

# The San Leandro Police Department Sergeant In-House Training Program



Sgt. XX

## Introduction

The In-House Training Program for newly promoted Sergeants is intended to facilitate the Sergeant's transition from the Police Officer position to the supervisory duties of the San Leandro Police Department. The In-House Training Program re-introduces the newly promoted Sergeant to the personnel procedures & policies of the San Leandro Police Department and provides the informal training specific to the San Leandro Police Department and the day-to-day duties of its supervisors.

This manual is meant to be an ever-growing resource for Sergeants. As policies and procedures change, so will the manual. Although the manual cites specific policies, it is the Sergeant's responsibility to review all policies to ensure their responsibilities are understood as it pertains to their new role. This manual is not meant to be all inclusive, but rather to be an overview and resource of some of the most frequently encountered duties the first line supervisor will experience. Supervisors should add any policy or references they feel is important and have it readily available in the field.

Newly promoted Sergeants will receive daily training with a Sergeant, Watch Commander, Civilian Manager and/or other qualified individual as appointed by the Chief of Police. Together they will review the individual training blocks and the newly promoted Sergeant will receive input and experiences from their instructors. As each training block is completed it shall be initialed and/or signed by the instructor and the new Sergeant. Many training blocks reference SLPD policies, references, and/or required documents that are used by the City of San Leandro. These policies, references, and/or guides should be reviewed by the newly promoted Sergeant prior to being signed off as completed.

## Role of the Sergeant

The Patrol Sergeant's basic function is to develop a patrol team. The Patrol Sergeant should be able to understand the different personalities of each team member and should be able to adapt to his or her communication style to ensure complete understanding of the mission.

A key goal of the team is to balance calls for service, the needs of the community, the direction of the department, and a department wide approach to community policing.

The Patrol Sergeant must do their part to develop a team within their own rank. It is essential that the Patrol Sergeants work together in a consistent manner to keep each other apprised of current and changing work conditions, events, staffing and other issues, including policy issues and training needs, to ensure success and consistency in those whom they supervise.

The Patrol Sergeant must identify and balance all field resources to ensure that community service provided by the police officer is of the highest quality. This is provided through positive, assertive leadership and by attitude and example. The Patrol Sergeant has the knowledge to make appropriate, timely decisions as they relate to field events and employee performance.

The Patrol Sergeant must identify and balance the needs of the patrol officers, which are necessary for their success, with the direction and needs of the organization. This is accomplished by ongoing identification and clarification of expectations of the officers through clear, direct and cooperative communication.

## Police Sergeant Responsibilities

Responsibilities of the Patrol Sergeant consist of, but are not limited to the following:

- Responsible for coordinating the activities of the units of his/her watch.
- Responsible for supervising watch personnel, including arranging and providing training; assigning work priorities to be met; and evaluating performance.
- Responsible for developing effective patrol responses as well as long term resolutions to identify crime patterns, trends, and activities.
- Responsible for implementing departmental, divisional, and unit policies.
- Responsible for channeling information between subordinates and management personnel.
- Responsible for providing facility security.
- Responsible for assuming field command of incidents requiring coordinated efforts of various officers and units
- Serve as Watch Commander when required.
- Responsible for initial investigation of citizen's complaints lodged against subordinates. May also be responsible for conducting internal investigations when assigned.
- Responsible for facilitating and coordinating Community Policing efforts for their shift and/or other units.
- Responsible for attending community meetings to allow discussion of police-related issues between departmental representatives and the public.
- Responsible for attending business and civic meetings, recreation centers, and other community gatherings in order to represent the department and maintain awareness of citizen problems and concerns.
- Responsible for observing, reporting, and when feasible, following up on conditions which pose potential threats to public safety and health.
- Responsible for other duties as assigned by competent authority.
- Responsible for conducting duties with a demeanor and in a manner supportive of organizational goals and objectives.
- Responsible for managing critical incidents and police vehicle pursuits.
- Responsible for assisting subordinates in accessing and interacting with other city departments/resources.
- Responsible for individual employee and team development to better serve the needs of personnel, the organization and the community.
- Responsible for press/media relations if the PIO is not available.
- Responsible to ensure that efforts including, but not limited to, community engagement, problem solving, report writing, and investigations are timely, accurate and thorough.
- Responsible for ensuring adequate working conditions, staffing levels, necessary and essential equipment is afforded to patrol officers.
- Responsible for and maintains knowledge of current policy, procedures and case laws.



## **In-House Training Program for Newly Promoted Sergeants**

Newly appointed Sergeants shall be familiar with the department's organization and operation. To assist them with their future endeavors, sergeants shall have or be provided access to necessary documents to aide in their newly assigned position. The received and reviewed documents shall include, but not be limited to the following:

- a) SLPD Operations Directives/Lexipol Policies
- b) SLPD Rules & Regulations
- c) Radio Procedure Manual
- d) City of San Leandro Administrative Procedure Manual

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

The sergeant shall be provided (check off):

- Supervisor keys – Sgt. Z
- Sergeant ID card – Sgt. Z
- Sergeant hat piece – Sgt. Z
- Access/keys to the sergeant and lieutenant SUV patrol vehicles – Sgt. Z
- Supervisory privileges for:
  - CAD/RMS/Mobile – Lt. Z
  - ISE – Sgt. Z
  - Nixle – Captain T
  - CRIMS – Manager Y
  - POST/EDI – Sgt. Z
  - IAPro/Blue Team – Sgt. Z
  - Evidence.com – Sgt. Z
  - Target Solutions – Sgt. Z
- Added to supervisory/sergeant email group – Sgt. Z

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

## **Watch Commander Expectations**

The sergeant shall meet with their assigned Patrol Division Lieutenant to discuss the duties & expectations of the patrol sergeant. Topics shall include adherence to the chain of command and the importance of conducting command notifications.

\_\_\_\_\_  
Lieutenant Y                      Date      \_\_\_\_\_

\_\_\_\_\_  
Sgt. XX                              Date      \_\_\_\_\_

## **Administrative Responsibilities**

1. The sergeant shall review Lexipol Policy 401 and be briefed about their role in respect to mentoring and leadership of officers. The continued development of future generations of leaders shall be explained and stressed for the continued growth and development of our organization.

\_\_\_\_\_  
Instructed/Demonstrated                      Date      \_\_\_\_\_

\_\_\_\_\_  
Sgt. XX                              Date      \_\_\_\_\_

2. The sergeant shall be briefed about their duty for conducting briefings. Topics for briefing should include establishing shift expectations with members, conducting inspections, acceptable conduct during briefings, the reading of BOL's, subpoena service, use of Point of View to address case law, reviewing ops directives and staff notes.

Any training conducted during line up shall be documented in Target Solutions.

\_\_\_\_\_  
Instructed/Demonstrated                      Date      \_\_\_\_\_

\_\_\_\_\_  
Sgt. XX                              Date      \_\_\_\_\_







## Operational Responsibilities

1. Watch Commander Duties: The sergeant shall review Lexipol Policy 329. There are times when a shift will be without a Watch Commander. During those times, the senior sergeant will assume those duties. It is important to know the basic duties of the WC because your role and responsibilities are significantly greater (i.e. Command and/or Council Notifications).

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

2. The sergeant shall be briefed on death related investigations for both field incidents and incidents that may occur under the care and custody of SLPD personnel. Minimum discussions shall include the need for their response, scene security, ensuring thorough investigations, media relations, watch commander and CID notification where applicable and the review of applicable Lexipol Policies to include 305, 332 and 900.

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

3. The sergeant shall receive training in the response and handling of Officer Involved Shootings, Officer Involved Injury/Death and Accidental Discharges. This training shall minimally include a review of Lexipol Policy 305. Other responsibilities include responding to and securing the scene, tending to the injured, identifying witnesses, obtaining a public safety statement from the involved officer(s), segregating the involved officer(s) and instructing them and those who act as their security detail not to converse with anyone.

\_\_\_\_\_  
Sgt. Z

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date



7. The sergeant shall be briefed on the activation of the Nixle Mass Notification.

\_\_\_\_\_  
Instructed/Demonstrated                      Date

\_\_\_\_\_  
Sgt. XX                      Date

8. The sergeant's role with the Support Services Division (Comm Center/Records).

\_\_\_\_\_  
Support Services Manager Y                      Date

\_\_\_\_\_  
Sgt. XX                      Date















## Training

1. Shall coordinate with Professional Standards and Training to schedule POST approved training in Internal Affairs. In the interim, sergeants will be briefed in the handling of IA investigations to minimally include; a review of the applicable SLPD Policies, a review of Peace Officers Bill of rights, Lybarger and Miranda warnings and applicable IA.

\_\_\_\_\_  
Lt. Y

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Coordinator C

\_\_\_\_\_  
Date/Location of Training

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

2. Shall coordinate with Professional Standards and Training to schedule POST approved training in Critical Incident Response for Supervisors. In the interim, the sergeant shall be briefed on the handling of various critical incidents. This training shall consist minimally of reviewing the establishment of Command Posts to address incidents such as barricaded suspects, hostage negotiations, bomb threats and aircraft accidents. The sergeant shall also be familiar with the Incident Command System (SEMS and NIMS) to address scenes such as natural disasters so everyone will know who is in charge. Further assistance can be found with the reviewing of applicable policies and the Pre-Planned Critical Incident/Command Post Sheets located in the sergeant/lieutenant vehicles.

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Coordinator C

\_\_\_\_\_  
Date/Location of Training

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

3. Shall coordinate with Professional Standards and Training to schedule a POST approved Assertive Supervision course.

\_\_\_\_\_  
Training Coordinator C

\_\_\_\_\_  
Date/Location of Training

\_\_\_\_\_  
Sgt. XX

Date \_\_\_\_\_

4. Shall coordinate with Professional Standards and Training to schedule POST approved Supervisory Training.

\_\_\_\_\_  
Training Coordinator C

\_\_\_\_\_  
Date/Location of Training

\_\_\_\_\_  
Sgt. XX

Date \_\_\_\_\_

**Additional Topics**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated                      Date

\_\_\_\_\_  
Sgt. XX    Date

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated                      Date

\_\_\_\_\_  
Sgt. XX    Date

6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructed/Demonstrated                      Date

\_\_\_\_\_  
Sgt. XX    Date

## **Operations Captain Review/Expectations**

Prior to being released from the training program, the sergeant shall meet with the Operations Captain to review the training program and discuss the duties & expectations of the patrol sergeant.

\_\_\_\_\_  
Captain T

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. XX

\_\_\_\_\_  
Date