



## SAN DIEGO STATE UNIVERSITY POLICE DEPARTMENT

### UPD Training Matrix

#### Purpose

The purpose of this document is to provide a systematic approach to the training of UPD personnel based on their rank, position, and assignment. The Department endeavors to provide personnel with training that will enable them to perform their duties effectively and in accordance with professional standards while achieving their career ambitions.

#### Training Priorities

Training courses identified in the training plan are assigned one of the following two classifications:

1. **Mandatory:** These courses are required by one or more provisions in the department policy or have been required by the Chief of Police. Required training will be prioritized in terms of planning and scheduling.
2. **Essential:** These courses are not required by law or policy but are considered key elements in the performance of duties associated with a particular rank, position, or assignment. Elective training will be treated as second priority in terms of planning and scheduling.
3. **Desirable:** All other courses that are not identified in the training plan are considered optional and will be treated as the lowest priority. The Department will incorporate these courses into each employee's *Personalized Professional Development Plan*.

#### Training Matrix Implementation

The training unit will be responsible for the implementation of the Department's training matrix. The unit will also be responsible for created a training plan for each employee that will be reviewed and updated annually. Courses taken by employees will be tracked and documented internally. The internal tracking system will be utilized to create an annual report for the chief of police's review.

#### Training Matrix

Below are all department-required and elective courses for sworn personnel, organized by rank and assignment. **Note:** Higher ranks will be responsible for attending all mandatory courses outlined in lower ranks, in addition to those specified under their rank.

# POLICE OFFICER

## MANDATORY

Course Title	Internal / External	Notes
Basic Academy	External	
Field Training w/ FTO	Internal	
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Spike Strip Training	Internal	
Taser	Internal	Annual recertification
Tourniquet Training	Internal	
POST CPT	External	PSP Arrest & Control, Driver Training, Firearms, Tactical Communication, Racial Profiling, Cultural Diversity Update Bi-annual recertification
CPR/First Aid Refresher	External	Bi-annual recertification
De-escalation Training	External	
Implicit Bias Training	External	
Firearms/Tactical Rifle Course	External	
Managing Events in the 21 <sup>st</sup> Century	External	CRU Training
Mental Illness Training	External	
Naloxone (NARCAN) Training	Internal	Annual recertification
Parole LEADS	Internal	
PepperBall Training	Internal	
PERT Academy	External	
Safe Space Training	External	
Sexual Assault Investigation	External	

## ESSENTIAL

Course Title	Internal / External	Notes
Active Shooter	Internal	
Domestic Violence First Responders	External	
Driving Under the Influence	External	
Interviews & Interrogations Institute	External	
Intoximeters Operator Course	External	
PAS Device	Internal	

## DESIRABLE

Course Title	Internal / External	Notes
Drug Abuse Recognition	External	
Drug Influence 11550 H&S	External	
Field Evidence Technician	Internal	
Law Enforcement on the Stand	External	
Search & Seizure	External	
Traffic Collision Investigation, Basic	External	
Various SDPD Menu Courses	External	

**CORPORAL****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Taser	Internal	Annual recertification
POST CPT	External	PSP Arrest & Control, Driver Training, Firearms, Tactical Communication, Racial Profiling, Cultural Diversity Update Bi-annual recertification
CPR/First Aid Refresher	External	Bi-annual recertification
Critical Incident Management	External	
Field Evidence Technician	External	
ICS 100, 200, 700, 701, 703	External	
Implicit Bias Training	External	
Interview & Interrogation	External	
Naloxone (NARCAN) Training	Internal	Annual recertification
Safe Space Training	External	
Search & Seizure	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Assertive Supervision	External	
Crime Scene Investigation	External	
Domestic Violence First Responders	External	
Driving Under the Influence	External	
Drug Abuse Recognition	External	
PAS Device	External	
POST Supervisory Course	External	
Traffic Collision Investigation, Basic	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Dignitary Protection	External	
San Diego County Regional Leadership Institute	External	
Various SDPD Menu Courses	External	

**SERGEANT****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Taser	Internal	Annual recertification
POST CPT	External	PSP Arrest & Control, Driver Training, Firearms, Tactical Communication, Racial Profiling, Cultural Diversity Update Bi-annual recertification
POST Supervisory Course	External	
POST Sherman Block Supervisory Leadership Institute	External	
CPR/First Aid Refresher	External	Bi-annual recertification
Crime Scene Investigation	External	
ICS 300	External	
Implicit Bias Training	External	
Naloxone (NARCAN) Training	Internal	Annual recertification
Officer Involved Shooting-Supervisory	External	
Use of Force	External	
Safe Space Training	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Assertive Supervision	External	
Civil Liability	External	
Dignitary Protection	External	
Domestic Violence First Responders	External	
Driving Under the Influence	External	
Drug Abuse Recognition	External	
ICI Institute: Criminal Investigations	External	
Internal Affairs Investigation	External	
Media Relations	External	
PAS Device	External	
POBAR	External	
San Diego County Regional Leadership Institute	External	
Traffic Collision Investigation, Basic	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Various SDPD Menu Courses	External	

**LIEUTENANT****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Taser	Internal	Annual recertification (if applicable)
POST CPT – Professional Development	External	Bi-annual recertification
CPR/First Aid Refresher	External	Annual recertification
ICS 400	External	
Implicit Bias Training	External	
Naloxone (NARCAN) Training	Internal	Annual recertification
POST Management Course	External	
Safe Space Training	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Budgeting for Police Departments	External	
Critical Incident Response for Supervisors	External	
Disaster Prep & Management	External	
FBI National Academy	External	
Internal Affairs Seminar	External	
Leadership & Accountability	External	
Pitchess Motions	External	
Media Relations & On-Camera Training	External	
Officer Involved Shooting – Supervisory/Management	External	
ICI Institute: Criminal Investigations	External	
Media Relations	External	
PAS Device	External	
San Diego County Regional Leadership Institute	External	
Traffic Collision Investigation, Basic	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
California Law Enforcement Executive Seminar (LEEDS)	External	
Civil Liability	External	
Command College	External	
Police Executive Research Forum (PERF)	External	
Role of the Police Chief	External	
Senior Management Institute for Police (SMIP)	External	
Various SDPD Menu Courses	External	

**CAPTAIN****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Implicit Bias Training		
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Taser	Internal	Annual recertification (if applicable)
POST CPT – Professional Development	External	Bi-annual recertification
CPR/First Aid Refresher	External	Annual recertification
Executive Development	External	
Naloxone (NARCAN) Training	Internal	Annual recertification
Safe Space Training		

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Personnel Management Workshop	External	
Role of the Police Chief	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Executive Development	External	
Command College	External	
Police Executive Research Forum (PERF)	External	
Role of the Police Chief	External	
Senior Management Institute for Police (SMIP)	External	

**CHIEF****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Implicit Bias Training		
Patrol Handgun Training/Qualification	Internal	Annual recertification
Patrol Rifle Training/Qualification	Internal	Annual recertification
Taser	Internal	Annual recertification (if applicable)
POST CPT – Professional Development	External	Bi-annual recertification
CPR/First Aid Refresher	External	Annual recertification
Naloxone (NARCAN) Training	Internal	Annual recertification
Role of the Police Chief	External	
Safe Space Training		

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
County Chiefs Executive Seminar	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>

## ADMINISTRATIVE LIEUTENANT:

The administrative lieutenant oversees training, backgrounds, emergency preparedness, defensive tactics, range, and the field training officer program.

### MANDATORY

Course Title	Internal / External	Notes
Background Investigations Course	External	
Internal Affairs Investigations Course	External	
Pitchess Motions Course	External	
POBAR Course	External	
Special Events Planning Course	External	
Training Coordinator Course	External	
Training Manager Course	External	

### ESSENTIAL

Course Title	Internal / External	Notes

### DESIRABLE

Course Title	Internal / External	Notes
Southern California Background Investigators Association Conference	External	



# BACKGROUND INVESTIGATOR

## MANDATORY

Course Title	Internal / External	Notes
Background Investigations Course	External	
Background Investigations Update Course	External	
Special Events Planning Course	External	
Training Coordinator Course	External	
Witness Protection Course	External	District Attorney's Office

## ESSENTIAL

Course Title	Internal / External	Notes
Southern California Background Investigators Association Conference	External	

## DESIRABLE

Course Title	Internal / External	Notes

# BICYCLE TEAM OFFICER

## MANDATORY

Course Title	Internal / External	Notes
Bicycle Patrol Course	External	Recert?

## ESSENTIAL

Course Title	Internal / External	Notes
Advanced Bicycle Patrol Course	External	

## DESIRABLE

Course Title	Internal / External	Notes
Bicycle Patrol Instructor Course	External	
Bicycle Patrol / Tactical Weapon Course	External	

**COMMUNITY & MEDIA RELATIONS SPECIALIST****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
FEMA G290: Basic Public Information Officer Course	External	
FEMA G291: JIC/JIS Planning Tribal State and Local PIOS	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Advanced Public Information Officer Course	External	
Clery Training	External	
Media Relations for Law Enforcement	External	
Social Media Training	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Advanced Social Media Training	External	
Microaggressions and Implicit Bias Training	External	

**COMMUNITY RESOURCE OFFICER / RESIDENTIAL HOUSING OFFICER (CRO / RHO)****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Crime Prevention Through Environmental Design Course	External	
Problem Oriented Policing & Community Oriented Policing Course	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Crime Prevention Through Environmental Design – Advanced Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Community Policing Symposium	External	
Crime-Free Multi-Housing Conference	External	

**CRIME ANALYST****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Analytical Intelligence for Law Enforcement Course	External	
ARJIS 100 Course	External	
Crime Analysis Core Course	External	
Crime & Intelligence Analysis Level 1 Course	External	
Open Source / Social Media Analysis Course	External	
TLO Basic Course	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Facebook & Instagram for Law Enforcement	External	
RAP Sheet Training	External	
TLO Intermediate Course	External	
TLO Advanced Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
CVCIAA Training Conference	External	

# DEFENSIVE TACTICS INSTRUCTOR (DTAC)

## MANDATORY

Course Title	Internal / External	Notes
Chemical Agent Instructor Course	External	
De-escalation Instructor Course	External	
Defensive Tactics Instructor Course	External	
Defensive Tactics Instructor Update Course	External	
Force Encounters Course	External	
PepperBall Instructor Course	External	
Taser Instructor Course	External	
Witness Protection Course	External	District Attorney's Office

## ESSENTIAL

Course Title	Internal / External	Notes
Defensive Tactics Instructor – Advanced Course	External	
Defensive Tactics Instructor – Extended Course	External	

## DESIRABLE

Course Title	Internal / External	Notes

**DETECTIVE****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
ICI Interview & Interrogations Course	External	
ICI Investigation Core Course	External	
ICI Officer Involved Shooting Course	External	
ICI Sexual Assault Investigations Course	External	
Search & Seizure Course	External	
Search Warrant Course	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Child Abuse Investigations Course	External	
Computer Investigations Course	External	
Death Investigations Course	External	
Domestic Violence Investigations Course	External	
Financial Crimes Course	External	
Homicide Investigations Course	External	
ICI Burglary/Receiving Stolen Property Course	External	
Identity Theft Investigations Course	External	
Robbery Investigations Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
CHIA Conference	External	
Human Trafficking Course	External	

# EMERGENCY PREPAREDNESS MANAGER

## MANDATORY

Course Title	Internal / External	Notes
Clery Act Training	External	
FEMA IS 100: Introduction to Incident Command	External	
FEMA IS 200: Single Resources and Initial Action Incident	External	
FEMA IS 230: Fundamentals of Emergency Management	External	
FEMA IS 700: National Incident Management System	External	
FEMA IS 800: National Response Framework	External	

## ESSENTIAL

Course Title	Internal / External	Notes
FEMA IS 235: Emergency Planning	External	
FEMA IS 300: Intermediate ICS for Expanding Incidents	External	
FEMA IS 400: Advanced ICS for Complex Incidents	External	

## DESIRABLE

Course Title	Internal / External	Notes
FEMA IS 546: Business Continuity	External	
FEMA IS 547: Business Continuity	External	
FEMA G557: Rapid Needs Assessment	External	



## FIELD TRAINING OFFICER (FTO)

### MANDATORY

Course Title	Internal / External	Notes
De-escalation & Tactical Communication Course	External	
Field Training Officer Course	External	
Field Training Officer Update Course	External	

### ESSENTIAL

Course Title	Internal / External	Notes
Advanced Training Officer Course	External	

### DESIRABLE

Course Title	Internal / External	Notes

# INVESTIGATIONS LIEUTENANT

## MANDATORY

Course Title	Internal / External	Notes
Canine Team Management Course	External	
Critical Incident Management for Executives	External	
Officer Involved Shooting- Supervisor/Management Response	External	

## ESSENTIAL

Course Title	Internal / External	Notes

## DESIRABLE

Course Title	Internal / External	Notes

# INVESTIGATIONS SERGEANT

## MANDATORY

Course Title	Internal / External	Notes
Critical Incident Management Course	External	
Officer Involved Shooting-Supervisor/Management Response	External	

## ESSENTIAL

Course Title	Internal / External	Notes

## DESIRABLE

Course Title	Internal / External	Notes

**MOTOR OFFICER****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Motorcycle Training Course	External	
Motorcycle Training Update Course	External	
Traffic Collision Investigations – Intermediate Course	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Motorcycle Training – Advanced Course	External	
Traffic Collision Investigations – Advanced Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Motorcycle Training Instructor Course	External	

**POLICE SERVICE DOG HANDLER (K9)****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Canine Behavior for Law Enforcement	External	
Canine Handler Explosives Detection Basic Course	External	
Canine Handler Explosive Detection Recertification Course	External	
Canine Handler Update Course	External	
Canine Narcotics Detection Team	External	

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Canine Handler Advanced Tracking Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
K-9 Trails	External	Las Vegas

**RANGE SAFETY OFFICER****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Active Shooter Instructor Course	External	Need (2) officers certified
Armorer School	External	
Armorer School – Patrol Rifle	External	
Firearms Instructor Course	External	
Firearm / Tactical Rifle Instructor Course	External	
Witness Protection Course	External	District Attorney's Office

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Firearm/Handgun Instructor – Advanced Course	External	
Firearm/Tactical Rifle – Advanced Course	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Armorer School – Advanced Patrol Rifle Course	External	

**THREAT MANAGEMENT TEAM MEMBER****MANDATORY**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>

**ESSENTIAL**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Terrorism Liaison Officer (TLO) Basic	External	
Behavioral Threat Assessment: Preventing Active Shooter	External	
Advanced Threat Assessment: Preventing Mass Casualty Attacked	External	
Targeted Violence Prevention	External	

**DESIRABLE**

<b>Course Title</b>	<b>Internal / External</b>	<b>Notes</b>
Sovereign Citizen Extremists	External	
Policing Violent Extremism I	External	
Policing Violent Extremism II	External	
Social Network Evidence	External	
Proactive Response: Current/Evolving Threats	External	
Radicalization & Social Media	External	
Terrorism I: International Terrorism	External	
Terrorism II: Domestic Terrorism	External	