

MESA POLICE DEPARTMENT

**LIEUTENANT EDUCATION AND PREPARATION (LEAP)
PROGRAM
TRAINING TASK CHECKLIST**

NEWLY PROMOTED LIETUENANT

ID #

DATE

Week #1 LT:

Example of Initials:

Week #2 LT:

Example of Initials:

Patrol Commander:

Example of Initials:

Below signature is to be signed once the entire checklist is complete. Signature will result in checklist being locked for editing.

Patrol Commander Signature:

<u><i>Skills and Task</i></u>	<u><i>Policy/Reference Location</i></u>	<u><i>Instructed by Lieutenant Mentor</i></u> <u><i>Lieutenant Mentor's Initials & Date</i></u>
Manager Mental State: Competency: Understand the difference between supervision and management.		
The Transition: Competency: Effectively make the transition from supervisor to manager.		
Understanding the "macro versus micro" view of leadership		
The difference between doing the work and getting it done through sergeants.		
How to manage friends.		
Setting standards of conduct and performance for those you manage and lead.		
Makes use of agency resources (see below).		
Communication: Competency: Practice good verbal and nonverbal communication skills, listening skills, and the processing of information.		
The Lieutenant's role in citizen / supervisor conflict resolution	DPM 1.4.10	
The agency's press release policy	Media Relations Supervisors Training In Power DMS DPM 3.3.55	
Ensure Commander is kept informed (See Major Incident Notification)	DPM 2.6.30	
Administrative Responsibilities: Competency: Demonstrate an understanding of administrative responsibilities.		
1. KRONOS	DPM 1.1.36	
a. Timesheets		
b. Leave requests		
2. FMLA	MGT 345	
3. Critical Staffing Shortage Sheets	DPM 2.8.20	
4. COMPSTAT Reports		
5. Training Budget Tracker		
6. Major Incident Notification	DPM 2.6.30 COM 4.6	

7. Operations Plans	
8. Search Warrant Construction and Approval	
9. AVL-Vehicle Operations	DPM 2.3.1, (AVL) Instructions
10. Industrial Forms	DPM 1.2.85 COM Management Policy #346
11. Exposure Issues	DPM 1.2.140
12. Work station files (PAFs)	DPM 1.2.40 DPM 1.2.35

Field Tasks and Responsibilities:

Competency: Demonstrate knowledge and understanding of those tasks performed in the field and the procedures in managing them.

1. Major Scene Management Incident Command Worksheet	DPM 2.6.25F2
2. Homicide Scenes	DPM 3.1.115
3. OIS (O fficer I nvolved S hooting)	DPM 2.1.10
4. Traffic Fatal/Serious Accident with Injuries)	DPM 2.7.110
5. Traffic Collisions-Department Vehicles	DPM 2.7.115
6. Gateway Operations	PMG 1.1 PMG 2.2
7. Search Warrant Service	DPM 2.2.40
8. Phase One Radio Dispatching	COM 13.6
9. Incident Command	DPM 2.6.25
10. Barricades	DPM 2.6.5
a. Criminal	
b. Civil (Suicide)	
10. Pursuit Management & Documentation	DPM 2.3.5
a. Stop Stick Deployment	DPM 2.3.25
b. PIT (P recision I mmobilization T echnique)	DPM 2.3.30
11. Force Options and Philosophy	DPM 2.1.1 DPM 2.1.5
a. Flexible Baton (bean bag)	DPM 2.1.25
b. Rifle (AR-15)	DPM 1.6.20
c. Flashbang	TAC 3.2
d. OC Pepper Spray	DPM 2.1.30
12. Coordinate missing persons / children investigations	DPM 3.1.60 DPM 2.6.35
a. Amber Alert	
b. Silver Alert	
c. Blue Alert	
d. Community Emergency Notification System (CENS) Alert	DPM 2.6.40 MGT 351

Community Engagement:

Competency: Demonstrate knowledge and understanding of community policing approaches.

1. COPS/POPS (C ommunity O riented P olicing Services)/(P roblem O riented P olicing Services)	https://ric-zai-inc.com/
2. CPTED (C rime P revention T hrough E nvironmental D esign)	http://www.cpted.net/
3. SARA (S can; A nalyze; R espond; A ssess)	http://www.popcenter.org/about/?p=sara
4. Tri-Star Program (Rental Property Crime Abatement)	http://www.mesaaz.gov/residents/police/divisions/tristar-program
5. Community Forums	http://www.mesaaz.gov/residents/police/divisions/community-advisory-boards
6. Citizen Police Academy and MCPAAA (M esa C itizen P olice A cademy A lumni A ssociation)	http://www.mesacpaaa.org/

CAD Use: Demonstrate knowledge in the following areas:

1. All the function keys
2. How to log on and off the systems
3. How to retrieve hazard information
4. How to find current and past incidents
5. How to send messages to other units/dispatchers
6. Use of map functions

Staff Proposals:

Competency: Demonstrate the proper written format for implementing Staff Proposal Memos using the correct format (sample below);

1. **Purpose and Recommendation:** - The first paragraph states the purpose of the report, followed by a recommendation and statement of the decision to be made.

2. **Background:** - The history of the issue is briefly explained and reasons for study noted.

3. **Discussion:** - This section provides an analysis of the issue and begins to develop solutions. The section should generally lead into alternatives.

4. **Alternatives:** - Viable alternatives are briefly discussed. Capitalized subtitles should be used on the first line of each alternative to identify it. The operational benefits or consequences of each alternative can be briefly discussed in the section presenting that alternative. If appropriate, the financial impact of each alternative can be discussed. Taking no action as an alternative should be discussed from the standpoint of any financial or operational impacts that would result. If an alternative would substantially alter existing City or Department policy, it should be noted in discussing alternatives.

5. **Fiscal Impact:** - When financial impact or benefits are not discussed in the alternatives section or when additional discussion is required, this section on fiscal impact should be included. Cost factors should be broken down to show initial expenditures are repeating costs. Costs for personnel and other resources should be included.

6. **Coordinated With:** - Indicate which departments, agencies, City boards or committees or citizen groups are affected by the recommendation. State whether they support or oppose the recommendations.

7. **Summary:** - Conclude the request by summarizing the purpose of the requests and recommendations.

Critical Incident Management:

Competency: Demonstrate an understanding of the agency's procedures in managing critical incidents.

1. Natural/Infrastructure Disasters (monsoons, floods, power outages, train derailment)	DPM 2.6.47
2. Emergency Operations Center & Incident Command System	EOP 120
3. Mutual Aid	DPM 1.1.85
4. Hazardous Material Incidents	DPM 2.8.46
5. Use of SWAT / Hostage Negotiations Team	DMP 2.6.15 DPM 2.6.5
6. Line of duty death	DPM 1.2.45
7. Community Emergency Notification System (CENS) Alert	DPM 2.6.40 MGT 351

Department Resources:

Competency: Demonstrate the procedures for utilizing various resources.

1. Air Unit	DPM 2.10.20
2. K-9 Unit	DPM 2.10.30
3. SWAT/HDT/HNT	DPM 2.6.15
4. Narcotics	
5. Traffic	
6. Homicide	
7. Street Crimes Units	
8. Criminal Investigations Units	
9. Peer Support	
10. Victim's Assistance Program (VAPs)	
11. Volunteers In Police Service (VIPs)	
12. Identification Technicians	

Leadership:

Competency: Seek the cooperation of subordinates through genuine and impartial management techniques.

1. Interpersonal Communication
2. Personnel motivation
3. Properly delegates work to subordinates
4. Shows respect and a feeling of responsibility for subordinates
5. Recognize and document good and poor performance

6. Resolves issues / problems through negotiation with subordinates, peers, and superiors
7. Manages time effectively

Employee Counseling:

Competency: Discuss work issues with subordinates. Includes discussing performance problems, resolving grievances and complaints, and resolving conflicts among employees.

Reporting to Supervisors-Ability to recognize potential issues of concern, before becoming problems, and then take the necessary action to correct them before

EAP (Employee Assistance Program)	DPM 1.2.70
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Employee Discipline:

Competency: Understand the lieutenant's role in the disciplinary process.

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| 1. Code of Conduct-Causes for Disciplinary Action | DPM 1.4.5 |
| 2. Investigating Complaints/Complaint Process | DPM 1.4.10 |
| | DPM 1.4.10A1 |
| 3. SAR (Self Admission Reporting) | DPM 1.4.20 |
| 4. Blue Team | |
| a. Disciplinary Forms | |
| b. Completing an NOI (Notice of Investigation) | DPM 1.4.10F4 |
| | DPM 1.4.10F5 |
| c. Review of Use of Force Notifications | |
| d. Review of AXON Footage | |

Employee Relations:

Competency: Adhere to the elements of an employee relations program and exercise organizational responsibility to the program's maintenance.

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| 1. Sexual Harassment policy | MGT 308A |
| 2. Workplace Harassment policy | MGT 308B |
| 3. Vicarious liability for failure to act based on "knowledge or reason to know." | |

Attend Patrol COMPSTAT meeting

Competency: If possible, complete during any week of orientation and/or discuss COMPSTAT protocol/reporting/expectations