N/A

Mandated	E.L.E.T.E Training	4	Not Required	Within 6 months of assignment
Mandated	LGBT Awareness for Law Enforcement (PC 13519.41)	4	Not Required	Within 6 months of assignment
Mandated	Crisis Intervention Training for Dispatchers	16	Required	Every 2 years
Mandated	Dispatch Priming	8	Not Required	Within 1 year of assignment
Essential	Lean Six Sigma – White Belt	2	Not Required	
Essential	De-Escalation Training for Dispatchers	8	Not required	
Essential	Crisis Negotiation	8	Not Required	
Essential	Active Shooter/Assailant Training	8	Not Required	
Essential	Sexual Assault Training for Dispatchers	8	Not Required	
Essential	Domestic Violence Training for Dispatchers	8	Not Required	
Essential	Dispatcher Wellness	8	Not Required	
Essential	Cultural Diversity	8	Not Required	
Essential	Dispatcher – School Violence	4	Not Required	
Essential	Complacency & Critical Decision Making	4	Not Required	
Desirable	Alarm Response Training (ART) at Y-12, Oakridge TN	24	Not Required	
Desirable	Dispatch Update: Taking the Call	8	Not Required	
Desirable	Suicidal Callers	8	Not Required	
Desirable	Conflict Management and Critical Decision Making	8	Not Required	
Desirable	Customer Service	8	Not Required	

Desirable	Public Safety Dispatcher – Advanced/Update	Varied	Not Required	
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Lead Public Safety Dispatcher (in addition to Public Safety Dispatcher)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Continuing Professional Training (POST)	24	Every 2-year cycle	N/A
Mandated	Communications Training Officer (CTO)	40	Not Required	Within 1 year of appointment
Essential	Advanced CTO	24	Not Required	
Essential	Leadership & Accountability	24	Not Required	

Communications Center Supervisor (in addition to Lead and Public Safety Dispatcher)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Continuing Professional Training (POST)	24	Every 2-year cycle	N/A
Mandated	ICS – 100, 200, 700	Varied	Not Required	Within 1 year of assignment
Essential	DOJ - Agency CLETS Coordinator Training (T4T)	16	Not Required	
Essential	CCUG Users' Group (CCUG) Conference & Training	24	Not Required	
Essential	LE Civilian or Dispatcher Supervisory Course	80	Not Required	
Essential	CalNENA Mission Critical Training and Conference	24	Not Required	
Essential	Managing Generations and Wellness	4	Not Required	
Desirable	RIMS Conference	40	Not Required	
Desirable	National Emergency Number Assoc. Conference	40	Not Required	
Desirable	APCO Conference	24	Not Required	

Public Safety Supervisor				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	832 PC Arrest (POST certified)	40	Not Required	Within 1 year of assignment
Mandated	Crisis Prevention Institute (CPI) Train the Trainer (2 Supervisors)	40	Required	Within 1 year of assignment
Mandated	TASER	4	Annually	Prior to carrying a Taser
Mandated	First Aid / CPR / AED Update	8	Every 3 years	Within 1 year of assignment
Mandated	Supervisor Certification – International Association of Healthcare Security & Safety (IAHSS)	8	Not Required	Within 1 year of assignment
Mandated	E-Course: Privacy & Security: HIPAA - Campus (UCLC)	2	Not Required	Within 60 days of assignment
Mandated	E-Course: Workplace Violence Prevention in Healthcare (UCLC)	2	Annually	Within 60 days of assignment
Mandated	Hospital Restraint Training	2	Annually	Prior to assignment
Mandated	Active Shooter/Assailant Training	1	Annually	Within 1 year of assignment
Mandated	POST Civilian Supervisory Course	80	Not Required	Within 1 year of assignment
Essential	CIT / Contacts with the Mentally III	8	Not Required	

Public Safety Responder				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Crisis Prevention Institute (CPI)	8	Annually	Within 30 days of assignment
Mandated	TASER	4	Annually	Prior to carrying a Taser

Mandated	First Aid / CPR Update	8	Every 3 years	Within 1 year of assignment
Mandated	Advanced Certification – International Association of Healthcare Security & Safety (IAHSS)	8	Not Required	Within 1 year of assignment
Mandated	E-Course: Privacy & Security: HIPAA - Campus (UCLC)	2	Not Required	Within 60 days of assignment
Mandated	E-Course: Workplace Violence Prevention in Healthcare (UCLC)	2	Annually	Within 60 days of assignment
Mandated	Hospital Restraint Training	2	Annually	Prior to assignment
Mandated	Active Shooter/Assailant Training	1	Annually	Within 1 year of assignment
Essential	CIT / Contacts with the Mentally III	8	Not Required	

Public Safety Ambassador (PSA)				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Crisis Prevention Institute (CPI)	8	Annually	Within 30 days of assignment
Mandated	First Aid / CPR Update	8	Every 3 years	Within 1 year of assignment
Mandated	Basic Certification – International Association of Healthcare Security & Safety (IAHSS)	8	Not Required	Within 1 year of assignment
Mandated	E-Course: Privacy & Security: HIPAA - Campus (UCLC)	2	Not Required	Within 60 days of assignment
Mandated	E-Course: Workplace Violence Prevention in Healthcare (UCLC)	2	Annually	Within 60 days of assignment
Mandated	Active Shooter/Assailant Training	1	Annually	Within 1 year of assignment

Records Analyst				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Public Records Act	16	Not Required	Within 1 year of assignment
Mandated	Records Clerk Course	40	Not Required	Within 1 year of assignment
Essential	DOJ CIBRS Training	8	Not Required	
Essential	Redacting Records	8	Not Required	

Clery Act Compliance Manager & Liaison				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandatory	Clery Act Academy	40	Not Required	Within 3 months of assignment
Essential	Annual NACCOP Conference & NACCOP-sponsored webinars	24	Biennially	
Essential	VAWA Training (Stalking, Dating and Domestic Violence)	3	Annually	
Essential	Intersections of Title IX and the Clery Act	3	Annually	
Essential	Crime Classification and Clery Geography	3	Annually	
Essential	Emergency Notifications and Timely Warnings	3	Annually	
Essential	Campus Security Authorities (CSA's)	3	Annually	
Essential	Daily Crime & Fire Log	3	Annually	
Essential	Drug Free School Act and Community- Biennial Report and How to Construct an Annual Security Report and Annual Fire Safety Report	3	Annually	
Essential	Intersection of Title IX and Clery Act	2	Annually	

Essential	UCOP Ethics, Compliance and Audit Symposium	4	Annually	
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CSA Coordinator				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Essential	Civilian Police Leadership	16	Not Required	
Essential	Mental Health First Aid	8	Not Required	
Essential	Customer Service & De-escalation	2	Not Required	

Administrative Staff, Finance / Payroll				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Essential	Kuali Basics	2	Not Required	
Essential	Kuali DV and TEM	2	Not Required	
Essential	UC Payroll	16	Not Required	

Property/Evidence Coordinator				
Priority	Class Name	Hours	Recertification	Initial Training (Mandated Only)
Mandated	Property/Evidence Training	40	Not Required	Within 1 year of assignment

UNIVERSITY OF CALIFORNIA LEARNING CENTER (UCLC)

University of California Required Refresher Training		
Training Topic	Training Participation / Responsibility*	Update/Refresher Training
UC Ethical Values and Conduct	REQUIRED All Employees	REQUIRED Annually
Privacy and Security Training: HIPAA	REQUIRED Medical Center Employees	REQUIRED At time of assignment at Medical Center
Workplace Violence Prevention in Healthcare	REQUIRED Medical Center Employees	REQUIRED At time of assignment at Medical Center
UC Cyber Security Awareness Fundamentals	REQUIRED All Employees	REQUIRED Annually
UC Preventing Harassment & Discrimination for Non- Supervisors	REQUIRED All Employees	REQUIRED Every two years
UC Responsible Employee Refresher	REQUIRED All Employees	REQUIRED Annually
Safety Training Self-Assessment	REQUIRED All Employees	REQUIRED Every three years
CANRA Training for Mandated Reporters	REQUIRED All Employees	At time of hire
Clery Act Training for Campus Security Authorities (CSAs)	REQUIRED All Employees	REQUIRED Annually
Managing Implicit Bias Series	REQUIRED All Employees	At time of hire
UCI Emergency Response Procedures	REQUIRED All Employees	REQUIRED Every two years

Bloodborne Pathogens	REQUIRED Sergeant & Officers	Annually
Aerosol Transmissible Diseases	REQUIRED Sergeant & Officers	Annually
Leading in a Union Environment	REQUIRED Sergeants	N/A
Driving Safety (e-course)	REQUIRED Required for selected employees	Within 1 year of assignment