



Police & Safety Services 2022 Training Guide

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PHILOSOPHY

At UCR, the police and safety professionals are striving to become the model of guardianship for the future of the university policing profession by partnering with students, staff, and faculty to build a safe, inclusive, and empowered community.

Department personnel are expected to participate in training and advanced education throughout their careers.

Additionally, the Police & Safety Services Department is committed to identifying future training needs in partnership with the with the Highlander community in order to meet expectations of service.

PURPOSE

This *Training Guide* is a reference for department personnel to support professional growth and development while ensuring statutory training requirements pursuant to the California Commission on Peace Officer Standards and Training (POST) are maintained.

UCOP COMMUNITY SAFETY PLAN

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

- Clery Act Training
- Crisis Intervention and 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 UCR Police Department is also dedicated in partnering with campus and other community departments to provide further training. These departments include, but not limited to:

- Diversity, Equity, and Inclusion Office
- Title IX Office
- CARE
- Counseling Center
- Disability Services Center
- LGBTQ Resource Center
- Office of Equal Opportunity & Diversity
- Case Management



TRAINING MANAGER RESPONSIBILITIES

The Administrative Lieutenant and/or designee will serve as the Department's Training Manager. All training activities related to the UCR Police & Safety Services Department shall be facilitated or coordinated through the Training Manager.

The Training Sergeant, assigned to the Administrative Lieutenant, will be responsible for the management and coordination of the training function, including but not limited to:

- 1) Ensuring compliance with statutory, POST and mandatory department training requirements.
- 2) Assisting with any budget or compliance audits. The annual training budget will focus on mandatory, essential and desirable training, in that order.
- 3) Manage and coordinate training courses, schools, seminars, or conferences once approved and forwarded by their respective chain of command.
- 4) Ensure all training arrangements adhere to University and department policy.
- 5) Development and maintenance of employee training files.
- 6) Updating the training guide annually and ensuring availability for transparency on the department's website.
- 7) Serve as the Department's representative with the POST Area Coordinator and attend Regional training committee meetings.



TRAINING REQUESTS

All training shall be submitted on a Department training request form prior to registering, signing up or paying for any training or conference. The training form can be found on the UCR PD SharePoint Drive. All requests shall be routed for approval through their chain of command as noted on the form.

- 1) The employee's immediate supervisor will note how the course will benefit the employee in their current assignment or meet statutory and/or department needs.
- 2) The employee's immediate supervisor shall forward the approved request to the Training Sergeant for processing.
- 3) If the training request is not part of the current training guide, the Training Sergeant will seek further approval from the Administrative Lieutenant.
- 4) Training requests that are denied shall be returned to the requesting employee detailing the reason for denial as soon as possible.
- 5) The employee will be responsible for notifying the Training Sergeant in a timely manner if they will not be able to attend the scheduled training course, or if they encounter a problem during the training course. Generally, the participant should give the Training Sergeant at least two weeks' notice if they are unable to attend their scheduled training.

EXPECTATIONS WHILE ATTENDING TRAINING

Training provides a positive value by enhancing department personnel skills to effectively serve the community. Accordingly, all personnel are reminded of their responsibility to keep current on the myriad of changes that occur, both legally and procedurally within the public safety profession. Additionally, department personnel are expected to provide briefings to their respective team members upon returning from a specialized course and/or school.

All employees who are attending any training course, while on duty, are expected and shall act in a professional manner at all times.

MANDATORY TRAINING REQUIRED BY POST

1. All sworn personnel shall complete a minimum of 24 hours of POST certified training once every 2 years.
2. The 24 hours of POST certified training shall include the following perishable skills and communication training:
 - Driver's Awareness 4 Hours
 - Tactical Firearm 4 Hours
 - Arrest & Control 4 Hours
 - Tactical or Communications 2 Hours
3. California Legislative mandated trainings can be found at <https://post.ca.gov/legislative-madated-training>.
4. Specialized training requirements for those assigned to specialized duties can be found at <https://post.ca.gove/specialized-training-requirements>.
5. The POST-certified Supervisory Course must be completed within (1) year of appointment by all personnel promoted to the rank of Sergeant.
6. The POST-certified Management Course shall be completed within (1) year of appointment by all personnel promoted to the rank of Lieutenant.



FIELD TRAINING PROGRAM

1. Every new employee must satisfactorily complete the respective training program prescribed by the UCR Police & Safety Services Department for their position.
2. Sworn Field Training Program
 - a. Every entry level or lateral police officer must satisfactorily complete the Field Training Program as prescribed by the Department's Field Training Manual.
 - b. The Administrative Lieutenant or designee shall submit a current copy of the Field Training Program Manual to POST for certification and a current copy of the POST certification maintained.
 - c. All assigned Field Training Officers (FTO) shall attend the POST-certified Field Training Officer course as soon as feasible upon appointment to the specialty assignment.
 - d. In addition to the FTO course, those assigned shall also complete the POST-certified FTO Update Course every 36 months to maintain their FTO status when remaining in the specialty assignment.
 - e. All assigned FTOs shall also complete a POST-certified SB29 Crisis Intervention Behavioral Health training course or POST-certified equivalent.

IN-SERVICE TRAINING

The Police & Safety Services Department will administer a comprehensive, in-service training program. This training will include, at a minimum, the following:

1. Briefing Training (legal updates, tactics, etc.)
2. Firearms (6 times a year, including 2 rifle qualifications annually)
3. First-Aid/CPR/AED (every 2 years)
4. Cultural Diversity (annually)
5. Strategic Communications (every 2 years)
6. Policies and Procedures (annually and as needed per updates)
7. Other training as deemed necessary and/or appropriate

PERSONNEL AND POSITIONS

Within the Department, the following sworn and professional assignments have been established to meet operational and community needs.

A. Sworn Personnel

- Chief of Police
- Lieutenant
- Sergeant
- Police Officer

B. Sworn Specialized Assignments

- Corporal
- Detective
- Community Resource Officer (CRO)
- Defensive Tactics Instructor
- Range / Firearms Instructor
- Field Training Officer (FTO)
- UC-systemwide Special Response Team (SRT)
- Community Service Officer (CSO) Coordinator

C. Sworn Collateral Assignments

- Bike Instructor
- Community Service Officer (CSO) Coordinator
- Special Events

D. Professional Staff

- Communications Dispatch Supervisor
- Lead Public Safety Dispatcher
- Public Safety Dispatcher
- Records/Evidence Analyst
- Administrative Assistant to Chief
- IACLEA Coordinator
- Information Technology Specialists
- Campus Safety Responder

TRAINING PRIORITIES

Training shall be prioritized as follows:

Mandated Training that is statutorily required by POST or mandated by Department.

Essential Training needed for effective performance in present or future assignments, and training that meets departmental needs or objectives.

Desirable Training in areas of interest for individual career development.

TRAINING BY PERSONNEL TITLE

CHIEF OF POLICE				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Not Required	Every 2 year cycle
Mandated	ICS – 100, 200, 700, 800	Varied	Not required	Within 2 years of assignment
Mandated	CLETS User	N/A	Every 2 years	Within 2 months of assignment
Mandated	Racial Profiling	2	Every 5 years	Within 1 year of assignment
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Essential	Executive Development	80	Not required	
Desirable	Public Records Act	16	Not required	
Desirable	Senior Management Institute for Police (SMIP)	80	Not required	
Desirable	ICS – 300, 400	Varied	Not required	

LIEUTENANT				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Not Required	Every 2 year cycle
Mandated	Management Course (POST)	104	Required	Within 1 year of assignment
Mandated	ICS – 100, 200, 700, 800	Varied	Not required	Within 2 years of assignment
Mandated	Racial Profiling	2	Every 5 years	Within 1 year of assignment
Mandated	Internal Affairs Investigations	24	Not required	Within 2 years of assignment
Mandated	Command College (or equivalent)	240	Not Required	Within 3 years of assignment
Mandated	SRT/Crowd Management Course (SRT-assigned Lieutenant)	24	Not Required	Within 1 year of assignment
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Essential	Pitchess Motion Update	8	Not required	
Essential	Office of Inclusive Excellence – Certificate Program	18	Not required	
Desirable	Budgeting for Police Departments	24+	Not Required	
Desirable	Public Records Act	16	Not required	



SERGEANT				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Required	24 hrs during any 24 month period
Mandated	Supervisory Course	80	Not required	Within 1 year of assignment
Mandated	DOJ Less than Full Access Operator	4	Every 2 years	N/A
Mandated	Driving / Force Options	8	Every 2 years	Within 2 years of assignment
Mandated	CPR /First Aid/AED Update	8	Every 3 years	Within 3 years of assignment
Mandated	Bloodborne Pathogens Update	4	Every 3 years	Within 3 years of assignment
Mandated	Racial Profiling Refresher	2	Every 5 years	Within 5 years of assignment
Mandated	ICS – 100, 200, 300, 400, 700, 800	Varied	Not Required	Within 1 year of assignment
Mandated	Sherman Block Supervisory Leadership Institute (SLI)	192	Not Required	Within 3 years of assignment
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Essential	Officer Involved Shooting – Management/Supervisor	16	Not required	
Essential	Internal Affairs Investigations	24	Not required	
Essential	Temporary Holding Facility Course (Title 15)	8	Every 2 years	
Desirable	Police Pursuit Liability	8	Not required	
Desirable	Assertive Supervision	24	Not required	
Desirable	Search Warrant - Patrol	192	Not required	

• Sergeant - Training Manager				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Training Managers Course	40	Not required	Within 1 year of assignment

• Sergeant - Field Training Program				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	FTO Managers Course	24	Not required	Within 1 year of assignment
Essential	Labor Union Training	16	Not required	Within 1 year of assignment

SERGEANT - Special Events				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Special Events Management	24	Not required	Within 6 months of assignment
Essential	Dignitary Security	36	Not required	

SERGEANT – Detective				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Criminal Investigation Management	24	Not required	Within 1 year of assignment
Mandated	ICI Management and Supervision of Detective Units	40	Not required	Within 2 years of assignment
Essential	Sexual Assault Investigation (ICI)	40	Not required	
Essential	Officer Involved Shooting Investigation (ICI)	32	Not required	
Desirable	Homicide Investigation (ICI)	80	Not required	

SERGEANT - Traffic Collision Investigation				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Traffic Collision Investigation – Basic	40	Not required	Within 6 months of assignment
Essential	Traffic Collision Investigation – Intermediate	40	Not required	
Desirable	Traffic Collision Investigation – Advanced	80	Not required	

POLICE OFFICER

Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Basic Police Academy	720	Not required	At time of hire
Mandated	Continuing Professional Training (POST)	24	Required	Every 2 year cycle
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 3 years	N/A
Mandated	Bloodborne Pathogens Update	4	Every 3 years	N/A
Mandated	AB:392 California's New Use of Force Standards	1	Not Required	Within FTO Program
Mandated	ICS – 100, 200, 700, 800	Varied	Not required	Within FTO Program
Mandated	Racial Profiling / Refresher	2	Every 5 years	Within FTO Program
Mandated	LGBT Awareness for Law Enforcement	4	Not required	Within FTO Program
Mandated	Human Trafficking (PC 13519.14)	2	Not Required	Within FTO Program
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Mandated	Basic Traffic Investigations	40	Not required	Within 2 year of assignment
Mandated	Sexual Assault for First Responders	8	Not required	Within 2 years of assignment
Mandated	Crisis Intervention Training / Police Contacts with the Mentally Challenged (SB 29)	8	Not required	Within 2 years of assignment
Mandated	Flying While Armed	2	Not required	Prior to Flying
Mandated	Driver Training (EVOC) Update	8	Every 5 years	Within 5 years of assignment
Essential	Crowd Management (SRT core)	24	Not required	
Essential	DUI Seminar	40	Not required	
Essential	Interview and Interrogation for Patrol	8	Not Required	
Essential	Report Writing	8	Not Required	
Essential	Courtroom Testimony	2	Not Required	
Essential	Active Shooter Response	10	Not Required	
Essential	Hate Crimes	4-8	Not Required	

POLICE OFFICER - Continued				
Essential	Child Abuse Investigations – Patrol	8	Not Required	
Essential	De-Escalation & Tactical Decision Making	24	Not Required	
Desirable	Drug Influence – 11550 H&S	24	Not required	
Desirable	Officer Safety/Field Tactics	40	Not required	Returning to Patrol from Detective Assignment
Desirable	Child Abuse for First Responders	24	Not required	
Desirable	Vehicle Theft Investigation / Patrol	16	Not required	

POLICE OFFICER – Corporal				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	POST Supervisory Course	80	Not required	Within 1 year of assignment
Mandated	Temporary Holding Facility Course (Title 15)	8	Every 2 years	Within 1 year of assignment
Essential	Critical Incident Response	8	Not Required	Within 1 year of assignment

POLICE OFFICER - Field Training Officer				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Field Training Officer School	40	Not required	Prior to assuming duties
Mandated	Field Training Officer Update	24	Every 3 years	Within 3 years of assignment
Desirable	Report Writing for Instructors	36	Not required	

DETECTIVE – Crime Prevention Unit				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Basic Crime Prevention	40	Not required	
Essential	Crime Prevention Through Environmental Design	40	Not required	
Desirable	Threat Management Conference	24	Not required	
Desirable	Dignitary Protection	Varied	Not required	

DETECTIVE**Vehicle Crimes • Property Crimes • Financial Crimes • Crimes Against Persons**

Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Sexual Assault Investigation (ICI)	40	Not required	Within 6 months of assignment
Mandated	ICI Core Course	80	Not required	Within 1 year of assignment
Essential	Interview & Interrogation	40	Not required	
Essential	CA Electric Communication Act	Varied	Not required	
Essential	Search Warrant	8	Not required	
Essential	Vehicle Theft Investigation	40	Not required	
Essential	Burglary Course (ICI)	32	Not required	
Essential	Identity Theft Investigation (ICI)	40	Not required	
Essential	Fraud/Forgery Investigation (ICI)	40	Not required	
Essential	Homicide Investigation (ICI)	80	Not required	
Essential	Officer Involved Shooting Investigation	32	Not required	
Essential	Domestic Violence Investigation	40	Not required	
Essential	Dignitary Protection	Varied	Not required	
Desirable	Robbery Investigation (ICI)	36	Not required	
Desirable	Computer Crime Investigation (ICI)	40	Not required	
Desirable	High Technology Crime Investigation	24	Not required	
Desirable	Western States Auto Theft Investigations Conference	16	Not required	
Desirable	Sexual Assault Investigation (ICI)	40	Not required	

RANGE – FIREARMS INSTRUCTOR				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandate	Firearms Instructor	40	Not required	Within 6 months of assignment
Mandate	Less Lethal Munitions Instructor (Selected Staff)	16	Not required	Within 1 year of assignment
Mandate	Firearms – Long Rifle Instructor (Selected Staff)	40	Not required	Within 1 year of assignment
Essential	Firearms – Shotgun Instructor (Selected Staff)	Varied	Not required	
Essential	Taser Instructor (Selected Staff)	16	Every 2 years	
Desirable	Firearms Instructor Update	16	Not required	
Desirable	Armorer	Varied	Not required	

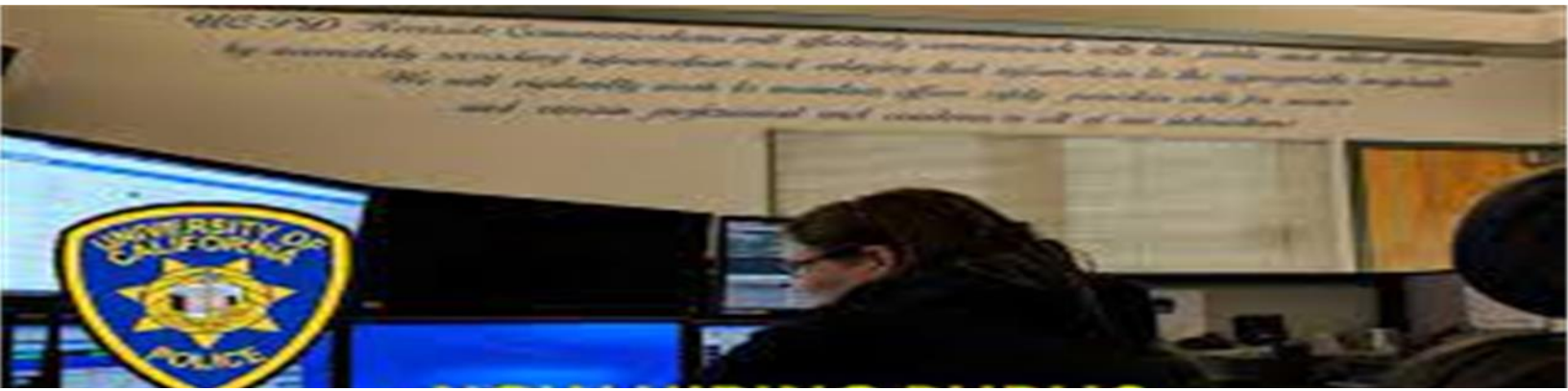
DEFENSIVE TACTICS / FORCE OPTIONS INSTRUCTOR				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandate	Defensive Tactics Instructor	40	Not required	Within 6 months of assignment
Mandate	Chemical Agents Instructor (Selected Staff)	32	Not required	Within 1 year of assignment
Mandate	Baton/Impact Weapon Instructor (Selected Staff)	40	Not required	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	
Essential	Patrol Carry Knife Instructor	16	Not required	

COMMUNITY RESOURCE OFFICER (CRO)				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandate	Mental Health Crisis Intervention Training	Varied	Not required	Within 6 months of assignment
Essential	LE Response to the Homeless	Varied	Not required	

SPECIAL RESPONSE TEAM (SRT)				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandate	SRT/Crowd Management	24	Not required	Within 1 st year of assignment
Essential	UCPD System Wide SRT Training	8	Not required	

DISPATCH SUPERVISOR (in addition to dispatch lead / dispatcher)				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Every 2 year cycle	N/A
Mandated	ICS – 100, 200, 700, 800	Varied	Not Required	Within 1 year of assignment
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Essential	Lean Six Sigma – White Belt	2		
Essential	DOJ - Agency CLETS Coordinator Training (T4T)	16		
Essential	CCUG Users' Group (CCUG) Conference & Training	24		
Essential	LE Civilian or Dispatcher Supervisory Course	80		
Essential	CalNENA Mission Critical Training and Conference	24		
Desirable	National Emergency Number Assoc. Conference	40		
Desirable	APCO Conference	24		

LEAD PUBLIC SAFETY DISPATCHER (in addition to dispatcher)				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
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	



PUBLIC SAFETY DISPATCHER				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
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	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	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
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	
Desirable	Dispatch Update: Taking the Call	8	Not Required	
Desirable	Dispatch: Handling the Rising Tide of Suicide	8	Not Required	

Desirable	Dispatch: Conflict Management/Communications	8	Not Required	
CAMPUS SAFETY RESPONDER				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Crisis Prevention Institute (CPI)	8	Required; annual 4 hour refresher course	Within Training Program
Mandated	First Aid / CPR Update	8	Every 3 years	During Training Program
Mandated	CIT / Contacts with the Mentally Ill	8	Not Required	Within initial six months
Mandated	832 PC Arrest (POST certified)	40	Not Required	Within 1 year of assignment
Mandated	UC Managing Implicit Bias Series	Varied	Not Required	Within 1 year of assignment
Essential	Active Shooter/Assailant Training	4	Not Required	
Essential	Report Writing	8	Not Required	

RECORDS / PROPERTY ANALYST				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Property/Evidence Training	40	Not Required	Within 1 year of assignment
Mandated	Public Records Act	16	Not Required	
Mandated	Records Clerk Course	40	Not Required	
Essential	D. Stafford & Associates Clery Act Compliance Training Academy	40	Not Required	



UC Riverside LMS (Campus online Required Training)

Training Topic	Training Participation / Responsibility*	Update/Refresher Training
UC Ethical Values and Conduct	REQUIRED All Employees	Annually at UCRLMS
UC Cyber Security Awareness Fundamentals	REQUIRED All Employees	Annually at UCRLMS
UC Sexual Violence and Sexual Harassment Prevention Training for Supervisor and Faculty	REQUIRED All Employees	Annually at UCRLMS
Bloodborne Pathogens	REQUIRED Sergeant & Officers	Annually in UCRLMS
Clery Act Training for Campus Security Authorities (CSAs)	REQUIRED All Employees	Annually
Managing Implicit Bias Series	REQUIRED All Employees	*Complete within year of being hired.
CANRA Training for Mandated Reporters	REQUIRED All Employees	*At time of hire.