Brea Police Department
Training Matrix

December 2021

Adam Hawley, Chief of Police
The Brea Police Department has an interest and responsibility to provide the community with the highest level of trained personnel possible. Continued training for our personnel also provides them with the knowledge and expertise to safely handle all situations professionally, ethically, and fairly. Enhancing our personnel’s knowledge also allows them to achieve both personal and professional excellence. It is with these goals in mind that the Brea Police Department has formulated this Training Matrix.

The Training Matrix is an outline of recommended training courses for all Departmental employees (both sworn and civilian). The courses in the Training Matrix are categorized by the need of the training set forth by the Brea Police Department. By adhering to the Training Matrix, the employee can select a training course relative to their current position and tenure to develop their career development and expertise.

As with many other procedural outlines, this Training Matrix is a guideline and is flexible relative to the needs of the employee and the Brea Police Department. Therefore, it is recommended that an employee refer to the Training Matrix when deciding what training course to attend in order to develop their expertise.

This Training Matrix is divided into the following categories and does not include mandatory training required by law, (i.e. POST, state and/or federal requirements). The categories contained in this Training Matrix are:

- **Mandatory**
- **Highly Desirable**
- **Desirable**

POST mandated training (including perishable skills, i.e.; driver training, firearms, communications, arrest and control, etc.) will generally be organized and scheduled by the Police Training Coordinator and will be standardized to adhere to legislative mandates.

The training listed within this document will be the responsibility and at the discretion of the employee but completion of the recommended courses will be reviewed and utilized by supervisors during the employee evaluation process.

By adhering to the Training Matrix the Brea Police Department can develop all of their employees to their utmost potential and ensure that the needs of the community are met by the most highly trained and professional personnel.
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ADMINISTRATION
Chief of Police

Administration

**Mandatory**
1. Executive Development (POST)
2. Role of the Police Chief
3. Crisis Intervention Training (CIT I, 16 hour)

**Highly Desirable**
1. Orange County Chief’s and Sheriff’s Association (Spring Workshop)
2. California Association of Police Chief’s Conference

**Desirable**
1. FBI National Academy
2. Command College
3. International Association of Chiefs of Police Conference
Police Captain

Administration

**Mandatory**
1. Executive Development (POST)
2. Crisis Intervention Training (CIT I, 16 hour)

**Highly Desirable**
1. Role of the Police Chief
2. Legislative Updates and Legal Updates

**Desirable**
1. FBI National Academy
2. Command College
3. Budget Workshop
Police Lieutenant

Professional Standards

**Mandatory**
1. Public Information Officer
2. Internal Affairs Investigation (CSULB preferred)
3. Pitchess Motion
4. Public Records Act
5. Officer Involved Shooting/Field Supervisors
6. Crisis Intervention Training (CIT I, 16 hour)

**Highly Desirable**
1. Executive Development (POST)
2. Civil Liability Update(s)
3. Use of Force Investigations

**Desirable**
1. Officer Involved Domestic Violence Investigations
Police Training Coordinator

Administration

**Mandatory**
1. Training Managers Course
2. Training Management System (TMS)
3. Orange County Training Managers Association (OCTMA) - Monthly Participation

**Highly Desirable**
1. Training Administrator’s Course
2. Training Manager Conferences and Workshops

**Desirable**
Community Outreach Coordinator

Administration

**Mandatory**
N/A

**Highly Desirable**
1. Public Information Officer, Basic
2. Government Social Media Conference

**Desirable**
1. SMILE Conference
Executive Assistant

Administration

**Mandatory**
1. Role of the Chief’s Executive Assistant (CPCA)
2. Notary Public (training/certified)

**Highly Desirable**
1. Laserfiche

**Desirable**
N/A
Administrative Clerk (I & II)

Patrol

**Mandatory**
1. Training Management System (TMS), Basic

**Highly Desirable**
1. Training Management System (TMS), Advanced

**Desirable**
1. Indispensable Assistant (Skillpath)
PATROL
Police Lieutenant

Watch Commander

Mandatory
1. Management Course (POST)
2. Crisis Intervention Training (CIT I, 16 hour)

Highly Desirable
1. Internal Affairs Investigation (CSULB preferred)
2. CIT-2

Desirable
1. Executive Development Course (POST)
2. Force Encounters Analysis
3. Human Factors
**Police Sergeant**

**Patrol**

**Mandatory**
1. Supervisory Course (POST)
2. Officer Involved Shooting, Supv/Mgmt Responsibility (CPOA)
3. Court & Temporary Holding Facilities
4. Internal Affairs Investigation (CSULB preferred)
5. Crisis Intervention Training (CIT I, 16 hours)

**Highly Desirable**
1. Critical Incident Response, Supervisor
2. Civil Liability Updates/Use of Force Updates
3. Supervisory Leadership Institute (SLI)
4. CIT-2

**Desirable**
1. Search and Seizure Update
2. Assertive Supervision
3. Officer Involved Domestic Violence
4. LE Response to Terrorism, Supervisor
5. Force Encounters Analysis
6. Human Factors

**FTO Sergeant**

**Patrol**

In addition to all **Police Sergeant, Patrol** requirements:

**Mandatory**
1. Field Training Program SAC Course
Corporal

Patrol

In addition to all Police Officer, Patrol, requirements:

**Mandatory**
1. Supervisory Course (POST)
2. Field Training Officer Course
3. Field Training Officer Updates (Every 3 years)
4. Officer Involved Shooting
5. Crisis Intervention Training (CIT I, 16 hour)
6. Mental Health Decision Making
7. Court & Temporary Holding Facilities

**Highly Desirable**
CIT-2

**Desirable**
1. Domestic Violence for the 1st Responder
2. Sexual Assault for the 1st Responder
3. Child Abuse for the 1st Responder
4. Elder Abuse for the 1st Responder
Police Officer

Patrol

**Mandatory**
1. Traffic Collision Investigation, Basic
2. DUI (Cavanaugh & Associates or Fullerton PD combo SFST/ARIDE)
3. Interview & Interrogation
4. Crisis Intervention Training (CIT I, 16 hours)
5. DNA Evidence Collection

**Highly Desirable**
1. Courtroom Testimony
2. Parole LEADS
3. Parolee Contact
4. Cal Gangs
5. Search & Seizure Update (Devallis Rutledge)
6. Fraud/Forgery for Patrol
7. CIT-2

**Desirable**
1. Drug Abuse Recognition (DAR)
2. ID Theft for Patrol
3. Law Enforcement Response to Terrorism
4. Narcotics Investigation for Patrol
5. Spanish for Law Enforcement
6. Officer Survival & Field Tactics
Police Officer

SWAT

In addition to all Police Officer, Patrol requirements:

**Mandatory**
1. Basic SWAT Academy (required to being deployed on Team)

**Highly Desirable**
1. Manual, Mechanical, Ballistic, Thermal, & Hydraulic (MMBTH) Breacher Certification Course
2. Firearm Instructor School
3. Diversion Device Instructor School
4. Chemical Agent Instructor School

**Desirable**
1. Understanding and Planning for School Bombing Incidents (POST on-line)
2. Initial Law Enforcement Response to Suicide Bombing Incidents
3. Team Leader’s Course (for senior personnel)
4. TLO - Basic
Police Officer

School Resource Officer

In addition to all Police Officer, Patrol requirements:

**Mandatory**
1. School Resource Officer Course

**Highly Desirable**
1. School Shootings: Advanced First Responder Course

**Desirable**
1. Multi-Hazard Emergency Planning for Schools
2. Drug and Alcohol Recognition (DAR)
3. Interview and Interrogation (BATTI)
4. School Resource Officer Conference
5. Cyber Safety & Social Network
Police Officer

Canine Handler

In addition to all Police Officer, Patrol requirements:

**Mandatory**
1. Canine Handler Course (Patrol)
2. Canine Handler Course (Narcotics)
3. Canine Re-Certification Course-Patrol (Annual)
4. Canine Re-Certification Course-Narcotics (Annual)
5. Crisis Intervention Training (CIT I, 16 hour)

**Highly Desirable**
1. Canine Agitators Course
2. Canine Legal Updates (Annual)
3. Canine Advanced Handler Course

**Desirable**
1. Daily Canine Training
2. Canine SWAT Deployment (SKIDDS School)
Police Officer

Range Master

In addition to all Police Officer, Patrol requirements:

**Mandatory**
1. Range Master School

**Highly Desirable**
1. H & K G36 Armorer School
2. Glock Armorer School

**Desirable**
N/A
Police Officer

Crime Suppression Unit (CSU)

In addition to all Police Officer, Patrol requirements:

**Mandatory**
1. Narcotics Investigation

**Highly Desirable**
1. Fraud Investigation

**Desirable**
N/A
Police Services Officer

Patrol

**Mandatory**
1. Traffic Collision Investigation, Basic
2. Crisis Intervention Training (CIT I, 16 hour)
3. Hearsay Testimony/Prop 115 (DVD)
4. DNA Evidence Collection

**Highly Desirable**
1. Traffic Collision Investigation, Intermediate
2. Report Writing

**Desirable**
1. Interview/Behavior Response
2. Traffic Collision Investigation, Intermediate
3. Fraud/Computer/Identity Investigations
4. Arrest & Control (in-house) or Self-Defense (for non-sworn)
Jailer

Patrol

**Mandatory**
1. Court & Temporary Holding Facilities (8 hours)-Mandatory w/in 90 days of appointment. Mandatory update every 2 years per POST and DOJ
2. Arrest & Control (in-house) or Self-Defense (for non-sworn)
3. Electronic Portable Alcohol Device Class - Mandatory as soon as possible upon appointment. Updates as required by County.
4. Court and Short Run Prisoner Transport (8 hours)
5. Booking and Detention (8 hours)
6. DNA Evidence Collection
7. Hearsay Testimony/Prop 115 (DVD)

**Highly Desirable**
N/A

**Desirable**
N/A
Cadet

Patrol

**Mandatory**
1. Court & Temporary Holding Facilities (8 hours)-within 1 year of appointment
2. Jail Security-Clerks/Matrons (Females only)
3. Hearsay Testimony/Prop 115 (DVD)

**Highly Desirable**
1. Traffic Collision Investigation, Basic

**Desirable**
N/A
TRAFFIC
Police Sergeant

Traffic

**Mandatory**
1. Motorcycle Training
2. Traffic Collision Investigation, Basic
3. Radar Operator (24 hour)
4. Radar-Laser Operator (Lidar) (8 hour)
5. Semi-Annual Motor Training Recertification (in-house)
6. Crisis Intervention Training (CIT I, 16 hour)
7. FX3/Total Station Training

**Highly Desirable**
1. Traffic Collision Investigation, Intermediate

**Desirable**
1. Firearms Motor Officer Safety
Corporal

Traffic

In addition to all Police Officer, Traffic requirements:

**Mandatory**
1. Motorcycle Training Instructor  
2. Supervisory Course (POST)  
3. Field Training Officer Course  
4. Field Training Officer Updates (every 3 years)  
5. Officer Involved Shooting  
6. Mental Health Decision Making  
7. Court & Temporary Holding Facilities

**Highly Desirable**
5. Domestic Violence for the 1st Responder  
6. Sexual Assault for the 1st Responder  
7. Child Abuse for the 1st Responder  
8. Elder Abuse for the 1st Responder

**Desirable**
N/A
Police Officer

Traffic

**Mandatory**
1. Motorcycle Training
2. Traffic Collision Investigation, Basic
3. Traffic Collision Investigation, Intermediate
4. Radar Operator (24 hour)
5. Radar-Laser Operator (Lidar) (8 hour)
7. FX3/Total Station Training
8. Crisis Intervention Training (CIT I, 16 hour)

**Highly Desirable**
1. Traffic Collision Investigation, Advanced
2. Traffic Collision Investigation, Reconstruction

**Desirable**
1. Pedestrian/Bicycle Investigation School
2. Crush Investigation
3. Firearms Motor Officer Safety
Police Officer

Commercial Enforcement

In addition to Police Officer, Traffic requirements:

**Mandatory**
1. Commercial Vehicle Enforcement
2. Traffic Collision Investigation, Basic
3. Radar Operator (24 hour)
4. Radar-Laser Operator (Lidar) (8 hour)
5. Hazardous Materials Trans Enforcement
6. FX3/Total Station Training

**Highly Desirable**
1. Traffic Collision Investigation, Intermediate
2. Traffic Collision Investigation, Advanced
3. Traffic Collision Investigation/Motor Inspection

**Desirable**
N/A
Parking Control Officer

Traffic

**Mandatory**
1. Hearsay Testimony/Prop 115 (DVD)

**Highly Desirable**
1. Traffic Collision Investigation, Basic
2. Report and ILeads Training (Records)

**Desirable**
1. Arrest & Control (in-house) or Self-Defense Class (non-sworn)
INVESTIGATIONS
Police Sergeant

Investigations, Crimes Persons

**Mandatory**
1. Same requirements as “Patrol Sergeant”

**Highly Desirable**
1. Robbery Investigations

**Desirable**
1. Basic Investigations
2. Search Warrant preparation and service
3. Marijuana Dispensary
4. FBI Violent Crimes

Police Sergeant

Investigations, Crimes Property

**Mandatory**
1. Same requirements as “Patrol Sergeant”

**Highly Desirable**
1. Basic Investigation
2. Homicide Investigation

**Desirable**
1. Search Warrant preparation and service
Detective

Investigations, Crimes Person

**Mandatory**
1. Child Abuse Investigation
2. Sexual Assault Investigation
3. Homicide Investigation
4. Domestic Violence Investigation
5. Crisis Intervention Training (CIT I, 16 hours)

**Highly Desirable**
1. Robbery Investigation
2. Advanced Child Abuse & Child Homicide Investigation
3. Child Interviewing
4. Juvenile Law Enforcement
5. Internet Crimes Investigation

**Desirable**
1. FBI Violent Crime Behavioral Analysis Seminar
2. California Sexual Assault Investigators Association Conference
3. Homicide Conference
Detective Investigations, Crimes Property

**Mandatory**
1. Basic Investigation Course
2. Interview & Interrogation
3. Burglary Investigation

**Highly Desirable**
1. Search Warrant Writing Course
2. Fraud & Identity Theft Investigation

**Desirable**
N/A
Detective

Financial Crimes

**Mandatory**
1. Fraud Investigations Course

**Highly Desirable**
1. Fraud & Forgery Investigation
6. Investigations of Websites/Social Networking

**Desirable**
1. Advanced Investigations of Websites/Social Networking
2. Advanced Fraud & Forgery Investigation
3. Real Estate/Loan Fraud Investigation
Detective

OCFIT

**Mandatory**
1. Narcotics Investigation

**Highly Desirable**
1. Homicide Investigation

**Desirable**
N/A
Detective

OCATT

**Mandatory**
1. Basic Investigation Course
2. Vehicle Theft Investigation

**Highly Desirable**
N/A

**Desirable**
1. Homicide Investigation
Detective

Special Investigations Unit (SIU)

**Mandatory**
1. Narcotics Investigation
2. Vice School
3. MJ Dispensaries/Med MJ Enforcement (1 day)

**Highly Desirable**
N/A

**Desirable**
N/A
Civilian Investigator

Investigations

**Mandatory**
1. Crime Scene Investigation Course
2. DNA Evidence Collection
3. Hearsay Testimony (DVD)

**Highly Desirable**
1. Courtroom Testimony
2. Basic Crime Scene Photography
3. Basic Latent Fingerprint Comparison

**Desirable**
1. Advanced Crime Scene Field Investigations Course
2. Crime Scene Video Training
3. Additional Latent Fingerprint Lifting/Collection Training
4. Report Writing
Crime Analyst

Investigations

**Mandatory**
N/A

**Highly Desirable**
N/A

**Desirable**
1. ARC View/Mapping
2. Adobe CS5
3. Crime Analysis Conference
4. Geospatial Conference
5. Access/Office Products
Police Services Officer

Investigations/Financial Crimes

**Mandatory**
1. Basic Investigations Course
2. Hearsay Testimony (DVD)

**Highly Desirable**
1. Fraud Investigation

**Desirable**
1. Search Warrant Course
DISPATCH
Communications Supervisor

Dispatch

**Mandatory**
1. Civilian Supervisory Course
2. Hearsay Testimony (DVD)

**Highly Desirable**
1. Public Records Act
2. Disaster Response
3. Civilian Management Seminar
4. Internal Affairs

**Desirable**
N/A
Senior Public Safety Dispatcher

Dispatch

Mandatory
1. Communications Training Officer
2. Civilian Supervisory Course
3. Dispatcher Role in Critical Incidents
4. Dispatcher in Emergency Management
5. Hearsay Testimony (DVD)

Highly Desirable
1. Tactical Dispatcher School (SWAT)
2. Stress Management

Desirable
N/A
Public Safety Dispatcher II

Dispatch

Mandatory
1. First Aid/CPR
2. Dispatcher Update
3. ABC’s of Call Taking
4. Amber Alert/Missing Children
5. Hearsay Testimony (DVD)

Highly Desirable
1. Terrorism Awareness
2. Suicidal Callers
3. Hostage Negotiations
4. Sexual Assault/Domestic Violence
5. Crisis Negotiations
6. Active Shooter Response

Desirable
1. Dispatcher Wellness
2. Communications Training Officer
3. Tactical Dispatcher

Public Safety Dispatcher I

Mandatory
1. Public Safety Dispatchers Basic Course (Shall satisfactorily complete before or within 12 months after date of appointment.)
2. Hearsay Testimony (DVD)
RECORDS
Police Records Supervisor

Records

**Mandatory**
1. Records Supervisory Course (POST)
2. Public Records Act

**Highly Desirable**
1. Legislative Update Courses (CPOA)
2. Civilian Supervisory Course (POST)

**Desirable**
1. CLEARS Bi-Monthly Training
2. CCUG Annual Conference
3. CLEARS Annual Conference
Senior Police Records Technician

Records

**Mandatory**
1. Public Records Act
2. DMV Interpretation (DOJ)
3. Criminal History Interpretation (DOJ)

**Highly Desirable**
1. Records Supervisory Course
2. Restraining Order Training (DOJ)
3. Stolen Vehicle System (SVS) Training (DOJ)

**Desirable**
1. CLEARS Annual Conference
2. CCUG Annual Conference
3. CLEARS Bi-Monthly Meetings
4. Legislative Update Courses (CPOA)
Police Records Technician/Clerk

Records

Mandatory
1. Public Records Act
2. DMV Interpretation (DOJ)
3. Criminal History Interpretation (DOJ)

Highly Desirable
1. Restraining Order Training (DOJ)
2. SVS (Stolen Vehicle System) Training (DOJ)
3. Dealing with Difficult People
4. Conflict Resolution in the Workplace

Desirable
1. CLEARS Meeting (2x annually)
2. Basic Records Course (POST)
Administrative Clerk I & II

Records

**Mandatory**
1. Public Records Act
2. DMV Interpretation (DOJ)
3. Criminal History (DOJ)

**Highly Desirable**
1. Restraining Order Training (DOJ)
2. Stolen Vehicle System (SVS) Training (DOJ)
3. Dealing with Difficult People
4. Conflict Resolution in the Workplace

**Desirable**
1. CLEARS Meeting (2x annually)
2. Basic Records Course (POST)
PROPERTY & EVIDENCE
Property & Evidence Technician

Property & Evidence

**Mandatory**
1. Managing Property & Evidence in LE Agencies

**Highly Desirable**
N/A

**Desirable**
1. Dealing with Difficult People
2. Conflict Resolution in the Workplace
3. CAPE Bi-Monthly Meeting
4. CAPE Annual Conference