

**Sacramento Police Department
Training Orientation for Police Sergeants (TOPS)
2026**

TRAINING DIVISION

- Introduction
- Agenda
 - Training Division Nomenclature
 - CPT Development
 - POST Compliance
 - Research & Development
 - Supplemental & Returning Officer Training
 - Training Records Requests
 - Defensive Tactics
 - Range Training
- Training Division Nomenclature
 - Academy
 - Emergency Vehicle Operations Course
 - Field Training Unit
 - Advanced Officer Training
- Academy Staff
- Academy Responsibilities
 - Recruit Training
 - CSO Academy
- Field Training Staff
- Field Training Responsibilities
 - Management of FTO's
 - Post Academy Transition / In-Service Training
 - Phase Training Operations
 - Academy Prep Course
- EVOC Staff
- EVOC Responsibilities
 - Recruit Vehicle Training
 - In-Service Vehicle Training
 - City Employee Training
 - Supplemental Training
- Advanced Officer Training Staff
- Advanced Officer Training Responsibilities
 - Continued Professional Training
 - POST Compliance
 - Research and Development
 - Supplemental Training
 - Team Training
 - Returning SPD Officers
 - Training Records Requests
 - Firearms, Less Lethal, Chemical Agents Training
 - Road Show Training

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- Defensive Tactics Training
 - Blue Team Review Committee
 - First Aid Review Committee
 - Weapons Committee
 - Special Requests
- In Service Training Directive
 - Consistent Training
 - Building Blocks
 - Critical Decision Making
 - Timely Training
 - Relevant Training
 - Engaging Training
 - Debrief Process Emphasis
- Continuing Professional Training (CPT) Development
 - Curriculum development
 - POST Requirements
 - Performance Trends
 - Best Practices
 - Case Law
 - Senate Bills – Assembly Bills
 - Management directives
 - Training Requests
 - Areas of interest (Sovereign Citizens, Arson/Fire, etc)
- Post Compliance
 - Maintain POST Compliance for all SPD Sworn Staff
 - Officers, Sgts, LTs, Captains, Chiefs
 - Supervisor School – Sgts
 - Management School – LTs
 - Partner with Los Rios Junior College
- Research and development
 - Skills and Techniques
 - Equipment Research
 - Training Methodology
 - New and Fresh Ideas
- Supplemental Training
 - Often Generated via Division Requests
 - Management Directive
 - Scheduling
 - Curriculum Development
 - Training
 - SPD 262 form – Employee Supplemental Training Record
- Team Training
 - Firearms
 - Tac Village

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- Returning Officer Training
 - Injured On Duty
 - Maternity / Paternity Leave
 - Leave of Absence
 - Rehired Officers
 - Administrative Process
 - Released - Arbitrated return
 - 3+ years = Academy
- Training Records Requests
 - Internal Affairs
 - City Attorney's Office
 - Public Records Requests (PRA)
 - Officer Request
 - Transparency Page
 - Expanded Course Outlines
- Defensive Tactics
 - No longer a requirement every other year
 - There will be several 10-hour classes per year on a voluntary basis
 - This is not the Arrest Control class that is required by POST
 - Training Dates for 2026:
 - October 5th
 - December 7th
- Range Training
 - CPT
 - Rifle School
 - Rifle Update
 - Less Lethal Weapons
 - Chemical Agents Training
 - Lowlight Training / Qualifications
 - Red Dot Training
 - Concealed Pistol Training
 - Pre-Academy Training
- Questions, Comments, Concerns

AIR OPS / UAS

1. UAS vs. Drone
 - a. What is a UAS
 - b. What Agencies have programs
 - c. Mission specifics
 - d. Equipment for mission types
2. FAA information

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- a. COAS
 - b. Part 107
 - c. UAS Laws
 - d. Search Warrants
 - e. Policy
 - f. FAA Enforcement
3. Visual Observer
 - a. What's a visual observer
 - b. Roles and Duties
 - c. Sterile cockpit
4. Capabilities / Limitations
 - a. Airdata
 - b. Fly / No Fly
 - c. Equipment types
 - d. Batteries
5. Statistics
6. Crewed aviation
 - a. Make up of team
 - b. Hours of operation
 - c. Equipment capabilities
 - d. Outside agencies
7. Mission sets
 - a. Pursuits
 - b. Response
 - c. Capabilities examples
8. Call outs
 - a. UAS call out Vs air
 - b. SPD air vs CHP air call out
9. Questions

K9, PERIMETERS AND FOOT PURSUITS

- I. Staffing
 - K9s hours /work days
 - Outside agencies
 - SKIDDS and on call
 - Area of focus (dual purpose/single purpose K9s)
- II. Deployment guidelines
 - Scenarios

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- Communicate contingencies with units and K9
- Question and answer
- III. General orders
- IV. Deployment considerations
- V. Officer Safety
 - Foot pursuits
 - Perimeters
 - When to C10
- VI. Use of K9 and Tactics
 - Find and Bark vs. Find and Bite
 - Different agency policy (Same page)
- VII. Post apprehension protocol
- VIII. Accidental bites
- IX. Closing
 - Question and answers
 - Contact info

FIELD TRAINING UNIT

Course Description: To ensure that new Patrol Sergeants are aligned with the Field Training Unit. Together, both can guide, mentor, and facilitate training to give newly hired employees a greater opportunity for success. The goal is to establish checks and balances through clearly identified expectations and hold the trainers and trainees accountable when expectations aren't met.

Course Objectives: Upon completion of this course, the student will be able to:

- ☐ Understand the Field Training Program including phases and timelines.
- ☐ Understand the Field Training Manual which establishes roles and responsibilities.
- ☐ Understand the Role of the Patrol Supervisor as it relates to training.
- ☐ Monthly evaluation requirement on phase 4 officers.
- ☐ Monthly evaluation requirement on solo CSO's.
- ☐ Semi-annual evaluation requirement on Field Training Officers.
- ☐ PowerReady (formerly Agency360) web-based tracking program of employee performance.
- ☐ 48-hour rule for FTO's writing evals on trainees.
- ☐ CSO Pipeline Program
- ☐ Work out time as it relates to trainers and trainees.
- ☐ Part-time and full-time FTO's.

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- ☐ Open Communication between station Commands and the Field Training Unit
- ☐ FTO's and discipline

Representative Methods of Evaluation:

- ☐ Lecture
- ☐ Class participation
- ☐ Q & A Session

SUPERVISING & RESOLVING TACTICAL INCIDENTS

Course Goals:

The course will provide the patrol supervisor with topics relating to patrol-based responses to tactical incidents. The supervisor will develop the necessary knowledge and skills to deal with tactical incidents that they may be involved in and supervise during their patrol shift. Primary emphasis will be on decision making, pre-determined plans, command and control, tactics and equipment familiarization. The course consists of lectures, discussion, and scenario training for Sacramento Police Department patrol officers.

Tactical Review:

Topics/ Exercises

- a) Judgment and decision-making
- b) Leadership
- c) Delegation of assignments and responsibility
- d) Scene management
- e) Safety guidelines and orientation
- f) Tactical Considerations
- g) LIVER
- h) Implementation and purpose of establishing reactive authority
- i) Formation of arrest teams.
- j) Incorporation of less lethal tools
- k) De-escalation and negotiation techniques.
- l) Barricade and Hostage situations
- m) Vehicle placement and setups
- n) Definition and implementation of combined less lethal
- o) Aerial Assets
- p) Arrest Teams and responsibilities
- q) 835a PC/Use of Force policy
- r) Use of force considerations

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- s) Legal obligations
- t) Case law review
- u) Moral obligations

Course Objectives:

Students will:

- 1) Demonstrate knowledge of equipment, duties and skills relating to patrol supervisor response to a tactical incident
- 2) Demonstrate a minimum standard of proficiency with every technique, exercise, and scenario, to include:
 - a) Judgment and decision making
 - b) Command & control
 - c) Equipment /Weapon knowledge, application and safety
 - d) Policy & procedure
 - e) Team Communication
 - f) De-escalation
 - g) Arrest procedures
 - h) Investigations

Equipment needed:

1. Projector
2. Laptop
3. Handouts
4. Dry Erase markers
5. Easel (4)
6. Poster paper (4)

Reality-based Group Discussion / Scenarios (4-hours)

Location: Classroom

- Instructor introduction and class introduction
- Explanation of class concept and goals (Lab & Discussion vs Lecture)

Discussion #1 – Supervisor role and policy review

- a) Job as Supervisor
- b) Types of Tactical incidents
- c) Things to think about to resolve
- d) Review of LIVER
- e) Key Terms

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- a. Combined Less Lethal
- b. Impact Call
- c. Line of Demarcation
- d. Reactive Authority

Related Exercise – Students will offer debrief of experiences and learning points in critical incidents they have been involved in related to the topic.

Related Exercise – Students will be assigned an incident type and describe an example and issues related to the event. Discussion will follow

Discussion # 2 – Barricaded and Hostage Situations

- a) Barricaded Subject Reactive Authority
- b) Hostage Situations Reactive Authority
- c) Hostage Situations and 835(a) PC
- d) Resolving hostage situations

Related Exercise – Students will provide potential hazards for their team for different tactical scenario types

Discussion # 3 – Vehicle positioning on tactical incidents

- a) Armor Setup on a residence
- b) Vehicle positioning on a multi-story residence
- c) Patrol car set up on a residence
- d) Protective areas of a patrol car

Discussion #4– The Tactical resolution process

- a. Contact Teams
- b. Evacuations
- c. Perimeter
- d. When is it a SWAT problem?
- e. Preparing for SWAT
- f. Resolving w/o SWAT
 - a. Tools
 - b. Tactics
 - c. Actions
- g. Debriefing

- Class Scenario

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PUBLIC INFORMATION OFFICE (PIO)

1. PIO Team
2. What We Do
 - a. Public Facing Information, Internal Communication
 - b. Media Inquiries, Coordinate with WC's & Sergeants
 - i. How we communicate with media
 - ii. As soon as practical
 - c. On camera interviews, statements
 - d. Crisis Communication, News Releases
 - e. Social Media, Strategic Communication
 - i. What we share/why we hold back
 - ii. Various platforms/demographics
 - iii. We want public to follow us for current & accurate info
 - f. Our Job: Highlight everyone's hard work
3. When/How to Reach Us
 - a. PIO Main line
 - b. Typically, WC alerts us, often media
 - c. Homicides, MCIU, OIS, ICD, Large-Scale/Evolving Events
 - i. Traffic tweets / X posts
 - d. High profile arrests or public interest stories
 - e. Contact process: WC → Comm Center → PIO
 - f. MP's & Media Blasts: What we need to know
 - i. Name, age, height/weight, hair/eye color, clothing, location, parental/guardian consent
 - ii. Not everything warrants a media blast. Why?
4. Strategic Messaging/Procedures
 - a. Gov't Code 6254(f): Release only legal and appropriate info
 - b. Media Access: Public Areas only, scenes may be restricted
 - c. PIO ensures Consistent & Timely Messaging
5. Best Practices
 - a. Refer all media inquiries to PIO
 - b. Don't speculate, even "Off the record"
 - c. Shall not block media's access, unless
 - i. Access poses threat/public safety risk
 - ii. Crime scene
 - iii. Police facilities
 - iv. PC 409.5
 - d. Alert PIO of Any media personnel issues

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- i. If media detained
 - e. Assume cameras are always on, behavior on scene
 - i. Public perception/B-roll
 - f. Video request procedure
6. Get Involved / Q&A
- a. Send us positive stories, community wins, awards, team photos, etc
 - b. TDY opportunities
 - c. Q&A

ADMINISTRATIVE DUTIES / BRIEFING ROOM

LEARNING NEED

Police Sergeants must have a general understanding of what administrative duties are expected of them. The lecture will give expectations and guidance on common duties associated with the position of Patrol Sergeant.

LEARNING OBJECTIVES

Pre-Shift:

1. Log onto MDC/ turn radio on
2. Check sick call via Outlook Sick handle
3. Check/adjust schedule for the day via Versadex
4. Check unit status and queued calls for your district
5. Check with the current District Sgt for anything of importance/ check prior dailies
6. Get car before or after?
7. Check emails for IBs, Abs, information bulletins
8. Prepare for roll call (power point or traditional)
9. Assign equipment (AED, Pepperball, PAS, 40mm) if not assigned permanently

During Shift:

1. Triage pending calls for service Officers are logged on/909
2. Check GPS, everyone is accountable
3. Triage pending calls for service
4. Verbalize/message that you copy calls (calls that pend over an hour)
5. Show up to calls (evaluations-FTO & Officers)
6. Stay on top of the Q
7. Update/communicate with your Lt/Captain
8. 914e

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9. Continuously update the daily

Post Shift:

1. Submit Daily
2. Recheck next day's schedule
3. Confirm Q
4. Approve hard paper
5. Check Crossroads
6. Disseminate information to on coming sergeant

Cheat Sheets/Forms

1. Team rosters with badge, abra, ecaps ID, seniority lists
2. Overlap seniority lists for shift

The Briefing Room

1. What is it and why are we using it?
2. Discussions for roll call
3. Questions

COMMUNICATIONS CENTER (DISPATCH)

I. LEARNING NEED

Police sergeants must have a general understanding of Dispatch Operations to ensure they are adequately managing the workload and ensuring calls for service are being dispatched as quickly as possible. The facilitated discussion assists newly promoted sergeants with gaining a better understanding of the types of situations field supervisors are responsible for acknowledging and/or addressing, the policies that govern dispatch criteria, radio communications guidelines, and critical incident management.

II. LEARNING OBJECTIVES

A. Methods for contacting the RC (Radio Coordinator)

- 1) Telephone (916) 277-1780 / for Sergeants and above
 - a) Sergeants and above should use (916) 277-1780
 - b) Patrol Officers, CSOs, should use the Officer Private Line (916) 732-0111

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- 2) MDC (CS1 / CS2 / CS3)
 - a) Radio dispatcher desk handles (SR)
 - b) Supervisor desk handles (CS)
 - c) Do not worry about what terminal you get a response from, just always remember to send your messages to your “home” terminal.
- 3) A Radio Channel Code 8 (and identify the channel)

B. Radio Channel Situational Awareness for Sergeants

- 1) Priority Calls the Sergeant should copy
 - a) Calls involving employees from other LEAs (officers, dispatchers, etc.)
 - b) Calls involving juveniles
 - c) Calls involving sexual assaults
 - d) Calls involving officer/citizen safety
 - e) Calls involving City of Sacramento employees (on/off duty)
 - f) Officer involved 901s
 - g) CED deployment, dog bites, and other uses of force.
 - h) Code 3 response
 - i) Pursuits (foot and vehicle)
- 2) Priority Situations the Sergeant should copy
 - a) Proximity Dispatching (Priority 2 Call Types)
 - i. CAD chooses closest available officers by radius
 - ii. Patrol should not be cancelling out of district units
 - iii. Sergeant approval needed to cancel responding units identified by CAD for proximity dispatching.
 - b) Cross District Dispatching (Priority 3 Call Types)
 - i. Sergeant approval is not required for cross district dispatching but should be acknowledged.
 - ii. Patrol can cancel out of district units once IS and available to respond immediately.
 - c) Dedicating a Channel

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- i. Needs WC approval. And can be facilitated by the Radio Coordinator.
 - ii. RC will ensure WC is advised if not already monitoring the channel.
 - iii. It takes time to coordinate an additional radio dispatcher to come in and take control of the channel. So, Sergeants should not be directing any of their units to go to other radio channels if they aren't working an event.
- d) Patching Channels
 - i. SacPD to SacPD channel
 - ii. Sergeant requests (WC at minimum is advised)
 - iii. Occurs quickly in most cases.
 - iv. Sometimes circumstances require the Comm Center dispatcher to patch without the Sgt's approval (i.e. such as a unit on the wrong channel fighting with someone...this could be the unit is Code 8 on the warrants channel, or another channel and just forgot to switch back to his main channel or didn't have enough time to switch back before having to engage with a subject).
- e) Requests for audio of radio traffic for investigations, Blue Teams reviews
 - i. SPD form 878 (found on AMS)
 - ii. To be completed/signed by Sergeant or above.
 - iii. Emailed to CommDARequests@pd.cityofsacramento.org
- f) Complaints
 - i. Citizen complaining about an officer or CSO = (914S) for the Sergeant.
 - ii. Citizen complaining about a patrol sergeant = (914S) for the on-duty Watch Commander

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- iii. Call taker will put the citizen on hold and notify the floor supervisor; and supervisor will enter the 914S call as an advised incident and then call the field supervisor. We add nothing to the call as it is auto generated as a closed incident. However, sergeants can add remarks.
 - iv. Officer/Dispatcher complaints = conversation between Sergeant & the Dispatcher III
- 3) Requests that require Watch Commander approval
- a) Call outs. Sergeants should notify the RC when a call out is to be completed OR if you have already completed a portion of a call out. (Stress to them that they really should not be initiating call outs...and if they need OC numbers to ask the island and not the channel dispatcher).
 - b) Code 1 Status
 - c) Comm Linking
 - i. SacPD channel with outside agencies
 - ii. Takes more time as the Comm Center is coordinating and obtaining approval from Sgts/WC on through both agencies
 - iii. Must use “Sac PD” as a preamble to identifier and plain language (example: *SacPD-K93*)
 - d) Ping Requests – Exigent circumstances ONLY (two types of pings = single location and a continuous).
 - i. Immediate danger of death of serious physical injury to a person
 - ii. Conspiratorial activities threatening the national security interest, or
 - iii. Conspiratorial activities characteristics of organized crime
 - iv. Radio Support will fulfill the request – when requested; the sergeant must receive approval from WC
 - v. Be patient

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- 4) Requests Communications will not call back on:
 - a) Death notifications
 - b) Felonies in progress
 - c) Hostage situations
 - d) Notifying family/friends of an injury accident victim
 - e) Notifying parents of a juvenile in custody

C. Technology in the 911 Center

1) 3SI/GPS Tracking

- a) Tags assigned to each station.
- b) RC monitors website and our smartphone for SPD devices
- c) We ask that respective stations/units notify the RC prior to moving/deploying
- d) Notice the RC once in place with all necessary information

2) ShotSpotter

- a) We receive the same activations officers do via MDC
- b) Be patient, we need to enter the incident that connects to the program – do not ask us to just put you out on a 927S. Shots calls cannot be duped together until both locations are checked. If two or more shots calls have the same location, then those can be duped. Shots calls (927S) remain as the primary incident and the type code is not changed. The prime unit can change the FINAL CALL TYPE, but not the INITIAL 927S CALL TYPE.

D. Important G.O. and Communications Directives for Dispatch Operations *(we will not go over these individually – just GO 510.15. For all others we will simply show the slide).* These policies support and go into detail about all of the learning objectives in B.

- 1) GO 510.01 Radio Communications
- 2) GO 510.02 Officer Safety – Communications Procedures
- 3) GO 510.03 Community Emergency Notification System
- 4) GO 510.04 Dispatching Sequence of Assignment

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- 5) GO 510.05 ShotSpotter Flex
- 6) GO 510.06 Emergency Response – Police and Fire
- 7) GO 510.15 Cover Unit Command (CU)
 - a) To be used ONLY on priority calls and when the unit is 909; or assisting on a prescheduled plan approved by the Sgt./Lt.
 - b) If unit is not 909, then DO NOT use the CU command, but advise the radio dispatcher to preempt from
- 8) DIR 410.02 Telephone Answering
- 9) DIR 510.07 Dispatch of Police Units
- 10) DIR 510.23 Supervisory Telephone Messages
- 11) SPD 878 Dispatch Activity Request Form

WATCH COMMANDER’S PERSPECTIVE

Training Purpose: This block is designed to help sergeants anticipate the perspectives of a watch commander during routine operations, staffing decisions, critical incidents, notifications, and post-incident follow-up. The emphasis is on what the watch commander needs to know, what decisions must be made early, and how sergeants can support a clean transition from field supervision to command-level management.

- 1. Introduction
 - a. What “watch commander perspective” means for patrol sergeants
- 2. Roll Call and Watch Management
 - a. Roll call expectations
 - b. Watch personnel
 - c. Current projects
 - d. Communication center engagement
 - e. Information flow between watches
- 3. Staffing and Schedule control
 - a. City-wide sergeant minimum
 - b. Officer staffing
 - c. Shift start times
 - d. Time-off approvals
 - e. Blackout dates
 - f. Backfill

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4. Pursuits and Blue Teams
 - a. Vehicle and foot pursuits
 - b. Blue Team entry timelines
 - c. Routing
 - d. Watch commander review expectations
5. Tactical Incident Mindset
 - a. Barricaded subjects
 - b. 5150/suicidal subjects
 - c. Hostage incidents
 - d. Active shooter
 - e. Less lethal options
 - f. UAS
 - g. Shields
 - h. Gas
 - i. Line of demarcation
6. Critical Incident Command
 - a. Reactive authority
 - b. Continuous reassessment
 - c. BWC Activation
 - d. Command post thinking
 - e. Resource coordination
7. Armor Deployment and Notifications
 - a. Armored vehicle deployment
 - b. Rave/community notices
 - c. Management pages
 - d. Council notifications
 - e. Email summaries
8. Medical, Park Ranger and Camera Review Issues
 - a. 5150A response
 - b. Park Ranger Authority boundaries
 - c. In-Field BWC/ICC review limits
9. Wrap-up
 - a. Key takeaways
 - b. Scenario transition

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PROFESSIONAL STANDARDS UNIT (PSU)

Course Description: This course provides new police supervisors with a comprehensive introduction to the Professional Standards and will also cover a patrol sergeant's administrative responsibilities as they relate to the Professional Standards Unit.

Course Objectives: By the end of this course, the participants will be able to:

1. Describe the responsibilities and areas of expertise of the Professional Standards Unit.
2. Explain a patrol sergeant's responsibilities for completing Blue Teams.
3. Understand a patrol sergeant's responsibilities for entering or approving red and blue borders.
4. Be familiar with the functions of Make Note
5. Outline when to contact the Professional Standards Unit for an on-scene settlement.

Course Outline

1. Overview of PSU
 - a. Areas of responsibility and expertise
 - b. Department policy and legislative mandates
2. Types of Blue Teams and who enters them
 - a. Use of Force
 - b. Vehicle Pursuits
 - c. Supervisor Messages
 - d. Foot Pursuits
 - e. Vehicle Accidents
 - f. Animal Shooting
3. Red and Blue Borders
 - a. Origami
 - b. Timelines
 - c. Required Elements
4. Make Note
 - a. Notes
 - b. Evaluations
5. On Scene Settlements
 - a. Notifications and procedures
 - b. Cash fund available

FORCE INVESTIGATIONS TEAM (FIT)

Course Description: This course provides new police supervisors with a comprehensive introduction to the Force Investigation Team (FIT), its mission, structure, and the critical role it plays in maintaining accountability, transparency, and integrity in use of force investigations. Designed to orient frontline supervisors to FIT's responsibilities, the class will examine how FIT

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operates in parallel with patrol functions, the legal and policy framework guiding investigations, and the collaborative role of sergeants in supporting FIT responses.

Participants will gain insights into how FIT evaluates serious use of force incidents, including officer-involved shootings, in-custody deaths, and serious bodily injury UOF incidents.

Course Objectives: By the end of this course, the participants will be able to:

1. Describe the mission and scope of the Force Investigation Team.
2. Identify the types of incidents that trigger a FIT response.
3. Explain the sergeant's role and responsibilities at scenes prior to and during a FIT investigation.
4. Outline the steps of a FIT investigation.
5. Recognize common challenges and misconceptions related to FIT investigations.
6. Demonstrate how to communicate FIT involvement to officers and command staff.
7. Describe the Use of Force Review Board case review process.

Course Outline

1. Overview of FIT
 - a. Brief history and purpose
 - b. Department policy and legislative mandates
 - c. FIT vs. IAD vs. Homicide
2. Types of Incidents Investigated
 - a. Officer-Involved Shootings
 - b. In-Custody Deaths
 - c. Serious Bodily Injury UOF
3. Patrol Sergeant Responsibilities
 - a. FIT call-out Briefing
4. FIT Activation and Response Process
 - a. Who activates FIT and how
 - b. Arrival protocol and team composition
 - c. Role of the watch commander
5. FIT Investigative Process
 - a. Response and walkthroughs
 - b. Coordination with OPSA and CAO
 - c. Monitor/review of officer interviews
 - d. Timeline for investigative milestones
6. Use of Force Review Board Process
 - a. Voting board composition
 - b. Case review process
 - c. Potential dispositions and recommendations

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IMPACT TEAM

1. Introductions
 - a. Teams
2. Rapid Response Assignments
 - a. Zones
3. Incident Management Team
 - a. Dashboards
 - b. Compliance and Enforcement
 - c. Cleanup
4. Homeless Camp postings
5. Critical Infrastructure List
6. Court cases
 - a. Martin v. Boise
 - b. City of Grants Pass v. Johnson
7. DCR for Resources
 - a. 211 vs 311
8. Unlawful Camping Enforcement Guidelines
9. Questions?

EXPOSURE REPORTING

1. Introduction
 - a. Team members
2. Role of Designated Infection Control Officer
 - a. Liaison between medical facilities, coroner and Sacramento County Public Health Officer
 - b. Assist department with compliance of Federal, State and Local laws/regulations
 - c. Maintenance of current exposure control plan
 - d. Assist with department TB testing, flu shots and Heb B vaccines
 - e. Develop and institute a comprehensive program for exposure notification and medical follow-up
 - f. Work with admin, risk management and safety on infection control and related compliance issues
 - g. Ensures reporting, documentation and statistics of exposure incidents
 - h. Prepares yearly infection control reports, identify compliance issues and status of Exposure Control Plan
 - i. Train department personnel
3. Categories of Diseases

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- a. Bloodborne Pathogens
 - b. Airborne Diseases
 - c. Droplet Diseases
- 4. Bloodborne Pathogens
 - a. Hepatitis B
 - b. Hepatitis C
 - c. HIV
 - d. Syphilis
- 5. Aerosol Transmissible Diseases
 - a. Airborne
 - i. TB
 - ii. Chickenpox
 - iii. Shingles
 - iv. Measles
 - v. Influenza
 - vi. Smallpox
 - b. Droplet
 - i. COVID
 - ii. Meningococcal meningitis
 - iii. Pertussis
 - iv. Mumps
 - v. Rubella
 - vi. Strep pharyngitis
 - vii. Influenza
- 6. Degree of Exposure
 - a. Close proximity to a person suspected of having disease
 - i. No action required
 - b. Contamination of clothing, equipment and/or unprotected INTACT skin
 - i. No exposure – Clean contaminated items
 - ii. Wash skin with soap and water
 - iii. Launder clothing with detergent, HOT water and white vinegar
 - c. Contact with subject's bodily fluid or droplets through non-intact skin, needle stick, mucous membrane (nose or mouth) or eye membranes
 - i. Exposure – Documentation required
 - ii. Possible medical attention needed
- 7. Exposure Protocol
 - a. Officer notifies Sgt of possible exposure
 - b. Sergeant determines if exposure or non-exposure

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- i. If it's not an exposure but the officer wants it documented, complete the SPD 225 and interoffice mail it to the designated officer.
 - c. If the Sgt determines it is an exposure:
 - i. Attempt to gain consent for blood draw from source patient/suspect
 - ii. Contact on-call infection control officer to advise them of the incident
 - iii. Transport source patient to UC Davis (preferred) or nearest ER for blood draw
 - iv. Complete SPD 225 and work comp paperwork
 - v. Officer stands by with source patient at hospital for blood draw and gives ER staff a copy of the SPD 225
 - vi. Once source patient is released from hospital, transport to jail or 849b
 - vii. SPD 225 is routed via interoffice mail to Designated officer; remainder of work comp paperwork is turned in as normal
 - viii. Hospital contacts designated officer within 1-2 hours (usually) with rapid HIV results
 - 1. Designated officer contacts exposed officer with results
 - 2. If HIV test is positive, officer responds to nearest ER for medical treatment
 - ix. Hospital contacts designated officer within 2-4 days with Hepatitis results
 - 1. If the source patient is positive, officer responds to Occ Med to get baseline testing done
 - x. Designated officer continues follow-up with exposed officer
 - 1. Peer Support
 - d. Source patient refuses testing
 - i. Contact designated officer IMMEDIATELY
 - ii. Designated officer drafts court order
 - iii. Source patient must be arrestee
 - iv. Court order issued and hospital draws blood
- 8. Questions, Concerns, Comments??

PERSONNEL / RISK MANAGEMENT

- 1. Introduction
 - a. PSD team members
- 2. PSD's 3 topics and how you can help
 - a. Payroll
 - b. Leave of absence
 - c. Workers' comp
- 3. Payroll

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- a. When timesheets need to be completed by
 - b. Approval responsibilities
 - c. Timesheet issues
- 4. Leaves of absence
 - a. Types of leaves
 - b. Time
 - c. Final approval
 - d. Eligibility
 - e. How you can help
 - f. Ensure time banks employee wants to use are indicated
 - g. SPD LOA email contact
- 5. Reminders
- 6. Workers' compensation
 - a. WC forms
 - b. WC001 submission – Origami link and instructions
 - c. DWC1
 - d. Occupational medical treatment facilities
 - e. Duty status report
 - f. Worker's compensation portal link
 - g. When to do what...
- 7. Reminders
- 8. Final takeaway
 - a. PSD contact numbers

INTERNAL AFFAIRS

A. IA Staffing

- 1. 1 Captain
- 2. 1 Lieutenant
- 3. 5 Sergeant Investigators
- 4. 3 Detectives
- 5. 1 Administrative Analyst
- 6. 1 Administrative Technician

B. Responsibilities of Internal Affairs

- 1. Investigate allegations of employee misconduct
- 2. Monitor officer involved shootings and death in-custody investigations
- 3. Custodian of records
- 4. Facilitate Administrative Leave

C. Basic Complaint Overview

- 1. Who can make a Complaint

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- a. Anyone
- 2. Ways Complaints are Taken by Department
 - a. Mail
 - b. Email
 - c. Phone
 - d. In-person
- 3. Types of Complaints
 - a. Internal
 - b. External
- 4. Alternative Routes to IA for a Complaint – The following will take complaint and then forward to Internal Affairs
 - a. Office of Public Safety & Accountability
 - b. POST/DOJ
 - c. City of Sacramento Whistleblower Hotline

D. Complaint Classifications

- 1. Refer to RM 220.1

E. Level of Investigation

- 1. Formal
- 2. Informal

E. Personnel Complaint Update

- 1. Complaint Definition (RM 220.1)
- 2. Taking a Complaint
 - a. Record Conversation (Consent to Record)
 - b. Good Customer Service
 - c. Complainant's Statement
 - d. Confirm Employees Involved and Location
 - e. Identify Misconduct or Violation
 - f. Review with Complainant their statement and information provided.
 - g. Closing with Complainant:
 - i. Advise Internal Affairs may follow-up with them
 - ii. The complaint will be reviewed during an Intake process and potentially assigned
 - iii. Provide Complainant with IA contact information if they want to follow-up
- 3. Completing a Complaint Intake Form
 - a. Information Needed to Complete Form
 - b. Review with Direct Supervisor
 - c. Submit to Internal Affairs via email and include Division Manager on notification

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F. IA Updated Intake Review Process

1. Complaint Received – Case Number Assigned
2. Intake Investigator completes initial review and sends to IA Captain
3. IA Captain Reviews and renders an intake review classification:
 - a. Complaint Investigation – Investigator Assigned, OPSA Notified
 - b. Division Referral – Complaint Sent to Division Manager of Employee
 - c. Closed-No Action – Complaint Documented and Closed out in Electronic Database
 - d. Follow-up Request – Complaint sent back to Intake Investigator for additional information

G. Division Referrals

1. Complaint will be handled at the Division Level
2. May be assigned to a manager or a supervisor
3. Supervisor Responsibilities
 - a. Review Complaint Assigned by Division Manager
 - b. Document what was reviewed
4. Division Manager Responsibilities
 - a. Assigning Complaint and Documenting Outcome
5. Internal Affairs Responsibilities for Completed Division Referrals
 - a. Receive and Process Completed Division Referrals
 - b. Provide Division Managers with Regular updates on open Division Referrals

H. How do you investigate a Division Referral?

1. Roundtable Discussion

I. Suggested Reading

2. Internal Affairs Manual – RM 220.01
3. Department Memorandum – 24-23
4. Peace Officer Bill of Rights (POBR)
 - a. GOVT Codes 3300-3313

J. Closing Thoughts and Questions

SUPERVISION & LEADERSHIP

Statement of Purpose: The purpose of this class is to refresh and explore the concepts and qualities of supervision and leadership as it pertains to line level employees.

1. Leadership

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- a. What does leadership mean?
 - b. Our intentions drive our attention
- 2. Supervision
 - a. You encourage what you tolerate
 - b. If you see something, say something
 - c. Imperfect/Immediate Action vs. Delayed/Perfect Action
- 3. Paradigms
 - a. A paradigm is the way we see the world
 - b. What common paradigms do we have in law enforcement
- 4. Power vs. Authority
 - a. Power
 - i. Reciprocal energy flowing in all directions
 - ii. Given to you by others
 - iii. How can you gain power?
 - b. Authority
 - i. Energy from above is focused downward
 - ii. Usually associated with a title
 - iii. How can you gain authority?
- 5. Task Focused vs. People Focused
 - a. What is the best way? Is it one or the other?
- 6. Discipline vs. Punishment
 - a. Discipline is a system to maintain order
 - b. Punishment is due to a breakdown of discipline
- 7. Values
 - a. A deeply held belief
 - b. A belief system about what is important
- 8. Loyalty
 - a. The duty to act in support of an individual, organization or concept
- 9. Failures
- 10. Ownership
- 11. Building Trust
- 12. Motivation
 - a. The set of forces that causes people to engage in one behavior rather than some alternative
- 13. Coaching
 - a. Emphasizes the development and growth of individuals within a team or organization
- 14. Servant Leadership

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- a. Leader is a steward for the development of the organization and people in the organization
- 15. Counseling
 - a. How do you approach it?
 - b. When they bring you problems
- 16. The Five Practices of Exemplary Leadership
 - a. Model the Way
 - b. Inspire a Shared Vision
 - c. Challenge the Process
 - d. Enable Others to Act
 - e. Encourage the Heart

INTERNAL CUSTOMER SERVICE

- 1. How do we actually build relationships?
 - a. We know trust matters. We know relationships matter. But what does a supervisor actually do to build them?
- 2. Healthy teams help people stay engaged
 - a. A supervisor cannot fix every staffing, workload, or organizational issue – but supervisors can shape the daily environment of the team
 - i. Relationships
 - ii. Trust
 - iii. Loyalty
 - iv. Retention
 - v. Communication
 - vi. Standards
 - vii. Ownership
- 3. The Culture Code: Three Skills
 - a. Build safety
 - b. Share vulnerability
 - c. Establish purpose
- 4. Vulnerability Builds Trust
 - a. Supervisor language
 - b. Why it works
- 5. What Team Building Have You Seen Work?
 - a. What worked?
 - b. Why did it work?
 - c. What missed the mark?

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6. Performance vs. Trust
7. Trainee Project
8. Every Interaction Sends a Message

EMPLOYEE SERVICES UNIT / EMPLOYEE ISSUES

- Overview
 - o Quick overview of all topics covered in presentation
 - ESU Overview
 - Workforce Trends
 - Dealing w/ Employees w/ Issues
 - Critical Incidents
 - Tools and Resources for Supervisors
 - Stresses of supervision
 - Self-Care
- What is ESU
 - o Go over ESU's Duties and Programs
 - Peer Program
 - Manage Gyms
 - Mentor Program
 - Chaplaincy
 - Research New Programs for Wellness
 - Respond to Major CI's and OIS/ICD
- Trends in employees at SPD
 - o Common trends seen in employees
 - Anxiety
 - Uncertainty
 - Stress Leave
 - Young Workforce
 - Relationship Issues
 - Increased OT
 - Substance Abuse
 - Burnout
- ESU Stats
- Critical Incidents
 - o -CI's Defined
 - o What are normal reactions to CIs
 - o What are supervisor's responsibilities before/during and after a CI

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- Breakout scenarios
 - Scenarios of different reactions to employees after a CI
 - What resources are available?
 - How would you approach it?
- Resources
 - EAP
 - First Responder Treatment Facilities
 - First Report of Injury
 - Public Safety AA Meetings

EMERGENCY VEHICLE OPERATIONS COURSE (EVOC)

1. Training
 - a. Behind the Wheel Training
 - b. Online Pursuit Update
2. Scheduling and Compliance
 - a. Sergeant's role is key for compliance
 - b. Know what your folks are doing (Schedules and training)
 - c. POST compliance and Augmentation
 - d. Days of training and Eventbrite scheduling
3. Pursuit reports
 - a. CHP 187 form
 - b. CC Sgt Rath on all Blue Team pursuit reports
 - c. State compliance for forwarding to CHP
4. Pursuit G.O.
 - a. Liabilities and Policy
 - i. Pursuit of Vehicles 521.01
 - ii. Code 3 Driving 521.02
 - b. 17004 CVC
5. PERF Considerations
 - a. Nature of the want
 - b. Does the need to apprehend the suspect outweigh the risk to the public?

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6. Things to Consider While in Pursuit
 - a. Public Safety
 - b. Violation of wanted subject
 - c. Speed and driving behavior of suspect
 - d. Weather, roadway, traffic conditions
 - e. Overall distance of pursuit
 - f. Condition of your vehicle
 - g. Has he/she been identified
 - h. Quality of radio communication
 - i. Distance between pursuing and fleeing vehicle

MOTOR COLLISION INVESTIGATIONS UNIT (MCIU)

MCIU

- What we do
- Define Collision
- Callouts

901s

- Officer Requirements
- Sergeant Requirements
- Call-out Briefings
- The Scene

DUIs

- Reporting
- Blood Draws
- Warrants
- Reporting

City Involved 901s

- Reporting Requirements
- Blue Borders

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Hit & Runs

- Evidence Impounds

Take-aways

Questions

SPECIALTY UNIT RESOURCES

1. Bike Unit
 - a. Introduction of Sgt
 - b. Staffing numbers
 - c. Shift hours
 - d. Unit mission and responsibilities
 - e. Projects and special events
 - f. How we offer assistance to patrol
 - g. How patrol can officer assistance to us
2. POP Units
 - a. Introduction of Sgt
 - b. Staffing numbers
 - c. Shift hours
 - d. Unit mission and responsibilities
 - e. Projects and special events
 - f. How we offer assistance to patrol
 - g. How patrol can officer assistance to us
3. Violence Crime Reduction Units
 - a. Introduction of Sgt
 - b. Staffing numbers
 - c. Shift hours
 - d. Unit mission and responsibilities
 - e. Projects and special events
 - f. How we offer assistance to patrol
 - g. How patrol can officer assistance to us

SERGEANT'S PERSPECTIVE

1. **The question is, why are you here, why did you or do you want to be promoted?
What are your motivations to take on this responsibility?**

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- Better pay, get out of patrol calls, make a difference, give back, power....
WHY??
 - What's your motivation
 - No matter your why, you must be dedicated to your people.

2. Responsibility to your people!

- Protect your officers
- Take ownership for the people on your team. If you were on scene and something happened, that is on you, and you should take responsibility. (extreme ownership)
- Protecting them includes counseling them and debriefing calls. Ask them how they think the call went. Often times they will address the issues themselves without you having to talk "at them"
- If there are issues, address them when you see them. Don't let them fester. You will have to have hard conversations at times. Be direct.
- Try not to send them into their weekend on bad news if possible.
- What does it mean, the welfare of your officers?
 - Know something about your peeps; family, likes, dislikes etc.
 - Pay attention to what is going on with them as it relates to work
 - Be available to your people
 - If they need something, make it happen (you likely have more experience navigating the department than them.)
- Develop your people, no matter how senior they are!

3. Roll Call; this is where it all starts for the day!

- Roll calls should be fun. There are days when you may need to address hard things.
- Read command staff highlights etc., IBs, ABs and see if there's anything to pass along
- Careful with training every day; officers tune out just like kids in school
 - You have 30 minutes, but you do not have to use 30 minutes!!! (GO 510.04)
- Try to find something fun at least once a week; trivia, funny video etc.
- Leave time to sit with your team if possible.
- Pay it backwards and be on time; (GO 510.04)

4. Patrol Shift:

- When to take the channel? Days, swings, graves.
- Read every call. Make sure there aren't concerns that aren't clearly written (liability or safety concerns). Sometimes things are hidden in the text of the calls.
- Make note of the call numbers you want updates on. Check back to see how they were cleared (google notes)
- Be in the field.

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- Let your WC know about calls they might have an interest in. This will require you to know your WC and what they want to know about.
- Approve reports, crossroads, hard paper. Be mindful when it's an officer's Friday when kicking back reports.
- DAILY'S
 - Market your people!
 - Enable the next shift to be knowledgeable about relevant calls
 - felonious calls w/wanted (S's) include their info.
 - Anything the LT or captain may be wanting to know about.

5. Shift overlaps; pay attention to this.

- Get them out there on time!!
- Communicate with your relief Sgt regarding their expectations for your team (c7, reports, etc.)
- Specific challenges of swings to graves; supervising swings for 3 hours. Expectations were made clear. Communicate what kind of day it has been for your people.
- **Communication** is key with ALL RANKS!

6. Candid talk with your Sergeant peers; Sergeant to Sergeant etiquette.

- Do not hesitate to **communicate** or ask questions. We all bring something to the table, junior or senior
- Scheduling as you have heard is the bane of our existence! Communicate with your Sgts (pulling bodies back etc.)

7. Big Calls & Critical Incidents

Get there, be there and be in charge!

- Big Calls; Bigger is better
 - Set expectations in advance and again know your people's skill sets
 - Have humility ask and allow for help from anyone. At the end of the day, the decision is yours.
 - Be available to your officers
 - You should be showing up on big incidents even if it isn't your incident. Good experience and it is very helpful to the Sgt.
 - Take the channel for each other.

8. Strive to be excellent at your job as a primary function of your job is to help your officers become excellent at theirs!

9. End of Watch

Check in with your relief. Advise of anything that could affect their shift

Leave them the best slate possible!

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**OFFICER INVOLVED SHOOTINGS, IN CUSTODY DEATH SCENES &
INVESTIGATIONS**

1. Definitions
2. Incidents in outside agency jurisdictions as well as outside agencies in the city
3. DOJ guidelines for the investigation of unarmed OIS
4. Preplanning with officers
5. What happens when the call comes out.
6. Initial concerns and what needs to be done.
7. Scenes
8. Public Safety Statements
9. What to do with involved officers after the public statements
10. Homicide Unit's point of view
11. Frequently seen issues
12. Round counts
13. Briefing