

CHAPTER 17
DEPARTMENTAL TRAINING COURSES
REVISED DECEMBER 2025
TABLE OF CONTENTS

| | |
|--|------|
| <u>GENERAL</u> | 17-3 |
| <u>COURSE AVAILABILITY</u> | 17-3 |
| <u>DIVISION ALLOCATIONS/EMPLOYEE ASSIGNMENTS</u> | 17-3 |
| <u>RESPONSIBILITIES AND PROCEDURES</u> | 17-3 |
| Departmental Training Office of Primary Interest..... | 17-3 |
| Academy Training..... | 17-3 |
| Organizational Development Section Training..... | 17-4 |
| Division Training Coordinator Requirements | 17-5 |
| Command Requirements..... | 17-6 |
| Trainee Requirements | 17-6 |
| <u>DEPARTMENTAL ATTENDANCE REQUIREMENTS</u> | 17-6 |
| <u>ORGANIZATIONAL DEVELOPMENT SECTION</u> | |
| <u>ATTENDANCE REQUIREMENTS</u> | 17-6 |

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 17

DEPARTMENTAL TRAINING COURSES

1. GENERAL. Through a variety of training courses, the Department equips employees with the skills and knowledge necessary to align with public interests and the Department's training policy. Information about departmental training courses can be found on the CHP Intranet site under Training.

2. COURSE AVAILABILITY. Training is scheduled based upon mandates, departmental needs, and/or demand. The OPI will normally announce upcoming training through a Communications Network (Comm-Net) message to all commands.

3. DIVISION ALLOCATIONS/EMPLOYEE ASSIGNMENTS.
 - a. The OPI course coordinators generally announce the number of training slots allocated to each Division via a Comm-Net message or by e-mail.

 - b. For nonmandated training, Division training coordinators (DTC) coordinate course attendance with the Division commands. Due to the different procedures used by departmental OPIs to determine trainee assignments, a command requesting employee attendance at a specific training course should contact their DTC to request a course assignment. Should commands be unable to fill their courses after contacting their DTC, a Comm-Net message soliciting for students may be distributed. The Comm-Net message shall require command approval in order for the student to attend, with notification via e-mail to their DTC.

 - c. Mandated courses will be filled by the OPI course coordinator in order to meet the specific mandate.

4. RESPONSIBILITIES AND PROCEDURES.
 - a. Departmental Training Office of Primary Interest. Departmental training OPIs (other than the Academy and the Organizational Development Section [ODS]) may have procedures and/or requirements unique to their OPI program. For these courses, it is recommended that DTCs or commands contact the OPI course coordinators directly for instructions.

 - b. Academy Training. The Academy course coordinator will provide the DTCs with information (e.g., course dates, Division allocations) about upcoming training courses and shall provide adequate time for notification to commands within each

Division. Any changes to previously announced courses or allocations will be provided to DTCs as they occur.

c. Organizational Development Section Training.

(1) Mandatory Courses.

(a) The ODS course coordinators will obtain student attendee information from promotional Comm-Net messages and Management Information Retrieval System reports received from Human Resources Section.

These courses are:

- 1 All Commanders' Training Session.
- 2 Command Course.
- 3 Executive Development Program.
- 4 Middle Management Training Course.
- 5 Manager Development Program.
- 6 Sergeants' Leadership Forum.
- 7 Supervisory Development Program.
- 8 First-Line Supervisors' Academy.
- 9 Nonuniformed Orientation Course.
- 10 In-Person Clerical Training.

(b) Students will be placed on mandatory training rosters by course date.

(c) Exemption Process.

1 First Exemption. Requires approval, through channels, by the Division Chief.

2 Subsequent Exemptions. Requires approval, through channels, by the appropriate Commissioner.

3 Students are not allowed to exempt themselves.

4 When exemptions are approved, students are added to the next available course roster. Exemptions from more than one rostered

course will only be granted under rare circumstances. All rescheduling efforts should be made by the employee and the employee's command to ensure compliance with legislative or departmental mandates.

(2) Nonmandatory Courses.

(a) The ODS course coordinators will post solicitation Comm-Net messages for students to attend throughout the year. It is the DTC's responsibility to submit the names of the students and their roster information, along with their command's approval to the ODS course coordinator. These courses are:

- 1 Academy Instructor Certification Course.
- 2 Intermediate Instructor Training Course.
- 3 Staff Analyst Development Course.
- 4 Professional Writing Skills Course.
- 5 Leadership Development Course.

(b) An e-mail to the ODS course coordinator is required if students are not able to attend a course once they have been placed on a roster.

(c) Upon enrollment in a nonmandatory course, students will receive a welcome e-mail from the ODS course coordinator. Communications Network messages will not be generated for nonmandatory training courses.

d. Division Training Coordinator Requirements.

(1) Notify commands within the Division of upcoming training courses. Provide the commands with class-specific reporting instructions and/or required equipment.

(2) Provide the names and ID numbers of selected employees to the training command.

(3) Ensure assigned employees meet all course prerequisites for the particular course.

(4) Promptly notify commands of any changes made to previously announced courses or trainee allocations.

e. Command Requirements.

(1) Promptly provide the DTC or training command with the names and ID numbers of the selected employees. Immediately notify the DTC or training command if there is a need to cancel or reschedule an employee; this will allow the DTC or training command to backfill any class vacancies.

(2) Provide the selected employee(s) course-related information.

(3) Notify the ODS of any exemptions from mandatory training.

f. Trainee Requirements.

(1) Attend assigned training classes. The trainee shall make notification, through channels, if any portion of training will be missed.

(2) Arrive properly equipped and attired for the scheduled course.

(3) Familiarize themselves and comply with departmental travel and housing regulations, including Academy rules, dress code, and reporting instructions.

5. DEPARTMENTAL ATTENDANCE REQUIREMENTS.

a. Formal attendance rosters shall be maintained for all courses hosted by departmental commands. These rosters shall include the course name, course number, date(s) of training, name, ID number, and command assignment for each student attendee.

b. Each student who successfully completes a departmental training course will receive a certificate of completion.

c. Students that miss portions of their training course for either excused or unexcused absences will be required to make up the component that was missed, or in some instances the entire training course. When a "make-up" is required, the certificate of completion will not be provided to the student until successful completion of the course has occurred.

6. ORGANIZATIONAL DEVELOPMENT SECTION ATTENDANCE REQUIREMENTS.

a. For ODS-mandated courses, in order to obtain credit for the course, students are only allowed to miss up to 10 percent of the scheduled course before they will be required to make up the entire training course.

b. For ODS-nonmandated courses, in order to obtain credit for the course, students are only allowed to miss up to 10 percent of the scheduled course. Students are not required to make up the component that was missed. However, students missing more than 10 percent of the scheduled course will be required to retake the entire course in order to obtain credit.

THIS PAGE INTENTIONALLY LEFT BLANK