



SAN JOSÉ POLICE DEPARTMENT

TRAINING DIVISION

Guidelines

UNIT PURPOSE AND DESCRIPTION

The mission of the San Jose Police Department's Training Division is to deliver updated training programs that support the Department's commitment to excellence, reflecting the highest professional standards in managerial, operational, and personal performance. By offering relevant and timely training programs, the Department will ensure its personnel possesses the knowledge and skills necessary to provide a professional level of service which meets the needs of the community.

San Jose Police Officers, Police Reserves, and Police Recruits are trained to address a wide variety of challenges utilizing our critical decision-making model. They are trained to police with fairness while building community relationships and reducing the criminal element on the street. The training provided to our personnel exceeds all State mandates. Our officers receive Tactical Conduct training to prepare them to make life-saving split-second decisions, we expanded Crisis Intervention training to meet the evolving needs of those in mental crisis, and we continue to provide our officers with more less than lethal force options to be utilized to diffuse potentially dangerous situations.

DIVISION GUIDELINES

The San Jose Police Department Training Division consists of the following units:

- Instruction Detail
- Regional Training Unit / Decentralized Training Detail
- Administrative Detail
- Range Detail
- Police Academy

The **Instruction Detail** is responsible for ensuring that all sworn department members (including Reserve officers) complete mandated training. The State (CA POST) requires all police officers to receive 24-hours of approved training every two years. Currently, the Department utilizes 10-hour blocks of instruction to meet this requirement. This unit develops, coordinates, and delivers in-service training (CPT) and team training. The Instruction Detail is responsible for hosting a Citizen Academy to promote transparency and build relationships with community members.

The **Regional Training Unit / Decentralized Training Unit** is responsible for the Driving Simulators, Force Option Simulators, De-escalation, and Less Lethal Force Options. Our Department was appointed by the governing body of California Peace Officer Standards and Training (P.O.S.T) as a Regional Training Center under contract to train officers from all over California.

The **Administrative Detail** is responsible for providing supervision and clerical support to the other details; management of the training budget, maintenance of all training records, maintaining liaison with P.O.S.T. regarding the application for an award of certificates, reimbursements, school requests and maintaining compliance with local, state and federal training mandates. Additionally, the Administrative Detail provides the Office of the Chief with analysis of proposed legislation relating to police training and delivers specific instructional components as directed.

The **Range Detail** is responsible for developing and providing firearms training and biannual qualifications, less-lethal weapons instruction, weapons inspection/repair, administration, coordination and training for the Patrol Specialists and Rifle Operators, as well as the evaluation, purchase, and storage of new weapons and ammunition. The Range also manages less-lethal weapons (excluding Taser) and the Patrol Rifle program.

The **Police Academy** is responsible for training San Jose PD Police Recruits. Our recruits receive 1176 hours of course instruction, which far exceeds state requirements. We have one of the most robust curriculums in the State of California. During academic lessons, recruits undergo extensive training in the enforcement of laws and the protection of the Constitutional rights of all. Recruits also attend several academy workshops focusing on cultural and gender diversity and conversating with victims of crimes. We combine classroom learning with scenario/role-playing practical situations. We run academies concurrently three times a year, with 50-60 recruits in each Academy.

The **Training Division** will continue to reflect the Department's commitment to excellence. We have received recognition for reflecting the highest professional standards in managerial, operational, and personal performance. By delivering relevant and timely training programs, the Training Division ensures its personnel possesses the knowledge and skills necessary to provide a professional level of service to meet the needs of the community; Integrity, Courage, Excellence, Service, Diversity, Innovation, and Respect is the cornerstone of our Training Division and the San Jose Police Department.

TRAINING DIVISION ASSIGNMENTS

Training Division Lieutenant

The Training Lieutenant is responsible for ensuring that all details that are within the Training Division are meeting goals and expectations. The Training Lieutenant must be

committed to ensuring that all details are provided with the necessary training, equipment, and resources to effectively and efficiently train department personnel.

The Training Lieutenant is also having the dual role as Academy Director.

As the assigned Academy Director, the assigned Training Lieutenant will be responsible for providing leadership, management, discipline, and overall supervision of the Police Academy. The Academy Director shall ensure the completion of each academy schedule and administer testing of applicants for the positions of Academy Supervisors, Civilian Coordinator, Scenario Manager, Instructional Staff, and Recruit Training Officers. The Academy Director will also be responsible for assisting the Fiscal Unit by updating allied agency contracts and ensuring contract compliance. The Academy Director shall ensure all policies and procedures for recruits and staff are current and consistent with POST and San Jose Police Department standards.

Regional/Decentralized Training Sergeant

In addition to overseeing the Regional and Decentralized Training, the Regional/Decentralized Training Sergeant is responsible for ensuring the continued teaching of POST Courses, Classroom Instructor Equipment, Instructor Training School Authorizations, and will attend county Training Manager Meetings. The Sergeant will also be aware of equipment inventory and equipment needs. The Sergeant will supervise onboarding of new instructors and facilitate training requests and or projects initiated by the Chief of Police.

Instructional Detail Sergeant

In addition to overseeing and managing CA Peace Officer Standards and Training mandated perishable skills and legislatively required training, the Instructional Sergeant ensures the department remains in compliance with the training cycles. The Instructional Sergeant also conducts "Training" ordered by Internal Affairs is undertaken with the subject officer. The Sergeant will coordinate Field Training Program remedial training, In-service remedial training, and complete projects as directed by the Training Lieutenant.

Instructional, Regional/Decentralized Training Officers

All officers assigned to the training unit will carryout as directed what training is to be delivered for the current training cycle. The officers assigned will do curriculum development, provide classroom instruction, and become experts within their assigned training assignments. Instructors will also continue to expand on their expertise and continuously work to bring new, relevant, and best practice curriculum back to the members of the San Jose Police Department for future training.

RANGE

Range Detail Sergeant

The Range Sergeant is responsible for the daily operations of the Range. The Range Sergeant initiates and ensures that the department's effort to provide professional, contemporary, and comprehensive training in police firearms tactics are followed. Additionally, the Range Sergeant ensures the highest standards and best practices are utilized in maintaining the department's firearms, qualifications, and a safe Shooting Range environment.

Range Officer

Officers assigned to the Range Detail will ensure that the person receives training in tactical firearms methods which will enable them to perform their duties safely and efficiently. The Range Officers will identify training deficiencies and address each with appropriate training programs. The Officers will remain abreast of all new training concepts and current issues.

ACADEMY

Operations Sergeant

One of the two sergeants assigned to the Police Academy shall be designated as the Operations Supervisor. The Operations Supervisor has direct supervisory responsibilities for the recruits and deals with discipline issues, attendance, injuries, and maintenance of files for each recruit. It is the Operations Supervisor's responsibility to establish the academy culture and consistent messaging delivered by all Recruit Training Officers. The Operations Supervisor will administer progressive discipline for on- and off-duty behavior. The Operations Supervisor shall review peer to peer evaluations, recruit evaluations, instructor evaluations, and conduct exit interviews. The Operations Supervisor is also responsible for the execution of the Midterm and Final Inspections. The Operations Supervisor shall hold all separation and accommodation meetings. Finally, the Operations Supervisor will be responsible for maintaining the Recruit Training Officer Manual.

Administrative Sergeant

One of the two sergeants assigned to the Police Academy shall be designated as the Administrative Supervisor. The Administrative Supervisor is responsible for the coordination of all instruction and the management of the Basic Course Instructional System. The Administrative Supervisor shall be responsible for reviewing instructor presentations and videos before the course is taught. The Administrative Supervisor develops the course schedule. The Administrative Supervisor is also responsible for maintaining the pool of qualified Academy Instructors. The Administrative Supervisor will continuously monitor the performance of the Academy Instructors and provide appropriate feedback, support, and direction. The Administrative Supervisor shall

maintain an awareness of the depth of instructional staff, anticipating, and actively recruiting instructors in essential areas. The Administrative Supervisor shall make necessary academy purchases, contract with vendors, and secure required venues. The Administrative Supervisor will coordinate Day Zero, Family Night, and Academy Graduation. Finally, the Administrative Supervisor will be responsible for maintaining the Instructional Manual and to facilitating Patrol Readiness Training.

Civilian Coordinator

The Civilian Coordinator is the Academy Compliance Officer and is responsible for the management of the Basic Course, ensuring all POST minimum requirements are met. The Civilian Coordinator shall provide all tests and retests are delivered according to the Test Management and Security Protocols. The Civilian Coordinator will reiterate the importance of ethics and professionalism throughout the Basic Course. The Civilian Coordinator shall be responsible for the collection of timesheets related to South bay independent contractors and non-San Jose Police Department Instructors for processing. The Civilian Coordinator will facilitate instructor-required learning disclosures, maintain instructor files, and collect instructor evaluations. The Civilian Coordinator will ensure the accuracy of all learning domains via the POST website and is responsible for facilitating POST updates. The Civilian Coordinator shall oversee college withdrawals of recruits, academy operations, and Basic Course audits. Finally, the Civilian Coordinator will be responsible for maintaining the Red Suit Policy, Recruit Procedural Manual, and Academy Safety Manual.

Scenario Manager

The Scenario Manager is responsible for the management of scenario demonstration, training, and testing. The Scenario Manager is also responsible for the supervision of evaluators, role players, and controlling POST testing materials. The Scenario Manager will ensure all evaluators have completed the POST-certified Scenario Evaluator Course. The Scenario Manager shall supervise scenario demonstrations, training, and testing. The Scenario Manager will provide scenario briefings, logistics, and protocols to students and staff. The Scenario Manager will ensure students have viewed the Student Scenario Preparation video before their first scenario test. It is the responsibility of the Scenario Manager to ensure any person assisting with the grading of scenario evaluation forms has read and signed the Test Security Agreement and Attachment A.

Recruit Training Officer

The Recruit Training Officer (RTO) is responsible for the direct supervision of all academy recruits. The RTO ensures the recruits follow policy and procedures as outlined in the Policy and Procedures Manual. The RTO monitors and tracks the performance of the recruits and provides counseling and training in most areas of deficiency. The RTO is responsible for coordinating all logistical functions associated with the presentation of the course. The RTO organizes all the offsite scheduling and equipment issues related to each training activity. An Academy RTO shall be with the recruits at all offsite training.

Full-time Academy Instructor

The San Jose Police Academy shall maintain a cadre of full-time Academy Instructors. These positions shall be filled by personnel at the rank of officer. All Academy Instructors will be professional, ethical, knowledgeable, credible, and enthusiastic in the delivery of the training curriculum. Academy instructors shall deliver the mandated instruction in a manner consistent with the San Jose Police Duty Manual, Academy Procedures Manual, and POST specifications.

All Academy Instructors are required to meet the requirements outlined in the Academy Instructor Certification Program (AICP). Academy Instructors will be assigned as course liaisons for Satellite Instructors. Academy Instructors will assist the Scenario Manager with the facilitation of scenario demonstration, training, and testing.

Satellite Instructor

The San Jose Police Academy shall maintain a cadre of Satellite Academy Instructors. Satellite Instructors are comprised of both internal and external resources that have been selected to provide academy instruction. These positions shall be filled by sworn and non-sworn personnel. Satellite Instructor assignments are re-evaluated after every police academy. All Academy Instructors will be professional, ethical, knowledgeable, credible, and enthusiastic in the delivery of the training curriculum. Academy instructors shall deliver the mandated instruction in a manner consistent with the San Jose Police Duty Manual, Academy Procedures Manual, and POST specifications.

Academy Clerk (Article 39 Personnel)

Academy Clerks will provide administrative support for the Academy Director, Supervisors, Coordinators, and RTOs. Academy Clerks will assist with homework grading or any other necessary tasks; to include, but not limited to, scanning or photocopying documents, emailing, word processing, creating Excel spreadsheets, or other computer-related functions.
