

Oakland Police Department
Bureau of Services

Training Division

Annual Report 2007



Table of Contents

I.	Division Functions / Responsibilities	3
II.	Staffing.....	5
III.	Fiscal Management	7
IV.	Training Received and/or Provided	7
V.	Significant Accomplishments	15
VI.	Performance Data.....	16
VII.	Other Performance Data	18
VIII.	Plans and Goals.....	18

DIVISION FUNCTIONS/RESPONSIBILITIES

The Training Division is responsible for the training of all Department personnel. It is divided into two primary training components; the Recruit Training Unit and In-Service Training Unit. Additionally, the Training Division is responsible for tracking, logging, and keeping the Training Management System (TMS) up-to-date on all Negotiated Settlement Agreement training in the Department.

The Recruit Training Unit is responsible for the operation and the presentation of a 25-week (1048 hours) Police Academy for police officer trainees. The Police Academy is presented to Department trainees and nearby law enforcement agencies. This Basic Course more than satisfies the requirements established by the Commission on Peace Officer Standards and Training (POST). It prepares police officers for work in the community in a variety of skill and knowledge areas. Students are given written, practical, and job simulation examinations in accordance with POST regulations. They are exposed to resources within the Department and the community to do their job in the most effective, efficient, and safe manner for all concerned. The curriculum has an emphasis on ethics and professionalism, critical thinking and problem solving, conflict resolution, and relationships with the community.

Five highly trained police officers handle daily academy operations, overseen by a sergeant. Successful completion and graduation from the Academy will place the sworn officers in the Field Training Program. The Basic Academy allows the Department to manage the training in accordance with POST requirements and in support of the operating philosophy of the Department, and of those who will be police officers in Oakland. Instructors are carefully selected for their teaching ability, expertise in the subject area being taught, and their knowledge of objectives, teaching methods, and current training philosophy.

The Police Academy uses classroom facilities at the Department, and local sites for applicable instruction, practices and examination. Local agencies request inclusion to the Academy, due to the high quality of instruction, and reliability of Academy training and philosophy.

The In-Service Training Unit is made up of a number of components, all providing training to officers after academy graduation as well as members of other ranks, civilians, and the public. These components include a 40 hour Continuous Professional Training course for Officers and Sergeants, mandated by POST to maintain certification and the requirements of the Negotiated Settlement Agreement. These schools are taught by Department and City personnel.

Other components are Firearms training and qualification, the Department Safety Coordinator, the Departmental Taser Coordinator and maintaining the training records of all personnel.

The In-Service Unit develops, coordinates, implements and monitors training in the Advanced Officer and Sergeant School(CPT's), based on POST mandates and the requirements of the Negotiated Settlement Agreement. The In-Service sergeant maintains this responsibility and works with staff to ensure the highest quality product. This training is provided at Department facilities, with at least one of the listed classes in session at any given time.

The Department Range Master conducts Firearms qualification and transition shooting. All sworn personnel are required to pass one qualifications proficiency course a year, with their pistols and shotgun. The Range Master does this training, conducted off-site, with other certified Range Masters.

The In-Service Unit acts as a liaison between an outside group and the Department to make training available at line-ups of the Patrol Division. Groups such as the District Attorney's Office work with this unit to bring the latest issues to all personnel assigned to the division to develop knowledge and limit liability.

The In-Service Unit is responsible for the Department Safety Program, coordinated by the Department Safety Coordinator (DSC). The DSC is responsible for receiving and reviewing all accident reports. The DSC reviews each accident report and refers reports to the Departmental Safety Committee as required.

The Taser Coordinator is assigned to the In-Service Unit. The Taser Coordinator is responsible for training all members who are assigned Tasers, recertifying these officers, maintenance of all Tasers, and is working on a City Council resolution for 450 additional Tasers to staff every officer with one.

The In-Service Unit is responsible for tracking and logging all training received by Department personnel, regarding the Negotiated Settlement Agreement tasks. Currently, a lone Police Records Specialist, (PRS), is responsible for reviewing all training rosters submitted and entering the name of trained personnel into the Training Management System, (TMS). This is a monumental assignment, which at times is overwhelming. To assist the PRS, other personnel from the Training staff is being trained to assist with data in-put and review.

The Training Division is responsible for developing, duplicating, preparing, and distributing written training bulletins, policies, special orders, officer safety notices, and other Departmental publications. The Training Division is responsible for tracking, logging, and keeping the Training Management System (TMS), up to date on all Negotiated Settlement Agreement training in the Department.

A Shop Operator staffs **The Reprographic Shop, located in the basement of the Department.** In addition to training material, the shop produces material for all units in the Department. This includes copies of all police report forms, brochures for citizen distribution, and material for Home Alert groups.

The Cadet Program is designed for hardworking ambitious young men and women who desire to explore and develop careers in law enforcement while attending college. Cadets are hourly, part-time employees who receive training and experience in various aspects of the police profession. They are rotated through a variety of assignments designed to develop their interest in police work. Intensive supervision, counseling, training, and evaluation develop their leadership qualities and prepare them for careers in law enforcement. The goal is for cadets to transition to police officers, providing for a better-educated and skilled police officer. Cadets are assigned to different units within the Department. They are assigned to write crime reports, tow abandoned vehicles, issue-parking citations, provide traffic control, routine transportation and notifications, record keeping and data entry, and provide investigative assistance. They also provide assistance to training activities, acting as role players and logistical support to the Academy, and In-Service. Cadets are often utilized for community events and activities.

STAFFING

Classification	Authorized Number	Actual Number	Percent (+/-)
Lieutenant	1	1	0
Sergeant	2	2	0
Police Officer	11	12	+9
Admin. Asst. I	1	1	0
Police Cadet (FTE)	9	6.0	-33%
Police Rec. Spec.	2	1	-50
Repro/Offset Oper.	1	1	0
Tech. Comm. Spec	1	1	0
Police Tech. Writer	1	0	-100%
Annuitants	8	8	0
Total	37	33	-8.1%

Full Time Training Division Staff Promotions, Loans, Transfers and Separations

Classification	Action	Reason
Lieutenant	Transfer	Replaced David Downing, transferred to IAD.
Sergeant	Transfer	Replaced Ray Backman, transferred to IAD.
Officer	Transfer	Replaced Off. T. West, transferred to Patrol.
Officer	Ext. Illness	Long term maternity leave-Retirement
Tech. Writer	Retirement	Retirement
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Hired	New hire
Cadet	Resignation	Resigned to seek other employment.
Cadet	Resigned	Personal
Cadet	Termination	Termination
Cadet	Resignation	Military
Cadet	Resignation	Resigned due to the commute to UCD.
Cadet	Rehired	17 Dec 07
Officer	Transfer	Replaced Off. C. Espinoza, transfer to Patrol.

Staff not affected by any hiring freeze.

Training Division/Academy Attrition

Academy	Attrition Rate	Test Failures	Resignations	Other Losses
159 th Academy	39%	3	13	0
160 th Academy	43%	7	9	2*
161 st Academy	24%	2	3	2**
162 nd Academy	44%	7	9	4***
163 rd Academy	13%	0	3	3****
Totals	32%	19	37	11

- * 1 Termination and 1 Injured
- ** Injuries
- *** Injuries
- **** 1 Terminated 2 Injuries

FISCAL MANAGEMENT

In accordance with General Order A-7 the Training Division budget has been broken down into four components. The expenditures listed below represent the 2006 fiscal year.

Appropriation Categories	Budget Appropriation	Actual Expenditures	Differences
O&M	\$1,459,713	\$1,279,558	\$180,155
Grants	\$45,844	\$45,765	\$79
Personnel	\$2,502,540	\$10,108,308	-\$7,605,768
Overtime	\$706,949	\$1,623,684	-\$916,737

The budget for personnel salaries and overtime expenditures was exceeded because the FY 2006-2007 budget did not include the expenses associated with running police academies. In addition, Police Officer Trainee salaries for all of the Academies were not budgeted for in the 2006-2007 budget.

TRAINING RECEIVED AND/OR PROVIDED BY DIVISION PERSONNEL

The following training was provided to the Oakland Police Department by the two components of the Training Division Staff:

In-Service Unit Training

Course Name	Course Length: (Hours)	# of Students	Total Hours of Instruction:
AI 71 Sexual Harassment	2	172	344
Audit & Compliance	4	27	108
Basic Bicycle Patrol	40	10	400
CHP-SFST Class	32	3	96
CLETS-CA Law Enforce Telecom System	1	24	24
Command Staff Retreat	24	34	816
CPT-Continuing Professional Training	40	481	19,240
DGO B-12-30MAY07-Firearms Range Program	0.5	754	377

DGO C-4-26JUL06-Uniforms & Equipment**	0.5	183	91.5
DGO J-4/4.1/B.9-30MAY07-Pursuit Policy	1	798	798
Driver Awareness Instructor	24	1	24
Driver Training Instructor	40	1	40
FBR-Field Based Reporting	10	823	8,225
Grant Writing Workshop	16	2	32
Instructor Development	25	24	600
Internal Affairs Investigation	24	9	216
LERT-Law Enforce Response to Terrorism	8	111	888
LERT-On Line Training	8	65	520
NIMS-ICS100/200/700 Basic SEMS-8HR	8	145	1,160
NIMS-On Line Training	8	50	400
POST Multi Media Course	2	110	220
Project Safe Passages	4	30	120
RWM A-4-16SEP05-Common to Most Report**	0.5	273	136.5
Sergeants Transition Course	40	21	840
Sexual Harassment/ADA/Workplace	4	34	136
POST Supervisory Course	80	28	2,240
STC-Sergeant Transition Course	40	39	1,560
Taser Certification Training	40	1	40
Taser Update for Commanders	2	26	52
Totals	523.5	4,179	39,744

The In-Service Unit provided publications and/or lesson plans to Department Sections to conduct the following Negotiated Settlement Agreement related training and tracked the following training:

Course Name	Course Length: (Hours)	# of Students	Total Hours of Instruction:
BFO 03-02-19APR04-Supv. Span of Control**	0.5	118	59
BFO 03-03-30DEC05-Community Meetings**	0.5	86	43
COMM C-2-Compliants Against Personnel**	0.5	127	63.5
DGO A-3-Department Organization**	0.5	58	29
DGO A-7-Annual Report**	0.5	83	41.5
DGO A-18-Mgmt Liaison**	0.5	24	12
DGO A-19-Supv Span of Control**	0.5	127	63.5
DGO B-6-24MAY06-Performance Appraisals**	0.5	281	140.5
DGO B-7-30DEC05-Public Appearance**	0.5	154	77
DGO B-8-27MAY05-Field Training Program**	0.5	88	44
DGO B-20-Dept Training Program**	0.5	750	375

DGO C-8-29DEC06-Oleoresin Capsicum**	0.5	861	430.5
DGO D-16-Check-In & Orient. Procedure**	0.5	323	161.5
DGO D-17-08JAN07-PAS&iPAS-Sup/MNGR**	0.5	239	717
DGO I-15-01NOV07-In-Car Video Mngt System**	0.5	639	319.5
DGO J-6-01NOV07-Red Light Camera Enforc Sys**	0.5	664	332
(Old) DGO K-3/4/4.1-17FEB06-Use of Force *	0.5	84	84
DGO K-3/4/4.1-01AUG07-Use of Force handbook*	0.5	637	318.5
DGO K-3/4/4.1-01AUG07-Use of Force Manger*	2	72	144
DGO K-9-01AUG06-Dept K-9 Prog**	0.5	845	422.5
DGO M-3-06DEC05-Complaints Manual**	2	23	46
DGO M-4.1-21APR06-CI a Member of Dept**	0.5	575	287.5
DGO M-18-13MAY04-Arrest Approval**	0.5	23	11.5
DGO M-19-15NOV04-Racial Profiling**	0.5	88	44
IAD P&P 07-02-03MAY07-Pitchess Motion Proc**	0.5	219	109.5
IAD P&P 07-07-06APR07-Office Security**	0.5	60	30
IB-Citizens Signing Police Report**	0.5	97	48.5
MEMO-16JAN07-Promotional Consideration**	0.5	1073	536.5
MOR314.48-31DEC04-MOR314.48**	0.5	58	29
NSA Trng #1-Compliance Trng*	1	195	195
RWM K-1-10NOV06-Consolidated Arrest Report**	0.5	145	72.5
RWM M-3-10NOV06-Juvenile Arrest Log Procs**	0.5	147	73.5
RWM N-1-15APR07-Misdemeanor Citation**	0.5	787	393.5
RWM N-2-15APR07-Traffic Citations**	0.5	779	389.5
RWM R-2-15APR07-Stop Data Collection Form**	0.5	777	388.5
SO8064-13APR04-Civil Action Proc**	0.5	23	11.5
SO8092-23NOV03-Retal Against Witness**	0.5	206	103
SO8136-13APR04-MOR370.18**	0.5	207	103.5
SO8257-20MAY05-Supv Approval Arrest**	0.5	23	11.5
SO8262-12SEP05-Transp. Of Person**	0.5	98	49
SO8287-12AUG05-Disposition code SDA**	0.5	88	44
SO8435-26JUL06-Acting Sgt. Process**	0.5	90	45
SO8536-29DEC06-Probable Cause Arrest Auth.**	0.5	238	119
SO8552-01FEB07-Termination TB V-T.1**	0.5	368	184
SO8553-01FEB07-Term. DGO M-3/TB V-T.1**	0.5	377	188.5
SO8565-11MAY07-Rev DGO M-3-Complaint Man**	0.5	311	155.5
SO8650-23MAY07-Performance Appraisal**	0.5	1031	515.5
SO8791-26NOV07-Perform Appraisal-DGO B-6**	0.5	450	225
SO8793-25NOV07-Towing Procedures**	0.5	250	125
TB III-A.5-30DEC05-Comm Oriented Pol**	0.5	93	46.5
TB III-B.4-29SEP06-Handcuffing Tech*	0.5	119	59.5
TB III-B.8-26JUL06-Wrap Restraint Device**	0.5	92	46

TB III-G-28OCT05-Crowd Control**	1	86	43
TB III-H-26JUL06-Specialty Impact Munit**	0.5	98	49
TB III-H.1-26JUL06-Use of Taser**	0.5	191	95.5
TB III-H.2-26JUL06-Handheld Impact Weapon**	0.5	95	47.5
TB III-N-29SEP06-Mentally Ill Person**	0.5	94	47
TB III-S-26JAN07-In-Custody Ingestion of Narcotics**	0.5	652	326
TB III-X-26JUL06-Lethal Force & Vehicles**	0.5	88	44
TB V-F.2-26JUL06-Chemical Agents**	1	94	47
TB V-G-01AUG06-Use of Police K-9**	0.5	95	47.5
TB V-T-30MAY07-Dept Discipline Policy**	0.5	1046	523
Totals	35.5	17,909	92,546.5

*Training was coordinated and conducted through the Training Division

**Training was conducted at the Unit or Division level

The In-Service Unit provided funding and/or processed travel requests to send Oakland Personnel to the following non-department training and tracked the training:

Course Name:	# Attended	Course Length (hours)	Total Hours
10 th Annual Hispanic Women's Conf	5	32	160
10 th Annual Hispanic Women's Conf	7	2.5	17.5
21 st Century Terrorism	4	8	32
Academy Directors Course	2	26	52
Access 2003 Level 1	6	6	36
ADA & Workers Comp	14	4	56
Advanced Latent Print	1	24	24
Advanced Maritime Interdiction	1	40	40
Advanced Sniper/Observer	1	32	32
AELE Discipline/Internal Inv.	1	16	16
AELE Lethal/Less-Lethal	7	24	168
ALCO Sensor IV	11	8	88
ALEAC Airborne Law Enforcement	2	24	48
Amer. Academy of Forensic Science Conf.	2	40	80
Animal Care Conference	4	24	96
Annual Gang Conference	1	32	32
Annual Promega human	3	24	72
APCO Conf & Expo	1	32	32

ASCID-Lab Board Meeting	1	40	40
Assn of Firearms & Toolmark	2	40	80
Aviation Security	3	40	120
Basic Bloodstain Pattern	1	40	40
Basic Course Consortium	5	8	40
Basic SWAT team Leader	1	40	40
Benefits of Hindsight/Forensics	1	24	24
Building Sustainable Collaboration	1	6	6
Business Writing	1	6	6
C.A.P.E. Property & Evidence	2	40	80
CA Assoc. of Criminalist Seminar	3	8	24
CA Assoc. of Criminalist Seminar	1	16	16
CA Assoc. of Criminalist Seminar	4	32	132
CA Juvenile Restorative Justice	3	8	24
CALEA Commitment	1	40	40
CALPERL Annual	2	24	48
CA Narcotics Association	9	40	360
CA Narcotics Association	14	32	448
CCGIA Gang & Terrorisms	1	32	32
CCI Courtroom testimony	1	24	24
CCI Crime Scene Inv	1	36	36
CCI Crime Scene Inv	2	40	80
CCI DNA PCR	2	8	16
CCI Interpr of Infrared	1	24	24
CCI Interpr of Microscopic	1	32	32
CCI Population Genetics	4	24	96
Certificate Program Public Sector	1	32	32
Chief Grant Seminar	1	16	16
Child Abuse/Sexual Assault	14	40	600
Clears Annual Conference	4	40	64
CNCA K-9 Narcotics Seminar	12	24	288
Cntl Coast Gang	1	40	40
Commercial Vehicle Enforcement	1	80	80
Commercial Vehicle Safety Summit	1	32	32
COPS Technical Assistance	2	24	48
COPS West	2	24	32
Counterterrorism Intelligence	1	40	40
CPOA Legal Update	2	6	12
CQB Marksmanship	1	24	24
Crime Lab Dev Symposium	1	24	24
Critical Prevention Adv/Enviro Design	4	40	160
Criminal Invest Analysis	3	24	56
Critical Incident Stress Management	1	16	16
CTDA- CA Tactical Dispatcher	6	32	192
DEA-Basic Drug Law Enforcement	4	80	320

Defensive Tactics Instructor Course	4	24	96
Defensive Tactics Instructor	1	80	80
Dignitary Protective Seminar	1	40	40
Direction and Control of the Search	1	40	40
Dispatcher-Domestic Violence	2	8	16
Dispatcher-Sexual Assault	1	8	8
Diversity/Leadership Conference	1	16	16
DNA Extraction and Quantification	1	40	40
DNA Grantee's Workshop	1	24	24
Driver Awareness Instructor	1	24	24
Drug Asset Forfeiture-Basic	6	24	144
Drug Influence-11550 H&S	2	8	16
EVOC Driver Training Instructor	1	40	40
Excel Training	2	6	12
Executive Strategic Management	1	120	120
FARA Annual Symposium-False Alarms	1	40	40
FBI National Academy	2	400	800
Firearms Instructor	1	24	24
Fire Investigation	1	40	40
Forensic Biology & DNA	1	40	40
Forensic Mapping with Evidence	7	40	280
Forensic Ridgeology	1	40	40
Forensic Video Analysis	1	40	40
Fraud/Forgery Inv.	1	40	40
G.R.E.A.T Officer Training	1	80	80
Hazardous Materials/WMD	3	16	56
High Rise Policing Strategies	2	40	80
Homeland Security	2	55	87
Hostage Negotiations	4	40	152
IACP DRE- Drugs/Alcohol	2	24	48
IACP Major Conference	11	40	352
IAD Inv.	9	24	216
Institute of Criminal Investigations	1	84	84
ICI- Computer/Financial Crimes	3	40	120
ICPC –Annual Training	1	40	40
ICP-Instructor Certification	2	32	64
Identity Theft Inv.	2	40	80
IHIA-Int. Homicide Inv.	1	40	40
Interview & Interrogation	11	40	312
Int Terrorism and Organized Crime	2	40	80
Intro to Map Scenes	11	40	440
K-9 Canine Training Academy	1	40	40
Leadership in Law Enforcement	7	40	280
LERT- Train-the-Trainer	1	32	32
Less Lethal-ICP	1	32	32

MD Helicopters Pilot Training	2	40	64
Money Laundering/Asset Seizure	7	40	280
Motorcycle Instructor	1	80	80
Motorola Public safety Users Conf.	2	40	80
NACA 100 Level II Training	7	40	264
National Forum Black Public Adm	9	40	360
NASBLA Boating Accident Seminar	1	40	40
National Institute Justice Grant	1	40	40
National Black Police Assoc Western States	1	24	24
NCPC National Crime Prev Council	21	40	672
NFL Security	1	16	16
National Latino Police Officers Assoc	3	32	88
NTOA International Breachers Conf	2	32	64
Officer Involved Shooter Training	2	36	72
Operational WMD Response	2	24	48
POST Supervisory Course	9	80	720
POST Management Course	10	120	1,200
POST Training Admin Course	3	16	48
Prevention of Police Misconduct	1	24	24
Property Room Management	2	16	32
Radar Operator	7	24	168
Reality Based Training Instructor	2	40	80
Remington Armorer School	3	16	48
Role of the Police Chief	1	24	24
SEMS Critical Inc Commander	1	40	40
SFST-DUI	3	32	96
Sherman Block SLI	12	24	288
Simmunitions Safety Officer Cert.	20	40	800
Special Weapons & Tactics	7	24	168
Tactical Breachers	2	80	160
Taser Master Instructor	1	40	40
Terrorism Liaison Officer	4	40	400
Traffic Accident Inv. Advanced	4	80	320
Traffic Accident Inv. Basic	6	40	240
Traffic Accident Reconstruction	3	80	240
TSA –Explosive Detection K-9	2	400	800
Weaponless Defense Instructor	1	80	80
WMD Incident-COBRA	5	24	120
Women Leaders in Law Enforcement	10	8	80
Totals	504	5,761	18,248

Recruit Training Unit

The Recruit Training Unit provided the following training for the 2007 calendar year:

Course Name:	# of Courses:	Course Length: (hours)	# of Students:	Total Hours of Instruction:
159 th Basic Academy	1	232	52	12,064
160 th Basic Academy	1	970	44	42,680
161 st Basic Academy	1	1047	31	32,457
162 nd Basic Academy	1	1047	47	49,209
163 rd Basic Academy	1	440	37	16,280
Totals	5	3,736	211	152,690

The Training Division Staff received the following training in 2007(not including the above listed NSA training):

Individual	Course Name	Course Length (hours)
Lt. Brian Medeiros	Academy Directors Workshop	26
Lt. Brian Medeiros	POST Academy Course Consortium	16
Lt. Brian Medeiros	POST Management Course	104
Lt. Brian Medeiros	NIMS-ICS 300/400 Course	24
Lt. Brian Medeiros	Inv. UOF for Field Supv.	8
Lt. Brian Medeiros	Telestaff Training	5
Lt. Brian Medeiros	Audit & Compliance Training	4
Lt. Brian Medeiros	Pursuit Policy J-4	1
Lt. Brian Medeiros	In-Service Firearms Qualification	4
Sgt. M. Guttormson	CPOA Legal Update	6
Sgt. M. Guttormson	Academy Directors Workshop	26
Sgt. M. Guttormson	POST Academy Course Consortium	16
Sgt. M. Guttormson	Audit & Compliance Training	4
Sgt. M. Guttormson	FBR Testing	10
Sgt. M. Guttormson	Pursuit Policy J-4	1
Sgt. M. Guttormson	In-Service Firearms Qualification	4
Sgt. Robert Glock	Pursuit Policy J-4	1
Sgt. Robert Glock	In-Service Firearms Qualification	4
Off. Dave Burke	WMD Radiological/Nuclear Awareness	8

Off. Dave Burke	COPS West	24
Off. Dave Burke	Less Lethal	32
Off. Dave Burke	Simmunitions safety Officer Certification	40
Off. Dave Burke	CPT	40
Off. Dave Burke	In-Service Firearms Qualification	4
Off. Dave Burke	Pursuit Policy J-4	1
Off. Judy Byer	In-Service Firearms Qualification	4
Off. Judy Byer	Neuro Linguistics Program(NLP)	1
Off. Judy Byer	Pursuit Policy J-4	1
Off. Nancy Cerecedes	CPT	40
Off. Nancy Cerecedes	Tools for Tolerance	16
Off. Nancy Cerecedes	In-Service Firearms Qualification	4
Off. Nancy Cerecedes	Pursuit Policy J-4	1
Off. Norman Del Rosario	CPT	40
Off. Norman Del Rosario	Tools for Tolerance	8
Off. Norman Del Rosario	In-Service Firearms Qualification	4
Off. Norman Del Rosario	Pursuit Policy J-4	1
Officer Steven Gray	CPT	40
Officer Steven Gray	Tools for Tolerance	8
Officer Steven Gray	In-Service Firearms Qualification	4
Officer Steven Gray	Pursuit Policy J-4	1
Off. Michael Leonesio	CPT	40
Off. Michael Leonesio	Taser Master Instructor School	40
Off. Michael Leonesio	NIMS/ICS 100/200/700	8
Off. Michael Leonesio	In-Service Firearms Qualification	4
Off. Michael Leonesio	Pursuit Policy J-4	1
Off. Joseph McGuinn	CPT	40
Off. Joseph McGuinn	Tools for Tolerance	16
Off. Joseph McGuinn	Tactical Team Training	30
Off. Joseph McGuinn	In-Service Firearms Qualification	4
Off. Joseph McGuinn	Pursuit Policy J-4	1
Off. John Mendez	CPT	40
Off. John Mendez	In-Service Firearms Qualification	4
Off. John Mendez	Academy Instructor Update	3
Off. John Mendez	Multi-Media Training- Human Trafficking	2
Off. John Mendez	Pursuit Policy J-4	1
Off. Michael Ross	CPT	40
Off. Michael Ross	Tactical Team training	30
Off. Michael Ross	Remington Armorer School	16
Off. Michael Ross	In-Service Firearms Qualification	4
Off. Michael Ross	Pursuit Policy J-4	1
Off. Stephanie Ross	CPT	40
Off. Stephanie Ross	In-Service Firearms Qualification	4
Officer Frank Uu	CPT	40
Officer Frank Uu	Reality Based Training Instructor Cert.	40

Officer Frank Uu	Firearms Instructor Update	24
Officer Frank Uu	Simmunitions Safety Officer School	40
Officer Frank Uu	In-Service Firearms Qualification	4
Officer Frank Uu	Pursuit Policy J-4	1
PRS Edna Lane	Telestaff Scheduling	5
AA Jeung Lee	TMS Millennium	16
Ann. Ron Payne	NIMS/ICS 100/200/700	8
Ann. Jim Martinez	NIMS/ICS 100/200/700	8
Nicandro Peinada	OCE Vario Print	20
Ann. Virginia Tomek	NIMS/ICS 100/200/700	16
	Total Hours	1,177

SIGNIFICANT ACCOMPLISHMENTS

The In-Service Unit has been extremely busy in providing Continuing Professional Training for all sworn members; in addition to providing specialized training for the immediate needs of the Department. Examples of this type of specialized training include the following:

- Scheduling and conducting mass training for various Negotiated Settlement Agreement tasks.
- Completing National Incident Management Training and Law Enforcement Response to Terrorism Training.
- Conducting tactical driving updates for all personnel involved in collisions that were determined to be preventable.

The In-Service Unit was heavily involved in the training requirements of the Negotiated Settlement Agreement and has met all the deadlines for task completion.

The Recruit Training Unit conducted five police academies and one lateral course in 2007, and prepared 78 police officers for the Field Training Program (note: 25 police officers graduated from the 162nd BA on 4 Jan 08).

The following individuals assigned to the Training Division were recognized for their outstanding service:

- The entire Training Division received a Unit Citation for Excellence from the Chief.
- Sgt. Raymond Backman received a Captain’s commendation for his dedication to the Training Division.
- Lieutenant Medeiros received a Captains Commendation for his work in Patrol from Feb-Jul 07.
- Officers Gray and Alaura received Captain’s Commendations for their work in training the Patrol Division Watches on patrol procedures.

- Officer Leonesio received a Captain's commendation for his work on training the Patrol Division on taser issues.

PERFORMANCE DATA

In-Service Unit

The In-Service Unit had the following significant accomplishments:

- Trained 481 Officers during the Continuing Professional Training cycle.
- Coordinated and trained 4,179 personnel on a variety of topics for a total of 39,744 instructional hours.
- Processed travel requests for 504 for personnel to attend non-Departmental training courses. These courses accumulated an additional 18,248 hours of Continual Professional Training for personnel.
- Trained 39 Officers in a 40 hour Sergeants Transition Course.
- Coordinated all NSA training and obtained an overall 95% compliance rate for Departmental personnel within court specified deadlines.
- Obtained 100% compliance in firearms qualifications FOR THE ENTIRE Department.
- Increased the number of Taser deployed Officers from 92 to 246.

Recruit Training Unit

The Recruit Training Unit had the following significant accomplishments:

- The Recruit Training Unit (RTU) Staff presented three 36-hour Recruit Training Officer (RTO) Courses for POST statewide.
- The RTU Staff conducted five police academies and one lateral course. The RTU staff produced 78 police officers that entered the Field Training Program. Another recruit class from the 162nd graduated on 4 Jan 08 and the 163rd began on 15 Oct 07 and graduates on Apr 08.

Taser Coordinator

- Increased the number of units deployed with Tasers from 92 to 246 in the 2007 calendar year.
- Repaired (in-house) 126 Tasers
- Performed 1,636 Taser unit maintenances, including software, Taser downloads, etc.
- Conducted 16 Certification classes, each 10 hours in duration.
- Conducted 112 Recertification classes, each 4 hours in duration.
- Conducted training at 3 Command retreats, 24 In-Service classes, 108 line-ups, 3 Canine classes, 1 SWAT training class, 4 Academy classes, 4 OFD classes, 4 AMR classes and 19 local Hospitals (ACH, Alta Bates, Children's and Eden Hospital)

- Sat on 13 UOF Boards and reviewed 368 Taser Incidents
- Continued working on City Council resolution to deploy 450 additional Tasers

Police Cadet Program

During the year, ten new Cadets were hired, two cadets transitioned to Police Officers and one Cadet transitioned to a Ranger. The Police Cadets participated in 22 ride-alongs in the Patrol Division and completed 41 special assignments. The Cadets worked in 9 different divisions within the Department. Two Cadets shall graduate this year with BS Degrees

Safety Coordinator

The Safety Coordinator had the following significant accomplishments:

- Convened 15 Use of Force Boards (including 180 Level 2 reports).
- Convened 5 Safety Committee Boards.
- Reviewed, assembled and logged the following reports:
 - 124 City property collision reports.
 - 142 Use of Force Reports
 - 141 Pursuit Reports
- Purchased new equipment for the gym (elliptical, treadmills, etc.).
- Assisted in revising D.G.O. J-4 “Emergency Driving” and achieved 100% compliance in training Departmental personnel.
- Developed and implemented the Remedial Driver Training Program. Trained 72 members and employees in 2007.
- Responsible for the Training Division’s vehicle fleet (15 vehicles) used for Officers and Sergeants CPT, the Basic Academies and Command Training.
- EVOG Coordinator responsible for coordinating the emergency driving courses the 160th, 161st and 162nd Academies.

Reprographic Unit

The Reprographic Shop copied and distributed the following publications:

- 20 General Order publications
- 12 Training Bulletins
- 17 Information Bulletins
- 11 Special Orders
- 6 Report Writing Manuals
- 632 total jobs and orders were processed
- 1,954,062 total impressions were completed

OTHER PERFORMANCE DATA

Category	2006
Personnel Complaints	6
Vehicular Collisions	0
Uses of Force	3(level 4's)
IPAS Issues	0
Pursuits	0

Only one complaint was sustained, a MOR violation for failure to perform duties, which was initiated by the Training Division.

Citations, arrests, tows, warrants, beat projects, audits, etc., are not applicable to the Training Division for performance data.

PLANS AND GOALS

The Training Division's biggest challenge will be the quantity of instructors, which will be taxed due to a police officer hiring push. The Training Division will be undergoing audits by POST and the IMT in the beginning of 2008, and those results may have an affect on the Division's tasks. The Training Division has a set plan in place to ensure Officers/Sergeants will receive 40 hours of CPT every 18 months, by running the classes over a shorter duration and thus starting the next session earlier.

The Taser Coordinator is working on a resolution to provide **all** sworn personnel with Tasers.

The Training Commander is in the progress of attempting to obtain a Milo shooting simulator, to enhance firearms training.

The Training Division has the following goals for 2007:

- 95% of all newly promoted Lieutenants will attend a POST management course within 6 months of promotion.
- 95% of all newly promoted Sergeants will attend a pre-supervisor course prior to their promotion.
- 95% of all Commanders will receive 20 hours of supervisory/command training every 18 months.
- 95% of all Sergeants will attend 40 hours of Continual Professional Training every 18 months.
- 95% of all Officers will attend 40 hours of Continual Professional Training every 18 months.
- Present Four Basic Police Recruit Academies and two lateral courses.

- Increase the Academy success rate by 5% (the current attrition rate since the 154th BA is at 36.3%)
- Attempt to identify and locate a site for a dual Training facility for both OPD and OFD.