

Sergeant's Training and Indoctrination Plan

Sergeant Trainee _____

Primary Sergeant Trainer _____

NOTE: It is incumbent upon each sergeant trainee to thoroughly review and be familiar with information contained in the reference material listed on this training template.

Introductions and Preparation

Performance Objective/Task	Trainer/Mentor Assigned	Date Task Completed
Meeting with Chief		
Meeting with Assistant Chief		
Meeting with Commanding Officer		
Meeting with Immediate supervisor		
Review of Sergeant's Role, Authority, Job Description, (Knowledge Skills Abilities)		
Issuance of call sign		
Issuance of Necessary Equipment		
Attend Compstat Meeting		
Attend Command Staff Meeting		

Administrative Duties

Performance Objective/Task	Reference Material	Trainer/Mentor	Date(s) Trained
Proper Staffing of Personnel-leave restrictions and other ways to ensure minimum staffing goals are met	Insert Appropriate Policy and procedure		
Payroll, Use of Overtime and Leave Slip completion and accountability. Review and accountability of Time Sheets	Often found in City's Policy and Procedures Manual		
Quality Control and Review of Relevant Paperwork – IBRs, Summonses, Crash Reports, Parking Tickets, FI Cards, and Investigative Case Files			
Completion and Review of all applicable Use of Force Reports	Software system to catch system and pursuits - Like IA Pro		

Inspections of personnel, vehicles, and equipment and equipment replacement procedures			
Observations of Personnel	Tracks training - personnel notes like counseling and other interventions featured in Blue Team or IA Pro Software		
Personnel Evaluations <ul style="list-style-type: none"> • Complete individualized fair and objective evaluations for assigned employees • Discuss strengths and weaknesses, needed or suggested training • Contact HR for assistance on development of performance plans for employees when and where needed • Assist employee with goal setting and attainment/counseling and mentoring • Review BWC footage periodically and employee to ensure compliance with policies • Review any documentation, positive or negative, on employee for additional comment and assessment 	Insert Appropriate Policy and procedure		
CAD/RMS Officer Activity and Investigator Dashboard			
Proper Recognition of Personnel and Citizens			

Supervision and Management of Off-Duty Employment	Need to address this area not only for coordination, but set hard limits on maximum number of hours worked to address officer fatigue		
Ride-Along Program Familiarization			
Documentation of Officers Calling in Sick to Court	Important that department tracks this information		
Review of Department Strategic Plan and Operational Goals and Objectives	Review the Department's Strategic Plan & Goals and Objectives Document		
Review/Monitor Subpoena Log	Need to establish one if the department does not have one.		
Set-up, Review and Usage of Outlook Calendar – Review of supervisor and subordinates' Calendar and Police Training Calendar			
Handling of Training Requests by personnel _specialized training for skills enhancement by personnel			
Body Worn Cameras <ul style="list-style-type: none"> • Officers are utilizing BWCs • Inspect BWCs for care and operation during personnel inspections • Ensure officers are uploading footage • Ensure footage is attached to UOF Blue Team reports 			

Operational Duties

Performance Objective/Task	Reference Material	Trainer/Mentor	Date(s) Trained
Roll Call Procedures/Roll Call Training – Review of Pass Down Books			
Pass-downs to In-coming Shifts			
Distribution of Zone Assignments to Ensure Adequate Coverage during shift – Contacting Lt. or Patrol Captain for manpower assistance when needed	Policy and Procedure to be inserted here		
Sign-on Procedures and Creation of Passwords for, and operation of, MDT			
Monitoring of Personnel activities and cases via radio and MDT			
Prioritization of CFS			
Documentation of Premise Hazards			
Familiarization with Communications Procedures			
Familiarization with Command Vehicle and inventory, care and usage of Equipment carried			
Incidents Requiring a Supervisor’s Response (Thoroughly review all instances as listed in Policy) – Required notifications to Command Staff			
Response to Incidents Involving the Mentally Ill/Crisis Incidents <ul style="list-style-type: none"> • Use and deployment of CIT personnel • Familiarization with Voluntary vs. Involuntary custody procedures • Response and use of Community Mental Health Officers • Incidents involving juveniles 			

<ul style="list-style-type: none"> • Response procedures for suspect excited delirium incidents • Completion and review of proper reports 			
<ul style="list-style-type: none"> • Critical Incidents and Tactical Situations – Activation of ICS Protocols • Hazmat Incidents 			
<p>Responding to Critical Incidents Involving Departmental Personnel:</p> <ul style="list-style-type: none"> • Arrest of Department Member • Death or Injury of Department Member • Off Duty Arrests • Department Member victim of a crime • Department Member involved in Mental Health Crisis • Request for Resources • Notification to CDO • Notification to Command Staff • Notification to PAO • Notification to IA • Proper Documentation of Event: IBR, Internal Reports, Photos and/or video 			
<p>Instances in which, recognition for, and activation of:</p> <ul style="list-style-type: none"> • Peer Support Services • Stress Management/Critical Incident De-Brief • EAP Services for Personnel • Procedures for Relief of Duty of Personnel 	<p>Utilize Peer Support/Critical Incident De-Briefing Policy</p>		

<p>Making Emergency Notifications/Death notification to Citizens</p> <ul style="list-style-type: none"> • Gathering as much information as possible • Assignment to personnel • Timeliness of Notification • Use of Police Chaplains to Deliver Message 			
<p>Supervisor Discretion on Citizen Request for Police Presence/Service</p> <ul style="list-style-type: none"> • Funeral Escorts • Oversized Load Escort • Property Disputes • Custody Disputes • Domestic Matters not involving violence • Evictions • Repos 			
<p>Intelligence Led Policing/Problem Oriented Policing</p> <ul style="list-style-type: none"> • Regular contact with Crime Analysts • Identification of Problem Areas • Identification of Specific Crime Issues • Use of Planned or Saturation Patrols to Address Issues • Resources Needed • Review of Plans • After Action Reports 	<p>Crime Analysis Policy</p>		
<p>Responsibilities at Crime Scenes/Preliminary Investigations</p> <ul style="list-style-type: none"> • Officers are identifying victims, witnesses and suspects • Officers are identifying and securing potential evidence • Officers are conducting neighborhood canvasses • Proper Reports are taken • Notification of Forensics where appropriate 	<p>Evidence Handling and Collection Field Guide</p>		

<ul style="list-style-type: none"> • Notification of appropriate investigative personnel • Notification of CDO on significant cases 			
<p>Familiarization with Asset Forfeiture Procedures/Vehicle Seizures</p> <ul style="list-style-type: none"> • What can be seized • For What Reason • Minimum Values for Seizures • Case Screening Requirements • Case File to CWA • Reasons for Vehicle Seizures • Officers must seek supervisory approval before requesting City Wrecker 	<ul style="list-style-type: none"> • DUI Field Guide 		
<p>Search and Rescue Procedures and Incidents involving specialized responses</p> <ul style="list-style-type: none"> • Missing/Endangered Children • Missing/Endangered Adults • Activating Project Lifesaver personnel • Persons who are Deaf or Hard of Hearing • Persons with Spectrum Disorders (Asperger's Syndrome/Autism) • Legal Encounters with foreign nationals/Immunity from Arrest 	<ul style="list-style-type: none"> • Search and Rescue Management Field Guide 		
<p>Vehicle Pursuits</p> <ul style="list-style-type: none"> • Monitor Pursuit • Reasons for Pursuit • Traffic and Environmental Factor Consideration • Number of Units Involved • Discretion to continue Vs. Order to Terminate • Respond to Termination of Pursuit • Review any In-car camera or BWC footage • After Action Review 			

<ul style="list-style-type: none"> • Completion of all software [aka Blue Team Reports] (Vehicle Pursuit, UOF) reviews of officer memos, Crash Reports if appropriate • Notification of Chain of Command • Appropriate resources for crash investigations, protection of scene, etc. • Documentation of Injuries and property Damage 			
<p>Supervisors Responsibility with ABC Establishments</p> <ul style="list-style-type: none"> • Conducting Inspections of Establishments/Administrative violations and reporting requirements • Response to criminal acts/Documentation of same • Completion of ERTF Forms (PD Form 5B) • Notification to chain of command of violations/incidents at ABC establishments 	<ul style="list-style-type: none"> • Alcohol Licensed Establishments Field Guide 		

Investigative Function

Performance Objective/Task	Reference Material	Trainer/Mentor	Date(s) Trained
<p>Response and Documentation of Employee Injury or Exposure to Blood Borne Pathogens</p> <ul style="list-style-type: none"> • Collecting statements • Completion of required forms (Example: DF 76/Authorization of Medical) • Providing Employees with required Worker's Compensation forms. (example: DF-159/City Worker's Compensation Physician Panel Form) 	<p>Exposure Control Field Guide</p>		

<ul style="list-style-type: none"> • Notification to the cities Insurer process. • Notification to Chain of Command 			
<p>Procedures for Investigation of Police Vehicle Crashes</p> <ul style="list-style-type: none"> • Report requirements for reportable vs. non-reportable vs. complaints of injury incidents • Taking statements and documenting evidence • Notification requirements • Incidents requiring Special Operations Supervisor (Where applicable) • When blood tests of employee is required 	<ul style="list-style-type: none"> • DMV Crash Manual 		
<p>Investigation of Use of Force Events</p> <ul style="list-style-type: none"> • Handling of low level UOF vs. Significant UOF incidents • Review of BWC and/or dash-cam footage (ensure officers involved complete the Blue Team report prior to being allowed to view BWC footage) • Review of current and past reports for Use Of Force • Interview of officer(s) involved • Interviews of witnesses and suspect • Documentation of any evidence at scene • Notifications required for significant UOF incidents 	<ul style="list-style-type: none"> • Administrative Investigation Field Guide 		

<p>Investigation of Citizen and Internal Complaints</p> <ul style="list-style-type: none"> • Methods for making and taking complaints • Review any BWC and/or In car camera footage that was captured • Supervisor documentation of complaint if made to him or her/Notification to IA of a need for file generation – knowledge of complaints that must be handled by IA vs. command • Complaints vs. Inquiry vs. information case • Complaints of Bias-based profiling • Sergeant’s role and input in disciplinary process • Interviewing employees • 5 Day letter presentation/Notice of Disciplinary action • Employee Grievance Procedure • Supervisor Responsibilities for responding to and documenting complaints of Biased Based Policing • Events/injuries involving persons in custody or transportation of prisoners 	<ul style="list-style-type: none"> • Administrative Investigations Field Guide 		
<p>Officer Involved Shooting Incidents/Immediate Supervisors responsibilities</p> <ul style="list-style-type: none"> • Immediate notification of command, Detective Bureau, IA, Command Duty Office, Public Affairs Officer 	<p>Administrative Investigations Field Guide</p>		

<ul style="list-style-type: none"> • Immediately respond to scene and make sure involved officer(s) are removed from scene • Taking a public safety statement if necessary after conferring with Detective Bureau supervisor (unaccounted for rounds that may have struck others or caused property damage) • Facilitate Peer Support • Ensure security of scene, protection of evidence 			
<p>Internal EEOC/Harassment complaints</p> <ul style="list-style-type: none"> • Immediate Supervisors Responsibility to prevent such acts • Monitoring and setting the tone of the workplace environment • Knowledge of procedures for reporting complaints/notifications to be made/involvement of Human Resources 	<ul style="list-style-type: none"> • Administrative Investigations Field Guide 		

This section allows the individual shift to provide training and indoctrination that is specific to that shift. This includes but is not limited to: Temporary Detection facility, collateral duties given to supervisors, building evacuation procedures, etc.

Shift Custom Section

Performance Objective/Task	Reference Material	Trainer/Mentor	Date(s) Trained