

**DAVIS POLICE DEPARTMENT**

**Watch Commander Training Sign Off List**

Sign off. To be retained in Personnel file.

**I. ROLE IDENTIFICATION**

- \_\_\_ \_\_\_ 1. Management/ City expectations of Supervisors. (Patrol Commander)
- \_\_\_ \_\_\_ 2. Peer expectations.
- \_\_\_ \_\_\_ 3. Officer's expectations.
- \_\_\_ \_\_\_ 4. Leadership principles v. ordering.
- \_\_\_ \_\_\_ 5. Motivation and employee development.
- \_\_\_ \_\_\_ 6. Delegation v. doing it yourself.
- \_\_\_ \_\_\_ 7. FTO role as trainer.
- \_\_\_ \_\_\_ 8. Being a role model.
- \_\_\_ \_\_\_ 9. Subordinate concerns v. management concerns.
- \_\_\_ \_\_\_ 10. Liability, failure to train, failure to supervise.
- \_\_\_ \_\_\_ 11. Sergeant/Corporal as a source of knowledge, law, policy, procedure, need to stay up to date.
- \_\_\_ \_\_\_ 12. Orientation to City Council, City government.

**II. POLICIES AND OPERATING PROCEDURES**

- \_\_\_ \_\_\_ 1. Code 3 policy/supervisor responsibilities.
- \_\_\_ \_\_\_ 2. Pursuit policy, termination, out of city, out of county.
- \_\_\_ \_\_\_ 3. Use of force policy. Use of force forms.
- \_\_\_ \_\_\_ 4. Officer involved shootings.
- \_\_\_ \_\_\_ 5. Press policy and media relations. What information can/cannot be released. Calling out PIO. Role of PIO. Weekend press release.
- \_\_\_ \_\_\_ 6. City of Davis Employee Policy Manual.
- \_\_\_ \_\_\_ 7. Community services, homeless shelter, mental health, Mobile Crisis.

- \_\_\_ \_\_\_ 8. City Limits. Response outside limits. OD assists.
- \_\_\_ \_\_\_ 9. YCPARMIA, city self insurance.
- \_\_\_ \_\_\_ 10. Vehicle damage reports, city involved collisions.
- \_\_\_ \_\_\_ 11. Arrest of foreign nationals, consulate notification, diplomatic immunity.
- \_\_\_ \_\_\_ 12. Laws of arrest review
  - a. consensual encounters/detention/arrest
  - b. forcing entry to make arrest
  - c. prisoner issues, medical, food, holding cell, phone calls, booking logs
- \_\_\_ \_\_\_ 13. Employee injury forms.
- \_\_\_ \_\_\_ 14. When to notify Patrol Commander of problem or case.
- \_\_\_ \_\_\_ 15. Department Rules and Regulations Review. Department Manual.
- \_\_\_ \_\_\_ 16. Employee Evaluations.
- \_\_\_ \_\_\_ 17. Internal affairs investigations/process.

### **III. SHIFT PREPARATION**

- \_\_\_ \_\_\_ 1. Assignment of vehicles.
- \_\_\_ \_\_\_ 2. Beats, special details. Foot patrol. Bike patrol.
- \_\_\_ \_\_\_ 3. Patrol Watch log – beat assignments, RIMS bulletin, subpoena service, DA follow up.
- \_\_\_ \_\_\_ 4. Roll call, training, incident debriefings.
- \_\_\_ \_\_\_ 5. Sick leave documentation, hold over and call in.
- \_\_\_ \_\_\_ 6. Riders, reserves, cadets, friends.
- \_\_\_ \_\_\_ 7. Supervision of reserves and cadets.
- \_\_\_ \_\_\_ 8. PSS's and CSO's supervision, appropriate assignments.
- \_\_\_ \_\_\_ 9. FTO program, shift sergeant's role.
- \_\_\_ \_\_\_ 10. Supervision of extra duty assignments.
- \_\_\_ \_\_\_ 11. Radar trailer deployment.
- \_\_\_ \_\_\_ 12. Supervising dispatch and records. Chain of command. When to call records/communications supervisor. Scheduling in case of emergency.

#### **IV. REQUESTING ASSISTANCE**

- \_\_\_ \_\_\_ 1. Mutual aid, 11-99's, notifications.
- \_\_\_ \_\_\_ 2. SWAT call outs.
- \_\_\_ \_\_\_ 3. MAIT.
- \_\_\_ \_\_\_ 4. Hostage negotiations.
- \_\_\_ \_\_\_ 5. Yolo County Task Force.
- \_\_\_ \_\_\_ 6. Investigations, use of, call-out.
- \_\_\_ \_\_\_ 7. Youth services.
- \_\_\_ \_\_\_ 8. Death cases. W/C responsibility, coroner notification.
- \_\_\_ \_\_\_ 9. Use of helicopter, air ambulance, CHP, Sac SO.
- \_\_\_ \_\_\_ 10. Use of K-9.
- \_\_\_ \_\_\_ 11. Sexual assault investigations, protocol.
- \_\_\_ \_\_\_ 12. Working with the Fire Department. Arson and bomb cases. Fire chain of command.
- \_\_\_ \_\_\_ 13. Animal control.
- \_\_\_ \_\_\_ 14. Disasters, ICS, EOC's.

#### **V. SCHEDULING/PERSONNEL/TIME SHEETS**

- \_\_\_ \_\_\_ 1. Schedule book, making changes.
- \_\_\_ \_\_\_ 2. Shift minimums.
- \_\_\_ \_\_\_ 3. Types of leave. FMLA.
- \_\_\_ \_\_\_ 4. Time off requests.
- \_\_\_ \_\_\_ 5. OT, approval, explanation forms.
- \_\_\_ \_\_\_ 6. Time sheet review.

#### **VI. REPORT REVIEW**

- \_\_\_ \_\_\_ 1. What to look for, corrections, routing.
- \_\_\_ \_\_\_ 2. TBC policy.
- \_\_\_ \_\_\_ 3. Follow up cases.
- \_\_\_ \_\_\_ 4. Forwarding cases to investigations/Y.S.

\_\_\_ \_\_\_ 5. Teletypes, CLETS entries.

\_\_\_ \_\_\_ 6. When to send case to Investigations.

## **VII. STATION DUTIES**

\_\_\_ \_\_\_ 1. Station security, booking area check at beginning of shift.

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

\_\_\_ \_\_\_ 3. Equipment issue records (RIMS)

## **VIII. WATCH COMMANDER VEHICLE**

\_\_\_ \_\_\_ 1. Misc. tools, jumper cables, bolt cutters.

## **IX. SPECIAL FORMS**

\_\_\_ \_\_\_ 1. Emergency Protective Orders.

\_\_\_ \_\_\_ 2. Public Demonstrations info sheet.

## **X. EMPLOYEE RELATIONS**

\_\_\_ \_\_\_ 1. Fair Labor Standards Act.

\_\_\_ \_\_\_ 2. Progressive discipline.

\_\_\_ \_\_\_ 3. Sexual harassment/City policy.

\_\_\_ \_\_\_ 4. Discrimination issues.

\_\_\_ \_\_\_ 5. Ideas on how to handle chronic complainers, people who make errors. What to do if you make an error.

\_\_\_ \_\_\_ 6. Hostile employees.

\_\_\_ \_\_\_ 7. Complaints.

a. formal v. informal v. mediation

b. understanding the process

c. forms

d. interviewing the complainant (audio recording)

e. POBR

f. complaint investigative duties.

\_\_\_ \_\_\_ 8. Employee counseling techniques.

\_\_\_ \_\_\_ 9. Relieving officer from duty, insubordination.

\_\_\_ \_\_\_ 10. Psychological services. Fitness for duty issues (physical and/or psychological).

\_\_\_\_ \_\_\_\_ 11. Commendations

\_\_\_\_ \_\_\_\_ 12. Use of performance file.

\_\_\_\_ \_\_\_\_ 13. Personnel file.

\_\_\_\_ \_\_\_\_ 14. MOU with Davis Police Officers Association.

**Trainee signature**

**Trainers signature**

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