

## Supervisors Update

- I. Chief's Remarks (Chief B. Melekian) 30 minutes
  - A. Leadership
  - B. Organizational Change
  
- II. Supervisor / Subordinate Issues (Lt. R. Uyeda) 1 hr. 10 min.
  - A. Transition from the Subordinate Role
    - 1. Role change experience
  - B. Supervisor/Subordinate Relationships
    - 1. Understanding the importance of maintaining your role
      - a. Both formally and informally
  - C. Relations with Employees (Policy B-5)
  
- III. Performance (Lt. R. Uyeda) 1 hr. 10min.
  - A. Documentation
    - 1. How to properly document daily performance of subordinates
  - B. Evaluations (Policy B-14)
    - 1. How to properly prepare and process evaluations
    - 2. Considerations for preparing evaluations
    - 3. Performance Improvement Program
  
- IV. Responses (Lt. R. Uyeda) 1 hour
  - A. Non – Emergent Responses
  - B. Emergent Responses
  - C. Code-3
  
- V. Press Relations Awareness/Release of Info (Cmdr. M. Schander) 1 hr. 10 min.
  - A. Policy G-3
  - B. Interaction with the media
    - 1. Media requests
  - C. Release of Information
    - 1. Juvenile Information
    - 2. Reports
    - 3. Officers arrested from Outside Agencies

- VI. Budget (Commander B. Linsenmayer {Guest:S.Mermel}) 1 hour
  - A. Budget Overview
  - B. Time Rolls
  - C. Purchases
    - 1. Purchase Orders
    - 2. Exemptions
    - 3. Accounts to be charged
  - D. Petty Cash Vouchers
  
- VII. Community Relations (Lt. P. Riddle) 1 hour
  - A. Topical Issues in the City and Region
  - B. Youth Advisor Program
  - C. PALS Program
  
- VIII. Youth and Family Issues (Sgt. T. Ibarra) 1 hour
  - A. Domestic Violence
  - B. Elder Abuse
  - C. Missings/Abductions
  - D. Juvenile Procedures/Youth Accountability Board
  
- IX. Value Based Concepts (Lt. M. Diaz) 1 hr. 10 min.
  - A. Bill of Rights
  - B. Employee Misconduct (Policy B-8-1)
    - 1. Minor misconduct
    - 2. Severe misconduct
    - 3. Special Circumstances
  - C. Department's Disciplinary Procedures
    - 1. Informal Discipline
      - a. Employee Counseling
      - b. Written Documentation
    - 2. Formal Discipline
    - 3. Sergeant's role in process
  - D. Handling of Complaints (Policy B-8)
  - E. Sexual Harassment
  - F. Hostile Work Environment

- X. Training and Mentoring (Lt. M. Diaz) 1hr. 40min.
- A. Procedures for Providing Training (Policy D-40)
    - 1. Formally
    - 2. Informally
    - 3. Blue Grams
    - 4. Roll Call Training
    - 5. "On the Job" Training
    - 6. Documentation of training
    - 7. Performance Improvement Programs
    - 8. Resources
  - B. Mentoring/Career Development
    - 1. Shared Knowledge
    - 2. Value Personnel
    - 3. "Coaches"
- XI. Cornerstone Project (Lt. M. Diaz & Ofcr. B. Hoyt) 1 hour
- A. Peer Counseling
  - B. Chaplain's Program
  - C. Other Programs
- XII. Employee Counseling (Lt. K. Jones) 30 minutes
- A. The Manner
  - B. The Timing
  - C. The Goal
  - D. The Facts
  - E. End with Specific Plan
- XIII. Report Review Approval (Lt. K. Jones) 40 minutes
- A. Procedures for Proper Review of Documents
    - 1. Accuracy and Completeness
    - 2. Organizational structure
    - 3. Appropriate time used
    - 4. Report corrections
  - B. Procedures for Proper Approval of Documents
    - 1. Report processing
    - 2. Overdue reports "Rat Sheets"

- XIV. Automated Systems / Computer Crimes (Lt. D. Richter) 1 hr.30min.  
A. Available Automated Systems  
1. Focus on those systems relating to job duties  
B. Computer Crimes
- XV. Miranda Issues (Sgt. T. Delgado) 1 hr. 30 min.  
A. Obtaining Statements
- XVI. Field Response as a Supervisor (Lt. R. Sandoval) 1 hr. 10 min.  
A. Role and Responsibility of the First Line Supervisor  
1. Policy A-6  
a. Arrest approvals  
b. Incident awareness  
c. Major incident awareness  
d. Labor disputes, etc.
- XVII. Jail Issues (Lt. M. Korpel) 50 minutes  
A. Legal items  
B. Custody  
1. Adults  
2. Juveniles  
C. Liability
- XVIII. Internal Excellence (Lt. M. Korpel) 50 minutes  
A. Ethical Considerations and Challenges  
1. Facing the supervisor  
2. Facing the subordinate  
B. Law Enforcement Code of Ethics  
C. Mission/Vision/Value Statements

- XIX. Policing into the Future (Deputy Chief W. Hiltz) 1 hr. 10 min.
- A. Role of the Supervisor
    - 1. Management's view of the supervisor role
    - 2. Peer's view of the supervisor role
    - 3. Subordinate's view of the supervisor role
- XX. Unusual Occurrences (Lt. D. Qualls) 1 hr. 40 min.
- A. Department Procedures
    - 1. Officer Involved Shootings
    - 2. Hazardous Materials / Fires
    - 3. Tactical Responses
      - a. Barricaded Suspect
      - b. Hostage
      - c. Suicide Situations
    - 4. SEB
    - 5. Mutual Aid
- XXI. Critical Incident Management (Lt. D. Qualls) 1 hr. 40 min.
- A. Departments Procedures
  - B. Critical Incident Response Team
- XXI. Crisis Negotiation Team (Sgt. J. Thomas) 40 minutes
- A. Department Procedures
- XXII. Use of Force and Related Issues (Lt. Qualls, Sgt. Dewar) 5 hrs.40min.
- A. Definition of Use of Force
    - 1. Force continuum
      - a. Escalation/de-escalation review
    - 2. Department philosophy
    - 3. Department policy
    - 4. State law
    - 5. Federal law
  - B. Legal Update
    - 1. Graham v. Conner
    - 2. Tennessee v. Garner
  - C. Confrontation
    - 1. Review use of force cases

2. Officer-created jeopardy
3. Discussion of ways to avoid violent confrontation
  - a. Verbal skills
  - b. Proper planning and equipment
  - c. Type of cover
  - d. Less lethal options
- D. Scenarios
  1. Low threat
  2. Non-compliant, non-aggressive
  3. Aggressive, non-deadly
  4. Suicidal
  5. Deadly

### XXIII. Responsibilities of a Supervisor

(Lt. R. Taylor)

1 hr. 40 min.

- A. Review of Job Duties
  1. Description in the city employment flyer
  2. "On the Job" training
  3. Skills Sets
    - a. Integrity
    - b. Loyalty
    - c. Trust, etc.
- B. Authority and Responsibility of Supervision (Policy A-2)
- C. Inspectional Role of the Supervisor
  1. Inspections
    - a. Formal
    - b. Informal
  2. Maintenance of appearance of work areas
  3. Quality Control Surveys
  4. Sick leave evaluation
  5. Logistics
    - Vehicles
    - Radios
    - Special equipment
    - Repair requests

XXIV. General Administrative Functions (Lt. R. Taylor) 40 minutes

- A. Shift Preparedness
  - 1. Daily assignment sheets
- B. Document Processing
  - 1. Noteworthy Logs
  - 2. Record-keeping
    - a. Time off requests
    - b. Time off scheduling
    - c. Time records
    - d. Time rolls
    - e. PCOT
    - f. Sick slips
- C. Preparation of Staff Reports
  - 1. Interoffice memos
  - 2. News Releases
  - 3. Agenda reports, etc.
- D. Miscellaneous
  - 1. Ride-a-longs

XXV. Community Service Policing (Lt. E. Mills) 1 hour

- A. Status of Service Area Policing
- B. Your Role

XXVI. Risk Management & Liability Issues (F. Rhemrev) 2hrs. 20min.

- A. Dealing with Risk Management issues
- B. Potential Liabilities
  - 1. Safety
  - 2. Legal
- C. Documentation
  - 1. Injury of Officers
  - 2. Property Damage
- D. Report Writing

XXVII. Traffic (Sgt. G. Wiley) 40 minutes

- A. Legal Update
- B. Traffic Questions

XXVIII. Supervisors	(Commander C. Vicino)	2 hours
<ul style="list-style-type: none"> <li>A. Evaluation of Supervisors           <ul style="list-style-type: none"> <li>1. Procedures for evaluating mid-management personnel</li> </ul> </li> <li>B. Supervisor's Role in the Future           <ul style="list-style-type: none"> <li>1. Insight into the future direction of the department</li> </ul> </li> </ul>		
XXIX. Issues and Answers	(Chief B. Melekian)	1 hr. 10 min.
<ul style="list-style-type: none"> <li>A. Discuss Issues Brought up at TBW</li> <li>B. Discuss Solutions of TBW Issues</li> <li>C. Other Miscellaneous Issues</li> </ul>		
XXX. Course Paperwork, Test and Evaluation	(Sgt. L. Perrine)	40 minutes