

CHAPTER 3
TRAINING, ORIENTATION, AND ACTIVITY REPORTING

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CHAPTER 3

TRAINING, ORIENTATION, AND ACTIVITY REPORTING

1. TRAINING. Field Support Section (FSS) will coordinate specialized investigative training courses for departmental personnel working within a Division detective assignment. The purpose of providing this specialized training is to further enhance work-related knowledge, skills, and abilities (KSA) that Division detectives must possess in order to carry out their duties effectively and safely. The Investigative Services Unit (ISU) coordinators will be responsible for ensuring initial and recurring investigative training is provided to the Division detectives within the time limits established in this chapter.

a. Division Detectives. Officers working in a Division detective assignment should successfully complete the following detective training plan within 24 months of initial assignment:

(1) Commission on Peace Officer Standards and Training, Robert Presley Institute of Criminal Investigation.

(a) Core Course. Successfully complete the Institute of Criminal Investigation (ICI) Core Course (80 hours).

(b) Foundation Specialty Course. Successfully complete at least one ICI Foundation Specialty Course. A comprehensive list of ICI Foundation Specialty courses can be located at post.ca.gov/ici-foundation-specialty-course.

(c) Investigative Elective Courses. Successfully complete at least three ICI Foundation Investigative Elective Courses. Each Investigative Elective Course must have a minimum of 24 hours of instruction. Investigative Elective Courses that are a minimum length of eight hours may be combined to satisfy the 24-hour requirement. A comprehensive list of ICI Investigative Elective Courses can be located at https://post.ca.gov/post_docs/training/icielectives.doc. Courses in enforcement, weapons, tactics, and supervision/management are not considered investigative training.

(d) Peace Officer Standards and Training (POST) application process and be awarded an ICI Specialty Certificate.

(e) Detective certification award from Enforcement and Planning Division.

b. Recurrent Training. Officers who are working in a detective assignment and have completed their initial required training as prescribed in this chapter shall also

complete, at a minimum, 40 hours of recurrent POST-certified training directly related to the employee's ICI Foundation Specialty and/or criminal investigations. **This training requirement shall be completed annually.**

c. Additional Training. Officers who are working in a detective assignment should also seek additional POST-certified training directly related to criminal investigations to further enhance their KSA. Considerations for such training should include the following investigative topics; however, priority should be given to the specific needs of the Division:

- (1) Interview and Interrogation Techniques.
- (2) Informant Management.
- (3) Confidential Funds.
- (4) Search Warrant Preparation/Execution.
- (5) Surveillance Techniques.
- (6) Crime Scene Investigation.
- (7) Crime Scene Photography.
- (8) Latent Fingerprint Development/Comparison.

d. Allied Agency Mentorship Program. Officers assigned to a Division detective assignment should participate in an allied agency mentorship (AAM) program within one year of initial assignment. The requirements for completion of this program are as follows:

- (1) The AAM program length should be no less than 20 working days and no longer than 40 working days. Exceptions can be made with the concurrence of the Division commander.
- (2) The AAM program participation should be directly related to the officer's ICI Foundation Specialty.
- (3) The AAM program may be implemented intermittently when the use of the officer is essential to maintain operational needs and service to the public, and/or when the allied agency partner does not have sufficient criminal cases to justify consecutive participation.

(4) Employees may be exempt from the AAM program depending upon the employee's individual KSA specifically related to the role of the detective assignment. All exemptions shall be determined by the ISU coordinator, with the concurrence of the Division commander and FSS.

e. Training Compliance. Officers assigned to a detective assignment shall adhere to the training requirements prescribed in this chapter. If, at any time during the detective assignment, the officer fails to successfully complete these requirements when the opportunity has been provided, they shall be removed from the detective assignment.

f. Detective Associates. Officers identified and selected to the Detective Associate Program (DAP) will receive priority enrollment in courses related to attaining the required ICI certification. These courses may be made available only once uniformed employees currently working in a detective assignment have completed their required training. Investigative Services Unit coordinators will be responsible for maintaining a list of DAP personnel and shall ensure courses are provided to detective associates, when available.

g. Detective Supervision. Sergeants assigned to supervise detectives shall, at a minimum, successfully complete the following training requirements, and should do so within 12 months of initial assignment.

(1) Core Course. Successfully complete the POST Robert Presley ICI Core Course (80 hours).

(2) Detective Supervision/Leadership Course. Successfully complete a POST-certified course in the supervision and/or leadership of employees working in detective assignments.

(3) Interagency Relationships. In addition to the requirements above, supervisors will be required to establish and maintain interagency relationships with their respective allied agency detective supervisors. Supervisors should meet on a regular basis with allied agencies to familiarize themselves with current crime trends and maintain interagency relationships within the Division.

(a) Supervisors shall document their quarterly contacts on their monthly CHP 112, Management Summary, to properly track this requirement.

h. Training Reporting Requirements. Each Division ISU coordinator is required to submit a roster to FSS containing a list of all personnel assigned to the Detective Program which includes all completed training identified in this manual. This roster is required on or before February 1st of each year.

2. DETECTIVE ORIENTATION/TRAINING PROGRAM. The Detective Orientation/Training Program training format consists of the job-related KSA, and tasks presented in the structured CHP 136Z, Detective Orientation/Training Program (the CHP 136Z, and all other forms mentioned in this chapter, may be found on the CHP Intranet under Forms). This program should be completed within 12 months of initial assignment as a Division detective. The program requirements shall be completed concurrently with the POST requirements and shall be accomplished by the following:

a. Assignment. The newly assigned employee will be paired (assigned/mentored) with a Division detective trainer or designee for a period of 12 months for orientation and to complete the CHP 136Z.

(1) A Division detective trainer shall be selected by the ISU coordinator to perform the duties associated with the orientation/training of newly assigned employees.

(2) A Division detective trainer should have a minimum of two years of experience working in the capacity of an investigator and/or detective.

b. Documentation. The use of the CHP 136Z ensures all elements of the Division detective roles and responsibilities are explained, demonstrated, and/or performed during the training period. Upon completion of each task, the trainer shall enter the completion date, and both the detective trainer and trainee shall initial in the appropriate spaces.

c. Remedial Training. Upon approval by the appropriate supervisor, detectives who are deemed not proficient on the CHP 136Z may be provided remedial training until the investigative tasks listed in the CHP 136Z can be proficiently performed. Additional trainers may be utilized at the discretion of the ISU Coordinator. The comments section of the CHP 136Z shall be used to document the need for remedial training and additional information related to the remedial training provided.

(1) Prior to providing remedial training, the employee shall be provided a memorandum outlining the areas in which they have demonstrated substandard performance.

(2) If an employee working in a Division detective assignment maintains substandard performance after remedial training, they shall be removed from the detective assignment.

d. Completion. Upon successful completion of the CHP 136Z, it shall be signed by the officer, detective trainer, and supervisor prior to placement in the officer's field folder for the duration of the Division detective assignment.

e. Exemption. With the approval of the ISU coordinator, Division supervisors may be exempt from this formalized orientation/training requirement; however, they will be required to have a clear understanding of the information contained in the CHP 136Z.

3. ACTIVITY REPORTING. In order to establish uniform reporting requirements, and to measure the effectiveness of Division detective personnel, the following forms shall be completed to record Division detective activities.

a. CHP 100I, Criminal Investigations Activity Summary.

(1) Report Submission. Unless there is an activity summary specific to their specialty, all Division criminal investigations personnel assigned to the Departmental Detective Program (DDP) shall record their activity on a CHP 100I. Area Detective Associates may use the CHP 100I in conjunction with the CHP 100, Officer's Evaluation/Activity Summary.

(2) Report Preparation.

(a) Daily entries on this report should be made by investigating officers no later than the start of the next working day; the CHP 100I should be submitted to the reviewing supervisor no later than the fifth day of the following month.

(b) To eliminate duplication of statistics, only the primary investigating officer, or officer most involved in an investigation activity including investigation assists, shall report activity in the activity counts boxes in Section A of the CHP 100I. Counts taken for investigation assistance shall be listed only if a detective actively participates in the investigation.

(c) Personnel will record their activity on the CHP 100I in the appropriate boxes for a given date. Time associated with these activities shall be recorded on the corresponding line of Section B using tenths of an hour.

(d) Page 1 of the CHP 100I shall be prepared as follows:

1 Identifying Information. The preparer's name, identification number, Area or Division number, and shift shall be recorded in the corresponding boxes at the top of page 1. The preparer shall also indicate their assigned partner (if any), immediate supervisor, and the appropriate month and year.

2 Community Engagement. Investigative personnel shall provide remarks in this section highlighting activities which directly and

favorably impacted the public, or that helped to foster public trust for the Department or law enforcement as a whole. It is important to reflect upon how daily activities which may also be recorded in the subsequent sections (“Investigations” and “Assist and Other”) may qualify as community engagement activities.

3 Investigations. Record comments providing noteworthy details about initiated or ongoing investigations.

4 Assist and Other. This section provides an opportunity for employees to detail other noteworthy events or information not pertaining to community engagement or investigations.

5 Critical Tasks, Written Recognition, and Supervisor’s Comments. These sections are for the use of the supervisor for employee appraisals. Supervisors should complete ratings and remarks by the tenth day of the following month, and forward to the ISU coordinator or appropriate manager for review. Officers may make entries in the Written Recognition section to highlight written recognitions received during the month.

6 Number of Cases Closed/Open. In this section, record the number of cases that were closed during the month and the number of cases still open. The counts can be expressed using a slash to separate the elements. For example, 7/4 would express seven cases closed during the month with four cases still open.

7 Weapons Check/Regular Days Off. The preparer shall indicate regular days off and days upon which weapons inspections were performed.

8 Officer’s Signature and Date. Employees shall sign and date the document in the lower left hand corner of page 1 after the supervisor has commented and rated performance.

(e) Page 2, Section A of the CHP 100I shall be prepared as follows, with activity time recorded on the corresponding line of Section B:

1 Community Engagement. List the number of activities or tasks performed that directly and favorably impacted the public, or that helped to foster public trust for the Department or law enforcement as a whole. Examples may include meetings with civilians’ groups, recruiting or school presentations, job fairs, providing training or helpful information to members of the public, or providing extraordinary investigative service to a crime victim, family, or group.

2 Property Investigations. List the number of property investigations initiated for which the preparer will be the primary investigator.

3 Persons Investigations. List the number of persons investigations initiated for which the preparer will be the primary investigator.

4 Investigation Assists. List the number of investigation assists provided to others. An investigation assist activity count shall be taken only by the primary assisting detective. The primary assisting detective is required to complete a CHP 135, Investigation Assistance Request, or CHP 216, Arrest – Investigation Report, when activity is recorded in this section. Other detectives who may have assisted will only record their time under Investigation Assists in Section B of their CHP 100I. Involvement in any prolonged assist activity shall be explained in the remarks section of the CHP 100I. The following may be included under the Investigation Assists section:

a Interviewing witnesses, coordinating with district attorneys, and filing summary reports for involved agencies.

b Other activities directly related to criminal investigations or the coordination of prosecution of a criminal matter.

5 Self-Initiated Arrests. List the number of arrests resulting directly from an investigation. Booking slips and Department of Justice 8715 forms, Adult Disposition of Arrest and Court Action, will be required to support a count in this category.

6 Arrest Assists. When acting as the primary assistant to the employee responsible for the arrest, list the assist on this row. When conducting other business relative to an arrest or acting in a support role, only show time on the corresponding line in Section B.

7 Complaints Filed. List the number of cases submitted for prosecution where there is not a corresponding arrest. This would include cases where an arrest warrant is sought, or charges are being added to a prior arrest based on further investigation.

8 Search Warrants Written. List the number of search warrants submitted to the court. All time spent in warrant preparation, submission, and editing shall be shown on the corresponding line in Section B.

9 Other Warrants Written. List the number of non-search warrants submitted to the court. This could include such documents as Ramey

and Steagald warrants or warrants for records and other evidence. All time spent in warrant preparation, submission, and editing shall be shown on the corresponding line in Section B.

10 Warrants Served. List the number of warrants served or executed (this count shall only be recorded by the preparer of the warrant). Personnel working in support of warrant service shall only show time on the corresponding line in Section B.

11 Surveillance. The primary investigator of the person or location under surveillance, or the person responsible for coordinating the surveillance operation if the primary investigator is not present, shall list this activity count. All others working in support of the surveillance record their time only on the corresponding line in Section B.

12 Meeting/Briefings. List the number of meetings or briefings attended.

b. Notification to Field Support Section. The ISU coordinators shall report the following information to FSS in a timely manner either by telephone, e-mail, or Communications Network message.

(1) Unusual or Noteworthy Cases. Summary of cases having sufficient magnitude to necessitate the dissemination of information to other investigative personnel.

(2) Problems Encountered. Summary of problems encountered with the DDP.