

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 6, 2015

SUBJECT: FIELD SUPERVISOR TRAINING REQUIREMENT - ESTABLISHED;
WATCH COMMANDER TRAINING REQUIREMENT - ESTABLISHED;
COMMAND OFFICER DEVELOPMENT - ESTABLISHED; ELIGIBILITY
REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE SUPERVISOR -
REVISED; AND, DETECTIVE SUPERVISORY TRAINING
REQUIREMENTS - REVISED

PURPOSE: This Order incorporates the training requirements established in Human Resources Bureau (HRB) Notice, *Attendance at Basic Supervisor School, Watch Commander School and Command Development Program*, dated March 28, 2001, and HRB Notice, *Revised Basic Supervisory School and Ride-Alongs*, dated February 6, 2002, into the Department Manual. Field supervisors and detective supervisors must complete the Supervisory Course and watch commanders must complete Watch Commander School prior to assuming watch commander responsibilities. Employees promoted to captain must begin Command Officer Development training prior to or within 12 months of assuming their new position. In addition, Department Manual Section 3/763.07, *Eligibility Requirements for Advancement to Detective Supervisor*, and Section 3/763.47, *Detective Supervisory Training Requirements*, have been revised to remove the specific number of minimum hours required of the California Commission on Peace Officer Standards and Training (POST) courses.

PROCEDURE:

I. FIELD SUPERVISOR TRAINING REQUIREMENT - ESTABLISHED.

Department Manual Section 3/763.48, *Field Supervisor Training Requirement*, has been established. All field supervisors must complete the POST certified Supervisory Course, POST No. 1850-00400, prior to assuming their supervisory responsibilities. The priority of assignments is in the following order:

- 1ST priority - Any officer on a current Sergeant Promotional List or,
- 2nd priority - Any sergeant that has not yet attended the Supervisory Course.

II. WATCH COMMANDER TRAINING REQUIREMENT - ESTABLISHED.

Department Manual Section 3/763.49, *Watch Commander Training Requirement*, has been established. All lieutenants and sergeants who are assigned as watch commanders must complete Watch Commander School,

POST No. 1850-10822, prior to assuming watch commander responsibilities. The priority of assignments is in the following order:

- 1st priority - Sergeants on a current Lieutenant Promotional List;
- 2nd priority - Any lieutenant that has not yet attended Watch Commander School; or
- 3rd priority - Field supervisors, on the basis of nomination, via an Intradepartmental Correspondence, Form 15.02.00.

III. COMMAND OFFICER DEVELOPMENT - ESTABLISHED.

Department Manual Section 3/763.46, *Command Officer Development*, has been established. Participants in Command Officer Development, POST No. 1850-10819, will be civilian equivalents and personnel assigned from the existing Captain Promotional List, with the approval of the Chief of Police. Eligible personnel will be assigned to attend all sessions of Command Officer Development. Selection and participation in this program does not necessarily mean that all participants will be promoted to the rank of Captain. Employees promoted to Captain must begin their Command Officer Development training prior to, or within 12 months of assuming their new position.

IV. ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE SUPERVISOR - REVISED.

Department Manual Section 3/763.07, *Eligibility Requirements for Advancement to Detective Supervisor*, has been revised. All references to a "minimum 80-hour Commission on Peace Officer Standards and Training (POST) Certified Supervisory Course" have been changed to "POST Certified Supervisory Course." Attached is the revised Manual Section with the revisions in italics.

V. DETECTIVE SUPERVISORY TRAINING REQUIREMENTS - REVISED.

Department Manual Section 3/763.47, *Detective Supervisory Training Requirements*, has been revised. The reference to a "minimum 80-hour Commission on Peace Officer Standards and Training (POST) Certified Supervisory Course" has been changed to "POST Certified Supervisory Course." Attached is the revised Manual Section with the revisions in italics.

AMENDMENTS: This Order adds Sections 3/763.48, 3/763.49, 3/763.46 and amends Sections 3/763.07 and 3/763.47 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'C. Beck', is positioned above the typed name.

CHARLIE BECK
Chief of Police

Attachment

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DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 4, 2015

763.07 ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT TO DETECTIVE SUPERVISOR. In addition to existing requirements, the following training requirements must be met to qualify for advanced paygrade assignments within the rank of Detective.

Detective II. Department personnel will not be eligible for advancement to Detective II until they have successfully completed *the California Commission on Peace Officer Standards and Training (POST) certified Supervisory Course, POST No. 1850-00400.*

Detective III. Department personnel will not be eligible for advancement to Detective III until they have successfully completed *the POST certified Supervisory Course.*

Supervisory Training Requirements for Detective Supervisors. Detective II and Detective III positions are supervisory level assignments. Accordingly, personnel assigned to detective supervisory positions must not perform any supervisory functions until they have successfully completed *the POST certified Supervisory Course.*

Note: Supervisory functions include, but are not limited to, directing, guiding, training subordinates, evaluating the work of subordinates, conducting administrative investigations (e.g., personnel complaints, uses of force, pursuits), providing booking advice, approving reports, and coordinating the service of search warrants.

Detective Supervisor's Responsibilities. A Detective II or Detective III who transfers due to a paygrade advancement or lateral transfer, must ensure that the "Completed Supervisory School (*Detective II and Detective III only*)" section of the Transfer and/or Change in Paygrade, Form 01.40.00, is completed.

Commanding Officer's Responsibilities. Commanding officers have the following responsibilities when they become aware of an employee transferring, due to a paygrade advancement or lateral transfer to a detective supervisory position has not completed the *Supervisory Course:*

- Assign the detective supervisor to non-supervisory duties until training is completed;
- Notify the Area/division Training Coordinator to schedule supervisory training *for any* detective supervisor who has not completed the requisite training; and,
- Ensure the detective supervisor does not perform any supervisory duties by conducting an audit every deployment period until training is completed.

763.47 DETECTIVE SUPERVISORY TRAINING REQUIREMENTS. All Detective II and Detective III positions require the successful completion of *the California Commission on Peace Officer Standards and Training (POST) certified Supervisory Course, POST No. 1850-00400.* Commanding officers must ensure that such personnel do not perform any supervisory duties until training is completed.