

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

**SUPERVISORY DEVELOPMENT COURSE (SGT. 101) BASIC OUTLINE**

**BLOCK 1**

**I. CRITICAL INCIDENT MANAGEMENT (4 HOURS)**

- A. Assess the incident, Choose your options, Transition your resources (ACT)
- B. Active Shooter/Imminent Threat
- C. Regulations and Procedures
- D. Barricaded Subject
- E. Critical Incident Evaluation
- F. Evaluate Measured Response
- G. Scenarios/Videos

**II. NEW WARRANTS AND THREAT MATRIX (4 HOURS)**

- A. Search Warrant Policy
- B. Search Warrant Threat Assessment Matrix Checklist
- C. Department Operation Plan
- D. Operational Planning

**BLOCK 2**

**III. CIVIL LIABILITIES (4 HOURS)**

- A. Role of Civil Liabilities/Risk Management
- B. Use of Force Investigations
- C. Officer Involved Accidents
- D. Claims Against the County
- E. Lawsuits
- F. Occupational Injuries and Illness
- G. Modified Duty
- H. Fit for Duty
- I. Blood Borne Pathogen

**IV. LEADERSHIP/ETHICS (4 HOURS)**

- A. Leadership
  - i. Leadership in Law Enforcement
  - ii. Core Competencies
  - iii. Culture
  - iv. Relationships
  - v. Leader vs. Boss
  - vi. Vision
- B. Ethics

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

- i. Ethics in Law Enforcement
- ii. Definitions
- iii. Ethical Dilemmas

**BLOCK 3**

**V. INTERNAL AFFAIRS (8 HOURS)**

- A. Role of Internal Affairs Division
- B. Purpose
- C. Internal Investigations
- D. Inquiries
- E. Investigation
- F. Interview
- G. Writing Report
- H. Citizen Complaints
- I. Criminal Investigations
- J. Employees Under the Influence
- K. Personnel Reports
- L. Locker Inspections
- M. At Will Employees
- N. Retaliation
- O. IA Resources

**BLOCK 4**

**VI. WATCH COMMANDER/STATION OPERATIONS (4 HOURS)**

- A. Management
- B. Station Inspection
- C. Budget
- D. Station Problems
- E. Automotive and the Fleet
- F. Armory
- G. Records Division Responsibilities
- H. Professional Staff and Volunteers
- I. Work Performance Standards and Evaluations
- J. Deputy Sheriffs (Patrol, Traffic, Met, SRO)

**VII. PUBLIC AFFAIRS (4 HOURS)**

- A. Concepts
- B. Public Records Act and Media Projects
- C. Disasters vs. Crime Scenes
- D. Pitfalls

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

- E. Press Release Workshop

**BLOCK 5**

**VIII. LFE & HOMICIDE FOR SUPERVISORS (4 HOURS)**

- A. Lethal Force Encounter
  - i. Definition
  - ii. Deputies Responsibilities
  - iii. Supervisor Responsibilities
  - iv. Homicide Responsibilities
  - v. Briefing Training Topics
  - vi. In Custody Death Investigations
- B. Homicide
  - i. Homicide Detail Responsibilities
  - ii. Homicide Law
  - iii. Homicide Defined
  - iv. Murder Defined
  - v. Death Penalty and LWOP
  - vi. Excusable Homicide
  - vii. Justifiable Homicide
  - viii. Manslaughter, Voluntary Manslaughter, Involuntary Manslaughter
  - ix. Suicide
  - x. Supervisors Response to a Homicide Scene
  - xi. Death Investigations

**IX. SHERIFF PANEL (2 HOURS)**

- A. Law Enforcement Trends
- B. Legislative Trends
- C. Department Philosophy
- D. Sheriff's Leadership Expectations

**X. CRISIS INTERVENTION TEAM (2 HOURS)**

- A. Crisis Intervention Team (CIT) Program
- B. Community Crisis Services
- C. Policies/Protocols/Forms
- D. Current Issues/Problems
- E. Case Studies: Kelly Thomas, Betty Lozano, Jason Arsenault

**BLOCK 6**

**XI. ICS 300 & VOLUNTEER FORCES (4 HOURS)**

- A. ICS in California (Incident Command System)
- B. Primary Elements of ICS

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

- C. Example ICS
- D. Incident Commands System
- E. Operations
- F. Planning/Intelligence
- G. Logistics
- H. Finance/Administration
- I. Incident Command and the DOC/EOC
- J. The Standard Emergency Management System (SEMS)
- K. The National Incident Management System (NIMS)
- L. Law Enforcement Mutual Aid

**XII. HUMAN TRAFFICKING (4 HOURS)**

- A. Vocabulary
- B. Crime Codes
- C. Evidence
- D. Supervisor Responsibilities

**BLOCK 7**

**XIII. HUMAN RESOURCES (6 HOURS)**

- A. Role of Human Resources
- B. County Personnel Rules
- C. Labor Relations
- D. The Acts
- E. Work Performance Evaluations
- F. Personnel Reports
- G. Work Performance Improvement Program
- H. Leaves
- I. Substance Abuse
- J. Work Environment
- K. Progressive Discipline
- L. Hiring Interviews

**XIV. SAFETY FOR SUPERVISORS (2 HOURS)**

- A. Role of the Supervisor
- B. Role of Risk Management
- C. What drives the county and department safety programs-Injury and Illness Prevention Program (IIPP)/Policies/Procedures
- D. Why safety is important
- E. Available tools and technology

**BLOCK 8**

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

**XV. MAIT (8 HOURS)**

- A. Employee Involved Traffic Collision
- B. Photographs
- C. Scenarios
- D. County Incident Form
- E. Officer Involved Collision Memo to Commander
- F. Commander's Memo to Chief
- G. Sheriff's Accident Review Board (SARB)
- H. MAIT
- I. Crime Scene Investigations (CSI)

**BLOCK 9**

**XVI. TEAM BUILDING MENTORING (4 HOURS)**

- A. Learning Objectives
- B. Stages of Team Development
- C. Group Dynamics
- D. Team Regression

**XVII. RECORDS (2 HOURS)**

- A. Uniform Crime Reporting
- B. Jurisdictional Reporting
- C. Classifying and Scoring
- D. Part I Offenses
- E. Part II Offenses
- F. Reviewing Reports
- G. Ride-Along

**XVIII. SUICIDE PREVENTION/EMPLOYEE WELLNESS (2 HOURS)**

- A. Suicide Prevention
  - i. Suicide statistics
  - ii. Primary motivators
  - iii. Understanding depression
  - iv. High risk factors
  - v. Question the meaning of suicidal communication, Persuade the person to get help, Refer to competent counseling (QPR)
  - vi. Clues
- B. Employee Wellness
  - i. Diseases
  - ii. The 4 Step Game Plan to Manage Your Health
  - iii. Weight Management

**BLOCK 10**

SAN BERNARDINO COUNTY SHERIFF

Supervisory Development Course

**Course Purpose:** *This 10-block course is for Detective/Corporal and Sergeant personnel who have supervisory responsibilities. It will provide an overview of duties, protocols and available resources. The course is intended to familiarize supervisors about their expanded responsibilities. It will provide the basic tools necessary to develop supervisory skills.*

**XIX. NARCOTICS (1 HOUR)**

- A. Gangs/Narcotics Division
- B. Informants
- C. Types of Labs
- D. Fentanyl
- E. Knock and Talks
- F. Search Warrants
- G. Human Trafficking
- H. Marijuana

**XX. BOMBS/ARSON (1 HOUR)**

- A. Fires/Arson
- B. Suspicious Packages
- C. Bomb Threats
- D. Suicide Bombers
- E. Home Made Explosives
- F. Military Ordnance
- G. IED's
- H. Booby Traps

**XXI. CIVIL PROCESS (2 HOURS)**

- A. Civil Service
- B. Levies
- C. Evictions
- D. Repossessions
- E. Custody/TRO/EPO

**XXII. CRIMES AGAINST CHILDREN (4 HOURS)**

- A. Crimes Against Children Detail
- B. PC 290
- C. Broken Babies
- D. Child Death Review Team
- E. Children Family Services Follow Ups
- F. Internet Crimes Against Children
- G. Suspected Child Abuse Report (SCAR)
- H. National Center for Missing and Exploited Children (NCMEC)
- I. Forms and Tools
- J. Scenarios