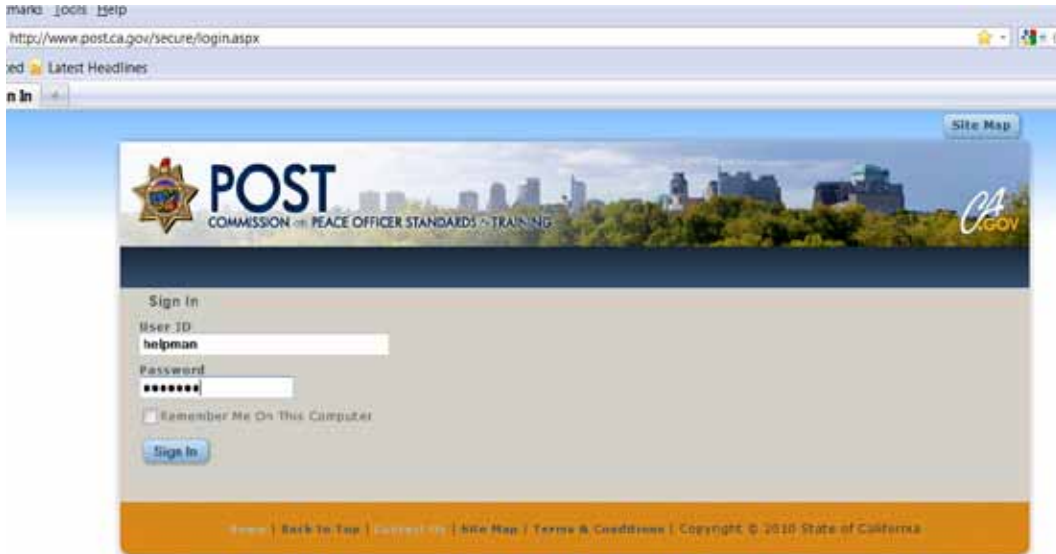


How to Edit Content on the CMS

1. Login to the Content Management System (CMS) with your normal POST credentials.



2. Navigate to the page you want to edit.



3. Click on the pencil icon (shown above).

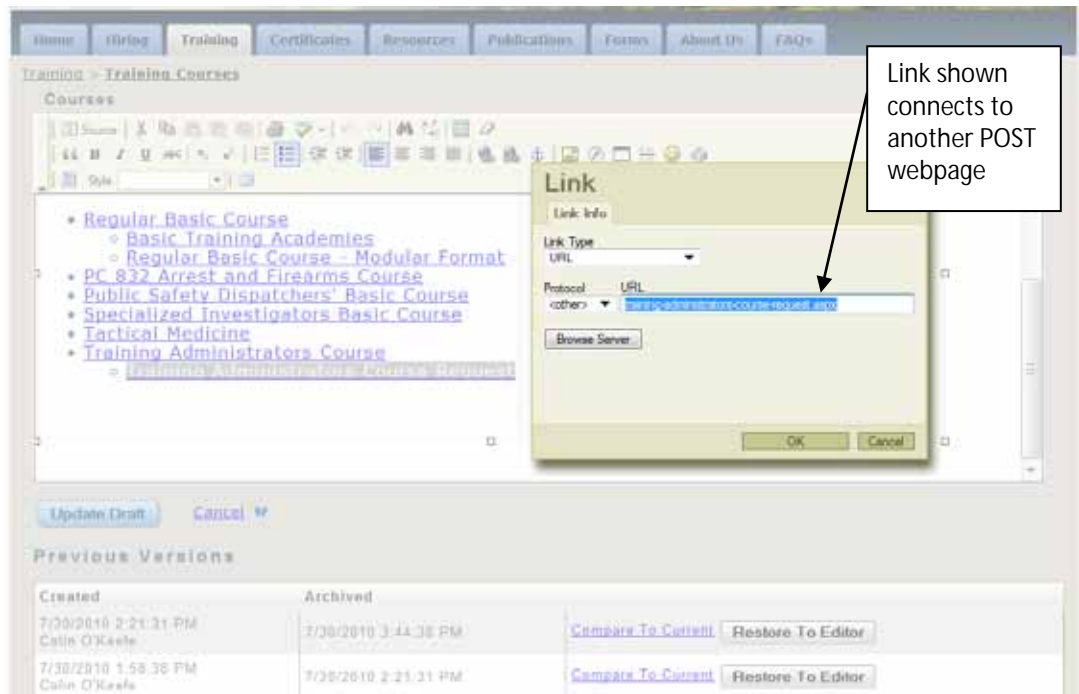


4. This opens your editor. It looks similar to a word document to input/ edit content in.

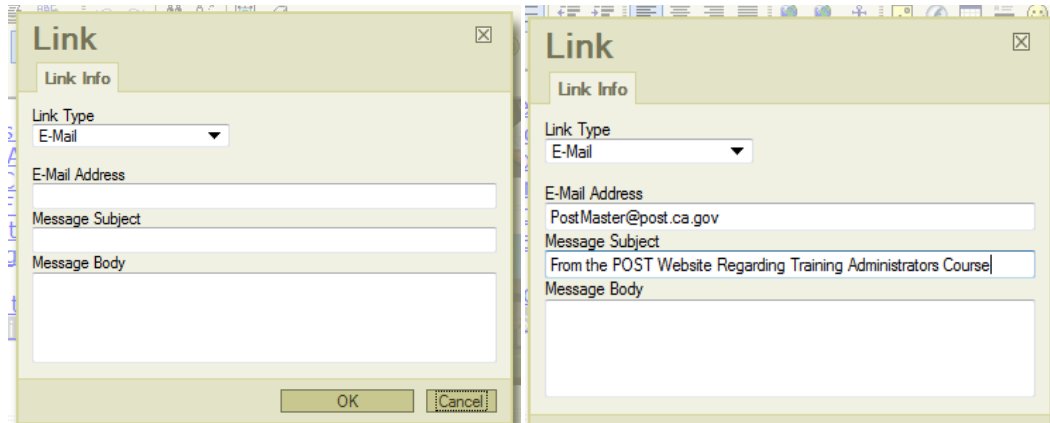
Guidelines for editing content:

- If pasting text into editor from anywhere (i.e.: Word) paste as plain text only.
- Paste all text using the 'Paste as Plain Text' icon box.
- Quick paste in 'Plain Text' dialogue box is CTRL+V.
- To press ENTER to move to the next line hold down 'SHIFT' & hit ENTER at the same time. This will prohibit additional spacing that may previously be added by only hitting the ENTER key. Ie: for bulleted lists.
- If you need to insert a photo; please send the photo and request to WebRequest. (For the time being.)
- Do not underline any text; this is left for hyperlinks only.
- Do not indent twice, it causes a block quotes; only click the indent icon once.
- Please spell check.
- If you make a mistake use the 'Undo' icon in the toolbar.
- Keep with the consistent look & feel of all the POST pages.
- Please do not use the 'Source' (HTML) code to insert content without proper training.

- To hyperlink text, highlight the text, while highlighted click the hyperlink icon shown above (globe). (See screen print below for example of dialogue box)
 - If it connects to an outside website insert: www.website.com
 - If it should connect to another POST Website Page, note the change/update and send the request to WebRequest.



- If it needs to link to an email address change the 'Link Type' to 'E-Mail'. Use this email template example to fill out your template, always put a 'Message Subject' like below: "From the POST Website Regarding _____", you fill in the blank, using proper capitalization of the topic in reference.
- To unlink text, highlight it, right click, and select 'Remove Link'.



5. When finished with edits/updates click 'Update Draft'.



- If you update draft & realize it is not correct, use the Previous Versions to Compare to Current & Restore and earlier Version to Editor. Finish restoring by clicking on Update Draft Again.

Update Draft Cancel

Previous Versions

Created	Archived	
7/20/2010 12:21:57 PM Daria Rowert	7/20/2010 12:25:05 PM	Compare To Current Restore To Editor
7/20/2010 12:20:20 PM Daria Rowert	7/20/2010 12:21:57 PM	Compare To Current Restore To Editor
7/20/2010 12:19:55 PM Daria Rowert	7/20/2010 12:20:20 PM	Compare To Current Restore To Editor
7/20/2010 12:15:17 PM Daria Rowert	7/20/2010 12:19:55 PM	Compare To Current Restore To Editor
6/29/2010 1:50:49 PM Daria Rowert	7/20/2010 12:15:17 PM	Compare To Current Restore To Editor
6/29/2010 1:49:53 PM Daria Rowert	6/29/2010 1:50:49 PM	Compare To Current Restore To Editor

Compare To Current

Current Version Created 7/20/2010 12:25:05 PM

Regular Basic Course

The Regular Basic Course (academy) is the entry-level training requirement for many California peace officers, as specified in [CPLC Regulation 1001 \(pdf\)](#). There are 20 state-certified [CPLC Training Academies](#) in California. The course is offered in both the standard and modular formats.

Course Formats

The Standard Format of the Regular Basic Course is delivered in a one-part instructional experience with a minimum requirement of 564 hours. There are two presentation styles: Standard and Extended. The Standard Format is a full-time academy that typically meets Monday - Friday, 8:30 a.m. - 5:00 p.m. The Extended Format is a part-time or weekend academy that meets evenings and weekends.

The Modular Format of the Regular Basic Course is designed as a career training program and is delivered in a three-part instructional sequence that complies with the three California reserve peace officer levels. The minimum requirement is 730 hours, allowing necessary redundancy of instruction in critical skill areas due to the three-part sequence that can be taken over an extended period of time.

Curriculum

The Regular Basic Course curriculum is divided into 21 individual topics, called Learning Elements. The Learning Elements contain the minimum required foundational information for given subjects, which are detailed in the [Topics and Testing Specifications for Peace Officer Basic Courses](#). The training and testing specifications for a particular course may also include information on required instructional activities and testing requirements.

Student Workbooks

Student workbooks are important sources of text-based information for the Regular Basic Course. These workbooks introduce each topic and contain self-assessment questions, chapter objectives, workbook learning activities, terminology and definitions. The Regular Basic Course Student Workbooks may be ordered [online](#).

Student Preparedness

The Regular Basic Course prepares each student by providing hands-on experiences, including weapons training, role-play scenarios, patrol procedures, emergency vehicle operations, and arrest and control techniques. The student must pass written, practical, scenario, and physical abilities tests, to demonstrate readiness for entry into a department's standardized field training program. Specific minimum training and testing requirements for the Regular Basic Course can be found in [Commission Procedure 2.1 \(pdf\)](#).

Qualification Requirement

As specified in [Commission Regulation 1008 \(pdf\)](#), requalification of Regular Basic Course (RBC)

Version as of 7/20/2010 12:21:57 PM

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**All content page updates/edits will be routed through the Web Unit for final approval and live update. For additional edits required (or documents that need to be attached) please send an e-mail to WebRequest (with any attachments). If you have questions at any point feel free to contact either Daria Rowert at (916) 227-4848 or Elayne Arterburn at (916) 227-4894.