




# EL CERRITO POLICE DEPARTMENT SUPERVISORY DEVELOPMENT GUIDE



PURPOSE: To provide the new Corporal/Sergeant with a list of training blocks in order to ensure that he or she demonstrates adequate knowledge of skills commensurate with the position.

Name: \_\_\_\_\_

<b>Department Mission, Vision and Values Statement</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p><b>Comments:</b></p>  <p>Department Mission, Vision and Values.pdf</p>			

<b>Law Enforcement Code of Ethics and Ethics Discussion</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p><b>Comments:</b></p>  <p>Law Enforcement Code of Ethics.pdf</p>			

<b>Line Up</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p><b>Comments:</b> <a href="#">WCR Review, Beat Assignments, Training, Kick Backs/Reports on Hold</a></p>  <p>Briefing Training.pdf</p>			


<b>Scheduling</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p><b>Comments:</b> <a href="#">8 hr Days, Shift Planning, Training/Military/Vacation Planning, Safe Staffing Levels, Approval of Comp Time/Floating Holidays, Monitor Sick/Comp/Vacation Leave, Off-shifting Considerations</a></p>   <p>Staffing Levels.pdf    Training Policy.pdf</p>			

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<b>Computer Access</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p>Comments: Programs – ARIES, CalPhoto Folders – FTO folder, (S) drive for Old Reports</p> <p> Information Technology Use.pdf</p>			

<b>ECPD Building</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p>Comments: Security, Obtain keys for Detectives/Traffic/Found Property, Surveillance Camera Operation, Equipment Storage</p> <p> Building Security.pdf</p>			



<b>Jail Operations</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p>Comments: Inspections, Arrest/Booking Clearance, Criminal History Checks, Considerations for MDF Transports, Jail Log/Juvenile Log, Security, WRAP Log, Care of Juveniles, Feeding Prisoners, Phone Calls, Suicidal Prisoners, Strip Searches, Metal Detector Wand</p>			


<b>Report/Citation Review</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<p>Comments: Correct Format/Grammar/Forms/Codes/Case #s, Follow up performed if needed, Monitor Hold/Correction Slips, Case Control Log Entries, Hold Box Guidelines, Timing for filings (in custody's), Monthly Reporting Requirements, 3X5 Trays, Releasing Reports, Vehicle Releases, Report Flow</p> <p> Report Preparation.pdf</p>			




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Name: \_\_\_\_\_

Watch Commander Reports	Trained By	Date Completed	Trainer Initials and PSN
<p>Comments: Format/Template, Content (crime, location, T.O. Ofc(s) involved, (S)'s name/D.O.B./City Where Resides/Disposition, Email/WCR Log Procedure, Nixle (format, content, Email Procedure)</p>			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">             Watch Commanders.pdf         </div> <div style="text-align: center;">             WCR Template.docx         </div> </div>			

Vehicle Maintenance	Trained By	Date Completed	Trainer Initials and PSN
<p>Comments: Vendors, Warranty vs. Non-Warranty, Documenting Repairs/Damage, Documenting Patrol/Other City Vehicle Collisions, ICV Overview</p>			
<div style="text-align: center;">             Vehicle Maintenance.pdf         </div>			


Police Reserves/Explorers/Volunteers	Trained By	Date Completed	Trainer Initials and PSN
<p>Comments: Roles and Capabilities, Emergency Call Outs, Personnel Assignment Considerations, Possible Concerns, Explorer Considerations and Guidelines, Who to Contact with Issues.</p>			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">             Police Reserve Officers.pdf         </div> <div style="text-align: center;">             Police Explorers.pdf         </div> <div style="text-align: center;">             Police Volunteer Program.pdf         </div> </div>			



Evidence	Trained By	Date Completed	Trainer Initials and PSN
<p>Comments: Proper Collection/Handling and Storage, Crime Scene Set Up, Drugs/Money Special Procedures</p>			




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Name: \_\_\_\_\_

 Property and Evidence.pdf
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<b>Workers Comp/Workplace Injury Procedures</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<a href="#">Comments: Forms, Procedures, Process, Getting Assistance, Notifications</a>			
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Occupational Disease and Work Related Inj         </div> <div style="text-align: center;">             Workers' Comp Form (DWC 1).pdf         </div> </div>			

<b>Risk Management</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<a href="#">Comments: Seatbelts, Ballistic Helmets/Shields/Vests, Normal and Code 3 Driving, Female Searches</a>			
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Seatbelts.pdf         </div> <div style="text-align: center;">             Ballistic Shields.pdf         </div> <div style="text-align: center;">             Body Armor.pdf         </div> </div>			




















<b>Citizen Complaints</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<a href="#">Comments: Procedures, Forms, Process</a>			
<div style="text-align: center;">             Citizen Complaint Form.pdf         </div>			


<b>Policy Review</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
<a href="#">Comments: Use of Force, Vehicle Pursuits, Leg Restraint Device, Taser/Electronic Control Device, Canine, Domestic Violence, Temporary Custody of Juveniles, Missing Person Reporting, Hate Crime, Discriminatory Harassment, News Media Relations, Identity Theft, Building Security, Ride-A-Long Policy, Foot Pursuit Policy, Homeless Persons, Temporary Holding Facility, Custody Searches, Personnel Complaint Procedure, Employee Speech/Expressions and Social Networking</a>			

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Name: \_\_\_\_\_

 Use of Force.pdf	 Vehicle Pursuits.pdf	 Restraints.pdf	 Control Device and Techniques.pdf	 Canine.pdf	 Domestic Violence.pdf	 Temporary Custody of Juveniles.pdf
 Hate Crimes.pdf	 Discriminatory Harassment.pdf	 Media Relations.pdf	 Identity Theft.pdf	 Building Security.pdf	 Ride-A-Long Policy.pdf	 Foot Pursuit Policy.pdf
 Homeless Persons.pdf	 Temporary Custody of Adults.pdf	 Custodial Searches.pdf	 Personnel Complaints.pdf	 Employee Speech, Expressions and Soci		

<b>Call Out/Notification Procedure</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
Comments: Investigation, Evidence Techs, Traffic, HNT, CRT, K9, Bomb Squad, CPS			
 <b>One Call Now Notification System.p</b>			

<b>Media Contacts</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
Comments: Fielding Media Requests, Interviews, Media Access at Crime Scenes/etc., Written Press Releases			

<b>Trainees/Probationers</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
Comments: Supervision, Evaluations, Assignments – Beats/Particular Calls/Cases, Monitoring Progress, Specific Problems, Resigning, Mentoring New Officers			

<b>Supervision of Major Incidents</b>	<b>Trained By</b>	<b>Date Completed</b>	<b>Trainer Initials and PSN</b>
Comments: Pursuits, K9 contacts, In-Progress Crimes, Special Interest (missing			

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Name: \_\_\_\_\_

children/adults, High Profile Incidents, Officer Involved Critical Incidents, Outside Agency Issues, Injured Personnel, Involved Personnel), Call-Out Procedure, ICS, Bomb Threats, Mutual Aid Procedures.



Major Incident  
Notification.pdf






Outside Agency  
Assistance.pdf



Response to Bomb  
Calls.pdf

Planning/Supervising Special Events	Trained By	Date Completed	Trainer Initials and PSN
Comments: Checkpoints, Community Events, Ops Plans, ICS Plans			

Blue Team System	Trained By	Date Completed	Trainer Initials and PSN
Comments: Access Blue Team, Blue Team Instruction Manual, Full Blue Team Report Printed Out and Prepared for Patrol Lt., Purpose of Review Boards and Board Findings.			
 <p>Blue Team Entries Written Directions .pc</p>			





Discipline	Trained By	Date Completed	Trainer Initials and PSN
Comments: Counseling, Letter of Discussion, Performance Improvement Plans, IA's, Major Incident Considerations, POBR, Conduct Unbecoming an Officer			
  <p>Template for a Performance Improve</p> <p>Public Safety Officers.pdf</p>			

Use of Force/Pursuit Memo and Notification	Trained By	Date Completed	Trainer Initials and PSN
Comments: Memo, Video/Audio Evidence Submitted, Forms (CHP 187a, Use of Force Form, Taser Form, etc.), Use of Force Review Board			

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Name: \_\_\_\_\_

Employee Problems	Trained By	Date Completed	Trainer Initials and PSN
<p>Comments: Sick Calls, Alcohol Use, Personal Ride-A-Longs, Performance of Duties, Fitness for Duty, Monitoring Reporting, Personal Issues, Interpersonal Problems, Counseling, Problem Solving</p>			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">               Sick Leave.pdf         </div> <div style="text-align: center;">               Drug &amp; Alcohol Free Workplace.pdf         </div> <div style="text-align: center;">               Fitness for Duty.pdf         </div> <div style="text-align: center;">               MHN Brochure.pdf         </div> </div>			