

**CHAPTER 7**

**TRAINING**

**REVISED APRIL 2025**

**TABLE OF CONTENTS**

PURPOSE..... 7-3  
POLICY..... 7-3  
GENERAL..... 7-3  
    Program-Level Training ..... 7-3  
    Team-Level Training..... 7-4  
RESPONSIBILITIES ..... 7-4  
    Team Responsibility ..... 7-4  
    Collision Investigation Unit Responsibilities..... 7-5

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 7

### TRAINING

1. PURPOSE. The purpose of this chapter is to establish training guidelines for the Multidisciplinary Accident Investigation Team (MAIT) program.
2. POLICY. The guidelines in this chapter should be used by all Division MAIT in the establishment of their training programs.
3. GENERAL.
  - a. Multidisciplinary crash reconstruction is a complex and highly technical field which requires a high 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 MAIT program in general.
  - b. The training needs of the MAIT program can be separated into two specific areas.
    - (1) Program-level training.
    - (2) Team-level training.
  - c. Program-Level Training.
    - (1) Program-level training includes, but is not limited to, the following training categories.
      - (a) Entry-level training for personnel new to the MAIT program.
      - (b) Advanced training for personnel working within the MAIT program.
      - (c) Training in specific areas of interest which cannot be conducted at the team level.
      - (d) Training given at the team level which by its nature would be of unusual value to the entire program.
      - (e) Any other training which is required to meet the operational needs of the MAIT program.

(2) Program-level training will include training conducted by agencies, institutions, and individuals from outside the Department, as well as training conducted by individuals from within the Department.

(3) Any training provided to an outside agency by a MAIT member must first be approved by the Enforcement and Planning Division (EPD), Collision Investigation Unit (CIU).

d. Team-Level Training.

(1) Team-level training includes, but is not limited to, the following training categories:

(a) On-the-job training or tutoring of new MAIT personnel.

(b) Training designed to meet the specific needs of the MAIT conducting the training.

(c) Training and exchange of information during quarterly MAIT meetings.

(d) Any other training which is required to meet the operational needs of the Division MAIT.

(e) Attendance by personnel at quarterly or annual training, including conferences provided within the crash reconstruction community as part of an association (e.g., California Association of Accident Reconstruction Specialists, National Association of Professional Accident Reconstruction Specialists, Society of Automotive Engineers International).

(2) Team-level training may include training conducted by agencies, institutions, and individuals from outside the Department, as well as training conducted by individuals from within the Department.

(3) Team-level training should be conducted on an as-needed basis.

4. RESPONSIBILITIES.

a. Team Responsibility.

(1) The MAIT leader has the responsibility to evaluate the training needs of their team on an ongoing basis.

(2) Those training needs which meet the criteria of program-level training are to be requested in writing through channels to the EPD, CIU, and should

include the following elements in accordance with Highway Patrol Manual 70.13, Departmental Training Manual.

- (a) The specific area of training and disciplines involved.
- (b) Why the training is needed.
- (c) What the specific objectives of the training should be.
- (d) Training resources, if known.
- (e) How individuals from the requesting MAIT would be attending the training.

(3) If the training need meets the criteria of team-level training, the MAIT leader has the responsibility of developing and conducting the training program.

(4) The MAIT leader will report all training to the CIU, given or received, as required in Chapter 9, Program Reporting Requirements, paragraph 3.a., of this manual. The MAIT leader, or their representative, will provide CIU with a roster of course attendees, course certificates, and all other relevant course documentation for the purposes of records retention.

b. Collision Investigation Unit Responsibilities.

(1) The CIU shall evaluate the training needs of the MAIT program on an ongoing basis.

- (a) The CIU will draft proposals for training in those areas where an identified need exists.
- (b) The proposal shall be submitted through channels for approval.

(2) The CIU will evaluate requests received from teams identifying the need for program-level training. If the training request is not approved, the CIU will prepare a memorandum outlining the reason for disapproval along with any recommendations and route the memorandum through channels to the requesting MAIT.

(3) When program-level training is approved, the CIU has the responsibility for preparing and coordinating the training program, including the following:

- (a) The CIU will monitor training needs for MAIT.
- (b) The CIU will submit an annual training plan to the EPD.

(c) The CIU will coordinate training classes based upon needs and funds available.

(d) The CIU will retain all appropriate training records information and issue certificates when required.