COURSE OUTLINE OF RECORD

Number: CJ G061  
TITLE: Training Manager

ORIGINATOR: Derrick Watkins  
EFF TERM: Summer 2018  
FORMERLY KNOWN AS:  
DATE OF OUTLINE/REVIEW: 02-20-2018  
CROSS LISTED COURSE:  
TOP NO: 2105.00  
CID: 

SEMESTER UNITS: 1.0  
HRS LEC: 24.0  
HRS LAB: 0.0  
HRS OTHER: 0.0  
CONTACT HRS TOTAL: 24.0  
STUDY NON-CONTACT HRS RECOMMENDED: 48.0  
CATALOG DESCRIPTION:
This course is designed for those entering employment as a Training Manager at a California Law Enforcement Agency. The course will cover topics such as legal mandates and regulation, developing training manuals, updating training and compliance issues. This course is required by the California Commission on Peace Officers Standards and Training (POST).

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Administration of justice (police science, corrections, law enforcement)

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [ ] Credit - Not Degree Applicable [X]

GRADING POLICY: Pass/No Pass [X]  Standard Letter [ ]  Not Graded [ ]  Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[ ]  UC/CSU Transferable[ ]  Not Transferable[X]

BASIC SKILLS STATUS: Yes [ ] No [X]

LEVELS BELOW TRANSFER: 1 level below transfer level

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X]  Yes [ ] NUMBER REPEATS: 

REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Evaluate POST training regulations and how they apply to field personnel, technology, and departmental training.

2. Review the training records of department personnel to ensure they are compliant with POST mandated training requirements.

3. Recognize liabilities to train department personnel in compliance with POST regulations.
COURSE OBJECTIVES:
1. Use techniques of training, communication, and adult learning theory.
2. Will describe the legal aspects and liability of training.
3. Assess and document the performance of a trainee and the presentation of the evaluation.

COURSE CONTENT:

LECTURE CONTENT:

A. POST Homepage
   1. POST News Archive contains all POST News dating back to 2007
      a. Archives
      b. Bulletins
      c. Monthly Reports
      d. Proposed Regulatory Changes
   2. Administrative Progress Report (APR)
      a. Monthly report of the status of POST projects
      b. Archived reports are available online
   3. Proposed revisions to regulation
      a. Revisions to amend training standards, training and testing specifications, courses, and/or course certification requirements
      b. Includes the proposed changes to the regulation text and what the changes will accomplish

B. Quick links topics
   1. Certificate regulations with links to information and regulations about Peace Officer, Public Safety Dispatcher and Records Supervisor certificates
   2. Law enforcement agencies list
      a. Alphabetical listing of POST-participating agencies and departments
      b. Links to external contact information of federal and international law enforcement agencies, and special interest associations
   3. Law enforcement news on the web
      a. Collection of California law-enforcement related articles from around the web, published daily
      b. Provides links to web articles as an automated service
   4. POST Administrative Manual (PAM)
      a. Contains information about the POST Program
      b. A jurisdiction or department, if accepted into the POST program, must adhere to the regulations in the manual
   5. POST Bureaus
      a. Eight (8) Bureaus
   6. POST library
      a. On-site at POST Stillwater Road, Sacramento Offices
         i. Journals
         ii. Command College papers
         iii. Research
             a. Statistical
             b. Legal
   7. Proposed Training and Testing Specifications (TTS) revisions
      a. Regulatory Actions
      b. Processes
C. Selected regulations from the POST Administrative Manual (PAM)
   1. Regulation 1007, Reserve Officer Minimum Training Standards
      a. Reserve Levels I, II, and III
      b. Includes minimum training requirements, field training requirement, exemptions, and
CPT information for each level

c. Regulation 1009, Academy Instructor Certificate Program (AICP)
d. Academy Instructor Certification Program
e. Academy Instructor Certificate Requirements
f. Triennial Re-certification Requirement

2. Regulation 1011, Certificates
   a. Peace officers
      i. Certificate categories and levels
      ii. Certificate award requirements
      iii. Peace officer disqualification and certificate records
   b. Public safety dispatchers
      i. Application requirements
      ii. Certificate award requirements
   c. Records supervisors
      i. Application requirements
      ii. Records supervisor certificate award requirements

3. Regulation 1015, Reimbursements
   a. Proportionate reimbursement
      i. Requests for reimbursement
      ii. Training expenses may be claimed only once
   b. Back-fill (replacement)/Days-off reimbursement

4. Regulation 1052-1056, Requirements for Course Certification
   a. Only courses for which there is an identifiable and unmet need shall be certified
      i. The following information, provided to POST via the EDI, constitute a complete course certification requests:
         a. Course Administration information
         b. Course instructor resume for each instructor assigned to instruct in any POST certified/approved course
         c. Expanded course outline
         d. Hourly distribution schedule
   b. Records supervisors
      i. Application requirements
      ii. Records supervisor certificate award requirements

5. Regulation 1070, Minimum Training Standards for Instructors of POST-Certified Specialized Training
   a. Minimum training standards
   b. Specialized subjects and training course requirements
   c. Equivalency process
   d. Proof of completed training course

6. Regulation 1081, Minimum Standards for Legislatively Mandated Training
   a. Training mandated by the Legislature for peace officers and other groups for which the Commission has responsibility to establish minimum standards
   b. Testing is required to demonstrate competency

D. Course Catalog
   1. List of courses
      a. Listed alphabetically
      b. Search by course title key words
   2. Presenters
      a. Listed alphabetically
      b. Search by presenter name
   3. Link to multimedia courses
      a. DVDs
      b. Learning Portal

E. Regional Training Map
   1. Ten Regions
   2. Consultant assignments by region
   3. Support staff
F. POST Training Videos
   1. Telecourse series
      a. Designed to assist law enforcement training managers and instructors in meeting specific training needs or legislative mandates for their agency
      b. Divided into short, roll-call length sections totaling two hours
      c. May be used to satisfy Continuing Professional Training (CPT)
   2. Case Law Today Series
      a. Features developments in case law that directly affect California peace officers
      b. Each monthly episode is a maximum one hour in length

G. Publications
   1. Administrative Progress Report (APR)
      a. Monthly report
         i. Informs POST Commissioners and the California law enforcement community
            a. recent progress on POST projects
            b. instructional programs under development
         ii. Proposed Assembly Bills
         iii. Regulatory Action Proposals
         iv. Special Messages
         v. Hiring Standards Changes
         vi. Training Standards Changes
   2. Student workbooks
      a. Regular Basic Course
      b. PC 832 Arrest and Firearms Course
      c. Modular format
      d. Specialized Investigators' Basic Course
      e. Requalification Course

H. Conclusion of POST Presenter's Portion
   1. Q & A

I. Developing a Training Plan
   1. Recognize the importance and need of having a Department Training Plan and what it contains
      a. Ensures meeting POST standards, mandates and certifications
      b. Is an aid in countering "Liability" and claims of "Failure to Train"
   2. Recognize ideas and suggestions on how to go about designing and using a formal
   3. Department Training Plan/establishing Training Needs Assessment (TNA)
      a. Utilization of Training Manager System (TMS) or similar computer based program that has a training plan template
      b. Identify needs that are mandated/immediate in nature
      c. Identify fiscal, supply and equipment resources within the department
   4. Recognize that there are various types of training plans designed to assist the Training Manager and departments
      a. Annual Training Plan: formulated on an annual basis, follows the fiscal year budget cycle
      b. Short Term/Monthly Plan: contains same information as an annual plan but covers a lesser period of time for specialty positions

J. Liability Issues for Training
   1. Training managers must recognize a department's need to understand the areas of liability
      a. Training managers must recognize the hot button areas of civil liability
         i. Use of force
         ii. Dealing with persons with Mental Health issues
         iii. Sexual harassment
         iv. Discrimination
   2. Training managers must recognize the need to have appropriate policies
      a. Training managers must recognize that the key to success is strengthening policy
         i. Policies are aimed at being proactive in reducing liability
Policies set a standard of performance, supervision and consequences

b. Training managers must recognize the inter-connectedness of policy, training and discipline
   i. Policy is only as effective as the training in the substance and requirements of the policy
   ii. If training is weak, unfocused or non-existent, then the policy will not be followed

3. Training managers must recognize the need to have appropriate training
   b. To substantiate government liability for failure to train, the plaintiff must assert

4. Recognize that documentation of training provides evidence to show the department was diligent in reducing violations of civil rights of the public
   a. People v. Carter
      i. Training is ongoing
      ii. Training ensures LEOs conform to State Law
      iii. Agency policy is based on state standards set forth in POST
   b. Recognize the importance of having quick, thorough access to training logs
      i. Respond to an SDT
      ii. Testify in court
      iii. Respond to a civil discovery order

5. Recognize that documentation of training will show areas of concern within the organization
   a. Use of force policies
   b. Pursuit policies
   c. Policies regarding rendering of aid etc.

6. Recognize the importance of not retaining inadequate employees
   a. Keeping employees when it is known they cannot perform the minimal duties of the position
   b. Liability to the public
   c. Liability to other officers
   d. Liability to the Organization and the City, County or State

7. Recognize the liabilities for failing to train and failing to supervise
   a. A municipality may incur liability under a theory of "condonation" by failure to discipline Condoning the offensive behavior
   b. Training managers must keep their supervisors apprised of program issues arising

8. Recognize the legal basis for a civil law suit
   a. Civil rights violations (4th, 14th Amendment)
   b. Failing to prevent through training, or allows or fails to prevent, a violation of the Constitution

9. Recognize the importance of Risk Management
   a. Manage risk
      i. ID risks
      ii. Set up control measures UP FRONT to prevent bad things from happening
   b. Be proactive in managing risks
      i. If the only time we study events is when we have a tragedy, then we are missing the boat
      ii. Example: Can we have a "successful" pursuit, yet at the same time have numerous policy violations?
   c. When things go wrong, there is usually a reason why
   d. If you fail to properly identify the cause, then the tragedies will keep happening

10. Recognize the consequences of failing to do the above
    a. Lawsuits
    b. Embarrassments
    c. Internal investigations
    d. Criminal filings

11. Recognize training requirements regarding sexual harassment and discrimination
    a. California ASSEMBLY BILL 1825
i. Effective 1/1/05
ii. Employers with over 50 employees
iii. All supervisory employees
   a. Including FTOs
   b. Establishes minimum threshold for training and education

12. Recognize hidden dangers of harassment
   a. Be aware of "indirect" reports
      i. "X is just weird"
      ii. "Can I not go to conference with him/her"
   b. Conversation outside of work
   c. Conversation that starts with "Don't tell anyone..."
   d. Complainant does not have to use specific terms
   e. Supervisor knowledge = agency knowledge
   f. Did agency know or "should have known"

K. Management of Training Records
   1. Summary of Course to Date
      a. Instructor asks for input regarding "key learnings" from the course

2. Training Records Systems
   a. components of a Training Records System
      i. Agency training plan
      ii. Individual employee files
      iii. Training budget records
      iv. Audit procedure for training records
      v. Course files
      vi. Training/course files for special units (SWAT, canine, hostage unit, mounted unit, motorcycle unit, bicycle unit, snipers, bomb unit, FTO program, volunteers, etc.)
      vii. Ability to retrieve information and backup files
      viii. Handout is a 'road-map' of their duties as a Training Manager

3. Legal requirements for department training records
   a. Records retention
      i. Gov Code 34090 and 26202
         a. Each city and county has legal requirements for retaining records
         b. Length of time is specific to agency but can't be less than two years
         c. If not absolutely sure, students need to find out what their agency's rules are for records retention
      ii. Gov Code 34090.5
         a. Not necessary to retain original documents
         b. Other storage methods allowed
         c. Proper system that does not allow records to be altered
         d. Importance of backing-up records
         e. Release of records
      iii. Penal Code 832.7
         a. Definition of Personnel Record 832.8PC
         b. Individual Employee training file is a confidential personnel record
         c. Security of employee training files (off-site storage, limited and key only access, sign-out sheets)
      iv. Gov Code 6254(c)
         a. Non-disclosure of personnel files
      v. Gov Code 6255
         a. Not all records are subject to disclosure; exemptions may exist for officer safety issues (firearms, defensive tactics, SWAT, etc.)
      vi. Penal Code 13302 and 13303
         a. Misdemeanor violation for improper release of records

4. POST requirements for training files
   a. Post audits of CPT
i. Clarify CPT requirements
   a. All sworn peace officers in POST agencies
   b. 24 hours every 24 months
   c. Perishable skills requirements for Supervisors and Officers (4 hours of firearms, 4 hours of defensive tactics, 4 hours of driving skills, and 2 hours of tactical communications)

5. Maintenance of course files
   a. Material to include in every course file
      i. Expanded lesson plan (including safety plan, hourly distribution, resource list for material used)
      ii. Current instructor resumes
      iii. List of attendees, location of training
      iv. Handouts
      v. Evaluations (discuss value of retaining only summary of evaluations)
      vi. Videos used during course
         a. POST, Community College, and department guidelines for appropriate video
         b. Copyright issues
      vii. PowerPoint slides
      viii. Test and test results (discuss value of pass/fail tests)
   b. Course file (physical or electronic) should be sufficient for a subject matter expert (SME)
   c. Present the course on short notice
   d. Importance of maintaining files for "outside" training

6. Training plan records
   a. Access to training plan
      i. Creating electronic access
      ii. Maintaining updated paper copies
      iii. Providing training plan to others
   b. Procedure for updating training plan

7. Safety plans
   a. Importance of safety plans for all courses
      i. Reduction of injuries and liability
   b. POST Safety plan requirements
      i. POST Regulations 1042(a) and 1052(a) (7)
   c. Examples of safety issues for traditional classroom training
      i. First aid kits, identify location when calling 911, students with advanced first aid training (EMTs, Paramedics, Nurses), location to meet in case of major event (fire, earthquake)
   d. Additional safety considerations for remote training locations
      i. Cell phone use
      ii. Access for fire and ambulance
      iii. First aid kits
   e. Safety plans for Community College course
   f. Required paperwork for reported injury
      i. Department and/or Community College forms
      ii. Sending injured student to correct facility for IOD treatment
      iii. Other notifications in event of injury

8. Conclusion
   a. Two students at each table share info on one or two things they will do when they return to work, based on info from this block on training records

METHODS OF INSTRUCTION:

A. Lecture:
B. Independent Study:
INSTRUCTIONAL TECHNIQUES:
Lecture, group activity demonstrations and peer review.

COURSE ASSIGNMENTS:
  Reading Assignments
  POST Administrative Manual.
  Out-of-class Assignments
  Readings as assigned.
  Writing Assignments
  Mock evaluation and training plan.

METHODS OF STUDENT EVALUATION:
Written Assignments
Objective Examinations
Oral Presentations
Skills Demonstration
  Demonstration of Critical Thinking:
    Small group assignments will be given, including the development of a mock annual employee training plan and liability case studies and outcomes.
  Required Writing, Problem Solving, Skills Demonstration:
    Mock interviews.

TEXTS, READINGS, AND RESOURCES:
TextBooks:
  1. POST. POST Administrative Manual, ed. POST, 2017

LIBRARY:
  Adequate library resources include:
  Comments:
Attachments:
  Attached Files