

**CHAPTER 25**  
**QUARTERLY REVIEW AND TRAINING**  
**NOVEMBER 2019**  
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## CHAPTER 25

### QUARTERLY REVIEW AND TRAINING

1. GENERAL. The purpose of the California Highway Patrol's (CHP) Quarterly Review and Training (QRT) program is to provide a training tool to improve uniformed employees' understanding of policy and law by providing a standardized assessment through a comprehensive and flexible program.
  
2. POLICY. It is the policy of the CHP to provide uniformed employees the opportunity to develop and expand their departmental and general law enforcement knowledge regarding the application of current policies, laws, and trends.
  
3. OBJECTIVES. The objectives of the Department's QRT program are to:
  - a. Provide guidance and direction for required quarterly policy review.
  - b. Deliver consistent training and quarterly policy review to uniformed employees statewide.
  - c. Ensure all content in the quarterly policy review training is current.
  - d. Enhance the effectiveness of quarterly policy review training by engaging uniformed employees with scenario-based questions that are relevant to policy, legislation, and case law.
  
4. RESPONSIBILITIES.
  - a. Professional Training Section. Professional Training Section (PTS) will be responsible for ensuring the administration and overall success of the QRT program.
  - b. Course Design and Compliance Unit. The Course Design and Compliance Unit (CDCU) is responsible for the following:
    - (1) Coordinate and disseminate the Department's QRT.
    - (2) Contact the Offices of Primary Interest (OPI) to collect questions pertaining to the QRT topics (see Annex A).

(3) In addition to the topics listed in paragraph 5.a., the CDCU shall select a contemporary departmental policy which addresses a current and relevant topic. Upon choosing a topic, the CDCU will contact the appropriate OPI who will prepare the questions for the given quarter. The number of questions requested for a topic should not exceed five per quarter.

c. Office of Primary Interest. The OPIs are responsible for the following:

(1) The OPI for each subject reviewed in the QRT shall submit questions to the CDCU for use in the QRT in the required format (scenario based, multiple-choice format with policy and law justifications), at least 60 calendar days prior to the QRT in which the questions are to be used.

(2) The OPI shall ensure questions submitted reflect current policy and law. It is the responsibility of each OPI to ensure the content of the questions they submit for QRT use are relevant and provide beneficial training.

d. Uniformed Employees. Uniformed employees at the rank of captain and below are responsible for completing the QRT, in addition to reviewing the mandated policies listed below in paragraph 5.a. on a quarterly basis.

5. POLICY REVIEW. In addition to topics deemed necessary or appropriate by the PTS, the QRT, at a minimum, shall cover the following:

a. Mandatory Quarterly Policy Review.

(1) Highway Patrol Manual 70.6, Officer Safety Manual, Chapter 1, Use of Force

(2) Highway Patrol Manual 70.6, Chapter 2, Discharge of Firearms

(3) Highway Patrol Manual 70.6, Chapter 5, Pursuit Policy and Emergency Vehicle Operations

(4) Highway Patrol Manual 70.6, Chapter 26, Aerosol Subject Restraint

(5) Highway Patrol Manual 70.6, Chapter 28, 12-Gauge Shotgun with Kinetic Energy Munitions

(6) Highway Patrol Manual 70.6, Chapter 29, Electronic Control Device

(7) Highway Patrol Manual 50.5, Civil Disturbance Planning and Operations Manual, Chapter 2, Operational Guidelines

- (8) HPM 100.86, Risk Management Manual, Chapter 8, Special Relationships
- (9) General Order 100.91, Search and Seizure Policy

b. Quarterly Policy Review Process.

(1) All uniformed employees shall maintain and demonstrate proficiency in the listed subjects in paragraph 5.a. on a quarterly basis. This requirement is satisfied by:

- (a) The review of the subjects listed in paragraph 5.a. on a quarterly basis.
- (b) Reviewing updated Management Memorandums, Communications Network Messages, and case law relevant to the above-listed subjects.
- (c) Completing the QRT assessment.

1 Both QRT A and QRT B shall be completed within each quarter by uniformed employees at the rank of captain and below to satisfy the training objective.

2 The completion of the QRT shall be entered into the employee's Employee Training Records System (ETRS) file by the Area training officer or their designated back-up.

c. Quarterly Review and Training Access. The QRT is readily accessible from the patrol vehicle, as well as any computer connected to the CHP Intranet site.

(1) The following instructions have been provided to aid in accessing the QRT:

(a) Navigate to the *Online Training* page through the CHP Intranet site; Training → Online Training → Quarterly Review and Training.

(b) Upon selecting the QRT, two assessments, QRT A and QRT B, will be presented.

(c) Select either QRT A or QRT B.

(d) Login to the assessment.

(e) Once completed, print the certificate and submit the certificate to the training officer for entry into the ETRS.

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## ANNEX A

### QUARTERLY REVIEW AND TRAINING QUARTERLY ALLOTMENT

The following table reflects the number of questions required for each topic, per quarter, from each Office of Primary Interest (OPI).

<b>TOPIC</b>	<b>OPI</b>	<b>NUMBER OF QUESTIONS</b>
Search and Seizure	Field Support Section and Academy Criminal Law Unit	8
Arrest and Control	Academy-Physical Training Unit	5
Enforcement Driving	Academy-Emergency Vehicle Operations Course	2
Special Relationships	Office of Risk Management	2
Civil Disturbance	Academy-Advanced Officer Safety Training	1
Emergency Management	Emergency Operations and Safety Services	1
Use of Force	Academy-Advanced Officer Safety Training	5
CHP 415, Daily Field Record	Research and Planning Section	1
Contemporary Departmental Topic	Various	5
<b>TOTAL QUESTIONS PER QUARTER (Quarterly Review and Training A &amp; B)</b>		<b>30</b>

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