

SAN DIEGO POLICE DEPARTMENT IN-SERVICE TRAINING MENU PROGRAM

CLASS DESCRIPTION AND STRATEGY

10440 BLACK MOUNTAIN ROAD

SAN DIEGO, CA 92126

Instructor: Jesse M. Ochoa

Revised: October 17, 2018

Course Goal:

This course is intended for officers who are filling Acting Sergeant positions or who are interested in pursuing future supervisory roles. Students will learn the basic roles and responsibilities that are required for a patrol Acting Sergeant. They will receive training on the required forms, notifications procedures, and management expectations for critical incidents, officer injuries, citizen complaints, and other topics germane to their first experience as a police supervisor.

Module total time: 4 hours

Resources required for this module:

- Computer with PowerPoint Presentation
- Projection Screen
- Laptop Clicker

Course content	Instructor Notes
<p>I <u>Introductions</u> A. Instructor and Student Introductions (5 min) 1. Student Expectations a. Learning topics</p>	<p>Instructor introduces to class, listing experience and qualifications to present this topic. Instructor covers basic expectations of students.</p>
<p>II. <u>Getting Started</u> A. Notifications 1. Who to notify 2. When to notify B. Line up / Scheduling 1. PD Enterprise 2. Patrol Briefing 3. Redbook 4. Line up</p>	<p>The instructor will introduce the topic of command notifications. Explain the process of daily scheduling using the PD Enterprise system.</p> <p>Introduce Redbook and explain the ins and outs of conducting a proper per-shift lineup.</p>
<p>III <u>Inspections</u> A. Required inspections 1. Audits 2. Monthly B. PD Enterprise</p>	<p>The instructor will explain which inspections are due on a monthly, bi-monthly, and quarterly basis. Students will view inspection entries into PD Enterprise, Evidence.com</p>

<ul style="list-style-type: none"> 1. BWC 3. Evidence.com 4. Discrepancies <p>IV <u>CCF Procedures</u></p> <ul style="list-style-type: none"> A. Field Response B. Inquiry Only <ul style="list-style-type: none"> 1. Blue Team C. Formal CCF <ul style="list-style-type: none"> 1. Blue Team D. CCF Flow E. EEO <ul style="list-style-type: none"> 1. Supervisor responsibilities 2. Complaint intake 3. EEO Control form <p>V <u>Officers Injuries</u></p> <ul style="list-style-type: none"> A. Minor Injuries B. Communicable Disease Exposure C. Injury requiring medical treatment D. Injury Package <ul style="list-style-type: none"> 1. RM-164 2. Worker's Comp 3. Supervisor's Investigation 4. Reporting requirements E. RDT F. Test for cause <p>VI <u>Police Equipment Collisions</u></p> <ul style="list-style-type: none"> A. Supervisor Response <ul style="list-style-type: none"> 1. Required forms <p>VII <u>Police Pursuits</u></p> <ul style="list-style-type: none"> A. Supervisor Response <ul style="list-style-type: none"> 1. Required Forms <p>VIII <u>Incident Management</u></p> <ul style="list-style-type: none"> A. Incident response <ul style="list-style-type: none"> 1. K-9 Assistance 2. CRT baseline 3. Records Checks 4. Debrief B. Use of Force <ul style="list-style-type: none"> 1. Supervisor response 2. Blue Team C. 11-80 D. Missing Person At Risk E. Major Crimes Management <ul style="list-style-type: none"> 1. Initial response 2. Case agent responsibilities 3. Investigative Unit Callouts 	<p>entries, and see how to log discrepancies.</p> <p>Discuss supervisor response to citizen complaints and CCF radio calls. Students will see how to properly document Inquiry only memorandums and Formal CCFs in Blue Team.</p> <p>Review the role and responsibility for maintaining a non-discriminatory work environment. Students will learn how to intake EEO complaints and document them properly.</p> <p>Students will learn reporting requirements for officers injured on-duty. The instructor will show how to complete an officer injury package using the requisite forms.</p> <p>Discuss supervisor RDT responsibilities and steps to take when an employee is suspected of impairment.</p> <p>Instructor will review supervisor response to police collisions and the required documentation.</p> <p>Instructor will review supervisor response to police pursuits and the required documentation.</p> <p>Students will discuss the initial supervisor response to critical incidents. The instructor will present resources available for these types of scenes.</p> <p>Discuss supervisory responsibilities with different incidents: Use of Force response, major injury collisions, and missing persons at risk.</p> <p>Instructor will review the crime scene protection and preliminary investigative concerns for major events.</p>
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<p>IX <u>Police Shooting Incidents</u></p> <ul style="list-style-type: none"> A. No Injury, not at person <ul style="list-style-type: none"> 1. Shooting incident report 2. Blue Team B. With Injury or Death <ul style="list-style-type: none"> 1. Notifications 2. Initial response 3. Public Safety Statement <p>X <u>Major Crime Scene Handling</u></p> <ul style="list-style-type: none"> A. Scene containment <ul style="list-style-type: none"> 1. Perimeter 2. Traffic control 3. Media staging B. Command post C. Witness checks D. Briefing <ul style="list-style-type: none"> 1. Preparation 2. Script 3. Homicide checklist 4. Peer support 5. Gang Briefing script <p>XI <u>Leadership Tips</u></p> <ul style="list-style-type: none"> A. Closing 	<p>Students will learn how to respond to police shooting incidents as a supervisor. This instruction will include the required documentation, notification, and police officer's Bill of Rights considerations.</p> <p>Discuss further considerations for Major Crime Scenes to include Homicide and OIS events. Students will learn the basics of establishing a command post, witness check priorities, and how to conduct a Homicide/Major Crimes briefing.</p> <p>Instructor will close with some final tips and suggestions for success.</p>
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