OFFICE OF SHERIFF COUNTY OF KINGS

Training Plan

Development Guide



Revised 04/2019

Training Plan Development Guide

A. PURPOSE

The Kings County Sheriff's Office Training Plan Development Guide is a documented perspective for supervisors and managers to use in assessing the training needs of agency employees. It is designed so that supervisors will know exactly what training is mandated by the State, POST, STC, and the agency. It also allows for tracking development of employee expertise in their assignment and collateral duties, or their chosen fields of interests. Supervisors should regularly monitor and update their copy of the Training Plan Development Guide for their respective Division or Unit.

B. TRAINING PRIORITIES

Training shall be prioritized in the following manner:

- 1. <u>Mandated</u> Training that is required by State law, POST, and STC or by the Agency.
- 2. **Essential** Training that is needed for the effective performance of an employee in his/her assignment, or training that meets a need for the Agency.
- 3. <u>Desirable</u> Training in areas of interest or for individual career enhancement.
- 4. <u>Area of Expertise</u> Specialized training in areas that have been identified by staff as necessary or important for the Agency to carry out its mission.

C. UTILIZATION OF THE TRAINING PLAN DEVELOPMENT GUIDE

The Training Plan Development Guide will be used for the following:

- 1. To fulfill mandated training requirements;
- 2. To provide training for professional growth and development;
- 3. To anticipate current and future training needs;

- 4. To train for areas of expertise;
- 5. To provide necessary training for sheriff's office personnel in order to perform their assigned duties in an effective and efficient manner.
- 6. Supervisors should cut and paste the applicable sections of the *Training Plan Development Guide* to create a document that will track training for each of their assigned personnel. The document can be kept in the employee's monthly counseling file with a copy given to the employee. Since this is a guide, suggestions or changes to listed courses shall be forwarded to the Administrative Commander, Training Unit, for revisions to the *Training Plan Development Guide*.
- 7. Note that the Administrative Training Unit has the official agency training records, and required training information can be obtained on each of their assigned personnel by contacting the Administrative Commander.
- 8. A copy of all records created by supervisors of their personnel pertaining to training should be given to the Administrative Training Unit so that these training documents can be scanned into the Training Management Enterprise (TME) system of each agency member.

D. TRAINING REQUESTS

All training requests to attend training shall be submitted via chain. Along with the training request, include all available support literature, completed registration paperwork, hotel information, etc. Requests for training must be received by the Training Unit no later than three weeks prior to the start date of the requested course. Late training requests my result in the training being denied.

- 1. The immediate supervisor shall comment regarding the employee's need, qualifications and performance for the training request.
- 2. Training requests that are approved by the employee's Division Commander shall be forwarded to the Training Unit for processing.
- 3. Training requests that are denied will be returned to the requesting employee detailing the reason for the denial.

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			SHERIFF
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management	One Time	
Mandated	Jail Management	One Time	
Essential	Employee Assistance Program		
Essential	Post Trauma Support		
Essential	FTO School		
Essential	Effective Discipline		
Essential	Internal Affairs		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI		
Desirable	Delinquency Control Institute		
Desirable	First Aid - CPR		
Desirable	Civil Emergency		
Desirable	Executive Development		

		I	Assistant Sheriff
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management A-C	One Time	
Essential	Second In Command (CSSA)	Bi-Annually	
Desirable	Terrorism Liaison Advanced		
Desirable	Public Records Act		
Desirable	Effective Discipline		
Desirable	Internal Affairs & Updates		
Desirable	Civil Liability		
Desirable	Officer Involved Shooting (OIS)		
Desirable	Officer Involved Shooting		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI		
Desirable	Delinquency Control Institute		
Desirable	Civil Emergency		
Desirable	Executive Development		

			Commander
Priority	Class Name	Recertification	Initial Training
Mandated	Management Module A-C	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Internal Affairs	One Time	
Essential	Background Investigator	One Time	
Essential	Civil Liability	One Time	
Essential	Effective Discipline	One Time	
Essential	Tools for Tolerance – Command Staff	One Time	
Essential	Basic Civil Procedures	One Time	
Essential	Advanced Civil Procedures	One Time	
Essential	Public Records Act	One Time	
Essential	Sexual Harassment	Annually	
Essential	Leadership Training	One Time	
Desirable	Internal Affairs (Update)	As Needed	
Desirable	Background Investigator (Update)	As Needed	
Desirable	Background Investigator Conference	Annually	
Desirable	Civil Liability (Update)	As Needed	
Desirable	Public Records Act (Update)	As Needed	
Desirable	Managing the Background Unit	As Needed	
Desirable	Notary Public	If Desired	

			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Background Investigations	One Time	
Essential	Internal Affairs Investigations	One Time	
Essential	Training Managers Course	One Time	
Essential	Public Records Act	One Time	
Essential	Supervisor Course	One Time	
Essential	Officer Involved Shooting (OIS)	One Time	
Essential	Firearms Qualification	Quarterly	
Desirable	Domestic Violence Officer Involved	One Time	
Desirable	Background Investigations (Update)	When Needed	
Desirable	Internal Affairs (Update)	When Needed	
Desirable	Training Manager Course (Update)	When Needed	
Desirable	Microsoft Excel	One Time	

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First	Every 2 years	
	Aid & CPR		
Mandated			
Mandated			
Essential	Background Investigations	One Time	
Essential	Public Records Act	One Time	
Essential	Training Manager	One Time	
Essential	Supervisor Course	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Firearms Qualification	Quarterly	
Essential			
Desirable	Domestic Violence Officer Involved	One Time	
Desirable	Background Investigations (Update)	When Needed	
Desirable	Training Manager (Update)	When Needed	
Desirable	Microsoft Excel	One Time	

ADMINISTRATION- CIVIL DIVISION

			Civil Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Basic Civil Course	One Time	
Essential	Advance Civil Course	One Time	
Essential	Supervisor Course	One Time	
Essential	Firearms Qualification	Quarterly	

ADMINISTRATION – CIVIL DIVISION

		Civi	l Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Basic Civil Course	One Time	
Essential	Advanced Civil Course	One Time	
Essential	Supervisor Course	One Time	
Essential	Firearms Qualification	Quarterly	

ADMINISTRATION – CIVIL DIVISION

			Civil Clerk II
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic Civil Course	One Time	
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ADMINISTRATION – CIVIL DIVISION

			Civil Clerk III
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic Civil Course	One Time	
Essential	Advanced Civil Course	One Time	
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		Reco	rds Supervisor
Priority	Class Name	Recertification	Initial Training
Mandated	POST Records Clerk Course	One Time	
Mandated	POST Records Supervisor Course	One Time	
Mandated	Sexual Harassment	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	POST Public Records Act	Bi-Annually	
Essential	DOJ CLETS T 4 T	As Update Needed	
Essential	CLETS Training by CCUG	As Update Needed	
Essential	CLETS Training by DOJ	As Update Needed	
Essential	CCJWSA (Warrant) Training	Bi-Annually	
Essential	CLEARS Training Meetings	As Update Needed	
Essential	CLEARS Annual Training Seminar	Annual	
Essential	UCR Training by DOJ	As Update Needed	
Desirable	FMLA and other Leaves	As Update Needed	
Desirable	Leadership Training	One Time	

			Records Clerk I
Priority	Class Name	Recertification	Initial Training
Mandated	POST Records Clerk Course	One Time	
Mandated			
Mandated			
Essential	CLETS Training by CCUG	As Update Needed	
Essential	CLETS Training by DOJ	As Update Needed	
Essential			
Essential			
Desirable	CLEARS Training Meetings	As Needed	

		R	ecords Clerk II
Priority	Class Name	Recertification	Initial Training
Mandated	POST Records Clerk Course	One Time	
Mandated			
Mandated			
Essential	POST Public Records Act	One Time	
Essential	CLETS Training by DOJ	As Update Needed	
Essential	CLETS Training by CCUG	As Update Needed	
Essential			
Essential			
Essential			
Essential			
Desirable	CLEARS Training Meetings	As Needed	

		R	ecords Clerk III
Priority	Class Name	Recertification	Initial Training
Mandated	POST Records Clerk Course	One Time	
Mandated	Sexual Harassment Training	Annual	
Mandated			
Essential	POST Public Records Act	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	CLETS Training by DOJ	As Needed	
Essential	CLETS Training by CCUG	As Needed	
Essential	DOJ CLETS T 4 T	As Needed	
Essential			
Essential			
Desirable	CLEARS Training Seminar	Annual	
Desirable	CLEARS Training Meetings	As Needed	
Desirable	CCJWSA (Warrant) Training	As Updated	

			Commander
Priority	Class Name	Recertification	Initial Training
Mandated	POST Middle Management A-C	One Time	
Mandated			
Mandated			
Essential	POST Internal Affair	One Time	
Essential	POST Public Records Act	One Time	
Essential	POST Domestic Violence Officer Involved	One Time	
Essential	POST Officer Involved Shooting (OIS)	One Time	
Essential	K9 Management (If in charge of unit)	One Time	
Essential			
Essential			
Desirable	POST Internal Affair	As Updated	
Desirable	POST Public Records Act	As Updated	
Desirable	POST Domestic Violence Officer Involved	As Updated	
Desirable	POST Officer Involved Shooting (OIS)	As Updated	
Desirable	K9 Management (Update)	As Updated	

		Court Liaison	Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2 years	
Mandated			
Mandated			
Essential	Supervisor Course	One Time	
Essential	Firearms Qualification	Quarterly	
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			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2 years	
Mandated			
Mandated			
Essential	Internal Affairs Investigation	One Time	
Essential	Public Records Act	One Time	
Essential	Domestic Violence Officer Involved	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Assertive Supervision	One Time	

PriorityClass NameRecertificationInitialMandatedPOST 24 hours Mandate (PerishableEvery 2 years	r Deputy Training
Mandated POST 24 hours Mandate (Perishable Every 2 years	l Training
· · · · · · · · · · · · · · · · · · ·	Training
O1 '11	
Skills	
Mandated	
Mandated	
Essential Internal Affairs Investigations One Time	
Essential Officer Involved Shooting One Time	
Essential Domestic Violence Officer Involved One Time	
Essential Firearms Qualification Quarterly	
Essential Assertive Supervision One Time	

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills)	Every 2-Years	
Mandated			
Mandated			
Essential	Report Writing	One Time	
Essential	11550 H&S	One Time	
Essential	Interview & Interrogation	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Crime Scene Investigation	One Time	
Essential	Search Warrant (Patrol)	One Time	

Priority Class Name Recertification Initial Training Mandated POST 24 hours Mandate (Perishable Skills) Every 2-Years Mandated Mandated Essential Report Writing One Time Essential Interview & Interrogation One Time Essential Firearms Qualification Quarterly Essential Essential Essential Desirable 11550 H&S Update Course As Needed				Dagamya Damarta
Mandated Mandated Mandated Essential Essential Interview & Interrogation Essential Firearms Qualification Essential	D : '/			
Mandated Essential Report Writing One Time Essential 11550 H&S Course One Time Essential Interview & Interrogation One Time Essential Firearms Qualification Quarterly Essential Essential Essential	•			Initial Training
MandatedEssentialReport WritingOne TimeEssential11550 H&S CourseOne TimeEssentialInterview & InterrogationOne TimeEssentialFirearms QualificationQuarterlyEssentialEssentialEssentialEssential		POST 24 hours Mandate (Perishable Skills)	Every 2-Years	
Essential Report Writing One Time Essential 11550 H&S Course One Time Essential Interview & Interrogation One Time Essential Firearms Qualification Quarterly Essential Essential Essential				
Essential 11550 H&S Course One Time Essential Interview & Interrogation One Time Essential Firearms Qualification Quarterly Essential Essential Essential				
Essential Interview & Interrogation One Time Essential Firearms Qualification Quarterly Essential Essential Essential				
Essential Firearms Qualification Quarterly Essential Essential Essential				
Essential Essential Essential				
Essential Essential		Firearms Qualification	Quarterly	
Essential	Essential			
Desirable 11550 H&S Update Course As Needed	Essential			
	Desirable	11550 H&S Update Course	As Needed	

			Commander
Priority	Class Name	Recertification	Initial Training
Mandated	POST Middle Management A-C	One Time	
Mandated			
Mandated			
Essential	POST Death Investigation	One Time	
Essential	POST Domestic Violence Officer Involved	One Time	
Essential	POST Internal Affairs	One Time	
Essential	POST Public Records Act	One Time	
Essential	SIDS Death Investigations	One Time	

			Chief Coroner
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2-Years	
Mandated	POST Coroner Investigations Course		
Essential	Advanced Homicide Investigation		
Essential	Advanced Coroner Symposium		
Essential	Public Administrator/ Conservator/		
	Guardian Advanced Symposium		
Essential	Firearms Qualification	Quarterly	
Desirable	Forensic/ Skeletal Recovery		
Desirable	Coroner Investigations/ Shooting Scenes		

		Senior D	eputy Coroner
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2-Years	
Essential	POST Coroner Investigations Course	One Time	
Essential	Advanced Homicide Investigation	One Time	
Essential	Advanced Coroner Symposium	Annual	
Essential	Public Administrator/ Conservator/	One Time	
	Guardian Advanced Symposium		
Essential	Firearms Qualification	Quarterly	
Desirable	Forensic/ Skeletal Recovery	One Time	
Desirable	Coroner Investigations/ Shooting Scenes	One Time	

		Investi	gative Assistant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	Basic Evidence	One Time	
Desirable	Microsoft Excel	One Time	

			Sorgoont
Priority	Class Name	Recertification	Sergeant Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2 years	imuai Iranning
Mandated	1 051 2 1 notis mandate (1 ensmale bilins	Every 2 years	
Mandated			
Essential	Internal Affairs Investigation	One Time	
Essential	Death Investigation	One Time	
Essential	Supervisor Course	One Time	
Essential	SIDS Death Investigation	One Time	
Essential	Public Records Act	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Firearms Qualifications	Quarterly	
Essential	Domestic Violence Officer Involved	One Time	

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills	Every 2 years	
Mandated			
Mandated			
Essential	Death Investigation	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	SIDS Death Investigation	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Search Warrant Course	One Time	
Essential	Interview & Interrogation	One Time	
Essential	Firearms Qualifications	Quarterly	
Essential	Child Abuse/ Sex Abuse Investigation	One Time	
Essential	MDIC Course	One Time	
Desirable	Crime Scene Investigation &	One Time	
	Reconstruction		

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST 24 hours Mandate (Perishable Skills)	Every 2 years	
Mandated			
Mandated			
Essential	Death Investigation	One Time	
Essential	Child Abuse/ Sex Abuse Investigation	One Time	
Essential	Officer Involved Shooting	One Time	
Essential	Domestic Violence Officer Involved	One Time	
Essential	Interview & Interrogation	One Time	
Essential	SIDS Death Investigations	One Time	
Essential	Firearms Qualifications	Quarterly	
Essential	MDIC Course	One Time	
Desirable	Crime Scene Investigation &	One Time	
	Reconstruction		

			gerprint Technician
Priority	Class Name	Recertifica	ation Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Desirable			

DETENTIONS DIVISION

		Detentions Commander	
Priority	Class Name	Recertification	Initial Training
Mandated	STC 80-Hour Certified Managers Course	One Time	
Mandated	STC 24-Hour Mandated Training	Annually	
Mandated			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
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		Detentions Sergean	
Priority	Class Name	Recertification	Initial Training
Mandated	STC 80-Hour Certified Supervisors Course	One Time	
Mandated	STC 24-Hour Annual Mandate	Annually	
Mandated			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
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		Senior Detentions Deputy	
Priority	Class Name	Recertification	Initial Training
Mandated	STC 24-Hour Annual Training	Annually	
Mandated	STC 80-Hour Certified Supervisor Course	One Time	
Mandated			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
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		Detentio	ons Deputy I
Priority	Class Name	Recertificati	Initial
		on	Training
Mandated	STC 176-Hour Adult Corrections Officer Core	One Time	
	Course.		
Mandated	OR 56-Hour supplemental if Deputy possesses	One Time	
	POST Certificate		
Essential	832 PC Firearms 24-Hours	Must Pass	
Essential	832 PC Laws of Arrest 40-Hours	Must Pass	
Essential	JTO (Job Training Orientation) 8-Weeks	Must Pass	
Essential	Baton Certification 8-Hours	Must Pass	
Essential	CPR-First Aid & AED Certification 8-Hour.	Must Pass	
Essential	Taser Certification 6-Hour	Must Pass	
Essential	Pepper ball Certification 4-Hour	Must Pass	
Essential			
Desirable			
Desirable			
Desirable			

			Detentions Deputy		
Priority	Class Name	I	Recertification	Initial Training	
Mandated	STC 24-Hour Annual Training	g	Annually		
Mandated					
Mandated					
Essential					
Desirable					
Desirable					
Desirable					
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		Reserve Detentions Deputy	
Priority	Class Name	Recertification	Initial Training
Mandated	STC 24-Hour Annual Training	Annually	
Mandated			
Mandated			
Essential			
Desirable			

			Technician
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	JTO 8-Weeks or Less	One Time	
Essential			
Desirable			
Desirable			
Desirable			

	Wor	k Furlough - Senior D	etentions Clerk
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	On the Job Training	One Time	
Essential			
Desirable			
Desirable			
Desirable			

		Department Specialist	
		Jail Front Win	dow M-F (8X4)
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	6-Weeks JTO or Less	One Time	
Essential			
Desirable			
Desirable			

			Cook
Priority	Class Name	Recertification	Initial Training
Mandated	Fork Lift Certification	Annually	
Mandated			
Mandated			
Essential			
Desirable			
Desirable			
Desirable			

BAILIFF DIVISION

			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Firearms Qualification	Quarterly	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

BAILIFF DIVISION

		911	
			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First	Every 2 years	
	Aid & CPR		
Mandated			
Mandated			
Essential	Supervisor Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential			
Desirable			
Desirable			
Desirable			

BAILIFF DIVISION

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated	POST Mandates 24 hours Includes First Aid & CPR	Every 2 years	
Mandated			
Mandated			
Essential	Firearms Qualification	Quarterly	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

GANG TASK FORCE

			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	ICI Gang Foundation Specialty Course	One Time	
Essential	ICI Advanced Gang Investigations	One Time	
Essential	Informant Development & Maintenance	One Time	
Essential	Supervisory Course	One Time	
Essential	Interview & Interrogation	One Time	
Essential	Interview and Interrogation Advanced	One Time	
Essential	Search Warrant Course	One Time	
Essential	Firearms Qualification	Quarterly	
Desirable	California Gang Inv Assn Membership	Yearly Dues	
Desirable	Central Calif Gang Inv Membership	Yearly Dues	
Desirable	Officer Involved Shooting	One Time	
Desirable	Wire Tap Certification	Every 5-Years	

GANG TASK FORCE

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Firearms Qualification	Quarterly	
Essential	ICI Gang Foundation Specialty Course	One Time	
Essential	ICI Advanced Gang Investigations	One Time	
Essential	Informant Development & Maintenance	One Time	
Essential	Supervisory Course	One Time	
Essential	Interview & Interrogation	One Time	
Essential	Interview & Interrogation Advanced	One Time	
Desirable	Search Warrant Course	One Time	
Desirable	California Gang Inv Assn Membership	Yearly Dues	
Desirable	Central Calif Gang Inv Membership	Yearly Dues	
Desirable	Wire Tap Certification	Every 5-Years	
Desirable			
Desirable			

GANG TASK FORCE

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Firearms Qualification	Quarterly	
Essential	ICI Gang Foundation Specialty Course	One Time	
Essential	ICI Advanced Gang Investigations	One Time	
Essential	Informant Development & Maintenance	One Time	
Essential	Interview & Interrogation	One Time	
Essential			
Essential	Search Warrant Course	One Time	
Desirable	Interview & Interrogation Advanced	One Time	
Desirable	Wire Tap Certification	One Time	
Desirable	California Gang Inv Assn Membership	Yearly Dues	
Desirable	Central Calif Gang Inv Membership	Yearly Dues	

NARCOTICS TASK FORCE

THREOTICS THERETORES			
			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic Narcotic Investigation School	One Time	
Essential	Narcotic Unit Supervisory Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Tactical Operations/ Entry Course	One Time	
Essential	Breacher Course	One Time	
Essential	Drug Abuse Recognition (DAR) Course	One Time	
Essential			
Desirable	CNOA Annual Conference	Yearly	
Desirable	Search Warrant Course	One Time	
Desirable	Interview & Interrogation Course	One Time	

NARCOTICS TASK FORCE

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Firearms Qualification	Quarterly	
Essential	Basic Narcotic Investigation Course	One Time	
Essential	Narcotic Unit Supervisory Course	One Time	
Essential	Tactical Operations/ Entry Course		
Essential	Breacher Course		
Essential	Drug Abuse Recognition (DAR) Course		
Essential			
Desirable	CNOA Annual Conference	Annually	
Desirable	Search Warrant Course	One Time	
Desirable	Interview & Interrogation Course		
OFFI	CE OF SHERIFF COUNTY OF KINGS - TRAINING PLA	AN DEVELOPMENT G	UIDE

NARCOTICS TASK FORCE

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic Narcotic Investigation Course	One Time	
Essential	11550 HS Update	When Needed	
Essential	Firearms Qualification	Quarterly	
Essential	Breacher Course	One Time	
Essential	Drug Abuse Recognition Course	One Time	
Essential			
Essential			
Desirable	Search Warrant Course	One Time	
Desirable	Interview & Interrogation Course	One Time	
Desirable			

K-9 UNIT

			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic K-9 Academy	One Time	
Essential	K-9 Narcotic Detection (if crossed trained)	One Time	
Essential	In-Service Maintenance Training	Monthly	
Essential	Firearms Qualification	Quarterly	
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

K-9 UNIT

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	K9 Academy	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential			
Desirable	K-9 Narcotic Detection (if crossed trained)	One Time	
Desirable			
Desirable			

K-9 UNIT

			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	K-9 Management Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

SPECILITY - SWAT

			Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT Course	One Time	
Essential	Advanced SWAT Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential	Basic SWAT Team Leader course		
Essential	Advanced SWAT Team Leader course		
Essential	Tactical Commander		
Desirable	Chemical Agent Instructor course		
Desirable	Range Master course		
Desirable	SWAT K9		
Desirable	Breaching School		
Desirable	Active Shooter/ Critical Incident Instr		

SPECILITY - SWAT

			Senior Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential	Basic SWAT Team Leader course		
Essential	Advanced SWAT Team Leader course		
Essential			
Essential			
Desirable	Chemical Agent Instructor		
Desirable	Range Master		
Desirable	SWAT K9		
Desirable	Breaching School		
Desirable	Active Shooter/ Critical Incident Instr		

SPECILITY - SWAT

	SI ECILITI - SV	V 1 1 1	
			Deputy
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT Course	One Time	
Essential	Firearms Qualification	Quarterly	
Essential	Maintenance Training	Monthly	
Essential			
Essential			
Essential			
Essential			
Desirable	Chemical Agent Instructor		
Desirable	Range Master		
Desirable	SWAT K9		
Desirable	Breaching School		
Desirable	Active Shooter/ Critical Incident Instr		

DETENTIONS DIVISION - SERT

		Dete	ntions Sergeant
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic SWAT/ SERT course		
Essential	Leadership course		
Essential	Case Law		
Essential	Basic Hostage Negotiations		
Essential	Advanced SERT/ SWAT course		
Essential			
Essential			
Desirable	Range Master Certification		
Desirable	Use of Force Instructor certification		
Desirable	Tactical Driving course		
Desirable	Impact Weapons		
Desirable	Chemical Weapons certification course		
Desirable	Specialty Impact Weapons certification		

DETENTIONS DIVISION - SERT

		Senior Detentions Deput	
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Essential	Basic SWAT/ SERT course		
Essential	Chemical Agent course (OC, CS,CN)		
Essential	Impact Weapon Certification		
Essential	Riot Control course		
Essential	Specialty Impact Weapons course		
Essential			
Desirable	Han to Hand Combat course		
Desirable			
Desirable			

DETENTIONS DIVISION - SERT

		Detentions Deput		
Priority	Class Name	Recertification	Initial Training	
Mandated				
Mandated				
Mandated				
Essential	Basic SWAT/ SERT course			
Essential	Chemical Agent course (OC, CS, CN)			
Essential	Riot Control course			
Essential	Specialty Impact Weapons			
Essential				
Essential				
Essential				
Desirable	Hand to Hand Combat training			
Desirable				
Desirable				

TRAINING PLAN DEVELOPMENT GUIDE

			Security Officer – SHERIFF SECURITY		
Priority	,	Class Name	Rece	rtification	Initial Training
Mandat	ed				
Mandat	ed				
Mandat	ed				
Essentia	al				
Essentia	al				
Essentia	al				
Essentia					
Desirab	le				
Desirab	le				
Desirab	le				
	OFFICE OF SHERIFF C	OUNTY OF KINGS	- TRAINING PLAN DEV	ELOPMENT GUI	IDE
					

		Communications Records Manager	
Priority	Class Name	Recertification	Initial Training
Mandated	Sexual Harassment	Bi-Annual	
Mandated	POST Dispatch Supervisor Course	One Time	
Mandated	POST Dispatcher Update	One Time	
Essential	POST Records Supervisor Course	One Time	
Essential	POST Public Records Act	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	POST Leadership & Accountability	One Time	
Essential	DOJ CLETS/ NCIC T 4 T	As Needed	
Essential	CCJWSA (Warrants) Training	As Needed	
Essential	POST Emergency Management	One Time	
Essential	Dispatch/ Risk Management	One Time	
Essential	FMLA & Other Leaves	One Time	
Essential	DOJ CLETS ACC Training	As Needed	
Essential	CLEARS Training Meetings	As Needed	
Essential	CLEARS Training Seminar	As Needed	
Essential	CCUG Training	As Needed	
Essential	CLETS Training Seminar	As Needed	
Essential	CLETS (DOJ) Database Training	As Needed	
Essential	Cal NENA Training Seminar	Annually	
Essential	National NENA Training Seminar	Annually	
Essential	Cal NENA Training Meetings	As Needed	
Desirable	POST Tactical Dispatch	One Time	
Desirable	PSD Instructor Development	One Time	
Desirable	Microsoft Office Suite training; Exce	l, One Time	
	Word, Power-point, Outlook, Access		
Desirable	APCO Training Seminar	Annually	

		Senior Emerge	ncy Dispatcher
Priority	Class Name	Recertification	Initial Training
Mandated	POST Basic Dispatcher Course	One Time	
Mandated	POST 24 Hour CPT	Every 2- years	
Mandated	Sexual Harassment	Bi-Yearly	
Essential	POST Assertive Supervision	One Time	
Essential	POST CTO	One Time	
Essential	POST Tactical Dispatch	One Time	
Essential	Emergency Management	One Time	
Essential	DMV Training	As Needed	
Essential			
Essential			
Desirable	Fire Dispatch	One Time	
Desirable	DOJ CLETS T 4 T	As Needed	
Desirable	PSD Instructor Development	One Time	

	Trainin	g Officer Emerge	ency Dispatcher
Priority	Class Name	Recertification	Initial Training
Mandated	POST Basic Dispatcher Course	One Time	
Mandated	POST 24 Hour CPT	Every 2 years	
Mandated	POST CTO Course	One Time	
Essential	POST Assertive Supervision	One Time	
Essential	POST Tactical Dispatch	One Time	
Essential	Emergency Management	One Time	
Essential	DMV Training	As Needed	
Essential	Fire Dispatch	One Time	
Essential	Cal NENA Training Conference	Annually	
Desirable	DOJ CLETS T 4 T	As Needed	
Desirable	National NENA Training Conference	Annually	
Desirable	PSD Instructor Development	One Time	
Desirable	APCO Training Conference	Annually	
Desirable	Dispatch/ Risk Management * Liability	One Time	
Desirable	FMLA and other Leaves	One Time	

COMMUNICATIONS DIVISION				
			Dispatcher	
Priority	Class Name	Recertification	Initial Training	
Mandated	POST Basic Dispatcher Course	One Time		
Mandated	POST 24 Hour CPT	Every 2 Years		
Mandated				
Essential	DMV Training	One Time		
Essential				
Essential				
Essential				
Desirable	POST Tactical Dispatch	One Time		
Desirable	Fire Dispatch	One Time		
Desirable				
Desirable				

			Supervisor
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Desirable			
Desirable			
Desirable			

			Senior Officer
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Desirable			
Desirable			
Desirable			

		Animal	Control Officer
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Desirable			
Desirable			
Desirable			

		Veterina	rian Technicia
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

ANIMAL CONTROL DIVISION

			Clerk
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential			
Desirable			
Desirable			
Desirable			

WATER RESCUE UNIT

		Water Rescue Unit	- SPECIALITY
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Basic Boating School	One Time	
Essential	PWC School (Jet Ski)	One Time	
Essential	Boating Accident Investigation	One Time	
Essential			
Desirable			
Desirable			
Desirable			

HOSTAGE NEGOTATIONS UNIT

	Hostage Neg	otiations Unit -	SPECIALITY
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Essential	Basic Hostage Negotiations	One Time	
Essential	Intermediate Hostage Negotiations	One Time	
Essential	Advanced Hostage Negotiations	One Time	
Essential	CAHN Advanced Symposium (Team leader determines who is to attend and bring back the training to the others).	Annually	
Essential	Interview & Interrogations	One Time	
Essential			
Essential			
Essential			
Desirable	Tactical Communications	One Time	
Desirable	Negotiations for Domestic Violence	One Time	
Desirable	Terrorism Intelligence	One Time	
Desirable	Crown Control		
Desirable	Crisis Negotiations for Command Staff/ Team Leaders	One Time	

RANGEMASTER - Operations

		Range Master -	OPERATIONS
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Range Master Course	One Time	
Essential			
Desirable			
Desirable			
Desirable			

RANGEMASTER - Detentions

		Range Master -	DETENTIONS
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Range Master Course	One Time	
Essential	Liability course		
Essential			
Desirable	Handgun Tactics course		
Desirable	Tactical Shotgun course		
Desirable	Defensive Handgun course		
Desirable	Advanced Handgun course		

TASER INSTRUCTOR

		Taser Instructor	- SPECIALITY
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Taser Instructor Course	Every 2 Years	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	Taser Instructor (Update)		
Desirable			
Desirable			

PURSUIT INSTRUCTOR

		Pursuit Instructor	- SPECIALITY
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Pursuit Instructor Course	One Time	
Essential	Civil Liability	One Time	
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

USE OF FORCE INSTRUCTOR

			ODE OLA LARV
		Force Instructor	
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Use of Force Instructor Course	One Time	
Essential	Case Law – Use of Force		
Essential	Liability course		
Essential	Use of Force Instructor Course (Update)	As Needed	
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

STOP STICK INSTRUCTOR

	Stop	Stick Instructor	- SPECIALITY
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	Stop stick Instructor Course	One Time	
Essential			
Desirable	Stop stick Instructor Course (Update)	As Needed	
Desirable			
Desirable			

EXPANDABLE BATON INSTRUCTOR

Priority Mandated Mandated	Class Name	Recertification	Initial Trainin
Mandated			
Manuateu			
Mandated			
Essential	Expandable Baton Instructor course		
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	Expandable Baton Instructor (Update)		
Desirable			
Desirable			

FIRST AID – CPR/ AED INSTRUCTOR

	FIRST AID – CPR/ AED INSTR		
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	First Aid/ CPR course		
Essential	First Aid/ CPR Instructor course		
Essential	AED Instructor course		
Essential			
Essential			
Essential			
Essential			
Desirable			
Desirable			
Desirable			

HANDGUN- SHOTGUN INSTRUCTOR

	HANDGU	N-SHOTGUN I	NSTRUCTOR
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	POST 80-Hour Handgun/Shotgun Course	One Time	
Essential			
Essential			
Essential			
Essential			
Essential			
Essential			
Desirable	Handgun/Shotgun Course Update	Every 2-Years	
Desirable			
Desirable			

LONG GUN INSTRUCTOR

		LONG GUN I	NSTRUCTOR
Priority	Class Name	Recertification	Initial Training
Mandated			
Mandated			
Mandated			
Essential	POST 40-Hour Long Gun Course	One Time	
Essential			
Desirable	Long Gun (Update)	Every 2-Years	
Desirable			
Desirable			

BACKGROUND INVESTIGATOR

	Difference in the bound of the			
	BACKGROUND INVESTIGATOR			
Priority	Class Name	Recertification	Initial Training	
Mandated				
Mandated				
Mandated				
Essential	POST Background Investigator Course	One Time		
Essential	Managing Background Unit	One Time		
Essential	Background Investigator Update Course	Every 2-Years		
Essential				
Essential				
Essential				
Essential				
Desirable				
Desirable	Background Investigator Conference	Annually		
Desirable	Managing Background Unit (Update)	As Needed		
Desirable				