

**CHAPTER 20**  
**DEPARTMENTAL STANDARDIZED QUARTERLY TRAINING PROGRAM**  
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## CHAPTER 20

### DEPARTMENTAL STANDARDIZED QUARTERLY TRAINING PROGRAM

1. GENERAL. Effective January 1, 1997, the Academy instituted a decentralized training program to ensure all uniformed personnel maintain Commission on Peace Officer Standards and Training (POST) certification. The requirements of POST are fulfilled through a standardized quarterly training program which utilizes a portion of the departmentally mandated training outlined in this manual.

2. PURPOSE.

a. The concept of the Departmental Standardized Quarterly Training Program (DSQTP) is to present standardized training statewide in conjunction with local command training days. The DSQTP serves two purposes: to provide ongoing departmental training and to ensure uniformed employees meet POST Continuing Professional Training (CPT) requirements. Although the program mandates POST-specific hours for each course, time will be allotted during each training block to allow commanders to address local issues.

b. With statewide standardization of the curriculum contained in the DSQTP, personnel who are unable to attend training dates at their assigned command may attend the same training at another command. This will ensure all personnel are up to date on required departmental training.

c. New training courses generated by Offices of Primary Interest (OPI) at Headquarter, the Academy, Divisions, and Executive Offices shall advise the Academy, CPT Unit, prior to course announcement. This will ensure Division training coordinators are aware of any OPI-generated training and will allow the CPT Unit the opportunity to incorporate this training into the DSQTP.

d. The CPT Unit and the Course Design and Compliance (CDC) Unit shall review new course curricula to ensure all content is in compliance with, and meets the standards of, the Department and POST.

3. TRAINING REQUIREMENTS.

a. Commission on Peace Officer Standards and Training Mandated Continuing Professional Training Requirements.

(1) General.

(a) The purpose of POST CPT is to maintain, update, expand, and/or enhance the uniformed employee's knowledge and/or skills.

(b) Every uniformed peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every POST CPT cycle. Every POST CPT cycle is two years in length and begins January 1 of each odd-numbered year.

(c) A complete list of qualifying and nonqualifying training can be found on the POST website, at <https://post.ca.gov>.

(2) Perishable Skills Program.

(a) All uniformed personnel shall complete POST Perishable Skills Program training as outlined below. Perishable Skills Program training shall consist of a minimum of 16 hours every POST CPT cycle. The 16 hours shall consist of a minimum of four hours in each of the following categories:

- 1 Arrest and Control (four hours)
- 2 Driver Training/Awareness (four hours)
- 3 Tactical Firearms (four hours)
- 4 Use of Force (four hours)

(b) All officers and sergeants shall meet POST communications training requirements. Communications training shall consist of a minimum of two hours during every POST CPT cycle. The following course included in the DSQTP qualifies as communications training:

- 1 Strategic Communications (four hours)

4. COURSE DELIVERY.

a. Attendance.

(1) Uniformed personnel attending DSQTP courses shall attend each course in its entirety to receive full credit for the course. Should an employee miss a portion of the course for an unforeseen reason or fail the course, hours attended and unsuccessful course completion shall be documented on the CHP 161, Standardized Course Roster.

(2) Attendance shall be documented on the CHP 161 and shall be recorded in the Employee Training Records System (ETRS), utilizing the “Uniform Course Roster” function, within ten days of course completion.

b. Lesson Plans.

(1) All departmental DSQTP instructor-facilitated courses shall include a lesson plan.

(2) All DSQTP instructors shall adhere to the DSQTP lesson plan.

(3) Lesson plans pertaining to POST-certified DSQTP courses shall be developed based upon the corresponding POST-certified expanded course outline on file with the CDC Unit.

(4) Lesson plans shall, at minimum, include the following:

(a) A statement of performance and job-related objectives.

(b) The content of training and specifications of the appropriate instructional techniques.

(c) Documentation of digital media and other material that supports the performance objectives of the course.

(d) Identification of examinations and/or skills demonstrations used in the course, if applicable.

(e) Student evaluation criterion, if applicable.

c. Examinations. All courses that require an examination shall have the method of examination and performance criterion documented in the lesson plan.

d. Cheating. Uniformed employees found to be cheating on a DSQTP examination shall be subject to disciplinary action as outlined in Highway Patrol Manual 10.2, Internal Investigations Manual.

e. Remedial Training.

(1) Uniformed personnel who do not successfully complete a DSQTP course due to a course examination or performance objective failure shall be required to take remedial instruction at the discretion of the instructor and the Area/Division commander.

(2) Remedial training should be long enough to ensure the student comprehends and can successfully accomplish the performance objectives set forth in the course.

(3) All course remedial training and course remedial exams shall be completed within 30 days of the original course failure.

## 5. RESPONSIBILITIES.

### a. Department Coordination of Program.

(1) The CPT Unit is responsible for the overall coordination of the DSQTP program. This includes the development and maintenance of policies, procedures, and training information.

(2) Divisions shall oversee POST course control numbers and course rosters for all personnel within their Division.

(3) The CPT Unit should forward the annual DSQPT training schedule to the Division training coordinators in the fourth quarter, no later than 60 days prior to the beginning of the next year's scheduled training. The DSQTP schedule will contain specified dates of training and corresponding course control numbers.

(4) The CPT Unit shall schedule annual meetings with Division training coordinators. The meetings will focus on current and future training needs and materials, as well as Area and Division concerns.

(a) Divisions shall ensure the Division training coordinators or their designee attend the annual Division training coordinator meeting.

(5) Academy and headquarters personnel shall attend training days coordinated and scheduled by their respective Division/Section training coordinator to fulfill the requirements of the DSQTP.

### b. Division Coordination of Program.

(1) Division training coordinators are responsible for the overall coordination of the DSQTP at the Division and Area levels.

(2) Division training coordinators shall provide assistance to the CPT Unit in the development, maintenance, and dissemination of training material and information related to the program.

(3) Division training coordinators are responsible for overseeing all DSQTP training rosters for their Division.

(4) Division training coordinators are responsible for ensuring Area/Division compliance with DSQTP training requirements.

c. Commander Responsibilities.

(1) Commanders are responsible for the implementation of the DSQTP at the command level and ensuring personnel attend required training.

(2) Commanders shall ensure training received through the DSQTP is recorded in the ETRS.

6. FORMS.

a. POST 2-112, Instructor Résumé Worksheet. A POST 2-112 is required to be entered into the POST Electronic Data Interchange (EDI) for all personnel instructing POST-certified courses. The CDC Unit is responsible for entering instructor résumés into the POST EDI.

b. POST Course Control Numbers. POST course control numbers shall be generated in the POST EDI by the Division training coordinators for all courses within their respective Division, no less than 30 days in advance.

(1) Training coordinators shall confirm instructor eligibility through the ETRS no less than 30 days in advance.

(2) If the instructor is not listed in the ETRS, the training coordinator shall notify the CDC Unit as soon as practical.

7. COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ELECTRONIC DATA INTERCHANGE.

a. General.

(1) The CPT Unit is designated as the POST EDI Coordinator. All requests for POST EDI access by Division training coordinators shall be processed through the CPT Unit.

(2) The POST EDI website can be accessed at <https://edinet.post.ca.gov>.

(3) The CPT Unit shall provide training related to the use of the POST EDI.

b. User Accounts.

(1) The Division training coordinator shall contact the POST EDI Coordinator to receive an application for POST EDI user access.

(2) The completed POST EDI application shall be returned to the POST EDI Coordinator who will contact POST to set up the POST EDI account.

(3) Divisions shall notify the POST EDI Coordinator via e-mail when the Division training coordinator or any other personnel with POST EDI access transfers out of their Division assignment.

(4) Commission on Peace Officer Standards and Training EDI user accounts shall be audited annually in January by the POST EDI Coordinator.