

CALIFORNIA DEPARTMENT OF STATE HOSPITALS

OFFICE OF PROTECTIVE SERVICES



TRAINING PLAN

2016

INTRODUCTION.

The Department of State Hospitals (DSH) has an interest and responsibility for the continual growth and development of its law enforcement personnel. Through a combined effort in the areas of professional training and personal education, the Department believes an employee can achieve both professional and personal excellence and career goals. By so doing, the Office of Protective Services (OPS) will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the each state hospital and the communities they serve working in a mental health environment.

PHILOSOPHY

The OPS seeks to provide ongoing training focused on mental health within our secure treatment facilities to our patients, staff, visitors and the public. In order to accomplish this OPS encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the DSH will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

DSH VISION STATEMENT

Caring Today for a Safe and Healthy Tomorrow

MISSION STATEMENT

Dedicated to providing the highest level of safety and security to patients, staff and the community through competent, professional, law enforcement services while facilitating treatment of the mentally ill with compassion.

PURPOSE.

The purpose of the OPS Training Plan is to provide a written guide for Mandated, Essential, Desirable, and Necessary training for every uniformed and non-uniformed rank within the OPS. The plan will allow the OPS to provide a higher quality of law enforcement services by improving the knowledge, skills, and abilities of the OPS employees. This is accomplished through a comprehensive and flexible program of employee training and development focused on four criteria:

1. Meet the Mandated training requirements, and encourage employees to meet the Essential and Desirable training;
2. Ensure specialty positions receive initial and updated training for those positions in a timely manner (Necessary training).
3. Increase the technical expertise and overall effectiveness of OPS staff;
4. Provide for continued professional development of all OPS personnel.

The training plan is designed to identify and set priorities for the training needs of every rank/position assignment within the OPS. 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.

It is understood that the Training Plan in no way identifies all of the training that will occur for members of the OPS. 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.

CATEGORIES OF TRAINING.

Training for all state employees falls into one of the following categories established by the California Department of Human Resources.

1. Mandated / Job-Required Training. Training designed to assure adequate performance in an employee's current assignment. Job-required training includes:
 - a. Orientation training to acquaint all new employees with state service, the OPS organization, state and OPS personnel practices, and employee benefits.
 - b. Training necessary for newly-assigned employees, including supervisors and managers, to acquire an acceptable level of competence in their assignments.
 - c. Training mandated by law or other state authority including safety training.
2. Essential / Job-Related Training. Training designed to increase an employee's job proficiency. Job-related training will:
 - a. Enable an employee to improve his/her performance above the acceptable level of competency established for the specific job assignment.
 - b. Prepare the employee for assuming increased responsibilities in his/her current assignment.
3. Desirable / Career-Related Training. Training designed to assist the employee in developing his/her career potential. It is designed to help provide the employee with an opportunity for self-development while also being of value toward achieving the OPS mission. This training does not

necessarily have to be related to the employee's current job, but the added benefits of competence and performance in present or future assignments should result from the training.

4. Necessary Training. Specialized training for assignments outside of the normal training requirements, i.e. canine handler, bicycle patrol, Field Training Officer, etc...

TYPES OF TRAINING.

To make professional and personal goals possible to the employee, the OPS has placed an emphasis on three types of training:

1. Law Enforcement Professional Training.
2. Continuing Professional Training.
3. College Education.

1. Law Enforcement Professional Training. Law enforcement professional training is comprised of five categories:

- a. Office of Protective Services (OPS) Basic Academy.

- i. All newly hired police officers are required to attend the OPS basic academy at Department of State Hospitals - Atascadero within the first 12 months after hire. This course is designed to give newly hired police officers the basic knowledge, skills, and abilities to effectively carry out the duties of the position. The basic course consists of 548 hours and covers a wide range of topics (Annex A). Although the Academy is not POST certified, most classes meet or exceed POST requirements. New officers receive 17 college credits from Allan Hancock College upon graduation.

- ii. This requirement may be waived for the position in the following circumstances:

1. Valid certificate of completion from a POST academy.
2. Significant law enforcement experience as determined by the facility Chief of Police with the concurrence of the Headquarters Chief of Law Enforcement.
3. Newly hired officers who meet the requirements for a waiver above are required to complete the Specialized Mental Health training course at the OPS Academy (Annex B).

- b. Department of State Hospitals Investigators.
 - i. All newly hired Department of State Hospitals investigators are required to attend a POST certified Regular Basic Academy (RBC) or Specialized Investigator Basic Course (SIBC) within the first 12 months after hire. These courses are designed to give newly hired State Hospital investigators the basic knowledge, skills, and abilities to effectively carry out the duties of the position.
 - 1. This requirement may be waived for the position if the candidate has a valid and current certificate of completion from a POST academy.
 - ii. Upon completion of the Regular Basic or Specialized Investigator Academy, all newly hired investigators are required to attend the Specialized Mental Health training course at the OPS Academy (Annex B).
- c. Department of State Hospitals Field Training and Evaluation Program.
 - i. The Field Training and Evaluation Program (FTEP) is a 10 week, standardized course of training designed to expand upon the basic training provided in the Academy. It also provides a means to evaluate the new officer or investigator against the standard of a competent officer or investigator performing the job tasks and requirements. The new officer or investigator must meet that standard in order to complete FTEP training. The training is required of all new officers and investigators upon completion of their respective academies.
- d. Courses certified by California Peace Officers Standards and Training (POST).
 - i. Training from POST is available through typical classroom settings, video on the California POST Television Network (CPTN), or through interactive computer programs on the POST Learning Portal. These training sessions provide Continuing Professional Education (CPT) credits to sworn personnel through POST.
- e. Courses not certified by POST or not reimbursed by POST.
 - i. Training not certified by POST can be just as valuable. This training may come in the form of in-house instruction,

classes taught by private companies, college or university courses, or on-line training courses such as the non-qualifying POST learning portal. This type of training can be very beneficial for the professional development of the employee. Although this type of training provides officers with knowledge and skills, POST certified personnel will not receive credit toward their CPT requirements for these courses. The OPS will not reimburse other state agencies that provide the training.

f. Lexipol Daily Training Bulletins.

i. The purpose of the Lexipol Daily Training Bulletins (DTB) Program is to ensure every day is used as a training day through the use of interactive training applicable to the daily critical tasks, activities, and responsibilities of the officers and investigators.

1. The Lexipol DTB program is a scenario-based training program covering high-risk/low-frequency tasks and critical issues faced by OPS officers and investigators (e.g., deadly force, false arrest, forced entry, special relationships, job-based harassment, ethics, physical methods of arrest, officer safety). It also covers events that occur in the field where there is little or no nondiscretionary time for decision making.

2. Lexipol DTBs are created using OPS policy, case law, and real-world scenarios. They are created within the Lexipol policy framework and can be accessed through the Lexipol portal. They can also be used for individual training or as a briefing item for the entire shift.

3. Lexipol DTBs are published at the beginning of each month. All sworn personnel are required to review, complete, and acknowledge all DTBs.

ii. The consistent, daily exposure to these training scenarios will assist in maximizing officer safety and minimizing civil liability by ensuring officers can recognize, and appropriately and effectively deal with, high-risk / low-frequency situations encountered on the job.

2. Continuing Professional Training. Continual Professional Training (CPT) is required for certain peace officers and communications personnel who are employed by POST participating departments. Certain peace officers in specific duty assignments must satisfy a portion of the CPT requirement

by completing Perishable Skills and Communications Training as specified.

Continuing Professional Training.

Continuing Professional Training is used to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. Continuing Professional Training is training that exceeds the training required to meet or re-qualify in entry level minimum standards. The POST requirement is 24 hours of CPT every 2 years.

Perishable Skills Training.

Perishable Skills training is used to maintain job skills which degrade over time if not continually refreshed. Perishable Skills training focuses on four skills unique to law enforcement, and consists of a minimum of 14 hours every two years:

- a. Arrest and Control (4 hours).
- b. Driver Training/Awareness (4 hours).
- c. Tactical Firearms (4 hours).
- d. Tactical Communications (2 hours).

Requirements.

- a. Police Officers.
 - i. Every uniformed peace officer at the rank of officer and sergeant shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training every two years. Fourteen of the 24 hours shall be Perishable Skills training.
 - ii. A complete list of qualifying and non-qualifying training can be found in the POST Administrative Manual located on the POST Website at www.post.ca.gov.
- b. Investigators.
 - i. Every investigator and supervising investigator I, shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training every two years. Fourteen of the 24 hours shall be Perishable Skills training.
 - ii. A complete list of qualifying and non-qualifying training can be found in the POST Administrative Manual located on the

POST Website at www.post.ca.gov.

- c. Hospital Police Communications Operators.
 - i. Hospital Police Communications Operators and Hospital Police Communications Operators Supervisors shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training every two years.
 - d. Managers and Executives.
 - i. It is recommended that managers and executives complete, within their two-year compliance cycle, 2 hours of CPT devoted to updates in the perishable skills training.
3. College Education. The Chief of Law Enforcement and the Chiefs of Police at each hospital are very supportive of their employees obtaining a formal college education. The OPS offers educational incentive pay to sworn personnel who attain the necessary POST certificates or appropriate college degrees. The OPS Policy Manual also outlines the educational requirements of those sworn employees desiring to promote within the OPS. All personnel of the OPS are encouraged to pursue their educational goals.

TRAINING PLAN ORGANIZATION.

Within each Rank/Position, the training courses are categorized as follows:

MANDATED

Training in this category is required by Federal law, State law and/or OPS 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 OPS 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 OPS 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.

NECESSARY

Training needed for assignments requiring specialized skills or knowledge.

Chief of Law Enforcement

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon Assignment	Varies
Mandated	SB 409 Training	80	Upon Assignment	Not Required
Mandated	POST Crisis Intervention Training (CIT)	Varies	Upon Assignment	Varies
Mandated	OPS Specialized Mental Health Training	200	Upon new hire	Not Required
Essential	POST Executive Development Course	80	Within 1 year of promotion	Not Required
Desirable	DSH Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Desirable	POST/OPS Perishable Skills Training	14	Within 2 years of promotion	Every 2 years
Desirable	FBI National Academy ³	400	Within 3 years of promotion	Not Required
Desirable	POST Command College ³	360	Within 3 years of promotion	Not Required
Desirable	FBINAA State Training Conference	24	Upon completion of FBI NA	Not Required
Desirable	Int'l Assoc. Chief of Police Conference	40	Continuous	Not Required
Desirable	POST Executive Development	80	Within 1 year of promotion	Not Required

Hospital Chief of Police

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon Assignment	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon Assignment	Varies
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	SB 409 Training	80	Upon Assignment	Not Required
Mandated	DSH OPS Specialized Mental Health Training	200	Upon Assignment	Not Required
Mandated	POST Crisis Intervention Training (CIT)	Varies	Upon Assignment	Varies
Essential	POST Executive Development Course	80	Within 1 year of promotion	Not Required
Desirable	DSH Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Desirable	POST/OPS Perishable Skills Training	14	Within 2 years of promotion	Every 2 years
Desirable	FBI National Academy (FBI NA) ³	400	Within 3 years of promotion	Not Required
Desirable	POST Command College	360	Within 3 years of promotion	Not Required
Desirable	FBINAA State Training Conference	24	Upon completion of FBI NA	Not Required
Desirable	FBINA Area Training Conference	32	Upon completion of FBI NA	Not Required
Desirable	CPOA Annual Training Conference	24	Continuous	Not Required
Desirable	POST Executive Development	80	Within 1 year of promotion	Not Required

Hospital Police Lieutenant

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Middle Managers Course	120	Within 1 year of promotion	Not Required
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon Assignment	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon Assignment	Varies
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	SB 409 Training ⁴	80	Upon Assignment	Not Required
Mandated	DSH OPS Specialized Mental Health Training ⁵	200	Upon new hire	Not Required
Essential	POST Officer Involved Shooting Investigation	32	Within 1 year of promotion	Not Required
Essential	POST Internal Affairs Investigations	24	Within 1 year of promotion	Not Required
Desirable	DSH Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Desirable	POST/OPS Perishable Skills Training	14	Within 2 years of promotion	Every 2 years
Desirable	POST Command College	360	Within 3 years of promotion	Not Required
Desirable	FBI National Academy (FBINA)	400	Within 3 years of promotion	Not Required
Desirable	FBINAA State Training Conference	24	Upon completion of FBI NA	Not Required
Desirable	FBINA Area Training Conference	32	Upon completion of FBI NA	Not Required
Desirable	CPOA Annual Training Conference	24	Continuous	Not Required

Hospital Police Sergeant

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	DSH Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	POST 1 st Line Supervisor Course	80	Within 1 year of promotion	Not Required
Mandated	SB 409 Training ⁴	80	Upon Assignment	Not Required
Mandated	DSH OPS Specialized Mental Health Training ⁵	200	Upon new hire	Not Required
Mandated	POST/DSH Perishable Skills – Arrest and Control	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Driving	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Firearms / Force Opt.	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Tactical Comms.	2	Within 2 years of promotion	Every 2 Years
Mandated	DOJ Less than Full Access Op. CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	CPR / First Aid	8	Within 2 years of promotion	Every 2 Years
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon promotion to sergeant	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon promotion to sergeant	Varies
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Essential	POST Officer Involved Shooting Investigation	32	Within 1 year of promotion	Not Required
Essential	POST Internal Affairs Investigations	24	Within 1 year of promotion	Not Required
Desirable	POST SBSLI	140	Within 3 years of promotion	Not Required
Necessary	Training Administrators Course	12	Upon Assign as Train Admin	Not Required
Necessary	POST FTO Coordinator Course	24	Upon assignment as Coord.	Not Required

Hospital Police Officer

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	DSH/OPS Academy	548	Within 1 year from hire date	Not Required
Mandated	OPS Mental Health Training ⁵	200	Upon hire.	Not Required
Mandated	DSH New Employee Orientation (NEO)	80	Upon completion of "After"	Not Required
Mandated	DSH/OPS Field Training and Evaluation Program	400	Upon completion of NEO	Not Required
Mandated	DSH Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	POST/DSH Perishable Skills – Arrest and Control	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Driving	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Firearms / Force Opt.	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Tactical Comms.	2	Within 2 years of promotion	Every 2 Years
Mandated	DOJ Less than Full Access Op. CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	POST CPR / First Aid	8	Within 2 years of promotion	Every 2 Years
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon assignment to hospital	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon assignment to hospital	Varies
Necessary	POST Field Training Officer Course	40	Upon assignment as an FTO	24 hrs / 2 years
Necessary	Training Administrators Course	12	Upon assign as Train Admin	Not Required
Necessary	POST Canine Handler and update courses	Varies	Upon assign as canine officer	Annually
Necessary	POST Bicycle Patrol and update courses	Varies	Upon assign as bicycle officer	Annually

Hospital Supervising Investigator II

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Middle Management Course	120	Within 1 year of promotion	Not Required
Mandated	DOJ Less than Full Access Op. CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	POST CPR / First Aid	8	Within 2 years of promotion	Every 2 Years
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon promotion	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon promotion	Varies
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	SB 409 Training ⁴	80	Upon Assignment	Not Required
Desirable	POST Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Desirable	POST/DSH Perishable Skills Training	14	Within 2 years of promotion	Every 2 years
Desirable	POST Advanced Criminal Investigations ³	40	Within 1 year of promotion	Not Required
Desirable	POST Command College	360	Within 3 years of promotion	Not Required
Desirable	FBI National Academy (FBI NA) ⁶	400	Within 3 years of promotion	Not Required
Desirable	FBINAA State Training Conference ⁶	24	Upon completion of FBI NA	Not Required
Desirable	FBINA Area Training Conference ⁶	32	Upon completion of FBI NA	Not Required
Desirable	CPOA Annual Training Conference ⁶	24	Continuous	Not Required

Hospital Supervising Investigator I

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	POST 1 st Line Supervisor Course	80	Within 1 year of promotion	Not Required
Mandated	SB 409 Training ⁴	80	Upon Assignment	Not Required
Mandated	POST/DSH Perishable Skills – Arrest and Control	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Driving	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Firearms / Force Opt.	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Tactical Comms.	2	Within 2 years of promotion	Every 2 Years
Mandated	DOJ Less than Full Access Op. CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	POST CPR / First Aid	8	Within 2 years of promotion	Every 2 Years
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon Assignment	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon Assignment	Varies
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	POST Officer Involved Shooting Investigation	32	Within 1 year of promotion	Not Required
Mandated	POST Internal Affairs Investigations	24	Within 1 year of promotion	Not Required
Mandated	POST Criminal Investigation Course ³	40	Within 1 year of promotion	Not Required
Mandated	POST Interview and Interrogation ³	40	Within 1 year of promotion	Not Required
Mandated	POST Search Warrant Training ³	8	Within 1 year of promotion	Not Required
Mandated	POST ICI Core Course ³	80	Within 1 year of promotion	Not Required
Mandated	DSH OPS Mental Health Training	200	In not completed prior to appointment	
Desirable	POST Advanced Criminal Investigations ³	40	Within 1 year of promotion	Not Required
Desirable	POST SBSLI	140	Within 3 years of promotion	Not Required
Necessary	POST FTO Coordinator Course	24	Upon assignment as Coord.	Not Required

Hospital Investigator

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Certified Regular Basic or Investigator Academy	660	Within 1 year from hire date	Not Required
Mandated	DSH OPS Mental Health Training ⁵	200	Upon completion of RBC	Not Required
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon completion of "After"	Not Required
Mandated	DSH/POST Field Training and Evaluation Program	400	Upon completion of NEO	Not Required
Mandated	POST Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	POST/DSH Perishable Skills – Arrest and Control	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Driving	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Firearms / Force Opt.	4	Within 2 years of promotion	Every 2 Years
Mandated	POST/DSH Perishable Skills – Tactical Comms.	2	Within 2 years of promotion	Every 2 Years
Mandated	DOJ Less than Full Access Op. CLETS	4	Within 2 years of promotion	Every 2 Years

Mandated	POST CPR / First Aid	8	Within 2 years of promotion	Every 2 Years
Mandated	POST Field Training and Evaluation Course	40	Upon assignment as an FTO	24 hrs / 2 Years
Mandated	POST Legislatively Required Refresher Training ¹	Varies	Upon assignment	Varies
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon assignment	Varies
Mandated	POST ICI Core Course	80	Within 1 year of promotion	Not Required
Mandated	POST Criminal Investigation Course	40	Within 1 year of promotion	Not Required
Mandated	POST Interview and Interrogation	40	Within 1 year of promotion	Not Required
Mandated	POST Search Warrant Training	8	Within 1 year of promotion	Not Required
Desirable	POST Advanced Criminal Investigations	40	Within 1 year of promotion	Not Required

Hospital Police Communications Supervisor

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	POST 1 st Line Supervisor Course	80	Within 1 year of promotion	Not Required
Mandated	DOJ Full Access Operator CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	SB 409 Training ⁴	80	Upon Assignment	Not Required
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	POST Custodian of Public Records	Varies	Within 1 year of Promotion	Not Required
Mandated	POST Custodian of Public Records Supervisor	Varies	Within 1 year of Promotion	Not Required
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon assignment	Varies
Desirable	POST SBSLI	140	Within 3 years of promotion	Not Required

Hospital Police Communications Operator

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	POST Public Safety Dispatcher Course	120	Within 1 year of hire date	Not Required
Mandated	POST Continuing Professional Training	24	24 hours within 24 months	Every 2 Years
Mandated	DOJ Full Access Operator CLETS	4	Within 2 years of promotion	Every 2 Years
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon assignment	Varies

Professional Staff

Priority	Class Name	Hours	Initial Training	Recertification
Mandated	DSH New Employee Orientation (NEO) ⁴	80	Upon Assignment	Not Required
Mandated	DSH Hospital Specific Required Training ²	Varies	Upon assignment	Varies
Essential	DSH Microsoft Office Applications (Word, Excel)	Varies	Within 1 year of hire date	Not Required
Essential	POST Custodian of Public Records	Varies	Within 1 year of Promotion	Not Required
Desirable	POST CPR / First Aid	8	Within 1 year of hire date	Every 2 Years

- ¹ Legislatively required training.
- ² Hospital specific required training. Each hospital must make a list of the training required by the hospital and include that training in each training cycle.
- ³ If not completed at the prior rank before promotion.
- ⁴ If not completed at the prior rank or if a new hire to the hospital.
- ⁵ If hired as a POST certified officer.
- ⁶ If serving as a Hospital Police Chief.

¹ Legislatively Required Refresher Training

Topic	Training Participation	Recertification
Blood Borne Pathogens Cal-OSHA 5193	All law enforcement officers	Annually at a minimum as prescribed by OSHA. CCR Title 8
Domestic Violence Complaints PC 13519	All law enforcement officers below supervisory rank assigned to patrol duties	Every 2 years
Electronic Surveillance PC 629.94	Investigative or law enforcement officers, other persons as designated	Periodic recertification. Minimum standards set by the Attorney General.
First Aid and CPR PC 13518	All law enforcement officers except those whose duties are primarily clerical or administrative.	Every 3 years. Satisfactory completion of periodic refresher training or appropriate testing in CPR and other first aid as prescribed by EMSA. CCR Title 22
High Speed Vehicle Pursuits PC 13519.8	All law enforcement officers	CA Law Enforcement Pursuit Guidelines (2/07) and/or Pursuit Driving Update (2007). 2-hour POST telecourse can be used to satisfy this requirement.
Racial Profiling and Cultural Diversity PC 13519.4	All law enforcement officers	Every 5 years
Respiratory Protection and Fitting Cal-OSHA 5144	All law enforcement officers	Annually as prescribed by OSHA CCR Title 8

2 Hospital Specific Required Refresher Training

Topic	Hours	Recertification
HIPAA Privacy and Security	1 Hour	Annually
Infection Control	1 Hour	Annually
Mandatory Reporting of Abuse and Neglect	1 Hour	Annually
Patient's Rights	1 Hour	Annually
Personal Duress Alarm	1 Hour	Annually
Cultural Awareness / Addressing Diversity	1 Hour	Annually
Equal Employment Opportunity	1 Hour	Annually
Dependent and Elder Abuse	1 Hour	Annually
Network Security	1 Hour	Annually
Fire, Life, and General Safety	2 Hours	Annually
Prison Gangs - Classification and Intelligence	2 Hours	Every 2 years
Domestic Violence	2 Hours	Every 2 years
Therapeutic Strategies and Interventions	4 Hours	Every 2 years

Suggested Refresher Training Topics

Topic	Hours	Recertification
Health and Safety 11550	Varies by Course	None
Search Warrants	Varies by Course	None
Methamphetamine Update	Varies by Course	None
Active Shooter	Varies by Course	None
Cell Extraction	Varies by Course	None
Legislative Update	Varies by Course	None
Report Writing	Varies by Course	None

Annex A

Office of Protective Services Academy Training Course List

POST Learning Domain	Hours
01 - Leadership, Professionalism, Ethics	8
02 - Criminal Justice System	3
03 - Policing in the Community	19
04 - Victimology / Crisis Intervention	6
05 - Introduction to Criminal Law	4
06 - Property Crimes	6
07 - Crimes Against Persons / Death Inv.	8
08 - General Criminal Statutes	3
09 - Crimes Against Children	4
10 - Sex Crimes	4
12 - Controlled Substances	8
15 - Laws of Arrest	12
16 - Search and Seizure	12
17 - Presentation of Evidence	8
18 - Inv. Report Writing	52
19 - Vehicle Operations (EVOC)	8
20 - Use of Force	8
21 - Patrol Techniques	7
22 - Vehicle Pullovers	10
23 - Crimes in Progress	10
25 - Domestic Violence	9
26 - Unusual Occurrences	4
27 - Missing Persons	4
28 - Traffic Enforcement	4
30 - Crime Scenes, Evidence, Forensics	12
31 - Custody	3
32 - Lifetime Fitness	40
33 - Arrest and Control / Defensive Tactics	43
34 - First Aid / CPR	24
35 - Firearms / Chemical Agents	43
36 - Information Systems	4
37 - Persons with Disabilities	17
38 - Gang Awareness	8
39 - Crimes Against the Justice System	4
40 - Weapons Violations	4
41 - Hazardous Materials Awareness	4
42 Cultural Diversity / Discrimination	16
Scenario Testing	18
Testing	15
Department Specific Training	72
Totals	548

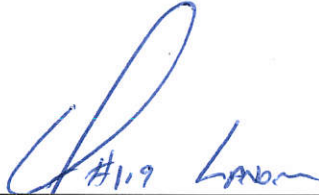
Annex B

Specialized Mental Health Training Course List


POST Learning Domain	Hours
OPS-Standard Operating Procedures	4
OPS- Verbal / Non-Verbal Communications	12
OPS/4-Crisis Intervention Training	40
OPS/4-Crisis / Hostage Negotiations	4
OPS/38-Hospital / Custodial Gang Awareness	8
20-Use of Force / Chemical Agents / Baton	16
35-Firearms	4
33Arrest Methods	4
OPS/33-Arrest and Control in a Hospital Setting	30
33-Defensive Tactics	8
18-Investigative Report Writing	8
24-Handling Disputes / Crowd Control	4
OPS-Records Management System	4
OPS/27-Death in Custody	4
36-CLETS / Radio Procedures	2
28/22Traffic Enforcement / Vehicle Pullovers	8
37-People with Disabilities	10
Scenarios / Report Writing	24
Final Exam	2
FTO Introduction	4
Totals	200

APPROVALS

REVIEWED AND APPROVED:



David W. Landrum
Chief of Law Enforcement



Stephanie Clendenin
Chief Deputy Director



Pam Ahlin
Director

2/12/10

DATE OF APPROVAL