

## CHAPTER 5

### TRAINING

#### 1. BASIC TRAINING.

a. All volunteers shall complete the following training before performing any volunteer activities within the command.

(1) Senior Volunteer Program (SVP) Academy/Initial Training. If the number of new volunteers is large enough, the Division coordinator may schedule and initiate a regional SVP Academy. Included within this training would be information on the CHP (mission, departmental objectives, philosophy, organizational structure, etc.; general personnel and administrative procedures; overview of the SVP and this manual; general security issues; available volunteer activities. These training topics are included in a syllabus (Annex O) for guidance. If the number of volunteers throughout a Division does not warrant a coordinated training session, Area coordinators will provide this initial training at the Area level.

(2) Ongoing Training. Once initial training is completed, ongoing training efforts would include departmental information updates, problem resolution at monthly meetings, and updating specialized and driver training. This ongoing training will be provided at the Area level.

(3) Certificate of Completion. Once a volunteer has completed the initial training course, a Certificate of Completion, CHP 462G (Annex P), will be presented to him/her. A copy of the certificate will be kept in the volunteer's personnel folder.

#### 2. SPECIALIZED TRAINING.

a. Specialized training will be required before a volunteer is involved in specific volunteer activities. This training must be relevant to the assigned activity and approved by the Area coordinator. Specialized training is based on the general area of assignment as follows.

(1) Office Assignments. Training must include information security and limited-access California Law Enforcement Telecommunication System (CLETS) training as provided to non-uniformed employees who do not have access to the CLETS system. A record of this CLETS training shall be kept in the volunteer's personnel folder. Other training will be specific to the proposed tasks.

(2) Field Assignments. Training must include driving state vehicles, weapons familiarization (safe handling procedures), radio operations, cardiopulmonary resuscitation (CPR), and first aid. Other training will be specific to the proposed tasks (e.g., Special Traffic Education Radar (SPECTER) towing, speed surveys, etc.).

3. DRIVING STATE VEHICLES.

a. Prior to operating any state vehicle, volunteers must successfully meet certain prerequisites. All volunteers who drive a state vehicle shall comply with procedures and provisions contained in HPM 10.6, Occupational Safety Manual, Chapter 8.

b. Prerequisites for Driving State Vehicles. The following prerequisites shall be met by all volunteers who drive state vehicles.

(1) Possession of California driver's license. The volunteer shall possess a valid California driver's license.

(2) Initial Assessment of Driving Ability. The Area coordinator shall conduct an initial assessment of a volunteer's driving ability whenever a volunteer may be required to drive a state vehicle on official business. After the initial assessment, volunteers will annually participate in commentary driving sessions lasting between 30 minutes and one hour.

(3) Driver's License Record Check. Upon a volunteer's appointment, the Area coordinator shall request a driver's license record check from the Department of Motor Vehicles via mail. Once received, the printout shall be filed in the volunteer's personnel folder.

(4) Defensive Driving Training. The volunteer must successfully complete defensive driving training provided by the Area. The Area commander may determine the nature and duration of the training based on Area needs. Evidence of successful completion of this training shall be filed in the volunteer's personnel folder.

4. TRAINING RECORDS. The Area coordinator is responsible for maintaining complete training records for all volunteers within the command. The records shall include the type of training received and the date completed. Training records shall be filed in the volunteer's personnel folder.