

CHAPTER 26
MANDATED TRAINING FOR EMPLOYEES RETURNING TO FULL DUTY
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CHAPTER 26

MANDATED TRAINING FOR EMPLOYEES RETURNING TO FULL DUTY

1. GENERAL. The purpose of this chapter is to provide direction regarding the training requirements for any uniformed employee that has been unable to complete mandated training for an extended period.

2. POLICY. Employees who are unable, for any reason, to complete mandated training for an extended period are required to obtain recertification training from the Department prior to resuming field-related duties. The type and length of recertification training is dependent upon the length of time the employee was unable to complete mandated training. Possible reasons an employee may be unable to complete mandated training include, but are not limited to, being placed on California Labor Code 4800.5 status, limited duty assignment, military leave, or a separation from the Department.
 - a. Employees at any uniformed rank who have been unable to complete mandated training as outlined in Chapter 20, Departmental Standardized Quarterly Training Program, of this manual, for less than one calendar year, shall be recertified at their assigned command.
 - b. Employees at any uniformed rank who have been unable to complete mandated training as outlined in the Departmental Standardized Quarterly Training Program (DSQTP) for one year, but less than three years, are required to complete the Departmental Refresher Training Course (DRTC) or complete the DRTC exemption process.
 - c. Employees at any uniformed rank who have been unable to complete mandated training as outlined in the DSQTP for more than three years are required to complete the Commission on Peace Officer Standards and Training (POST) Requalification Training Course (RTC).
 - d. Area commanders may send uniformed employees who have demonstrated continued poor performance, or would benefit from receiving additional training, to the DRTC. This may occur regardless of DSQTP training compliance, as long as the employee is on full duty status.

3. TRAINING.
 - a. Area Recertification.

(1) Area commands shall train uniformed employees in all mandated training the employee was unable to complete in the DSQTP.

b. Departmental Refresher Training Course.

(1) The DRTC is an agency-specific training course that consists of two consecutive weeks of training, equivalent to 80 hours.

(2) The DRTC shall be held at the Academy.

c. Commission on Peace Officer Standards and Training Requalification Training Course.

(1) The POST RTC is a POST-certified course that consists of five consecutive weeks of training, equivalent to 200 hours.

(2) The POST RTC shall be held at the Academy.

(3) The POST RTC attendees are required to pass POST's comprehensive exam.

4. RESPONSIBILITIES.

a. Academy. The Academy, Continuing Professional Training Unit (CPTU), is the Office of Primary Interest for any missed mandated training. The CPTU is responsible for the following:

(1) Serving as the course manager for the POST RTC and DRTC.

(2) Ensuring the POST RTC meets POST standards.

(3) Ensuring the DRTC meets departmental training standards.

(4) Scheduling the POST RTC and the DRTC dates. These courses should be held semi-annually at the Academy and shall be scheduled around the availability of Academy facilities and personnel.

(5) Overseeing applicable training and assisting with the development of individual training plans for employees.

(6) Ensuring all training entries are entered into the Employee Training Records System (ETRS) and POST Electronic Data Interchange (EDI).

(7) Ensuring all POST RTC attendees receive a departmental firearm, temporary badge (if one has not been obtained by the employee's command), and an identification card.

b. Division Chief.

(1) Monitors and approves training requests received from commands within the Division.

(2) Approves and forwards requests for DRTC exemptions to the appropriate Assistant Commissioner.

c. Area Commander. Identifies uniformed employees who have been unable to successfully complete mandated training and ensures they complete make-up training as outlined in Section 2 of this chapter.

d. Division Training Coordinator.

(1) Notifies commands within the Division of upcoming training courses.

(2) Verifies training records for DRTC exemption requests.

(3) Provides the names, identification numbers, and housing requests to the CPTU for those employees needing training.

5. EXEMPTIONS.

a. An Area commander may submit a request for an exemption for an employee's attendance at the DRTC. This request shall be submitted utilizing a CHP 51, Memorandum, and shall be submitted through appropriate channels to their respective Assistant Commissioner with the following information:

(1) Employee's name.

(2) Employee's identification number.

(3) Dates the employee was unable to complete mandated training.

(4) Justification for the exemption request.

(5) Supporting documentation (e.g., applicable DSQTP training records, checklist, etc.).

b. The Academy shall review the exemption request, and confirm exemption eligibility, including training records verification in both the ETRS and POST EDI.

Once eligibility is determined, the Academy commander shall provide recommendations regarding the approval of the exemption request utilizing a CHP 51. The request and any supporting documentation shall then be submitted through appropriate channels to the Departmental Training Division (DTD) Chief for concurrence.

c. The DTD Chief, upon receipt of the exemption request from the Academy, shall conduct a review. Upon concurrence, the exemption request shall be submitted to the appropriate Assistant Commissioner for approval.

d. Upon approval from the respective Assistant Commissioner, the approved exemption request shall be returned to the Division and subsequently the Area commander who initially submitted the exemption request.

(1) The approved exemption request shall be retained at the command for five years in the employee's training file.

6. FIELD ASSIGNMENT.

a. Upon successful completion of the POST RTC, reinstated employees shall complete the following:

(1) All reinstated employees shall serve a one-year probationary period.

(2) All reinstated employees shall be required to serve a one-year term in their initial field assignment.

b. Area commanders should administratively assign reinstated officers to day shift or swing shift to serve in a ride-along/secondary officer capacity for the first month of their field assignment. This allows the officer the opportunity to learn the area, grasp the standard operating procedures that are unique to the command, and be set up with proper equipment and account access.

(1) Although reinstated officers are required to complete a one-year probationary period, they retain their departmental seniority and are not a part of the Field Training and Evaluation Program (FTEP).

(2) Constructive criticism techniques and evaluations used for trainees during the FTEP shall not be used for reinstatements.