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.
___ ___ 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

___ ___ 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.
___ ___ 7. Community services, homeless shelter, mental health, Mobile Crisis.
9. YCPARMIA, city self insurance.
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.
17. Internal affairs investigations/process.

III. SHIFT PREPARATION
1. Assignment of vehicles.
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.
IV. REQUESTING ASSISTANCE

1. Mutual aid, 11-99's, notifications.
2. SWAT call outs.
3. MAIT.
4. Hostage negotiations.
5. Yolo County Task Force.
7. Youth services.
9. Use of helicopter, air ambulance, CHP, Sac SO.
11. Sexual assault investigations, protocol.
12. Working with the Fire Department. Arson and bomb cases. Fire chain of command.

V. SCHEDULING/PERSOONNEL/TIME SHEETS

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.


X. EMPLOYEE RELATIONS


2. Progressive discipline.

3. Sexual harassment/City policy.


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
14. MOU with Davis Police Officers Association.

Trainee signature  Trainers signature
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