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**MILPITAS POLICE DEPARTMENT  
FIELD TRAINING GUIDE**

**INTRODUCTION**

One of the important, but frequently overlooked facets of any job is the welcoming and orientation of the new officer. As the officer is in new and somewhat strange surroundings, he/she may naturally feel awkward and a bit out of place. In fact, the new officer's initial welcome or greeting by members of this department will often set a trend, which may govern future work habits.

The Field Training Officer should remember to take the attitude and position of assisting the new member as much as possible to adjust to this new job.

It is virtually impossible for one instructor or even a group of instructors to teach a new employee everything that he/she will ultimately have to know in order to be a productive, reliable and efficient peace officer. This guide covers those basic skills that each officer should know in order for him/her to receive some amount of confidence in performing his/her job and serve as a guide for the instructor to use for reference.

The new officer should be reminded that his/her learning process will never end and that his/her completion of the material contained within this guide is merely the start of his/her law enforcement education.

As the Field Training Officer trains various entry-level officers through this same field-training manual, the following designations will aid in the topical training of the specific officer: Patrol Officer, Police Officer and, Reserve Officer.

- A. All material in this booklet is to be trained to each Police Officer.
- B. \* Designates material that needs to be trained to a Patrol Officer.
- C. √ Designates material that needs to be trained to a Reserve Officer.
- D. \*\* Designates material that needs to be reviewed during the In-house phase. Competency shall be demonstrated prior to completion of the FTO program.

**FIELD TRAINING AND EVALUATION**  
**SCALE VALUE DEFINITIONS**

SCALE VALUE

**Not Acceptable by FT&E Program Standards**

1. Trainee Officer's behavior demonstrates that he/she has not benefited from experience or training.
2. Trainee Officer's behavior demonstrates little evidence that he/she has benefited from experience and/or training.
3. Trainee Officer's behavior demonstrates that he/she has benefited from experience and/or training, but the behavior is below minimum standards.

**Minimum Acceptable Level:**

4. Trainee Officer's behavior demonstrates that he/she has benefited from experience and/or training. The behavior is minimally acceptable.
5. Trainee Officer's behavior demonstrates that he/she has benefited from experience and/or training. The level of behavior is in excess of minimum standards.
6. Trainee Officer's behavior demonstrates that he/she has benefited well from experience and/or training. The level of behavior is in excess of minimum standard, but is not characterized as superior.

**Superior by FT&E Program Standards:**

7. Trainee Officer's behavior demonstrates that he/she has benefited very well from experience and/or training. The level of behavior is characterized as superior.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**INITIAL AREAS OF TRAINING FOR NEW TRAINEES  
AT THE BEGINNING OF THE FTO PROGRAM**

- Section A  
Use of Weapons and Force
  
- Section B  
Use of Police Vehicle
  
- Section C  
Rules of Conduct
  
- Section D  
General Department Policy
  
- Section E  
Community Oriented Policing

**INSTRUCTIONS:**

As soon as the new trainees complete the Police Academy, the assigned FTO will cover Section A through Section E with the new recruit: (this information may be covered through the post-academy In-House Training, if the number of trainees merits this procedure)

- Section A: Completed on 1st day of FTO training.
  
- Section B: Completed before recruit drives police vehicle.
  
- Section C: Completed within 1st week of FTO program.
  
- Section D: Completed within 1st week of FTO program.
  
- Section E: Completed within 1<sup>st</sup> week of FTO program

Information on Section A through Section D is located in the Milpitas Police Department Policy Manual.

**REQUIRED SUPPLEMENTAL TRAINING  
CHECK OFF LIST**

There are certain blocks of specific instruction, which will be taught/presented through specific Departmental Instructors, perhaps other than the Field Training Officer. This check-off list will provide documentation, and a reminder, of completion of or necessity of desired and required training for the new officers.

- |      |   |             |       |
|------|---|-------------|-------|
| I.   | <u>Taser</u>  | Instructor: | Date  |
|      |   | <hr/>       |       |
| II.  | Officer Involved in Serious Injury or Death of Other Person | Instructor: | Date  |
|      |   | <hr/>       |       |
| III. | Introduction to Internal Affairs                            | Instructor: | Date  |
|      |   | <hr/>       |       |
| IV.  | Bloodborne Pathogen Exposure Control                        | Instructor: | Date  |
|      |   | <hr/>       |       |
| V.   | AR-15 Rifle Course  | Instructor: | Date: |
|      |   | <hr/>       |       |

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)      \_\_\_\_\_  
Initial & date (Ofc.)

**SECTION A  
USE OF WEAPONS AND FORCE**

- |       |  |       |       |
|-------|--|-------|-------|
| √*1.  | 312 - Milpitas Police Department Manual<br>Firearms Policy   | _____ | _____ |
| √*2.  | 312.7 - Discharge of Weapon, Report of   | _____ | _____ |
| √*3.  | 312.5 - Warning or Attention Shots   | _____ | _____ |
| √*4.  | 300.4.1 - Moving Vehicles  | _____ | _____ |
| √*5.  | 312.3.1(a) - Removal of Weapon from Holster<br>or Display of Weapon  | _____ | _____ |
| √*6.  | 820.3- Disposal of Animals   | _____ | _____ |
| √*7.  | 312.2.3 - Firearms Off-Duty  | _____ | _____ |
| √*8.  | 312.3.1(b) - Dry Firing  | _____ | _____ |
| √*9.  | 312.2.1- Service Handguns<br>312.2.2 Make and Caliber<br>312.2.3 Off-Duty Weapon or Backup Weapons<br>312.2.4 Ammunition                 | _____ | _____ |
| √*10. | 300- Use of Force Policy<br>A. Use of Deadly Force 300.3<br>B. Use of force to effect arrest 300.2.1<br>C. Reasonableness of Force 300.2 | _____ | _____ |
| √*11. | 306 - Use of Restraining Belt, leg restraints  | _____ | _____ |
| √*12. | 306.3 - Use of Safe WRAP   | _____ | _____ |
| √*13. | 386 - Off-Duty Conduct Relating to Arrest  | _____ | _____ |
| √*14. | 300.5 - Use of Force Report Form   | _____ | _____ |

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

**SECTION B  
USE OF POLICE VEHICLE**

- √\*1. 1022 - Use of Safety Belts \_\_\_\_\_
- √\*2. 706.6 - Abuse of Vehicle and Equipment \_\_\_\_\_
- √\*3. 706.6- Accidents Involving Dept. Vehicles \_\_\_\_\_
- √\*4. 316 - Vehicle Code Provisions  
Emergency Operations \_\_\_\_\_
- √\*5. 316.2 - Use of Red Light & Siren  
Note: Explain in detail, Code 1 and 3 responses  
Note: Advise Dispatch of your type of response if not given to you.  
Example: Responding to an 11-80, Code 3 response.  
Note: Review 21055, 21056, 21057 CVC \_\_\_\_\_
- √\*6. 314- Vehicular Pursuits \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

**SECTION C  
RULES OF CONDUCT**

	<b>TRAINEE</b>	<b>FTO</b>
√*1. 106.1- Department Manual	_____	_____
√*2. Hours	_____	_____
√*3. Profanity	_____	_____
√*4. Orders	_____	_____
√*5. 1040 - Outside Employment	_____	_____
√*6. Driver's License Required	_____	_____
√*7. Change of Address	_____	_____
√*8. 700 - Department Property	_____	_____
√*9. Contributions	_____	_____
√*10. Gratuities	_____	_____
√*11. Official Business	_____	_____
√*12. False Reports or Information	_____	_____
√*13. Police Report Case Folders	_____	_____
√*14. Neighborhood Disputes	_____	_____
√*15. Recommendations of Attorneys, bondsmen	_____	_____
√*16. Court Attendance	_____	_____
√*17. Department Meetings	_____	_____

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)      Initial & date (Ofc.)



**SECTION D  
GENERAL DEPARTMENT POLICY**

		<b>TRAINEE</b>	<b>FTO</b>
√*1.	Public Employees	_____	_____
√*2.	Reporting for Duty	_____	_____
√*3.	Supplying Information	_____	_____
√*4.	Duty Time	_____	_____
√*5.	1014- Sickness and Injury of Department Employee Off-Duty	_____	_____
√*6.	1042- On Duty Injuries	_____	_____
√*7.	1012- Consumption of Alcohol, Illegal Drugs or Narcotics	_____	_____
√*8.	Alcohol Consumption - Special Details	_____	_____
√*9.	Consumption Prior to Reporting for Duty	_____	_____
√*11.	Consumption of Drugs	_____	_____
√*10.	Emergency Call Back	_____	_____

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

**SECTION E  
COMMUNITY ORIENTED POLICING**

	<b>Trainee</b>	<b>FTO</b>
1. MPD Mission Statement	_____	_____
2. What is Community Oriented Policing	_____	_____
3. COP Projects		
Location of COP Project Files/COP forms	_____	_____
Identifying a need for a project	_____	_____
How to open and work COP project	_____	_____
Documentation of project actions	_____	_____
Review open COP projects	_____	_____
4. COP Shopping Center/Citizen Contact Form	_____	_____
5. Hotel/Motel Contacts	_____	_____
6. Beat Knowledge in relation to COP	_____	_____

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

**ADMINISTRATIVE MATTERS**

√\*A. Organization DATE: \_\_\_\_\_

- 4\*1. Explain the complete organization of the Police Department
- 4\*2. The chain-of-command
- 4\*3. Functions of the various divisions of the Police Department

√\*B. Manuals and Textbooks DATE: \_\_\_\_\_

- √\*1. Penal Code
- √\*2. Vehicle Code
- √\*3. A.B.C. Enforcement Manual
- √\*4. Milpitas Police Department Manual
- √\*5. Milpitas Standard Procedures (location)
- √\*6. Milpitas Municipal Code (location)
- √\*7. Report Writing Manual (location)

√\*C. Equipment and Supply Location DATE: \_\_\_\_\_

√\*D. Location of Reference Materials DATE: \_\_\_\_\_

√\*E. Issue City of Milpitas “self-insurance” card DATE: \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FT0)

\_\_\_\_\_  
Initial & date (Ofc.)

**ORIENTATION**

- √\*A. Conference with Personnel Sergeant DATE: \_\_\_\_\_
  
- √\*B. Introduction to Chief of Police DATE: \_\_\_\_\_
  - √\*1. Oath of office DATE: \_\_\_\_\_
  
- √\*C. Introduction to Field Services Commander DATE: \_\_\_\_\_
  
- √\*D. Introduction to Special Operations Commander DATE: \_\_\_\_\_
  
- √\*E. Introduction to Technical Services Commander DATE: \_\_\_\_\_
  
- \*F. S.W.A.T. Familiarization DATE: \_\_\_\_\_
  
- \*G. Hostage Negotiation Familiarization DATE: \_\_\_\_\_
  
- √\*H. Police Community Relations DATE: \_\_\_\_\_
  - \*1. Diversion Hearings
  - \*2. D.A.R.E. Program/School Resource Officer
  - \*3. Police Athletic League
  
- \*I. Milpitas Police Officers' Association DATE: \_\_\_\_\_
  
- \*J. Special Investigations Unit DATE: \_\_\_\_\_
  - \*1. Gang Awareness
  - \*2. Sex Registrants

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

## RECORDS

To familiarize incoming officers with the duties and functions of the Administrative Services Division - Records Section. (NOTE: This section will be completed by an F.T.O. for all Officers.)

- √\*A. Records Location and Use of: DATE: \_\_\_\_\_
  
- √\*1. Alpha Entries DATE: \_\_\_\_\_
  - 4\*a. I.D. Numbers
  - 4\*b. Mug - Rap - Fingerprint Notations (?)
  - 4\*c. Computerized Tiburon/Alpha Files (AKA's - see other screen)
  
- √\*2. Reports DATE: \_\_\_\_\_
  - \*a. Chronological
  - \*b. Classification
  
- √\*3. Accident Reports DATE: \_\_\_\_\_
  
- √\*4. Traffic Citations DATE: \_\_\_\_\_
  
- √\*5. Field Interrogation Cards DATE: \_\_\_\_\_
  
- \*6. Time Sheets DATE: \_\_\_\_\_
  
- √\*7. Blank Forms and Supplies DATE: \_\_\_\_\_
  
- \*8. Microfilm DATE: \_\_\_\_\_
  - \*a. Storage
  - \*b. How to make a print
  
- √\*9. In-house Computer DATE: \_\_\_\_\_
  
- √\*10. Live Scan Training DATE: \_\_\_\_\_
  
- √\*11. Court Liaison DATE: \_\_\_\_\_

- √\*1. Location of Equipment Needed
- √\*2. Filling out department property sheet in conjunction with County Lab Sheet.
- √\*3. Package items for lab separately.
- √\*4. Specific procedures:
  - √\* a. drugs & P.C.P.
  - √\* b. cash
  - √\* c. cassette tapes
  - √\* d. alcohol
  - √\* e. bicycles
  - √\* f. biological evidence (rape kits, etc.)
  - √\* g. firearms
  - √\* h. paper evidence
  - √\* i. fingerprints
  - √\* j. fireworks, combustibles
  - √\* k. hypodermic syringes
- √\*5. Protective Clothing (mask, gown, gloves, eyewear) when?
- √\*4\*6. Serialized Property – computer entry
- √\*7. Property Disposition – SOL Found Property
- √\*8. Miscellaneous Property Forms
  - 4\*a. 8102 W & I C
  - 4\*b. Biohazard labels
  - 4\*c. Property Tags
  - 4\*d. cash forms
  - 4\*e. property receipt

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FT0)

\_\_\_\_\_  
Initial & date (Ofc.)

## COMMUNICATIONS

**To introduce and familiarize incoming officers with the functions, responsibilities, limitations and procedure of the Communications Section, Technical Services Division (To be completed by FTO).**

\*A. Physical Orientation

DATE: \_\_\_\_\_

- \*1. Police Radio Channels – Zetron System
- \*2. CAD
- √\*3. Telephones
- √\*4. Map Resources, Phone number resources
- \*5. Event Numbers
- √\*6. Emergency Contact System
- √\*7. California Law Enforcement Teletype System (C.L.E.T.S.)
- √\*8. Criminal Justice Information Control (CJIC)
- \*9. Communications logs (activity, arrest/impound, bulletin, message cards)
- \*10. Miscellaneous information files
  - a. Gate Codes
  - b. Police on Hyperion
  - c. Dispatch Resources
- \*11. 9-1-1 System
- √\*12. S.N.A.R.E.
  - A. What is it? How does it work?
  - B. location of posts
- \*13. Outdoor Warning System (Dixon/Milmont and Main St Corridor)

\*B. Utilization of equipment, etc.

DATE: \_\_\_\_\_

- \*1. How to use SLETS machine  
“Less Than Full Access” Test
- √\*2. How to use telephones

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

√\*C. Preparation of / and necessary information for inquiries

DATE: \_\_\_\_\_

- √\*1. How to supply information necessary to make computer inquiries/entries
  - √\* a. Stolen vehicles - 10851 CVC
  - √\* b. Ascertaining if vehicle wanted
  - √\* c. Registration information on vehicles
  - √\* d. Obtaining driver's license on subject when not available otherwise
  - √\* e. Obtaining any and all vehicles on a subject
  - √\* f. Inquiries on stolen property
  - √\* g. Inquiries on wanted persons
- √\*2. How to prepare teletypes
  - a. Missing persons
  - b. Stolen property (A.P.S. entries)
  - c. Officer's responsibility
- \*3. Communications techniques
- √\*4. Available resources and computer systems to assist police officer (Coplink, TIO, ARIES)
- √\*5. How to understand and decipher driving record

\*D. Miscellaneous information

DATE: \_\_\_\_\_

- \*1. Laboratory technician requests
- √\*2. Towing service request and SVS entries
- √\*3. Service requests
- \*4. Subpoena services
- \*5. Attempts to contact (field via dispatch, etc.)
- \*6. New businesses (leave card)

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)



## CITY ORIENTATION

**Familiarity with the City: The officer should be familiar with the City.**

- √\*A. Beat Boundaries - mark on map
  - \*1. Three-beat system \_\_\_\_\_
  - \*2. Four-beat system \_\_\_\_\_
  - \*3. Five-beat system \_\_\_\_\_
  
- √\*B. City Limits - how to make a jurisdiction check. Jurisdiction on Highway 880, Highway 680, Highway 237, Montague Expressway \_\_\_\_\_
  
- √\*C. Streets - block numbering system, shortest routes, dead ends, one-way streets, other. \_\_\_\_\_
  
- √\*D. Buildings, Schools, service areas, City and Government Buildings. \_\_\_\_\_
  
- √\*E. Shopping Centers - names, locations, and businesses contained therein. \_\_\_\_\_
  
- √\*F. Transportation Facilities - County bus lines, school buses, other common carriers \_\_\_\_\_
  
- 4\*G. City Park System - location, names, facilities available, and miscellaneous problems. \_\_\_\_\_
  
- √\*H. Fire Stations
  - \*1. Station One – Main Fire
  - \*2. Station Two – Calaveras Fire
  - \*3. Station Three – Sunnyhills Fire
  - \*4. Station Four – Barber Lane StationDATE: \_\_\_\_\_
  
- \*I. Tour of City Garage and Corporation Yard DATE: \_\_\_\_\_
  
- √\*J. Tour of Milpitas
  - √\*1. City limits
  - √\*2. Brief historyDATE: \_\_\_\_\_

\*K. Overview of frequently utilized locations

\*1. Hospitals

\*a. Regional Medical Center

\*b. San Jose Hospital

\*c. Kaiser Hospital - Santa Clara and Santa Teresa

\*d. Valley Medical Center and Mental Health Facility DATE: \_\_\_\_\_

(√ Reserve Officers will be trained here as the opportunity permits)

√\*2. Criminal Justice Agencies

√\*a. Santa Clara County Jail

DATE: \_\_\_\_\_

√\*b. Alcohol Investigation Bureau (AIB)

DATE: \_\_\_\_\_

√\*c. Juvenile Probation Department including Juvenile Superior Court, Juvenile Traffic Court and Juvenile Detention Facility

DATE: \_\_\_\_\_

√\*d. Children's Shelter

DATE: \_\_\_\_\_

√\*e. Elmwood Rehabilitation Center

DATE: \_\_\_\_\_

√\*f. Coroner's Office

DATE: \_\_\_\_\_

√\*g. Courts

1. Superior Court - Downtown, Civic Center, Terraine St.

2. Traffic Court – Santa Clara

DATE: \_\_\_\_\_

√\*L. Traffic Signal Lights - controlled intersections, speed limits, other traffic control devices, mechanism to place traffic signal lights on flashing. \_\_\_\_\_

\*1. Signal lights at Midwick and Milpitas controlled by Dispatch (radio code: "Hit the Light") \_\_\_\_\_

√\*M. The officer knows the duties a field officer must perform in order to properly prepare for a normal shift, minimally including:

√\*1. Being properly informed and equipped

√\*2. Gathering information through crime reports and briefings

√\*3. Gathering needed materials, i.e., report forms, citation books, etc.

√\*4. Recent crime activity familiarization \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FT0)

\_\_\_\_\_  
Initial & date (Ofc.)

## VEHICLES AND EQUIPMENT

**EQUIPMENT: The officer should familiarize himself with the equipment used in police vehicles, conditions of, and supplies used for the police vehicles.**

√\*A. Police Vehicle Equipment (704.3.1)

- √\*1. The Uni-trol
  - √\*2. The siren
  - √\*3. The shotgun/rifle release
  - √\*4. Roll-a-tape meter
  - √\*5. Flares (24-Minimum Count)
  - √\*6. First aid kit (full) w/ Manual Resuscitator
  - √\*7. Fire extinguisher (check date & charge)
  - √\*8. Paper blankets (2)
  - √\*9. Traffic cones (4)
  - √\*10. Gloves/Germicide
  - √\*11. Shotgun ammunition (Shotgun)
  - √\*12. Hug-a-Bear product
  - √\*13. Disposable air mask
  - √\*14. Earthquake Bag
  - √\*15. AR-15 & Ammo
- 

√\*B. Police Vehicle (706.3)

- √\*1. Body condition - report damage
  - √\*2. Interior - report defects
  - √\*3. Tires - check continually for defects, bald, air pressure (32 sedan) (45 van)
  - √\*4. Equipment/lighting - check for operation and report defects
  - √\*5. Vehicle service requests - review form
  - √\*6. Repairs - by whom, responsibility to report defects or problems
- 

√\*C. Vehicle Maintenance (706.5)

- √\*1. Replenishing various supplies (source of)
  - √\*2. Minor repairs - on duty, by City Mechanic when on duty
  - √\*3. How to summon an on duty tow to repair flat tires, minor field service through Watch Commander
  - √\*4. Check vehicle throughout before using (equipment, body, prisoner area for contraband, etc.)
- 

√\*D. The Mobile Radio Unit: (BEAT BOOK)

- √\*1. Frequencies - (what they are, numbers, what they can do for you)
  - √\*2. In/Out speaker switch
  - √\*3. Squelch volume control (volume control does not effect transmitter volume)
  - √\*4. Watch the microphone transmitting button - depress only when transmitting (discuss open carrier, modulation and common radio problems)
  - √\*5. Responsibility to report deficiencies in radio equipment - how to, where to
-

√\*E. The Portable Radio Units:

- √\*1. Frequencies
- √\*2. Battery Replacement

\_\_\_\_\_

\*F. Radio Procedures:

- √\*1. Ten codes
- √\*2. Special codes (QOA, QOD, UTL, BOL, APB, GOA, etc.)
- \*3. Necessity of knowing with emphasis on thoroughly knowing the radio codes.
- √\*4. Keep transmissions brief, explicit and direct (think out your transmissions ahead of time)
- √\*5. Acknowledge all calls promptly
- √\*6. How to check off and back from service, necessity of remaining available for service, i.e. 10-7R
- √\*7. How to answer welfare checks - their value and importance
- √\*8. Regard to transmissions due to monitoring of our frequencies by other persons, i.e., sensitive information
- √\*9. Use of the telephone for urgent information - alarms out of service, insecure premises or vehicles, death messages, specific confidential information
- √\*10. KEEP DISPATCHER ADVISED OF YOUR ACCURATE STATUS AT ALL TIMES
- \*11. Advise dispatcher when entering the \_\_\_\_\_ (radio dead spots)
- \*12. Provide proper classification and disposition of last assignment

\_\_\_\_\_

\*G. Other Equipment:

- √\*1. Review and tour the transportation van and its contents
- \*2. Investigation vehicle familiarization - including siren location, switches, radios, red light operation
- \*3. Review beat book, updating and contents

\_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_ Initial & date (FTO)      \_\_\_\_\_ Initial & date (Ofc.)

**\*\*LAW\*\***

**The officer will demonstrate a foundation knowledge in this area, including:  
(The officer is expected to review the listed sections as assigned by the FTO as self-study.)**

√\*A. CALIFORNIA CRIMINAL LAW: The officer will understand the basics of California criminal law.

**TRAINEE**                      **FTO**

√\*1. The officer will define the concepts "spirit of the law" and "letter of the law."

\_\_\_\_\_

\_\_\_\_\_

√\*2. The officer will identify the elements of "a crime" as defined by California Penal Code Section 15.

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√\*3. The officer will define "corpus delicti."

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√\*4. The officer will define the term "entrapment" as recognized by California case decisions

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√\*5. The officer will define the terms "principal" and "accessory" as recognized by California law (30-32 PC)

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√\*6. The officer will define an attempted crime and will relate the facts that must be present to establish an attempt (663-664 PC).

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√\*7. The officer will describe those instances when an individual may legally resist a crime (692-694 PC)

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√\*8. The officer will define "probable cause," minimally including:

- 4\*a. There must be a reasonable suspicion.
- 4\*b. Something out of the ordinary (has or is taking place).
- 4\*c. Activity is related to crime.
- 4\*d. The person is connected to activity.

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√\*9. In various situations where "probable cause" for police action may or may not exist, the officer is able to identify its presence or absence in each.

√\*B. OBSTRUCTION OF JUSTICE: The officer will be able to recognize and identify violations of California laws that pertain to the obstruction of justice.

√\*1. Discuss offering of or accepting a bribe (67-68 PC).

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√\*2. Discuss the possible refusal by an officer to accept an arrested person (142 PC).

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- √\*3. Discuss possible impersonation of an officer (146a and 538d). \_\_\_\_\_
- √\*4. Discuss obstructing an officer in the fulfillment of his/her duties (148 PC). \_\_\_\_\_
- √\*5. Discuss filing of a false police report (148.5 PC). NOTE: More common instances, i.e. drunks in collisions later reporting vehicle as stolen. \_\_\_\_\_
- √\*C. DISORDERLY CONDUCT: The officer will know and understand the California laws that pertain to disorderly conduct and will recognize and identify violations of these laws.
  - √\*1. Review the elements of the various disorderly conduct statutes.
    - √\*a. 647a, b, e, f, g, h, and i PC
    - √\*b. 647.6 PC
    - √\*c. 415 PC, et seq. \_\_\_\_\_
- √\*D. DANGEROUS WEAPONS: The officer will know and understand the California laws that pertain to the control and use of dangerous weapons and will recognize and identify violations of these laws.
  - √\*1. Review possession of a switch blade/ gravity knife (653k PC). \_\_\_\_\_
  - √\*2. Review possession of a billy, blackjack, etc. Discuss dangerous prohibited weapons. \_\_\_\_\_
  - √\*3. Review possession of a any firearms by a felon. Note who is felon. \_\_\_\_\_
  - √\*4. Review the carrying of a concealed Weapon. \_\_\_\_\_
  - √\*5. Review various situations where there is the possible carrying of a loaded firearm. \_\_\_\_\_
  - √\*6. Discuss various situations where there is the possible altering of the serial numbers on the firearm. \_\_\_\_\_
  - √\*7. Review elements for possession of a dirk or dagger. \_\_\_\_\_

√\*E. ASSAULTS: The officer will know and understand those California laws that pertain to assaults and will recognize and identify violations of the laws.

1. Instruct and review the elements to various assaultive law violations.
  - a. 242 - Battery
  - b. 240 - Assault
  - c. 203 - Mayhem
  - d. 417 - Brandishing
  - e. 245 - w / Deadly Weapon
  - f. 246 - Shooting at occupied dwelling
  - g. 207 - Et Seq - Re kidnap
  - h. 220 - Assault w / intent to commit certain felonies
  - i. 273.5 - Et Seq - Traumatic injury to spouse

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F. CHILDREN AS VICTIMS: The officer will know and understand the California laws that have children as victims of crimes and will recognize and identify violations of these laws.

1. Discuss possible abandonment or failure to maintain a child (271 & 271a PC).
2. Discuss possible contributing to the delinquency of a minor (272 PC).
3. Discuss possible cruelty toward a child (273a PC).
4. Discuss possible corporal punishment or injury of a child (273d PC).
5. Discuss possible child stealing (277, 278, 278.5, 278.7, & 279 PC).
6. Discuss lewd acts upon a child (288 PC).
7. Discuss child abduction protocol (See Protocol Manual).

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G. PUBLIC DECENCY: The officer will know and understand the California laws that pertain to crimes that are against public decency and good morals and will be able to recognize and identify violations of these laws.

1. Discuss rape or unlawful intercourse (261-261.5 PC). Also, review prosecution problems.
- √\*2. Discuss acts of indecent exposure (314 PC).
3. Briefly review gaming violations (330 PC).
4. Discuss maintaining of a public nuisance (370-373 PC).

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- H. PUBLIC PEACE: The officer will know and understand California laws that pertain to crimes against the public peace and will recognize and identify violations of these laws.
1. Discuss the essential elements of the various public peace statutes.
    - a. 403 PC \_\_\_\_\_
    - b. 407, 408 PC \_\_\_\_\_
    - c. 409 PC \_\_\_\_\_
- I. BURGLARY: The officer will know and understand the California laws that pertain to burglary and trespassing and will recognize violation of these laws.
1. Discuss the crime of burglary and review elements and degrees (459 PC et seq.). \_\_\_\_\_
  2. Discuss burglary with the use of explosives (464 PC). \_\_\_\_\_
  3. Discuss possession of burglary tools. Review types of tools and circumstances (466 PC). \_\_\_\_\_
  4. Discuss unauthorized entry of property (602.5 and 603 PC). \_\_\_\_\_
- J. ELDER ABUSE: The officer will know and understand California laws pertaining to the elements, reporting and investigation of suspected elder care abuse (368 PC) (See Protocol Manual). \_\_\_\_\_
- √\*K THEFT: The officer will know and understand the California laws that pertain to theft and will recognize and identify violations of these laws.
- √\*1. Discuss theft and inclusive elements. (488/487 PC) \_\_\_\_\_
  - √\*2. Mention the appropriation of lost property. (485 PC) \_\_\_\_\_
  - √\*3. Discuss receiving of stolen property. (496 PC) \_\_\_\_\_
  - √\*4. Discuss embezzlement. (503 PC) \_\_\_\_\_
  - √\*5. Discuss extortion. (518 PC) \_\_\_\_\_
  - √\*6. Discuss various situations where there is the possible defrauding of an innkeeper. (537 PC) \_\_\_\_\_
  - √\*7. Discuss various situations where there is the possible alteration of serial numbers on certain articles. (537e PC) \_\_\_\_\_
  - √\*8. Discuss the statute and elements of petty theft with a prior conviction (666 PC). \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

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Initial & date (Ofc.)



**ALCOHOLIC BEVERAGE CONTROL ACT: The officer will possess the knowledge and skills necessary to the effective enforcement of the provisions of the Alcoholic Beverage Control Act (Business and Professions Code).**

- A. The officer will identify those persons designated to enforce the Alcoholic Beverage Control Act (ABC) (23000 and 25619 B & P). \_\_\_\_\_
- B. In a situation of the sale of distilled spirits without a license, the officer recognizes the act as being illegal and identifies the crime by its common name (23300 B & P). \_\_\_\_\_
- C. In situations depicting a variety of legal and illegal liquor/beer sales, the officer identifies those sales which are illegal and the type of license, if applicable, which is required for each type of sale (23393, 23394, 23396 and 23399 B & P). \_\_\_\_\_
- D. In a situation depicting the presence of alcoholic beverage(s) on premises where such beverage(s) are not authorized by license, the officer is able to recognize the violation of law, identify it by its common name, and explain the presumption of possession (25607 B&P). \_\_\_\_\_
- E. The officer will identify the hours during which the sale and/or consumption of alcoholic beverages on premises requiring a license is prohibited (25631 and 25632 B & P). \_\_\_\_\_
- F. In a situation depicting the sale or furnishing of alcoholic beverage(s) to an obviously intoxicated person, the officer will recognize the law violation and identify it by its common name (25602 B&P). \_\_\_\_\_
- G. In a situation depicting the sale of alcoholic beverage(s) to a minor, the officer will recognize the violation (25658a B & P). \_\_\_\_\_
- H. In a situation depicting a minor's presence inside an "on-sale public premises," the officer is able to recognize the law violation (25665 B & P) \_\_\_\_\_

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Initial & date (FT0)

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**TEMPORARY DETENTION OF JUVENILES: The officer will know and understand those laws that pertain to the temporary detention of juveniles (324)**

- √\*A. Age requirements \_\_\_\_\_
- √\*B. Circumstances under which a juvenile comes within the jurisdiction of the Juvenile Court. \_\_\_\_\_
- √\*C. The officer knows the procedural alternatives open to an officer upon taking a juvenile into temporary custody. \_\_\_\_\_
- √\*D. The officer knows the requirements pertaining to the segregation of juveniles from other prisoners. \_\_\_\_\_
- \*E. The officer is able to outline a typical juvenile case from temporary detention through the juvenile court hearing. \_\_\_\_\_
- √\*F. In a situation where an injured or sick juvenile is taken into temporary custody, the officer is able to describe his/her agency's procedure for securing medical aid for the juvenile. (Doctrine of Implied Consent) \_\_\_\_\_
- √\*G. The officer will understand the Milpitas Police Policy, and state law, regarding the Secure Detention of Juveniles: logging requirements, limitations, and legal and procedural constraints. (324.4.3) \_\_\_\_\_
- √\*H. Watch Department of Justice video on secure confinement. \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)      Initial & date (Ofc.)

**\*\*ARREST MECHANICS\*\***

**The officer will demonstrate a sound understanding of the laws supporting powers of arrest, including:**

√\*A. Authority to Arrest:

- √\*1. 814 PC arrest, a warrant commanding an arrest. \_\_\_\_\_
- √\*2. 836 PC \_\_\_\_\_
- √\*3. 840 PC \_\_\_\_\_
- √\*4. 40302 CVC \_\_\_\_\_
- √\*5. Note Section 821 and 822 PC on warrant arrests. Discuss right to search a person when reasonable cause to arrest exists (833 PC) \_\_\_\_\_

√\*B. How to make an arrest - adult.

- √\*1. Distinguish between felony and misdemeanor arrest procedures. \_\_\_\_\_
- √\*2. Use of force - departmental manual, 835 PC on restraint, 835A PC on reasonable force to affect on arrest; 843 PC what force may be used; discuss deadly and non-deadly force. \_\_\_\_\_
- √\*3. Resisting arrest - 148 PC; 834a PC, who may not resist an arrest. \_\_\_\_\_
- √\*4. How to make an arrest - see 841 PC with specific elements; also 834, 835 PC. \_\_\_\_\_
- √\*5. Entry into a structure to make an arrest - see 844 PC (to escape from a structure after making arrest, see 845 PC). \_\_\_\_\_
- √\*6. Discuss the misdemeanor citation procedure. \_\_\_\_\_

\*C. How to make an arrest – juvenile (324)

- √\*1. Dependent children \_\_\_\_\_
- √\*2. 601 W & I - the status offender - the uncontrolled, etc. (324.3) \_\_\_\_\_
- √\*3. 602 W & I - the law violators \_\_\_\_\_
- √\*4. 625 W & I - an arrest of the youth can be made without a warrant, even misdemeanors not committed in the presence. Ramey problems. \_\_\_\_\_
- √\*5. 625 W & I - requires all arrested minors to be advised of their Miranda Rights also 627 W & I: parental notification; phone calls. \_\_\_\_\_

- √\*6. A minor versus the juvenile (under age 18). \_\_\_\_\_
- √\*7. Juvenile contact report (citation procedure). \_\_\_\_\_
  
- √\*D. Discuss the citizens arrest procedure (837 PC, 364).
  - √\*1. The legal obligations if a citizen wishes to make an arrest. \_\_\_\_\_
  - √\*2. Procedure for obtaining the citizens complaint. \_\_\_\_\_
  - √\*3. Importance of signed statements, and citizens arrest form. \_\_\_\_\_
  - √\*4. Distinction between felony and misdemeanor arrest procedures. \_\_\_\_\_
  - √\*5. Officers to decide whether an immediate arrest should be made or if a complaint should be sought by the complainant. \_\_\_\_\_
  - √\*6. Requirements upon citizen making an arrest (847 PC). \_\_\_\_\_
  - √\*7. Discuss civil liability on citizen arrest (847 PC) \_\_\_\_\_
  
- √\*E. How to serve an arrest warrant.
  - √\*1. Reviewed 821 and 822 PC - review the Sheriff's Department waiver.
  - √\*2. Discuss the presence of an abstract versus a hard copy warrant.
  - √\*3. Discuss the requirement to show the defendant the warrant/abstract as soon as practicable and the requirements.
  - √\*4. Discuss posting bail at Milpitas P.D.
  - √\*5. Discuss the walkover process.
  - √\*6. Discuss the pre-booking process at M.P.D. (prints and photos).
  - √\*7. Cite and release guidelines (420.4) \_\_\_\_\_
  
- √\*F. The officer will be able to safely and effectively conduct a search of suspects in situations that include both single and multiple suspects.(Field Demonstration) 324/902
  - √\*1. The officer is able to identify and describe the basic degrees of searches of another's person, including: (322.4)
    - √\*a. The visual/cursory
    - √\*b. The pat-down (902.3)
    - √\*c. The field search (standing, kneeling, prone)
    - √\*d. The strip search.(902.2) \_\_\_\_\_

- √\*2. The officer is able to identify and explain the common principles of the search of an individual, which maximize the effectiveness of the search and the safety of the officer(s) minimally including:
  - √\*a. Constant alertness
  - √\*b. The maintaining of control and position of "advantage"
  - √\*c. Thoroughness of search
  - √\*d. Safeguarding of weapons

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- √\*3. The officer knows the responsibilities of a "covering officer" when backing up another officer who is conducting a search of an individual(s), minimally including:
  - √\*a. Protect searching officer from outside interference.
  - √\*b. Psychological intimidation of the person(s) being searched.
  - √\*c. Physical assistance of searching officer.
  - √\*d. Continuous observation of suspects.

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- √\*4. The officer knows those places on the persons of both males and females where dangerous weapons or contraband may be concealed.
 

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- √\*5. The officer knows his/her agency's policy regarding the searching of individuals of the sex opposite the officer.  
(322.4(e)/902.3/902.5/902.5.1(d))
 

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- √\*6. In various situations, the officer is able to safely and effectively, serve as "cover officer" while another officer conducts searches of single and multiple suspects.
 

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√\*G. How to transport prisoners

√\*1. Use of the automobile: alone or with another officer.

√\*a. The search of the area in which the prisoner is about to be and has been transported.

√\*b. Proper positioning of officer(s) and prisoner(s) within the vehicle.

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√\*2. Use of the transportation van.

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√\*3. Escorting (following) an officer's vehicle to station or Main Jail.

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√\*4. Felony prisoners; extra precautions.

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√\*5. Necessity for care and watchfulness; prevent prisoner from getting behind fellow officer.

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√\*6. In various situations, the officer is able to safely transport single and multiple prisoners while both working alone and with a partner.

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√\*H. How to handle arrested person at the booking facility.

√\*1. Search at the jail by the officer - witnessed by a deputy, if possible. (902.4)

√\*2. Arrest forms

√\*3. Receipt for property, officer to sign (804.1.1)

√\*4. Signing of forms

√\*5. Search all persons before placing in interview rooms.

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**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

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**\*\*OFFICER SAFETY\*\***

OFFICER SAFETY

√\*A. The officer shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall include:

- √\*1. Concept of tactical retreat
  - a. Pre-planning
  - b. Reduction of unnecessary risks

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- √\*2. Mental conditioning
  - a. Will to live
  - b. Continue to fight, regardless of odds
  - c. Mental alertness
  - d. Self-confidence

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- √\*3. Physical conditioning
  - a. Agency policy on physical fitness and officer standards
  - b. Role of good health and nutrition

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- √\*4. Weapon retention

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**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

**AMBUSH: The officer will know the fundamental principles of how to react to sniper and ambush situations and will possess the ability to properly act when confronted with such situations.**

√\*A. The officer is able to identify and explain patrol techniques that minimize the possibility of a field officer entering into an ambush "set-up". \_\_\_\_\_

√\*B. The officer knows tactical steps to be immediately undertaken in sniper fire situations, minimally including:

- √\*1. Take cover.
- √\*2. Observe.
- √\*3. Hold fire.
- √\*4. Warn bystanders.
- √\*5. Call for assistance.
- √\*6. Isolate and clear the area.

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√\*C. The officer is able to identify and explain tactical actions that can be taken by the driver of a vehicle that comes under sniper attack, minimally including:

- 4\*1. Acceleration through "kill zone".
- 4\*2. Turning vehicle right or left into nearest available cover.
- 4\*3. Abandonment of target vehicle.
- 4\*4. Reversal of vehicle. \_\_\_\_\_

√\*D. The officer is able to identify tactics that should be utilized by an officer whose police vehicle has been hit with a firebomb, minimally including:

- √\*1. Acceleration from the area.
- √\*2. Roll-up windows.
- √\*3. If vehicle is incapable of acceleration, abandonment after initial flame burst. \_\_\_\_\_

√\*E. In a simulated ambush or sniper situation, the officer discusses effective "take cover" procedures. \_\_\_\_\_

### **TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)      Initial & date (Ofc.)

**Report Forms - It is important that the officer be thoroughly familiar with report forms utilized by this department, the County of Santa Clara and the State of California.**

√\*A. LOCAL

√\*1. Crime Report

- 4\*a. Lined
- 4\*a. Unlined

√\*2. Supplement Report

- √\*a. Lined
- √\*b. Unlined

√\*3. Missing Person Report, Medical Waiver, Dental Waiver Forms

√\*4. Traffic Accident Report

- √\*a. T.C.R.
- √\*b. Supplementary
- √\*c. Diagram

√ \*5. Statement Forms

- \*a. With Rights (110-60)
- \*b. Without Rights

√ \*6. Property Booking Forms

√ \*7. Property Booking Tags, Cash booking tags

\*8. Bi-Weekly Payroll Report

\*9. Overtime Sheets; Request for Leave

√ \*10. Teletype Forms

- \*a. Standard
- \*b. Recovered vehicle
- \*c. Subpoena
- \*d. Other

√\*11. Voluntary Gun Registration Form

\*12. Rider Program Form

√\*13. Emergency Business Listing Form



- √\*14. Abandoned Vehicle Complaint (Private Property)
- √\*15. Drought Information Procedures (when applicable).

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**\*B. COUNTY**

- √\*1. Juvenile Contact Report
- √\*2. Drug Overview
- √\*3. Vehicle Code Complaints (pink sheet)
- √\*4. Felony Affidavit Form
- √\*5. Drug and Narcotic Examination Worksheet
- \*6. Request for Dismissal - District Attorney

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**\*C. STATE**

- √\*1. Stolen Vehicle Report
- √\*2. 14601 Certificate of Service
- √\*3. Driver Re-examination Request (Regular process, Emergency Re-evaluation form)
- √\*4. Recovery Vehicle Report
- √\*5. Suspected Child Abuse Report Form
- √\*6. Suspected Elder Abuse Report Form
- √\*7. Other

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**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

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MISCELLANEOUS ASSIGNMENTS

The officer will demonstrate an understanding of MPD requirements in handling animal complaints.

√\*A. How to place a request for an animal control unit.

√\*1. Request to be processed through Communications for live or injured animals.

√\*2. If a dead animal is reported, notify Communications and the animal will be placed on a list for removal by the Public Works Department.

\_\_\_\_\_

√\*B. How to handle cases of lost, found or injured animals.

√\*1. Animals, other than patrol dogs, are not to be transported in patrol vehicles, except under the most unusual circumstances and cleared by the Watch Commander.

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√\*C. How to handle the report of an animal bite.

\*1. Form to be used.

\*2. Locating the responsible animal.

\*3. Where and how animals can be impounded or quarantined.

\*4. Unusual cases involving wild rabid animals.

\*5. Discuss the necessity in locating responsible animals – summon animal control aid, rabies treatment to or by the victim.

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√\*D. Applicable local ordinances.(Found in the Milpitas Muni Code)

√\*1. Stray.

√\*2. Leash law.

√\*3. In parks.

√\*4. Licensing.

√\*5. Maximum number allowable in residential area.

√\*6. Other.

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BEAT

√\*1. Abandoned vehicles

√\*2. Active Warrants.

√\*3. Code Enforcement Service Requests

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TRAINING PROVIDED AND COMPETENCY DEMONSTRATED

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Initial & date (FTO)

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Initial & date (Ofc.)

**SUBPOENAS - The officer will be able to define and describe the application of the subpoena process.**

- √\*A. Defined
- √\*B. Form
- √\*C. Service:
  - √\*1. Persons authorized.
  - √\*2. Return
  - √\*3. Method
  - √\*4. Location of and procedure for Subpoena Sign-out
- √\*D. Telegraphic, teletype, or FAX:
  - \*1. Effect
  - \*2. Service and return
  - \*3. Sending officer's duties.
- √\*E. Witnesses:
  - \*1. Fee and expenses
  - \*2. Attendance out of county.
  - \*3. Disobedience
  - \*4. Distance involved
  - \*5. Refusal to be sworn or to testify
  - \*6. Contempt.

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**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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**\*\*PATROL PROCEDURES\*\***

**The officer will demonstrate a working knowledge in the following areas:**

√\*1. **PATROL VEHICLE OPERATION SAFETY**

√\*A. The officer shall know and understand the agency policy on approved driving techniques, including:

- √\*1. Backing
  - √\*2. Parking
  - √\*3. Right-of-way violations
  - √\*4. Passing
  - √\*5. Excessive speed
- 

√\*B. The officer shall understand factors that influence the overall stopping distance of a vehicle, including:

- √\*1. Driver condition
  - √\*2. Vehicle condition
  - √\*3. Environmental conditions, including road surfaces
  - √\*4. Vehicle speed
  - √\*5. Reaction time and distance
  - √\*6. Braking distance
  - √\*7. Knowledge of anti-lock braking systems
- 

√\*C. The officer shall identify the components of “defensive driving”. These shall include:

- √\*1. Driver attitude
  - √\*2. Driver skill
  - √\*3. Vehicle capability
  - √\*4. Seat belt usage
- 

√\*D. The officer shall identify driver attitudes, which contribute to the occurrence of traffic accidents. These attitudes shall include:

- √\*1. Over-confidence
  - √\*2. Impatience (including “road rage”)
  - √\*3. Self-righteousness
- 

√\*E. The officer shall understand the effects of driver fatigue. These shall include:

- √\*1. Lowers visual efficiency
  - √\*2. Causes slower reaction time
-

√\*F. The officer shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

√\*G. The trainee shall explain the agency policy regarding the parking of patrol vehicles.

√\*2. **EMERGENCY VEHICLE OPERATION/PURSUIT**

√\*A The officer shall understand California laws that apply to the operation of an emergency vehicle under emergency conditions:

√\*1. The officer knows why emergency calls do not absolve an officer from personal liability if the emergency vehicle is misused.

√\*2. The officer knows agency practices and policies for the operation of emergency vehicles.

√\*3. The officer relies more on caution than upon the emergency warning devices.

√\*B. The officer shall understand the common factors involved in determining whether to initiate or abandon a vehicle pursuit and shall demonstrate safe driving maneuvers during emergency driving situations.

√\*C. The officer shall understand the agency's policy concerning pursuits and code-three driving. (314)

√\*D. The officer shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include:

√\*1. Slowing for intersections

√\*2. Careful observation at cross streets

√\*3. Caution when passing other vehicles

√\*4. Constant alertness for any unforeseen hazard

√\*5. Using a well-planned route of travel in emergency response situations

√\*E. The officer shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include:

√\*1. Amount of other traffic, both vehicular and pedestrian

√\*2. Road hazards and road conditions

√\*3. Environmental conditions

√\*4. Condition of police vehicle and driver

√\*5. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property

√\*6. Can vehicle or driver be identified

√\*F. Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.

- √\*G. Driving/Parking on routine patrol (address yourself to the visibility of marked police vehicles and citizen expectations) and on routine assignments. \_\_\_\_\_
- √\*H. Driving/Parking in emergencies \_\_\_\_\_
- √\*I. Crime-in-progress: The officer will possess the ability to safely and effectively respond to crimes-in-progress.
1. The officer is able to identify the alternatives from which an officer may choose to respond to a crime-in-progress, minimally including:
    - a. Proceed directly to scene as quickly and silently as possible.
    - b. Proceed to the location most likely to intercept fleeing suspects.
    - c. Proceed to scene and coordinate arrival and/or deployment with other units. \_\_\_\_\_
  - √\*2. The officer should know the criteria to be considered when determining the best method to respond to crimes-in-progress, minimally including:
    - \*a. Distance to location.
    - \*b. Availability of assisting units.
    - \*c. Nature of crime.
    - \*d. Time lag.
    - \*e. Geographic environment (street configuration, freeway ramps, etc.) \_\_\_\_\_
  - √\*3. The officer knows the "tactical" responsibility of being the "primary" assigned unit responding to a crime-in-progress, minimally including:
    - a. Formulation of a flexible plan.
    - b. Coordination of other units. \_\_\_\_\_
  - √\*4. The officer knows the "tactical" considerations to be made in responding to a "robbery-in-progress", minimally including:
    - a. Determination of response method.
    - b. Plan for deployment upon arrival at scene.
    - c. Protected entry into location.
    - d. Apprehension of suspects and/or initiation of crime broadcasts. \_\_\_\_\_
  - √\*5. The officer knows the common procedures to be followed in responding to a prowler call, minimally including:
    - a. Coordination of responding units.
    - b. Utilization of a quiet and possibly "blacked out" approach.
    - c. Containment of the area.
    - d. Locate warm vehicles. \_\_\_\_\_
  - √\*6. The officer knows the "tactical" consideration to be made in responding to a burglary-in-progress, minimally including:
    - a. Quiet approach.
    - b. Containment of the scene.
    - c. Exterior search of scene.
    - d. Apprehension of suspect(s).
    - e. Securing the scene. \_\_\_\_\_

- √\*J. Response to fire calls
  - √\*1. Speed of approach - code of response
  - √\*2. Number of units assigned
  - √\*3. Placement of vehicle
    - √\*a. Mindful of hydrants
    - √\*b. Traffic control points
  
- √\*K. How to proceed when answering a police call. Drive safely; be alert for responsible leaving the scene; pay attention to description given by dispatch, and watch vehicles and pedestrians as you approach.
  
- √\*L. How to make self conspicuous as crime preventive measure and inconspicuous at other times. Why this is important and necessary.

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_ Initial & date (FTO)      \_\_\_\_\_ Initial & date (Ofc.)

- √\*M. **Building Search:** The officer will be able to initiate and understand a safe and effective search of building.
  - √\*1. The officer is able to identify the elements of a safe and effective search of a building or area for a suspect to include:
    - \*a. Containment of the total area or building.
    - \*b. Containment of area(s) already searched.
    - \*c. Utilization of a systematic method.
    - \*d. Safe searching techniques.
    - \*e. Search from top down in multi-story buildings.
    - \*f. No less than two officers.
  - √\*2. Which circumstances may require a mirror search?
  - √\*3. Officer understands a "mirror" building search.
  - √\*4. The officer understands a building search with a canine officer.
  
- √\*N. **Vehicle Searches:** The officer shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:
  - √\*1. Proper removal and control of occupants
  - √\*2. A systematic method of search
  
- √\*O. Given an incident, including probable cause, the officer shall effectively and safely conduct a search of a vehicle.

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_ Initial & date (FTO)      \_\_\_\_\_ Initial & date (Ofc.)

**BEAT KNOWLEDGE:**

√\*P. The officer knows the physical signs that an officer on burglary patrol should be looking for, minimally including:

- √\*1. Broken windows.
- √\*2. Pry marks around locks. (how to determine old vs. fresh?)
- √\*3. Suspicious vehicles.
- √\*4. Persons on foot.
- √\*5. Lights off that are normally on.
- √\*6. Unusual sounds.
- √\*7. Access to roof.
- √\*8. Open doors.

√\*Q. How to check security measures of commercials and make recommendations to merchants.

- √\*1. Lighting - alley lighting, safe lighting.
- √\*2. Locks and protection for doors and windows.
- √\*3. Alarm systems, know the different types, audible, silent, sonar, intrusion, perimeter, interior, special.
- √\*4. Check/Shake buildings to locate insecure doors, windows - how to notify radio.
- √\*5. Call to advise owners of the stores if it is insecure. Notify dispatch of the situation.

\*R. Importance of knowing persons and activities on your beat.

- \*1. Merchants - night clerks, attendants, (particularly bars, liquor stores, and traditional robbery targets).
- \*2. Delivery people, maintenance people.
- \*3. Observation of routine habits and hours of employees - paper boys, etc.

√\*S. How to recognize a series of crimes (modus operandi; repetition) procedures for combating crime series.

- √\*1. M.O. - Crime type: entry, how attacked, items taken; victim selection; day of week; hour of day, etc.
- √\*2. Combating - selective enforcement's, development of informants, interception patrol, stake-outs, visibility/presence as deterrent, fluctuating patrol patterns, frequent check of suspicious persons

\*T. How to recognize an attractive nuisance and other crime hazards. How to reduce. (370 PC)

\*U. How to observe and identify unhealthy conditions and what actions to take to correct. (374 et all PC, V-200-3.10 to 8.23 MMC)

- √\*1. Improper garbage disposal.
- √\*2. Improper disposal of debris.
- √\*3. Fire hazards.
- √\*4. Health and safety hazards
- √\*5. Identifying the responsible party

√\*V. How to furnish information to citizens and where to get information if you do not know the answer.



√\*W. How to report broken water mains, PG&E (power) or phone lines, street lights, signal lights, open doors and windows, defective sidewalks and streets, etc.

√\*1. How to detect responsibility.

√\*2. How to report to dispatch.

√\*3. Use of defective equipment form on City property.

√\*X. How to request assistance of other officers.

√\*1. Nature of detail.

√\*2. Number of officers needed.

√\*3. Need for supervisory personnel.

√\*4. Code of response.

√\*5. Extra divisional personnel through the Watch Commander.

4\*Y. **Family disputes:** The officer will be able to handle dispute situations in a safe and efficient manner. (Additional training on Domestic Violence will follow.)

√\*1. The officer knows his/her basic responsibilities at the scene of a dispute, minimally including:

a. Keep the peace - arbitrate.

b. Determine if a crime has been committed.

1. Citizen arrest.

2. On-view officer arrest.

c. Provide safety to individuals and property.

d. Attempt to find solutions to the problem.

√\*2. The officer knows why a dispute situation is that type of confrontation, which tests an officer's tact and reasoning powers to the utmost.

√\*3. The officer knows the inherent dangers to an officer who enters the home of a family involved in a dispute.

√\*4. The officer knows the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

√\*5. In various situations, the officer is able to handle a dispute situation in a safe, effective and reasonable manner. (Provide referral services)

√\*6. Temporary resolution - one involved party might voluntarily leave for cooling off period. (Officer developing resolution options)

√\*Z. The officer knows department policy and legal responsibility in cases of **Domestic Violence**. (See Protocol Manual)

√\*1. MPD Policy is consistent with the legislative intent for Domestic Violence response - and that is to stress the enforcement of applicable laws.

- √\*2. Review "Protocol Manual" for prohibited enforcement considerations.
- √\*3. Be arrest oriented in these cases.
- √\*4. Verify the existence of court protective orders, and enforce them (13710 PC).
- √\*5. Officers will provide victims with information on a departmental domestic violence information card.
- √\*6. The officer will demonstrate a solid understanding of the report writing requirements.
- √\*7. The officer knows of and can provide referral cases of domestic violence (NEXT DOOR, MID-PENINSULA SUPPORT NETWORK, etc.).

√\*AA. The officer must demonstrate possession of a solid working knowledge of the procedures and background of **Domestic Violence Emergency Protective Orders**. (See Protocol Manual)

- 4\*1. The background.
- 4\*2. Issued in non-arrest Domestic Violence situations.
- 4\*3. The officer can articulate the MPD procedures.

√\*BB. **Noise Complaints:**

- √\*1. Types: dogs, neighbor, equipment, vehicle, band, party, stereo, music, school.
- √\*2. Abatement - the anonymous complainant, the no-contact identified complainant, voluntary compliance by the responsible person.
- √\*3. Applicable statutes, ordinances. (V-213-3.01 MMC, 415 PC)
- √\*4. Prosecution - warrant procedure.

\*CC. **Repossessions:** The officer will understand the processes used in repossession of property.

1. The officer will identify the general rules in the following areas that pertain to the repossession of items: (1812 CC & 7500 B&P).
  - a. What property is subject to possession.
  - b. Who may make a repossession.
  - c. To what lengths a reposessor may go to make a repossession.
2. Given a practical exercise involving repossessions, the officer will handle the situation(s) in a manner consistent with agency policy and law.

√\*DD. **Desk Officer Responsibilities:** The officer will know and understand the duties and responsibilities related to an assignment as "desk officer."

- √\*1. Report writing
- √\*2. Pre-booking process
- √\*3. Photo Imaging System
- √\*4. Vehicle release procedure

EE. **Landlord/Tenant Disputes:** The officer will understand the basic problem of landlord/tenant disputes and how to handle them.

1. The officer will identify the provisions of the following general laws applicable to the handling of landlord/tenant disputes.
  - a. Apartment keeper's lien (Civil Code 1861a)
  - b. Eviction notices (Code of Civil Procedure 1161, 1161a, and 1162).
  - c. Notice to terminate lease or rental agreement (Civil Code 1946)

2. The officer will handle a landlord/tenant dispute, in a manner consistent with agency policy and law. (Know referral agencies) \_\_\_\_\_

FF. **Labor Disputes:** The officer will gain knowledge on how to handle labor disputes.

1. The officer will identify the following general provisions applicable to the handling of labor disputes.
  - a. Trespassing or loitering near posted industrial property (552.1 a & b PC)
  - b. Legalities of allegations by either management or union members that the other party is not complying with court orders.
  - c. Activities which interfere with the operations of a business establishment.
  - d. Activities which interfere with the orderly picketing by union members.
2. The officer will identify his/her agency's policy for the handling of labor disputes by field officers. \_\_\_\_\_

√\*GG. **Malicious Mischief**

√\*1. Wobbler:  
Property damage value \$400 or more (594(b)(1) PC)

√\*2. Misdemeanor:  
Property damage value under \$400 (594(b)(2)(A) PC)  
\_\_\_\_\_

√\*HH. **Mutual Aid:** The officer knows departmental policy(ies) on issues of mutual aid and jurisdiction, minimally including:

- √\*1. Using official vehicles outside the agency's primary jurisdiction.
- √\*2. Responding to calls for assistance outside the agency's primary jurisdiction.
- √\*3. Assisting outside agencies in arrest within agency area.  
\_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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**UNUSUAL INCIDENTS: The officer will know those responsibilities and actions required of an officer at the scene of a disaster, accident, or at a bomb scene.**

- √\*A. The officer is able to identify initial responsibilities falling to the first unit(s) to arrive at the scene of an air crash, major vehicle accident, or disaster scene, minimally including:
  - √\*1. Requesting needed assistance and equipment.
  - √\*2. Providing for emergency medical aid.
  - √\*3. Establishing a secure perimeter.
  - √\*4. Identifying and admitting authorized personnel.
  
- √\*B. The officer is able to identify specific considerations \_\_\_\_\_ peculiar to the handling of an air crash involving military aircraft, minimally including:
  - √\*1. Military authorities are in-charge.
  - √\*2. There may be dangerous weapons problems.
  - √\*3. There may be classified materials present.
  - √\*4. Police cannot authorize news media to enter the scene.
  
- √\*C. The officer is able to identify specific responsibilities \_\_\_\_\_ and considerations \_\_\_\_\_ peculiar to handling accidents involving radioactive or hazardous materials, minimally including:
  - √\*1. Fire department responsibility.
  - √\*2. Request assistance, to include radiological monitoring support.
  - √\*3. Isolation and evacuation of an area at least 2,000 feet from the radioactive material.
  - √\*4. Prohibit eating, drinking, or smoking in the danger area.
  - √\*5. Immobilize and isolate persons believed to have been contaminated.
  - √\*6. Administer necessary emergency medical aid.
  - √\*7. Agency policy. (420/11 MPM) \_\_\_\_\_
  
- √\*D. The officer knows M.P.D.'s procedures for a field officer when confronted with unusual occurrences, minimally including:
  - √\*1. Electrical wires down.
  - √\*2. Malfunctioning traffic signals.
  - √\*3. Hazardous road conditions.
  - √\*4. Damage to fire hydrants.
  - √\*5. Gas leaks.
  - √\*6. Other local possibilities. \_\_\_\_\_
  
- √\*E. The officer is able to identify the "tactical" considerations of the field officer on arrival at the scene of a suspected or actual explosive device, minimally including:
  - √\*1. Policy of his/her agency. (416)
  - √\*2. Immediate isolation and reasonable evacuation, secured perimeter
  - √\*3. Determination of and request for appropriate assistance.
  - √\*4. Avoidance of handling suspected device.
  - √\*5. Hazards of the use of the police radio. \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
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**TACTICAL COMMUNICATION: The officer will know and demonstrate an understanding of the basic principles of tactical communication for use during conflict management.**

√\*A. The officer shall understand that tactical communication involves both professional demeanor and words.

\_\_\_\_\_

√\*B. The officer shall identify the benefits of tactical communication including:

√\*1. Enhanced safety (reduces likelihood of physical confrontation and injury)

√\*2. Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress)

\_\_\_\_\_

√\*C. The officer shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., generate voluntary compliance without resorting to physical force).

\_\_\_\_\_

√\*D. The officer shall understand and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word the follows “but” is professional language which is goal directed. Examples might include:

√\*1. I appreciate that, but I need to see your driver’s license.

√\*2. I understand that, but I need you to sign the citation.

\_\_\_\_\_

√\*E. Given an incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process:

√\*1. Ask (Ethical Appeal) - The subject is given an opportunity to voluntarily comply by simply being asked to comply.

√\*2. Set Context (Reasonable Appeal) - The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.

√\*3. Present Options (Personal Appeal) - Explain possible options.

√\*4. Confirm (Practice Appeal) - Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”

√\*5. ACT - (Take appropriate action)

\_\_\_\_\_

√\*F. The officer shall watch the POST Telecourse on “Verbal Judo”

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## COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

### COMMUNITY RELATIONS AND SERVICE

- √\*A. The officer shall recognize the agency's responsibilities to community service.
- √\*B. The officer shall identify roles encompassed in the agency's responsibility to provide community service. Those roles may include:
- √\*1. Protect life and property
  - √\*2. Order maintenance
  - √\*3. Crime prevention
  - √\*4. Public education
  - √\*5. Delivery of service
  - √\*6. Enforcement of law
  - √\*7. Community partnerships, such as:
    - √\*a. PAL
    - √\*b. DARE
    - √\*c. Hotels/Shopping Centers

### CRIME PREVENTION

- √\*A. The officer possess the knowledge and skill necessary to gain citizen support and participation in the prevention of crime.
- √\*B. The officer shall identify examples of general forms of crime prevention including:
- 4\*1. Advice concerning mechanical devices (alarms, locks, and target hardening)
  - 4\*2. Control of conditions (lighting, access, and architecture)
  - 4\*3. Public awareness
  - 4\*4. Property identification
  - 4\*5. Neighborhood watch programs

### PROFESSIONAL DEMEANOR AND COMMUNICATION

- √\*A. The officer shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police.
- √\*B. The officer shall know those verbal factors which could contribute to a negative response `from the public:
- √\*1. Profanity
  - √\*2. Derogatory language
  - √\*3. Ethnically offensive terminology

√\*C. The officer shall know those non-verbal factors which could contribute to a negative response from the public:

- √\*1. Officious and disrespectful attitude
- √\*2. Improper use of body language
- √\*3. Improper cultural response

\_\_\_\_\_

√\*D. The officer is able to communicate properly with the following types of persons:

- √\*1. Hostile
- √\*2. Angry
- √\*3. Hysterical
- √\*4. Drunk
- √\*5. Mentally ill
- √\*6. Developmentally disabled
- √\*7. In shock
- √\*8. Sick of injured
- √\*9. Depressed
- √\*10. Very young
- √\*11. Very old
- √\*12. Recipient of death notification
- √\*13. Racist
- √\*14. Culturally different

\_\_\_\_\_

√\*E. The officer conducts telephone conversations in a professional manner.

\_\_\_\_\_

√\*F. The officer shall understand various methods by which citizens evaluate law enforcement agencies.

\_\_\_\_\_

√\*G. The officer shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.

\_\_\_\_\_

√\*H. The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through:

- √\*1. Community contacts
- √\*2. Business contacts
- √\*3. Community involvement
- √\*4. Positive role modeling
- √\*5. Mentoring

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**\*\*PERSONS\*\***

√\*A. What to do with a found person.

- √\*1. Juvenile.
- √\*2. Confused adult.
- √\*3. Senile or mentally confused person.

√\*B. Missing Person Reports: Review procedure on missing persons. (332)

- √1. Young juveniles - necessity of continuing the investigations. Review the necessity of a thorough search of child's home and yard at the outset of the investigation.
- √2. Teenagers.
- √3. Adults: Consider the possibility of involvement in crime, marital difficulties, personal problems, and whether the person is actually missing. Report taken immediately - without regard as to the correct jurisdiction.
- √4. Mentally ill or retarded persons.
- √5. Identify when cases are determined to be "AT RISK" and what procedures are different in these cases.
- √6. Identify the types of forms to be completed on each of the above. Identify necessary referrals to INVESTIGATION, and when to an outside agency.

√\*C. Sick and Injured Persons: The officer will know departmental policies and procedures for handling sick, injured, and deceased persons.

- √\*1. The officer knows departmental policies concerning the rendering of aid to and/or transportation of injured or sick persons.
- √\*2. The officer knows the procedure for the handling of persons sick or injured including:
  - √\*a. The extent of first aid to be performed.
  - √\*b. The ambulance procedure.
  - √\*c. The hospitals to which sick or injured are to be sent.
  - √\*d. The officer knows how to investigate accidents occurring on City property or where potential City liability is present.

D. Preliminary investigations involving dead bodies. (360)

- 1. Determination of cause - natural versus unknown, accidental or intentional. When to summon investigative personnel (through the Watch Commander).
- 2. Disposition of body, coroner's case:
  - a. Suicide case.
  - b. Natural w/physician signing death certificate.
  - c. Accidental.
- 3. Need to request technical assistance of field evidence technicians.
- 4. What to do with evidence at a death scene, photos, etc.

√\*E. How to proceed with a mentally ill person. (418/419)

- √\*1. Police responsibility - Review 5150 W&I Code (Adult), 5585 W & I Code (Minor)
- √\*2. Custodial care and precautions in order to prevent injury to self and/or patient.



- √\*3. Emergency commitment to Mental Health Clinic, Valley Medical Center (legal requirements and observations).
  - √\*4. Discuss self-committal procedures.
  - √\*5. Discuss the difference of police transport versus paramedic transportation.
- 
- √\*F. How to care for an unconscious person.
    - √\*1. Prisoners not to be placed in County Jail if unconscious, injured, or sick condition. Take the suspect to Valley Medical Center for medical clearance prior to booking.
    - √\*2. Notification of relatives or friends, care of and transportation to medical facilities, see identification of an unconscious person.
- 
- √\*G. How to recognize and the difference between intoxicated persons, persons under the influence of a controlled substance, or disorderly persons and effect an arrest.
- 
- √\*H. How to investigate peddlers and solicitors. (III-1-4.01, III-1-15.01 and 15.02 MMC)
- 
- \*I. How to check area for loiterers and sex offenders. (647.6 PC)
    - \*1. Schools and adjoining grounds.
    - \*2. Parks and playgrounds.
    - \*3. Recreation area.
- 
- √\*J. How and when to stop persons - crime areas, commercial areas, industrial areas, possible prowlers.
    - \*1. Determination of whether or not to stop the person.
    - \*2. Determination of when not to stop this person.
    - \*3. Determination of method to use to stop the person.
    - \*4. Run warrant checks.
    - \*5. Conduct field interview and search for weapons/contraband if advisable (Terry versus Ohio, 88 S. CT. 1868).
    - \*6. Caution if dealing with a possible suspect, cover car, do not let suspect get behind you or out of your sight.
- 
- √\*K. The officer is able to demonstrate safe and effective tactics for approaching pedestrian suspects while in a vehicle, minimally including:
    - √\*1. Approaching pedestrian suspect(s) traveling in the same direction as the patrol unit and on the same side of the street.
    - √\*2. Approaching pedestrian suspect(s) traveling in the opposite direction as the patrol unit and on the same side of the street.
    - √\*3. Approaching pedestrian suspect(s) traveling in the same direction as the patrol unit and on the opposite side of the street.
    - √\*4. Approaching pedestrian suspect(s) traveling in the opposite direction as the patrol unit and on the opposite side of the street.
- 
- √\*L. The officer knows the positions that one or two officers take while interviewing one or more suspicious persons.
-

- √\*M. In a situation where a person is acting suspiciously, the officer, having sufficient probable cause, safely and effectively approaches, contacts, interviews, and makes the proper disposition of the person(s) contacted. \_\_\_\_\_
- √\*N. Suspicion: Be suspicious of person and actions; observe people and what they are doing; question people when advisable; be cautious at all times. Always keep a suspect's hands in plain view. \_\_\_\_\_
- √\*O. Field Interview Cards:
  - √\*1. Record the identity of the person contacted and circumstances of stop; add any other information physical, clothing description, etc.
  - √\*2. Explain value of their use to the officer, investigators, and other officers. \_\_\_\_\_
- √\*P. The officer will be able to safely stop a vehicle utilizing his/her authorized equipment; approach, contact and/or remove the occupants for interrogation or detention purposes.
  - √\*1. The officer knows the elements to be considered when about to make a felony vehicle stop, minimally including:
    - √\*a. Seriousness of crime.
    - √\*b. Availability of backup.
    - √\*c. Location to make stop.
    - √\*d. Tactics to be deployed upon affecting the stop.
    - √\*e. Number of suspects involved. \_\_\_\_\_
  - √\*2. The officer knows the elements to be considered when selecting the proper location to effect any "stop" of a vehicle, minimally including:
    - √\*a. A location presenting as little traffic hazard as possible.
    - √\*b. A location presenting as few escape routes as possible.
    - √\*c. A location presenting as much protection as possible. \_\_\_\_\_
  - √\*3. The officer knows the advantages in noting and recording the license number and description of the vehicle he/she is about to stop.
    - a. A vehicle description if the violator vehicle has out of state license plate. \_\_\_\_\_
  - √\*4. The officer is able to identify potential hazards in failing to closely watch the movements of occupants in a vehicle he/she is about to stop, is in the act of stopping, or has already stopped, minimally including:
    - a. Attack from both armed and unarmed suspects.
    - b. Destruction or concealment of evidence.
    - c. Escape of occupants. \_\_\_\_\_
  - √\*5. The officer knows the techniques for gaining the attention of the driver of a vehicle which he/she intends to stop. \_\_\_\_\_
  - √\*6. The officer knows the proper distance from which the stop of another vehicle should be initiated, minimally including:
    - a. That distance which is not so great as to encourage the other driver to attempt to escape.
    - b. That distance which is not so close as to present a hazard due to erratic actions by the other driver. \_\_\_\_\_

- √\*7. The officer knows the proper uses of the spotlight in a pull-over and approach situation, minimally including:
  - a. Not blinding the driver of the other vehicle while that vehicle is in motion.
  - b. Illuminating the interior of the other vehicle after it has stopped.
  - c. Focusing on side and rear view mirrors in order to blind occupants to officer approach. \_\_\_\_\_
  
- √\*8. The officer knows the hazards when approaching a stopped vehicle on foot, minimally including:
  - a. Motorcycles
  - b. Campers and vans
  - c. Buses
  - d. Semi-trucks \_\_\_\_\_
  
- √\*9. The officer knows the proper position of the police vehicle upon affecting a vehicle stop, minimally including:
  - a. Distances based on nature of stop.
  - b. Creation of a "safety corridor" for both the officer and vehicle occupants. \_\_\_\_\_
  
- √\*10. The officer knows his/her responsibility for the safety of the occupants of a vehicle stopped by him/her. \_\_\_\_\_
  
- √\*11. In various situations the officer, through a process of interview and other methods of screening, is able to determine the acceptability of various types of identification presented. \_\_\_\_\_
  
- √\*12. In various situations involving the stopping of another vehicle for a violation other than a felony, the officer is able to stop, approach on foot, and contact the occupant(s) of the vehicle without placing himself/herself in a hazardous position from either the vehicle's occupants or passing traffic. \_\_\_\_\_
  
- √\*13. In various situations involving the stopping of a vehicle containing felony suspect(s) the officer is able to safely stop the vehicle, remove and place the occupant(s) in a position of disadvantage without the officer(s) being placed in a position that would be inherently dangerous. \_\_\_\_\_

- √\*14. The officer will possess the ability to satisfactorily perform a safe and efficient traffic stop with due regard for the importance of positive police-citizen contacts.
  - √\*a. The officer recognizes the importance of positive police-citizen contacts with dealing with traffic violators and correctly describes such an offender-violator contact as one in which the violator is left with a recognition of the importance of obeying traffic laws and a positive impression of the officer.
  - √\*b. The officer is able to identify common violator reactions upon being stopped by a police officer and knows techniques for acceptably dealing with the identified reactions.  
Violators reactions being:
    1. Embarrassment
    2. Anger
    3. Fear
    4. Excuse for violation
    5. Not knowledgeable of violation
  - √\*c. The officer knows the advantages and disadvantages of allowing a stopped traffic violator to exit his/her vehicle.
  - √\*d. The officer knows the importance of obtaining the violators driver license and vehicle registration as soon as is reasonably possible when making a traffic stop.
  - √\*e. The officer is able to state the reasons why an officer should not accept a motorist's wallet in response to a request for a driver's license.
  - √\*f. The officer knows the importance of an officer checking both the validity and authenticity of a motorist's license.
  - √\*g. The officer knows the areas which afford the most protection for the officer from passing traffic while he/she is completing a citation.
  - √\*h. In an actual situation the officer safely and effectively conducts a traffic stop and issues a citation or warning. This is done in a manner that promotes a positive police image.
    - √\*1. Utilize red light and siren - the violator does not have to stop for a red light only. 21806 CVC requires an emergency vehicle to have a red light and siren.
    - √\*2. Position of vehicles: distance between, illumination if applicable, offset to protect the officer, carrying a flashlight.
    - √\*3. Approaches to the violator vehicle; night versus day approaches; traffic violator versus investigatory stop; look in the back seat. Think safety at all times.

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

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Initial & date (Ofc.)

**\*\*TRAFFIC\*\***

**The officer will demonstrate a working knowledge in the traffic area, including:**

**\*A. VEHICLE CODE:**

- \*1. Identifying the citable sections (40000 CVC), list the violations of Vehicle Code, discuss hazardous versus non-hazardous violations, parking violations (CVC Division 11, Chapter-9).
- \*2. Pertinent divisions/sections:
  - \*a. Division 3 - registration
  - \*b. Division 4 - anti-theft laws
  - \*c. Division 6 - driver's licenses: 12500-509, 12650-6523, 12817, etc.
  - \*d. Division 10 - accidents/reporting
  - \*e. Division 11 - rules of the road
  - \*f. Division 12 - equipment
  - \*g. Division 15 - size, weight, load
  - \*h. Division 16.5 - off highway vehicle code.
- 3. Need to understand, read remainder of the code.
- 4. Recognizing traffic violations (knowledge)
- 5. Mandatory traffic arrests (40302 CVC)
- 6. Optional traffic arrests (40303, 40305 CVC)
- 7. Complaint and warrant, for later arrest, procedures.

\_\_\_\_\_

**√\*B. Issuing a traffic citation**

- √\*1. Obtain citation books - where.
- √\*2. Print legibly and press hard (four copies)
- √\*3. Discuss adult versus juvenile citation. (Include when you would also use a J.C.R.)
- √\*4. Information for parking citation, and parking citation form.
- √\*5. Complete with accurate information (frequent errors are date and time).
- √\*6. Explain information on the back of the citation to the violator.
- √\*7. Explain the citation amendment form - location of the form, when to complete the form.
- √\*8. Placement of completed citations - at the end of the shift,

\_\_\_\_\_

√\*C. Vehicle Code violations handled by citations require case numbers if additional information is desired by the officer in excess of the citation notes.

\_\_\_\_\_

√\*D. If physical arrests are made, refer to current citation and booking guide for process and reports required.

\_\_\_\_\_

**√\*E. Information available from the Department of Motor Vehicles:**

- √\*1. Vehicle registration
- √\*2. Any and all vehicles, boats registered to a person by name.
- √\*3. Driver's license in automated name index.
- √\*4. Information on driver's record - driver's license status, record of violations, other names used, list of accidents, list of failure to appear, physical description.

\_\_\_\_\_

√\*F. The officer will demonstrate how to process 14601 CVC cases.

√\*1. Review the current procedures as they currently exist.

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√\*G. How to **direct traffic**

√\*1. At an intersection without signals.

√\*2. At an intersection with signals manual control.

√\*3. Setting signals to automatic 4-way flashing.

√\*4. Officer placement for visibility, safety.

√\*5. Proper establishment of flare patterns - avoid liquid on roadway, grass, combustibles (also discuss flare patterns at collision/scene).

√\*6. At a traffic collision scene - keep the traffic moving. Route traffic around the scene - when possible.

√\*7. Control traffic no longer than necessary.

---

√\*H. How to handle an accident:

√\*1. Responding to the collision scene:

\*a. 11-79, 11-80, 11-81 is an emergency response - closest vehicle respond Code 3

\*b. 11-82 and 11-83 is an immediate response

\*c. Position of vehicle to protect the scene

√\*2. Determining the seriousness of the collision - injury, serious injury, property damage only.

√\*3. The officer will demonstrate knowledge of Departmental Policy which determines when to summon a Traffic Officer for the investigation.

4. Locating the drivers and witnesses, obtain statements.

5. Clearing the collision scene to restore free flow of traffic; summoning duty or requested tow, discuss the use of police vehicle to push vehicles; the desirability of summoning the Fire Department for wash-downs; summon DPW for street repair if necessary. Discuss when it would be best to leave the scene as is for traffic investigators.

6. Completing the Traffic Collision Report

a. Locate involved parties

b. Obtain statements

c. Review damage, evidence

d. Photo, diagram vs. sketch

e. Identify law violation

f. At-scene citation procedure

7. The officer knows departmental policy regarding the taking of accident reports.

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I. How to investigate a hit-and-run collision:

1. Classification; misdemeanor - property damage or injury to driver only; felony - injury to person other than the driver of the responsible vehicle.

2. Examination of the scene - locating witnesses, physical evidence (responsible vehicle parts, paint transfer, tire marks, paint transfer from the victim's vehicle).

3. Review statutes.

---

√\*J. How to recognize traffic violators:

√\*1. Discussion on selective enforcement.

√\*2. Identifying collision locations, collision causing violations.

- 4\*3. Radar enforcement - the equipment used, the principles of radar.
  - 4\*4. "Selling" the citation - public acceptance.
- 

√\*K. How to recognize and proceed with D.U.I. cases:

- √\*1. Review applicable statutes.
  - √\*2. Observations made: driving indications at scene indications, field sobriety tests - not passing and fail, AIB, objective signs of intoxication and orientation signs of intoxication and orientation, etc.
  - √\*3. Implied consent warnings; offer choice of test, blood or breath.
  - √\*4. Significance of blood alcohol readings. Review presumptions - CVC.
  - √\*5. Accident Investigation Bureau (AIB) procedures, forms, technician.
  - √\*6. Booking procedures.
  - √\*7. Procedure with an injured suspect.
  - √\*8. Necessity of including driver's license information, driver's record, etc.
  - √\*9. Necessary forms, statements, report writing.
- 

√\*L. How to impound automobiles: the officer is able to identify and give the legal authority for instances where he may store or impound a car from public or private property.

- √\*1. Read and know the applicable statutes (CVC Division 11, Chapter 10).
  - √\*2. Completion of CHP Form 180 (impound sheet), and getting it to dispatch.
  - √\*3. Impounding of vehicle as evidence.
  - √\*4. How to summon the tow.
  - √\*5. Required reports.
  - √\*6. Stolen vehicle system entry (stored with "hold" or "no-hold" status).
  - √\*7. Routing of CHP Form 180.
  - √\*8. When to place a "hold" on a vehicle. How to process "holds".
  - √\*9. IMPORTANT: Obtain the Vehicle Identification number from the vehicle. DO NOT simply get it from the vehicle registration card, or from the DMV print-out!
  - √\*10. Explain vehicle release procedure
- 

√\*M. Completion of Stolen Vehicle Report.

- √1. Read and know statutes - 10851 CVC, 10855 CVC, 503 PC.
  - √2. Completion of CHP Form 180 - include victim's signature.
  - √3. APB's - validity of APB info., computer entry into the Stolen Vehicle System. Necessity for accurate information.
  - √4. Check area from where the vehicle was taken.
  - √5. Discussion of information available in the vehicle identification number (VIN).
- 

√\*N. In various situations:

- √\*1. The officer is able to locate the vehicle identification number (VIN) in various vehicles, minimally including: autos, trucks, and motorcycles.
- 

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

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Initial & date (Ofc.)

**\*\*CRIMINAL INVESTIGATION\*\***

FIELD OFFICER RESPONSIBILITIES: The officer will know the duties and responsibilities which this Department assigns at the scene of a crime, and will possess the knowledge and skill necessary for their accomplishment.

√\*A. Protection of the crime scene:

√\*1. Necessary to avoid contamination

- √\*a. By persons or conditions not related to the crime.
  - √\*b. False leads may be obtained unless this is done.
  - √\*c. False data may be recorded unless this is done.
  - √\*d. True data may be omitted because of contamination.
- \_\_\_\_\_

√\*2. Arrangements for protection:

- √\*a. Instruct person reporting crime to "guard" it, but not disturb it.
  - √\*b. First officer on the scene will take immediate steps to protect enlisting civilian (give specific instructions) aid if necessary.
  - √\*c. No unauthorized person would be permitted to enter area of scene including members of family, the victim, members of the press, etc.
    - 1. May disturb, destroy, or alter evidence.
    - 2. May bring in foreign material - footprints, cigarette butts, flash bulbs, etc.
- \_\_\_\_\_

√\*3. Methods of protection:

- √\*a. Physical protection - guards at doorway if indoors or placing guards at perimeter of scene if outdoors. Insure that:
    - \*1. The first officer at the scene is charged with the responsibility of scene protection until he is relieved by a ranking officer or an investigator. Many cases are lost due to inadequate protection of the crime scene.
- \_\_\_\_\_

√\*B. Organization of the crime scene:

√\*1. Organization of investigating officers (keeping in mind, it is desired to keep number to a minimum for court purposes).

- a. One man must be designed to be in charge.
  - b. Other duties should be identified and definitely fixed.
    - 1. Recording
    - 2. Searching
    - 3. Photographing
    - 4. Charting
    - 5. Searching for latent prints.
- \_\_\_\_\_

√\*C. Robbery investigations

√\*1. Proceeding to the scene.

- √\*a. "ONLY IF YOU ARE SPECIFICALLY ASSIGNED", when not on your beat.
- √\*b. If not assigned and are close, proceed towards scene - avoid immediate scene.
- √\*c. Advise dispatcher of your location.
- √\*d. Listen carefully for further descriptions.
- √\*e. Scan streets, sidewalks and vehicles as you drive.



- √\*f. Limit radio traffic - give supervisor chance to deploy.
  - √\*g. Think of possible escape routes suspects might use and take position of surveillance.
  - √\*h. All officers in field, regardless of location or assignment - be alert to broadcast information.
    - 1. Average time for citizen to report robbery is six minutes.
    - 2. Suspect could be at least three miles away at time of initial broadcast.
- 

- √\*2. Arrival at the robbery scene.
    - √\*a. Assume that suspect is still present at scene on approach.
    - √\*b. Always consider probability that suspect is armed.
    - √\*c. If determined to be at scene:
      - √\*1.
      - √\*2.
      - √\*3.
        - √\*a.
        - √\*b.
    - √\*d. If determined not to be at scene:
      - √\*1.
      - √\*2.
      - √\*3.
        - √\*a.
        - √\*b.
      - √\*4. General broadcast:
        - √\*a.
        - √\*b.
        - √\*c.
          - √\*1.
          - √\*2.
          - √\*3.
- 

- √\*3. Command of the investigation:
    - a. Assigned officer's responsibility until supervisor arrives.
    - b. While assigned officer in charge take positive steps to:
      - 1. Deploy manpower.
      - 2. Protect evidence.
      - 3. Interview victim and witnesses.
      - 4. Take other action deemed necessary and appropriate.
    - c. On arrival of supervisor:
      - 1. Contact and advise of progress of investigation.
      - 2. Must be made aware of:
        - a. Details on the offense.
        - b. Identity of the victim and witnesses.
        - c. The deployment of manpower involved (crime scene or search for suspect).
        - d. Progress of investigation.
-

4. Collection and preservation of evidence: (Explain Role of F.E.T.)
  - a. Evidence is usually minimal and every precaution must be taken to preserve that which does exist.
  - b. Order all persons present not to touch anything.
  - c. Exclude persons, not essential, from scene.
  - d. If necessary attempt to have doors locked until investigation is completed.
  - e. Rely on victim or witness at scene to know where suspect placed his hands or what merchandise suspect touched.
  - f. Take into evidence any binding material. (ropes, tapes, etc.); leave knots in condition found.
  - g. If weapon discharged by suspect:
    1. Attempt to locate and identify the expended round.
    2. Slug and cartridge will identify weapon, cartridge might have fingerprint.
  - h. Check surrounding area of premises for discarded items by suspect.
    1. Money bags.
    2. Weapons.
    3. Clothes.
    4. Stolen property. \_\_\_\_\_
  
- √\*5. Contacting witnesses and taking statements:
  - a. Witnesses reluctant to come forward unless victimized.
  - b. Identify all persons present.
  - c. Question witnesses and victims separately.
  - d. Statements should include accurate accounting of the crime from the point the suspect arrived on the scene until the time he was out of sight.
  - e. Listen carefully to all witnesses - do not discount anything they might have to offer. \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_ Initial & date (FT0)      \_\_\_\_\_ Initial & date (Ofc.)

**PHYSICAL SEIZURE OF EVIDENCE: The officer knows the legal limitations placed on the physical seizure and/or extraction of evidence from a person's body.**

√\*A. Application of physical force:

- √\*1. Unreasonable force prohibited.
  - \*a. Shocks conscience of the court.
  - \*b. Standards difficult to set.
  - \*c. Choking of suspect - too much force. \_\_\_\_\_

- √\*2. Permissible force:
  - \*a. Verbal command
  - \*b. Restraint
  - \*c. Forcible removal
  - \*d. Prevention of swallowing \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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**CRIMES AGAINST PERSONS: The officer will possess the knowledge and skill necessary to accomplish a uniformed officer's responsibilities in the preliminary investigation of serious "crimes against persons."**

√\*A. **ASSAULT CASES:** (Domestic Violence Assaults addressed above)

1. Simple assault. (240 PC)
2. Assault and battery. (242 PC)
3. Aggravated assault. (243 PC, 245 PC)
4. Assaults with intent to commit certain crimes. (220 PC)
5. Assault and abuse of the elderly. (368 PC) \_\_\_\_\_

√\*B. **INVESTIGATIVE TECHNIQUES:**

1. Establish that assault was committed.
2. Question the victim.
3. Search the scene.
4. Question witnesses.
5. Questioning the suspects.
6. Background information. \_\_\_\_\_

C. **RAPE INVESTIGATION:**

1. Elements of the crime. (261 PC)
2. Crime scene investigation.
3. Recover the clothing.
4. The medical examination. Officer will demonstrate working knowledge of the SART procedures - Officer's responsibilities.
5. The interview.
6. The needed information.
7. The crime or a false complaint? \_\_\_\_\_

D. **HOMICIDE:**

1. Responding to scene. (187 PC)
2. The crime scene.
3. Aid the victim.
4. Protect the scene.
5. Removing wounded victim.
6. Accompany victim to hospital.
7. Dead person found upon arrival.
8. Suspect found at scene. \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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Initial & date (FTO)

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Initial & date (Ofc.)

**CRIMES AGAINST PROPERTY: The officer will possess the knowledge and skill necessary to accomplish a uniformed officer's responsibilities associated with the preliminary investigation of serious "crimes against property."**

**A. BURGLARY: (459 PC)**

- \*1. Type of burglars.
  - a. Casual or amateur. \_\_\_\_\_
  - b. Juvenile. \_\_\_\_\_
  - c. Professional. \_\_\_\_\_
  
- \*2. Type of burglaries.
  - a. Residential. \_\_\_\_\_
  - b. Commercial. \_\_\_\_\_
  - c. Auto \_\_\_\_\_
  
- \*3. Means of entry.
  - a. Door. \_\_\_\_\_
  - b. Windows. \_\_\_\_\_
  - c. Roof. \_\_\_\_\_

**√\*B. AUTO THEFT: (10851 VC)**

- 1. Preventing common errors.
- 2. Talk to people.
- 3. Locating the stolen car.
- 4. Locating the abandoned auto.
- 5. M.O.
- 6. Identifying suspect vehicle. \_\_\_\_\_

**SEARCHES: The officer will know the condition under which he/she may conduct a legal search of a person, premises, landscapes, and/or vehicle.**

**\*A. Consent Searches:**

- \*1. Advance consent.
- \*2. Examples of consent.
- \*3. Examples of no consent.
- \*4. Burden of proof.
- \*5. Implied consent.
- \*6. Third party consents.
- \*7. Consent to search form. \_\_\_\_\_

\*B. Incidental to Arrest:

- √\*1. Seize:
  - \*a. Instrumentalities of crime
  - \*b. Weapons or instruments
  - \*c. Aids for escape
  - \*d. Fruits of a crime
  - \*e. Contraband
  - \*f. Evidence of the crime
- √\*2. Search area.
- √\*3. Search contemporaneous with arrest.
- √\*4. Objects within sight.
- √\*5. Standing/Proposition 8. \_\_\_\_\_

√\*C. Probable Cause:

- √\*1. For search warrant.
- √\*2. Reliable informant.
- √\*3. To arrest. \_\_\_\_\_

D. Search Warrant

- 1. Description of things to be seized.
- 2. Improper use.
- 3. Other discovered contraband.
- 4. Place to be searched.
- 5. Delay in obtaining.
- 6. Executing warrant.
- 7. Time limitation.
- 8. "No-Knock".
- 9. Notice by officer.
- 10. Inventory.
- 11. Receipt.
- 12. Warrant returns.
- 13. Abandoned property.
- 14. Open fields.
- 15. Plain sight.
- 16. Procedure for telephone search warrant. \_\_\_\_\_

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

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**\*\*REPORT WRITING\*\***

**Police Reports: The officer will satisfactorily complete the proper police report for any given situation requiring such report**

√\*A. The officer will understand those questions that should be answered in a complete report.

√\*1. What.

√\*2. Who.

√\*3. When.

√\*4. Where.

√\*5. How.

√\*6. Why.

√\*7. How many. \_\_\_\_\_

√\*B. The officer will demonstrate the ability to take notes in the field

√\*1. Field Identification Cards

√\*2. Field Notebook/pad \_\_\_\_\_

√\*C. The officer is able to identify the use of the primary report forms utilized by this department. (Show officer where report manual is kept.) \_\_\_\_\_

√\*D. Given a set of facts, the officer is able to organize those facts in an appropriate report format by:

√\*1. Organizing the facts in a chronological order.

√\*2. Relating the facts in appropriate sentence form.

√\*3. Eliminating unnecessary information.

√\*4. Confidential statements (S. B. 296) \_\_\_\_\_

√\*E. The officer completes the primary reports utilized by M.P.D. so that they follow the rules of a good report.

√\*1. Concise.

√\*2. Clear.

√\*3. Complete.

√\*4. Legible.

√\*5. Grammatically and structurally correct. \_\_\_\_\_

√\*F. See Report Writing Manual regarding desired report format/style.

**CRIMINAL COURT PROCEDURES**

**The officer will demonstrate a working knowledge of procedures, minimally including:**

- √\*A. How to prepare for court appearance:
  - √\*1. Records will provide a court notice as soon as they're told of court. (490/6 MPM)
  - √\*2. Request, from Records Division, any and all necessary evidence one day in advance.
  - √\*3. Crime lab reports take time - early submittal of evidence for analysis if it's to be used for court.
  - √\*4. Obtain and review case reports ahead of time.
  - √\*5. Availability of original case notes (discuss discovery motion).
  - √\*6. Discuss appearance and dress.
    - a. Coat and tie for male officers or police uniform.
    - b. Must carry Department ID card to court...uniform or not!
  - √\*7. Discuss conduct in court; objective and impartial; testimony demeanor.
  - √\*8. Authorized overtime - supervisor approval, minimum hours.
  - √\*9. Discuss the mandatory nature of court appearance even if it occurs at an inconvenient time.
  - √\*10. Witnesses needed for court trials will generally be subpoenaed by the Court Liaison Officer  
\_\_\_\_\_
  
- √\*B. Discuss court procedures:
  - \*1. Discuss assignment judge, preliminary hearings and other various motions.
  
- √\*C. Discuss the juvenile court procedure.
  - \*1. A division of the Superior Court.
  - \*2. Civil versus criminal hearing.
  - \*3. No witnesses without juvenile permission.
  - \*4. Closed trial/hearing. \_\_\_\_\_

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## **CROWD CONTROL**

### **USE OF FORCE IN RESPONSE TO INCIDENTS INVOLVING CROWDS**

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

### **AGENCY-ISSUED RIOT EQUIPMENT**

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other gear/equipment).

### **FIRST AMENDMENT RIGHTS**

The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual's rights to free speech and assembly.

### **CROWD MANAGEMENT**

The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

### **AGENCY POLICY AND PHILOSOPHY FOR CROWD MANAGEMENT SITUATIONS**

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include the following:

1. Crowd Management at large planned/organized gatherings
  - A. Protests/Demonstrations/First Amendment activities
  - B. Labor disputes
  - C. Concerts
  - D. Sporting events/celebrations
  - E. Holiday celebrations
  - F. Cultural programs
  - G. Religious gatherings



- H. Community activities
- 2. Incident Planning
  - A. Establishing a command post
  - B. Coordination of resources
  - C. Planning, preparation, and coordination with event promoters
  - D. Deploying sufficient personnel with proper equipment
  - E. Establishment of a unified chain of command
  - F. Establishment of rules of conduct for the crowd, law enforcement, media, etc.
  - G. Preparing to handle multiple arrests
  - H. Planning and coordinating the response of medical personnel or additional resources, if needed.
  - I. Making contingency plans for response if a riot situation ensues
  - J. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
  - K. Authorized/designated law enforcement personnel interacting with the media
- 3. Containment
  - A. Establishment of a flexible and controllable perimeter for the crowd, whenever possible
  - B. Using officers to control the entry and exit of the crowd within the perimeter

### CROWD CONTROL INCIDENTS

The trainee will understand and be able to explain that a “crowd control” situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.

### AGENCY POLICY AND PHILOSOPHY FOR CROWD CONTROL SITUATIONS

The trainee will identify and explain the agency’s philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

- 1. Isolation and containment
  - A. Establishment of a perimeter around the crowd
  - B. Consideration of barricades and placement of additional personnel to maintain the perimeter
  - C. In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd
- 2. Law enforcement presence
  - A. Coordination of resources
  - B. Communication
  - C. Deploying sufficient personnel with proper equipment
  - D. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
  - E. Use of force options
  - F. Law enforcement documenting its own response (video/audio)
  - G. Making selective arrests (arrest teams/communication)
  - H. Establishment of a unified chain of command
  - I. Preparing to handle multiple arrests
  - J. Planning and coordinating the response of medical personnel or additional resources, if needed
  - K. Authorized/designated law enforcement personnel interacting with media

## CROWD DISPERSAL

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

## CLARITY OF PURPOSE, OBJECTIVE, MISSION, AND POLICY

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to IMMEDIATELY contact a supervisor to obtain clarification.

## RIOT CONTROL

The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

1. Specific operational tactics/formations
2. Additional resources, equipment, and personnel that may be required for a response
3. Assignment of specific tasks
4. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
5. Dispersal orders
6. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
7. Clarity on the agency policy for the use of deadly force

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

1. Containment
  - A. Flexible outer perimeter controlling ingress and egress of the crowd
  - B. Denying access and preventing others from joining the existing crowd
2. Isolation
  - A. Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse
3. Dispersal
  - A. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress
4. Restoration of order
  - A. Medical aid
  - B. Detention, arrest, cite and release, transportation
  - C. Criminal investigation
  - D. Authorized/designated law enforcement personnel interacting with the media

## LAW ENFORCEMENT CONDUCT IN RESPONSE TO CROWD SITUATIONS

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

### TRAINING PROVIDED AND COMPETENCY DEMONSTRATED

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

### PATROL VEHICLE OPS, VEHICLE SAFETY

#### SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

The trainee will understand and demonstrate the application of “**Situation-Appropriate, Focused, and Educated (SAFE) driving**” during routine and emergency situations.

- A. “**Situation-Appropriate**” refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol-driving environment (e.g., routine patrol vs. code three driving, school zone vs. rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). The trainee will understand that the “appropriateness” of his or her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
- B. “**Focused**” addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.
- C. “**Educated**” refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gleaned in these areas to his or her daily driving habits.

#### IMPORTANCE OF CONTINUED TRAINING IN RELATION TO SAFE DRIVING

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

- A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training
- B. Speeds officers are expected to encounter in routine and emergency driving
- C. Night driving
- D. Use of interference vehicle(s) to simulate actual roadway conditions

#### UNDERSTANDING THE DANGERS AND CONSEQUENCES OF DRIVING IN A MANNER INAPPROPRIATE FOR CONDITIONS, OR BEYOND THE CAPABILITIES OF THE DRIVER OR VEHICLE

The trainee will be made aware of the fact that routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles. In the years 2003 to 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe vehicle operation. The trainee will be made aware of these facts and will relate to the FTO the importance of SAFE driving. The trainee will continually demonstrate SAFE driving practices in routine and emergency vehicle operations throughout the FTO program in preparation for continued SAFE driving practices throughout his or her law enforcement career.

**USE OF SEATBELTS DURING ROUTINE AND EMERGENCY DRIVING CONDITIONS, AND TACTICAL SEATBELT REMOVAL**

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO, if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt, if applicable) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

**TRAINING PROVIDED AND COMPETENCY DEMONSTRATED**

\_\_\_\_\_  
Initial & date (FTO)

\_\_\_\_\_  
Initial & date (Ofc.)

## **FIELD TRAINING AND EVALUATION PROGRAM**

### **STANDARDIZED EVALUATION GUIDELINES**

#### **APPEARANCE**

(1) GENERAL APPEARANCE:

- (BE) #1. Unacceptable: Overweight - dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.
- (ME) #4. Acceptable: Neat, clean uniform and weapon, well groomed hair, shined shoes.
- (EE) #7. Superior: Tailored clean uniform - spit-shined shoes and leather - command bearing.

#### **ATTITUDE**

(2) ACCEPTANCE OF CRITICISM:

- (BE) #1. Unacceptable: Rationalizing - argumentative - refuses to make corrections - considers criticism as negative.
- (ME) #4. Acceptable: Accepts criticism in positive manner and applies it to further learning process.
- (EE) #7. Superior: Solicits criticism in order to improve performance - never argues or blames others.

(3) ATTITUDE TOWARD POLICE WORK:

- (BE) #1. Unacceptable: Takes police work as only a job; uses job for ego trip; abuses authority (badge heavy); no dedication.
- (ME) #4. Acceptable: Expresses active interest toward the job.
- (EE) #7. Superior: Utilizes off duty time to further professional knowledge, maintains high ideals towards professional responsibilities.

#### **KNOWLEDGE**

(4) KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES:

- (BE) #1. Unacceptable: Has no knowledge of department policies and procedures and makes no attempt to learn.
- (ME) #4. Acceptable: Familiar with most commonly applied departmental policies and procedures.
- (EE) #7. Superior: Exceptional working knowledge of departmental policies and procedures.

(5) KNOWLEDGE OF PENAL CODE:

- (BE) #1. Unacceptable: Doesn't know elements of basic sections, not able to learn, no attempt at improvement.

(ME) #4. Acceptable: Working knowledge of commonly used sections - relates elements to observed criminal activity.

(EE) #7. Superior: Outstanding knowledge of Penal Code and ability to apply it to both normal and unusual criminal activity.

(6) KNOWLEDGE OF THE VEHICLE CODE:

(BE) #1. Unacceptable: Doesn't know elements of basic sections, not able to learn, no attempt at improvements.

(ME) #4. Acceptable: Working knowledge of commonly used sections - relates elements to observed traffic related activity.

(EE) #7. Superior: Outstanding knowledge of commonly used sections, relates it and applies it to both normal and unusual traffic related situations.

(7) KNOWLEDGE REFLECTED IN VERBAL OR WRITTEN TESTS

(BE) #1. Unacceptable: Consistently scores below average (70%) on written test. Consistently unable to answer FTO's questions.

(ME) #4. Acceptable: Scores 70-90% on tests, answers most of FTO's questions.

(EE) #7. Superior: Scores above 90% on tests, answers all of FTO's questions.

(8) KNOWLEDGE REFLECTED IN FIELD-PERFORMANCE TESTS

(BE) #1. Unacceptable: After receiving training, unable to apply training to practical situations.

(ME) #4. Acceptable: After the FTO instructs in proper procedure, trainee is able to apply instruction usually.

(EE) #7. Superior: After training, trainee makes no mistakes.

PERFORMANCE

(9) DRIVING SKILL: NORMAL CONDITIONS

(BE) #1. Unacceptable: Continually violates Vehicle Code (red light, stop signs) - involved in chargeable accidents, lacks dexterity and coordination during vehicle operation.

(ME) #4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.

(EE) #7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of patrolman (i.e., operate radio).

(10) DRIVING SKILL: MODERATE AND STRESS CONDITIONS

(BE) #1. Unacceptable: Involved in accident(s). Unnecessary Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.

(ME) #4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly, (i.e., proper speed for conditions).

- (EE) #7. Superior: High degree of reflex ability and competence in driving skills.
- (11) USE OF MAP: ORIENTATION SKILL/RESPONSE TIME TO CALLS
- (BE) #1. Unacceptable: Unaware of location while on patrol. Unable to relate location to destination. Not familiar with the district and beat structure.
- (ME) #4. Acceptable: Reasonable knowledge of location in most situations. Can quickly use map to find streets and then apply proper route to get there.
- (EE) #7. Superior: Retains prior map information and is able to get to destination by shortest route.
- (12) ROUTINE FORMS: ACCURACY/COMPLETENESS
- (BE) #1. Unacceptable: Unable to determine proper form for given situations, forms incomplete.
- (ME) #4. Acceptable: Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness.
- (EE) #7. Superior: Consistently and rapidly completes detailed forms with no assistance. High degree of accuracy.
- (13) REPORT WRITING: ORGANIZATION/DETAILS
- (BE) #1. Unacceptable: Totally incapable of organizing events into written form.
- (ME) #4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation.
- (EE) #7. Superior: A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.
- (14) REPORT WRITING: LEVEL OF USAGE/GRAMMAR/SPELLING/NEATNESS
- (BE) #1. Unacceptable: Illegible, misspelled words, incomplete sentence structure.
- (ME) #4. Acceptable: Level of usage of grammar, spelling and neatness are satisfactory in that errors in this area are rare and do not impair understanding.
- (EE) #7. Superior: Very neat and legible, no spelling mistakes and excellent grammar.
- (15) REPORT WRITING: APPROPRIATE TIME USED?
- (BE) #1. Unacceptable: Requires excessive time to complete basic simple reports.
- (ME) #4. Acceptable: Completes simple basic reports in normal.
- (EE) #7. Superior: Completes simple basic reports in no more time than that of a skilled veteran officer. (Articulate this depending on the type of report, what you consider normal time to complete.)
- (16) FIELD PERFORMANCE (NON-STRESS CONDITIONS)

- (BE) #1. Unacceptable: Seemingly confused and disoriented as to what action should be taken in a given situation.
- (ME) #4. Acceptable: Able to assess situation and take proper action.
- (EE) #7. Superior: Requires no assistance and always takes proper course of action.

(17) FIELD PERFORMANCE (STRESS CONDITIONS)

- (BE) #1. Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.
- (ME) #4. Acceptable: Exhibits calm and controlled attitude, does not allow situation to further deteriorate.
- (EE) #7. Superior: Maintains control and brings order under any circumstances without assistance.

(18) SELF-INITIATED FIELD ACTIVITY

- (BE) #1. Unacceptable: Does not see, or avoids activity. Does not follow up on situations, rationalizes suspicious circumstances.
- (ME) #4. Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity.
- (EE) #7. Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable cause to stop vehicles and persons, and makes subsequent good quality arrests.

(19) OTHER SAFETY - GENERAL

- (BE) #1. Unacceptable: Frequently fails to exercise officer safety, i.e.,
  - a. Exposes weapons to suspect (baton, mace, handgun, etc.).
  - b. Fails to keep gun hand free during enforcement situations.
  - c. Stands directly in front of violator's car door.
  - d. Fails to control suspect's movements.
  - e. Does not maintain sight of violator while writing citation.
  - f. Failure to use illumination when necessary.
  - g. Fails to advise radio when leaving a vehicle.
  - h. Fails to maintain good physical condition.
  - i. Fails to utilize or maintain personal safety equipment properly.
  - j. Does not foresee potentially dangerous situations.
  - k. Points gun at other officers.
  - l. Stands too close to vehicular traffic.
  - m. Stands in front of door when knocking.
  - n. Fails to have weapon ready when appropriate.
  - o. Fails to cover other officers.
  - p. Fails to search police vehicle prior to duty or after transporting. Fails to check equipment.
- (ME) #4. Acceptable: Understands principles of officer safety and generally applies same.
- (EE) #7. Superior: Always keeps in a safe position. Always watchful on approach to a call and able to do the same for partner. Does not become paranoid or overconfident.



(20) OFFICER SAFETY: SUSPICIOUS PERSONS AND PRISONERS

- (BE) #1. Unacceptable: Frequently violates officer safety standards as detailed in Number 19 (#1) above and in addition, fails to “pat search” or confronts suspicious persons while seated in police vehicle, fails to handcuff potentially hazardous prisoners and felons, and fails to thoroughly search prisoners or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape.
- (ME) #4. Acceptable: Generally displays awareness of potential danger from suspicious persons and prisoners, maintains position of advantage.
- (EE) #7. Superior: Always maintains position of advantage and is alert to changing conditions.

(21) CONTROL OF CONFLICT: VOICE COMMAND

- (BE) #1. Unacceptable: Improper voice inflection, i.e., too soft, too loud, confused voice command or indecisive, poor officer bearing.
- (ME) #4. Acceptable: Speaks with authority in a calm clear voice.
- (EE) #7. Superior: Always gives appearance of complete command through voice tone and bearing.

(22) CONTROL OF CONFLICT: PHYSICAL SKILL

- (BE) #1. Unacceptable: Cowardly, physically weak or uses too little or too much force for given situation. Unable to use proper restraints.
- (ME) #4. Acceptable: Maintain control without excessive force, good physical condition.
- (EE) #7. Superior: Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force and above average physical conditioning.

(23) USE OF COMMON SENSE AND GOOD JUDGMENT

- (BE) #1. Unacceptable: Acts without thought or indecisive. Naive.
- (ME) #4. Acceptable: Able to reason out a problem and relate it to what was taught. Good perception and ability to make own decisions.
- (EE) #7. Superior: Excellent perception in foreseeing problems and arriving at advance solutions.

(24) RADIO: APPROPRIATE USE OF 10-CODE

- (BE) #1. Unacceptable: Misinterprets 10-Code definitions or fails to use it in accordance with set policy, fails or refuses to improve.
- (ME) #4. Acceptable: Has good working knowledge of majority of 10-Code definitions.
- (EE) #7. Superior: Uses 10-Code with ease in all receiving and sending situations.

(25) RADIO: LISTENS AND COMPREHENDS TRANSMISSION

- (BE) #1. Unacceptable: Repeatedly misses his call sign and is unaware of traffic on adjoining beats. Frequently has to ask radio to repeat transmission or does not comprehend message.
- (ME) #4. Acceptable: Copies most radio transmissions directed to unit and is generally aware of adjoining beat traffic.
- (EE) #7. Superior: Always comprehends radio transmissions and quickly makes a written record, always aware of, and quickly reacts to traffic on adjoining beats.

(26) RADIO: ARTICULATION OF TRANSMISSIONS

- (BE) #1. Unacceptable: Does not pre-plan before transmission message. Under or over modulation resulting in operator constantly asking for repeat.
- (ME) #4. Acceptable: Uses proper procedure with short concise transmissions.
- (EE) #7. Superior: Always uses proper procedure with clear calm voice even under stress situations.

RELATIONSHIPS

(27) WITH CITIZENS: GENERAL

- (BE) #1. Unacceptable: Abrupt, belligerent, and overbearing, introverted and uncommunicative.
- (ME) #4. Acceptable: Courteous, friendly and empathetic, communicates in a professional and unbiased manner.
- (EE) #7. Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation.

(28) WITH MINORITIES:

- (BE) #1. Unacceptable: Evident hostility or sympathy toward minorities because of prejudice, bias or pity.
- (ME) #4. Acceptable: Appears to be at ease and does not feel threatened by presence of minorities.
- (EE) #7. Superior: Seems to understand cultural differences and effects on relations and reacts properly.

(29) WITH FIELD TRAINING OFFICERS:

- (BE) #1. Unacceptable: Constant rationalization of mistakes to F.T.O. Resists any teaching technique or argues with F.T.O. Patronizes F.T.O. or is sarcastic.
- (ME) #4. Acceptable: Asks pertinent questions and is objective in his desire to learn.
- (EE) #7. Superior: Understands and maintains excellent student-teacher relationship.

(30) WITH OTHER RECRUITS:

- (BE) #1. Unacceptable: Considers himself superior to other recruits. Gossips about recruits to belittle others to play one against another. Does not associate with others.

(ME) #4. Acceptable: Good peer relationships and is accepted as a good member.

(EE) #7. Superior: Peer group leader. Actively assists other recruits.

(31) WITH SUPERVISORS AND COMMAND OFFICERS

(BE) #1. Unacceptable: Insubordinate, gossips about superiors. Patronizes superiors.

(ME) #4. Acceptable: Understands and adheres to chain of command. Respects command authority.

(EE) #7. Superior: Understands command officer's responsibilities and functions and fully respects and supports their positions.

**CITY EQUIPMENT ISSUED - INVENTORY FOR NEW OFFICER**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Life Span	Description	Issued(Date)	Size	Serial No.
Indef.	Badge			
Indef.	ID card			
5 yrs.	Name Bar			
Indef.	Hat Piece			
Indef.	Key - Dept.			
Indef.	Key - Control 383			
5 yrs.	Key - Magnetic Door Entry			
Indef.	Key - Other			
Indef.	Key - City Padlock			
7 yrs.	Pack Set			
7 yrs.	Pack Set - Mike/Ear			
5 yrs.	Pack Set - Holder			
1 yrs.	Pack Set - Battery			
1 yrs.	Pack Set - Battery			
Indef.	Pack Set - Charger			
Indef.	Gas Mask - Israeli			
Indef.	Gas Mask - Bag M-17			
5 yrs.	Baton - Expandable			
5 yrs.	Baton - (29") (26")			
10 yrs.	Riot Baton - (36")			
5 yrs.	Helmet - Seer			
5 yrs.	Helmet - McHal			
5 yrs.	Helmet - Pittco			
5 yrs.	Helmet Cover			
10 yrs.	Helmet - Shield			
10 yrs.	Ear Protector - Helmet			
Indef.	Handcuffs - S&W			
Indef.	Handcuffs - Peerless			
Indef.	Handcuffs - Hinged			
Indef.	Leg Restraints			
10 yrs.	OC Holder			
5 yrs.	OC Spray			
Academy	Mark III Inert OC Spray/Holder			
5 yrs.	Pants - Poly			
5 yrs.	Shirt - Poly S/S			
5 yrs.	Shirt - Poly L/S			
Academy	BDU – Black Fatigue			
5 yrs.	Rain Suit			
5 yrs.	Vest - Ballistic			

25 yrs.	Weapon - S&W M&P .40			
Indef.	Weapon - Issued, Other			
25 yrs.	Weapon - misc.			
Indef.	Magazines			
5 yrs.	Magazine Holder			
10 yrs.	Holster - Uniform			
10 yrs.	Holster - Off Duty			
10 yrs.	Gunbelt			
5 yrs.	Pant Belt			
10 yrs.	Flashlight Holder			
5 yrs.	Keyholder			
10 yrs.	Keepers - belt (3)			
10 yrs.	Badge Holder			
10 yrs.	Baton Holder			
5 yrs.	Handcuff Case			
5 yrs.	Whistle			
5 yrs.	Ear Protectors - Range			
5 yrs.	Eye Protection			
5 yrs.	Gun Cleaning Kit			
5 yrs.	Hi Intensity Light			
5 yrs.	Recorder			
Indef.	Fingerprint Kit			
5 yrs.	Manual - Departmental			
Indef.	Manual - Traffic.			
3 yrs.	Manual - ABC			
5 yrs.	Manual - Beat Book			
Indef.	Uniform Class of Cases			
Indef.	Cite/Booking guide			
3 yrs.	Controlled Subst. Act.			
1 yrs.	Vehicle Code			
1 yrs.	Penal Code			
Indef.	Cheat Sheet - Muni Code			
10 yrs.	Citation Book			

**FIELD TRAINING PROGRAM  
COMPLETION RECORD**

Trainee Name	Badge #	Completion Date
Name of Field Training Officer	Field Assignment	Field Training Dates (inclusive) FROM TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in this Field Training Record.

_____ Signature of Trainee	_____ Date
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I certify that Officer \_\_\_\_\_ has received the basic instruction as outlined in the Field Training Manual and that the Officer understands and has satisfactorily performed in all of the functional areas or categories. I also certify all tests have been completed in a satisfactorily manner. I further certify that the Officer is now prepared to work as a solo patrol officer.

_____ Primary Field Training Officer's Signature	_____ Date
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_____ Field Training Program Lieutenant's Signature	_____ Date
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I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program.

_____ Field Services Division Commander	_____ Date
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_____ Chief of Police	_____ Date
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## MANAGEMENT REQUIREMENTS

### (1) **Field Training Supervisor/ Administrator/ Coordinator (SAC):**

Every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST- certified Field Training Supervisor/ Administrator/ Coordinator (SAC) Course (as set forth in PAM, section D-13) prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

### (2) **Field Training Officer (FTO) Training Requirements:**

(1) Every newly appointed FTO shall:

(A) Successfully complete a POST-certified Field Training Officer Course (as set forth in PAM, section D-13) prior to training new officers; and,

(B) Complete 24-hours of update training every three years following completion of the Field Training Officer Course. The update training shall be satisfied by:

(1) Completing a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13); or,

(2) Completing 24-hours of department-specified training in the field training topics contained in the Field training Officer Update Course (as set forth in PAM, section D-13).

(2) Every reassigned FTO, after 3 year-or-longer break in service as an FTO, shall:

(A) Successfully complete a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13) prior to training new officers; and,

(B) Complete 24-hours of update training every three years. The update training shall be satisfied by:

(1) Completing a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13); or,

(2) Completing 24-hours of department-specified training in the field training topics contained in the Field training Officer Update Course (as set forth in PAM, section D-13).