

**SAN DIEGO POLICE DEPARTMENT
LEADERSHIP DEVELOPMENT UNIT
(LDU)**

OPERATIONS MANUAL



March 2026

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GENERAL PERSONNEL RESPONSIBILITIES

MISSION STATEMENT

The mission of the Leadership Development Unit is to equip all San Diego Police Department members with contemporary leadership training and the necessary career development skills to build ethical, professional, and effective leaders at every rank.

GOAL & OBJECTIVE

The goal of the Leadership Development Unit is to create a culture of ethical and courageous leaders at every rank within the Department. To attain that goal, our objective will be to provide continuous opportunities for leadership training and developing of future leaders by identifying best practices industry practices in the field of leadership training.

GENERAL PERSONNEL RESPONSIBILITIES

- I.** The Leadership Development Unit is tasked with facilitating training opportunities based on the following three pillars:

A. Command Development

Command-level training will be provided in a forum where current leaders utilize their current skill sets to navigate the rapidly changing challenges and issues facing law enforcement personnel today to improve themselves and the agency. Command Training provides a venue for supplementary or advanced training of our leadership cadre. Command Training will seek to address current trends or training needs which affect policing.

B. Leadership Development

The Leadership Development Unit will seek course work, practical exercises, and seminars to enhance the development of leadership within the Department.

These opportunities will be focused on topics designed to assist Department members in developing strong traits in leadership, mentoring, communication, job proficiency, critical thinking, and adaptability to constant updates within the law enforcement profession.

C. Career Advancement

The Leadership Development Unit will provide information and resources for employees to develop and plan their individual career paths. The staffing make-up of the Leadership Development Unit is arranged in a manner as to be able to provide Department members in the rank of Lieutenant and below with career guidance.

GENERAL PERSONNEL RESPONSIBILITIES

- II.** The Leadership Development Unit is currently staffed by one Lieutenant, one Sergeant, and one Police Officer II. The following are the main duties of the members:

A. Leadership Development Unit Lieutenant

The Lieutenant is accountable to the Captain of Training Division. The Leadership Development Unit Lieutenant will work closely with the Training Chief and Training Captain to identify worthy and timely training.

The Lieutenant provides direct supervision and development of the Leadership Development Unit Sergeant.

The Lieutenant provides vision, plans, guidance, and controls the daily operation of the Leadership Development Unit in consultation with their staff.

The Lieutenant oversees the development and implementation of the annual Command Training Program. The Lieutenant monitors and identifies current training and best practices in the public and private sector to bring to the Department.

The Lieutenant monitors instructor(s) quality of instruction. The Lieutenant collects and reviews feedback to provide both positive and negative critiques to instructors.

The Lieutenant finds and develops leadership courses for members of the Department to attend. The Lieutenant recognizes opportunities to establish work partnerships with private sector companies, other law enforcement agencies, military, academia, and Urban Area Security Initiative.

The Lieutenant obtains funding from varied sources in support of quality training to members of the Department. The Lieutenant audits prospective courses.

The Lieutenant provides developmental and candid feedback to Chief level officers of styles of training desired by Department members.

The Lieutenant facilitates the Department's Annual Command Training and any leadership courses where Lieutenants comprise most of the student group

The Lieutenant serves as the administrator of the Department's Mentorship Program for newly hired sworn employees.

GENERAL PERSONNEL RESPONSIBILITIES

B. Leadership Development Unit Sergeant

The Sergeant is accountable to the Lieutenant of the Leadership Development Unit.

The Sergeant provides direct supervision and development of the Leadership Development Unit personnel.

The Sergeant finds, develops, instructs and/or facilitates leadership courses designed for the rank of Sergeant and below.

The Sergeant seeks out opportunities to facilitate career development and provide individuals in the rank of Sergeant and below with career guidance as requested by Department members.

The Sergeant assists the Lieutenant with facilitation of annual Command Training and the Department's Mentor Program.

The Sergeant is responsible for maintaining digital files of all training programs to be prepared to for an absent instructor, an audit, or presentation on the subjects being taught by LDU-affiliated instructors.

The Sergeant can present and/or teach training programs before various groups as necessary.

The Sergeant facilitates training sessions where Sergeants and/or Police Officers comprise most of the students.

The Sergeant must complete the Academy Instructor Certification Course (AICC) upon assignment to the unit to be well suited to teach, audit, or facilitate any course material.

GENERAL PERSONNEL RESPONSIBILITIES

C. Leadership Development Unit Officer

The Officer is accountable to the Sergeant of the Leadership Development Unit.

The Officer assists the Sergeant to find, develop, instruct and/or facilitate leadership courses.

The Officer assists the Sergeant to seek out opportunities to facilitate career development and guidance to Department members in the POI, POII, and POIII ranks.

The Officer assists the Sergeant with the facilitation of annual Command Training.

The Officer assists the Sergeant to present training programs before groups as necessary.

The Officer manages the Leadership Development Units usage of SuccessFactors by creating courses and managing enrollment.

The Officer coordinates any fiscal or administrative task with the WPO for Training Division.

The Officer must complete the Academy Instructor Certification Course (AICC) upon assignment to the unit to be well suited to teach, audit, or facilitate any course material.

STANDARD OPERATING PROCEDURES

III. DRESS CODE

The following dress code options may be worn by the Leadership Development Unit staff daily:

a. Class “B” Uniform

- Short/long sleeve Department regulation shirt with patches, badge, name tag.
- Department regulation trousers
- Black uniform belt
- Plain black or metal watch with matching band
- Black socks
- Black shoes (Department approved)
- Holstered firearm (on Sam Brown belt or paddle holster)
- White or black crew neck tee shirt
- Department authorized jackets or sweaters.

b. Leadership Development Staff Uniform

- Any solid color, short/long sleeve, collared/polo shirt with an optional associated SDPD logo on left breast
- Department regulation pants or tan pants (5.11 or Dockers type pants); slacks
- Matching black or tan belt to match pants and shoes/boots
- Shoes or boots and socks to coordinate with pants and belt (i.e., black or tan boots)
- White or black crew neck tee shirt

c. Civilian Business Attire

- Male employees shall wear a suit or sport coat, slacks, and shirt (tie is optional if appropriate).
- Female employees shall dress in business-like manner. Jewelry shall not be excessive.

The Leadership Development Staff should wear business attire when facilitating or instructing classes. Presentations to command staff ranks shall be done while wearing the Class B Uniform. During formal meetings with outside organizations, business attire is the preferred attire. For informal presentations/meetings within the Department, personnel may choose from any of the three (3) options.

STANDARD OPERATING PROCEDURES

IV. WORK HOURS

- a. Normal business hours for the Leadership Development Unit are 0600-1600 hours, Monday through Friday.
- b. Leadership Development Unit's sworn personnel currently work a 4-10 work week. The Lieutenant of the Unit generally works from 0600-1600.
- c. All members of the Leadership Development Unit must remain flexible in their scheduling based on the needs of any scheduled training sessions.
- d. Overtime may be assigned when necessary. Adjustment of normal work hours will be in accordance with Department Procedure 5.12. Pre-approval is required in most cases.

V. UNIT DESIGNATORS

The unit designators for sworn personnel assigned to Leadership Development Unit are as follows:

- 2450L = Leadership Development Unit Lieutenant
- 2451S = Leadership Development Unit Sergeant
- 2452 = Leadership Development Unit Officer

VI. STAFF VEHICLES

The Leadership Development Unit will be assigned one (1) unmarked Department vehicle to utilize during their duties. The vehicles assigned to the Leadership Development Unit are not authorized "take home" vehicles, unless a specific arrangement is made at the discretion of Commanding Officer or their designee.