

## 3-02/080.01 - Training Requirements for Sworn Personnel

This policy identifies mandatory training requirements and programs for sworn personnel who have completed basic recruit academy training. It also establishes requirements for periodic training reports. Exemptions for individual or unit-level training requirements must be approved in writing by the concerned chief.

### Training Nomenclature

**Orientation Training** – This mandatory training is for newly assigned sworn personnel, including reserves. The Deputy Field Training Program and the Sergeant Mentoring Program are two examples of orientation training programs offered.

Every unit shall have an orientation program or package which shall include the following information:

- Expectations of personnel during and following their orientation period;
- Unit-specific information necessary for all personnel to know; and
- Any other information deemed necessary by the unit commander.

**In-Service Training** – This training includes Continued Professional Training (CPT), weapons training, in-house technical schools, specialized outside vendor schools, station training days, Patrol School, Field Training Officer School, Sergeant's Supervisory School, Field Operations School, and any other training provided.

In-service training may or may not be mandatory (see actual in-service training topic for personnel requirements and exclusions). In-service training has been broken down into six categories to simplify the assignment of priorities. These categories are:

- POST – Training that is required by the Commission on Peace Officer Standards and Training;
- STC – Training that is required by the Standards for Training for Corrections;
- State Mandated – Training that is required by statute;
- Federal Mandated – Training that is required by the Federal entity;
- Department Mandated – Training that is required by either departmental or regional policy; and
- Unit Optional – Includes professional development training for individual employees desiring to enhance competence and skills, team training for units, training that might be required to meet local needs, and all other training.

### ORIENTATION TRAINING

#### **Sworn Deputies**

Deputies Newly Assigned to a Patrol, Custody, or Court Function – They shall be assigned to a training officer. The training officer shall adhere to the protocols established within that division's training program during the deputy's training period.

Deputies returning to a Patrol, Custody, or Court Function – The length of an orientation program for those returning to a patrol, custody, or court assignment after a five-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the mentor deputy as to the competency of the deputy.

### **Reserve Deputies**

Reserve Deputies Newly Assigned to Patrol Function – Reserve deputies, in lieu of patrol school, shall be current in Cardiopulmonary Resuscitation (CPR), first-aid, handgun qualification, driver training, side handle baton, and Practical Police Course (PPC). They must also be briefed on all recurrent training topics. The training sergeant, in conjunction with the reserve coordinator, shall assign the reserve deputy to a field training officer. The field training officer shall adhere to the protocols established within the Field Training Program during the reserve deputy's training period.

Reserve Deputies Returning to Patrol Function – The length of an orientation program for those reserve deputies returning to a patrol assignment after a two-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the field training officer as to the competency of the reserve deputy.

### **Sergeants**

Sergeants Newly Assigned to a Patrol, Custody, or Court Function – Sergeants assigned to patrol, custody, or court shall be assigned a mentor sergeant. The mentor sergeant shall adhere to the protocols established within that division's Sergeant Mentoring Program.

Sergeants Returning to a Patrol, Custody, or Court Function – The length of a mentoring program for those sergeants returning to a patrol, custody, or court assignment after a five-year absence will be determined by the unit commander with the recommendation of the training sergeant and the mentor sergeant as to the competency of the sergeant.

### **POST MANDATED**

#### **Recurring Training**

**Continued Professional Training (CPT)** – All sworn personnel (including Level I and Level II reserve deputies), law enforcement technicians, and Sheriff's Communications Center dispatchers shall satisfactorily complete the CPT requirement of 24 or more hours of qualified POST approved training during every two-year CPT cycle. Sworn custody personnel who complete required Standards and Training for Corrections (STC) fulfills the CPT requirement.

**Perishable Skills Program Training (PSP)** – Effective January 1, 2002, all deputy sheriffs (except reserve deputies and jail deputies); below the middle management position are required to complete Perishable Skills and Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills Program Training shall consist of a minimum of 18 hours in each two-year period, divided in the areas set forth below. PSP hours count towards the CPT requirement of 24 hours every two-year cycle.

- 4 Hours - Arrest and Control;
- 4 Hours - Use of Force;
- 4 Hours - Driver Training/Awareness or Driving Simulator;
- 4 Hours - Tactical Firearms or Force Options Simulator (NOTE: The Force Options Simulator will no longer count towards PSP hours after December 31, 2021); and
- 2 Hours - Communications Training (either tactical, interpersonal, or web-based).

If LASD personnel attend outside agency qualified POST approved training, a certificate of attendance from the participating agency is needed to receive credit. A copy of the certificate must be mailed to the Education and Training Records Unit, and addressed to the Outside Training Coordinator.

### **One-Time Training**

**Basic Sergeant Supervisory School** – Completion required within 12 months of appointment as a sergeant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

**Middle Management** – Completion required within 12 months of appointment as a lieutenant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

**Patrol School** – For all deputies newly assigned to a patrol station/unit and before deployment in a radio car or upon returning to a patrol assignment after an absence of five years or more. Successful completion of patrol school satisfies the CPT requirement, excluding driver's awareness. This class shall be three weeks and shall include one eight-hour day at Emergency Vehicle Operations Center (EVOC) (CA Regulations, Title 11, Division 2, Regulation 1005 and MPP section 3-02/010.20) (Reserves are exempt.)

**Field Training Program** – For deputies newly assigned to a patrol station/unit and deployed in a radio car (POST, Regulation 1004 and 1005).

### **STANDARDS OF TRAINING FOR CORRECTIONS (STC)**

#### **Recurring Training**

**Annual STC Training** – All sworn personnel from the rank of chief down assigned to a custody assignment, including deputies assigned to a station jail, and lieutenants and sergeants with the station jail collateral duty, shall receive 24 hours each fiscal year of approved curriculum in custody subject matters (Title XV, section 1025).

#### **One-Time Training**

**Custody Incident Command School** – Completion required within three months of appointment as a jail sergeant or lieutenant. This includes sergeants and lieutenants with the station jail collateral duty. This training is required once and satisfies the annual STC requirement for that year (Title XV, section 1023).

## **STATE MANDATED**

### **Recurring Training**

**Blood-Borne Pathogens** – All personnel are required to attend this training annually-(Cal-OSHA 5193).

**Cardiopulmonary Resuscitation (CPR), 4 hours** – A CPR refresher course must be completed every three years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt (13518 PC).

**Domestic Violence** – Deputies assigned to patrol duties who respond to domestic violence calls for service or incidents shall complete a domestic violence refresher course once every two years. Patrol school meets this requirement (13519 PC).

**Electronic Surveillance (Wiretap)** – Anyone assigned to intercept and record wire communication (wiretaps) must be certified prior to conducting a wiretap. They must be recertified once every five years (629.94 PC).

**First Aid, 8 hours** – A first aid refresher course must be completed every two years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt (13518 PC).

**Human Trafficking** – Deputies assigned to field or investigative duties shall complete a two-hour training regarding the handling of a human trafficking incident within six months of assignment (13519.14 PC).

**Respirator Mask** – Each employee issued a respirator mask shall receive annual fit-testing and training in the use and care of the respirator mask (Cal-OSHA 5144).

**Racial Profiling** – All sworn personnel must attend once every five years (13519.4(i) PC).

**Supervisor’s Sexual Harassment** – Every supervisor must attend once every two years (AB 1825).

**Recurring Vehicle Pursuit** – All sworn from the rank of lieutenant and below must complete this training on a yearly basis (13519.8 PC).

### **One-Time Training**

**Intoxilyzer and Intoximeter** – This training is required for all personnel who use these devices for blood alcohol measurements (Title 17, California Code of Regulations).

**Radar** – This training is required for all deputies who use radar in traffic enforcement (40802 VC).

**Basic Traffic** – This training is required for all deputies that investigate traffic collisions (40600 VC).

**Sexual Assault, 24 hours** – This training is required for all sexual assault investigators within six months of assignment (13516 PC).

**NCIC User, 4 or 6 hours** – For all users of J.D.I.C. terminals to access any local, state, and federal crime information system. MDC training fulfills this requirement for all “Less than Full Access Users,” (California Department of Justice).

**High Technology Crimes & Computer Seizure, 4 hours** – For all supervisors of the rank of sergeant or above assigned to field or investigative duties within 18 months of assignment (13515.55 PC).

### **FEDERAL MANDATED**

#### **Recurring Training**

**Security Awareness Training** – Once every two years, every member must attend the Criminal Justice Information Services (CJIS) training (Federal Bureau of Investigation’s Criminal Justice Information Services Division).

### **DEPARTMENT MANDATED**

#### **Recurring Training**

**Patrol Rifle Refresher** – All sworn personnel who deploy the patrol rifle must initially successfully complete the Patrol Rifle Certification training. Subsequently, certified personnel shall complete the Patrol Rifle Refresher training every two years to maintain certification (MPP 5-09/170.10).

**Bailiff Orientation** – Deputies assigned to Court Services Division are required to attend the 40-hour Bailiff Orientation program within one year of assignment to Court Services Division.

**Entry Training for Detectives** – Detectives shall attend recurrent “tactical entry” training at least once per year, with training at the Tactics and Survival (TAS) training facility at least annually. On alternating years, teams may develop comparable scenario-based entry training with guidance from TAS, Special Enforcement Bureau (SEB), or other qualified instructors.

**Emergency Operations Center (EOC)** – Each station shall conduct a minimum of one four-hour EOC exercise annually. This requirement may be satisfied by participation in a Department exercise, unit-level training, or an actual emergency requiring activation of the EOC.

**Rapid Response or Active Shooter Practical Application** – All units/stations who could potentially respond to this type of incident shall attend TAS Training Unit facilitated Field Training Exercise (FTX) or Enhanced Active Shooter Strategies course. Outside entities, which the unit/station would work with in the event of a critical incident, should be included in the training day.

**Active Shooter Practical Application Training** – Every member through the rank of lieutenant at all units/stations who could potentially respond to this type of incident shall participate in at least one practical application training while assigned to that station/unit.

**Active Shooter or School Safety Yearly Refresher Training** – Every member through the rank of lieutenant at all units/stations who could potentially respond to this type of incident shall attend a yearly refresher course. Participation in TAS Training, FTX or TAS Enhanced Active Shooter Strategies course are acceptable for the yearly refresher course.

### **One-Time Training**

**Analytical Interviewing** – For all detectives, preferably within one year of assignment to a unit-level detective unit or specialized investigations team (e.g., Safe Streets Bureau, Detective Bureau; Transit Services Bureau, Detective Bureau; Parks Bureau, Detective Bureau; Jail Investigation Unit [JIU]; etc.).

**Detective Mentoring Program** – The detective commander shall assign a supervisor in the detective unit to oversee the newly assigned member's orientation and training. All sworn personnel entering a detective unit assignment shall be trained in all the areas contained on the LASD Detective Mentoring/Training Program worksheets.

**Detective Basic Investigations** – Newly assigned detectives and supervisors shall complete the "Basic Investigator" course during their initial year assigned to a detective unit.

**Detective Intermediate Investigations** – Intermediate-level detective training is required within three years of assignment to an investigative unit.

**Detective Unit or Crime Specific (Advanced) Investigations** – Detectives assigned to specialized units shall complete appropriate advanced courses relevant and necessary for the performance of their duties, to include:

- Cal-Gangs (JIU, Operation Safe Jail [OSJ], and Operations Safe Street [OSS] detectives);
- Gang Investigations School (JIU, OSJ, and OSS detectives);
- Transit Policing (Transit Services Bureau and Metrolink Bureau detectives); and
- Arson/Explosives Investigations (Arson & Explosives detectives).

**Detective Investigator/Los Angeles Regional Crime Information System (LARCIS) Training** – Newly assigned detectives and civilian investigators shall attend the LARCIS "supervisory investigator level" course at the first available opportunity.

**Detective Supervisor/LARCIS Training** – Supervisors assigned to an investigation unit shall attend the LARCIS "supervisory level" course within the first year assigned to manage a detective unit.

**Detective Supervisor Introductory Audit** – Newly assigned unit-level detective supervisors shall accompany the inspection team during an annual unit-level detective unit inspection for training purposes at a station/unit not their own, at the first available opportunity. This shall be completed within the first year assigned to supervise a unit-level detective unit (retroactive requirement for those not exempted by their division chief).

**Driving Under the Influence (DUI) Checkpoint Planning and Management** – The supervising team leader and the supervising operations deputy at a DUI checkpoint shall attend the DUI Checkpoint Planning and Management course prior to supervising a DUI checkpoint.

**Field Training Officer (FTO) School** – This training is required for all field training officers or potential field training officers prior to receiving a trainee to train.

**MET Training** - All personnel new to patrol shall complete the Department's Field Operations Crisis Intervention Skills (FOCIS) 32-hour training during their patrol training program. Preferably within Phase I-III of the training program.

All patrol personnel currently off-training who have not already completed the Department's former 32-hour Crisis Intervention Training (CIT) course during 2017-2019, **must** attend one of the Department's POST approved eight-hour courses with an emphasis on de-escalation of cognitively impaired individuals with a developmental disability, or mental illness. One of the POST approved courses will address unique aspects of veterans with Post-Traumatic Stress Disorder (PTSD) and military cultural awareness for patrol.

The Department approved one-day mental health training classes for patrol will include practical application exercises using a simulator.

**Patrol/Field Operations Sergeant** – For all sergeants assigned to their first tour of duty in patrol/field operations or any sergeant returning to patrol/field operations after an absence of three years or more. Completion required within 12 months of appointment to a position within patrol/field operations. (Reserves are exempt.)

**Patrol/Field Operations Lieutenant** – For all lieutenants assigned to their first tour of duty in patrol/field operations or any lieutenant returning to patrol/field operations after an absence of three years or more. Completion required within 12 months of appointment to a position within patrol/field operations. (Reserves are exempt.)

**Respect Based Leadership** – All personnel must attend once.

**Leadership Development Institute (DLI)** – all personnel must attend Session One (16 hours) once.

**Mobile Digital Computer (MDC)** – This training is required for all personnel who have access to the Mobile Digital System(s). Users must attend the California Law Enforcement Telecommunications System (CLETS) and Justice Data Interface Controller (JDIC) training within six months of obtaining MDC and Computer-Aided Dispatch (CAD) access. If personnel fail to complete this training, it may lead to suspension of CAD and MDC privileges.

New MDC users completing patrol school or the "MDC for Patrol" class are required to pass a practical application test (pass/fail) within 30 days of their assignment to a field unit. The test shall be administered by the MDC-certified field training officer or master field training officer.

New MDC users who are on patrol training status are further required to be trained in:

- Patrol procedures without using the MDC; and

- Not using the GPS mapping function of the MDC unless responding to an emergent situation.

Personnel that attended the MDC Transition Class during the initial Department deployment of the system are exempt from this requirement.

**Computer-Aided Dispatch (CAD)** – All personnel with desk operations duties for patrol functions which includes the watch deputy, dispatcher, and complaint positions shall attend Desk Operations Training as soon as possible. Additional training is required for the watch deputy and dispatcher.

**Desk Operations for Patrol Functions** – All personnel with desk operations duties for patrol functions which include the watch deputy, dispatcher, and complaint positions shall be required to read the Desk Operations Manual as well as take and pass the associated test within the first 30 days of assignment. The completed test will be placed into the employee's training file. Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift to be briefed on the expected performance while assigned to the desk. The employee is required to read the Desk Operations Handout and sign a receipt acknowledging they have received the handout prior to their assignment to the desk. The receipt will be placed into the employee's training file.

**Traffic Investigator** – To be considered minimally qualified as a Traffic Investigator, the following courses shall be completed:

- LARCIS instructional course for investigators, at the first available opportunity;
- Basic traffic investigation course;
- Intermediate traffic investigation course;
- Advanced traffic investigation course;
- Radar certification course; and
- Completion of the "Basic Investigator" course during initial year assigned.

**Traffic Supervisors** – To be considered minimally qualified as a Traffic Supervisor, the following courses shall be completed:

- LARCIS instructional course for supervisors, at the first available opportunity;
- Basic traffic investigations course;
- Intermediate traffic investigations course; and
- Completion of the "Basic Investigator" course during initial year assigned.

**Search Warrant Training** – The Advanced Officers Training Unit shall administer a POST-certified course of instruction in search warrant preparation, informant management, and operations planning. This training shall be mandatory and successfully completed prior to authoring a search warrant. Sergeants and lieutenants

must have attended and successfully completed this training before they can review and approve the submission of a search warrant for signature, or approve the services of a signed search warrant.

Unit commanders may waive the mandatory search warrant training for those personnel who have demonstrated a high degree of competency in the preparation and review of search warrants. Whenever a sworn employee seeks or requests to be excused from the training, their unit commander shall direct a memorandum to the Training Bureau's unit commander advising of such action and citing the employee's qualification. A copy of the memorandum shall be placed in the employee's unit training file.

### **UNIT OPTIONAL TRAINING**

All units shall provide training to personnel; whenever possible, which enhances the competence and skills required to meet unit needs. The training may consist of formal training sessions and/or briefings as time and necessity dictate. Listed below are some examples of courses offered:

#### **Courses**

**Ethics in Community Policing** – This training is available to all Department sworn personnel.

**Child Abuse/Neglect** – This training is available primarily to child abuse investigators (13517(c) PC).

**Any Other Training** – Professional Development Training, team training for station sub- units, station or unit training, et cetera. It may be provided by the Department, other law enforcement agencies, colleges, universities, professional associations, and other training organizations. Unit commanders shall encourage personnel under their command to participate in as much relevant professional development training as possible, provided station deployment and the Department training budget will support it.

A unit commander may authorize personnel to attend any professional development training in an on-duty status or in any other status where such time is compensated by the County of Los Angeles. Unit commanders shall not approve requests to attend training that is not job-specific. Job-specific means training relating directly to the tasks performed by an employee during the day-to-day discharge of their duties. A unit commander of a specialized unit (Arson, Major Crimes Bureau, Homicide, Data Systems, SEB, etc.) may authorize unit training by unit personnel whenever such training appears to be more appropriate and cost-effective for personnel assigned to the unit. Request for POST reimbursement courses should normally have a higher priority than non-POST reimbursed courses.

### **TRAINING – RESERVE PEACE OFFICERS, 60 YEARS OLD OR OLDER**

Reserve peace officers 60 years old or older are not permitted to engage in general law enforcement duties, detective assignments, or other arduous assignments involving public safety without the approval of their specific unit commander. Reserve peace officers not engaging in the above arduous assignments are exempt from CPT, Intoxilyzer, combat firearms, driver's training, side handled baton refresher, and detective training, if applicable to their assignment. All reserve deputies are still required to participate in handgun qualification, first aid, CPR, and any other recurrent policy training. The station training staff shall keep training records for reserve peace officers 60 years old or older.

### **UNIT COMMANDER RESPONSIBILITIES**

Unit commanders have the overall responsibility for the management of their unit's training. Management should be accomplished through setting priorities, allocating resources, and providing support, as well as monitoring and evaluating the program's results.

## **TRAINING RECORDS**

### **Personnel Training Files**

All units shall maintain training files for individual employees, which shall at least contain a printout of the individual's training records via the Learning Management System (LMS) and/or the Electronic Data Interface (EDI).

No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, etc., shall be included in these files. In the event personal information is compromised, the unit commander shall be responsible for notifying the individual of the electronic security breach.

### **Class Files**

All units shall maintain training files for classes taught at the unit-level, which shall at least contain the course outline and instructor resumes.

### **Periodic Training Reports**

Each unit shall report its progress in achieving the objectives specified in a manner and frequency specified by its respective division chief/division director.

Each station/unit shall report its field training officer – trainee status on a monthly basis. The report shall be entitled Monthly Training Status. This report shall be due to the field training officer coordinator of the division no later than the 5th day of each month and shall include the status of the previous month's field training status.

## **FUNDING**

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the division chief and/or division director.

## **INSPECTION PROCESS**

Each unit shall have their training program inspected by the division's command personnel at least once a year. The specific nature of this inspection shall be at the discretion of the concerned chief or division director. It shall include, at a minimum, a review of training records for compliance with training requirements. Additionally, each unit shall anticipate unannounced, periodic reviews of training records and specific training programs by their division commander.

Detective bureau/team commanders shall ensure the supervisor(s) maintain an accurate, up-to-date record of all training attended by full-time detective personnel using the approved "Training Matrix" format (Excel document provided in Department E-Forms).

