

CHAPTER 1
TRAINING POLICY
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TABLE OF CONTENTS

<u>GENERAL</u>	1-3
<u>POLICY</u>	1-3
<u>OBJECTIVES</u>	1-3
<u>RESPONSIBILITIES</u>	1-4
Assistant Commissioner, Staff	1-4
Division Chiefs	1-4
Organizational Development Section.....	1-4
Administrative Services Division	1-5
Equal Opportunity & Access Section	1-5
Commanders	1-5
Employees	1-5
<u>GOALS</u>	1-5
<u>AUTHORITIES</u>	1-5
<u>DEFINITIONS</u>	1-5
Career Development Plan	1-5
Categories of Training	1-6
Development Opportunities	1-7
<u>TYPES OF TRAINING</u>	1-8
In-Service Training.....	1-8
Out-Service Training.....	1-8

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CHAPTER 1
TRAINING POLICY

1. GENERAL. The purpose of the CHP training program is to provide quality service to the public by improving the knowledge, skills, and abilities of the Department's employees through a comprehensive and flexible program of employee training and development. The Department's training and development programs shall be economical, effective, and consistent with the interests of the public, the state, and the law, as well as the Department and its employees.

2. POLICY. The CHP's policy is to provide relevant training that develops departmental employees and equips them with the skills needed for both current and future roles. This ensures the Department can align with the evolving needs and priorities of the Department to successfully fulfill its mission.

3. OBJECTIVES. The Department's training program objectives are as follows:
 - a. Provide guidance and direction for all training efforts conducted by or for the Department. Resources for meeting departmental training needs shall be allocated in the following priority order:
 - (1) Job-required training.
 - (2) Job-related training.
 - (3) Upward mobility training.
 - (4) Career-related training.
 - (5) Individual Development Plan.

 - b. Assist with the development of individual training plans for personnel with identified training needs, provide data to assist the Department in clearly focusing training efforts on areas of greatest need, and provide data to assist the Department in developing employees in new and promotional assignments.

 - c. Provide training opportunities to qualified instructors for applicable departmental training programs.

 - d. Ensure all training information is current and does not conflict with other training courses, policies, guidelines, etc.

- e. Ensure outdated training information is eliminated from all online and printed training courses, manuals, guides, bulletins, and publications.
- f. Provide training to meet the needs of the Department's Upward Mobility Program and Career Development Program (CDP).
- g. Evaluate the effectiveness of all departmental training.
- h. Provide for the reporting of all training accomplishments.
- i. Provide mandated and leadership training required by law, state policy, departmental policy, or the Office of the Commissioner.

4. RESPONSIBILITIES.

- a. Assistant Commissioner, Staff. The Assistant Commissioner, Staff, has the overall responsibility for developing the Department's personnel, providing guidance and direction for training, and approving departmental training programs, plans, and policies.
- b. Division Chiefs. Division Chiefs are responsible for monitoring and approving training requests received from commands within the Division. This includes considerations identified in paragraph 4.g.
- c. Organizational Development Section. The Organizational Development Section (ODS) is responsible for the following:
 - (1) Coordinating and administering the Department's training policy.
 - (2) Providing assistance to commanders/management in planning, developing, and coordinating training programs.
 - (3) Administering the Out-Service Training and the Career Development Programs.
 - (4) Evaluating all formal and informal training and development programs relative to content and methodology to provide training recommendations to interested employees.
 - (5) Providing ongoing instructor development and certification, as required.
 - (6) Maintaining the Mandated Course Catalog.

(7) Ensuring compliance with training mandates established by the Commission on Peace Officer Standards and Training and California Department of Human Resources (CalHR).

d. Administrative Services Division. Administrative Services Division is responsible for cost accounting of all training and development programs, and the reporting of fiscal information to ODS.

e. Equal Opportunity & Access Section. The Equal Opportunity & Access Section is responsible for the administration of the Department's Upward Mobility Program. (Refer to Highway Patrol Manual [HPM] 10.12, Equal Employment Opportunity Manual, Chapter 12, Upward Mobility Program.)

f. Commanders. All commanders are responsible for the following:

(1) Identifying employees' training needs.

(2) Ensuring the mandated training and leadership development hours are completed successfully and within the required timeframes.

(3) Evaluating training effects on employees' performance and making recommendations to the ODS on ineffective training.

g. Employees. All employees are responsible for seeking training opportunities to improve their performance on the job, effectively implementing the skills and abilities acquired through training, and initiating their own CDPs.

5. GOALS. Goals for the various departmental training programs will be developed by the appropriate Office of Primary Interest.

6. AUTHORITIES. All mandated training, the corresponding authority, and course descriptions are located on the CHP Intranet site at [Organizational Development Section](#), in the Mandated Course Catalog.

7. DEFINITIONS. Terms defined in this chapter provide uniform language for use in training and development.

a. Career Development Plan. A written plan developed by an employee, with assistance from their supervisor, describing their personal training and development goals. This plan shall be approved by the employee's commander. (Refer to Chapter 9, Career Development Program, of this manual.)

b. Categories of Training. Training for all state employees falls into one of the following categories established by Title 2, Section 599.817 of the California Code of Regulations:

(1) Job-Required Training. Training designed to ensure adequate performance in an employee's current assignment. Job-required training includes:

(a) Orientation training to acquaint all new employees with state service, departmental organization, state and departmental personnel practices, and employee benefits.

(b) Training necessary for newly assigned employees to acquire an acceptable level of competence in their assignments.

(c) Training mandated by law, state policy, departmental policy, or the Commissioner, including safety training as outlined in the Mandated Course Catalog.

(2) Job-Related Training. Training designed to increase an employee's job proficiency.

(a) Job-related training will enable an employee to improve their performance above the acceptable level of competency established for the specific job assignment.

(3) Upward Mobility Training. Training designed to assist employees and the Department's overall employment program pursuant to Sections 19400 and 19401 of the California Government Code. For training purposes, upward mobility is defined as movement from low-paying classifications to entry-level technical, professional, and administrative (TPA) classifications (refer to HPM 10.12, Chapter 12). The Upward Mobility Program is designed to assist qualified employees in meeting the minimum qualifications for entry-level TPA classification examinations.

(4) Career-Related Training. Training designed to assist the employee in developing their career potential. This training should not relate to the achievement of a departmental upward mobility goal. This training should align with the Department's mission and provide the employee with an opportunity for self-development. This training does not have to be related to the employee's current job, but the added benefits of competence and performance in present or future assignments should result from the training. Employees who do not qualify for the Upward Mobility Program, but need a CHP 50B, Upward Mobility Career Plan, to attend career-related training may submit an approved CHP 50B form. Refer to HPM 10.12, Chapter 12, for additional information on completing the CHP 50B.

(5) Individual Development Plan. A written plan describing training or development programs in which the employee intends to participate, and which is approved by the employee's supervisor.

c. Development Opportunities.

(1) Rotational Assignment. A planned movement of personnel between positions within or between departments for the purpose of preparing the individual for an assignment with greater responsibilities within their present position and/or the movement to higher-level positions. This can be accomplished by:

(a) Training and Development Assignment. A temporary loan or assignment of personnel within or between departments, not to exceed two years. Such an assignment may occur in class series other than the one in which the employee holds permanent status. (Refer to HPM 10.3, Personnel Transactions Manual, Chapter 34, Training and Development Assignments.)

(b) Transfers. In-grade rotations within or between departments for the purpose of giving employees diversified work experience.

(c) Field and Headquarters Temporary Assignment. A temporary (30-, 60-, 90-day) in-grade rotation of staff personnel within or between Areas, Divisions, or headquarters for the purpose of providing job enrichment and career development and assisting the headquarters, Divisions, or Area offices in meeting special project and task commitments.

(2) Special-Duty Assignment. A temporary or permanent assignment of field uniformed employees to any duty other than road patrol in order to broaden the employee's field experience such as public affairs, courts, Vehicle Identification Number, evidence, etc.

(3) Formal Education. Academic courses or degree and certificate programs related to the employee's occupation, the Department's programs or functions, or the career development goals of the employee.

(4) Upward Mobility Career Plan. A plan, documented on a CHP 50B, which establishes individual program goals and objectives for an employee who qualifies based on upward mobility training criteria.

(5) Interchange Between Governmental Jurisdictions. The movement or exchange of employees between state civil service and other governmental jurisdictions for up to two years for training purposes.

(6) Training. The process where state employees, either individually or in groups, participate in a formalized program of instruction (with a lesson plan, instructor, and student interaction) permitting the employee to acquire skills and knowledge. Training can be virtual or in-person. The Department has two types of training categories: in-service and out-service. Refer to paragraph 8. for additional information.

8. TYPES OF TRAINING.

a. In-Service Training. Training that is sponsored and administered by the Department or the state for employees where a high degree of control is maintained over the course content. Such training includes courses or activities that are:

- (1) Designed and administered by the Department.
- (2) Designed and administered through a joint agreement with another state agency.
- (3) Designed and contracted exclusively for the state through private consultants or firms, regional training centers, accredited colleges or universities, or other nonstate agencies.

b. Out-Service Training. Training sponsored by a nonstate agency and is open to the public as well as state employees. Sponsoring agencies maintain control over course content. Out-service training meets a departmental need for scientific, technical, professional, and management skills of an employee for job-required development, job-related development, upward mobility development, or career-related development. Training is funded by each Division's training allocation. Such training includes courses or activities that are:

- (1) Offered through accredited colleges or universities.
- (2) Not sponsored by the state but offered by a regional training center.
- (3) Conducted by private consultants, firms, or other nonstate agencies.
- (4) Conferences or conventions that are conducted primarily for educational purposes and not for professional affiliation purposes.