

**CHAPTER 4**  
**TRAINING**  
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## CHAPTER 4

### TRAINING

1. PURPOSE. The purpose of this chapter is to establish training guidelines for the Critical Incident Investigation Team (CIIT) program.
2. POLICY. The guidelines in this chapter should be used by all Division teams in the establishment of their basic, advanced, and in-service training programs.
3. GENERAL.
  - a. Critical incident investigations are complex and require a level of expertise in a number of specific disciplines. It is recognized that in order to establish and maintain the necessary degree of expertise in these disciplines, a training program must be developed that meets the needs of each discipline, as well as the needs of the CIIT program in general.
  - b. The training needs of the CIIT program will be separated into the following four categories:
    - (1) Basic Team Member Training.
    - (2) Advanced Training.
    - (3) In-Service Training.
    - (4) Informal Training.
4. CRITICAL INCIDENT INVESTIGATION TEAM TRAINING.
  - a. Basic Team Member Training. This training is for personnel new to the CIIT program and should include, but is not limited to, California Highway Patrol (CHP) CIIT training and Peace Officer Standards and Training (POST)-certified Institute of Criminal Investigation's (ICI) Basic Criminal Investigation (BCI) courses. Basic Team Member Training should be completed within the first 12 months of assignment which should be coordinated through Field Support Section (FSS).
  - b. Advanced Training. This training is for personnel assigned to the CIIT program and should include, but is not limited to, CHP CIIT training, POST-certified ICI BCI courses, POST-certified Officer-Involved Shooting (OIS), POST-certified ICI

Homicide Investigation, and POST-certified ICI Crime Scene Investigation and Reconstruction courses. Advanced training should be complete within two years of assignment. All advanced training shall be coordinated through FSS.

c. In-Service Training. This training is for personnel assigned to the CIIT program and should include, but is not limited to, refresher courses in OIS, POST-certified ICI BCI, as well as new policies and procedures. This training should be completed every two years and shall be coordinated by FSS.

d. Informal Training. The Division commander shall schedule a member of the CIIT to attend Area training days to discuss first responder responsibilities, supervisor responsibilities, and officer safety issues related to critical incidents, on an annual basis.

## 5. RESPONSIBILITIES.

### a. Team Responsibility.

(1) The Division coordinator has the responsibility to evaluate the training needs of their team on an ongoing basis. The Division coordinator shall maintain a current roster of CIIT members.

(2) Annually, the Division coordinator shall provide a current CIIT roster to FSS. This updated roster is due on or before February 1st. The roster shall include the names of all CIIT investigators and associates, and shall list all specialized investigative training received by each individual.

(3) All CIIT training shall be requested in writing through channels to FSS.

(4) The Division coordinator has the responsibility of ensuring team members receive the necessary training to maintain a fully qualified CIIT roster.

(5) The Division coordinator shall report all training given or received to FSS.

### b. Field Support Section Responsibilities.

(1) Field Support Section shall evaluate the training needs of the CIIT program on an ongoing basis.

(a) Field Support Section will draft proposals for training in those areas where an identified need exists.

(b) The proposal shall be submitted through channels for approval.

(2) Field Support Section shall evaluate requests received from teams identifying the need for training. If the training request is not approved, FSS will prepare a memorandum outlining the reason for disapproval along with any recommendations. The memorandum will then be routed through channels to the requesting team.

(3) Field Support Section shall coordinate training classes based upon needs and available funds budgeted for training.

6. CRITICAL INCIDENT INVESTIGATION TEAM COORDINATOR/TEAM LEADER MEETING. The purpose of a CIIT coordinator/team leader meeting is to disseminate information, resolve issues, and develop policy for the advancement of the CIIT program. Field Support Section, as the Office of Primary Interest for CIIT, shall be responsible for organizing and hosting CIIT coordinator/team leader meeting and training on an annual basis.

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