

CHAPTER 13
ADDITIONAL SPECIALIZED TRAINING OPPORTUNITIES
REVISED AUGUST 2025
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CHAPTER 13

ADDITIONAL SPECIALIZED TRAINING OPPORTUNITIES

1. GENERAL.

a. The Department encourages employee professional growth and development through Specialized Training Programs (STP). This chapter pertains to STP not offered through the Federal Bureau of Investigation, Department of Homeland Security, the Commission on Peace Officer Standards and Training, or the California State University, Sacramento.

b. This chapter includes the following STP:

(1) Leadership Development Course (LDC), offered through the California Peace Officers' Association (CPOA).

(2) Leadership Development Institute (LDI), offered through the Los Angeles County Sherriff's Department (LASD).

(3) San Diego County Regional Leadership Institute (SDCRLI), offered through the San Diego County District Attorney's Office (SDCDA).

(4) Executive Leadership Program (ELP), offered through the University of Southern California (USC).

2. SELECTION. Candidate selection for STPs listed below are decided by Executive Management based upon the needs of the Department.

3. ATTENDANCE.

a. Candidate Responsibilities. It is the responsibility of each candidate to follow the commitment memorandum provided to them in an e-mail by the Organizational Development Section (ODS). Each candidate shall reply via e-mail to confirm their receipt and understanding of the contents of the commitment memorandum. Each candidate shall only remove themselves from an assigned course under catastrophic circumstances. The candidate shall notify their commander if they elect to drop from a course that they have been selected by Executive Management to attend. The candidate shall also notify the STP coordinator in the ODS. The ODS will process the candidate's removal from the course with the training venue. Additionally, each candidate shall obtain a memorandum approving their removal from an assigned course from the appropriate Division commander.

Dependent upon the reason for removal, the candidate may be suspended for three years from applying for any training opportunities handled through the STP. Upon approval of removal, if the candidate is eligible and wishes to reenroll in a course, reenrollment shall be handled by the ODS.

b. Upon completion of the training, the graduate(s) shall complete a CHP 50A, Evaluation of Out-Service Training, to gauge the effectiveness of the training opportunity.

c. Upon completion of the STP, the candidate(s) shall use their newly obtained skills and knowledge by serving as an ODS facilitator and/or working group member as a contribution to the mission of the Department.

d. After completion of the training, students are expected to remain a member of the Department for three years.

4. CALIFORNIA PEACE OFFICERS' ASSOCIATION LEADERSHIP DEVELOPMENT COURSE.

a. Overview. The LDC is a course offered through the CPOA. The course consists of two, one week sessions held over three months, in various locations throughout California. The course provides line-level officers the building blocks to grow into leadership positions through the belief that the most powerful way to grow as a leader is to become truly self-aware. At the conclusion of the LDC, officers will have explored leadership concepts of character, competence, caring, and trust. More information on the LDC can be found on CPOA's website.

b. Eligibility. This training program is available to uniformed officers with a minimum of two years in grade.

c. Internal Application Process.

(1) Applications for the LDC will be solicited annually, via Communications Network (Comm-Net) message. Application templates can be found on the CHP Intranet site ➤ Training ➤ Specialized Training ➤ ODS page.

(2) Each candidate will complete the application template and submit it directly to the STP coordinator with a memorandum of support from their command. The STP coordinator shall contact the candidate's Division Administrative Assistant to confirm the Division commander's support of the candidate's application.

(3) The ODS will compile all applications for review and submit to the LDC subcommittee. The LDC subcommittee, comprised of prior attendees, will

review the submitted application packages and make recommendations to Executive Management indicating which candidate would receive the greatest benefit from the program, coupled with who would make the greatest impact on the Department. Using a matrix, each candidate will be scored in the following categories:

(a) Purpose Statement/Essay Evaluation: Candidate discusses the reason for attendance, personal and career expectations of the program, and expected contributions to the Department.

(b) Job Performance: Candidate demonstrates successful job performance based upon the memorandum of support from the applicant's command and a minimum of one year of proficient or excellent performance evaluations.

(c) Commitment to the CHP Mission: Candidate demonstrates support of the mission by assisting in program development, program audits, community events, and task forces.

(d) Self-Development: Candidate has attended training, higher education, and/or executive level training courses to further develop their skill sets.

(e) Teaching/Facilitating for the Department: Candidate provides knowledge and skills to departmental employees through instruction and facilitation.

(4) The ODS will publish a Comm-Net message announcing the selected candidate(s).

d. External Application Process. Upon release of the Comm-Net message, the ODS STP coordinator will contact the selected candidate(s) via e-mail, regarding the next steps in the enrollment process.

e. Academic Credit. This is a nondegree granting program and academic credits are not awarded.

f. Residency, Expenses, and Reimbursement. All expenses for the LDC are paid for by the Department and the CPOA. The CPOA provides all books and materials for the course, including three assessments candidates take before and during the course. The Department pays for all associated travel costs as outlined in Highway Patrol Manual (HPM) 11.1 Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims.

5. LOS ANGELES COUNTY SHERIFF'S DEPARTMENT LEADERSHIP DEVELOPMENT INSTITUTE.

- a. Overview. The LDI program is a ground-breaking leadership development program founded on the principle that leadership is intrinsic in professional law enforcement personnel and can be developed in each attendee. The LDI program is designed to enhance uniformed and nonuniformed personnel's ability to be a leader in the communities they serve. Uniformed personnel at the rank of sergeant or above are ineligible to attend. The LDI program helps each attendee recognize their leadership responsibilities and enhance their leadership skills, both personally and professionally. The LDI program consists of six 3-day sessions over the course of six months, all held in varying locations within Los Angeles County. More information can be obtained by contacting the LASD training coordinator at (562) 347-1057.
- b. Eligibility. This training program is available to uniformed officers and nonuniformed personnel, excluding the dispatcher supervisor classifications.
- c. Internal Application Process.
 - (1) Applications for the LDI program will be solicited annually, via Comm-Net message. Application templates can be found on the CHP Intranet site ➤ Training ➤ Specialized Training ➤ ODS page.
 - (2) Each candidate will complete the application template and submit it directly to the STP coordinator with a memorandum of support from their command. The STP coordinator shall contact the candidate's Division Administrative Assistant to confirm the Division commander's support of the candidate's application.
 - (3) The ODS will compile all application packages for review and submit to the LDI program subcommittee. The LDI program subcommittee, comprised of prior attendees, will review the submitted application packages and make recommendations to Executive Management indicating which candidate would receive the greatest benefit from the program, coupled with who would make the greatest impact on the Department. Using a matrix, each candidate will be scored in the following categories:
 - (a) Purpose Statement/Essay Evaluation: Candidate discusses the reason for attendance, personal and career expectations of the program, and expected contributions to the Department, ODS, and their current command.
 - (b) Job Performance: Candidate demonstrates successful job performance based upon the memorandum of support from the applicant's

command and a minimum of one year of proficient or excellent performance evaluations.

(c) Commitment to the CHP Mission: Candidate demonstrates support of the mission by assisting in program development, program audits, community events, and task forces.

(d) Self-Development: Candidate has attended training, higher education, and/or executive level training courses to further develop their skill sets.

(e) Teaching/Facilitating for the Department: Candidate provides knowledge and skills to departmental employees through instruction and facilitation.

(4) The ODS will publish a Comm-Net message announcing the selected candidate(s).

d. External Application Process. Upon release of the Comm-Net message, the STP coordinator will contact the selected candidates, via e-mail, regarding the next steps in the enrollment process. This process includes completing a two hour informational meeting prior to the program (location in the Los Angeles County area). The LASD training coordinator will e-mail the candidates and the STP coordinator with the exact date and location information.

e. Academic Credit. This is a nondegree granting program and academic credits are not awarded.

f. Residency, Expenses, and Reimbursement. All expenses for the LDI program are paid for by the Department and the LASD. The LASD pays for tuition and books. The Department pays for all associated travel costs as outlined in HPM 11.1, Chapter 2.

6. SAN DIEGO COUNTY DISTRICT ATTORNEY'S OFFICE—SAN DIEGO COUNTY REGIONAL LEADERSHIP INSTITUTE.

a. Overview. The SDCRLI is a course offered through the SDCDA. The course consists of two, five day sessions and one, four day session held over three months, in San Diego, California. The course focuses on self-awareness, leadership competency development, and functional skills. At the conclusion of SDCRLI, participants will have explored leadership competencies such as initiative, problem-solving, interpersonal relationships, organizational acumen, communication styles, emotional intelligence, implicit bias, procedural justice,

and media relations. More information on the SDCRLI can be found on the SDCDA website.

b. Eligibility. This training program is available to uniformed and nonuniformed first-line supervisors and middle managers.

c. Internal Application Process.

(1) Applications for the SDCRLI will be solicited annually, via Comm-Net message. Application templates can be found on the CHP Intranet site ➤ Training ➤ Specialized Training ➤ ODS page.

(2) Each candidate will complete the application template and submit it directly to the STP coordinator with a memorandum of support from their command. The STP coordinator shall contact the candidate's Division Administrative Assistant to confirm the Division commander's support of the candidate's application.

(3) The ODS will compile all applications for review and submit to the SDCRLI subcommittee. The SDCRLI subcommittee, comprised of prior attendees, will review the submitted application packages and make recommendations to Executive Management indicating which candidate would receive the greatest benefit from the program, coupled with who would make the greatest impact on the Department. Using a matrix, each candidate will be scored in the following categories:

(a) Purpose Statement/Essay Evaluation: Candidate discusses the reason for attendance, personal and career expectations of the program, and expected contributions to the Department, ODS, and their current command.

(b) Job Performance: Candidate demonstrates successful job performance based upon the memorandum of support from the applicant's command and a minimum of one year of proficient or excellent performance evaluations.

(c) Commitment to the CHP Mission: Candidate demonstrates support of the mission by assisting in program development, program audits, community events, and task forces.

(d) Self-Development: Candidate has attended training, higher education, and/or executive level training courses to further develop their skill sets.

(e) Teaching/Facilitating for the Department: Candidate provides knowledge and skills to departmental employees through instruction and facilitation.

- (4) The ODS will publish a Comm-Net message announcing the selected candidate(s).
- d. External Application Process. Upon release of the Comm-Net message, the STP coordinator will contact the selected candidate(s) via e-mail regarding the next steps in the enrollment process.
- e. Academic Credit. This is a nondegree granting program and academic credits are not awarded.
- f. Residency, Expenses, and Reimbursement. All expenses for the SDCRLI program are paid for by the Department and the SDCDA. The SDCDA pays for tuition and books. The Department pays for all associated travel costs as outlined in HPM 11.1, Chapter 2.

7. UNIVERSITY OF SOUTHERN CALIFORNIA'S EXECUTIVE LEADERSHIP PROGRAM.

- a. Overview. The ELP is a course offered through the USC. The course consists of a one week session held in Los Angeles, California. The course provides senior leaders with a 21st-century approach to public safety by adopting a multidisciplinary and whole of community methodology. At the conclusion of the ELP, participants will have strengthened their cross-functional skills through immersion in key issues and best practices in four modules: leadership, emerging threats, technology, and community engagement. More information on the ELP can be found on USC's website.
- b. Eligibility. This training program is available to uniformed and nonuniformed commanders and above.
- c. Internal Application Process.
- (1) Applications for the ELP will be solicited annually, via Comm-Net message. Application templates can be found on the CHP Intranet site ➤ Training ➤ Specialized Training ➤ ODS page.
- (2) Each candidate will complete the application template and submit it directly to the STP coordinator with a memorandum of support from their command. The STP coordinator shall contact the candidate's Division Administrative Assistant to confirm the Division commander's support of the candidate's application.
- (3) The ODS will compile all application packages for review and submit them to the ELP subcommittee. The ELP subcommittee, comprised of prior

attendees, will review the submitted application packages and make recommendations to Executive Management indicating which candidate would receive the greatest benefit from the program, coupled with who would make the greatest impact on the Department. Using a matrix, each candidate will be scored in the following categories:

- (a) Purpose Statement/Essay Evaluation: Candidate discusses the reason for attendance, personal and career expectations of the program, and expected contributions to the Department, ODS, and their current command.
- (b) Demonstrated Job Performance: Candidate demonstrates successful job performance based upon the memorandum of support from the applicant's command and a minimum of one year of proficient or excellent performance evaluations.
- (c) Commitment to the CHP Mission: Candidate demonstrates support of the mission by assisting in program development, program audits, community events, and task forces.
- (d) Self-Development: Candidate has attended training, higher education, and/or executive level training courses to further develop their skill sets.
- (e) Teaching/Facilitating for the Department: Candidate provides knowledge and skills to departmental employees through instruction and facilitation.

(4) The ODS will publish a Comm-Net message announcing the selected candidate(s).

- d. External Application Process. Upon release of the Comm-Net message, the ODS STP coordinator will contact the selected candidate(s) via e-mail regarding the next steps in the enrollment process.
- e. Academic Credit. This is a nondegree granting program and academic credits are not awarded.
- f. Residency, Expenses, and Reimbursement. All tuition and books for the ELP will be paid for by the Department through the ODS budget. The Department pays for all associated travel costs as outlined in HPM 11.1, Chapter 2.