

Colma Police Department



Field Training Manual

COLMA POLICE DEPARTMENT VALUE STATEMENT

The members of the Colma Police Department hold many values in high regard. We understand that as a value-driven service organization, we represent all who live, work, play and visit the Town of Colma, in all that we do. With this in mind we have developed a list of core beliefs that compose our foundation. As a team, we will live up to these principles daily, and never forget that we are committed to our motto:

"Excellence is Our Standard"

PRIDE IN OUR PROFESSION

We are keenly aware that the actions we take as members of the Colma Police Department reflect upon ourselves, our organization, and most importantly upon our profession as a whole. The uniform and badge that we wear with pride are symbols of our dedication to this fine profession. We take care of these symbols because we appreciate the trust and respect that they represent. Through continued personal and professional training we will work hard to maintain and enhance the public trust and to serve our community to the best of our ability.

WE VALUE OUR STAFF AND EMPLOYEES

All members of the Colma Police Department are equally important and essential to the successful operation of our organization. As a team we trust and respect one another and recognize individual accomplishments and contributions.

INTEGRITY

We are committed to upholding our position of trust by maintaining the highest ethical standards, in both our personal and professional lives. We demand honest and ethical behavior from all members of our Department and strive to hold ourselves and each other accountable to these standards.

SERVICE

The Colma Police Department places a strong emphasis on serving the members of our community. We take pride in our ability to deliver high quality service to our unique town. We demonstrate this by forming partnerships with our residents, businesses and other city officials, in our effort to keep our town safe.

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PREFACE

The Colma Police Department Field Training and Evaluation Program is a process that combines pre-field training with field training and objective evaluations to ensure that the standards of a competent, professional solo officer are met.

Conventional methods for the police officer selection process have come under sharp attack from the courts as well as other community groups. In order to satisfy these demands, concentrated examinations of the pre-employment selection process as well as the post-employment probationary performance evaluations were called for.

Historically, law enforcement has responded to internal and external demands for professionalism by raising the standards for entry-level police officers. From these raised standards, various departments saw a better-qualified candidate, but these same standards also disqualified a higher number of applicants. Legal challenges by disqualified candidates caused law enforcement to question the 'validity' of their selection process. The end result of this process was the acceptance of the premise that a more stringent selection process must, at the same time, be valid and unbiased.

Currently, the probationary period is a part of the selection process. In the past, however, little use was made of this phase to compensate for any pre-selection difficulties or errors. The most common occurrence was the assignment of a recruit officer to a veteran officer who was not necessarily qualified to be a trainer or an evaluator. Always a problem was an officer's natural reluctance to negatively evaluate a fellow officer. A large part of this resistance was based on the training officer identifying with the recruit officer, rather than with the departmental goals and objectives.

Further complicating the situation was the department's reluctance to concur with a training officer's recommendation for termination in those rare instances when it was in order. This set of circumstances has resulted in various agencies operating with some personnel who are not qualified as police officers.

These events led to the development of the Colma Police Department Field Training Program. Functionally, the Field Training Program is the primary responsibility of the Patrol Division. As the reader studies this manual, programs for both formal and informal field training, as well as the operational formats for recruit evaluation will be found. This integration of teaching and evaluation, coupled with the Field Training Officer's duties and responsibilities, has the net result of producing a more qualified, professional and efficient police officer.

It is the position of the Colma Police Department that the demand for more professional police officers can best be answered by a formalized Field Training Program, as outlined in this manual.

INTRODUCTION

The Field Training and Evaluation Program manual has been developed to give the Recruit Officer a plan of what to expect and to give the Field Training Officer (FTO) a reference guide to assist in carrying out the duties and responsibilities of the program.

Sections 6, 7, 8, 9 and 11 will be of special assistance to the FTO involved in the evaluation process. Section 11 is of particular value to the FTO involved in roll call training or training on a one-to-one basis. Section 7 outlines a recommended procedure to be followed when the need for program reorganization and/or updating is seen.

The other sections will also be of interest to every member of the program. It is likely that members of the department, other agencies or the community, will ask you questions about program operations. Familiarization with this manual should provide you with all the information you will need to answer those questions. If further clarification is needed on any information or material, please contact the FTO Supervisor or the Training Manager. It is the staff's belief that full utilization of this manual will ensure quality training and a fair and impartial evaluation of every recruit officer processed through the Field Training Program.

SECTION 1

QUALIFICATIONS FOR COLMA POLICE FTO

GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Present a professional, neat appearance.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

QUALIFICATIONS

The following qualifications apply for assignment to FTO:

- (a) Four years patrol experience
- (b) Two years of patrol experience with Colma PD is desirable
- (c) Off probation
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Must possess a POST Basic Certificate
- (f) Not under any current disciplinary action or Performance Improvement Plan
- (g) Must have a "Satisfactory" or better rating on their last annual departmental evaluation

TRAINING REQUIREMENTS

Anyone selected as a Field Training Officer must

- (a) Successfully complete a 40 -hour POST-Certified FTO Basic course prior to being assigned any trainees.
- (b) Complete a 24-hour FTO Update Course every three years

SELECTION PROCESS

The following criteria apply to special assignments:

- (a) Administrative evaluation as determined by the Chief of Police. This shall include a review of Commander and supervisor recommendations. The Commander and each supervisor will submit these recommendations.
- (b) Appointment by the Chief of Police (The policy and procedures for all positions may be waived for temporary assignments, emergency situations.)

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The Field Training Officer is the essential person through which the goal of the program is achieved, specifically, the production of the police officer able to work a solo assignment in a safe, skillful, productive and professional manner.

The FTO has two primary roles to fulfill: That of a police officer assuming full beat responsibility and that of a trainer of recruit officers.

Beat responsibilities are clearly defined in other departmental publications, including the Policy Manual. In the role as a trainer, the FTO provides on-going instruction in the traditional sense, utilizing innovative and practical techniques.

The FTO must have the requisite skills necessary to become a reliable evaluator of a recruit officer's performance. The FTO is required to write daily evaluations of this performance and submit additional documentation, as required.

Written evaluations begin in Phase II. During the recruit officer's first one to three days, only verbal evaluations and suggestions from the FTO are necessary. This period is designed to allow both the recruit officer and the FTO to become familiar with each other, and to allow the recruit officer to become familiar with the surroundings without having the added stress of evaluation. When no evaluation is written the FTO shall document training as well as general comments regarding what occurred during the shift.

On a weekly basis, the FTO submits the written evaluation reports on the relative progress of the trainee, presenting the report to both the Duty Sergeant and the FTO Supervisor.

At the conclusion of Phase II, the recommendation to Phase III (Shadow Phase) is decided. During Phase III, the FTO will act as an observer only and should not interfere with the recruit officer's duties, unless for safety reasons. At the conclusion of Phase III a final decision is made as to the recruit officer's ability to act as a solo police officer. The recommendation is made to the FTO Supervisor and the Training Manager. The final decision for a recruit officer's release to solo/ probationary status (Phase IV) lies with the Command Staff.

Finally, the FTO is charged with the responsibility for recommending termination of a recruit when the prospects for retention no longer exist.

Because the FTO's performance is also subject to evaluation, the FTO's professional and personal conduct shall be exemplary. An FTO shall possess and recognize the need for having a higher sense of idealism than is generally found. The FTO understands that the effectiveness, image and future of the department is decided by the quality of its personnel.

SECTION 2

DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR/ADMINISTRATOR/COORDINATOR (SAC) SERGEANT AND THE DUTY SERGEANT

The SAC Sergeant has the dual responsibility of supervision and the training/evaluation of probationary personnel. It is the responsibility of the SAC Sergeant to oversee the Field Training Program, working with the Duty Supervisors and the FTOs. Therefore, the SAC Sergeant will act as the Supervisor/Administrator/Coordinator for the program.

The role as a Supervisor is the same as other Sergeants. Duties include scheduling, distributing and supervising personnel, awareness of police problems and the development of possible solutions and the accomplishment of the overall police mission.

As recruit officers are assigned to the Field Training Program, the duties of the SAC Sergeant and Duty Sergeant become more complex. In addition to other responsibilities, the SAC Sergeant must ensure that the training and evaluation processes are accomplished. Various sources of information are utilized to achieve these goals. Daily observation reports, verbal communications with the FTO and with the Commander, tests and personal observations of recruit officer performance are all used to summarize the recruit officer's weekly progress.

The SAC Sergeant is responsible for the weekly review of the recruit officer's training guide to determine that it is up to date and properly completed. If it is not current, the SAC Sergeant will find out why it is not, whether due to a need for possible remedial training of the recruit officer or whether the FTO needs to be more disciplined in completing the manual.

The Duty Sergeant is responsible for reviewing the daily observation reports while the recruit officer is assigned to his or her shift. If the Duty Sergeant, based on what he /she personally observes, has additional comments / concerns regarding the recruit officer, he/ she shall attach an addendum to the evaluation addressing those specific issues. These evaluations are to be turned in to the SAC Supervisor for review and then to the Training Manager for the Commander's Review and retention. The SAC Sergeant, Duty Sergeant and FTO must accept the importance of documentation of the recruit officer's training. Documentation addresses both deficient and acceptable performance and provides a ready reference should questions arise.

Should the question of termination arise, it is the responsibility of the SAC Sergeant to call for memorandums and other supportive data from FTOs to whom the recruit officer has been assigned. The SAC Sergeant will gather the involved FTOs and determine if the decision to terminate is warranted. Further, the SAC Sergeant has the responsibility of keeping the Commander informed of the progress of the recruit officer.

Whenever possible, the SAC Sergeant and/or the Duty Sergeant should attend the various training sessions. This will provide additional first-hand information concerning recruit officer performance and will allow an opportunity to evaluate the instructional techniques of the FTOs. This latter evaluation must occur to ensure that the topic areas are covered properly and that they follow departmental guidelines.

FTO SUPERVISOR/ DUTY SERGEANT, cont.

The SAC Sergeant must monitor the overall training and evaluation of recruit officers to ensure that personality conflicts between the FTO and recruit officer do not arise and that the FTO maintains objectivity throughout contacts with the recruit officer.

If personality conflict or loss of objectivity is observed, the SAC Sergeant or Duty Sergeant shall immediately counsel the FTO. If necessary, appropriate changes in assignment should be made. The decision to rotate the recruit to another FTO must be fully documented and both parties informed of the reasons in order to minimize misunderstanding and possible ill feelings.

The SAC Sergeant's training role is an on-going one, extending naturally into those periods when no recruit officers are assigned. Because the FTOs are charged with the preparation and presentation of both roll-call training and in-service training sessions, the SAC Sergeant must be capable of providing assistance and advice to the FTOs in those areas. The SAC Sergeant must also be aware of the possible need for occasional program revision, reorganization and evaluation. A fully effective SAC Supervisor will constantly strive to improve the overall operation of the program and will work with all other program participants to achieve that goal. The SAC Sergeant will annually provide a detailed evaluation for each FTO on his/her performance as a Field Training Officer.

The Duty Supervisor, to whom a recruit officer is assigned at the end of Phase IV, will complete the ten-month evaluation of that recruit officer. As this document is the basis for the officer's release from probationary status the SAC Sergeant will review it. The SAC Sergeant will then author the release letter or make a recommendation for extension / termination from the program.

Finally, the SAC Sergeant shall successfully complete the 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 position.

SECTION 3

DUTIES AND RESPONSIBILITIES OF THE TRAINING MANAGER

The initial function of the Training Manager is to work with the new officer to ensure that all the necessary paperwork is completed and the initial introductions to the department and city are made. During the Basic Course, the Training Manager will monitor the progress of the recruit officer trainee and will report to the Commander. This will be accomplished in part by information provided by the Primary FTO who is assigned to the recruit officer before the Basic Course. The recruit officer will make weekly contact with the Primary FTO during the Basic Course. Information gleaned from these contacts will be passed on via the SAC Sergeant to the Training Manager.

While the recruit officer is in the FTO Program, it is the responsibility of the Training Manager to work with the SAC Supervisor to ensure that the training manual is completed properly and to ensure that evaluations are completed. The evaluations from the FTOs and Duty Sergeants are submitted to the Training Manager, who will then pass them on to the Commander for review.

All records, memorandums and training information related to the recruit officer's training period will be maintained by the Training Manager.

SECTION 4

DUTIES AND RESPONSIBILITIES OF THE OPERATIONS COMMANDER

The Commander has the command responsibility for the Field Training and Evaluation Program. He/she has the responsibility for the direct supervision of the Field Training Supervisor.

As the FTOs and Duty Sergeants complete the evaluation of the recruit officer, they are then submitted to the FTO Sergeant and then forwarded to the Training Manager. The Training Manager will then submit the evaluations to the Commander for review so that he/she will be continually informed of the recruit officer's progress. The Commander will then submit the evaluations to the Training Manager for retention.

At the end of Phase III, the Commander will hold a meeting with the FTO Supervisor, the involved FTOs and the Training Manager to determine if the recruit officer is ready to proceed to Phase IV. During Phase IV, the probationary period, the Commander will monitor the abilities of the officer through the Patrol Sergeants.

At the time of ten months or prior to the end of the probationary period (whichever comes first), the FTO supervisor will complete an evaluation of the officer. The Commander will call a meeting with the FTO Supervisor, all FTOs and the Training Manager to determine whether the officer is performing satisfactorily and make a final determination for retention, extended probation or termination.

The Commander is responsible for keeping the Chief of Police informed of the status of all recruit officers. This shall include any decision for formal remedial training, corrective action or termination of a recruit officer along with an explanation of the reasons for the action taken. The Chief of Police will review / approve the decision as to the status of the recruit officer at the ten-month review meeting.

SECTION 5

CHAIN OF COMMAND

CHIEF OF POLICE

COMMANDER

SAC / FTO SUPERVISOR

FIELD TRAINING OFFICER

RECRUIT OFFICER

This guideline is to be adhered to unless there is a conflict at that level; for example: FTO/Recruit Officer - then the FTO Supervisor shall handle the conflict, etc. The FTO Supervisor shall appoint an acting Supervisor in his/her absence.

SECTION 6

THE EVALUATION PROCESS

The evaluation procedures employed in the Field Training and Evaluation Program are multifaceted in that they utilize input from a variety of verbal and written sources. Detailed descriptions and examples of the actual evaluation instruments are to be found in Section 7 and the appendix that follows. The purpose of Section 6 is to provide an explanation of the scheduled distribution of evaluations including the “when’s” and “whys” of the various steps. The reader will find line and staff responsibility for the completion of each step. Finally, the suggested procedure leading to the recommendation for termination of employment is outlined.

EVALUATION SCHEDULE

DAILY - Field Training Officer will complete the Daily Observation Report beginning in Phase II and continuing through Phase III. To be reviewed by the Duty Sergeant, and submitted to the FTO Supervisor, to the Training Manager and to the Commander. Additional comments from the Duty Sergeant may be added as an addendum to the DOR and reviewed with the recruit officer.

END OF PHASE REPORT – As the recruit officer rotates from one FTO to the next; the FTO will complete an End of Phase Report. This report outlines the recruit officers significant strengths and weaknesses as well as additional training and remedial efforts.

PHASE III - At the conclusion of Phase III, the Commander will advise the Chief of Police of the successful completion of Phase III, based upon the recommendation of the Training Team. Failures to achieve this standard are also reported.

TEN-MONTH - Based on the Training Team's recommendation for continuation or remediation, the Commander will report to the Chief of Police for final approval/review.

SECTION 7

PROGRAM REORGANIZATION AND UPDATING

No program can expect to retain its viability without an internal procedure for updating and revision. The Field Training and Evaluation Program has developed the Training Team to address this need.

- An on-going review of all lesson plans must be accomplished to ensure that they are relevant and up to date.
- An established procedure for the development of lesson plans in new subject areas must be developed.
- Standardized teaching methods and evaluative procedures should be frequently checked for adherence to prescribed guidelines.
- The recruit officer checklist shall be updated as the need occurs. Written examinations will also be reviewed and updated as necessary. Suggestions for updating will be solicited from past and present FTOs and recruit personnel.

The FTO Supervisor is designated as the Coordinator working in conjunction with the Training Manager. The Training Team is comprised of all current FTOs, the FTO Supervisor and the Training Manager.

SECTION 8

SCALE EVALUATION APPLICATION

Perhaps the most difficult task facing the FTO is the application of the numerical value that represents the behavior and skills being evaluated. The FTO's dilemma usually involved one's rating philosophy versus another's and the question of who is right. The following explanation should clarify the issue and ease the concern of the FTOs and the recruit officers.

The first principle of value application that must be accepted by all is that each of us has different perceptions on nearly everything in the life experience. While a standardization of rating is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start.

For example: FTO 'A', based on a prior negative experience, might see a recruit officer's exposure of the handgun to a suspect as worth a '1' rating. FTO 'B' on the other hand, might see the same action as a '3' level performance. Should we, or the recruit officer, be concerned about the discrepancy? Our answer is no as long as both FTOs see the performance as "unacceptable" under the guidelines. A lack of standardization occurs when FTO 'A' sees the action as "unacceptable" (scale value 1, 2, or 3) and FTO 'B' sees the same action as "acceptable" (scale value 4 through 7). Again, we have no difficulty accepting differences in officers' perceptions so long as the differences do not vary from the unacceptable range to the acceptable range; either the actions should be acceptable or not acceptable is the true issue.

The second principle that may come into play in the above example, or any other performance tasks, has to do with the result of a recruit officer not responding to training (NRT). A recruit who performs at a less than acceptable level might be assigned a 1-2-3 rating for a task. The FTO is under an obligation to remediate the error and assess the performance again when the opportunity or training session occurs. If the FTO retrained the recruit and the recruit fails to perform again, a reduction in the scale value may be appropriate (NRT). See the appendices for evaluation forms for the use of the NRT and NO columns in the rating procedure.

SECTION 9

PROGRESS REPORTS/ REPORT EVALUATION

In order to evaluate the officer's progress as the officer passes from one phase of training to the next, evaluation forms have been designed for use in each particular phase of the officer's training. Each officer is evaluated according to five general categories: 1) Appearance, 2) Attitude, 3) Knowledge 4) Report Writing and 5) Performance. Within each category is a list of items, which are evaluated according to three levels of competency: 1) Unacceptable, 2) Acceptable and 3) Superior. The officer must receive an acceptable rating, at minimum, in each category in order to be recommended for the next phase of training, or at least remedial training must be in progress.

Within each level of competence there are varying degrees of performance in which the officer may be rated. The degrees range on a scale from 1 (one) to 7 (seven). High ratings indicate acceptability and low ratings indicate unacceptable performance or behavior. The breakdown is as follows:

- 1-2 > Unacceptable**
- 3 > Not yet performing at solo level**
- 4-5 > Acceptable**
- 6-7 > Superior**
- NRT > Not responding to training**
- NO > Not observed**

Acceptable or unacceptable performance/behavior "by FTO standards" is evaluated in terms of novice solo officer performance. For rating purposes, a satisfactory novice solo officer is one that, with no previous law enforcement experience, can work safely and skillfully by themselves after the Basic Course and FTO Program training.

On the reverse side of the evaluation form, there is room for additional comments. Any time an officer receives a rating of '2' or less, or '6' and above, a narrative of the performance/behavior is mandatory. The daily evaluation report should include enough facts (date, time, report number, etc.) that the incident can be recalled. In the event of termination, each incident can then be referred to for special consideration.

The daily observation report (DOR) will be completed at the end of each training day. On the following workday, the FTO will review the evaluation with the officer, discuss his /her progress and have the recruit officer initial the evaluation. At the end of the workweek, the evaluation form is to be signed by both the FTO and the recruit officer. The FTO will then turn in the report to the Duty Sergeant for review. After review, and any additional comments added by the Duty Sergeant, the DOR will be given to the FTO Supervisor. The FTO Supervisor will review / sign the DORs and turn them into the Training Manager on a weekly basis. The Training Manager will then advise the Commander of the progress reports weekly. Verbal communications should remain open during the week when the reports have not been turned in.

RECRUIT FIELD TRAINING STANDARDS FOR PERFORMANCE EVALUATIONS

1. DRIVING SKILL: STRESS CONDITIONS

- #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.
- #4. Acceptable: Maintains control of vehicle. Evaluated driving situations and reacts properly. (i.e., proper speed for conditions)
- #7. Superior: High degree of reflex ability and competence in driving skills.

2. ORIENTATION SKILL: STRESS CONDITIONS

- #1. Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use map book under stress. Is unable to determine directions of the compass during stressful tactical situations.
- #4. Acceptable: Reasonably aware of his/her location. Is able to utilize map book effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.
- #7. Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to map book. Rarely disoriented during tactical situations.

3. FIELD PERFORMANCE: STRESS CONDITIONS

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

4. OFFICER SAFETY - GENERAL

- #1. Unacceptable: Frequently fails to exercise officer safety, i.e.,
 - Exposes weapons to suspect (baton, mace, handgun, etc
 - Fails to keep gun hand free during enforcement situations.
 - Stands directly in front of violator's car door.
 - Fails to control suspect's movements.
 - Does not maintain sight of violator while writing citation.
 - Failure to use illumination when necessary.

Fails to advise Communications when leaving a vehicle.
Fails to maintain good physical condition.
Fails to utilize or maintain personal safety equipment properly
Does not foresee potentially dangerous situations.
Points gun at other officers.
Stands too close to vehicle traffic.
Stands in front of door when knocking.
Fails to have weapon ready when appropriate.
Fails to cover other officers.
Fails to search police vehicle prior to duty or after transporting.
Fails to check equipment.

- #4. Acceptable: Understands principles of officer safety and generally applies same.
- #7. Superior: Always keeps in a safe position. Always watchful on approach to a call and able to do the same for his/her partner. Does not become paranoid or overconfident.

5. OFFICER SAFETY: WITH SUSPICIOUS PERSONS AND PRISONERS

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

6. CONTROL OF CONFLICT: VOICE COMMAND

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

7. CONTROL OF CONFLICT: PHYSICAL SKILL

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

8. DRIVING SKILL: NON-STRESS CONDITIONS

- #1. Unacceptable: Continually violates vehicle code (red light, stop signs) - involved in chargeable accidents, lacks dexterity and coordination during vehicle operation.
- #4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
- #7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of patrolman, i.e., operate radio, utilize BOL's.

9. ORIENTATION SKILL: NON-STRESS CONDITIONS

- #1. Unacceptable: Unaware of location while on patrol. Does not understand proper use of map book. Unable to relate location to destination. Not familiar with the district and beat structure.
- #4. Acceptable: Reasonable knowledge of location in most situations. Can quickly use map book to find streets and then apply map book map to get there.
- #7. Superior: Retains prior map book information and is able to get to destination by shortest route.

10. PROPER FORM SELECTION: ACCURACY/COMPLETENESS

- #1. Unacceptable: Unable to determine proper form for given situations; forms incomplete.
- #4. Acceptable: Knows most standard forms and understands format. Completes forms with reasonable accuracy.
- #7. Superior: consistently and rapidly completes detailed forms with no assistance. High degree of accuracy.

11. REPORT WRITING: ORGANIZATION/DETAILS

- #1. Unacceptable: Totally incapable of organizing events into written form.
- #4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation.
- #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.

12. REPORT WRITING: GRAMMAR \ SPELLING \ NEATNESS

- #1. Unacceptable: Illegible, misspelled words, incomplete sentence structure.

- #4. Acceptable: Grammar, spelling and neatness are satisfactory, in that errors in this area are rare and do not impair understanding.
- #7. Superior: Very neat and legible; no spelling mistakes and excellent grammar.

13. REPORT WRITING: APPROPRIATE TIME USED

- #1. Unacceptable: Requires 2-3 hours to complete basic, simple reports.
- #4. Acceptable: Completes simple, basic reports in 30 minutes.
- #7. Superior: Completes simple, basic reports in no more time than that of a skilled veteran officer. (Articulate this dependent on the type of report: what you consider normal time to complete.)

14. INTERVIEW AND INTERROGATION SKILL

- #1. Unacceptable: Fails to use proper questioning techniques. Does not elicit and record available information. Does not establish appropriate rapport with subjects. Does not control interview and interrogation of subjects. Fails to follow department and legal procedures.
- #4. Acceptable: Generally uses proper questioning techniques. Elicits most available information and records same. Established proper rapport with most victims and witnesses. Follows procedure and issues a proper Miranda admonishment.
- #7. Superior: Always uses proper questioning techniques. Established rapport with victims and witnesses under the most difficult circumstances. Controls the interrogation of suspects. Conduct successful interrogations.

15. COORDINATION: MULTIPLE TASKS

- #1. Unacceptable: Fails performing routine tasks. Difficulty performing several associated actions. Clumsy or lacks manual dexterity. Unable to safely drive/use radio, perform necessary physical tasks.
- #4. Acceptable: Properly performs several associated actions. Manually dexterous. Can safely drive while using radio. Possess the necessary coordination skills for police work.
- #7. Superior: Displays outstanding performance of several associated actions. Possess advance skill necessary for police work.

16. SELF-INITIATED FIELD ACTIVITY

- #1. Unacceptable: Does not see, or avoids activity. Does not follow-up on situations; rationalizes suspicious circumstances.
- #4. Acceptable: Recognizes and identifies suspected criminal activity; makes cases from routine activity.

- #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.

17. PROBLEM SOLVING/DECISION MAKING ABILITY

- #1. Unacceptable: Acts without thought, or is indecisive. Relies on others to make his/her decisions.
- #4. Acceptable: Is able to reason out problems and relate it to what he/she was taught. Has good perception and ability to make his/her own decisions.
- #7. Superior: Excellent perception in foreseeing problems and arriving at advanced decisions.

18. RADIO: APPROPRIATE USE OF COMMUNICATION CODES

- #1. Unacceptable: Misinterprets communication codes, definitions, or fails to use it in accordance with set policy; fails or refuses to improve.
- #4. Acceptable: Has good working knowledge of majority of communication code definitions.
- #7. Superior: Uses communication codes with ease in all receiving and sending situations.

19. RADIO: LISTENS & COMPREHENDS TRANSMISSION

- #1. Unacceptable: Repeatedly misses his/her call sign and is unaware of traffic on adjoining beats. Frequently has to ask Radio to repeat transmission or does not comprehend message.
- #4. Acceptable: Copies most Radio transmissions directed to him/her and is generally aware of adjoining beat traffic.
- #7. Superior: Always comprehends Radio transmissions and quickly makes a written record; always aware of and quickly reacts to traffic on adjoining beats.

20. RADIO: ARTICULATION OF TRANSMISSIONS

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

21. KNOWLEDGE OF DEPARTMENT POLICIES & PROCEDURES REFLECTED IN VERBAL OR WRITTEN TESTS

- #1. Unacceptable: Consistently scores below average (70%) on written test. Consistently unable to answer FTO's questions.
- #4. Acceptable: Scores 70-90% on tests. Answers most of FTO's questions.
- #7. Superior: Scores above 90% on all tests. Answers all of FTO's questions.

22. KNOWLEDGE OF DEPARTMENT POLICIES & PROCEDURES REFLECTED IN FIELD PERFORMANCE

- #1. Unacceptable: Has no knowledge of Department policies and procedures, and makes no attempt to learn.
- #4. Acceptable: Familiar with most commonly applied departmental policies and procedures.
- #7. Superior: Exceptional working knowledge of departmental policies and procedures.

23. KNOWLEDGE OF THE PENAL CODE REFLECTED IN VERBAL OR WRITTEN TESTS

- #1. Unacceptable: Consistently scores below average (70%) on written test. Consistently unable to answer FTO's questions.
- #4. Acceptable: Scores 70-90% on tests. Answers most of FTO's questions.
- #7. Superior: Scores above 90% on all tests. Answers all of FTO's questions.

24. KNOWLEDGE OF PENAL CODE REFLECTED IN FIELD PERFORMANCE

- #1. Unacceptable: Doesn't know elements of basic sections. Not able to learn; no attempt at improvement.
- #4. Acceptable: Working knowledge of commonly used sections; relates elements to observed criminal activity.
- #7. Superior: Outstanding knowledge of Penal Code, and ability to apply it to both normal and unusual criminal activity.

25. KNOWLEDGE OF VEHICLE CODE REFLECTED IN VERBAL OR WRITTEN TESTS

- #1. Unacceptable: Consistently scores below average (70%) on written test. Consistently unable to answer FTO's questions.
- #4. Acceptable: Scores 70-90% on tests. Answers most of FTO's questions.

- #7. Superior: Scores above 90% on all tests. Answers all of FTO's questions.

26. KNOWLEDGE OF VEHICLE CODE REFLECTED IN FIELD PERFORMANCE

- #1. Unacceptable: Doesn't know elements of basic sections; not able to learn; no attempt at improvement.
- #4. Acceptable: Working knowledge of commonly used sections; relates elements to observed traffic-related activity.
- #7. Superior: Outstanding knowledge of commonly used sections; relates and applies it to both normal and unusual traffic-related situations.

27. ACCEPTANCE OF FEEDBACK: VERBAL/BEHAVIOR

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

28. ATTITUDE TOWARD POLICE WORK

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

29. INTEGRITY / ETHICS

- #1. Unacceptable: Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.
- #4. Acceptable: Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision making.
- #7. Superior: Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

30. LEADERSHIP

- #1. Unacceptable: Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.
- #4. Acceptable: Understands differences between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
- #7. Superior: Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.

31. RELATIONSHIPS WITH FTOs, SGTS. & CMDR.

- #1. Unacceptable: Constantly argues with FTO or other superior officers. Belittles FTO/supervisors in front of or to others. Fails to adhere to the chain of command. Insubordinate.
- #4. Acceptable: Is able to establish a good teacher-student relationship with FTO. Understands and adheres to the chain of command. Respects superior officers.
- #7. Superior: Establishes excellent teacher-student relationship. Possesses thorough understanding of chain of command and consistently adheres to it.

32. GENERAL APPEARANCE: SPECIFY IF NECESSARY

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

33. COMMUNICATE & INTERACT WITH CITIZENS / COMMUNITIES

- #1. Unacceptable: Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Remains inaccessible to the public. Does not make an attempt to understand citizen concerns. Does not follow up on citizen requests.
- #4. Acceptable: Is at ease with all ethnic and cultural members of the community. Serves their needs and requests objectively and with concern. Contacts the public in non-enforcement situations. Is aware and empathetic to citizens' perceptions of problems.
- #7. Superior: Understands the various ethnic/cultural/social differences within the communities and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that furthers mutual understanding. Uses proper time management procedures to allow increased

citizen contacts. Makes extended effort to answer questions completely by obtaining additional information and getting back to the citizen.

34. COMMUNITY POLICING PROBLEM SOLVING

- #1. Unacceptable: Avoids problems. Does not understand or use problem-solving techniques. Fails to ask the right questions. Is unable to choose an alternative solution. Does not assess response to problem.
- #4. Acceptable: has knowledge of, and uses problem-solving model. Generates questions designed to identify problem. Generally able to choose a solution and use the problem solving work sheet as appropriate.
- #7. Superior: Understands and uses S.A.R.A. problem-solving model. Identifies root causes of problems. Selects workable solutions. Properly assesses response and plans for follow-up utilizing the problem-solving work sheet. (S.A.R.A.-Scan-Analyze-Response-Assess)

SECTION 10

PROCEDURE FOR RECOMMENDING TERMINATION OF EMPLOYMENT

If, during any phase of the Field Training and Evaluation Program, it is concluded by consensus that a recruit officer should be recommended for termination, all supporting/evaluating material should be gathered and a report made by the FTO Supervisor and the Training Manager. This report, summarizing the recruit officer's performance, shall be directed to the Commander and shall include conclusions concerning retention or dismissal. The report shall reflect all aspects of the recruit officer's performance, including both the positive and the negative. This report shall be kept in strict confidence by all involved members.

Although the FTO is encouraged to continually keep the recruit officer appraised of his/her level of performance, it is not the FTO's role to notify the recruit officer of his impending termination; even though, the FTO may decide that such action should be taken. The decision to terminate will be made only after all reports on file are reviewed by the supervisors involved, the Commander, and the Chief of Police. The Chief of Police, with the Commander if so desired, is responsible for notifying the recruit officer of the intention to terminate employment.

SECTION 11

LESSON PLANNING

THE FOUR-STEP PLAN

The four-step method of instruction is a neutral procedure application to any instructional situation. It will fit teaching situations in any industry, in any area, or at any level. It seems logical to proceed by first getting the attention and interest of the individual; when this is accomplished, presenting the information to be learned, and finally determining that the learner has actually learned. Its features are summarized in the following paragraphs.

STEP 1: INTRODUCTION -The goal of the first step of the teaching process is to arrange ideas and experiences, already present from the learner, into such an order that he/she will be receptive towards the new ideas and experiences to be taught. No new knowledge is added. The instructor is interested in developing a basis upon which the instruction can rest. It is also essential that the introduction step be designed to focus the interest of the student on the lesson to be learned and to provide him/her with a motive and enthusiasm for learning. These steps must all be thorough and complete if the new instruction is to have effective reception.

STEP 2: PRESENTATION -The objective of the second step in the teaching process is to impart the new knowledge or skills to the learner. This step must be related to known ideas and experiences. The instructor's challenge is to arrange the material to be taught in an effective order, placing emphasis on the most essential aspects.

STEP 3: APPLICATION -The third step of the teaching process affords the learner the opportunity to put to use the information prepared for and presented in the previous steps. The intent is to disclose the learner's grasp of the details of the new subject and the ability to progress.

STEP 4: TEST -The last step may be regarded as the final inspection of the learner's accomplishment. The instructor is concerned with determining the present abilities of the learner and his/her readiness to move on to a new phase of the instruction. Whether the instructor gives an oral test, a written test or a performance test, the student must know the nature and extent of his/her successes and failures.

SECTION 12

INTRODUCTION

The Field Training Program is a (17) seventeen week program that uses a four phase modular concept for training. This approach is designed to standardize the field training for recruit officers. The Field Training Manual contains approximately 250 functional areas based upon performance objectives. The functional areas correspond and parallel the academy training. The Field Training Manual follows an orderly progression from the basic to the more complex facets of training.

The functional areas of the Field Training Manual have been grouped together into individual weeks. This is designed so the recruit will understand what is to be presented on any particular week and may prepare accordingly. Upon completion of each week in the FTO Program, the recruit officer shall have satisfactorily completed the week's skills mastery checklist. The corresponding sign-off sheet shall be signed by both the recruit officer and the FTO, and a copy forwarded to the FTO Supervisor. This system has also been designed so that all functional areas or mastery skills will be completed and signed off by the completion of week twelve. Weeks thirteen through sixteen shall be utilized for any additional training the recruit officer may need to enhance deficient or unsatisfactory skills. This may be accomplished through scenario training, mock report writing or verbal and written tests. All training of this sort shall be authorized by the FTO Supervisor prior to implementation and will be documented. A copy of the documentation shall be placed in the Field Training Manual under the appropriate week of training.

The phase training program is self-paced and is geared to the individual's learning rate. Phases II and III are designed to last up to a maximum of 21 weeks. Phase IV begins after the recruit officer has demonstrated the ability to function as a solo unit. During Phase IV, the officer will work primarily as a solo unit. After the completion of the FTO Program portion of Phase IV, the officer will be “released” from the program, but technically, Phase IV continues until the officer has successfully completed his/her probationary period.

The recruit officer is required to display a satisfactory level of achievement in each functional area. The officer must satisfactorily complete Phase II before advancing to Phase III officially; although, portions of the phases can intermingle as does occasionally occur.

PHASE TRAINING

PHASE I: P.O.S.T. BASIC COURSE (Academy) graduate or Lateral Entry. After the successful completion of Phase I training or status, the recruit officer will enter into Phase II.

PHASE II: During this phase, the recruit will be assigned to two to three Field Training Officers (based on availability) over a period of up to 17 weeks. The initial week of Phase II is the In-House Training Week. This time affords the recruit officer the opportunity to familiarize himself /herself with both the Town of Colma and policies/procedures of the department that were not covered in the Academy. Additionally, recruit officers will qualify in Range with certified instructors in the department. Subsequent weeks of Phase II (Weeks 1-16) focus on the learning domains outlined in the FTO Manual. The recruit officer is assigned to an FTO working in the field. During the first one to three days of Week 1 a 'limbo' period with no formal evaluations may be implemented at the discretion of the FTO. During the remaining portions of Phase II, the FTO will complete daily observation reports.

The recruit officer will pass from Phase II into Phase III upon a favorable recommendation of the FTO, FTO Supervisor and the Training Manager.

PHASE III: This is commonly known as the 'Shadow Phase'. One or two days 'limbo' can be utilized, with no formal evaluations given, at the discretion of the FTO. The FTO will complete daily evaluations to be reviewed by the Duty Sergeant. Phase III may last up to four weeks. During Phase III the FTO should act as an observer and only intervene when necessary for officer safety / legal concerns.

The recruit officer will pass from Phase III to Phase IV upon a favorable recommendation of the FTO, FTO Supervisor and the Training Manager.

After consultation with the Training Team, which consists of all current FTOs, the FTO Supervisor and the Training Manager, the FTO Supervisor will meet with the Commander to determine if the recruit officer is prepared to advance to Phase IV or should be retained for remedial training in Phase III, or whether a recommendation for termination should be presented to the Chief of Police. The Commander will review the finding with the Chief of Police. The Training Team will be at the disposal of the Chief should a special meeting be needed.

PHASE IV: The recruit officer is assigned as a solo unit and will be assigned to various shifts and duties as prescribed by the Command Staff. The recruit officer will be monitored by his/her Duty Supervisors, and while no written evaluations are necessary (unless otherwise determined) verbal communications as to his/her progress will remain open between the staff.

PHASE TRAINING cont.

TEN MONTH EVALUATION: After ten months in Phase IV, or before the end of the probationary period (which ever comes first), the Duty Sergeant to whom the officer is assigned will complete a final evaluation of the recruit officer. It will be reviewed by the FTO Supervisor who will meet with the Commander and make a final recommendation, to be presented to the Chief of Police.

Upon a favorable recommendation in the ten-month evaluation, the recruit officer will pass into the remaining time of the probationary period. If the officer does not pass the ten month evaluation, one of the following will occur: the officer will be sent back for remediation in the areas specified by the team, or termination recommendations will be made to the Chief of Police.

APPENDIX A

JOB TASK ELEMENT LIST FOR POLICE OFFICERS

Working knowledge of public relations / human behavior.

Ability to properly evaluate the quality of information elicited from an individual under a variety of situations.

Ability to effectively communicate.

Ability to give directions clearly and accurately.

Ability to read and interpret city maps.

Ability to effectively communicate in writing.

Working knowledge of the English language.

Knowledge of good grammar.

Ability to spell correctly.

Good vocabulary, adaptable to various classes.

Ability to write legibly.

Good physical conditioning.

Physical coordination.

Endurance, stamina

Self confidence.

Ability to understand and carry out complicated verbal instructions.

Ability to understand and carry out complicated written instructions.

- Ability to work with complicated forms.

Ability to function under emergency situations.

Ability to work quickly and calmly under stress.

Ability to make quick, reasonable decisions under stress.

Ability to take command under stress. .

Inductive reasoning capabilities.

APPENDIX A, cont.

Deductive reasoning capabilities.

Ability to plan and organize.

Good attention to detail.

Ability to maintain and uphold personal convictions.

All five senses must function properly.

Must have good eyesight

Good peripheral vision.

Good night vision.

Attentive to sounds and smells.

Ability to determine and note important, relevant details.

Ability to recognize potential danger.

Ability to be flexible in method and decision-making.

Ability to assume command over peers if necessary.

Working knowledge of basic arithmetic.

Ability to work well with others (teamwork).

Verbal reasoning ability (ability to make sense out of incoherent, excited or disorganized verbal communication).

Ability to remember faces, places, vehicles, etc.

APPENDIX B

PERFORMANCE DIMENSIONS FOR POLICE OFFICERS

1. Communication Skills

- Ability to express clearly in writing and speech.
- Ability to read with good comprehension.
- Ability to write a report that faithfully describes what happened.
- Ability to speak clearly and be understood.

2. Problem Solving

- Knowing how to 'size-up' a situation, identify the problems and make a logical decision.
- Knowing when to take action and what kind of action is appropriate.
- Using good judgment in making decisions.
- Ability to see the similarities and differences between the many situations confronted on a daily basis.

3. Learning Ability

- Ability to comprehend and retain good detail of factual information.
- Ability to recall factual information pertaining to laws, statutes, codes, bulletins, etc.
- Ability to learn and apply what has been learned.
- Capability of learning the factual material which is required of a police officer.

4. Judgment Under Pressure

- Applying good sense in dealing with pressure situations.
- Capability of making sound decisions 'on the spot.'
- Using good judgment in dealing with potential dangerous and volatile situations.
- Ability to make effective, logical decisions under pressure.

5. Observation Skills

- Mental alertness, good observation skills, memory for detail.
- Alertness to signals that indicate something is wrong.
- Suspicious and inquisitive, able to sense when something may be wrong.

6. Willingness to Confront Problems

- Ability to be assertive when necessary.
- Willingness to confront a problem doesn't back away or make excuses.
- Willingness to stop people who are behaving in a suspicious manner.
- Ability to confront a potentially dangerous situation.

7. Interest in People

- Wanting to understand people and work with them.
- Having an active interest in people.

APPENDIX B, cont.

- Fairness in dealing with the public regardless of race, sex, etc.
- Having a public service orientation, wanting to help people.

8. Interpersonal Sensitivity

- Resolving problems in a way that shows sensitivity for other's feelings.
- Showing empathy in working with people.
- Effective in dealing with people without arousing antagonism.
- Understanding the motives of people and how they may possibly react.

9. Desire for Self-Improvement

- Desire to go out and seek the knowledge needed to be a competent police officer.
- Seeing oneself as being responsible for learning the job.
- Willing to put in the time needed to stay well informed.
- Having a high degree of interest and self-motivation in wanting to improve skills and knowledge.

10. Appearance

- Demeanor as determined by physical appearance, grooming, and personal care.
- Having and showing personal pride in demeanor and appearance.
- Professional bearing as determined by neatness and personal appearance.

11. Dependability

- Having the habit of submitting reports on time, not malingering on calls, well motivated.
- Dependable, follows through with assignments.
- Taking the extra effort to be accurate in all areas of work.

12. Physical Ability

- Showing the endurance required to do the job.
- Measuring up to the physical demands of police work.
- Maintaining good physical conditioning.
- Being able to handle oneself when physically necessary.

13. Integrity

- Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.
- Refusing to tolerate unethical or illegal conduct on the part of others in law enforcement.
- Showing strong moral character and integrity in dealing with the public.
- Being honest when dealing with the public and others.

EVALUATION FORMS

PHASE II

Recruit Officer: _____ **Entered Phase II on** _____

FTO: _____ **From:** _____ **To** _____

FTO: _____ **From:** _____ **To** _____

FTO: _____ **From:** _____ **To** _____

FTO: _____ **From:** _____ **To** _____

FTO: _____ **From:** _____ **To** _____

FTO: _____ **From:** _____ **To** _____

FTO Supervisor: _____

Training Manager: _____

Recruit Officer _____ **has satisfactorily completed Phase II**

OFFICER SURVIVAL

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:

- Concept of tactical retreat
- Pre-planning (mental scenarios)
- Reduction of unnecessary risks (stress management, “keeping your cool”)
- Mental conditioning
- Will to live
- Continue to fight, regardless of odds
- Mental alertness
- Self-confidence
- Physical conditioning
- Agency policy on physical fitness and officer standards
- Role of good health and nutrition
- Weapon retention

COMMENTS:

Recruit Officer: _____ **Date:** _____

FTO: _____ **Date:** _____

REPORT WRITING SKILLS MASTERY CHECKLIST

The following reports / forms will be completed by the recruit officer either through actual cases or scenario training.

	Case Report Number	FTO / Date
Burglary	_____	_____
Robbery	_____	_____
Narcotic (NTF)	_____	_____
Theft – Petty / Grand	_____	_____
Shoplifting	_____	_____
Found Property	_____	_____
Suicide / Attempted Suicide	_____	_____
Domestic Violence (273.5 PC)	_____	_____
Assault / Battery	_____	_____
Stolen / Recovered Vehicle	_____	_____
CHP 180	_____	_____
Booking Sheet	_____	_____
647(f) PC	_____	_____
DUI	_____	_____
Collision – PDO	_____	_____
Collision – Injury	_____	_____
JCR	_____	_____
DMV 310- Verbal Notice	_____	_____
DMV DS 427 – Re-exam of Driver	_____	_____
Animal Bite Report	_____	_____
Death – attended / unattended	_____	_____
Rape / Sexual Assault	_____	_____
Child Abuse	_____	_____
Adult / Elder Abuse	_____	_____
Emergency Protective Order	_____	_____
5150 WI forms	_____	_____

COLMA POLICE DEPARTMENT

Field Training Program Completion Record/Competency Attestation

REPORT DATE _____

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)	
1				From:	To:
2				From:	To:
3				From:	To:
4				From:	To:

PART B. TRAINEE ATTESTATION

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature _____ Date _____

PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature _____ Date _____

Print FT SAC Name	Badge / ID		Date

PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Print Agency Head Name	Badge / ID		Date

END OF PHASE REPORT (EPR)

Recruit Officer

FTO

Week _____ to _____

Date Phase Began: _____ Date Phase Ended: _____

Significant Strengths

- 1
- 2
- 3

Significant Weaknesses

- 1
- 2
- 3

Additional Comments / Remedial Efforts:

The recruit officer **is / is not** performing at a solo patrol officer level.

Recruit Officer: _____

Date: _____

FTO: _____

Date: _____

FTO Sgt. _____

Date: _____

DAILY OBSERVATION REPORT

TRAINEE: _____

TRAINER: _____

DATE: _____

RATING INSTRUCTIONS: FTO's shall rate observed behavior for each category with reference to the scale below, using the **FTO PROGRAM STANDARDIZED GUIDELINES**. Check "NO" for not observed, "NRT" for not responding to training, "NAR" for narrative comment and "REM" for remedial training provided. If "REM" is used, please list the number of minutes you spent on the remedial training.

YOU MUST COMMENT ON THE MOST AND LEAST ACCEPTABLE PERFORMANCE OF THE DAY AND ON ALL RATINGS OF "2" OR LESS, "6" OR MORE AND "NRT". YOU ARE ALSO ENCOURAGED TO COMMENT ON ANY OTHER BEHAVIOR YOU WISH. REFER TO THE CATEGORY NUMBER IN YOUR COMMENTS.

Trainee Must Transpose Rating	ESSENTIAL JOB FUNCTIONS RATING FORM															
	RATING SCALE															
	Not Acceptable			Acceptable				Superior								
			1	2	3	4	5	6	7	6	7	NO	NRT	NAR	REM	TIME
CRITICAL PERFORMANCE TASKS																
___	1	Driving Skills: Stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	2	Orientation Skill: Stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	3	Field Performance: Stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	4	Officer Safety: General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	5	Officer Safety: with susp persons / prisoners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	6	Control Conflict: Voice command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	7	Control Conflict: Physical skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
FREQUENT AND OTHER PERFORMANCE TASKS																
___	8	Driving Skill: Non-stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	9	Orientation Skill: Non-stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	10	Proper Form Selection: Accuracy and Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	11	Report Writing: Organization / Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	12	Report Writing: Grammar / Spelling / Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	13	Report Writing: Appropriate use of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	14	Interview/Interrogation skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	15	Coordination: Multiple Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	16	Self-Initiated field activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	17	Problem solving / Decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	18	Radio/MDT: Use of codes / Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	19	Radio: Listens & Comprehends transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	20	Radio: Articulation of transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES																
___	21	Reflected by Verbal / Written / Simulated testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	22	Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
KNOWLEDGE OF THE PENAL CODE																
___	23	Reflected by Verbal / Written / Simulated testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	24	Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
KNOWLEDGE OF THE VEHICLE CODE																
___	25	Reflected by Verbal / Written / Simulated testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	26	Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
ATTITUDE / RELATIONS / APPEARANCE																
___	27	Acceptance of feedback: verbal / behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	28	Attitude towards police work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	29	Integrity / Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	30	Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	31	Relationships: FTO / SGT / CMDR / Dept. Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	32	General appearance: specify if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___

COMMUNITY POLICING

___	33	Communicate & Interact with citizens / communities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
___	34	Community policing problem solving techniques	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___

The most satisfactory area of performance today was rating category number:
A specific incident which demonstrated today's performance in this area is:

The least acceptable area of performance today was rating category number:
A specific incident which demonstrated today's performance in this area is:

Additional documentation of performance and training provided:

CAT. No.	DOCUMENTATION OF PERFORMANCE AND COMMENTS:

# of Reports:	# of Moving Violations:	# of Parking Violations:
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TRAINEE SIGNATURE / ID NUMBER

TRAINING OFFICER SIGNATURE / ID NUMBER

PATROL SERGEANT SIGNATURE / ID NUMBER

FTP SAC SIGNATURE / ID NUMBER

REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Recruit Officer: _____ Date: _____ Week #: _____

Your FTO has identified one or more areas of deficient performance that need your immediate attention and improvement. You will be expected to fully complete the training assignment below by _____.
(Date)

PERFORMANCE DEFICIENCIES:

Define the problem specifically giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT:

Describe the specific assignments given to the recruit officer.

FTO will describe the specific assignment given to the recruit officer to correct the above-described problem(s). Assignments will be given in terms of specific performance goals; i.e. practice self-initiated car stops daily (for 4 shifts) resulting in, at least, satisfactory level in identified area(s).

Recruit Officer's Signature: _____ Date: _____

FTOs Signature _____ Date: _____

ASSIGNMENT COMPLETION:

Has recruit officer satisfactorily completed the training plan?

Is the officer now performing at a competent level?

Has an additional assignment been given?

COMMENTS:

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the recruit officer's continued substandard performance. Additional REMEDIAL TRAINING WORKSHEETS should be generated outlining a follow-up training plan.

****It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the recruit officer's next FTO so that follow-up can be monitored.**

Recruit Officer's Signature: _____ Date: _____

FTOs Signature _____ Date: _____

FTO Sgt Signature _____ Date: _____

COLMA POLICE DEPARTMENT Field Training Officer Critique Form

DATE: _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART A. PURPOSE

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to continue to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your response to each item is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide, the better we can determine each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content of the feedback (*not your identity*) will be relayed to the FTOs to assist with improving training methods.

PART B. FTO EVALUATION

1. The Field Training Program emphasizes two areas: Training **and** Evaluating Performance. Assign percentages (totaling 100%) to the amount of effort your FTO gave to each (*e.g.*, Training–50%, Evaluating Performance–50%)

TRAINING: _____% EVALUATING PERFORMANCE: _____%

On a scale of 1 to 5, rate the following:

2. Indicate how you perceived your FTO related to you:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
I WAS JUST ONE OF A NUMBER OF RECRUITS		INTERACTION WAS ADEQUATE		I WAS RECOGNIZED AS AN INDIVIDUAL

3. What type of role model was the FTO for you?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
NEVER	SELDOM	OFTEN	USUALLY	ALWAYS

5. Rate the FTO's knowledge of the training material covered:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

6. Describe the FTO's skill as a trainer and his/her training methods, such as handouts, visual aids, scenarios, role-play, etc.:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

7. Rate the FTO's ability to communicate with you:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in evaluating you:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

COLMA POLICE DEPARTMENT Field Training Officer Critique Form

DATE: _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART B. FTO EVALUATION *continued*

9. Describe the FTO's method of critiquing your performance (verbally or in writing):

- | | | | | |
|---|----------------------------|----------------------------|----------------------------|--------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| TOO NEGATIVE /
TOO CRITICAL / UNFAIR | | SATISFACTORY /
FAIR | | VERY POSITIVE /
ENCOURAGING |

10. Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

- | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| NEVER | SELDOM | OFTEN | USUALLY | ALWAYS |

11. List the area(s) you consider to be the FTO's greatest strengths (e.g., training skills, officer safety, codes and laws, report writing, etc.):

12. List the area(s) in which you feel the FTO needs improvement:

13. Were there any conflicts or inconsistencies with the FTO's training and your academy training? YES NO

If YES, explain:

14. Did you experience any discrepancies between the FTOs? YES NO

If YES, explain:

15. Please list any additional comments or suggestions here:

Trainee
Signature

▶ _____ Date _____

COLMA POLICE DEPARTMENT Field Training Program Critique Form

DATE: _____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

PART A. PURPOSE

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated.

Return the completed and signed evaluation to the FTP SAC:

Supervisor (FTP SAC)

PART B. FTP evaluation

- Y N **1.** Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?
Please comment:
-
- Y N **2.** Do you think the length of the program was adequate?
Please comment:
-
- Y N **3.** Do you believe the program training you received was meaningful in relation to the job you are now doing?
Please comment:
-
- Y N **4.** Were there any areas of training you believed were ignored, or which should have been included or extended?
If YES, which area(s):
-
- Y N **5.** Was the instruction and training provided by the FTOs generally consistent with one another?
Please comment:
-
- Y N **6.** Do you believe the documented evaluations in the program (DORs, Supervisor Weekly Reports, etc.) were beneficial for your development as a police officer?
Please comment:
-
- Y N **7.** Do you believe program personnel were objective in making evaluations, judgments, and decisions about you?
Please comment:
-

COLMA POLICE DEPARTMENT Field Training Program Critique Form

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID
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PART B. FTP EVALUATION *continued*

Y N **8.** Do you think there was sufficient time available for community-oriented projects or specialized beat activities?
Please comment:

9. Upon completion of the Field Training Program, do you feel you are now proficient in each of the following areas?

- A. Department Policies and Procedures..... Y N
- B. Patrol Vehicle Operations Y N
- C. Officer Safety Y N
- D. Report Writing Y N
- E. Codes and Law..... Y N
- F. Patrol Procedures Y N
- G. Handcuffing and Searching Techniques Y N
- H. Use of Force..... Y N
- I. Traffic (including DUI and Accident Investigation) Y N
- J. Search and Seizure..... Y N
- K. Radio Procedures Y N
- L. Investigations and Evidence..... Y N
- M. Conflict Resolution Y N
- N. COPPS/POP..... Y N
- O. Courtroom Procedures Y N

Y N **10.** Are there any changes you would suggest to improve the program?
Please comment:

Y N **11.** Use the space below to add anything that may not have been covered above.

Trainee Signature ► _____ Date _____

PHASE TRAINING

PHASE I: P.O.S.T. BASIC COURSE (Academy) graduate or Lateral Entry. After the successful completion of Phase I training or status, the recruit officer will enter into Phase II.

PHASE II: During this phase, the recruit will be assigned to a minimum of three Field Training Officers over a period of up to 17 weeks. The initial week of Phase II is an In-House Training Week. This time affords the recruit officer the opportunity to familiarize himself /herself with both the Town of Colma and policies/procedures of the department that were not covered in the Academy. Additionally, recruit officers will qualify in Range with certified instructors in the department. Subsequent weeks of Phase II (Weeks 1-16) focus on the learning domains outlined in the FTO Manual. The recruit officer is assigned to an FTO working in the field. During the first one to three days of Week 1 a 'limbo' period with no formal evaluations may be implemented at the discretion of the FTO. During the remaining portions of Phase II, the FTO will complete daily observation reports.

The recruit officer will pass from Phase II into Phase III upon *a favorable recommendation* of the FTO, FTO Supervisor and the Training Manager.

PHASE III: This is commonly known as the 'Shadow Phase'. One or two days 'limbo' can be utilized, with no formal evaluations given, at the discretion of the FTO. The FTO will complete daily evaluations to be reviewed by the Duty Sergeant. Phase III may last up to four weeks. During Phase III the FTO should act as an observer and only intervene when necessary for officer safety / legal concerns.

The recruit officer will pass from Phase III to Phase IV upon *a favorable recommendation* of the FTO, FTO Supervisor and the Training Manager.

After consultation with the Training Team, which consists of all current FTOs, the FTO Supervisor and the Training Manager, the FTO Supervisor will meet with the Operations Division Commander to determine if the recruit officer is prepared to advance to Phase IV or should be retained for remedial training in Phase III, or whether a recommendation for termination should be presented to the Chief of Police. The Division Commander will review the finding with the Chief of Police. The Training Team will be at the disposal of the Chief should a special meeting be needed.

PHASE IV: The recruit officer is assigned as a solo unit and will be assigned to various shifts and duties as prescribed by the Command Staff. The recruit officer will be monitored by his/her Duty Supervisors, and while no written evaluations are necessary (unless otherwise determined) verbal communications as to his/her progress will remain open between the staff.

PHASE TRAINING cont.

TEN MONTH EVALUATION: *After ten months in Phase IV, or before the end of the probationary period (which ever comes first), the Duty Sergeant to whom the officer is assigned will complete a final evaluation of the recruit officer. It will be reviewed by the FTO Supervisor who will meet with the Operations Division Commander and make a final recommendation, to be presented to the Chief of Police.*

Upon a favorable recommendation in the ten-month evaluation, the recruit officer will pass into the remaining time of the probationary period. If the officer does not pass the ten month evaluation, one of the following will occur: the officer will be sent back for remediation in the areas specified by the team, or termination recommendations will be made to the Chief of Police.

IN HOUSE TRAINING

ORIENTATION:

- Uniform / Equipment Checklist
- Station Orientation
- Department Value Statement / Motto
- US Constitutional Rights

ETHICS

- Code of Conduct for Law Enforcement Officials
- Law Enforcement Code of Ethics
- Law Enforcement Oath of Honor

LEADERSHIP

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

FIRST AID

REPORT WRITING / COMPUTERS

RANGE TRAINING

CROWD CONTROL

DEPARTMENT POLICY MANUAL

COLMA MUNICIPAL CODES

TESTS:

- Use of Force
- Police Pursuits
- CLETS access booklet
- Range Qualification
- Defensive Tactics Review

DATE TRAINED TESTED

ORIENTATION:

The officer will read and review the introductory sections of the FTO Manual.

Explain the officer's relationship with the FTO and what is expected during the progression of the program.

Assure that the officer knows his/her own radio call sign and enough radio procedure to request help/cover if necessary.

The officer will qualify at the range with a Range Master and understand the policy regarding the carrying of off duty weapons.

The officer will explain the hours of all shifts and be able to explain the absence reporting requirements.

The officer will possess the proper uniform, equipment and supplies. The officer will be inspected for completeness and serviceability.

Uniforms

Service Weapon

Taser

Handcuffs and Key

Baton / Baton Ring

O.C. /O.C. Holder

Whistle

Audio Recorder

Flashlight

City Map

Rubber Gloves

Riot Equipment

Miranda Card

Citations- traffic/parking/courtesy

Radio /Radio holder

Station Key(s) / card

Police ID Card

Vehicle Code Quick Reference (PDF)

Penal Quick Reference (PDF)

ORIENTATION, cont.

DATE TRAINED TESTED

The officer will be shown where to locate various reference materials.

Policy Manual	_____	_____	_____
Penal Codes	_____	_____	_____
Vehicle Codes	_____	_____	_____
Traffic Collision Manual	_____	_____	_____
ABC Book	_____	_____	_____
Health and Safety Codes	_____	_____	_____
Welfare and Institutions Codes	_____	_____	_____
Legal Source Book	_____	_____	_____
Report Forms	_____	_____	_____

The officer will be familiar with the following equipment / locations.

Radios	_____	_____	_____
Telephone system	_____	_____	_____
TRAK Machine	_____	_____	_____
Gun locker	_____	_____	_____
Armory	_____	_____	_____
Fingerprint stations	_____	_____	_____
Evidence	_____	_____	_____
Copy machine	_____	_____	_____
Reverse directory	_____	_____	_____
Watch logs	_____	_____	_____
Bulletins/Teletypes	_____	_____	_____

The officer shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

First – Freedom of religion, speech, press, and public assembly

Fourth – Search and seizure only by warrant or good cause

Fifth – Right to trial; no double jeopardy; no self incrimination; right to due process; and no confiscation without compensation

Sixth – Right to a speedy trial

Eighth – Excessive bail prohibited

Fourteenth – Civil rights (18 USC, 242 Color of law/authority)

ETHICS

DATE TRAINED TESTED

The officer shall identify law enforcement ethical standards - (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain and/ or demonstrate how they apply to ethical decision-making.

The officer shall demonstrate the ability to accept responsibility for his/her actions.

The officer shall illustrate, through explanation or example, the following aspects of ethical conduct:

An officer shall not engage in any conduct or activities on or off duty that bring discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.

Officers shall not use language or engage in acts that demean, harass, or intimidate another.

Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's Use of Force policy and shall observe the civil rights and protect the well-being of those in their charge.

The officer shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

ETHICS Cont.

DATE TRAINED TESTED

The officer shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

The officer shall identify and discuss problems associated with some common ethical decisions, including:

- Non-enforcement of specific laws by personal choice
- Acceptance of gratuities
- Misuse of sick time, etc.

The officer shall review and explain the policies and procedures from the Policy Manual associated with conduct both on and off duty

The officer shall explain the most common limitations of their discretionary authority, to include:

- Law
- Departmental policy and procedure
- Departmental goals and objectives
- Community expectations
- Officer Safety

The officer shall identify the potential consequences of inappropriate discretionary decision making, including:

- Death or injury
- Additional crime
- Civil and vicarious liability
- Discipline
- Embarrassment to department
- Relationship with the community

Given various scenarios, simulated incidents, or calls for service the officer shall identify and determine which of the following are acceptable decisions:

- Arrest
- Cite and Release
- Referral
- Verbal warning
- No action

CODE OF CONDUCT FOR LAW ENFORCEMENT OFFICIALS
Adopted by General Assembly resolution 34/169 of 17 December 1979

Article 1

Law enforcement officials shall at all times fulfill the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

Commentary:

(a) The term "law enforcement officials", includes all officers of the law, whether appointed or elected, who exercise police powers, especially the powers of arrest or detention.

(b) In countries where police powers are exercised by military authorities, whether uniformed or not, or by State security forces, the definition of law enforcement officials shall be regarded as including officers of such services.

(c) Service to the community is intended to include particularly the rendition of services of assistance to those members of the community who by reason of personal, economic, social or other emergencies are in need of immediate aid.

(d) This provision is intended to cover not only all violent, predatory and harmful acts, but extends to the full range of prohibitions under penal statutes. It extends to conduct by persons not capable of incurring criminal liability.

Article 2

In the performance of their duty, law enforcement officials shall respect and protect human dignity and maintain and uphold the human rights of all persons.

Commentary:

(a) The human rights in question are identified and protected by national and international law. Among the relevant international instruments are the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, the United Nations Declaration on the Elimination of All Forms of Racial Discrimination, the International Convention on the Elimination of All Forms of Racial Discrimination, the International Convention on the Suppression and Punishment of the Crime of Apartheid, the Convention on the Prevention and Punishment of the Crime of Genocide, the Standard Minimum Rules for the Treatment of Prisoners and the Vienna Convention on Consular Relations.

(b) National commentaries to this provision should indicate regional or national provisions identifying and protecting these rights.

Article 3

Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duty.

Commentary:

(a) This provision emphasizes that the use of force by law enforcement officials should be exceptional; while it implies that law enforcement officials may be authorized to use force as is reasonably necessary under the circumstances for the prevention of crime or in effecting or assisting in the lawful arrest of offenders or suspected offenders, no force going beyond that may be used.

(b) National law ordinarily restricts the use of force by law enforcement officials in

accordance with a principle of proportionality. It is to be understood that such national principles of proportionality are to be respected in the interpretation of this provision. In no case should this provision be interpreted to authorize the use of force which is disproportionate to the legitimate objective to be achieved.

(c) The use of firearms is considered an extreme measure. Every effort should be made to exclude the use of firearms, especially against children. In general, firearms should not be used except when a suspected offender offers armed resistance or otherwise jeopardizes the lives of others and less extreme measures are not sufficient to restrain or apprehend the suspected offender. In every instance in which a firearm is discharged, a report should be made promptly to the competent authorities.

Article 4

Matters of a confidential nature in the possession of law enforcement officials shall be kept confidential, unless the performance of duty or the needs of justice strictly require otherwise.

Commentary:

By the nature of their duties, law enforcement officials obtain information which may relate to private lives or be potentially harmful to the interests, and especially the reputation, of others. Great care should be exercised in safeguarding and using such information, which should be disclosed only in the performance of duty or to serve the needs of justice. Any disclosure of such information for other purposes is wholly improper.

Article 5

No law enforcement official may inflict, instigate or tolerate any act of torture or other cruel, inhuman or degrading treatment or punishment, nor may any law enforcement official invoke superior orders or exceptional circumstances such as a state of war or a threat of war, a threat to national security, internal political instability or any other public emergency as a justification of torture or other cruel, inhuman or degrading treatment or punishment.

Commentary:

(a) This prohibition derives from the Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, adopted by the General Assembly, according to which: "[Such an act is] an offence to human dignity and shall be condemned as a denial of the purposes of the Charter of the United Nations and as a violation of the human rights and fundamental freedoms proclaimed in the Universal Declaration of Human Rights [and other international human rights instruments]."

(b) The Declaration defines torture as follows:

". . . torture means any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted by or at the instigation of a public official on a person for such purposes as obtaining from him or a third person information or confession, punishing him for an act he has committed or is suspected of having committed, or intimidating him or other persons. It does not include pain or suffering arising only from, inherent in or incidental to, lawful sanctions to the extent consistent with the Standard Minimum Rules for the Treatment of Prisoners."

(c) The term "cruel, inhuman or degrading treatment or punishment" has not been defined by the General Assembly but should be interpreted so as to extend the widest possible

protection against abuses, whether physical or mental.

Article 6

Law enforcement officials shall ensure the full protection of the health of persons in their custody and, in particular, shall take immediate action to secure medical attention whenever required.

Commentary:

(a) "Medical attention", which refers to services rendered by any medical personnel, including certified medical practitioners and paramedics, shall be secured when needed or requested.

(b) While the medical personnel are likely to be attached to the law enforcement operation, law enforcement officials must take into account the judgment of such personnel when they recommend providing the person in custody with appropriate treatment through, or in consultation with, medical personnel from outside the law enforcement operation.

(c) It is understood that law enforcement officials shall also secure medical attention for victims of violations of law or of accidents occurring in the course of violations of law.

Article 7

Law enforcement officials shall not commit any act of corruption. They shall also rigorously oppose and combat all such acts.

Commentary:

(a) Any act of corruption, in the same way as any other abuse of authority, is incompatible with the profession of law enforcement officials. The law must be enforced fully with respect to any law enforcement official who commits an act of corruption, as Governments cannot expect to enforce the law among their citizens if they cannot, or will not, enforce the law against their own agents and within their agencies.

(b) While the definition of corruption must be subject to national law, it should be understood to encompass the commission or omission of an act in the performance of or in connection with one's duties, in response to gifts, promises or incentives demanded or accepted, or the wrongful receipt of these once the act has been committed or omitted.

(c) The expression "act of corruption" referred to above should be understood to encompass attempted corruption.

Article 8

Law enforcement officials shall respect the law and the present Code. They shall also, to the best of their capability, prevent and rigorously oppose any violations of them.

Law enforcement officials who have reason to believe that a violation of the present Code has occurred or is about to occur shall report the matter to their superior authorities and, where necessary, to other appropriate authorities or organs vested with reviewing or remedial power.

Commentary:

(a) This Code shall be observed whenever it has been incorporated into national legislation or practice. If legislation or practice contains stricter provisions than those of the present Code, those stricter provisions shall be observed.

(b) The article seeks to preserve the balance between the need for internal discipline of

the agency on which public safety is largely dependent, on the one hand, and the need for dealing with violations of basic human rights, on the other. Law enforcement officials shall report violations within the chain of command and take other lawful action outside the chain of command only when no other remedies are available or effective. It is understood that law enforcement officials shall not suffer administrative or other penalties because they have reported that a violation of this Code has occurred or is about to occur.

(c) The term "appropriate authorities or organs vested with reviewing or remedial power" refers to any authority or organ existing under national law, whether internal to the law enforcement agency or independent thereof, with statutory, customary or other power to review grievances and complaints arising out of violations within the purview of this Code.

(d) In some countries, the mass media may be regarded as performing complaint review functions similar to those described in subparagraph (c) above. Law enforcement officials may, therefore, be justified if, as a last resort and in accordance with the laws and customs of their own countries and with the provisions of article 4 of the present Code, they bring violations to the attention of public opinion through the mass media.

(e) Law enforcement officials who comply with the provisions of this Code deserve the respect, the full support and the co-operation of the community and of the law enforcement agency in which they serve, as well as the law enforcement profession.

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever-secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill-will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

Law Enforcement Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public trust.
I will always have the courage
to hold myself and others
accountable for our actions.
I will always uphold the
Constitution,
the community and
the agency I serve,
so help me God.

Developed by the
International Association of Chiefs of Police
Committee on Police Ethics

Before Police Officers take upon themselves the
"LAW ENFORCEMENT OATH OF HONOR,"
it is vital that they understand what it truly means. An oath
is a solemn pledge someone voluntarily makes when they
sincerely intend to do what they say. The key words in the
"LAW ENFORCEMENT OATH OF HONOR"
are defined thusly:

HONOR means giving one's word as a bond and guarantee.

BETRAY is defined as breaking faith and proving false.

The **BADGE** is a visible-symbol of the power of your office.

INTEGRITY is firm adherence to principles, both in our private and public life.

CHARACTER means the qualities and standards of behavior that distinguish an individual.

The **PUBLIC TRUST** is a duty imposed in faith to those we are sworn to serve.

COURAGE is having the "heart," the mental, and the moral strength to venture, persevere, withstand, and overcome danger, difficulty, and fear.

ACCOUNTABILITY means that we are answerable and responsible for our actions.

COMMUNITY is the municipalities, neighborhoods, and citizens we serve.

DATE TRAINED TESTED

LEADERSHIP

The officer shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

The officer shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

- Integrity
- Credibility
- Trust
- Discretion
- Duty
- Loyalty
- Honesty

The officer shall assess and explain his/her leadership role within the department with clear consideration of the organization’s vision, mission, and values statement.

DISPATCH ORIENTATION

The officer will spend four hours working in the CPD dispatch center.

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

The officer will locate and explain each of the following within the City.

- City Hall
- City Manager's office
- City Clerk's office
- Council Chambers
- Planning /Building Department
- Business Licenses
- Parks and Recreation Department
- Public Works Department
- Engineering Department
- Sterling Park
- Colma Community Center
- Colma Historical Society

DATE TRAINED TESTED

The officer will locate and explain each of the following within the city.

Molloy's Bar	_____	_____	_____
Lucky Chances	_____	_____	_____
Target	_____	_____	_____
Kohl's	_____	_____	_____
Home Depot	_____	_____	_____
Home Depot Pro	_____	_____	_____
Best Buy	_____	_____	_____
Town Limits	_____	_____	_____
Auto Dealerships	_____	_____	_____
Daly City PD	_____	_____	_____
So. San Francisco PD	_____	_____	_____
Broadmoor PD	_____	_____	_____
Colma Fire	_____	_____	_____
Broadmoor Tow	_____	_____	_____
Blue Water Tow	_____	_____	_____
Westlake Water Tow	_____	_____	_____

The officer will identify the locations of the following support agencies.

DATE TRAINED TESTED

Seton Hospital	_____	_____	_____
San Mateo Medical Center	_____	_____	_____
Emergency/Registration	_____	_____	_____
Psychiatric Emergency	_____	_____	_____
Keller Center	_____	_____	_____
San Francisco General Hospital	_____	_____	_____
Peninsula Hospital	_____	_____	_____
Kaiser Hospital (SSF)	_____	_____	_____
San Mateo County Sheriff's Department	_____	_____	_____
Main Office /Records	_____	_____	_____
San Mateo County Jail	_____	_____	_____
Northern Court	_____	_____	_____
Central Court	_____	_____	_____
Southern Court	_____	_____	_____
Crime Lab	_____	_____	_____
GIU	_____	_____	_____
Hillcrest (Juvenile)	_____	_____	_____
Courts	_____	_____	_____
Intake	_____	_____	_____
San Mateo County Courts	_____	_____	_____
Your House South (Juvenile housing)	_____	_____	_____
Safe Harbor (Homeless Shelter)	_____	_____	_____
Children's receiving home (CPS)	_____	_____	_____
San Mateo County Humane Society	_____	_____	_____
First Chance (Burlingame)	_____	_____	_____

DATE TRAINED TESTED

FIRST AID

The officer shall review and explain the agency's policy on administering first aid, including use of the AED. _____

The officer shall discuss why a law enforcement officer is morally, ethically, and legally (per 217 H&S) required to maintain proficiency in first aid techniques. _____

The officer shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency. _____

The officer shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens. _____

The officer shall explain department policies concerning providing aid and transportation to sick or injured persons. _____

The officer will list four ways of controlling bleeding.
 Elevation _____
 Direct pressure _____
 Pressure points _____
 Tourniquet _____

The officer will review the two types of CPR with a qualified CPR instructor. (Use Fire Dept to complete this section). If no valid CPR card, make arrangements through Training Manager

One man CPR _____
 Two man CPR _____
 Ambu-bag video and training _____

The officer will identify the symptoms and first aid procedures for an epilepsy incident. _____

The officer will discuss the benefits of locating medic alert badges/bracelets/necklaces and/or I.D. cards in emergency first aid situations. _____

The officer will identify those symptoms that distinguish Huntington's Disease from alcohol intoxication.

Lack of alcohol odor on breath _____
 Uncontrollable body movements _____

The officer will discuss those situations which may require a multi-paramedic response.

- Major accidents
- Major disasters
- Airplane crashes
- Large fires/explosions

DATE TRAINED TESTED

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REPORT WRITING / COMPUTERS

The officer will become familiar with the following department report forms

- Crime Report / Supplement /Event Files
- Domestic Violence
- CHP 555/556/555-03
- CHP 180
- 72 Hour Hold
- Booking Sheet
- Child Abuse Forms
- Property/Evidence forms
- Computer worksheet (APS)
- Elder Abuse forms
- Animal Bite report

DATE TRAINED TESTED

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will obtain a computer password and be able access the computer report writing system

_____	_____	_____
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DATE TRAINED TESTED

ARREST CONTROL / BATON

The officer will demonstrate the proper weaponless defense tactics.

- Wrist locks
- Twist locks
- Take downs
- Handcuffing
- Cursory searches

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will identify those body points that are recognized as "good baton target areas" and those body points which are potentially lethal when struck by a baton.

_____	_____	_____
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DATE TRAINED TESTED

The officer will demonstrate evasive tactics with the baton starting at the port position.

- Counter jab _____
- Counter defensive blow _____
- Counter wrist blow _____
- Wrist release _____
- Twist release _____

The officer will identify the reasons for two-handed use of the baton in riot formation.

- Prevent use of baton in a striking manner _____
- Minimize the chances of losing it to an adversary _____
- Minimize adverse public reaction to using a baton _____
- Two handed blow is more effective _____

The officer will demonstrate the riot control baton positions and discuss riot formations.

- Ready position _____
- Port position _____

CROWD CONTROL

The officer shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.

The officer shall explain the use of the baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

DATE TRAINED TESTED

POLICY MANUAL

- Sec 100- Law Enforcement Authority _____
- Sec 101- Chief Executive _____
- Sec 102- Oath of Office _____
- Sec 103- Policy Manual _____
- Sec 200- Organizational Structure & Responsibility _____
- Sec 201- County Protocols, Manuals and Forms _____
- Sec 202- Department Directives _____
- Sec 203- Emergency Management Plan _____
- Sec 204- Training Policy _____
- Sec 205 - Electronic Mail _____
- Sec 206- Administrative Communications _____

	DATE	TRAINED	TESTED
Sec 207- Staffing Levels	_____	_____	_____
Sec 300- Use of Force	_____	_____	_____
Sec 301 - Deadly Force Review	_____	_____	_____
Sec 302- Handcuffing and Restraints	_____	_____	_____
Sec 303- Control Devices and Techniques	_____	_____	_____
Sec 304 – Conducted Energy Device	_____	_____	_____
Sec 305- Officer Involved Shooting	_____	_____	_____
Sec 306- Firearms	_____	_____	_____
Sec 307- Patrol Rifles (AR-15)	_____	_____	_____
Sec 308- Vehicle Pursuit Policy	_____	_____	_____
Sec 315- Discriminatory Harassment	_____	_____	_____
Sec 321- Conduct	_____	_____	_____
Sec 322- Information Technology Use	_____	_____	_____
Sec 323 - Report Preparation	_____	_____	_____
Sec 430 -Emergency Utility Services	_____	_____	_____
Sec 436- Field Training Program	_____	_____	_____
Sec 448 -Mobile Data Center Use	_____	_____	_____
Sec 600 - Investigation and Prosecution	_____	_____	_____
Sec 606 - Asset Forfeiture	_____	_____	_____
Sec 800- Communication Operations	_____	_____	_____
Sec 810 – Protected Information	_____	_____	_____
Sec 900- Temp Custody of Adults	_____	_____	_____
Sec 1000 - Recruitment and Selection	_____	_____	_____
Sec 1004 - Promotional and Transfer Policy	_____	_____	_____
Sec 1008- Anti-Retaliation	_____	_____	_____
Sec 1010- Reporting of Employee Convictions	_____	_____	_____
Sec 1012- Drug and Alcohol-Free Workplace	_____	_____	_____
Sec 1014- Sick Leave	_____	_____	_____
Sec 1016- Communicable Diseases	_____	_____	_____
Sec 1018- Smoking and Tobacco Use	_____	_____	_____
Sec 1020 - Personnel Complaint	_____	_____	_____
Sec 1022- Seat Belt	_____	_____	_____
Sec 1024- Body Armor	_____	_____	_____
Sec 1026 -Personnel Files	_____	_____	_____
Sec 1032- Fitness for Duty	_____	_____	_____
Sec 1035 - Lactation Break Policy	_____	_____	_____
Sec 1040 - Outside Employment	_____	_____	_____
Sec 1042 - On Duty Injuries	_____	_____	_____
Sec 1044- Personal Appearance Standards	_____	_____	_____
Sec 1046- Uniform Regulations	_____	_____	_____
Sec 1050 - Nepotism and Conflicting Relationships	_____	_____	_____

COLMA MUNICIPAL CODES

The officer will read all of the following Colma Municipal Codes. They will be reviewed / signed off with their FTO during the Training Week they correspond to.

	DATE:	READ:
6.00 Detailed Table of Contents	_____	_____
6.01 General	_____	_____
6.02 Colma Traffic Code	_____	_____
6.03 Vehicle and Traffic Code	_____	_____
6.04 Towing and Removing of Vehicles	_____	_____
6.05 Skateboards, Coasters & Similar Devices	_____	_____

IN-HOUSE WEEK

DATES _____

The training material for In-House Training was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Use of Force Test	Date: _____	Score: _____	
Police Pursuits Test	Date: _____	Score: _____	
Less Than Full Access	Date: _____	Score: _____	
Arrest / Control Review	Date: _____	with: _____	Pass / Fail
Range Qualification	Date: _____	with: _____	Pass / Fail

WEEK 1

FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION

RADIO PROCEDURES

COMMUNITY RELATIONS AND SERVICE

PROFESSIONAL Demeanor AND COMMUNICATIONS

CULTURAL DIVERSITY

RACIAL PROFILING

HARRASSMENT

COMMUNITY / PROBLEM ORIENTED POLICING

TACTICAL COMMUNICATIONS

DATE TRAINED TESTED

FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION

Explain the officer's relationship with the FTO, what is expected the first shift and the progression of the program. Be certain that the officer knows what is expected of him/her on this first shift and that he/she is mentally and physically prepared.

Assure that the officer knows his/her own radio call number and enough radio procedure to request help/cover if necessary.

Discuss various emergency situations and techniques that will allow each officer to react in a compatible manner.

Prowler response

Felony car stop

Routine car stop

Disturbance calls

Domestic violence

5150 calls

Arrest situations

Officer hostage situations

The officer will conduct a vehicle inspection prior to each duty shift.

Mechanical condition (tire, lights, etc.)

Check fluids

Search for contraband

Check flares

Check fire extinguisher

Check spare tire

Check first aid kit

Check emergency equipment

Check AR-15 rack and releases

Construction and parts

Safety

Carrying/handling

Loading and unloading

Checking for obstructions

Clearing jams / fixing malfunctions

Check radio operation

DATE TRAINED TESTED

FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION cont.

The officer shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

- Prevention of accidents _____
- Promotion of operational efficiency _____
- Reduction of maintenance and repair costs _____
- Location of contraband, evidence, or property _____

The officer will know where the Dito’s Auto service is and how to:

- Get Oil _____
- Get gas _____

RADIO PROCEDURES

The officer will recite from memory department recognized radio codes and will use them during all transmissions.

The officer will demonstrate how to transmit properly.

- How and when to key the microphone _____
- Position of microphone in relation to mouth _____
- Voice clarity and speed _____
- Using assigned call sign _____
- Brevity _____
- Phonetic alphabet _____
- Accuracy of transmissions _____
- Do not clip initial part of transmission _____
- Courtesy _____

The officer will define the following radio terminology.

- Back-up _____
- Cover _____
- ETA _____
- Assistance _____
- Stand-by _____
- 10-12 _____

DATE TRAINED TESTED

RADIO PROCEDURES, cont.

The officer will demonstrate how to run the following information on the radio.

Warrants (WPS, NCIC)	_____	_____	_____
Driver license and Identification Cards	_____	_____	_____
Records (city/county, alpha, SR, CII)	_____	_____	_____
Property (APS/SVS/ AFS)	_____	_____	_____
License Plates	_____	_____	_____

COMMUNITY RELATIONS AND SERVICE

The officer shall explain the agency’s responsibilities to community service. _____

The officer shall identify roles encompassed in the Agency’s responsibilities to provide community service. Those roles may include:

Protect life and property	_____	_____	_____
Maintain order	_____	_____	_____
Crime prevention	_____	_____	_____
Public education	_____	_____	_____
Delivery of service	_____	_____	_____
Enforcement of law(s)	_____	_____	_____
Community partnerships (“COPS”)	_____	_____	_____

DATE TRAINED TESTED

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

The officer shall explain the various methods by which citizens evaluate law enforcement agencies and their officers. _____

The officer shall identify verbal factors that could contribute to a negative response from the public, including:

- Profanity _____
- Derogatory language _____
- Ethnically offensive terminology _____

The officer shall identify non- verbal factors that could contribute to a negative response from the public, including:

- Officious and disrespectful attitude _____
- Improper use of body language _____
- Improper cultural response _____

The officer shall discuss why it may be beneficial to explain the reasons for actions taken to inquiring citizens _____

The officer shall conduct telephone conversations in a professional manner. _____

CULTURAL DIVERSITY

The officer shall explain how the culture of the community can have an affect on its relationship with his/her agency. _____

The officer shall identify cultural motivations and biases that may affect professional ethics and the law. _____

The officer shall assess and explain ways in which he/she can increase the trust of the community he/she serves. _____

RACIAL PROFILING

The officer shall understand that effective police work profiles behavior rather than race. _____

The officer shall recognize that 13519.4 PC states, “a law enforcement officer shall not engage in racial profiling,” and that it applies to all protected classes including gender and religion. _____

DATE TRAINED TESTED

RACIAL PROFILING cont

The officer shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.

The officer shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.

The officer shall be able to summarize and apply the agency’s policy regarding racial profiling.

COMMUNITY/PROBLEM-ORIENTED POLICING

The officer shall review and explain the agency’s concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.

The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

TACTICAL COMMUNICATION

The officer shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).

The officer shall identify the benefits of tactical communication including:

Enhanced safety (reduces likelihood of physical confrontation and injury)

Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

DATE TRAINED TESTED

TACTICAL COMMUNICATION cont.

The officer shall demonstrate an ability to perform in a calm, professional demeanor while deescalating hostilities or conflicts (i.e., without resorting to physical force).

The officer shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

I appreciate that, but I need to see your driver’s license.

I understand that, but I need you to sign the citation.

Given a scenario or an actual incident involving an uncooperative subject(s), the officer shall be able to generate voluntary compliance using the 5-step process:

Ask (Ethical Appeal) The subject is given an opportunity to voluntarily comply by simply being asked to comply

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

Present Options (Personal Appeal)
Explain possible options

Confirm (Practice Appeal) Provides one last opportunity for voluntary compliance;

ACT – (Take appropriate action)

DATE TRAINED TESTED

POLICY MANUAL

Sec 315- Discriminatory Harassment	_____	_____	_____
Sec 400- Patrol Function	_____	_____	_____
Sec 402 – Racial or Bias Based Profiling	_____	_____	_____
Sec 404 - Briefing Training	_____	_____	_____
Sec 700- Department Owned and Personal Property	_____	_____	_____
Sec 702 - Personal Communication Devices	_____	_____	_____
Sec 704- Vehicle Maintenance	_____	_____	_____

COLMA ADMINISTRATION CODE

3.03.170 Harassment – Defined 3.03-8	_____	_____	_____
3.03.180 Harassment – Employee’s Role 3.03-9	_____	_____	_____
3.03.190 Harassment – Supervisor's Role 3.03-10	_____	_____	_____
3.03.200 Harassment – Complaints 3.03-10	_____	_____	_____
3.03.210 Harassment – Retaliation 3.03-11	_____	_____	_____

PENAL CODE

16 - Kinds and Degrees of crimes	_____	_____	_____
17 - Felony / Misdemeanor defined	_____	_____	_____
18 - Punishment for Felony	_____	_____	_____
19 - Punishment for Misdemeanor	_____	_____	_____
19.6 Infractions	_____	_____	_____
26 - Persons capable of committing crime	_____	_____	_____
27 - Persons liable to punishment	_____	_____	_____
31 - Principals	_____	_____	_____
32 - Accessories	_____	_____	_____

WEEK 1

DATES _____

The training material for week #1 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 2

LAWS OF ARREST

USE OF FORCE

ARRESTS AND SEARCHES

OFFICER SAFETY

BUILDING SEARCHES

INTERVIEWING

REPORT WRITING / FIELD NOTES

DATE TRAINED TESTED

LAWS OF ARREST

The officer shall explain a peace officer’s authority to make an arrest.

Reference: 836 PC; 40300.5 through 40302

The officer shall explain the various requirements related to arrests, to minimally include:

Time of day or night that an arrest may be made

The information the person arrested must be provided and at what time it must be provided

What must be done with the person arrested
Reference: 840 PC; 841 PC; 825 PC; 848 PC; 849 PC; 851.5 PC; 853.5 PC; 853.6 PC

The officer shall explain the requirements regarding gaining admittance into a location to make an arrest.
Reference: 844 PC

The officer shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.
Reference: 142(c) PC; 836.5 PC; 847 PC

USE OF FORCE

The officer shall explain the amount of force that may be used when effecting an arrest.
Reference: 835 PC; 843 PC

The officer shall explain the legal and ethical considerations pertaining to the use of force, including “reasonable force”. *Reference:835 PC*

The officer shall review and explain department policy, legal ramifications, and the civil liabilities attached to both the officer and the department through the use of physical force and deadly force.

The officer shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify the use of such force.

DATE TRAINED TESTED

USE OF FORCE - FORCE OPTIONS:

The officer shall explain what is meant by “force options” and provide examples of each that would fall within legal and moral limits, to minimally include:

- Non-verbal/police presence _____
- Verbal (Tactical Communication) _____
- Physical (Weapons) _____
- Less lethal weapons, including:
 - O.C. _____
 - The Baton/Impact weapons _____
 - Stungun / Taser _____
 - Less Lethal weapons _____
- Carotid _____
- Deadly Force _____

The officer will explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used. _____

The officer will explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

- Type of crime and suspect(s) involved _____
- Threat to lives of innocent persons _____
- Environment _____
- Officer's capabilities _____
- Threatening weapon's capabilities _____
- Immediacy of threat _____
- California Law /Department Policy _____

ARRESTS AND SEARCHES

The officer will recognize and describe the peace officer's right to search a person when there is reasonable cause to arrest. _____

The officer will state the instances where a citizen may make an arrest and the requirements placed upon the citizen by signing a **Citizen's Arrest Affidavit**. _____

DATE TRAINED TESTED

ARREST AND SEARCHES cont.

The officer will explain the legal requirement of advising an arrested person of his/her rights per Miranda.

Criminal	_____	_____	_____
Traffic	_____	_____	_____
Beheler Admonishment	_____	_____	_____

The officer will identify and describe the basic degrees of searches.

Visual	_____	_____	_____
Pat down/Cursory	_____	_____	_____
Standing	_____	_____	_____
Kneeling/Prone	_____	_____	_____
Strip (not authorized by the department)	_____	_____	_____

Discuss the health hazards of searching persons.

HIV/AIDS	_____	_____	_____
Hepatitis	_____	_____	_____
Body fluids/Blood Borne Pathogens	_____	_____	_____

The officer will demonstrate and discuss the elements of a safe and effective search.

Constant alertness	_____	_____	_____
Maintaining control/position of advantage	_____	_____	_____
Thoroughness of search	_____	_____	_____
Safeguarding weapons	_____	_____	_____

The officer will explain the responsibilities of the cover officer while a search is being conducted.

Protect the searching officer from outside interference	_____	_____	_____
Psychological advantage over suspect	_____	_____	_____
Physically assist searching officer	_____	_____	_____

The officer will identify the purposes for handcuffing a prisoner.

To prevent attack	_____	_____	_____
To prevent escape	_____	_____	_____
To prevent destruction or concealment of evidence	_____	_____	_____

ARRESTS AND SEARCHES cont.

The officer will explain various handcuffing principles that should be met in order to reasonably guarantee the restraint of a suspect.

- Control of suspect _____
- Control of handcuffs _____
- Proper positioning of key outlets/double locks _____
- Degree of tightness _____
- Double locked _____
- Proper position of suspect's hands _____
- Continued observation of suspect _____

The officer will safely and effectively handcuff and maintain all prisoners.

The officer will safely remove handcuffs from a prisoner.

- At the station _____
- At County Jail _____

OFFICER SAFETY

The officer shall explain and demonstrate contact officer tactics and responsibilities to include:

- Primary responsibility for dealing with situation/people _____
- Records incident information (FIs) _____
- Performs pat down and custody search of suspect(s) _____
- Issues all citations _____
- Recovers evidence and contraband _____
- Handles routine radio communications _____
- Relays pertinent info to cover officer & medical personnel _____
- Watches hand movement _____

The officer shall explain and demonstrate cover officer tactics and responsibilities to include:

- Approach _____
- Cover positions with vehicle(s) and person(s) _____
- Position of advantage _____
- What to watch for:
 - 1. Hands in pockets or otherwise concealed _____
 - 2. Weapons or contraband _____
 - 3. Hostility or anger _____
 - 4. The approach of other persons or vehicles _____
 - 5. Symptoms of intoxication or illness _____
 - 6. Potential reactions and escape _____
- Communications with contact officer/danger signals _____
- Position of assistance, if needed, during arrest _____
- Provides assistance as directed by contact officer _____

DATE TRAINED TESTED

OFFICER SAFETY cont

The officer shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

- Radio responsibilities _____
- Firearms/Weapons _____
- Position to assume after the vehicle or person is stopped _____
- Officer-to-officer communication _____

The officer shall discuss benefits, limitations, and characteristics of protective body armor, including.

- Benefits of wearing (Required by Dept Policy) _____
- Types of body armor _____
- Level of protection against firearms _____
- Level of protection against knives /other penetrating weapons _____

BUILDING SEARCHES

The officer will conduct a building search while utilizing the following procedures.

- Personnel/perimeter officers _____
- Announcements/calls into business _____
- Cover and concealment _____
- Proper lighting _____
- Canine (outside agency) _____

INTERVIEWING

The officer shall explain the systematic steps he/she should take in preparing for an interview. _____

The officer shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

Asking direct and brief questions. Let the person being interviewed do the majority of the talking. _____

Controlling the interview. Avoid rambling by the person being interviewed. _____

Avoiding leading questions except when absolutely necessary. _____

Putting the person being interviewed at ease. _____

Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions. _____

INTERVIEWING cont

The officer shall describe the contents of a good statement.
 These contents shall minimally include:

- What happened _____
- When it happened _____
- Where it happened _____
- Who it happened to _____
- How it happened _____
- Why it happened _____
- How many are involved _____

The officer shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews. _____

REPORT WRITING

The officer will demonstrate knowledge of and possess the various report forms used while on patrol. (Forms should be in some orderly manner) _____

- The officer will list the qualities of a good report.
- Accurate _____
 - Complete _____
 - Clear and concise _____
 - Legible _____
 - Objective _____
 - Grammatically and structurally correct _____

- The officer will define the following abbreviations which are acceptable in police reports.
- AKA _____
 - BOL _____
 - CDL/DL _____
 - DEF _____
 - DOA _____
 - DOB _____
 - E/B, N/S, W/B, S/B _____
 - FI _____
 - GOA _____
 - HBD _____
 - LIC _____
 - MO _____
 - NMN _____

DATE TRAINED TESTED

REPORT WRITING cont

R/O	_____	_____	_____
R/P	_____	_____	_____
SUSP	_____	_____	_____
UNK	_____	_____	_____
VIC	_____	_____	_____
WIT	_____	_____	_____

The officer will identify the uses of department reports.

As a permanent record	_____	_____	_____
As an investigative lead	_____	_____	_____
Statistical value	_____	_____	_____
For officer evaluations	_____	_____	_____
Court	_____	_____	_____
District Attorney's office	_____	_____	_____
Probation/Parole	_____	_____	_____
Insurance companies	_____	_____	_____
Individuals	_____	_____	_____

The officer will explain when a report should be taken and what type of report is required.

Crime report	_____	_____	_____
Information report	_____	_____	_____
CAD report/ entry	_____	_____	_____
Accident report	_____	_____	_____

The officer will obtain and record a suspect description from a victim/witness.

Name, AKA, address, occupation	_____	_____	_____
Sex, race, age, height, weight, build, hair, eyes	_____	_____	_____
Distinctive scars, marks, mannerisms	_____	_____	_____
Clothing, head to toe	_____	_____	_____
Vehicle description/direction of travel	_____	_____	_____
Weapons used or simulated	_____	_____	_____

The officer will record his/her observations of a preliminary investigation. (Field Notes)

Significant conditions present upon arrival	_____	_____	_____
Identify witnesses and victims	_____	_____	_____
Chronological log of actions taken	_____	_____	_____
Locate/identify physical evidence	_____	_____	_____

DATE TRAINED TESTED

REPORT WRITING, cont.

The officer shall recognize that the content of field notes and notebooks are discoverable in a court proceeding.

The officer will correctly complete a crime/incident report following approved department format.

- Who, what, when, where, why, how, how many
- Chronological order
- Appropriate sentence form
- Eliminate unnecessary information
- Correct spelling
- Grammatically correct
- All elements of crime present
- Complete, clear and concise

The officer will record and complete a property report.

- Report number
- Quantity
- Item type/name brand
- Model and serial numbers
- Size, shape, color, material
- Condition
- Identifiable markings
- Complete paperwork/envelope
- Place in evidence locker

The officer will explain how reports are routed after completion.

- Crime reports
- Collision reports
- Information/incident reports
- PCDs

DATE TRAINED TESTED

POLICY MANUAL

Sec 406- Crime & Disaster Scene Integrity
Sec 440- Detentions & Photographing of Detainees
Sec 450- Use of Audio/Video Recorders
Sec 902- Custody Searches

PENAL CODE

830.6 - Reserve Officer
832.6 - Reserve Officer Limitations
1538.5 - Motion to Suppress
149 - Assault and battery by officer
196 - Justifiable Homicide
834 - Arrests
835a - Reasonable Force
836 - Arrest by officer
837 - Citizen Arrest
847 - Citizen Arrest/Deliver to Magistrate
12002 - Law Enforcement equipment exempt

WEEK 2

DATES _____

The training material for week #2 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #3 Week 1-2: Date: _____ Score: _____

WEEK 3

ADULT ARRESTS AND BOOKING

PROBABLE CAUSE

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

TRANSPORTATION OF PRISONERS

PATROL VEHICLE OPERATIONS (SAFETY)

PATROL VEHICLE OPERATIONS

PATROL VEHICLE OPERATION LIABILITY

DATE TRAINED TESTED

ADULT ARRESTS AND BOOKING

The officer will explain the adult arrest procedure.

Felony arrests	_____	_____	_____
Misdemeanor arrests	_____	_____	_____
Jail procedures (male/female)	_____	_____	_____

The officer will identify the department adult misdemeanor non-release criteria.

The person arrested was so intoxicated/danger to self	_____	_____	_____
Arrested for one or more offenses listed in 40302 VC	_____	_____	_____
One or more outstanding arrest warrants	_____	_____	_____
Could not provide satisfactory evidence of I.D.	_____	_____	_____
Prosecution of offense would be jeopardized	_____	_____	_____
Likelihood of offense would continue	_____	_____	_____
Demanded to be taken to magistrate/refuse to sign	_____	_____	_____
40304.5 CVC declaration	_____	_____	_____

The officer will explain the adult misdemeanor release procedure.

Warrant and records check	_____	_____	_____
Citation and booking sheet	_____	_____	_____
Set court date at least 30 days	_____	_____	_____
Mug and fingerprint	_____	_____	_____

The officer will explain the policy for taking an inebriate to First Chance in lieu of jail and the policy for booking into jail.

San Mateo County Jail	_____	_____	_____
First Chance	_____	_____	_____
San Mateo County General Hospital	_____	_____	_____

The officer will explain the policy regarding the release of an arrested person under 849(b) P.C.

If the arrested person has been booked	_____	_____	_____
If the arrested person has not been booked	_____	_____	_____
If arrested person has been booked, but not charged	_____	_____	_____

The officer will explain department policy regarding accepting bail in the field and at the station.

Check for up to \$2,500.00 .	_____	_____	_____
Court date at least 30 days	_____	_____	_____
Fill out bail form/receipt	_____	_____	_____

DATE TRAINED TESTED

PROBABLE CAUSE

The officer shall review and explain the laws regarding parole and probation violations, searches and hold including 3056 PC and 1203.2 PC.

The officer shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

Specific and articulable facts

Crime related activity that has occurred, is occurring, or is about to occur

Involvement by the person to be detained in a crime-related activity

The officer shall recognize and explain the police officer’s right to search a person when probable cause to arrest exists.

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

The officer shall review and explain the legal responsibilities for protecting prisoners.

The officer shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

The officer shall review and explain prisoner’s rights to telephone calls.

The officer shall explain the requirements for issuing property receipts.

The officer shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

The officer shall identify the provisions of 147 PC pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

The officer shall identify the provisions of 149 PC

pertaining to assaulting a prisoner "under color of authority."

DATE TRAINED TESTED

TRANSPORTATION OF PRISONERS

The officer shall review and explain the agency’s policy regarding the transportation of prisoners. This explanation shall minimally include:

Prisoners restrained with specialty devices (i.e., hobble, WRAP, etc.) _____

Sick, injured, mentally ill, physically challenged, or pregnant prisoners _____

Juveniles with/without adults _____

Females _____

Use of seat belts _____

A search of the area in which the prisoner is about to be placed prior to transportation _____

A search of the area where the prisoner has been following transportation _____

The proper positioning of the officer(s) and the prisoner(s) within the vehicle _____

Close and constant observation of the prisoner(s) _____

Given a situation in which prisoner(s) must be transported in a patrol vehicle, the officer shall safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination. _____

The officer will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking. _____

VEHICLE OPERATIONS (SAFETY)

SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

The trainee will understand and demonstrate the application of

DATE TRAINED TESTED

“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. _____
- C. “Focused” addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities. _____
- D. “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 CAPABILITES OF THE DRIVER OR VEHICLE

DATE TRAINED TESTED

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.

VEHICLE OPERATIONS

When the FTO allows the officer to drive, be certain the officer is completely familiar with the operation of the patrol vehicle. The officer will be aware of the public and officer safety issues of driving a patrol vehicle.

The officer will explain the procedures for vehicle repairs.

- Removing vehicle from service
- Immediate repairs at garage
- Routine maintenance

DATE TRAINED TESTED

DATE	TRAINED	TESTED
_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will explain the procedure for requesting a tow for police vehicles.

- Request through dispatch, advise reason.
- If tire flat, advise if spare is available

_____	_____	_____
_____	_____	_____

The officer will identify the faulty driver attitudes which greatly contribute to the occurrences of accidents.

- Over confidence
- Self righteousness
- Impatience

_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will identify components of defensive driving.

- Driver attitude
- Driver skill
- Vehicle capability
- Seatbelt Usage

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will identify and discuss the factors which influence the overall stopping distance of a vehicle.

- Driver condition
- Vehicle condition
- Environmental conditions
- Vehicle speed
- Reaction time and distance
- Braking distance

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer will identify common driving maneuvers during which the majority of collisions involving police vehicles occur.

- Backing
- Parking
- Turning

_____	_____	_____
_____	_____	_____
_____	_____	_____

The officer shall discuss the effects of driver fatigue, including:

- Lower visual efficiency
- Slower reaction time

_____	_____	_____
_____	_____	_____

The officer will operate a police vehicle in a safe and legal manner under all driving conditions.

_____	_____	_____
-------	-------	-------

The officer will demonstrate his/her defensive driving and

DATE TRAINED TESTED

observation skills by utilizing commentary driving techniques. _____

The officer will discuss vehicle speed and its effect upon vehicle capabilities.

- FPS that vehicle travels at various MPH _____
- Effect upon stopping distance _____
- Effect upon turning movements _____

Emergency calls DO NOT absolve an officer from personal liability if the emergency vehicle is misused. _____

The officer will identify the tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response.

- Do not pass on the right _____
- Fluctuate pitch of siren _____
- Drive near the center of the roadway _____
- Give motorists the opportunity to yield right of way _____
- Drive with due regard for public safety _____

The officer will list those factors which he/she should consider in determining whether or not to continue a pursuit.

- Seriousness of offense _____
- Obvious hazards _____
- Weather conditions _____
- Traffic conditions _____
- Probability of apprehension _____
- Condition of driver/vehicle _____
- Whether vehicle or driver can be identified _____

The officer will identify the information that should be broadcast upon initiating a pursuit. _____

- Advise dispatch of pursuit _____
- Location, direction of travel and speed _____
- Reason for pursuit _____
- Description of vehicle/occupants _____
- Switch to the green _____

The officer will identify the department policy and procedures regarding code 3 driving.

- Limited to emergency response _____
- Safety of officer and public is a primary concern _____

DATE TRAINED TESTED

VEHICLE OPERATION LIABILITY:

The officer shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver. (21052 VC)

The officer shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

 Responding to an emergency call

 Engaged in a rescue operation

 In pursuit of a violator

 Responding to a fire alarm

The officer shall explain the exemption requirements of 21055(b) and 21807 VC regarding the use of red lights and siren,

The officer shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated Code 3, including:

 Failure to drive with due regard for the safety of all persons described in VC Section 21056

 When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7

 A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001

 When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004

POLICY MANUAL

DATE TRAINED TESTED

Sec 309- Officers Response to Calls	_____	_____	_____
Sec 330- Outside Agency Assistance	_____	_____	_____
Sec 336- Major Incident Notification	_____	_____	_____
Sec 342- Private Persons Arrests	_____	_____	_____
Sec 420- Cite and Release Policy	_____	_____	_____
Sec 802- Property and Evidence	_____	_____	_____
Sec 804- Dispatch Procedures	_____	_____	_____
Sec 806- Restoration of Firearm Serial Numbers	_____	_____	_____
Sec 808- Records Release and Security	_____	_____	_____

PENAL CODE

148 - Resisting/Obstructing Officer	_____	_____	_____
148.5 - Falsely reporting crime	_____	_____	_____
151 - Advocating injury/death of peace officer	_____	_____	_____
187 - Murder	_____	_____	_____
203 - Mayhem	_____	_____	_____
207 - Kidnapping	_____	_____	_____
211 - Robbery	_____	_____	_____
240 - Assault	_____	_____	_____
241 - Assault on peace officer	_____	_____	_____
242 - Battery	_____	_____	_____
243 - Battery - Punishment	_____	_____	_____
664 - Attempt defined	_____	_____	_____
833 - Search for dangerous weapons	_____	_____	_____
853.6 - Citation for misdemeanors	_____	_____	_____

VEHICLE CODE

2800.1 - Evading peace officer	_____	_____	_____
21055 - Authorized emergency vehicle	_____	_____	_____
21056 - Duty of driver	_____	_____	_____
40302 - Mandatory appearance	_____	_____	_____
40303 - Optional Appearance	_____	_____	_____
40304.5 - Arrest procedure	_____	_____	_____

WEEK 3

DATES _____

The training material for week #3 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 4

SELF INITIATED ACTIVITY

TRAFFIC STOPS

FELONY / HIGH-RISK VEHICLE STOPS

VEHICLE SEARCHES

CRIMINAL JUSTICE SYSTEM

ALCOHOL BEVERAGE CONTROL ACT

DATE TRAINED TESTED

SELF INITIATED ACTIVITY

The officer shall explain the necessity of and demonstrate proficiency in the performance of self- initiated activities to minimally include:

Vehicle Stops	_____	_____	_____
Pedestrian Stops	_____	_____	_____
Directed Patrol	_____	_____	_____
DUI enforcement	_____	_____	_____
Arrests	_____	_____	_____
Field Interview (FI) cards	_____	_____	_____
Bar checks	_____	_____	_____
Suspicious circumstances	_____	_____	_____

TRAFFIC STOPS

The officer shall explain various types of vehicle stops to minimally include:

Traffic violations	_____	_____	_____
Investigative	_____	_____	_____
High risk	_____	_____	_____

The officer shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop:

Traffic hazards	_____	_____	_____
Escape routes	_____	_____	_____
Number of people present	_____	_____	_____
Lighting conditions	_____	_____	_____
Proper position of primary and backup units	_____	_____	_____

The officer shall explain the advantages of recording the license number and description of the vehicle prior to the stop.

The officer shall demonstrate the proper distance from which the stop of another vehicle should be initiated.

DATE TRAINED TESTED

TRAFFIC STOPS cont.

The officer shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

- Use of emergency lights _____
- Use of headlights _____
- Use of horn _____
- Use of siren _____
- Use of hand signals _____
- Use of public address system _____
- Proper use of spotlight to include:
 - Not blinding the driver while the vehicle is moving _____
 - Illuminating the interior of the stopped vehicle _____
 - Focusing on the rear and side mirrors to blind the occupants of the officer’s approach _____

The officer shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:

- Location of the stop _____
- Reason for the stop _____
- Officer’s approach _____
- Position the officer takes _____
- Contact with the violator _____
- Visibility _____

The officer shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

- Attack from suspects _____
- Destruction or concealment of evidence _____
- Escape of occupants _____

The officer shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles:

- Motorcycles and bicycles _____
- Campers and vans _____
- Buses _____
- Trucks _____

DATE TRAINED TESTED

TRAFFIC STOPS cont.

The officer shall explain why an officer should not argue with a violator.

The officer shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.

The officer will demonstrate his/her role as the assisting officer (two man unit) during a traffic stop.

- Radio location, vehicle description, license, occupants
- Determine if a cover unit is needed
- Good position while primary officer contacts driver
- Constant observation of occupants
- Maintain radio/weapon available

The officer will make a vehicle stop with emphasis on the following:

- Proper distance / offsetting of patrol vehicle
- Proper use of headlights / spotlights
- Exit the vehicle quickly but safely
- Never take the eyes off the vehicle or occupants
- Walk next to the vehicle when approaching
- Check the trunk/back seat when approaching
- Stand to the rear of the driver's door
- Have gun hand free

The officer will identify the advantages and disadvantages of allowing a stopped traffic violator and/or passengers to exit the vehicle and the possible responses to each circumstance.

The officer will identify common violator reactions upon being stopped by a police officer and will discuss techniques for acceptably dealing with those reactions.

- Embarrassment
- Anger
- Fear
- Excuses
- Asking for a break
- Bribes
- Refusal to sign citation

The officer will identify the reasons for obtaining the driver's license and registration as soon as possible during a traffic stop.

DATE TRAINED TESTED

TRAFFIC STOPS cont.

The officer will recognize and identify the importance of checking both the validity and authenticity of a driver license and registration.

The officer will identify the areas which afford the most protection to the officer, from the violator and passing traffic, while issuing a citation including both and left and right side approach.

The officer will safely and effectively perform a traffic stop and issue a citation.

Adult

Juvenile

Misdemeanor

Infraction

The officer will explain to the violator the court procedures and alternatives in dealing with the citation and that the signature is a promise to appear, not an admission of guilt.

Procedure for ‘fix-it’ citations

Procedure for moving violations

Procedure for juvenile citations

Procedure for bicycle violations

The officer will explain the jurisdiction of freeway overpasses and the cloverleaf.

The officer will list the Vehicle Code conditions which require a mandatory appearance (booking).

Fails to present satisfactory identification

Refuses to sign the citation

Demands immediate appearance before magistrate

Charged with one or more offenses in 40302 CVC

FELONY/HIGH-RISK VEHICLE STOPS

The officer shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop.

These elements shall minimally include:

Seriousness of the crime(s)

Availability of back-up

Location at which to make the stop

Tactics to be used after making the stop

Number of suspects involved

DATE TRAINED TESTED

FELONY/HIGH-RISK VEHICLE STOPS cont

The officer will explain the procedures for a felony vehicle stop.

- Dispatch/officer communication _____
- Reason for stop _____
- Identify primary/secondary units _____
- Choose location of stop _____
- Time of day plays a factor _____
- Try to select the least populated area _____
- Consider escape routes _____
- Proper position of vehicles _____
- Primary _____
- Secondary _____
- Review commands and guidelines _____
- Communication between officers _____
- Search and handcuff _____
- Safety factors at all times _____

The officer shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.

The officer shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect:

- Keep hands in sight at all times _____
- Exit the vehicle (according to agency policy) _____
- Assume position of disadvantage outside the vehicle _____

The officer shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.

The officer shall explain the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

- Has the radio responsibilities _____
- Assumes the shotgun responsibilities, if applicable _____
- Communicates to the occupants _____
- Searches the occupants and/or the vehicle _____

DATE TRAINED TESTED

FELONY/HIGH-RISK VEHICLE STOPS cont

The officer will make a simulated 'high risk' car stop with emphasis on the following.

- Actions taken before the stop _____
- Making the stop _____
- Position of vehicles/officers _____
- Control of stop/suspects _____
- Getting suspects from the vehicle _____
- Searching/clearing the vehicle _____

VEHICLE SEARCHES

The officer shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:

- Proper removal and control of occupants _____
- A systematic method of search _____

Given an incident, the officer shall safely and effectively conduct a vehicle search. _____

CRIMINAL JUSTICE SYSTEM

The officer will explain the difference in the handling of misdemeanor and felony cases within the criminal justice system.

- Arrest _____
- Bail _____
- Arraignment _____
- Preliminary Hearing _____
- Trial _____
- Sentencing _____
- Probation/Parole _____

The officer will explain the functions and jurisdictions of the following mutually assisting agencies.

- Sheriffs Department _____
- California Highway Patrol/State Police _____
- Federal Bureau of Investigation _____
- Alcohol Tobacco and Firearms _____
- Bureau of Narcotic Enforcement _____
- Department of Motor Vehicles _____

DATE TRAINED TESTED

CRIMINAL JUSTICE SYSTEM, cont.

The officer will explain the functions and jurisdictions of the following mutually assisting agencies. (cont.)

Postal Service	_____	_____	_____
Secret Service	_____	_____	_____
Alcohol Beverage Control	_____	_____	_____
Amtrak Police.	_____	_____	_____
SMCO Narcotics Task Force	_____	_____	_____
SMCO Vehicle Theft Task Force	_____	_____	_____
SMCO Gang Task Force / GIU	_____	_____	_____
Drug Enforcement Agency	_____	_____	_____
SPCA / Humane Society	_____	_____	_____

ALCOHOL BEVERAGE CONTROL ACT

The officer will recognize violations of the Alcohol Beverage Control Act and, given a copy of the act, will locate the applicable sections including those prohibiting:

After-hours sale / consumption of alcohol on licensed premises	_____	_____	_____
Selling / providing alcoholic liquor to any person under the age of 21 years	_____	_____	_____
Selling / providing alcoholic liquor to a person who is visibly intoxicated.	_____	_____	_____

DATE TRAINED TESTED

POLICY MANUAL

Sec 311- Domestic Violence
Sec 317- Missing Persons Reporting
Sec 454 - Bicycle Patrol Program

PENAL CODE

166(4) - Violate court order
245 - Assault with deadly weapon
273.5 - Corporal injury to spouse/cohabitant
273.6 - Violation of DV Protective Order
293 - Victim Confidentiality
293.5 - Victim anonymity
417 - Brandishing
418 - Forcible entry
602 - Trespass
602.5 - Unauthorized entry
647(f) - Public Intoxication
647 - Disorderly conduct
647c – Obstructing movement on street
653g - Loitering
653m - Harassing telephone calls

WEEK 4

DATES _____

The training material for week #4 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #4 – Week 3-4: Date: _____ Score: _____

WEEK 5

DIRECTED PATROL

HAZARDOUS OCCURRENCES / MAJOR DISASTERS

AIRCRAFT CRASHES

CRIMINAL LAW

SEARCH CONCEPTS

SEIZURE CONCEPTS

RULES OF EVIDENCE

WARRANTS

DATE TRAINED TESTED

DIRECTED PATROL

The officer will identify the specific geographical features of the beat.

- Natural and man made barriers _____
- Major streets and thoroughfares _____
- Schools _____
- Parks _____
- Public facilities _____

The officer will identify juvenile problems on the beat.

- Locations _____
- Types of problems _____
- Time periods (hours/days/months) _____

The officer will identify all the high risk businesses, including locations, and will identify the type of risk the business poses. (i.e., 211, 459, etc.)

- Department stores _____
- Restaurants _____
- Bars _____
- Shopping Centers _____
- Restaurants _____

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

The officer will explain his/her requirements under Government Code 835b to eliminate hazards on public streets.

- Large oil spills _____
- Dangerous conditions to streets/sidewalks _____
- Hazardous material spills /Hazmat response _____
- DPW response _____
- Mid-Peninsula Water response _____
- Caltrans response _____
- PG&E response _____

The officer shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS and OES).

The officer shall review and explain the agency’s policy on hazardous substances or chemical spills (HAZMAT).

DATE TRAINED TESTED

HAZARDOUS OCCURRENCES/MAJOR DISASTERS cont

The officer shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

- Recognition _____
- Safety/Isolation/Area containment _____
- Notification to proper agencies _____
- Basic first responder limitations _____

The officer shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

- Requesting needed assistance and equipment _____
- Providing for emergency medical aid _____
- Undertaking immediate coordination with appropriate outside agencies _____
- Establishing a security perimeter _____
- Establishing ingress and egress corridors _____
- Identifying and admitting only authorized personnel _____
- Dealing with the media _____

The officer shall discuss procedures to be used when confronted with other unusual or hazardous occurrences.

These occurrences shall minimally include:

- Electrical wires down _____
- Malfunctioning traffic signals _____
- Hazards on the roadway _____
- Damage to fire hydrants _____
- Gas leaks _____
- Chemical spills _____
- Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides _____
- Military incidents requiring police intervention _____

AIRCRAFT CRASHES

The officer shall review and explain the agency’s policy on aircraft crashes.

The officer shall discuss factors associated with the handling of an aircraft crash, including:

- Civilian Aircraft (FAA / NTSB will investigate) _____
- Military Aircraft _____
 - 1. Military authorities are in charge _____
 - 2. There may be dangerous weapons issues _____
 - 3. There may be classified materials present _____
 - 4. Police cannot authorize news media to enter _____

DATE TRAINED TESTED

CRIMINAL LAW

The officer will define various legal terms and explain their relationship to law enforcement.

- Statutes and Ordinances _____
- Intent _____
- Criminal negligence _____
- Attempt _____
- Probable Cause _____
- Reasonable suspicion _____

The officer will explain the Ramey decision and how it applies to physical arrest.

The officer shall identify the elements of a crime. These shall include:

- Any act or omission _____
- By a person _____
- In violation of statutory law _____
- For which there is punishment _____

The officer shall describe those persons who are legally incapable of committing a crime in the State of California (PC 26).

SEARCH CONCEPTS

The officer will identify and explain the circumstances under which the officer may institute various types of legally authorized searches.

- Consent _____
- Incident to arrest _____
- Probable cause _____
- Search warrant _____
- Plain sight _____
- Exigent circumstances _____
- Vehicle searches _____
- Pat/cursory searches _____
- Probation / Parole searches _____

The officer shall identify those items for which an officer may legally search. These items shall minimally include:

- Dangerous weapons _____
- Fruits of the crime _____
- Instruments of the crime _____
- Contraband _____
- Suspects _____
- Additional victims _____

DATE TRAINED TESTED

SEARCH CONCEPTS cont.

The officer shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

- Protective sweeps _____
- Closed containers _____
- Inventory searches _____

SEIZURE CONCEPTS

The officer will define the limits of the use of force pertaining to the seizure of evidence from a person's body.

- To prevent swallowing of evidence _____
- Inducing vomiting _____
- Extracting blood _____
- Obtaining fingerprints _____
- Obtaining handwriting samples _____

RULES OF EVIDENCE

The officer shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:

- Civil rights _____
- Inadmissible evidence _____
- Possibility of false arrest _____

The officer shall define the Hearsay Rule and give examples of exceptions to the rule, including: (Evid Code 1200,1220)

- Spontaneous statements _____
- Admissions _____
- Confessions _____
- Dying declarations _____

WARRANTS

The officer shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include:

- Probable cause necessity _____
- Allowable exclusions (hot pursuit / emergency situations) _____
- Process for obtaining warrants during and after business hours _____

The officer shall describe the process for serving search and arrest warrants, including:

- Hours of service for felony arrest warrants _____
- Hours of service for misdemeanor arrest warrants _____
- Hours of service for search warrants _____
- Knock and notice for search warrants and exceptions _____
- “Signing off” warrants/return _____

DATE TRAINED TESTED

POLICY MANUAL

Sec 208- License to Carry Firearms	_____	_____	_____
Sec 209- Retired Officer CCW Endorsements	_____	_____	_____
Sec 310- Canine Program	_____	_____	_____
Sec 322- Search & Seizure	_____	_____	_____
Sec 412- Hazardous Material Response	_____	_____	_____
Sec 434- Aircraft Accidents	_____	_____	_____
Sec 812 - Computer and Digital Evidence	_____	_____	_____

PENAL CODE

217.1 - Assault on Government Officer	_____	_____	_____
220 - Assault w/ intent to commit rape, mayhem, etc	_____	_____	_____
246 - Shooting into inhabited dwelling	_____	_____	_____
261- Rape	_____	_____	_____
272 - Contribute to delinquency of minor	_____	_____	_____
406 - Rout	_____	_____	_____
407 - Unlawful assembly	_____	_____	_____
409 - Refusal to disperse	_____	_____	_____
415 - Disturbing the peace	_____	_____	_____
451- Arson	_____	_____	_____
452 - Unlawfully causing fire	_____	_____	_____
726 - Officer disperse unlawful assembly	_____	_____	_____

VEHICLE CODE

12500a - Unlicensed driver	_____	_____	_____
12951a - No License in possession	_____	_____	_____
21207.5 - Motorized bicycles	_____	_____	_____
23103 - Reckless driving	_____	_____	_____
23104 - Reckless driving -Great Bodily Injury	_____	_____	_____
23109 -Speed contest	_____	_____	_____

WEEK 5

DATES _____

The training material for week #5 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 6

INVESTIGATIONS

BURDEN OF PROOF

CONCEPTS OF EVIDENCE

EVIDENCE COLLECTION AND PRESERVATION

PATROL PROCEDURES

DATE TRAINED TESTED

INVESTIGATIONS:

The officer shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses. _____

The officer shall describe situations where the skills of an evidence technician or criminalist are required. _____

The officer shall properly obtain all information necessary for the completion of a thorough preliminary investigation. _____

The officer shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- Identity or description of suspect(s) _____
- Description of loss _____
- Direction of flight of suspect(s) _____
- Possibility of weapons being involved _____
- Radio broadcasts of all known and important information _____
- Pursuit and/or apprehension of suspects, if possible. _____

The officer shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

- Preserving the scene, including the restriction of unauthorized police personnel _____
- Determining the need for first aid and summoning medical assistance _____
- Identifying and apprehending suspect(s), if possible _____
- Making proper notifications _____
- Locating visible physical evidence _____
- Locating and interviewing witnesses or possible witnesses as appropriate _____

DATE TRAINED TESTED

BURDEN OF PROOF:

The officer shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

- Criminal guilt (Evidence Code Section 520) _____
- Corpus delicti (Evidence Code Section 550) _____
- Jurisdiction (Evidence Code Section 666) _____
- Double jeopardy as a defense (Evidence Code Section 500) _____
- Self-defense as a defense (Evidence Code Section 500) _____
- Reference: Evidence Code sections 520; 550; 666; 500; 500 _____

CONCEPTS OF EVIDENCE:

The officer shall recognize the concepts of evidence as defined and used in California law, including:

- Evidence _____
- Direct evidence _____
- Circumstantial evidence _____

The officer shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- Fruits of a crime _____
- Instrumentalities of a crime _____
- Contraband _____

The officer shall explain the purposes for offering evidence in court, including:

- As an item of proof _____
- To impeach a witness _____
- To rehabilitate a witness _____
- To assist in determining sentence _____

The officer shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code Section 210)

- The evidence must be relevant to the matter in issue _____
- The evidence must be competently presented in court _____
- The evidence must have been legally obtained _____

DATE TRAINED TESTED

EVIDENCE COLLECTION AND PRESERVATION

The officer will identify the importance of physical evidence.

- To identify a suspect _____
- To tie a suspect to the crime _____
- To eliminate persons under suspicion _____

The officer will identify the common errors made in handling crime scenes or collecting evidence.

- Officers disturbing scene _____
- Officers leave fingerprints _____
- Officers destroy tire marks _____
- Officers destroy/leave footprints _____
- Officers leave additional evidence _____
- Maintaining individuality of evidence _____
- Packaging moist items in plastic _____
- Allowing unauthorized persons to enter crime scene _____
- Allowing unauthorized persons to handle evidence _____

The officer will list common items of evidence found at the following crime scenes:

- Assault/Rape _____
- Burglaries _____
- Robberies _____
- Accidents _____

The officer will explain the circumstances under which items of evidence may be released in the field.

- Perishables _____
- Valuables _____
- Be certain to photograph the items _____

The officer will explain the circumstances under which items of evidence cannot be released in the field.

- Weapons _____
- Narcotics _____
- Alcohol _____

DATE TRAINED TESTED

EVIDENCE, cont.

The officer will systematically search a crime scene utilizing one of the following methods.

- Point to point _____
- Sector _____
- Concentric _____

The officer will explain how to preserve and package the following types of physical evidence:

- Clothing _____
- Clothing with blood/semen/fluid _____
- Blood/Blood alcohol samples _____
- Documents/checks _____
- Bullets/shell casings _____
- Firearms _____
- Hair/fibers _____
- Latent fingerprints _____
- Paint samples _____
- Narcotics/Syringes _____
- Photos _____
- Demonstrate how to identify/seal off a crime scene _____

The officer shall review and explain, as well as apply, the agency’s policies on:

- Handling controlled substances _____
- Depositing property, evidence, and money _____
- Withdrawing and returning property _____
- Depositing firearms, miscellaneous weapons, and explosives _____

The officer will properly mark all items of evidence in such a manner to be recognized/identified in court and so as not to deface the aesthetic value of the property.

The officer shall review and explain the policy for taking evidence to the crime lab and to court.

The officer shall explain “chain of custody” and “chain of evidence”.

DATE TRAINED TESTED

PATROL PROCEDURES

The officer will be able to effectively use the city map or Thomas Bros. map.

The officer will explain the contents of the warrant/ subpoena folders.

- PIN cards / warrant service
- Due diligence

The officer will demonstrate preventive patrol methods.

- Fluctuating patrol patterns
- Frequent checks of businesses
- Frequent checks of suspicious persons
- Maintain visibility

The officer will define "selective enforcement" and will cite a current example.

- Specific violations / circumstances (DDP/ DTE)
- Geographical considerations (Burglary targets, etc.)

The officer will list the factors that determine the size of the beat and shift assignment of personnel.

- Type of area
- Type of criminal activity
- Frequency of crime
- Type of patrol (foot/motor/bicycle)
- Personnel available
- Frequency of calls for service
- Reporting areas

The officer will identify the advantages of foot patrol over vehicle patrol.

- Increased personal contact
- Increased observation ability
- Less conspicuous
- Increased ability to gather information

The officer will identify the advantages of vehicle patrol over foot patrol.

- Increased mobility and speed
- More conspicuous
- Increased transportation capability
- Increased availability of equipment

DATE TRAINED TESTED

POLICY MANUAL

Sec 340- Identity Theft	_____	_____	_____
Sec 500- Traffic Function & Responsibility	_____	_____	_____
Sec 501- Traffic Collision Reporting	_____	_____	_____
Sec 509- Vehicle Towing & Release	_____	_____	_____
Sec 511- Vehicle Impound Hearings	_____	_____	_____
Sec 515- Traffic Citations	_____	_____	_____
Sec 519- Disabled Vehicles	_____	_____	_____
Sec 523- 72-Hour Parking Violations	_____	_____	_____

PENAL CODE

487 - Grand Theft	_____	_____	_____
488 - Petty theft	_____	_____	_____
496 - Possession of Stolen Property	_____	_____	_____
503 – Embezzlement	_____	_____	_____

VEHICLE CODE

10851 - Vehicle Theft	_____	_____	_____
10852 - Injure/Tamper of Vehicle	_____	_____	_____
10853 - Malicious Mischief -Vehicle	_____	_____	_____
14601 - Driving While Suspended	_____	_____	_____
14601.1- Driving While Suspended	_____	_____	_____

COLMA EVIDENCE PROCEDURES

CPD H:Drive review	_____	_____	_____
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WEEK 6

DATES _____

The training material for week #6 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #5 – Week 5-6: Date: _____ Score: _____

WEEK 7

PATROL PROCEDURES

ADDITIONAL PATROL SAFETY

HATE CRIMES

GANG AWARENESS

FIRES

ARSON

DATE TRAINED TESTED

PATROL PROCEDURES

The officer will explain the importance of positive daily contact with citizens.

The officer shall explain and demonstrate what an officer on nighttime patrol should be looking for:

- Broken glass
- Open doors and windows
- Pry marks
- Suspicious vehicles
- Persons on foot
- Differences in normal lighting (on or off)
- Unusual sounds
- Access to rooftop or upper floors

The officer shall identify ways to determine if a parked vehicle has been recently operated.

The officer shall describe and/or demonstrate how to conduct surveillance, including:

- Invisible deployment
- Radio security
- Use of surveillance/vision devices

The officer shall be able to locate the VIN of various vehicles (i.e., auto, trucks, trailers, motorcycles)

The officer will identify the operational boundaries.

City and county

The officer will explain the San Mateo County Mutual Aid Plan, requests for Code 30 and Tactical Alerts. and Protocol Books

The officer will identify those language factors which could contribute to a negative response from the public.

- Profanity
- Derogatory language
- Ethnic slurs
- Department

DATE TRAINED TESTED

PATROL PROCEDURES, cont.

The officer will identify those non-language factors which could contribute to a negative response from the public.

- Disrespectful attitude _____
- Officious or oppressive manner _____
- Tone of voice _____
- Body language _____

The officer will explain the positions that one or two officers may take to interview one or more subjects so that the officers are least susceptible to attack while still preserving the practicality of the interview.

The officer will make the initial contact with a complainant/victim and do the following:

- Check all the facts/determine if offense occurred _____
- Show an interest in complainant/victim _____
- Understand both sides of situation _____
- Determine proper course of action _____

The officer will takes field notes in such a manner as not to discourage the person(s) from talking.

The officer will identify the basic alternative methods from which to choose when responding to a crime in progress.

- Proceed to the scene quickly and quietly _____
- Proceed to a location likely to intercept _____
- Proceed to scene, coordinate arrival w/cover officer _____

The officer will identify the criteria to be considered when determining the method of response to crimes in progress.

- Distance to location _____
- Availability of assisting units _____
- Nature of crime _____
- Time lapse _____
- Geographic environment _____
- Department policy (Code 2/Code 3) _____

DATE TRAINED TESTED

PATROL PROCEDURES, cont.

The officer will identify 'tactical' considerations to be made when responding to a burglary in progress call.

Quiet approach / blacked out	_____	_____	_____
Secure the scene	_____	_____	_____
Perimeter	_____	_____	_____

The officer will identify 'tactical' considerations to be made when responding to a robbery in progress call.

Determination of response method	_____	_____	_____
Cover, concealment and silence	_____	_____	_____
Preplanned deployment	_____	_____	_____

ADDITIONAL PATROL SAFETY

The officer shall explain and/or demonstrate how to react when encountering a plain-clothes officer in the field:

No display of recognition until presence acknowledged by plain-clothes officer	_____	_____	_____
--	-------	-------	-------

In the absence of acknowledgement, reaction should be identical to any other citizen	_____	_____	_____
--	-------	-------	-------

The officer shall explain and/or demonstrate how to react to uniformed officers if the officer makes a plain-clothes or off-duty arrest.	_____	_____	_____
--	-------	-------	-------

The officer shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”	_____	_____	_____
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The officer shall explain and/or demonstrate how to avoid making telltale “police noises,” such as:			
---	--	--	--

Vehicle(s)	_____	_____	_____
Radio noises	_____	_____	_____
Key and whistle noises	_____	_____	_____

The officer shall explain the importance of always keeping a subject’s hands in view.	_____	_____	_____
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The officer shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.	_____	_____	_____
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HATE CRIMES

The officer shall recognize indicators of hate-related crimes including:

- Anti-religious symbols/slurs _____
- Racial/sexual/ethnic slurs _____
- Racist symbols _____
- Hate group symbols _____
- Anti- gay/lesbian slurs _____

The officer shall identify and discuss the possible consequences of hate crimes including:

- Psychological effect on victim _____
- Denial of basic constitutional rights _____
- Divisiveness in the community _____
- Potential escalation of violence _____

The officer shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes. _____

The officer shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation. _____

GANG AWARENESS

The officer shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity. _____

The officer shall identify types of gangs that represent law enforcement concerns, including:

- Street gangs _____
- Motorcycle gangs _____
- Prison gangs _____
- Cult/Ritualistic gangs _____

The officer shall discuss primary reasons for gang membership, including:

- Peer pressure _____
- Common interest _____
- Protection/Safety _____

DATE TRAINED TESTED

GANG AWARENESS cont.

The officer shall discuss characteristics that are common to most gangs, including:

- Cohesiveness _____
- Code of silence _____
- Rivalries _____
- Revenge _____

The officer shall identify methods that gangs use to distinguish their members from members of other gangs, including.

- Tattoos _____
- Attire and accessories _____
- Use of monikers _____
- Use of hand signs _____

The officer shall identify gang graffiti factors significant to law enforcement, including:

- Identifying individuals and/or a specific gang _____
- Identifying gang boundaries _____
- Indications of pending and/or past gang conflicts _____

The officer shall discuss types of criminal activities as those commonly engaged in by gangs, including:

- Sale and use of narcotics _____
- Physical violence _____
- Auto theft/burglary from vehicles _____

The officer shall explain law enforcement methods used to reduce gang activity, including:

- Identification of gang activity _____
- Coordination with allied agencies _____
- Reduction of the opportunity for criminal activities _____

DATE TRAINED TESTED

FIRES

The officer shall identify the following types of fires and the best methods to deal with each:

- Dry combustibles _____
- Flammable liquids _____
- Electrical _____
- Combustible metals _____

The officer shall identify and discuss the initial steps to be taken when confronted with a fire in a building.

These steps shall minimally include:

- Request for fire department _____
- Request for further law enforcement assistance, if necessary _____
- Immediate evacuation of any occupants _____
- Isolation of the immediate area _____
- Establishment of a perimeter for crowd control _____

The officer shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

The officer shall recognize signs that indicate a burning building is unsafe to enter.

ARSON

The officer will identify the department procedure for handling an Arson.

- Police responsibilities at scene _____
- Fire department responsibilities _____
- Call outs _____
- Collection of evidence _____
- Determine crime(s) committed _____

DATE TRAINED TESTED

POLICY MANUAL

Sec 313- Temporary Custody of Juveniles	_____	_____	_____
Sec 314 -Adult Abuse	_____	_____	_____
Sec 316- Child Abuse	_____	_____	_____
Sec 318- Public Alerts	_____	_____	_____
Sec 320- Hate Crimes	_____	_____	_____
Sec 334- Registered Offenders Information	_____	_____	_____
Sec 442- Criminal Organizations	_____	_____	_____

PENAL CODE

244 - Throwing Caustic Chemicals	_____	_____	_____
273a - Child Abuse	_____	_____	_____
459 - Burglary	_____	_____	_____
466 - Possession of Burglary Tools	_____	_____	_____
484 - Larceny	_____	_____	_____

WEEK 7

DATES _____

The training material for week #7 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 8

PATROL PROCEDURES

LINE-UPS

SOURCES OF INFORMATION

INFORMATION SYSTEMS/TELECOMMUNICATIONS

PATROL PROCEDURES

The officer will discuss the responsibilities of the unit when arriving at a crime scene.

- Provide for safety of public/responding personnel _____
- Provide medical assistance _____
- Obtain information about the crime _____
- Protect the crime scene _____
- Broadcast pertinent information to other units _____
- Determine whether a Code 666 is necessary _____
- Identify witnesses _____
- Notify special units/coordinate response _____
- Protocols _____

The officer will explain the misdemeanor follow up procedure to a complainant/victim.

- When a suspect is not and will not be identified _____
- When a suspect is or will be identified _____
- When a Citizen's arrest is made _____
- When a suspect is known and is a juvenile _____

The officer will explain the procedure for responding to welfare checks.

The officer will contact and communicate effectively with the following types of individuals.

- Suspicious persons _____
- Victims/complainants _____
- Witnesses _____
- Suspects _____
- Traffic violators _____
- Very young persons _____
- Alcoholics _____

The officer will explain the purpose for and complete an F.I. card without error.

The officer will explain the reasons for not accepting a citizen's wallet in response to a request for I.D.

DATE TRAINED TESTED

PATROL PROCEDURES, cont.

The officer will explain the acceptability of various forms of identification.

Driver License with photo	_____	_____	_____
Driver License without photo	_____	_____	_____
Military I.D.	_____	_____	_____
Social Security Card	_____	_____	_____
Medical I.D.	_____	_____	_____
Food Stamp I.D.	_____	_____	_____
Out of state D.L.	_____	_____	_____
Credit card with signature	_____	_____	_____
Vehicle registration	_____	_____	_____
Payroll stubs	_____	_____	_____
Check and bank books	_____	_____	_____
Personal telephone contact	_____	_____	_____
Alien/Immigration Card/Passport	_____	_____	_____
Sex and Narcotic registration card	_____	_____	_____
Verbal I.D.	_____	_____	_____
Explain the importance of separating subjects to verify	_____	_____	_____

The officer will discuss the department policies regarding the transportation of subjects.

Search back seat before and after	_____	_____	_____
Search subject for weapons	_____	_____	_____
Handcuff prisoners	_____	_____	_____
Transporting females	_____	_____	_____
Transporting sick and injured	_____	_____	_____
Transporting suspects	_____	_____	_____
Positioning of prisoners in relation to officer	_____	_____	_____
Safety first	_____	_____	_____

The officer will explain the use of memos/correspondence and the proper routing of written material.

_____	_____	_____
-------	-------	-------

The officer will identify the circumstances under which a canine unit should be requested.

Alarm calls	_____	_____	_____
Prowler calls	_____	_____	_____
Business searches	_____	_____	_____
Bomb calls	_____	_____	_____
Crowd control	_____	_____	_____
Tracking	_____	_____	_____
Area searches	_____	_____	_____
Narcotic searches	_____	_____	_____
Lost children	_____	_____	_____

DATE TRAINED TESTED

PATROL PROCEDURES, cont.

The officer will make a security check of City Hall. _____

The officer will identify when and determine if the following resources are needed, and will also identify the reasons.

- Evidence Technician _____
- Crime Lab _____
- Detectives _____
- Supervisor _____

Upon arriving at a scene of a crime that has just occurred and the suspect has fled, the officer will demonstrate his/her ability to perform a satisfactory broadcast.

- Confirmation of crime _____
- Update suspect description _____
- Code 666 or pending Code 666 _____

Review with the officer the stress management level of the trainee and advise on techniques to reduce or maintain a lower level of stress.

- Interview with Peer Support Team member _____

The officer will explain the policy regarding the photographing and printing of non-arrested suspects.

- Adults _____
- Juveniles _____

The officer will demonstrate how to use the following resources and explain why they would be useful.

- Reverse directory _____
- Water department file _____
- Citation file _____
- Alpha history _____

The officer will explain Diplomatic Immunity, what it means and what the policies are. _____

The officer will describe his/her duties and department policy upon arriving at the scene of the following crimes.

- Rape _____
- Child molest _____
- Bank robbery _____

DATE TRAINED TESTED

LINE-UPS

The officer will explain the procedure for the various types of line-ups.

Field Identification	_____	_____	_____
Photo Line-up	_____	_____	_____
Physical Line-up	_____	_____	_____

The officer shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups:”

In custody	_____	_____	_____
In the field	_____	_____	_____

The officer shall explain and/or demonstrate the following procedures for a photographic identification:

Use of multiple photos	_____	_____	_____
Instructions to witness(es)	_____	_____	_____
Control of the situation	_____	_____	_____
Similar appearances	_____	_____	_____

SOURCES OF INFORMATION

The officer shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

The officer shall explain the types of public and private records that may be of assistance when collecting investigative information.

INFORMATION SYSTEMS/TELECOMMUNICATIONS

The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include:

- | | | | |
|---|-------|-------|-------|
| A. To locate information on lost, stolen, or recovered Property (including vehicles) | _____ | _____ | _____ |
| B. To establish probable cause for a search or an arrest | _____ | _____ | _____ |
| C. To verify the validity of a warrant | _____ | _____ | _____ |
| D. To verify the validity of a driver’s license , vehicle registration, or occupational license | _____ | _____ | _____ |

- E. To determine if a person is wanted _____
- F. To determine the status of a person on parole
or probation _____
- G. To report or locate a missing person _____

The trainee shall be able to identify the law enforcement information systems used by the agency including:

- A. Automated Property System (APS) _____
- B. Stolen Vehicle System (SVS) _____
- C. Wanted Persons System (WPS) _____
- D. Automated Firearms System (AFS) _____
- E. Domestic Violence Restraining Order System
(DVROS) _____
- F. Missing Unidentified Person System (MUPS) _____

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

- A. Wanted persons _____
- B. Property, vehicles, and firearms _____
- C. Criminal histories _____
- D. DMV information _____
- E. Miscellaneous information _____

The trainee shall review and explain agency policy regarding the proper use and/or misuse of Mobile Data Terminals (MDT's) and on-board laptop computers.

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

DATE TRAINED TESTED

POLICY MANUAL

Sec 338- Death Investigation	_____	_____	_____
Sec 416- Response to Bomb Calls	_____	_____	_____
Sec 424- Rapid Response and Deployment Policy	_____	_____	_____
Sec 426- Reporting Police Activity Outside of Jurisdiction	_____	_____	_____
Sec 428- Immigration Violations	_____	_____	_____

PENAL CODE

273a(b) - Assault on Child	_____	_____	_____
288 – Lewd Act on Child	_____	_____	_____
381 - Possessing Toluene	_____	_____	_____
518 – Extortion	_____	_____	_____

WELFARE & INSTITUTION

300 - Jurisdiction of Juvenile Court	_____	_____	_____
305 - Temp Custody of Juvenile w/o warrant	_____	_____	_____
601 - Ward of Court/Incorrigible	_____	_____	_____
602 - Ward of Court/Criminal Behavior	_____	_____	_____
603 - Criminal Proceedings	_____	_____	_____

HEALTH & SAFETY

11357a - Possession, Concentrated Cannabis	_____	_____	_____
11357b - Possession, Cannabis less than 28.5 grams	_____	_____	_____
11357c - Possession, Cannabis more than 28.5 grams	_____	_____	_____
11358 - Cultivation	_____	_____	_____

WEEK 8

DATES _____

The training material for week #8 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #6 Week 7-8: Date: _____ Score: _____

WEEK 9

PATROL PROCEDURES

PATROL PROCEDURES: CROWD CONTROL

SUSPICIOUS PERSONS / PEDESTRIAN STOPS

JUVENILES

DATE TRAINED TESTED

PATROL PROCEDURES

The officer will list the four types of informants.

- Citizen _____
- Confidential _____
- Reliable _____
- Unreliable _____

The officer will explain the laws which allow an officer to keep an informant confidential.

- Refusal to disclose identity _____
- 'In camera hearing' _____
- Evidence Code 1041 _____
- Evidence Code 1042 _____

The officer will list the investigative steps to follow in a forgery, check and credit card case for patrol purposes.

The officer will discuss elder abuse and the mandatory reporting requirements.

The officer will identify and explain the basic crime prevention methods to a resident or business person.

- Various types of deadbolts _____
- Security devices for doors and windows _____
- Lighting _____
- Home security measures _____
- Business security measures _____
- Neighborhood Watch Program _____

The officer will explain the policy for enforcing domestic restraining orders pursuant to 273.6 P.C.

- Current orders _____
- Temporary orders _____
- Emergency Protective Orders _____

The officer will explain the policy for handling a call where a special crew is needed to respond.

- PG&E _____
- DPW _____
- Water Department _____
- Caltrans _____

DATE TRAINED TESTED

PATROL PROCEDURES, cont.

The officer will explain the policy for handling non-vehicular accidents which occur on city property.

- Sidewalk fall _____
- Tree limb (city tree) on vehicle _____

The officer will explain the legal requirements governing private patrol operations, security guards and patrol persons.

- Carry and use of firearm _____
- Wearing of uniforms _____
- Types of licenses and permits _____
- Carrying of baton _____

The officer will explain when a private citizen is permitted to carry chemical mace/pepper spray.

- Training _____
- Licenses and permits _____

The officer will explain the department policy/procedures on responding to alarm calls.

- Audible alarms _____
- Silent alarms _____
- Mandatory cover _____
- Alarm permits _____
- Alarm complaints _____

SUSPICIOUS PERSONS/PEDESTRIAN STOPS

The officer shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.

The officer shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

- The existence of suspicious activity _____
- The time of day or night _____
- Reasonable suspicion to believe that the person being stopped may be involved in criminal activity. _____

The officer will contact suspicious persons without placing anyone, including the cover officer, in a hazardous position.

- Pedestrians _____
- Vehicles _____
- Citizens who walk up on preoccupied officers _____

DATE TRAINED TESTED

SUSPICIOUS PERSONS/PEDESTRIAN STOPS cont

The officer will describe and demonstrate safe and effective tactics for approaching pedestrians while in a vehicle.

The officer will identify the reasons why an officer should contact pedestrians on foot.

The officer will discuss the variables to consider when confronted by a suspicious person who is on foot.

Determine whether or not to stop

Determine when and where to stop

Determine method of stop

The officer shall explain the role and use of CLETS in determining a person’s wanted status.

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

DATE TRAINED TESTED

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

DATE TRAINED TESTED

- | | | | |
|--|-------|-------|-------|
| 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 | _____ | _____ | _____ |

DATE TRAINED TESTED

- | | | | |
|---|-------|-------|-------|
| 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

DATE TRAINED TESTED

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, Kinetic energy 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 | _____ | _____ | _____ |

DATE TRAINED TESTED

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.

JUVENILES

The officer will identify the scope of the authority of the Juvenile Court. (601 , 602, 707 WI)

- Age requirements
- Dependent of the court
- Ward of the court
- Law violators

The officer will describe the requirements of 625 W&I and department policy as they relate to advising a juvenile taken into custody of his/her rights per Miranda and custody issues.

- Fingerprinting juveniles
- Secure detention requirements
- Separation of adult/juvenile offenders

The officer will describe the circumstances under which an officer may take a juvenile into temporary custody.

- Truants
- 300 / 305 W&I
- 625 W&I

The officer will describe the procedural alternatives open to the officer upon taking a juvenile into temporary custody.

- 626 W&I
- 626.9 W&I

	DATE	TRAINED	TESTED
626.10 W&I	_____	_____	_____
Taken into custody at school	_____	_____	_____
Sick, injured and law violations	_____	_____	_____
The officer will explain the following upon taking a juvenile into custody. (627 W&I)			
Parental notification	_____	_____	_____
Right to telephone calls	_____	_____	_____
Responsibility when parent is hospitalized or arrested	_____	_____	_____
The officer will explain the criteria for secure and non-secure detention of juveniles (206,207, 207.1, 207.2 WI)			
	_____	_____	_____

DATE TRAINED TESTED

POLICY MANUAL

Sec 344- Anti-Reproductive Rights Crimes Reporting	_____	_____	_____
Sec 346- Limited English Proficiency Services	_____	_____	_____
Sec 348- Communications with Persons w/ Disabilities	_____	_____	_____
Sec 350- Mandatory School Employee Reporting	_____	_____	_____
Sec 352- Biological Samples	_____	_____	_____
Sec 608- Informants	_____	_____	_____

PENAL CODE

594 - Vandalism	_____	_____	_____
21510 – Possession of Switchblade	_____	_____	_____
29800(a) Felon/ Possess Firearm	_____	_____	_____
29800(b) Conv Person Poss/etc firearm	_____	_____	_____
21110 – Poss/Mfg/ Sell Ballistic Knife	_____	_____	_____
22210- Poss/ Mfg / Sell Billy/Blackjack etc	_____	_____	_____
21810 Poss/ Mfg / Sell Metal Knuckles	_____	_____	_____
21310 Carry Concealed Dirk or Dagger	_____	_____	_____
25850 Carrying Loaded Firearm	_____	_____	_____
29900(a) Illegal Possession of Firearm	_____	_____	_____
381 - Possessing Toluene	_____	_____	_____
25400(a)(1) - Concealed Firearm in Vehicle	_____	_____	_____
25400(a)(2) - Concealed Firearm on Person	_____	_____	_____
23900 - Altered Serial Numbers	_____	_____	_____
22810(a) –Felon in poss. of Tear Gas	_____	_____	_____
22900 – Unlawful poss. or sales of Tear Gas	_____	_____	_____

WELFARE & INSTITUTIONS

607 - Retention of Jurisdiction	_____	_____	_____
625 - Temporary Custody	_____	_____	_____
626 - Alternative Disposition	_____	_____	_____
627 - Notification to Parents	_____	_____	_____
628 - Probation Officer Duty	_____	_____	_____

HEALTH AND SAFETY

11350 - Possession	_____	_____	_____
11351 - Possession for sales	_____	_____	_____
11352 - Transportation	_____	_____	_____

WEEK 9

DATES _____

The training material for week #9 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 10

MISSING PERSONS

HOSTAGE / BARRICADED SUBJECT

PROWLER CALLS

SNIPER ATTACK

DISTURBANCE CALLS

DOMESTIC VIOLENCE / DISPUTES

COURTROOM TESTIMONY

SUBPOENAS

ANIMAL COMPLAINTS

DATE TRAINED TESTED

MISSING PERSONS

The officer shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, both adult and juvenile.

The officer shall explain the agency’s policy regarding search procedures for missing persons.

The officer shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

The officer will properly investigate a missing person report.

Identification of subject

Date/time missing

Possible DOT

Vehicles

Condition of subject (mental/physical)

MUPS entries

Supplemental Investigation forms

Three day follow-up by patrol

HOSTAGE/BARRICADED SUBJECT

The officer will explain the procedures for dealing with a barricaded subject and/or hostage situation.

Advise supervisor

Call outs (Detectives, Command staff, etc.)

Code 33 Perimeter

Use of HNT Team

SWAT call out (DCPD-North County Team)

PROWLER CALLS

The officer will identify procedures to be followed in responding to a prowler call.

Quiet and/or blacked out approach

Search of area, use all senses

Look for "tell-tale" signs

Check for warm vehicles

Contact complainant

DATE TRAINED TESTED

SNIPER ATTACK

The officer shall explain those steps that should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

- Cover/Concealment _____
- Calling for assistance _____
- Isolating and clearing _____
- Determining possible location of assailants _____

The officer shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- Acceleration/Reversal out of “kill zone” _____
- Turning into nearest available cover _____
- Abandonment of target vehicle _____
- Awareness of possible secondary ambush _____

The officer shall discuss tactics that should be used when the police vehicle has been hit with a fire bomb:

- Acceleration _____
- Roll-up windows _____
- Abandon vehicle (after initial flame burst, if vehicle is incapacitated) _____

DISTURBANCE CALLS / DISPUTES

The officer shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- Remaining impartial / Preserving the peace _____
- Determining whether or not a crime has been committed _____
- Conducting an investigation if a crime has been committed _____
- Providing safety to individuals and property _____
- Suggesting solutions to the problem _____
- Offering names of referral agencies _____
- Considering arrest if a crime has been committed _____

The officer will explain the crisis intervention method for resolving a dispute.

- Defusing _____
- Brief interview _____
- Mediation _____
- Referral _____

DATE TRAINED TESTED

DISTURBANCE CALLS cont

The officer will demonstrate department approved safety tactics while responding to and handling disturbance calls.

Use dispatch information (weapons, circs, drugs, etc.)	_____	_____	_____
Plan simultaneous arrival with cover officer	_____	_____	_____
Park at least one house away	_____	_____	_____
Avoid illuminating the house	_____	_____	_____
Do not park under street lights	_____	_____	_____
Do not sit in car with interior lights on	_____	_____	_____
Use parking lights only when necessary	_____	_____	_____
Avoid undue noise	_____	_____	_____
Leave patrol car doors locked	_____	_____	_____
Check the area for observers/suspicious persons	_____	_____	_____
Observe windows and doors while approaching	_____	_____	_____
Use shadow areas at night	_____	_____	_____
Listen at door for at least 10 seconds	_____	_____	_____
Stand to side of door	_____	_____	_____
Initial knock should be non-threatening	_____	_____	_____
Check to see if screen door is locked	_____	_____	_____
Wait for person to come to door	_____	_____	_____
Look inside before entering	_____	_____	_____
Officer closest to doorknob enters first	_____	_____	_____
Allow eyes to adjust to light before entering	_____	_____	_____
Once inside, door should be closed	_____	_____	_____
Have dogs locked in another room	_____	_____	_____
Visually search subjects	_____	_____	_____
Do not let subjects get out of sight	_____	_____	_____
Initially separate the subjects	_____	_____	_____
Seating may stabilize situation (search area first)	_____	_____	_____
Avoid "crowding" subjects	_____	_____	_____
Living room is generally safer than kitchen, etc.	_____	_____	_____
Remain alert	_____	_____	_____

The officer will explain the advantages/disadvantages of using the following tactics in a domestic dispute.

Separating the involved parties	_____	_____	_____
Keeping parties from potential weapons	_____	_____	_____
Listening to both sides before making a decision	_____	_____	_____
Importance of remaining neutral	_____	_____	_____
Of arresting one party	_____	_____	_____
Of using a restraining order	_____	_____	_____
Of referring to an outside agency (CORA,AA, Legal Aid; etc)	_____	_____	_____

DATE TRAINED TESTED

DOMESTIC VIOLENCE/DISPUTES

The officer shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

- Difference between domestic violence and a domestic dispute _____
- Impact of domestic violence on victims, children, and batterers _____
- Essential elements of Penal Code Sections 13700 and 13519 _____
- Duty to provide maximum protection to the victim (EPOs) _____
- Provide safety to other persons and property _____
- Verification and enforcement of court orders _____
- Responsibility/ authority with tenancy issues related to DVs _____
- Determine if a crime has been committed - _____
- and if arrest is mandatory _____
- Completion of appropriate documentation and required reports _____
- Making appropriate victim’s assistance information referrals _____
- for medical aid, personal safety, community resources, legal _____
- options, and the District Attorney’s Office _____
- The safekeeping of firearms _____

The officer shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute. _____

The officer will explain his/her role in civil matters pertaining to child custody, property settlement, and divorce proceedings. _____

COURT TESTIMONY

The officer will identify the principles of effective testimony.

- Honesty _____
- Accuracy and brevity _____
- Objectivity and clarity _____
- Emotional control _____

The officer will list those steps taken prior to testifying in court.

- Acquiring necessary reports _____
- Acquiring necessary evidence _____
- Refreshing memory _____
- Personal appearance _____

The officer will explain how he/she can contact the court liaison and District Attorney's Office. Also explain the Goldenrod Procedure. _____

DATE TRAINED TESTED

SUBPOENAS

The officer shall review and explain the agency’s practices and policies concerning the subpoena process. _____

The officer shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- Who may exercise the power of a subpoena _____
- Who may serve a subpoena _____
- How a subpoena is served _____
- Who is subject to the power of a subpoena _____
- How a subpoena is enforced _____

ANIMAL COMPLAINTS

The officer shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- Injured animals _____
- Dead animals _____
- Rabid animals _____
- Noisy animals _____
- Stray animals _____
- Wild animals _____
- Nuisances created by unsanitary keeping of animals _____
- Protective custody of animals _____
- Animal bites _____

The officer shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:

- Whom to notify prior to killing the animal _____
- Who may shoot the animal _____
- What report to completed following the shooting of the animal _____
- How disposal of the dead animal is handled _____

Given an incident, the officer shall effectively assess and handle an animal control situation. _____

DATE TRAINED TESTED

POLICY MANUAL

Sec 326- Subpoenas & Court Appearance	_____	_____	_____
Sec 410- Ride-Along Policy	_____	_____	_____
Sec 414- Hostages & Barricaded Incidents	_____	_____	_____
Sec 422- Foreign Diplomatic & Consular Representative	_____	_____	_____
Sec 438- Obtaining Air Support	_____	_____	_____

BUSINESS AND PROFESSION

25658a - Sales to Minors	_____	_____	_____
25658b - Purchase by Minor	_____	_____	_____
25661 - False I.D.	_____	_____	_____
25662 - Possession by Minor	_____	_____	_____
25665 - Presence of Minor	_____	_____	_____

WEEK 10

DATES _____

The training material for week #10 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #7 Week 9-10: Date: _____ Score: _____

WEEK 11

DEATH / SUICIDE / HOMICIDE

TRAFFIC COLLISION INVESTIGATION

PEOPLE WITH DISABILITIES

MENTALLY ILL PERSONS

BOMB THREATS

TRAFFIC CONTROL

DATE TRAINED TESTED

DEATH/SUICIDE/HOMICIDE

The officer shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

- Apparent homicide, suicide, or occurring under suspicious circumstances _____
- Resulting from the use of dangerous or narcotic drugs _____
- The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody _____
- Apparently accidental or following an injury _____
- By injury, or toxic agent during or arising from employment _____
- While not under the care of a physician during the period immediately previous to death _____
- Death related to disease that might constitute a threat to public health. _____

The officer shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

- Limits to which an officer may search a dead person _____
- Legalities involved in transporting an obviously dead person in an ambulance _____

The officer will describe his/her duties and department policy upon arriving at the following scenes:

Homicide or injury likely to result in homicide:

- Advise supervisor _____
- Coordinate medical response _____
- Protect scene _____
- Call outs _____
- Identify victim/witnesses/suspects _____
- Code 666 if needed _____
- Locate/identify evidence _____

DATE TRAINED TESTED

DEATH/SUICIDE/HOMICIDE cont

The officer will describe his/her duties and department policy upon arriving at the following scenes: (cont)

Suicide:

- Advise supervisor _____
- Coordinate medical response _____
- Protect scene _____
- Identify victim/witnesses _____
- Call outs _____
- Contact Coroner _____
- Locate/identify evidence _____

Attempted Suicide:

- Medical attention _____
- Advise supervisor _____
- Protect scene _____
- Interview victim _____
- 72 hour hold _____

Attended/Unattended Death:

- Advise supervisor _____
- Coordinate medical response _____
- Protect scene _____
- Call outs _____
- Identify/Interview witnesses _____
- Identify victim _____
- Locate/identify evidence _____
- Contact Coroner _____

TRAFFIC COLLISION INVESTIGATION

The officer will state the conditions which require a collision investigation.

- Fatal or severe injury _____
- Hit and run _____
- Enforcement action contemplated _____
- School bus _____
- City property _____

TRAFFIC COLLISION INVESTIGATION cont

The officer will identify the duties of an officer upon first arriving at the scene of an accident and list them by priority.

- Request emergency medical assistance _____
- Request additional police units _____
- Remove any hazardous situation _____
- Provide immediate medical care _____
- Identify drivers/witnesses _____
- Facilitate the flow of traffic _____
- Set flare pattern if needed and safe _____
- Call for tow trucks _____

The officer will conduct an accident investigation and satisfactorily complete a collision report.

- Identify driver # I (Driver at fault) _____
- Obtain all necessary ID information _____
- Collision sketch/diagram _____
- Identify and record facts _____
- Obtain driver and witness statements _____
- Determine cause of collision _____
- Determine and record Point of Impact _____
- Make appropriate recommendations _____

The officer will identify the procedure for handling an intoxicated driver at the scene of an accident.

- Injured and requiring hospitalization _____
- Slightly injured or uninjured _____
- Other parties injured _____
- Forced blood (search warrant) _____

The officer will identify investigative leads to follow while investigating a hit and run collision.

- Driver and vehicle description _____
- Registration information _____
- Physical evidence _____

The officer will explain the policy and procedure when a juvenile is involved in an accident.

- Non-injury _____
- Injury _____
- Intoxicated (with or without injury) _____

TRAFFIC COLLISION INVESTIGATION cont

The officer will explain his/her duties at the scene of a felony traffic collision.

Protecting the scene	_____	_____	_____
Traffic control	_____	_____	_____
Locating drivers/witnesses	_____	_____	_____
Physical evidence	_____	_____	_____

PEOPLE WITH DISABILITIES

The officer shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis. _____

Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature. _____

Requires that the safety and civil rights of people with disabilities be protected during transport and while detained. _____

Requires officers to make accommodations for persons with disabilities, except where safety is compromised. _____

The officer shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior. _____

The officer shall recognize and demonstrate effective communications with persons with cognitive impairments, to minimally include:

Give one direction or ask one question at a time. _____

Allow the person to process statements and respond(10/15 secs) _____

Avoid questions that tell the person the answer you expect _____

Avoid questions with yes/no answers. _____

Repeat questions from a slightly different perspective _____

Avoid questions about time, complex sequences, or reasons for behavior _____

Use concrete terms and ideas. Avoid jargon or figures of speech. _____

DATE TRAINED TESTED

PEOPLE WITH DISABILITIES cont

The officer shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance. _____

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the officer shall explain and demonstrate standard tactical assessments and safeguards, including:

- His/her own abilities to physically control the person _____
- Escape routes _____
- Use of cover _____
- Call for backup _____
- The **T.A.C.T.** Model _____

Tone (Present a calm and firm demeanor/Maintain respect and dignity)

Atmosphere (Reduce distractions/Respect personal space)

Communication (Establish contact/Develop rapport)

Time (Slow down/Reassess)

Reference: POST Field Guide – Police response to people with mental illness or developmental disability

MENTAL ILLNESS CASES

The officer shall review and explain state law and agency policy regarding mental illness cases. _____

The officer shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

- Ignoring verbal abuse _____
- Avoiding excitement _____
- Avoiding unnecessary deception _____
- Requesting backup to minimize resistance _____
- Requesting ambulance prior to confronting subject, if necessary _____
- Keeping the disturbed person in sight constantly _____
- Continual alertness _____
- Seizing firearms for safekeeping _____

The officer shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral. _____

DATE TRAINED TESTED

MENTAL ILLNESS CASES cont

The officer shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:

- Danger to himself/herself _____
- Danger to others _____
- Gravely disabled _____

The officer shall explain the procedural requirements for safeguarding the rights of a person detained under the authority of 5150 W&I including:

The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment. _____

Advisement of Miranda rights, as appropriate, when criminal action is involved. _____

Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person. _____

The person must be informed of the officer's name and agency and the reason the person is being detained. _____

If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family. _____

The officer shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

- Urgent medical attention _____
- Arrest _____
- Referral for mental health services _____
- Referral to local developmental disabilities agency _____
- No police action required _____

MENTAL ILLNESS CASES cont

The officer shall explain the warrant process for mentally ill persons. This discussion shall minimally include:

- Affidavit (who makes it, where, and to whom) _____
- Notice to Appear papers _____
- Commitment papers (warrant) _____

The officer will explain the procedure for taking a mentally ill person into custody:

- Use of force _____
- When injured _____
- When arrested for a felony _____
- When arrested for a misdemeanor _____

The officer will properly take a mentally ill person into custody and complete the proper forms (5150 W&I). _____

12.7.09 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma _____
- Autism spectrum disorder _____
- Genetic disorders, including, but not limited to, Down Syndrome _____
- Conflict resolution and deescalation techniques for potentially dangerous situations _____
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities _____
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders _____
- Involuntary holds _____
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement _____

BOMB/BOMB THREAT CALLS

The officer will explain the policy and procedure to be followed in response to a bomb or bomb threat call.

No radio transmissions	_____	_____	_____
Neutralize potential hazards	_____	_____	_____
Fire Department/medics standing by	_____	_____	_____
Notify SMC Sheriff's Bomb Squad	_____	_____	_____
Notify ATF	_____	_____	_____
When device is located	_____	_____	_____
When device is not located	_____	_____	_____
Reporting requirements	_____	_____	_____

TRAFFIC CONTROL

The officer will safely and efficiently direct the flow of traffic, using universally recognized signals and gestures. (Practical application mandatory)

Proper stance	_____	_____	_____
Point control of traffic	_____	_____	_____
Hand signals (stop/go/left turns/right turns)	_____	_____	_____
Assisting turning vehicles	_____	_____	_____
Maintaining a clear intersection	_____	_____	_____
Use of Whistle	_____	_____	_____
Orders and directions	_____	_____	_____
Leaving the scene	_____	_____	_____

DATE TRAINED TESTED

POLICY MANUAL

Sec 319- Victim and Witness Assistance	_____	_____	_____
Sec 418- Mental Illness Commitments	_____	_____	_____
Sec 452- Medical Marijuana	_____	_____	_____
Sec 602- Sexual Assault Investigations	_____	_____	_____

VEHICLE CODES

13353 VC – Implied Consent	_____	_____	_____
21055 VC – Exemption/ Authorized Emergency Vehicles	_____	_____	_____
21056 VC – Effect of Exemption	_____	_____	_____
40302 VC – Mandatory Appearance	_____	_____	_____
40300.5 VC – Arrest without Warrant	_____	_____	_____
40304.5 VC – Arrest on Warrant – Bail	_____	_____	_____
17004 VC – Authorized Emergency Vehicles	_____	_____	_____
17004.7 VC – Public Agency Immunity	_____	_____	_____
22658 VC – Private Property Tow	_____	_____	_____

WEEK 11

DATES _____

The training material for week #11 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 12

LABOR DISPUTES

LANDLORD - TENANT DISPUTES

MEDIA / PRESS RELEASES

STOLEN / TOWED VEHICLES / PARKING

DUI INVESTIGATIONS

DATE TRAINED TESTED

LABOR DISPUTES

The officer will explain the department policy for handling labor disputes.

Notify supervisor	_____	_____	_____
Incident report, unless crime report warranted	_____	_____	_____

The officer will explain the law relating to labor disputes.

First Amendment guarantees right to picket	_____	_____	_____
Blocking ingress/egress	_____	_____	_____
Enter and disrupt business	_____	_____	_____
Violate court order	_____	_____	_____

LANDLORD-TENANT DISPUTES

The officer will advise the parties of a dispute the legal steps that can be taken.

Arrest if crime committed	_____	_____	_____
Proper eviction procedures	_____	_____	_____
Small claims action.	_____	_____	_____
Landlord obligation/premises fit for occupancy	_____	_____	_____

The officer will recognize the difference between criminal violations and civil torts in dispute situations and handle each in accordance to department policy and law.

Tenant lock out	_____	_____	_____
Removal of doors/windows	_____	_____	_____
Termination of utilities	_____	_____	_____
Trespass	_____	_____	_____
Seizure of tenant's property	_____	_____	_____
Apartment keeper's lien	_____	_____	_____
Notice to terminate lease	_____	_____	_____
Destruction of landlord's property	_____	_____	_____
Tenant repairs	_____	_____	_____
Review Legal Source Book	_____	_____	_____

REPOSSESSIONS

The officer will explain calls pertaining to repossessions.

Laws violated	_____	_____	_____
Rights of creditor	_____	_____	_____
Rights of debtor	_____	_____	_____
Officer's duties	_____	_____	_____

DATE TRAINED TESTED

MEDIA / PRESS RELEASES:

The officer shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

The officer shall recognize press credentials most commonly honored by law enforcement agencies.

The officer shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.
Reference: Penal Code Section 409.5

The officer will identify the type of information that can be released to the news media.

- Defendant's name/age
- Substance of charges
- Circumstances surrounding arrest

The officer will identify the types of information that cannot be released to the news media.

- Remarks about suspect's character
- Statements/admissions made by suspect
- Reference to fingerprints, etc.
- Statements concerning evidence and its use in court
- Implications suspect is responsible for other crimes
- Statements concerning witnesses
- Relate that the suspect refused to make a statement
- Express personal opinion about suspect or case
- Suspects shall not be posed for media photographs
- Descriptions of items seized
- Contents of suicide notes
- Death release prior to next of kin notification
- Any juvenile's name/address
- Victims of certain sex crimes
- Witnesses that may be endangered

DATE TRAINED TESTED

STOLEN/TOWED VEHICLES/PARKING

The officer will identify methods of recognizing stolen vehicles.

- Ignition wires/no keys _____
- Punched locks _____
- Other indicators _____

The officer will investigate a stolen vehicle and will complete the CHP 180 form.

- Check for repossession/private tow _____
- Confirm the vehicle is stolen _____
- Notify dispatcher _____
- Be certain to have waiver signed _____

The officer will investigate a recovered stolen vehicle and will complete the CHP 180 form.

- Verify license plate and VIN _____
- Request tow, if needed _____
- Notify dispatch of the condition of vehicle _____
- Process vehicle for evidence _____

The officer will explain the difference between an “impound” and “stored” vehicle, and will explain the department procedure for each.

The officer will explain the conditions under which a private party can have a vehicle towed from their property.

The officer will locate and mark an abandoned vehicle for tow-away.

The officer will identify the types of tows available and why dispatch needs to know what type, in order to send the tow.

- Rotation tow (storage/impound) _____
- Special request _____
- Police vehicle tow _____
- Large truck tow _____
- Nature of problem _____
- Causing a traffic hazard (expedite) _____
- Color and model of vehicle _____

DATE TRAINED TESTED

STOLEN/TOWED VEHICLES/PARKING cont

The officer will explain the different methods that identify a disabled person's vehicle.

Disabled person plate	_____	_____	_____
Disabled veteran plate	_____	_____	_____
Disabled placard	_____	_____	_____

DUI INVESTIGATIONS

The officer will identify methods of detecting a motorist who is driving under the influence of alcohol or drugs.

Driving patterns	_____	_____	_____
Objective symptoms after stop	_____	_____	_____

The officer will administer Field Sobriety Tests on a suspected intoxicated driver, using at least five accepted tests.

Rhomberg	_____	_____	_____
Leg Stand	_____	_____	_____
Finger to nose	_____	_____	_____
Heel to toe	_____	_____	_____
Finger count	_____	_____	_____
Alphabet (verbal/written)	_____	_____	_____
P.A.S. device	_____	_____	_____

The officer will explain the importance of timeliness in advising the driver of the following.

Arrest	_____	_____	_____
13353 CVC obligation	_____	_____	_____
Admin Per Se	_____	_____	_____
Miranda	_____	_____	_____
Trombetta	_____	_____	_____

The officer will explain the elements required on a 13353 CVC hearing request form (Admin Per Se).

Probable Cause	_____	_____	_____
Lawful arrest	_____	_____	_____
Admonition	_____	_____	_____
Refusal	_____	_____	_____

DATE TRAINED TESTED

DUI INVESTIGATIONS cont

The officer will explain the procedure for obtaining a chemical test from an arrested person.

Blood	_____	_____	_____
Breath	_____	_____	_____
Urine	_____	_____	_____

Assure that the officer has been certified in the use of the intoxilizer. If not, make arrangements for training through the Training Manager.

_____	_____	_____
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The officer will complete an arrest, booking and report of a person arrested for driving while under the influence of alcohol/drugs.

Detecting the violator	_____	_____	_____
Determine the intoxication	_____	_____	_____
Vehicle disposition	_____	_____	_____
Proper admonitions	_____	_____	_____
Miranda	_____	_____	_____
Admin Per Se	_____	_____	_____
Obtaining the chemical test	_____	_____	_____
Maintain the chemical test	_____	_____	_____
Trombetta	_____	_____	_____
Complete arrest report	_____	_____	_____
Complete intoxication summary	_____	_____	_____
Complete 13353 CVC refusal, if required	_____	_____	_____
Book/Citation for adults	_____	_____	_____
Juveniles - Citation/release to parent/Hillcrest	_____	_____	_____
Cost recovery form	_____	_____	_____

DATE TRAINED TESTED

POLICY MANUAL

Sec 324- News Media Relations	_____	_____	_____
Sec 513 - Impaired Driving and Evidence Collection	_____	_____	_____

VEHICLE CODE

12509 - Instruction Permits	_____	_____	_____
12804.9 - License Classifications	_____	_____	_____
17004 - Authorized Emergency Vehicles	_____	_____	_____
17004.7 - Police Immunity	_____	_____	_____
22651a-p - Towed Vehicles	_____	_____	_____
22651.5 - Towed Vehicle/Nuisance	_____	_____	_____
22658 - Private Property Tow	_____	_____	_____
23152 - DUI	_____	_____	_____
24002 - Unsafe Vehicle	_____	_____	_____

EVIDENCE CODE

1041 - Informant Identity	_____	_____	_____
1042 - Informant Identity/Searches	_____	_____	_____

WEEK 12

DATES _____

The training material for week #12 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

Test #8: Week 11-12: Date: _____ Score: _____

WEEK 13

WEEK 13

DATES _____

The training material for week #13 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 14

WEEK 14

DATES _____

The training material for week #14 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 15

WEEK 15

DATES _____

The training material for week #15 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

WEEK 16

WEEK 16

DATES _____

The training material for week #16 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer _____ Date _____

The recruit officer has satisfactorily completed this week's skills mastery checklist.

FTO _____ Date _____

FTO Sergeant _____ Date _____

PHASE III

Recruit Officer _____ Entered Phase III on _____

FTO: _____ From _____ To _____

FTO: _____ From _____ To _____

FTO: _____ From _____ To _____

FTO: _____ From _____ To _____

FTO: _____ From _____ To _____

FTO SUPERVISOR _____

TRAINING MANAGER _____

RECRUIT OFFICER _____ HAS SATISFACTORILY COMPLETED PHASE III

OFFICER SURVIVAL

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

PHASE III

FTO _____ DATE _____

FTO _____ DATE _____

FTO _____ DATE _____

FTO _____ DATE _____

FTO _____ DATE _____

COMMENTS _____

PHASE III

Recruit Officer _____ has satisfactorily completed Phase III of the Field Training Program and will proceed to PHASE IV, functioning as a solo unit officer. Officer _____ will be re-evaluated in ten months or prior to the end of probation, whichever comes first.

FTO _____

FTO SUPERVISOR _____

TRAINING MANAGER _____

COMMANDER _____

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PHASE IV

GUIDELINES FOR SOLO OFFICER UNITS

Phase IV is designed to ascertain the officer's ability to function as a solo officer unit. Phase IV will last to the end of the probationary period. During Phase IV, the officer will be assigned to a solo officer unit along with other officers and will be a member of the shift he/she is assigned to. A solo officer unit is usually a primary beat unit that will frequently become involved in all facets of police work. To prepare the officer for a solo officer unit assignment, we offer the following guidelines:

- Do not leave your vehicle to check any type of suspicious activity or circumstances until you have advised dispatch of the circumstances and location. Wait for dispatch to acknowledge the transmission before leaving the vehicle, unless safety presides. This includes vehicle stops.

- Cover units will not be routinely dispatched for vehicle stops during daylight hours. If there is a possibility that cover will be needed, request the cover unit. If necessary, wait for cover to arrive before committing yourself.

- Request the ETA of other units responding to hazardous type calls so you can coordinate a simultaneous arrival. If the other unit is responding from a distance, wait for their arrival before becoming involved in the situation.

Officers assigned to solo officer units have to use more judgment and discretion in all of their police duties. Remember, discretion is the better part of valor. Tasks that you performed in the past often become more difficult working alone, i.e.; taking someone into custody (which should not be done alone), handling a minor disturbance, driving and using the radio during a pursuit, etc.

Instructions to the FTO: The last FTO assigned during Phase III will discuss the various aspects of working a solo officer unit with the new officer to ensure he/she understands the preceding guidelines.

THIS ASPECT OF TRAINING WAS DISCUSSED ON _____ WITH
OFFICER _____ BY FTO _____