

**SACRAMENTO STATE
UNIVERSITY
POLICE DEPARTMENT**



**SERGEANTS TRAINING
PROGRAM**

SACRAMENTO STATE UNIVERSITY POLICE DEPARTMENT

SERGEANT'S TRAINING PROGRAM

INTRODUCTION

The Sacramento State University Police Department is dedicated to promoting and training highly professional and competent sergeants. New sergeants at the Sacramento State Police Department should be assigned to a three week training program prior to receiving their first supervisory assignment to a team. This period may be extended if needed by the individual sergeant.

The new sergeant will be assigned to a peer sergeant, who will provide training along with other members of the Department as needed. This training program is overseen by the training lieutenant. For new employees, the first day will include completion of personnel paperwork.

Training begins with a one week orientation to the Department and the University. The Department's structure and chain of command will be covered. The new sergeant will spend time in each of the Departments divisions, and be familiarized with unit functions and procedures. Weapons training, defensive tactics, and qualifications will be provided during orientation, and instructors will sign off as each topic is completed. The new sergeant will then spend two weeks shadowing fellow sergeants who will provide more in-depth training in department policies and procedures and daily patrol operations.

New sergeants will be provided with opportunities to ask questions and observe demonstrations for training topics. Any issues or concerns will be directed to the assigned lieutenant, who is responsible for overall performance evaluation. New sergeants will receive evaluations at 3, 6 and 11 months during their probationary period in addition to their yearly performance evaluation. Probation is one year in length.

**SACRAMENTO STATE UNIVERSITY POLICE DEPARTMENT
SERGEANT'S TRAINING PROGRAM**

ORIENTATION – WEEK 1

ASSIGNMENT TO PEER SERGEANT – WEEKS 2 -3

TRAINING SECTIONS

Section 1 Philosophy and Expectations of the Department

1. Meeting with the Chief of Police
2. Patrol Philosophy, Community Policing and Problem Solving
3. Expectations of the Sacramento State Community

Section 2 University Policies and General Orders

1. General Order Manual
2. Receipt of Information
3. Sacramento State Policies
4. California State University Policies

Section 3 The Sergeant's Role

1. Patrol Supervision expectations

Section 4 Use of Force

1. General Orders
2. Qualifications

Section 5 Patrol Vehicle Operations

1. Familiarization
2. Relevant Policies
3. Traffic Accident/Pursuit Review
4. Vehicle Stops
5. Traffic teams
6. Bicycle team

Section 6 Patrol Operations and Auxiliary Support

1. Briefing
2. Reports
3. Auxiliary Services
4. Community Service Officer Program (CSO's)
5. Community Services Specialists Program (CSS's)
6. Patrol FTO Program

Section 7 Search/Control/Transportation of Prisoners

1. Relevant General Orders
2. Jail Tours

Section 8 Investigations

1. Roles and Responsibilities
2. Relevant General Orders
3. Related duties
 - a. Crime Prevention
 - b. Property and Evidence
 - c. Orientations

Section 9 Communications and Records

1. Patrol Radio Procedures
2. Dispatch Center and CAD
3. Records and RMS

Section 10 Training, Recruitment and Hiring

1. Training Division Roles and Responsibilities
2. POST Training Review
3. Recruitment and Hiring

Section 11 Information Technology

1. Information access
2. IT Training
3. Computer Security

Section 12 Business Office Functions

1. Payroll
2. Purchasing and Facilities
3. Budget Management
4. Human Resources

Section 13 Personnel Management

1. Rewarding Behavior
2. Progressive Discipline Philosophy
3. Citizen Complaints
4. Performance Evaluations
5. POBR Review
6. Staffing and Scheduling

Section 14 Department Logistics

1. Equipment Issuance
2. IT needs
3. Building Security
4. Policy Locations
5. Resource Locations
 - a. Penal, Vehicle Codes, Legal Sourcebook
 - b. DUI Equipment

SECTION 1
PHILOSOPHY AND EXPECTATIONS OF THE DEPARTMENT

PHILOSOPHY

1. Meeting with the Chief of Police
2. Law Enforcement Code of Ethics
3. Code of Conduct

EXPECTATIONS OF THE DEPARTMENT

1. Patrol Expectations and Philosophy
2. Team Policing
3. Community Oriented Policing and Problem Solving
4. Cultural Diversity and Community Relation
5. Bias Based Policing
6. Public Information Function
 - a. Public Affairs role

EXPECTATIONS OF THE COMMUNITY

1. Expectations of the Sacramento State community

INSTRUCTED/ DEMONSTRATED		PERFORMED † Field Perform † Role Play † Written Test † Verbal Test † Other		
Instructor	Date		Manager	Date

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Sergeant _____ Date _____

SECTION 2

UNIVERSITY POLICIES AND GENERAL ORDERS

UNIVERSITY POLICIES AND GENERAL ORDERS

1. General Orders
 - a. Shared Drive, Lexipol App, Lexipol website
2. Receipt of Information
3. High risk, low frequency events
4. Sacramento State University policies
 - a. Human Resources Site
 - b. Sacramento State Sexual violence and sexual discrimination policy
 - c. Sacramento State Computer security policy
 - d. Sacramento State Violence in the workplace policy
 - e. CSU System wide Anti-Discrimination/Harassment Policies and Procedures
 - f. Sacramento State Time place and manner
6. California State University Policies

HIGH RISK – LOW FREQUENCY & OTHER GENERAL ORDERS

1. Personnel Complaint
2. Bias-Biased Policing
3. Officer involved shooting
4. Use of Force
5. Use of Force Review
6. Firearms / Shotgun / Rifle
7. Control Devices and Techniques
8. Conducted Energy Device
9. Hate crimes
10. Vehicle Pursuit
11. Traffic Accident Review
12. Hostage Barricaded Incidents

- 13. Response to Bomb Calls
- 14. Contacting Students During Instructional Activities
- 15. Hazardous Material Response
- 16. First Amendment Assembly
- 17. Missing Person
- 18. Major Incident Notification
- 19. Timely Warning and Emergency Notification

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other		
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SECTION 3 THE SERGEANTS ROLE

THE SERGEANTS ROLE

1. Introduction of essential duties
2. Review of General Order entitled; Shift Supervisors
3. Patrol supervision expectations
 - a. Decision making
 - b. Rumor control
 - c. Watch commander: operational oversight
 - d. Personnel support and management: performance development of subordinates
 - e. Critical information flow
 - i. Management to line staff
 - ii. Line staff to management
 - f. Role model
 - g. Department representative and community relations
 - h. Coach and mentor
 - i. Trainer

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**SECTION 4
USE OF FORCE**

USE OF FORCE

1. General Orders
 - a. Employee Involved Critical Incidents
 - b. Use of Force
 - c. Authorized Weapons and Tools
2. Weapons Issuance
 - a. Familiarization and Qualification and related G.O.'s

QUALIFICATION TYPE

DATE

INSTRUCTOR

1. Range Qualification
2. DeTac/Use of Force
3. Impact Weapons
4. OC/Taser
5. Patrol Rifle course scheduled
6. Authorized Weapons and Tools
7. Wrap

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other		
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SECTION 5

PATROL VEHICLE OPERATION

PATROL VEHICLE OPERATION

1. Patrol Vehicle familiarization
2. Defensive Driving (Learning Web)
3. Department vehicles
 - a. Disabled vehicles
 - b. Use of private vehicles
4. Vehicle Pursuit Policy
5. Call Response
6. Traffic Accident and Pursuit Review
7. Vehicle Stop Procedures
 - a. Low Risk
 - b. Felony/High Risk
 - c. Unconventional Stops
8. Citations
9. Traffic enforcement
 - a. Traffic control procedures
 - b. DUI enforcement
 - i. OTS grant participation
 - c. Vehicle impound procedures
10. Bicycle Patrol team

INSTRUCTED/ DEMONSTRATED		PERFORMED		
Instructor	Date		Manager	Date
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Sergeant _____ **Date** _____

SECTION 6

PATROL OPERATIONS AND AUXILIARY SUPPORT

PATROL OPERATIONS AND AUXILIARY SUPPORT

1. Patrol Briefing
2. Patrol reports
 - a. Report writing manual
 - b. Report security and Confidentiality
 - c. Review of report forms
 - d. Field Identification cards
 - e. Gang identity criteria
 - f. Arrest reports: probable cause declarations
 - g. Report delivery to DA
 - h. On duty Injury/Work Comp
 - i. Marsy's Law
 - j. Student incident reports
 - k. Title IX
3. Patrol FTO Program – Manual Review
4. Event planning, operation plans and event supervision
5. Auxiliary services
 - a. Traffic Investigation Team
 - b. Allied agency MOU's
 - c. CSI
 - d. K-9
 - i. Building searches
 - ii. Alarm/prowler calls
 - e. Photography
 - f. SWAT and negotiators
 - g. Hazmat/fire
 - h. Mutual Aid requests
 - i. Mobile or Field Command Post and tactical tabletop equipment
 - j. Community Service Officers
 - k. Community Service Specialists
6. Patrol Inspections

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other	Manager	
Instructor	Date			Date

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SECTION 7
SEARCH/CONTROL/TRANSPORTATION OF PRISONERS

SEARCH/CONTROL/TRANSPORTATION OF PRISONERS

1. Prisoner transportation
 - a. Property inventory and seizure
2. Booking procedures, juvenile and adult
3. Other topics:
 - a. Search and Seizure
 - b. Chemical Testing of Suspects
 - c. Body Cavity and Strip Search
 - d. Juvenile Procedures
 - e. Temporary Detention and Holding Facilities
4. Jail Tours
 - a. Sacramento County
 - b. Juvenile Hall, Sacramento County
 - c. Mental Health Facilities

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other		
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SECTION 8 INVESTIGATIONS

INVESTIGATIONS

1. Roles and Responsibilities
 - a. Bureau Procedures
 - b. Administration
 - c. Dignitary Protection
 - d. Informants
 - e. Intelligence Gathering
2. Related Duties
 - a. Crime Prevention
 - b. Mandated Reporter reports
 - c. TLO
 - d. Property and Evidence
 - i. Lost and Found

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SECTION 9 COMMUNICATIONS AND RECORDS

COMMUNICATIONS AND RECORDS

1. Patrol Radio Communication
 - a. Portables
 - b. In Car Radios
 - c. Radio Codes
2. Dispatch Center
 - a. CAD
 - b. CLETS
 - c. Information Systems
3. Records – Introduction
 - a. Reports and RMS
 - b. Subpoenas
4. MDT
5. CLERY
 - a. Introduction
 - b. CLERY crimes
 - c. Timely warnings and emergency notifications

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other	Manager	
Instructor	Date			Date

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Sergeant _____ Date _____

SECTION 10
TRAINING, RECRUITMENT, AND HIRING

TRAINING, RECRUITMENT, AND HIRING

1. Roles and Responsibilities, Training Division
 - a. Advanced Officer Training
 - b. Specialized Training
 - c. Scheduling and Coordination
 - d. Training Requests and Training Records
2. Meeting with Training Sergeant
 - a. Review of Training Records, Certificates
 - b. Identification of short and long term training needs
 - c. POST Supervisory Course – scheduled _____
3. POST Continuous Professional Training – DVD Series
4. Recruitment and hiring procedures

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SECTION 11 INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

1. Introduction to Unit Staff
2. Issuance of passwords, information access
3. IT training: Department and University systems, e-mails, etc.
4. Computer Security policy
5. Campus camera system
6. Learning Web
7. MySacState
8. PlanIt Scheduling program

INSTRUCTED/ DEMONSTRATED		PERFORMED <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test <input type="checkbox"/> Other	Manager	
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SECTION 12
BUSINESS OFFICE FUNCTIONS

BUSINESS OFFICE FUNCTIONS

1. Introduction to Unit Staff
2. Overview of Support Functions
 - a. Payroll
 - i. Timesheets
 - ii. Salary issues
 - iii. Leave usage
 - b. Purchasing and Facilities Management
 - c. Budget Management
 - d. Equipment
3. Human Resource and Personnel Support
 - a. Sick Leave
 - b. Employee illness and injury reporting
 - c. FMLA documentation and management
 - d. Coordination with University Human Resources:
 - j. Disability
 - ii. 4806 Management

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SECTION 13 PERSONNEL MANAGEMENT

PERSONNEL MANAGEMENT

1. Progressive Discipline Philosophy
 - a. Rewarding Behavior
 - b. Letters of Expectation, Performance Improvement Planning
 - c. Citizen complaints and the discipline process
2. Employee performance evaluations
3. Employee of the Quarter / Employee of the year
4. Student employee of the Quarter / Student Employee of the year
5. POBR review and discussion
6. SUPA Contract
7. Staffing and Scheduling Procedures
 - a. Patrol schedule
 - b. Attendance and Time off
 - c. Vacation, Comp Time, Holiday Credit, Governors Time, Personal Holiday
 - d. Overtime
 - e. Patrol staffing
 - f. Shift rotation
 - g. Timesheets
 - h. Flextime

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SECTION 14
DEPARTMENT LOGISTICS

DEPARTMENT LOGISTICS

1. Equipment Issuance
 - a. Firearm and leather gear
 - b. Handcuffs and impact weapon
 - c. Stinger flashlight
 - d. Body Armor (ordered) _____
2. Technology Information, passwords, e-mail
3. Building Security
 - a. Keys
 - b. Department Identification
4. Radio, batteries, earpiece, codes
5. Map book and floor plans
6. Citation book and Field Identification cards
7. Legal Source book, Penal codes, Vehicle codes
8. DUI equipment

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