

SAN DIEGO SHERIFF'S DEPARTMENT



IN-SERVICE TRAINING UNIT OPERATIONS MANUAL

Revised 10/2018

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I. Mission Statement and Values

Mission Statement

The In-Service Training Unit aims to provide the highest quality training to all deputies through experience, knowledge, and effective communication in an effort to make San Diego County Deputy Sheriff's the most highly trained and elite Deputies in the nation.

Values

- Customer Service Orientation
- No demeaning, disrespectful, behavior towards students or staff
- Treat students the way you want them to treat the public.
- Balance discipline and respect for individuals.
- Situational discipline in life threatening/physical aspects of the job.
- Open learning environment – independent/critical thinking.
- Help students meet standards and become successful.
- Problem solving as a priority.
- View mistakes as learning opportunities.
- Code of ethical conduct.
- Respect differences.
- Fairness (Common sense.)
- Collaboration and consensus across agency lines.

II. Overview of Organization

The Sheriff's In-Service Training Unit provides continuing training to all members of the Department as well as personnel from other law enforcement agencies throughout the State of California.

A. Training Objectives

The goals of the Sheriff's In-Service Training Division are as follows:

1. Ensure that all Department personnel are in compliance with State and Department mandated training.
2. Provide continuous training that will aid personnel in maintaining peace and order through the provision of police services that are of the highest quality and responsive to the needs of the community.
3. Increase the technical expertise and overall effectiveness of all personnel.
4. Provide for the career development of Department personnel.

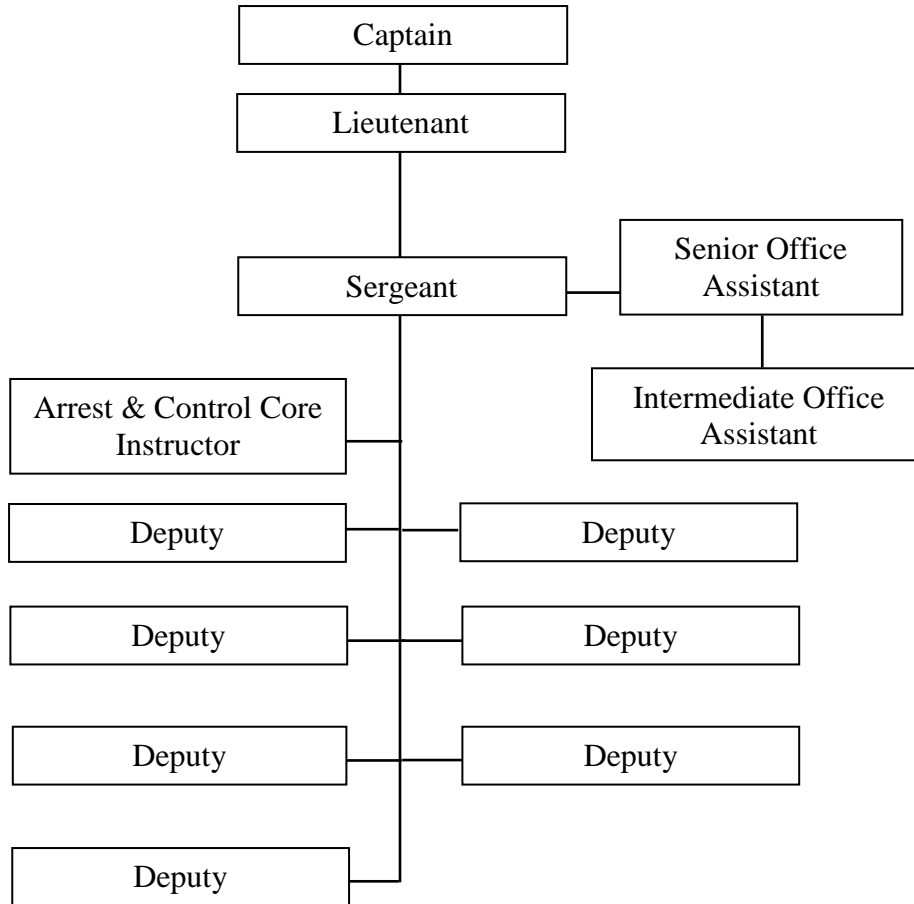
B. Training Type

To accomplish the objectives listed above the Sheriff's In-Service Training Unit will focus specifically on the following four aspects of training to include:

1. Mandated by state or federal law, which includes P.O.S.T. and DOJ.
2. Essential per the San Diego Sheriff's Department based on the assignment.
3. Desirable for optimum performance in a specific position. Not necessarily needed or mandated, but desired for optimum performance.
4. Optional not needed for current assignment, but would like to attend for career enhancement reasons, if possible.

Chain of Command

In-Service Training Unit



III. Personnel Responsibilities

Critical Incident Review Board (CIRB)

The In-Service Training Unit Sergeant will attend the Critical Incident Review Boards (CIRBS). As a result of the CIRBS, "Action Items" are identified in any given incident. Often times these action items that need to be addressed are related to training. Historically, creating a Training Bulletin to cover the issue is one common action item. Other times it could be to create a video, line-up training, adjust CPT, and modify the FTO manual.

Continuing Professional Training (CPT)

Job includes scheduling, monitoring, and tracking compliance of all POST employees for the POST mandated training which consists of 24 hours every two years. This position also includes the lead role in creating a new CPT cycle at the end of the old.

Tracking:

ALL Law Enforcement – Sgts and below must have 14 hours of perishable skills and 10 hours of department specific training (24 hours).

Lieutenants and above must attend 24 hours of any POST Training. Lt's have the option to attend CPT.

Electronic Data Interchange (EDI)

Entering and updating all classes and information including instructor resumes, course outline, lesson plans, etc. into EDI for POST approval and compliance

Emergency Planning Liaison

MFF – Coordinate with Emergency Planning Detail (EPD) and SED to schedule training, training venues etc.

Level C – Work with EPD and SED to create a plan to include:

1. Basic Level C training
2. Equipment needs (EPD)
3. Any ongoing training need to keep up with state/federal mandates and insure operational effectiveness.
4. Funding source for initial training, refresher training and practical application

5. Funding source for equipment, maintenance and replacement.
6. Defined roles for units involved in the training (EPD, WTU, IST, SED)
7. Whether or not it would be more effective to contract out or conduct the training ourselves.

NIMS/ICS tracking training – Keep our department current with state/federal mandates. Work with Battalion Chief w/San Diego UASI on federally mandated training.

Equipment Manager

This individual is responsible for all equipment help here at In-Service and our equipment lockers at A-Range. Equipment must be maintained, cleaned and stocked at all times. This includes role play equipment, blue guns, SIMMs guns, SIMMs PPE, Less Lethal bean bag, PepperBall, as well as laptops, computers, projectors etc....

EVOG Coordinator

Job includes ensuring all EVOG mandates are met in CPT and well as all menu/POST courses such as the 4X4 Course, Driving Simulator, Driver's Awareness, ATV rider, and UTV driver courses.

FTO Program

This individual will work with station Training Coordinators and station Training Sergeants in monitoring the Field Training Program; Create or implement line-up training, provide any training DVD's to stations/facilities and keep a updated list of Training Officers/Corporals at each station. This individual will keep track, review and file station quarterly reports. Also responsible for coordinating and scheduling the FTO Course, FTO Update Course and updating the FTO manual as need be.

In-Service Class Manager

We offer several POST classes at the college. These individuals are responsible for opening and closing each class as well as collecting rosters and college applications. Due to the work load at In-Service Training all of the In-Service staff needs to have an understanding of this responsibility. In-Service Training offers several menu classes that are distributed amongst the staff for coordination and implementation.

Legal Requests

We generally get legal requests from the Department/County Counsel when there is a law suit. Generally legal requests have a quick turn around and the info is

needed within one day. At times it's as easy as copying the training file of the deputies involved. It could also involve researching past cycles of CPT, training bulletins, tactical tips, line-up training, etc. All requests must be vetted through Sheriff's Legal prior to being sent to the requesting entity. Provided information may be confidential and not to be discussed outside of the unit.

Less Lethal/Taser Course

Schedule training and coordinate necessary resources (instructors, equipment, venues, and role player, etc.) for classes.

LMS Learning Management System

The individual is responsible for managing LMS. They will distribute training information, videos, and bulletins.

Respiratory Fit Test Program Manager

Cal OSHA requires all individuals who will be required to wear a face respirator to be tested ANNUALLY. ALL deputies who have been issued a Millennium mask must be fit tested annually. If there is an outbreak of H1N1 or FIRES and the N95 masks are to be used by the department (mandatory use) or by department staff then they too must be fit tested. If there is no mandate to wear the N95 but the employee wants to voluntarily wear the mask then there is no testing requirement.

We have recently purchased (6) six Porta Count Machines and all equipment necessary for these testing procedures to take place at the station level. We have also trained individuals both sworn and professional from all walks of the department. The role of the program manager is to work with Risk Management in distributing and collecting the equipment bins, delivering and picking them up from stations and assisting with troubleshooting training issues department wide should a station trainer need assistance or have a question.

The fit test program will be going to stations (pre-assigned) for a two month period of time. During that time the stations / facility trainers will be required to conduct all the necessary training and fit testing. This testing must be done ANNUALLY.

State/POST Mandates

1. SB719
2. Racial Profiling
3. DV updates
4. Sexual Harassment

SB719 is an annual requirement for department wide pursuit training. It is a large task of tracking rosters and data entry. This is for ALL sworn staff from the Sheriff down to include courts and detentions. We must have 100% compliance every year.

Racial Profiling is a five year requirement (Due 2014). As with SB719, it requires training rosters and data entry.

DV updates are a two year, two hour requirement (Due 2013). Video segment totaling two hours have been created and available via the web site. To ensure we are current with the law and policy, we must be proactive with checking POST and the DA's office. Again, rosters must be generated and data entry completed. Sexual Harassment is a two year requirement.

Supervisory Leadership Institute (SLI)

The In-Service Training Unit Sergeant will track the names of interested parties via a spreadsheet listed by seniority of the promotion date. The Sergeant will need EDI access to enter the selected names for SLI. Once the names are selected by the command, the Sergeant will need to submit the name into EDI and send a FAX or e-mail to Hilary Edwards the list of those selected names. All other steps will be sent to you via e-mail by Hillary.

Training Bulletins/Tactical Tips/Line-Up Training

Training bulletins are usually written on department specific areas of training that we want our personnel to become aware of. Some of the time a theme for a training bulletin comes from a CIRB. The goal is to have a minimum of one per month.

Tactical tips are a way to share information for other stations, local and governmental agencies. They are served more for information only to share with the troops.

In-Service Training will do their best to confirm any information we receive for a Training Bulletin or Tactical tip prior to sending it out.

Travel

Create travel packets for all POST reimbursable classes/training. Deputies must attend the course in county first. If the same class is offered in and out of county, you must default to the in county class. The class MUST have a nexus to the deputy's job. This is to be determined by the In-Service Sergeant and Lieutenant. We MUST have a completed travel packet completed and sent to Ridgehaven no later than 45 days prior to the scheduled class. Staff will also be responsible for the travel budget which is reported to the Lieutenant via the Sergeant on a

monthly basis.

Vehicle Coordinator

Responsible for all performance maintenance for vehicles assigned to In-Service Training, Detentions and the Regional Academy. Includes all patrol vehicles SDSD has assigned to the Academy as well as unmarked vehicles. This individual coordinates with COC and the Vehicle Coordinators Office for maintenance and vehicle assignment.

IV. Standard Operating Procedures

A. Staff Selection Process

Training and Development Division Lieutenant

Applicants for this position must have completed their probationary period. Selection for this position is done administratively. The final selection for this position is subject to approval by the Training and Development Division Captain.

In Service Training Sergeant

Applicants for this position must be recommended by their Commanding Officer and have successfully completed their probationary period. Applicants must be physically fit and will be required to complete a physical assessment test.

Qualified applicants must submit a completed transfer request through their chain of command to their Commanding Officer. Selection and transfer will be made in accordance with Department Policy and Procedure section 3.19.

Training Academy Deputy Sheriff

Applicants for this position must have the approval of their Commanding Officer and have successfully completed their probationary period. Additionally, applicants must have experience as a Field Training Officer, having satisfactorily served in that capacity for a minimum of one year. Applicants must be in excellent physical condition and will be required to complete a physical assessment test.

Qualified applicants should submit a completed transfer request through their chain of command to their Commanding Officer. Selection will be made in accordance with Department Policy and Procedure section 3.19.

Professional Staff/Clerical Support

Applicants for Clerical Support Positions are required to take and pass a written multiple choice test and an oral interview. The written test, which assesses pertinent job related skills and knowledge. Qualified candidates who pass the written test will be placed on an employment list and selected when an opening becomes available.

B. Emergency Callbacks

In case of a large-scale disaster or critical incident, the In-Service Training Staff is available for call out. The Training Lieutenant shall ensure that an up-to-date callback roster is maintained and disseminated to all supervisory personnel.

In the event of an actual call out, the Watch Commander will notify the Training Lieutenant of the need for personnel. The Training Lieutenant will determine which personnel to call back and notify the Sergeant with the details.

C. Uniform and Plain Clothes Attire for In Service Training Staff

The following is considered proper attire for the In-Service Training staff:

1. Class "C" Uniform

Short/Long sleeve shirt with patches
Department regulation trousers
Black uniform belt
Plain black or metal watch with matching band
Black socks
Black shoes (dept. approved)
Department name tag
Black crew neck tee shirt (if worn)

2. San Diego Regional Public Safety Training Institute Staff Uniform

Short sleeve black polo shirt with In Service Training or SDRPSTI logo on left breast
Department regulation trousers
Black uniform belt
Black socks
Black shoes (dept. approved)
Black crew neck tee shirt

The class "B" uniform, training center staff uniform or business attire will be worn when facilitating or instructing all non-lab classes.

Lab Uniform for Instructors/Trainers (Arrest and Control, EVOC, Range)

3. Lab Uniforms will vary depending on the assignment. All trainers instructing the class will wear the same uniform:

Black tee shirt with In Service Training logo on left breast
Black tee shirt with SDRPSTI logo on left breast
Red tee shirt with In Service Training logo on left breast
Green BDU trousers
Woodland camouflage BDU trousers
Black socks
Black boots
Black baseball cap with approved logo
Green or black boonie cap
High-visibility safety vest

4. Physical Training Uniform

Personnel participating in physical training with SDRPSTI staff and/or recruits shall wear the following:

Staff tee shirts, gray or red with black SDRPSTI logo on left breast
Black gym shorts
Running shoes
Black sweat shirt with SDRPSTI logo on left breast (optional)

5. Jacket

The jacket may be worn with the training center staff uniform, lab uniform and Class "B" uniform. Department authorized jackets or sweaters may be worn by personnel wearing the Class "B" uniform.

Black nylon with the SDRPSTI logo on the left breast.

6. Civilian Dress Attire

For males, slacks, jeans, sport shirts, sweaters, loafer type or clean and neat tennis shoes are appropriate. Faded and/or worn jeans, work out clothing, sweats, and T-shirts or sweat shirts with commercial advertising or offensive or suggestive items would not be appropriate. T-shirts and sweatshirts that would be appropriate may include Sheriff's Department logos, sports related logos, and those with prints or other appropriate themes.

For women, casual slacks, jeans, blouses, sweaters, flats, or clean and neat tennis shoes are appropriate. Faded and/or worn jeans, work out clothing or warm ups, and T-shirts or sweat shirts with commercial advertising or offensive or suggestive items would not be appropriate.

T-shirts or sweatshirts that would be appropriate may include Sheriff's Department logos, sports related logos, and those with prints or other appropriate themes.

Each command is responsible for ensuring proper dress of employees. This more casual professional staff civilian attire is intended for those personnel whose assignment permits such. It is not intended for those positions where public contact is the majority of their job assignment.

Casual Friday is authorized for all non-uniformed personnel

D. Physical Training

Sworn In-Service Training Staff are required to maintain a level of physical fitness that allows them to participate in Academy runs, other Academy activities, and physically demanding activities generally associated with scenario roleplay. To be able perform these functions at an optimum level, Sworn In-Service Training Staff may participate in physical training during scheduled work hours, job duties permitting.

E. Work Hours

Normal business hours for the In-Service Training Unit are 0530-1630 hours, Monday through Friday.

In-Service Training sworn personnel currently work a 4-10 hour work week, while civilian personnel continue to work a 5-8 work week.

Overtime may be assigned when necessary.

Adjustment of normal work hours will be in accordance with Department Policy.

F. Compensatory time, vacations, and sick leave

Compensatory time, vacations, and sick leave shall be taken in accordance with department policy.

Staff members are prohibited from receiving payment from their department and the College District for the same time period.

G. Injuries

All personnel assigned to In Service Training shall promptly report any injuries and illnesses, and receive medical treatment in accordance with their Department Policy.

All personnel and others in the active capacity of a paid San Diego Community College employee (instructor/adjunct) shall promptly report any work related illness or injury to the Campus Security Officer for documentation and treatment. When an In Service member/ Academy staff member learns that a sponsored student from another agency has incurred a work related illness or injury they will contact the agency in question to determine the proper reporting and treatment procedures.

H. Use of Tobacco

The intent of this policy is to protect the health of non-smoking staff and students. This policy will ensure that staff and students are provided a work and educational environment free of any offensive influence of tobacco use.

The use of any tobacco product is expressly prohibited within any building or other area routinely dedicated to training activities. This prohibition applies to outdoor areas surrounding the In-Service Unit office, the Public Safety Training Institute office and Miramar College classroom complex, including the patio and breezeways.

I. Staff Meetings

Staff meetings are recognized as an effective means of insuring consistency and communicating specific projects, objectives and long-range goals of the In-Service Training Unit.

Staff meetings will be held on regular intervals or at the discretion of the Training and Development Lieutenant. Whenever possible, staff meeting times will be announced in advance. Staff members who are unable to attend shall notify their immediate supervisor prior to the scheduled meetings.

J. Unit Designators

The Unit Designators for the sworn supervisors assigned to the In-Service Unit are as follows: 10AC- Captain, Academy; 10AL1-Lieutenant, Academy; 10AS1-Sergeant, In-Service Training. The Unit Designators for the remaining sworn personnel assigned to the In-Service Training Unit may vary from 10A1-10A18, based on availability of call signs. The call signs mentioned include the STC and Regional Public Safety Staff as well.

K. Staff Vehicles

Several vehicles are assigned to In-Service Training for use during training venues and to provide transportation for staff members in the performance of their duties. Specific assignments of the vehicles are made at the discretion of the Training Division Captain.

L. Training Files

The In-Service Training Sergeant is the custodian of Department Employee Training files. Individual training files are kept on each employee currently employed by the San Diego Sheriff s Department.

It is the responsibility of the Intermediate /Senior Clerk to establish and maintain the training files for all department employees. The training files are filed digitally and retained indefinitely on a WebXtender program. Access to these files is limited to Training and Development staff.

M. Training File Information Requests

The following procedure provides you with guidelines for addressing requests for information contained within individual training files.

When a law enforcement or corrections deputy makes a request (either for him/herself or at the request of a supervisor) for a copy of the summary of training classes (and/or one or two documents) in his or her training file, honor the request in the following manner:

1. Have the deputy e-mail (on his/her county email account) a request to In-Service Clerk or STC Clerk to have the training summary faxed to a particular number, sent via county mail, or sent to a Sheriff's facility via USPS mail. Print out the e-mail and place it into the training folder when you photocopy the summary.

Under normal circumstances, the time frame for sending out photocopies shall be as follows:

1. Summary and/or one or two documents – within two working days.
2. More extensive photocopying – within one workweek.

If an immediate request for training information is made, the In-Service Unit Sergeant or Lieutenant will handle the request.

The information contained in Individual Training Files is not generally of a sensitive nature. However, if for any reason a question arises regarding the requested documents, the In-Service Sergeant or Training Lieutenant may be contacted for appropriate direction.

Original documents will not be permitted out of the In-Service office area with the exception of original documents that have been signed out by Internal Affairs, Personnel or Command Staff.

N. Procedure to Request a POST Certified Course

This procedure refers to an Out-of-County Course or an In-County Course not affiliated with the College. To begin processing a course request, the student's TRAINING SERGEANT must e-mail the P.O.S.T. Schools Coordinator at least 45 days before the course start date. The e-mail should include the following:

1. If the course title does not obviously fit the student's current duties, a LETTER OF JUSTIFICATION is needed. This letter should explain why the class is needed and how the course topic fits within the student's current duties (as per the Bureau Commanders). The letter does not have to be formal... a simple paragraph outlining the above issues will suffice.
2. Will the student incur overtime?
3. Will the student need to be back-filled (overtime)?
4. Has the student's Captain approved this training?

O. In Service POST Training Procedure

1. All P.O.S.T. training arrangements will be coordinated by the In-Service Training Division and are considered tentative, pending department approval and course provider conformation.
2. All persons attending P.O.S.T. training are expected to adhere to the Sheriff's Department Policy and Procedures.
3. All persons attending P.O.S.T. training are expected to adhere to those requirements set forth by the course provider.
4. Request for P.O.S.T. training will be submitted to the Sheriff's In-Service Training Division by the participant's Training Sergeant, no later than forty-five days in advance.
5. The course attendee will secure Station Command approval before requesting P.O.S.T. training.
6. Selection of hotel accommodations will be made according to availability, price and location.
7. Every person attending P.O.S.T. training will provide their own hotel room.
8. Air travel (optional) will be provided to those persons attending a course that is located beyond Central California.
9. A vehicle rental will be provided to attendees if the training site is different from the attendee's hotel or if there is no available transportation from the airport to the hotel.
10. It is the responsibility of the participant the training division with a copy of any certificates that are issued to them by the course provider.
11. POST training participants will provide the Sheriff's Department with the relevant information and material that is acquired as a result of POST Training

P. Scheduling Sergeants to Attend Supervisor Leadership Institute (SLI)

The Sherman Block Supervisory Leadership Institute (SBSLI) uses experience-based learning techniques to enhance the leadership abilities of first-line supervisors in California law enforcement. This intensive program assists supervisors in analyzing their individual strengths and weaknesses and develops the type of interpersonal skills and strong ethics needed by leaders in law enforcement today. The SBSLI program consists of eight 24-hour sessions (192 hours) presented over eight months, and culminates in a commencement ceremony in which a special certificate is awarded.

To qualify for SBSLI enrollment, an applicant must meet these requirements prior to the submission of an application:

1. Requests or volunteers to attend
2. Agrees to remain in law enforcement for five years after SBSLI Currently serves as a first-level supervisory peace officer (generally the position of sergeant)
3. Has completed two years of fulltime experience supervising peace officer employees
4. Has completed the POST supervisory course or has been awarded a POST supervisory certificate
5. Agrees to act in accordance with the policies, procedures, and expectations of SBSLI participants
6. Is approved for attendance by your agency executive

Any Law Enforcement Sergeant meeting the above listed requirements is eligible to apply for the Supervisory Leadership Institute Course in the following manner:

1. All qualified applicants must contact the In-Service Training Sergeant and request to attend the P.O.S.T. Supervisory Leadership Institute (SLI)
2. An application form will then be sent to the requester
3. The applicant must complete the application enrollment form and return it to the In-Service Training Sergeant. (Instruct the applicant to leave the "Agency Head" signature line blank.)

See Appendix (A) for attached copy of SLI Application Enrollment form.

All completed SLI application forms will be returned to the In-Service Training Sergeant at mail stop N-246. The names are then submitted to command for approval.

Q. Response to Inquiries Regarding Department P&P

1. Receive written request/inquiry from outside agency on their department letterhead.
2. Notify the Training Sergeant.
3. Give request to the CORE Instructor/Subject Matter Expert (SME), Training Deputy, or other designated personnel.
4. The responsible person will gather the requested information and send it to the inquiring agency.
5. Depending on the nature of the request, the responsible party may file the inquiry for future reference.

R. Department / Outside Agency Training Requests

1. Training staff will receive training requests.
2. Discuss request with inquiring party and determine feasibility.
3. Arrange to provide training or decline training request. If arrangements have been made to provide training, have requesting party contact the Training Sergeant in writing (email will suffice), for final approval.
4. Once final approval

S. Training Bulletins

1. Designated staff will research and create training bulletin.
2. Responsible staff will ensure validity, accuracy and legality of training bulletin.
3. Appropriate personnel, such as a CORE Instructor, Subject Matter Expert, Legal Advisor, etc. will review/proofread ALL bulletins.
4. Make necessary revisions/corrections.
5. Have Training Sergeant review final draft before distributing.
6. Once the Training Sergeant has approved the training bulletin, disseminate to appropriate staff members or personnel. Distribute via Team Links, All-In-One, or send hard copy through interoffice/U.S. mail.
7. Maintain all Training Bulletins for future reference.

T. Sheriff's Ongoing Training (SOT)

In an effort to reduce liability and injuries caused by a variety of incidents, the department has created an ongoing training program that will highlight "High Risk, Low Frequency" incidents and provide training scenarios to create heightened awareness.

Most topics are broad enough to pertain to all department personnel, while others will be targeted toward specific bureaus. In-Service Training will be responsible for the coordination and distribution of all SOT bulletins.

Each station/facility/division will receive the following month's training topic before the first of the month. It will consist of a short scenario followed by questions relevant to the issue.

The correct answers, along with a brief discussion, will be listed. Supervisors are responsible for ensuring that each employee under their supervision understands the correct answers to the scenario. If an employee does not understand the proper answers, more time will be provided by his/her supervisor on an individual basis to ensure comprehension.

Captains are responsible for ensuring training is completed by all personnel under their supervision.

U. Field Training Program Coordination

The designated Training Deputy will perform the following functions for the Law Enforcement Field Training Program:

1. Re-certify the program and make any updated changes to program as mandated by POST.
2. Review and ensure Field Training Manuals of completed Trainees are complete and signed off properly.
3. Review and ensure Trainee evaluation reports are complete and signed off properly.
4. Ensure Field Training Manuals and evaluations are put together in a complete packet and signed off by the In-Service Training Lieutenant. Once the complete package is signed off, it will be scanned into the Web-Extender Program. All hard copies of training files will then be destroyed.
5. Track trainees who are currently in field phase training via the "Trainee Tracking Database" and appropriately annotate the conclusion of their training within this system.
6. Maintain a current list of each stations Field Training Officers (FTO) Training coordinator and Training Sergeants.
7. Conduct quarterly Training Coordinator meetings with station training staff. (Jan/ Apr/ Jul/ Oct)
8. Facilitate Field Training Officer and Field Training Officer Update Courses.

V. Instructor Selection Process

Any person seeking to become an Adjunct Instructor for the SDRPSTI must meet the following educational/work experience requirements:

1. Bachelor Degree or higher plus two years of full-time work related experience and completion of the Academy Instructors Certification Course

or

2. Associate Degree plus six years of full-time work related experience and completion of the Academy Instructors Certification Course

The potential instructor will be vetted by members of In-Service Training staff to ensure the instructor is able to effectively facilitate a course of instruction. When staff members are confident in the potential instructor's abilities a request will be made to the Training Lieutenant for an Adjunct Instructor hiring application from the Dean of the SDRPSTI.

Upon successful completion of the hiring process, Adjunct Instructors will be monitored by In-Service Training Staff to ensure the quality of instruction.

It will remain the responsibility of the Adjunct Instructor to complete any training needed to maintain instructor credentials.

W. POST Certificates Processing Guidelines

The designated Professional Staff member will process the P.O.S.T. certificates as follows:

1. Prepare the certificates one month in advance, by the 15th of every month. Pull all the applications that will be due the following month.
2. File a copy of the application in the deputy's training file. Mail the application to P.O.S.T. at least 10 days before the date on the certificate, so that the date on the certificate will be the exact date that the officer will be eligible. Before mailing the certificate, enter the name of each deputy in the P.O.S.T. certificate log-book. Inform the Payroll Department of the deputy's pay raise, upon receipt of certificate from P.O.S.T.
3. When the certificate(s) arrive from P.O.S.T., write the date that you received the certificate in the P.O.S.T. certificate logbook. Make two copies of the certificate - one for the Payroll Division and one for the deputy's training file. Send the original to the deputy. Enter the certificate date on the deputy's file in the computer system. Type the date on the hard copy in the deputy's training file.
4. If necessary, send a letter to the deputy indicating when he/she must re-qualify for incentive pay along with the original certificate. Most will be exempt from requalifying by this time.
5. Add the new deputy's name into the computer file (listed as Intermediate Incentive Pay or Advanced Incentive Pay). This file is used for the monthly statistics report.
6. Each deputy who receives this certificate must have his education/time reviewed and analyzed to determine when the next certificate may be received or if he/she no longer needs to requalify. This may also be the time to encourage an officer to go back to school to acquire needed units, to obtain the next P.O.S.T. certificate.

X. Basic P.O.S.T. Certificate

Eighteen months from the Academy graduation date, mail the signed P.O.S.T. applications and a copy of the Academy certificates to P.O.S.T.

Verify that each individual listed on the roster is still employed by the San Diego County Sheriff's Department. This information should be mailed at least one week prior to the date on the application, to allow for processing by P.O.S.T., and so that the exact date, (18 months from the Academy graduation), will be printed on the certificates. Place one copy of the application in the deputy's training file.

Enter the necessary information in the P.O.S.T. certificate log, before mailing the packet.

When the certificate is received from P.O.S.T. enter this information in the P.O.S.T. certificate logbook. Make one copy of the certificate. Place the copy of the certificate into the In-Service Training File.

Type the date of issuance on the hard copy in the deputy's training file then enter the information into the computer system.

Y. Re-Issuance of POST Certificates

When a deputy has lost or misplaced his/her P.O.S.T. certificate, complete the top section of the re-issuance form. The deputy must complete lines 1 - 12, sign and date the form.

Make one copy of the form for the deputy's training file. Enter this information in the P.O.S.T. certificate logbook and send the original request to P.O.S.T. When the certificate is received from P.O.S.T., enter this information in the certificate logbook. Make one copy of the certificate for the deputy's training file and mail the original to the deputy.

Z. POST Forms Request

The P.O.S.T. Forms Request is a standard form that is used to re-order various forms from P.O.S.T. These forms are printed by P.O.S.T. and sent to the In-Service Training Unit at no cost. Allow at least one month for delivery. A new request form will be used for future orders.

V. Appendix

- A. Department Training Policies & Procedures
- B. Record Keeping Guidelines for Training Division
- C. SLI Application Enrollment Form