

LOS ANGELES POLICE DEPARTMENT
LD95 Admin Duties
SA 9 ADMIN
S2 Administrative Duties/
Commanding Officer Introduction/First Day Packages

HOURS: 2

TRAINING NEEDS: None

HANDOUTS: First Day Packages (one for each recruit officer)

I. Commanding Officer Introduction

A. Commanding Officer, Recruit Training, Training Division will speak to the new recruit class for 10 minutes

B. Commanding Officer, Training Division, may be present to address the new class as well

II. Rules and Regulations

A. Have the recruits begin to fill out the paperwork in the First Day Package (Special Orders, Safety Policy, Recycle Policy, Academy Standards, FLSA).

1. Proceed one form at a time
2. Instruct block by block

B. Instruct the class on rules and regulations

1. Review of the Recruit Manual
 - a) Answer any questions recruit officers have regarding rules and regulations

C. Assign autobiographies

1. Due the following day
2. Handwritten (8 ½ x 11" paper – college ruled)
3. See additional requirements in First Day Package