



**2022/23**

**Police & Campus Safety  
Department Training Guide**

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## **Chief of Police**

### **Administration Lieutenant**

### **Field Operations Lieutenant**

### **Sergeant**

- Training Manager
- Field Training Program
- Special Events
- Detective
- Range Master
- Defense Tactics
- Traffic Collision Investigation

### **Police Officer**

- Field Training Officer
- Detective
- Crime Prevention Detective
- Range Staff
- Defensive Tactics /Force Options
- Bike Instructor
- Community Service Officer  
Coordinator
- Community Resource Officer
- Special Response Team



## PHILOSOPHY

At the University of California, Riverside (UCR), we are committed to creating a community that fosters equity of experience and opportunity for students, faculty, and staff of all backgrounds to feel safe, welcome and empowered. The UCR Police & Campus Safety Department Training Guide demonstrates a commitment to supporting the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

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 Police Department will utilize courses certified by POST. However, when necessary to meet the needs of the agency, the Police Department may utilize training seminars, conferences and courses that 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.

- a. To provide the necessary training for personnel to perform their assigned duties in an effective and efficient manner.
- b. To provide training for areas of expertise.
- c. To provide training for personnel who have been promoted to a new job classification.
- d. To provide training for anticipated future needs.

- e. To provide training for professional growth and development.
- f. This training plan assumes that an employee at a higher rank or position will have completed the specified training of lower ranks or positions.
- g. Department needs, budget constraints, staffing and other operational considerations may have an adverse effect on the dictated timelines therefore training timeframes are not to be taken as absolutes.

## II. 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.**

**Supervisor Assigned – Training that is identified by the Supervisor to be in support of the departments training concept outline in, “I. Purpose”.**

**Desirable – Training in areas of interest for individual career development.**

## III. TRAINING SERGEANT’S RESPONSIBILITIES

All training activities related to the UC Riverside Police Department shall be facilitated or coordinated through the Training Sergeant (Manager) and Patrol/Administration Lieutenant. The Training Sergeant, assigned to the Administrative or Patrol Lieutenant, will be responsible for the management and coordination of the training function, including but not limited to:

- a. Ensuring compliance with statutory, POST and mandatory department training requirements, and assisting with any budget or compliance audits.
- b. Scheduling, implementing and evaluating of training courses.
- c. Development and maintenance of employee training files.
- d. Maintenance of instructional material.
- e. Training needs assessment.
- f. Supervising and providing training functions as directed by the Chief of Police, and/or Lieutenant.
- g. Updating the training guide and ensuring proper distribution.
- h. Ensure all training arrangements adhere to department and/or University policy.
- i. Ensure all travel arrangements (airfare, hotel and rental car) have preapproval from Chief or Chief’s designee. Travel arrangements will be made by the Training Sergeant and/or the Chief’s secretary/Administrative Assistant.

#### IV. UCOP COMMUNITY SAFETY PLAN

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

- a. Clery Act Training
- b. Crisis Intervention and De-Escalation
- c. Critical Incident Response, Use of Force & De-Escalation
- d. Cultural Diversity
- e. Domestic Violence for First Responders
- f. Implicit Bias & Racial Profiling
- g. Lawful Use of Force
- h. LGBT Awareness for Law Enforcement
- i. Managing Implicit Bias Series
- j. 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:

1. Diversity, Equity and Inclusion Office.
2. Title IX Office
3. CARE
4. Counseling Center
5. Disability Services Center
6. LGBTQ Resource Center
7. Office of Equal Opportunity & Diversity
8. Case Management

Non-sworn safety personnel, also referred to as Public Safety Officers (PSOs) 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 Presidential Campus Safety Plan.



## **VI. TRAINING REQUESTS**

All training should be submitted on a training request form prior to registering, signing up for or paying for any training or conference. The training form can be found on the UCRPD SharePoint Drive. All requests should be routed for approval as noted on the form.

- a. The employee's immediate supervisor will note how the course will benefit the employee in his/her current assignment or meet department needs.
- b. The employee's immediate supervisor shall forward the request to the Training Sergeant.
- c. If the training request is deemed not part of the training plan the Training Sergeant will seek further approval from the Lieutenant or above.
- d. Training requests that are denied shall be returned to the requesting employee detailing the reason for denial as soon as possible.
- e. Once approved, the Training Sergeant must be notified if the employee does not attend or cannot complete the requested/assigned training.

## **VIII. TRAINING PARTICIPANT'S RESPONSIBILITIES WHILE ATTENDING TRAINING**

It is the Police 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 Police 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 and 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, hung-over, under the influence on any drug – prescribed or not, or under the influence of alcohol);

## VIX. PERSONNEL & POSITIONS

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

### A. Sworn Personnel

- Chief of Police
- Lieutenant
- Sergeant
- Police Officer

### B. Specialized Assignments

- Community Service Officer (CSO) Coordinator
- Defensive Tactics Instructor
- Crime Prevention Detective
- Field Training Officer (FTO)
- Special Response Team (SRT)
- Bike Instructor
- Range Staff
- Corporals
- Detective
- Community Resource Officer (CRO)



## XI. Law Enforcement Training – Sworn Personnel

• Chief of Police				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Required	24 hrs during any 24 month period
Mandated	ICS – 100, 200, 700, 800	Varied	Not required	Within 1 year 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
Essential	Succession Planning For Police Management	24	Not required	Within 2 years of assignment
Essential	Media Relations	24	Not required	Within 1 year of assignment
Essential	Budgeting For Police Departments	24	Not required	Within 1 year of assignment
Essential	Executive Development	80	Not required	TBD
Essential	Public Records Act	16	Not required	Within 6 months of assignment
Essential	Pitchess Motion Update	8	Not required	Within 6 months of assignment
Essential	Executive Development Course	80	Not required	Within 1 year of assignment
Desirable	ICS – 300, 400	Varied	Not required	Within 1 year of assignment



• Lieutenant				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Mandated	Continuing Professional Training (POST)	24	Required	24 hrs during any 24 month period
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
Essential	Public Records Act	16	Not required	Within 6 months of assignment
Essential	Pitchess Motion Update	8	Not required	Within 6 months of assignment
Essential	Office of Inclusive Excellence – Certificate Program	18	Not required	
Essential	Budgeting for Police Departments	24+	Not Required	Within 2 years of assignment

• 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	Driving / Force Options	8	Every 2 years	Within 2 years of assignment
Mandated	CPR / First Aid 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

• Sergeant				
Essential	Officer Involved Shooting – Management/Supervisor	16	Not required	Within 1 year of assignment
Essential	Internal Affairs Investigations	24	Not required	Within 1 year of assignment
Desirable	Police Pursuit Liability	8	Not required	TBD
Desirable	Assertive Supervision	24	Not required	TBD
Desirable	Supervisory Leadership Institute	192	Not required	TBD

• Sergeant - Training Manager				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Training Managers Course	40	Not required	Within 1 year of assignment
Essential	Public Records Act	16	Not required	Within 6 months 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
Essential	Special Events Management	24	Not required	Within 6 months of assignment
Essential	Dignitary Security	36	Not required	Within 1 year of assignment

• Sergeant – Detective				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Sexual Assault Investigation (ICI)	40	Not required	Within 2 years of assignment
Essential	Criminal Investigation Management	24	Not required	Within 1 year of assignment

• <b>Sergeant - Detective</b>				
Essential	Officer Involved Shooting Investigation (ICI)	32	Not required	Within 1 year of assignment
Essential	Homicide Investigation (ICI)	80	Not required	Within 1 year of assignment
Essential	ICI Management and Supervision of Detective Units	40	Not required	Within 2 years of assignment

• <b>Sergeant - Traffic Collision Investigation</b>				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Traffic Collision Investigation – Basic	40	Not required	Within 6 months of assignment
Essential	Traffic Collision Investigation – Intermediate	40	Not required	Within 2 years of assignment
Desirable	Traffic Collision Investigation – Advanced	80	Not required	TBD

• <b>Police Officer</b>				
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	24 hrs during any 24 month period
Mandated	DOJ Less Than Full Access Operator	4	Every 2 years	Within 6 months of assignment
Mandated	Domestic Violence Update	2	Every 2 years	Within 2 years of assignment
Mandated	First Aid / CPR Update	8	Every 3 years	Within 3 years of assignment
Mandated	Bloodborne Pathogens Update	4	Every 3 years	Within 3 years of assignment
Mandated	ICS – 100, 200, 700, 800	Varied	Not required	Within 1 year of assignment
Mandated	Racial Profiling Refresher	2	Every 5 years	Within 5 years of assignment
Mandated	Flying Armed	2	Not required	Within 1 years of assignment
Essential	Basic Traffic Investigations	40	Not required	Within 2 years of assignment

• <b>Police Officer</b>				
Essential	Driver Training (EVOC) Update	8	Every 5 years	Within 5 years of assignment
Desirable	Police Contacts with the Mentally III	8	Not required	TBD
Desirable	Sexual Assault for First Responders	8	Not required	TBD
Desirable	Drug Influence – 11550 H&S	24	Not required	TBD
Desirable	Suicide by Cop	8	Not required	TBD
Desirable	Officer Safety/Field Tactics	40	Not required	TBD
Desirable	DUI Seminar	40	Not required	TBD
Desirable	Child Abuse for First Responders	24	Not required	TBD
Desirable	Vehicle Theft Investigation / Patrol	16	Not required	TBD

• <b>Field Training Officer</b>				
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	TBD

• <b>Detective</b>				
<b>Vehicle Crimes • Property Crimes • Financial Crimes • Crimes Against Persons</b>				
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	Within 1 year of assignment
Essential	CA Electric Communication Act	Varied	Not required	Within 1 year of assignment

<ul style="list-style-type: none"> <li><b>Detective</b></li> </ul> <b>Vehicle Crimes • Property Crimes • Financial Crimes • Crimes Against Persons</b>				
Essential	Search Warrant	8	Not required	Within 1 year of assignment
Essential	Vehicle Theft Investigation	40	Not required	Within 1 year of assignment
Essential	Burglary Course (ICI)	32	Not required	Within 1 year of assignment
Essential	Identity Theft Investigation (ICI)	40	Not required	Within 1 year of assignment
Essential	Fraud/Forgery Investigation (ICI)	40	Not required	Within 1 year of assignment
Essential	Homicide Investigation (ICI)	80	Not required	Within 1 year of assignment
Essential	Officer Involved Shooting Investigation	32	Not required	Within 1 year of assignment
Essential	Domestic Violence Investigation	40	Not required	Within 2 years of assignment
Essential	Dignitary Protection	Varied	Not required	Within 1 year of assignment
Desirable	Robbery Investigation (ICI)	36	Not required	TBD
Desirable	Computer Crime Investigation (ICI)	40	Not required	TBD
Desirable	High Technology Crime Investigation	24	Not required	TBD
Desirable	Western States Auto Theft Investigations Conference	16	Not required	Annual
Desirable	Sexual Assault Investigation (ICI)	40	Not required	TBD

<ul style="list-style-type: none"> <li><b>Detective – Crime Prevention Unit</b></li> </ul>				
<b>Priority</b>	<b>Class Name or Subject</b>	<b>Hours</b>	<b>Recertification</b>	<b>Initial Training</b>
Essential	Basic Crime Prevention	40	Not required	Within 1 year of assignment
Essential	Crime Prevention Through Environmental Design	40	Not required	Within 2 year of assignment
Essential	Threat Management Conference	24	Not required	Annual
Essential	Dignitary Protection	Varied	Not required	Within 1 year of assignment

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

• Defensive Tactics / Force Options Staff				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Use of Force Instructor	80	Not required	Within 6 months of assignment
Essential	Chemical Agents Instructor (Selected Staff)	32	Not required	Within 1 year of assignment
Essential	Baton/Impact Weapon Instructor (Selected Staff)	36	Not required	Within 1 year of assignment
Essential	Arrest and Control Instructor		Not required	Within 1 year of assignment
Essential	Defensive Tactics Instructor		Not required	Within 1 year of assignment

• Bike Instructor				
Priority	Class Name or Subject	Hours	Recertification	Initial Training
Essential	Bicycle Patrol	36	Not required	Prior to assigned duties
Essential	Bicycle Patrol Instructor	40	Not required	Prior to assigned duties

• <b>Community Service Officer (CSO) Coordinator</b>				
<b>Priority</b>	<b>Class Name or Subject</b>	<b>Hours</b>	<b>Recertification</b>	<b>Initial Training</b>
Essential	Civilian Management	40	Not required	Within 1 years of assignment
Essential	Successfully Supervising Students	4	Not required	Within 6 months
Desirable	Civilian Management, Advanced	32	Not required	TBD

• <b>Community Resource Officer (CRO)</b>				
<b>Priority</b>	<b>Class Name or Subject</b>	<b>Hours</b>	<b>Recertification</b>	<b>Initial Training</b>
Essential	Mental Health for First Responders	Varied	Not required	Within 6 months
Essential	LE Response to the Homeless	Varied	Not required	Within 6 months
Desirable	Mental Health Crisis Intervention Training	Varied	Not required	TBD

• <b>Special Response Team (SRT)</b>				
<b>Priority</b>	<b>Class Name or Subject</b>	<b>Hours</b>	<b>Recertification</b>	<b>Initial Training</b>
Essential	SRT/Crowd Management	24	Not required	Within 1 <sup>st</sup> year of assignment
Essential	UCPD System Wide SRT Training	8	Not required	Annual

## UC Riverside LMS (Campus On-Line Required Training)

Training Topic	Training Participation / Responsibility*	Update/Refresher Training
UC Ethical Values and Conduct	REQUIRED All Employees	REQUIRED Annually at UCRLMS
UC Cyber Security Awareness Fundamentals	REQUIRED All Employees	REQUIRED Annually at UCRLMS
UC Sexual Violence and Sexual Harassment Prevention Training for Supervisor and Faculty	REQUIRED All Employees	REQUIRED Annually at UCRLMS
Managing Implicit Bias Series	REQUIRED Sergeant & Officers	Annually in UCRLMS
Bloodborne Pathogens	REQUIRED Sergeant & Officers	Annually in UCRLMS

## UNIVERSITY OF CALIFORNIA LEARNING CENTER (UCLC)

Training Topic	University of California Required Refresher Training Training Participation / Responsibility*	Update/Refresher Training
UC Ethical Values and Conduct	REQUIRED All Employees	REQUIRED Annually in UCLC
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 in UCLC
UC Sexual Violence and Sexual Harassment Prevention Training for Supervisor and Faculty	REQUIRED All Employees	REQUIRED Annually at UCLC
Safety Training Self-Assessment	REQUIRED All Employees	Within 1 year of assignment
CANRA Training for Mandated Reporters	REQUIRED All Employees	At time of hire
Clery Act Training for Campus Security Authorities (CSAs)	REQUIRED All Employees	Annually in UCLC
Managing Implicit Bias Series	REQUIRED All Employees	N/A
Bloodborne Pathogens	REQUIRED Sergeant & Officers	Annually in UCLC
Aerosol Transmissible Diseases	REQUIRED Sergeant & Officers	Annually in UCLC

