The Enforcement Division (ED) is dedicated to excellence in the training and professional development of all of its staff members. This policy and plan has been developed to promote a high level of enforcement staff professionalism within the Division. The training policy applies to all Air Pollution Specialists and Air Pollution Engineers, as well as any other staff member who conducts inspections.

I. New Employee Training Requirements

Within one year of their employment, each new employee must complete all “Core Courses”, and all courses listed under a specific “Training Track” of their choice. The ED Training Track electives may be completed through self-instruction or classroom courses and must be pre-approved by their Section Manager. Because of the wide variety of self-instructional and ED training section classroom courses available, there are many opportunities to complete these electives.

All courses listed below are provided as classroom courses by the ED training Section. EPA’s Air Pollution Training Institute (APTI) self-instructional courses are indicated by SI.

Core Courses:

These courses must be completed by all employees; anyone new to the air quality control program, and staff changing functions within the air quality control program. They may also be taken as a refresher course:

Course #100  Fundamentals of Enforcement
Course #101  History of Air Pollution Control
Course #102  Metrology and Climatology
Course #103  Classification of Air Pollutants
Course #104  Inspector Safety
Course #105  Concepts of Regulatory Development
Course #106  Inspection and Report Writing Techniques
Course #107  Basic Air Pollution Control Equipment
Course #109  Complaint Response Procedures
Course #110  Sample Gathering and Integrity
Course #111  Basic Chemistry of Air Pollution
Course #112  Evolution of Environmental Law
Course #113  Inspector Conduct and Liability
Course #114  Air Quality Monitoring Concepts
Course #115  Interfacing with Related Agencies

These courses are required for all classifications:

- Defensive Driver Training (for staff who drive on ARB business)
- Prevention of Sexual Harassment in the Workplace
- Safety Training
- Air Law – ARB Office of Legal Affairs
- ARB Air Academy – if available

ED Training Tracks

In addition to the above listed courses, staff must choose one Track and complete all courses listed for that Track.

Track I - Inspection and Enforcement

Course #202  Health and Safety
Course #101.1 Recertification in Visible Emission Evaluation (must recertified every 6 months) This requirement is only for those that must do visible emission readings as part of their job duties.
Course #222  Principles of Ambient Air Monitoring
Course #300  Environmental Cross-Media Enforcement Symposium
SI  #443 Chain-of-Custody Procedures for Samples and Data (http://www.epa.gov/oar/oagps/eog/catalog/catsic.html)

Track II - Mobile Sources

Course #202  Health and Safety
Course #101.1 Recertification in Visible Emission Evaluation (must recertified every 6 months)
Course #222  Principles of Ambient Air Monitoring
Course #300  Environmental Cross-Media Enforcement Symposium
SI  #443 Chain-of-Custody Procedures for Samples and Data (http://www.epa.gov/oar/oagps/eog/catalog/catsic.html)

Mobile Source staff will choose from the following list based on their current assignment:

1. Principles of mobile sources and enforcement of mobile sources (Paul Jacobs)
2. California Council of Diesel Education and Technology (CCDET) (HDVIP/PSIP/SAE J1667 test cycle) (Michele Burns, Trade Tech, Santa Ana, College of Alameda, San Jaoquin Delta)
3. Street Racing tampering detection (Ken or staff)
4. Railroad MOU Enforcement (Terone Preston, RC Smith)
5. Solid Waste Collection Vehicles Enforcement
   (Mead/Varenchik/Heavy Duty Diesel Enforcement (HDDE) mgrs)
6. Transportation Refrigeration Units Enforcement (Eric Walton and HDDE mgrs)
7. Commercial/school bus idling (Greg Spencer and HDDE managers)
8. Personal Water Craft/Marine enforcement (Erin Blanton)
9. Illegal vehicles (49 state/gray market) Greg/Ken/Michelle ShultzWood
10. Small off road engines enforcement (Greg/Manfred/Michelle etc)
11. Judgments and collections (Jay, Cheryl, Diane K-OLA)
12. Diesel engine technology (SAE or Ca community colleges)
13. A class on engine and vehicle certification
14. Motorcycle enforcement (Kerry/Ken)
15. AB 1009 label enforcement (TBA)
16. Illegal fuels/red dye diesel enforcement (Dickman Lum et al.)
17. EJ inspections and cross media inspections (TBA)
18. Vehicle safety class (CHP or Jay)
19. HDVIP/PSIP enforcement (HDDE managers)
20. SAE J1667 Test Procedures (Don Chernich)
21. Case development (Michele Burns, Cheryl Griffin, Tajinder Gill)

Also, six additional 200 Series courses provided by EDs Training Section
should be taken within the first year of employment. Staff should choose the
courses that are most appropriate for their specific job functions.

If available, staff should take as many possible of the 15 modules listed under
“Cal/EPA Highly Recommended Courses for Regulator and Enforcement Staff”.
This matrix can be found in Appendix I.

II. Existing Staff

Staff that continue to work in the Enforcement Division will need to complete
two 200 Series courses per year. Staff should discuss course selection with
their section manager, and the courses should be indicated on their yearly IDP.

III. Upward Mobility Positions

In accordance with ASL 03-02, an Individual Training Plan (ITP) is a tool
employees may use to advance their careers. Individual training planning is a
process by which an employee, in cooperation with their supervisor, prepares
an action plan which can increase their talents and skills. This is accomplished
by outlining on the ITP (Form ASD-153), the training necessary to achieve
career satisfaction and/or career advancement. Listing the employee’s training
class requirements gives both supervisor and staff member a clear direction of
training goals. A completed ITP is necessary in order to attend career-related training.

All upward mobility positions must have completed the core courses as a minimum. In addition, other ED or college courses, as listed below, should be taken to meet the requirement of the job position. The courses need to be outlined in the employees ITP as well as the employees IDP. Progress reports should be given to the Section Manager on a quarterly basis.

Suggested courses that should be taken per Section Managers’ recommendation and approval:

1. Environmental Law/Administrative Law – U.C. Davis Extension
2. Basic Chemistry – Junior College (JC)
3. Statistics/mathematics course - JC
4. Environmental Sciences –JC or CSUS
5. Biology – JC or CSUS
6. Writing and Grammar – JC or CPS Training Center
7. Completed Staff Work – CPS Training Center
8. Other courses that have been identified by the section manager or employee.

Refer to ASD 03-02 for reimbursement of college courses. Attachment II outlines “Training Reimbursement and Release Time Chart by Collective Bargaining Unit”, regarding what percentages and time off can be requested.

IV. Summary

Competent inspectors facilitate effective enforcement resolution. When all factors influencing job performance function correctly, well trained inspectors help the ARB meet its goals in controlling air pollution. Training represents one of the best methods of ensuring that inspectors are able to complete their goals effectively. This training plan should result in the highest quality, most efficient, most effective training possible. Because inspectors are given the tools necessary to complete their duties, they will do a better job of surveying for violations, and better enforcement. Potential violators recognize that they are better off complying with the regulations than trying to hide excess air pollution rates. A greater compliance rate with air quality rules leads to cleaner air, directly furthering the ARB’s goals.