

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 70.14

REVISED DECEMBER 2023

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
COURSE CERTIFICATION AND CERTIFICATE ISSUANCE**

1. PURPOSE. This General Order assigns the responsibility for coordinating with the Commission on Peace Officer Standards and Training (POST) within this Department and establishes the policies and procedures for obtaining information on POST courses, instructors, and certificates.

2. POLICY.

a. The responsibility for coordinating with POST is divided between three designated course training coordinators.

(1) Academy. The responsibility for coordinating with POST is assigned to the Academy for the Regular Basic Course (RBC), Motorcycle Enforcement Training Program courses, Field Training and Evaluation Program (FTEP), Continuing Professional Training (CPT) courses, and radar/lidar courses.

(2) Responsibility for courses under the purview of the Organizational Development Section (ODS) is assigned to ODS.

(3) Responsibility for courses under the purview of the Communications Centers Support Section (CCSS) is assigned to CCSS.

b. All requests for information concerning course certification and/or development, program requirements, reimbursement, or any other POST-related training matters shall be directed to the appropriate coordinator.

c. For a list of POST-certified courses and their designated course training coordinator, refer to Highway Patrol Manual (HPM) 70.13, Departmental Training Manual, Chapter 7, Mandated Training.

3. GENERAL.

a. Commission on Peace Officer Standards and Training–Certified Courses. Training course certification and development is a process that requires an initial

request from the appropriate designated course training coordinator to POST. Requests from individuals or other departmental units other than the course training coordinator shall not be considered by POST. Failure to contact the course training coordinator may render a course uncertifiable by POST. Therefore, individuals should not initiate curriculum development until the course training coordinator's request has been approved by POST.

b. Once a POST-certified course is approved for presentation, the course training coordinator shall contact the appropriate Office of Primary Interest (OPI) or unit for course curriculum development. The course training coordinator shall provide the information needed for POST approval (i.e., course training needs assessment, expanded course outlines, course minimum content requirements, instructor requirements).

c. For ODS-managed POST-certified courses, the ODS shall immediately initiate course curriculum development upon receiving approval from POST.

d. For CCSS-managed POST-certified courses, the CCSS shall immediately initiate course curriculum development upon receiving approval from POST.

e. Agency-Specific Training Courses. Agency-specific training courses that do not require POST certification do not require POST approval. Any agency-specific training course curriculum development shall be completed by the appropriate OPI.

f. Instructors. All primary instructors of POST-certified courses are required to have a current résumé on file. This résumé must include any specialized training that may be required for instruction of the course. Additionally, the instructor's résumé must be linked to the specific course prior to initial instruction; failure to do so will render the training course and instruction invalid.

g. Each course training coordinator is responsible for confirming all necessary instructor certifications and training regulations are met. Divisions shall forward a completed résumé to the designated course training coordinator for entry into the POST Electronic Data Interchange as soon as the need for instructor POST certification is identified. The course training coordinator shall maintain a copy of all departmental and associate instructor résumés. For further instructor certification and selection information, refer to HPM 70.13, Chapter 6, Instructor Certification and Selection.

4. PROFESSIONAL CERTIFICATES. To qualify to receive POST certificates, applicants shall have completed combinations of education, training, and experience, as prescribed by POST.

a. Peace Officers.

(1) General Requirements. Certificates awarded to peace officers are professional certificates awarded in recognition of meeting specified training, educational, and experience requirements. Attainment of the POST Basic Certificate is required. Attainment of all other certificates is voluntary.

(a) Definitions.

1 Education Points. One semester unit shall equal one education point and one quarter unit shall equal two-thirds of an education point. Such units of credit shall have been awarded by and recorded on the transcripts of a community college, college, or university accredited by a national or regional accrediting body that is recognized by the U.S. Secretary of Education, U.S. Department of Education.

a All education shall be supported by photocopies of official transcripts, diplomas, and other verifying documents attached to the application for a POST certificate. Units of credit transferred from one educational institution to another must be documented by transcripts from both educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.

2 Training Points. Twenty classroom hours of law enforcement training accepted by POST shall equal one training point. Such training must be conducted in a classroom or another approved site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept. These points are calculated by POST. The completion of Academy cadet training satisfies this requirement for all levels of peace officer POST certificates.

3 Experience. A minimum of one year as a full-time paid peace officer is required. For applicants employed by the CHP, law enforcement experience is typically calculated from the date of graduation from the Academy.

a Law enforcement experience described in paragraph 4.a.(1)(a)3 a 1/ below is accepted if it is recorded in the POST profile database.

1/ The Commission on Peace Officer Standards and Training may accept the experience described in paragraphs 4.a.(1)(a)3 a 1/ a/-c/ when the law enforcement experience:

a/ Is documented on the employing agency's letterhead, signed by the agency head;

b/ Includes an attestation that the applicable requirements stated in paragraphs 4.a.(1)(a)3 a 1/ a/-c/ have been met; and

c/ Includes the type of appointment, time base, dates of service, and types of duties performed.

2/ Full-time peace officer experience with a California POST-participating agency.

3/ Full-time peace officer experience with a California non-POST participating law enforcement agency, and during the time of the appointment, the law-required completion of the RBC for the position held.

4/ Full-time peace officer experience with an out-of-state law enforcement department that participates in its state's POST-type program, and the POST-type program awarded the individual a Basic Certificate or license. The maximum credit allowed for this experience category is five years.

5/ Full-time experience with a federal law enforcement agency if the individual satisfactorily completed a basic law enforcement academy presented by the Federal Law Enforcement Training Center or the Federal Bureau of Investigation Academy. The maximum credit allowed for this experience category is five years.

(b) Application.

1 Supporting documents to obtain certificates shall be uploaded online through the employee's POST PASS account and are submitted electronically to the agency for approval. After the agency's approval the documents are then submitted to POST. The online certificate application is located at the POST Web site, <https://post.ca.gov/apply-for-certificate>. Supporting documentation regarding education shall consist of electronic copies of diplomas, degrees, or official transcripts, and shall be uploaded with the online certificate application.

2 Original forms of educational documents should not be mailed. Records submitted will not be returned and may be retained by POST as part of the applicant's permanent record.

3 The Academy, Accreditation Unit, shall conduct a final review and approve or reject the application. The final application shall be submitted to POST. Certificate Applications shall not be sent directly to POST from the employee and shall only be accepted by POST from the Academy, Accreditation Unit, via the online certificate application process.

(c) Certificates can only be awarded to applicants whose complete and accurate application forms are received by POST at the time they are currently employed as a peace officer by this Department. New certificates cannot be awarded to individuals once they have separated or retired from the Department. All requests for new certificates should be initiated no later than three months prior to separation or retirement whenever possible and shall be accompanied by a memorandum with the employee's name, projected date of retirement or separation, a contact telephone number, and an address the certificate should be mailed to in the event it is received from POST after the employee's final date of employment.

(d) Obtaining POST certificates does not increase an employee's pay in any manner. For information regarding the Educational Incentive Pay Program, refer to HPM 10.3, Personnel Transactions Manual, Chapter 32, Pay Differentials.

(e) Any problems encountered in applying for POST certificates or in obtaining forms shall be directed to the Academy, Accreditation Unit.

b. Public Safety Dispatchers.

(1) General Requirements. Public Safety Dispatcher (PSD) certificates are professional certificates awarded in recognition of meeting specified training, educational, and experience requirements. Possession of these certificates is voluntary and is not required to perform PSD duties.

(a) Definitions.

1 Education points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of an education point. Such units of credit shall have been awarded by and recorded on the transcripts of a community college, college, or university accredited by

a national or regional accrediting body that is recognized by the U.S. Secretary of Education, U.S. Department of Education.

a All education must be supported by photocopies of official transcripts, diplomas, and other verifying documents attached to the application for a POST certificate. Units of credit transferred from one educational institution to another must be documented by transcripts from both educational institutions. When credit is awarded, it shall be counted for either training or education points, whichever is to the advantage of the applicant.

2 Training points: Twenty classroom hours of law enforcement training accepted by POST shall equal one training point. Such training must be conducted in a classroom or another approved site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.

3 Experience: A minimum of one year as a full-time paid PSD is required. Experience is calculated from the date of appointment as a full-time PSD within a department participating in the POST Dispatcher Program.

(b) Application.

1 Supporting documents to obtain certificates shall be uploaded online through the employee's POST PASS account. The documents are submitted electronically to the agency for approval. After the agency's approval the documents are then submitted to POST. The online certificate application is located at the POST Web site, <https://post.ca.gov/apply-for-certificate>. Supporting documentation regarding education shall consist of electronic copies of diplomas, degrees, or official transcripts, and shall be uploaded with the online certificate application.

2 Original forms of educational documents should not be sent. Records submitted will not be returned and may be retained by POST as part of the applicant's permanent record.

3 The CCSS shall conduct a final review and approve or reject the application. The final application shall be submitted to POST. Certificate applications shall not be sent directly to POST from the employee and shall only be accepted by POST from CCSS via the online certificate application process.

(c) Certificates can only be awarded to applicants whose complete and accurate application forms are received by POST at the time the applicant is currently employed as a PSD by this Department. New certificates cannot be awarded to individuals once they have separated or retired from the Department. All requests for new certificates should be initiated no later than three months prior to separation or retirement, whenever possible, and shall be accompanied by a memorandum with the employee's name, projected date of retirement or separation, a contact telephone number, and an address the certificate should be mailed to in the event the certificate is received from POST after the employee's final date of employment.

(d) Any problems encountered in applying for POST certificates for Public Safety Dispatchers or in obtaining forms shall be directed to CCSS.

5. CERTIFICATE CATEGORIES AND ELIGIBILITY.

a. Peace Officers.

(1) Basic Certificate. Pursuant to California Penal Code Section 832.4, every peace officer must acquire the POST Basic Certificate upon completion of probation, but no later than 24 months after date of appointment to the rank of peace officer.

(a) An online certificate application shall be completed and submitted to the Academy, Accreditation Unit, as part of the final probationary performance appraisal process for officers completing the 12-month probationary period.

(b) The following are required for award of the POST Basic Certificate:

1 Satisfactory completion of the probationary period as prescribed by the employing jurisdiction, but no less than one year; and

2 Satisfactorily meet the POST RBC training requirement.

(2) Intermediate Certificate. The following are required for award of the POST Intermediate Certificate:

(a) Possess or be eligible to possess a POST Basic Certificate; and

(b) Satisfy the prerequisite POST RBC training requirement, and have acquired the education points and/or college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Years of Law Enforcement Experience	Minimum Semester Units or Degree Required	Minimum Required Training Points (Satisfied by Academy Cadet Training)
2 Years	Bachelor's Degree	0 Training Points
4 Years	45 Semester Units	45 Training Points
6 Years	30 Semester Units	30 Training Points
8 Years	15 Semester Units	15 Training Points

(3) Advanced Certificate. The following are required for award of the POST Advanced Certificate:

(a) Possess or be eligible to possess a POST Intermediate Certificate; and

(b) Satisfy the prerequisite POST RBC training requirement, and have acquired the education points and/or college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Years of Law Enforcement Experience	Minimum Semester Units or Degree Required	Minimum Required Training Points (Satisfied by Academy Cadet Training)
4 Years	Master's Degree	0 Training Points
6 Years	Bachelor's Degree	0 Training Points
9 Years	45 Semester Units	45 Training Points
12 Years	30 Semester Units	30 Training Points

(4) Supervisory Certificate. The following are required for award of the POST Supervisory Certificate:

(a) Possess or be eligible to possess a POST Intermediate Certificate; and

(b) Have no less than 60 college semester units; and

(c) Satisfactorily meet the training requirement of the POST Supervisory Course; and

(d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as prescribed by POST. (For the CHP, rank of sergeant or above.)

(5) Management Certificate. The following are required for award of the POST Management Certificate:

(a) Possess or be eligible to possess a POST Advanced Certificate; and

(b) Have no less than 60 college semester units; and

(c) Satisfactorily meet the training requirement of the POST Management Course; and

(d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as prescribed by POST. (For the CHP, rank of lieutenant or above.)

NOTE: The certificate shall include the applicant's name, their official title, and the name of the employing jurisdiction or agency.

(6) Executive Certificate. The following are required for award of the POST Executive Certificate:

(a) Possess or be eligible to possess a POST Advanced Certificate; and

(b) Have no less than 60 college semester units; and

(c) Satisfactorily meet the training requirement of the POST Executive Development Course; and

(d) Have served satisfactorily for a period of two years as the head of a department as prescribed by POST. (For the CHP, rank of Commissioner.)

NOTE: The certificate shall include the applicant's name, their official title, and the name of the employing jurisdiction or agency. When an employee who holds a POST Management or Executive Certificate transfers at a comparable classification to another jurisdiction, a new certificate may be issued upon request, as provided by POST, displaying the name of the new jurisdiction.

b. Public Safety Dispatchers.

(1) Dispatcher Basic Certificate. The following are required for award of the POST Dispatcher Basic Certificate:

- (a) Satisfactory completion of the probationary period as prescribed by the employing jurisdiction, but no less than one year; and
- (b) Satisfactorily meet the POST Public Safety Dispatcher Course training requirement.

(2) Dispatcher Intermediate Certificate. The following are required for award of the POST Dispatcher Intermediate Certificate:

- (a) Possess or be eligible to possess a POST Dispatcher Basic Certificate; and
- (b) Satisfy the prerequisite POST Public Safety Dispatcher Course training requirement, and have acquired the education points and/or college degree designated and the prescribed years of PSD experience in one of the following combinations:

Minimum Years of PSD Experience	Minimum Semester Units or Degree Required	Minimum Required Training Points
3 Years	Bachelor's Degree	0 Training Points
5 Years	Associate's Degree	0 Training Points
5 Years	45 Semester Units	12 Training Points
7 Years	30 Semester Units	11 Training Points
9 Years	15 Semester Units	10 Training Points

(3) Dispatcher Advanced Certificate. The following are required for award of the POST Dispatcher Advanced Certificate:

- (a) Possess or be eligible to possess a POST Dispatcher Intermediate Certificate; and
- (b) Satisfy the prerequisite POST Public Safety Dispatcher Course training requirement, and have acquired the education points and/or college degree designated and the prescribed years of PSD experience in one of the following combinations:

Minimum Years of PSD Experience	Minimum Semester Units or Degree Required	Minimum Required Training Points
5 Years	Master's Degree	0 Training Points
7 Years	Bachelor's Degree	0 Training Points
9 Years	Associate's Degree	0 Training Points

9 Years	45 Semester Units	12 Training Points
11 Years	30 Semester Units	11 Training Points

6. REQUEST FOR REISSUANCE OF POST CERTIFICATE. This procedure outlines the requirements for requesting the reissuance of a POST certificate if the original is lost, stolen, destroyed, or bears incorrect information at the time of issuance.

a. A person who has been awarded a physical POST certificate which is described in this chapter and who applies to POST for reissuance of a certificate must:

(1) Complete a single copy of a POST 2-250, Request for Reissuance of POST Certificate, and submit it to POST.

(2) Indicate on the POST 2-250 the certificate(s) for which a replacement is being requested and a narrative statement explaining the circumstances surrounding the status, condition, or reason necessitating the replacement of the original POST certificate.

(3) Return the original certificate with the POST 2-250 form if, for example, the circumstance for reissuance merely involves incorrect information.

(4) Sign and date the POST 2-250 in field 10 of the form.

b. The POST 2-250 form is available on the POST Web site at <https://post.ca.gov>.

c. Upon issuance of the replacement of a lost or stolen certificate, the original certificate is void. In the event the lost or stolen peace officer certificate is recovered, it must immediately be forwarded to the Academy, Accreditation Unit, with an explanation attached. Management or executive certificates that are to be replaced because the holder has changed jurisdiction of employment need not be returned to POST. In the event a lost or stolen dispatcher certificate is recovered, it shall immediately be forwarded to the CCSS with an explanation attached.

d. Employees who have been awarded a digital copy of their POST certificate may download subsequent copies from their POST PASS account available on the POST Web site at <https://post.ca.gov>.

OFFICE OF THE COMMISSIONER

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