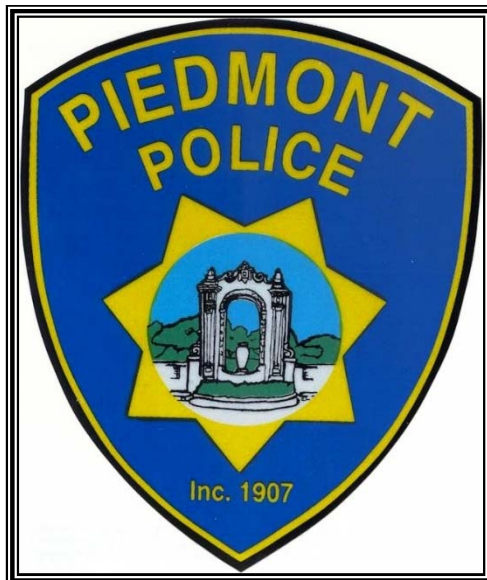


PIEDMONT POLICE DEPARTMENT



FIELD TRAINING MANUAL

PIEDMONT POLICE DEPARTMENT Field Information & Training Program Manual

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Part 1 - MANAGEMENT

PIEDMONT POLICE DEPARTMENT

MISSION, VISION, AND VALUES STATEMENTS

Mission

The members of the Piedmont Police Department are dedicated to providing peak police services intended to enhance community safety, protect life and property, and reduce the impact and fear of crime. We will form an alliance with our community that strives to maintain the high standards of safety and quality of life Piedmonters have come to expect.

Vision

Always working toward a crime-free community.

Values

The members of the Piedmont Police Department agree to be held to a high level of professionalism. To meet this standard, we value "The Piedmont Way..."

Persistence. We will be resolute in keeping the safety of the public paramount in our attentions. Safeguarding the lives and property of our citizens is our primary mandate.

Integrity. We will conduct ourselves in a manner that brings credit and honor to our City, our department, our profession, and our peers. We will be truthful at all times.

Education. Through consistent communication we will make available educational opportunities for our citizens aimed at crime prevention. We will provide training for the personal, professional, and organizational development of our employees.

Dignity. We will strive to do the right thing, at the right time, for the right reason.

Motivation. Employee involvement in departmental activities will be encouraged to maintain a positive and productive working environment.

Ownership. We expect our personnel to be invested in service to the community. We will employ and promote only those who embrace our high standards, both in practice and in mind.

Neutrality. We will be impartial. All persons should expect fair treatment from this department, and will not be subjected to favoritism. We recognize the value of working in a diverse community.

Teamwork. We will work together with our fellow public employees and members of the community to address concerns related to our mission.

Motto

Safety – Service – Solutions

PIEDMONT POLICE DEPARTMENT

OVERVIEW OF THE FILED TRAINING PROGRAM

INTRODUCTION

This guide is used to instruct Police Officer Trainees in the various duties, which they will most likely perform during their careers. All situations and problems are not included but the subjects found herein constitute the basis for a good foundation for future activities on the job. Instruction guides may be used to supplement or replace checklists. Instruction guides or policy guidelines may be referred to for more detailed descriptions of some training areas.

Field Training Officers have been carefully selected to provide on-the-job training. Trainees are expected to have immediate access to the FTO training manual at all times and be prepared at any time to obtain it upon request. FTO's and supervisors will make regular checks of the Phase Training Checklist to ensure that definite progress is being systematically made.

In addition to the instruction the trainee will be receiving under the direction of an FTO, it is suggested that the trainee will do home studying. The broad background of knowledge needed to become an effective Peace Officer cannot be gained entirely on the job or at the basic academy. Each trainee should be aware that a library exists and is available. In addition, trainees are advised to maintain a copy of the Penal Code, Vehicle Code, and know locations of other reference materials. Also helpful is a list of community reference services.

USE OF PHASE TRAINING GUIDE

The Phase Training Checklist is designed to ensure that trainees receive specific training in previously designated areas. Training in these designated areas and successful completion of these will give the recruits the foundation to draw from when handling incidents that have not been actively demonstrated. It is impossible to train an officer in every area that may be encountered.

FTO's will, at a minimum, instruct in the areas that are outlined in each specific phase. Spaces are provided to initial the instruction which was provided and that the trainee performed in this area. The FTO will initial the performance in the area that instruction was given. After the trainee performs the designated task in the performance area, the FTO and the trainee will initial in the areas provided.

The initialing by an FTO that the task was performed does not necessarily mean that the task was performed successfully. It merely documents that the trainee was trained and had an opportunity to perform that task. Often, acceptable performance only comes after repeated attempts at a particular task and successful performance may occur weeks after the first attempt.

The FTO will mark the method used by the trainee to demonstrate successful comprehension of the performance task. The methods are:

- FP - Field Performance
- RP - Role Playing
- WT - Written Test
- VT - Verbal Test

Reference material is provided in Part III of the Manual to assist in training. FTO's shall refer trainees to the proper place to locate material in question and shall assist the trainee in locating it.

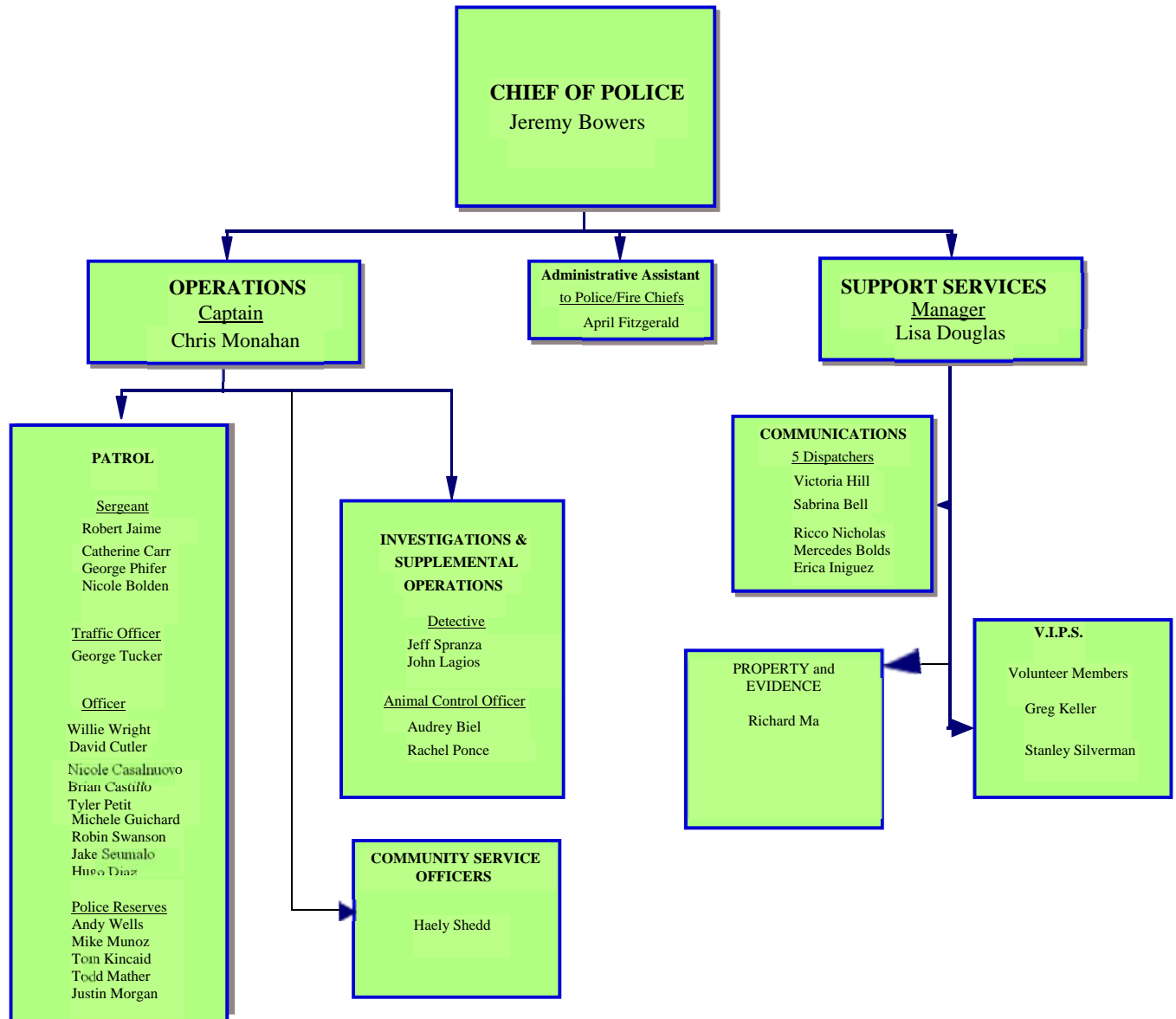
The following symbols will be used to designate the written sources of the subject matter outlined in this training guide:

- PC Penal Code
- VC Vehicle Code law
- TB Training Bulletins
- PCO Piedmont City Ordinance
- Ref Reference (recommended reading)
- GO General Order
- IG Instruction Guide Sheet
- DM Department Manual
- CS Cheat Sheet

It is the intention of the FTO program that officers demonstrate "instructed" performance through actual, on-duty handling of field situations. This is the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. When impractical or not necessary, role-playing, oral and/or written tests may be utilized to demonstrate successful comprehension of a required subject.

The standard PPD FTO program is 18 weeks; when possible, four weeks with each team and then back to the primary FTO for the final two weeks.

Piedmont Police Department Chain of Command



Piedmont Police Department Selection of Field Training Officers (FTOs)

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Piedmont Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive and professional manner.

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

Field Training Officers will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) Minimum of three years of patrol experience, two of which shall be with this department
- (c) Demonstrated ability as a positive role model
- (d) Evaluation by supervisors and current FTOs
- (e) Possess a POST Basic certificate

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO. All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO.

The FTO Program supervisor should be selected from the rank of sergeant or above by the Operations Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies
- (h) Maintain liaison with academy staff on recruit performance during the academy
- (i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11

PIEDMONT POLICE DEPARTMENT CONDUCT FOR FIELD TRAINING OFFICERS

TRAINING

An officer who becomes a Field Training Officer (FTO) must commit him or herself to the philosophy of teaching. They must realize that training is the first priority and the evaluation is secondary. The FTO should be willing to bear the responsibility for the progress of the new officer, or lack of it, until they are sure that other non-controllable factors are the cause of the new officer's performance.

FTOs will keep in mind at all times the FTO program philosophy, which states that FTO personnel will make every effort to train and to direct each new officer in ways that maximize the opportunities for success. They must remember to ensure that each new officer receives the maximum opportunity to show that they can do the job. Sergeants and FTOs will always attempt to set a positive training atmosphere for the new officer in which learning is maximized and in which the new officer will be able to perform to the best of their ability. As much as possible, any stress felt by the new officer should be caused by the task being taught, and not from any non-related comments or actions on the part of the FTO. It is impossible to entirely eliminate stress caused by evaluation, but it should be minimized as much as possible.

FTOs must conduct themselves in a professional manner at all times. They must teach department policy and procedures. FTOs should set an example by virtue of their knowledge and their appearance. They should remember that the new officer would be a product of what they are taught and of the behavior that is demonstrated to them. For the FTO to say "Do as I say and not as I do," is not acceptable.

FTOs should attempt to be above standard in all areas of their performance.

SOLO BEAT OFFICER CONCEPT

FTOs will utilize the solo beat officer concept to evaluate. They will keep in mind the proper ratio between training and evaluation. Evaluation will be given in an honest, straightforward manner, which stresses positive as well as negative performance.

DAILY OBSERVATION REPORTS

When completing the Daily Observation Report (DOR), FTOs shall refer to FTO guidelines to ensure standardization of evaluations in the program.

SOLO WHILE IN THE FTO PROGRAM

New officers will not be allowed to solo while in the FTP.

USE OF NON-FTO'S FOR FIELD TRAINING

Non-FTOs will not be utilized to train a new officer in the field, unless a Sergeant or the FTO Sergeant authorizes it for a very specific purpose, or in a situation in which there is no alternative. The Shift Supervisor should attempt to obtain prior consent from the FTO Sergeant. If time does not allow for prior permission to be obtained, the FTO Sergeant will be advised of the use of the non-FTO and of the specific reason for such use as soon as possible.

EVALUATION-ONLY PHASE (Plainclothes Phase)

During the last two weeks of training, the FTO will either be in plainclothes with the new officer. The FTO Supervisor, or their designee, will notify then involved parties when this phase is to begin.

EVALUATIONS

Field Training Officers will not discuss new officers' progress to other department personnel, other than those who have a need and right to know. Sergeants involved in evaluations will ensure that positive as well as negative aspects of a new officer's performance are discussed. They will also ensure that the comments are based on direct observation and not on speculation. Narrative descriptions of performance should mention specific, identifiable incidents that clearly reflect the actions of the recruit.

COURT ATTENDANCE

While the new officer is in the FTO program, both the new officer and the FTO will sign all reports. The FTO is required to attend court with the new officer whenever the new officer goes to court on a police-related matter. The FTO will utilize the court appearances to demonstrate, train and evaluate the new officer. Attendance and performance in court should be documented on the next DOR.

FIELD TRAINING

FTOs will not set up training scenarios without the approval of their team Sergeant and/or the FTO Sergeant.

New officers will ALWAYS be told when a training situation is a mock situation.

Loaded weapons will NEVER be used in a training scenario.

FTOs will not attempt to agitate or anger civilians for the purpose of seeing how the new officer deals with conflict.

Handcuffed prisoners will never be released in order to see how the new officer would handle a physical confrontation.

FTO/OFFICER RELATIONSHIP

The relationship between the FTO and the new officer will be a teacher/student and/or supervisor/subordinate relationship. As part of this relationship, the following is expected:

The hallmark of this relationship will be one of mutual respect. New officers will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTOs will try not to show their anger or frustration while they are working with the new officer. Remember: Praise in public, correct in private.

While new officers are going through the Field Training Program, FTOs are prohibited from socializing with recruits when they are off duty. Any relationship with the new officer shall be strictly professional.

FTO personnel are prohibited from dating new officers while they are in the FTO program. If a Sergeant or FTO is related to a new officer, or if they have a special relationship with the new officer that began before the new officer was hired by the City of Piedmont, the FTO Sergeant shall be advised.

NEW OFFICER TRAINING RULES

The FTO's direction is to be accepted and followed at all times. If a new officer believes that a specific instruction or order is improper, or an evaluation is not fair, they shall discuss it with the FTO. If the new officer is still unable to resolve the issue, they shall ask for a meeting with a Sergeant or Shift Supervisor.

The Sergeant or Shift Supervisor's decision is final. At a later time, if the new officer still has a concern or problem, they can ask the Sergeant or Shift Supervisor to set up a meeting with the FTO Sergeant. The Sergeant or Shift Supervisor shall notify the FTO Sergeant and a meeting shall be scheduled.

New officers shall complete all assignments in a timely manner. They shall follow all policies and procedures, as outlined in the Department's policy and procedures manuals.

While off duty, new officers shall not respond to police calls or conduct police investigations unless the situation is life threatening and being "a good witness" would not suffice.

New officers shall be receptive to criticism given by their FTO. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable.

New officers are reminded that participation in hazardous extracurricular sports (i.e. organized baseball, football, etc.), is discouraged. Any injury a new officer might receive that causes a disability may have an adverse effect on their employment.

PIEDMONT POLICE DEPARTMENT ROLE OF THE POLICE OFFICER TRAINEE

The role of the Trainee Officer assigned to the Field Training Program is to demonstrate the ability to perform at a "Solo Officer" level by the end of Week 16. This is the standard by which the trainee will be measured throughout his or her tenure with the program.

The Trainee Officer will be assigned to a minimum of three Field Training Officers, when possible, over the sixteen-week duration of the program. Each will provide training and subsequently evaluate, the recruit's performance on a daily basis. The FTO is the recruit's immediate supervisor and all communication with higher authority will take place through that Training Officer.

The Field Training Officer is an information source for the trainee. Do not wait for the FTO to cover an area of concern you might have. Ask questions when they arise. You are expected to make mistakes. Do not be overly concerned with errors when they are made. Channel your efforts into recognizing and correcting the error(s) instead.

You will receive a Daily Observation Report at the end of each shift. On it will be recorded an evaluation of your performance related to 31 specific topics. Specific instructions received during the shift and any suggested additional training will also be recorded. Use this form to track your progress and to help identify any areas requiring additional effort on your part.

The FTO Sergeant or shift supervisor will also meet with you either formally or informally at least once a week to discuss your performance.

Be open and honest during these weekly reviews. Should any problems arise that cause concern, they will be discussed during these times.

Your primary responsibility while assigned to the Field Training Program is to devote your full attention and efforts towards successfully graduating from that program. This will be an intense and stressful time in your life. The Program staff will give you the tools to succeed. You must simply give them your best effort each and every time you report for duty.

PIEDMONT POLICE DEPARTMENT OVERVIEW OF THE EVALUATION PROCESS

A. Performance Evaluations

Activities completed during the first week of employment with the Piedmont Police Department will be documented on the “New Employee Orientation Schedule.” See attached copy. The second week of the FTP will have comments documented, without scoring, on a Daily Observation Report (DOR).

Starting with the third week of employment with the Piedmont Police Department, and for the remainder of the 18-week Field Training Program, the Police Officer Trainee will be assigned to a Field Training Officer. At the end of each shift worked, the Police Officer Trainee will receive a DOR. The DOR form is used to record the recruit's performance, specific training or instruction presented, and any other information of importance related to the Training Program. During the third week of employment with the Piedmont Police Department, the Trainee will receive **numbered ratings** on the DOR. The FTO will make comments as to the type of training received during this week of orientation to FTO portion of the Field Training Program.

There are 31 specific performance tasks evaluated by the Daily Observation Report. Each must either be rated, or an indication made that the performance was not noted during the specific tour of duty covered by that particular DOR. Developmental difficulties must be brought to the attention of the shift supervisor immediately and to the attention of the FTO Sergeant as soon as possible. The training delivery team will develop a plan to address recruit performance problems.

The shift supervisor will review each DOR with the FTO. The shift supervisor will sign or initial the DOR. At the end of each workweek, the FTO and the shift supervisor may develop training recommendations for the FTO to follow during the coming week. A Weekly Training Progress report will be completed at the end of each workweek. The FTO, Recruit, and Shift Supervisor will sign this report. All documentation will be routed to the FTO Sergeant for final review and filing. The FTO Sergeant will sign or initial each document before filing.

At the end of each phase of training, the FTO will complete an “End of Phase Evaluation” detailing the trainee's significant strengths and weaknesses, as well as a list of specific training provided during the phase, with recommendations for training needed by the trainee during the upcoming phase of instruction. The shift supervisor will review this evaluation, and will make additional comments as deemed necessary to further reflect upon the recruit's progress within the training program. The shift supervisor will indicate whether or not the recruit is progressing acceptably. The shift supervisor will sign this evaluation.

This evaluation will be discussed in committee with the FTO Sergeant, the trainee's current FTO, and the trainee's next FTO. Special training problems will be clarified and addressed with a training regimen for the next phase of instruction developed. The recruit

will be allowed to review and sign all documentation prior to it being filed in his/her training or personnel file.

B. Acceptable Levels of Performance

The trainee's performance, as rated on each DOR, will be evaluated against the "Standardized Performance Guidelines" contained within the Field Training Manual. These guidelines were developed to provide a specific standard of evaluation, eliminating subjective reviews based on an individual FTO's bias or personal experiences.

Performance is rated on a numerical scale ranging from "1" through "7", with "1" reflecting an unacceptable performance and "7" reflecting a superior performance.

A rating of "4" is considered to reflect a minimally acceptable level of performance and must be obtained in all rated categories by the end of the 14th week of training in order for the recruit officer to graduate from the Training Program.

Ratings of "1", "2", "6", or "7" will require detailed written discussion by the FTO in the narrative portion of the DOR. Comments will be included on the reverse side of the DOR for as many other activities as possible. Additional sheets may be attached. The more information included by the FTO, the more benefit received by the Trainee and the Department. Specific examples should be used whenever possible, in order to clearly display the Trainee's performance.

C. Not Responding to Training

When a trainee has received repeated instruction in a particular area and fails to demonstrate an ability to perform to established standards, the FTO will mark the "NRT" box on the face of the DOR report form. In every case, when a probationer fails to respond to training, the FTO must explain in the narrative portion of the DOR the specific training provided to the trainee, the attempts made to overcome the identified deficiency, and the results of those attempts.

D. FTO Critique Evaluation Form

At the end of each Phase of training, and again at the end of the Field Training Program, the recruit officer will be given the opportunity to candidly comment on the quality of training received. This feedback will be used for the purpose of improving the caliber of training delivered by the Training Delivery staff. A copy of the critique form is attached.

E. Field Training Program Critique Form

At the end of the Field Training Program, recruits will be given the opportunity to provide feedback on the entire program. One way that recruits will be afforded this opportunity is through the use of a Field Training Program Critique Form. A copy of this form is attached.

Piedmont Police Department Sample Daily Observation Report (DOR)

PIEDMONT POLICE DEPARTMENT RECRUIT DAILY OBSERVATION REPORT

RECRUIT'S NAME (LAST, F.)			ID #	FTO'S NAME	ID #
DATE OF REPORT	PHASE (WEEK)	ASSIGNED SHIFT	SPECIAL ASSIGNMENT OR REASON FOR NO EVALUATION		

Rating Instructions: Rate observed behavior with reference to the scale below. Comment on the most and least satisfactory performance of the day. Comment on any behavior you wish, but a specific comment is required on all ratings of "2" or less and "6" and above. Check "N.O." box if not observed. If the recruit fails to respond to training, check "NRT" box and comment.

RATING SCALE:	NOT ACCEPTABLE ← 1 2 3 4 5 6 7 → SUPERIOR ACCEPTABLE
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CRITICAL PERFORMANCE TASKS	N.O.	NRT	RT
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1 - DRIVING SKILL: Normal conditions	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - DRIVING SKILL: Moderate and high stress	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Orientation/Response time to calls	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 - Field Performance: Stress conditions	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - Self-initiated field activity	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 - Officer Safety: Suspects/Prisoners	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 - Control of conflict: Physical skill	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 - Problem solving/Decision making	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 - RADIO: Listens and comprehends	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER PERFORMANCE TASKS	N.O.	NRT	RT
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10 - ROUTINE FORMS: Accuracy/Completeness	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 - REPORT WRITING: Organization/Details	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 - REPORT WRITING: Grammar/Spelling/Neatness	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 - REPORT WRITING: Appropriate time used	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 - Field Performance: Non-stress conditions	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 - Investigative skill	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 - Interview/Interrogation skill	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 - Officer safety: General	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 - Control of conflict: Voice command	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 - RADIO: Appropriate use of codes/procedures	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - RADIO: Articulation of transmissions	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE OF	N.O.	NRT	RT
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21 - DEPARTMENT POLICIES AND PROCEDURES										
A. Reflected by Verbal/Written/Simulated test	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reflected in field performance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 - CRIMINAL STATUTES										
A. Reflected by Verbal/Written/Simulated test	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reflected in field performance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 - CITY ORDINANCES										
A. Reflected by Verbal/Written/Simulated test	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reflected in field performance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 - TRAFFIC CODES										
A. Reflected by Verbal/Written/Simulated test	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reflected in field performance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25 - CODES OF CRIMINAL PROCEDURE

A. Reflected by Verbal/Written/Simulated test	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reflected in field performance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTITUDE/RELATIONSHIPS/APPEARANCE								N.O.	NRT	RT
26 - Acceptance of feedback – FTO Program	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 - Attitude toward police work	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28 - With public in general	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 - With different ethnic groups/persons	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 - With other department members	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31 - General Appearance	1	2	3	4	5	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Piedmont Police Training Program Narrative Comments

RECRUIT: _____ **DATE:** _____

FTO: _____ **PHASE#** ___ **WK#** ___ **DAY#** ___

Narrative Comments:

 TRAINEE'S SIGNATURE DATE

 FTO'S SIGNATURE DATE

 FTP SAC'S SIGNATURE DATE

PHASE # ___ WK # ___ DAY # ___



**FIELD TRAINING PROGRAM
END OF PHASE REPORT (EPR)**

Trainee:
Date Phase Began:

F.T.O:
Date Phase Ended:

Significant Strengths:

Significant Weaknesses:

Additional Training/Remedial Efforts:

Optional Comments:

This trainee is in the _____ week of training. In my judgment, this trainee is actually in the _____ week in terms of performance.

This trainee (is/is not) performing at solo patrol officer level.

TRAINEE'S SIGNATURE DATE

FTO'S SIGNATURE DATE

FTP SAC'S SIGNATURE DATE

- | | | | |
|--|-----------------------------------|------------------------------|-------------------|
| 1. SET THE STAGE/SCENE | 4. USE LISTS AS APPROPRIATE | 7. THINK REMEDIAL | 10. DON'T PREDICT |
| 2. CONSIDER VERBATIM QUOTES | 5. REPORT FACTS/AVOID CONCLUSIONS | 8. QUANTIFY WHEN APPROPRIATE | |
| 3. CRITIQUE PERFORMANCE/NOT THE PERSON | 6. CHECK SPELLING/GRAMMAR, ETC. | 9. REMEMBER YOUR AUDIENCE | |

PIEDMONT POLICE DEPARTMENT STANDARDIZED PERFORMANCE GUIDELINES

The following “1”, “4”, and “7” scale value definitions are to be used when rating a Police Officer Trainee's performance in each of the 31 listed task oriented categories. It is through the use of these guidelines that Program standardization and rating consistency is achieved.

CRITICAL PERFORMANCE TASKS

1. **DRIVING SKILL - NORMAL CONDITIONS** - Evaluates Recruit's skill in the operation of department vehicles under normal and routine driving conditions.
 - (1) **Unacceptable** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
 - (4) **Acceptable** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.
 - (7) **Superior** - Sets an example for lawful, courteous, driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc., is a superior defensive driver.
2. **DRIVING SKILL - MODERATE AND HIGH STRESS CONDITIONS** - Evaluates Recruit's skill in vehicle operation in emergency situations and in situations / conditions calling for other than normal driving skill.
 - (1) **Unacceptable** - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for situation. Loses control of vehicle.
 - (4) **Acceptable** - Maintains control of vehicle and evaluates driving situation properly.
 - (7) **Superior** - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well relative to the degree of stress present.
3. **ORIENTATION / RESPONSE TIME TO CALLS** - Evaluates Recruit's awareness of surroundings, ability, to find locations and arrive at destinations within an acceptable amount of time.
 - (1) **Unacceptable** - Unaware of location on patrol. Does not properly use beat map. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.

- (4) **Acceptable** - Is aware of location while on patrol. Properly uses beat map. Can relate location to destination. Arrives within reasonable amount of time.
 - (7) **Superior** - Remembers locations from previous visits and seldom needs beat map. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.
4. **FIELD PERFORMANCE - STRESS CONDITIONS** - Evaluates the Recruit's ability to perform in high and moderately high stress situations.
- (1) **Unacceptable** - Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice, over or under reacts.
 - (4) **Acceptable** - Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow a situation to further deteriorate. Reaction is acceptable.
 - (7) **Superior** - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.
5. **SELF-INITIATED FIELD ACTIVITY** - Evaluates Recruit's interest and ability to initiate police-related activity. Ability to recognize it and to take action.
- (1) **Unacceptable** - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.
 - (4) **Acceptable** - Recognizes and identifies police-related activity. Has a broad orientation to the job including activity with low priority. Develops cases from observed activity. Displays inquisitiveness.
 - (7) **Superior** - Seldom misses observable, police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses that information as "probable cause" to initiate activity. Makes quality contacts and / or arrests from observed activity. "Sees" beyond the obvious.
6. **OFFICER SAFETY - SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS**
Evaluates the Recruit's ability to perform police - related tasks in a safe manner while dealing with suspicious persons, suspects, and prisoners.
- (1) **Unacceptable** - Violates officer safety practices as outlined in Segment 21 above. Additionally, fails to "pat search", allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position that would prevent attack or escape.
 - (4) **Acceptable** - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.

- (7) **Superior** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most difficult situations. Is alert to changing situations and prevents opportunities for danger from developing. Serves as an "officer safety" role model without conveying a message of paranoia.
7. **CONTROL OF CONFLICT: PHYSICAL SKILL** - Evaluates the Recruit's ability to use the proper level of force for the given situation.
- (1) **Unacceptable** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
- (4) **Acceptable** - Obtains and maintains control through use of the proper degree of force application in routine situations. Uses restraints effectively. Unlikely to lose control.
- (7) **Superior** - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation. Does not lose control regardless of conditions present.
8. **PROBLEM SOLVING / DECISION MAKING** - Evaluates the Recruit's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.
- (1) **Unacceptable** - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.
- (4) **Acceptable** - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
- (7) **Superior** - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.
9. **RADIO: LISTENS AND COMPREHENDS** - Evaluates the Recruit's ability to pay attention to radio traffic and to understand the information transmitted.
- (1) **Unacceptable** - Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat transmissions or does not accurately comprehend transmission.
- (4) **Acceptable** - Copies own radio transmissions and is generally aware of radio traffic directed to adjoining beats.

- (7) **Superior** - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

OTHER PERFORMANCE TASKS

- 10. **ROUTINE FORMS - ACCURACY & COMPLETENESS** - Evaluates Recruit's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.
 - (1) **Unacceptable** - Is unaware that a form must be completed and / or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate or improperly used.
 - (4) **Acceptable** - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
 - (7) **Superior** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.
- 11. **REPORT WRITING - ORGANIZATION & DETAILS** - Evaluates the Recruit's ability to prepare reports accurately reflecting the situation and in a detailed, organized manner.
 - (1) **Unacceptable** - Unable to organize information and reduce it to written form. Leaves out pertinent details in report. Report is inaccurate and or incorrect.
 - (4) **Acceptable** - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details.
 - (7) **Superior** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred.
- 12. **REPORT WRITING: GRAMMAR / SPELLING / NEATNESS** - Evaluates the Recruit's ability to use proper grammar, to spell correctly, and to prepare reports neatly and legibly.
 - (1) **Unacceptable** - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and / or word usage is incorrect or incomplete.
 - (4) **Acceptable** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.
 - (7) **Superior** - Reports are very neat and legible. Contain no spelling or grammatical errors.
- 13. **REPORT WRITING - APPROPRIATE TIME USED** - Evaluates the Recruit's efficiency relative to the amount of time taken to accurately complete a report writing assignment.

- (1) **Unacceptable** - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured officer would take for a similar report.
 - (4) **Acceptable** - Completes reports within a reasonable amount of time as compared to the amount of time the average tenured officer would take for a similar report.
 - (7) **Superior** - Completes reports very quickly, as quickly as a skilled, veteran officer.
14. **FIELD PERFORMANCE - NON-STRESS CONDITIONS** - Evaluates the Recruit's ability to perform routine, non-stress, police activity.
- (1) **Unacceptable** - Becomes confused and disoriented when confronted with routine, non-stress, tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.
 - (4) **Acceptable** - Properly assesses aspects of routine situations, including the more unusual and / or complex ones. Quickly determines the appropriate course of action and takes same.
 - (7) **Superior** - Properly assesses aspects of routine situations, determines appropriate action, and takes same.
15. **INVESTIGATIVE SKILL** - Evaluates Recruit's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.
- (1) **Unacceptable** - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.
 - (4) **Acceptable** - Follows proper investigatory procedure in routine cases. Is generally accurate in diagnosis of the nature of offense committed. Collects, tags, logs and submits evidence property. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
 - (7) **Superior** - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.
16. **INTERVIEW / INTERROGATION SKILL** - Evaluates Recruit's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed / interrogated, to follow proper and lawful procedure.

- (1) **Unacceptable** - Fails to use proper questioning techniques. Does not elicit and / or record available information. Does not establish appropriate rapport with victims and witnesses and / or does not control interrogation of suspect. Fails to follow department / legal procedure.
 - (4) **Acceptable** - Generally uses proper questioning techniques. Elicits most available information and records it. Establishes proper rapport with most victims / witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.
 - (7) **Superior** - Always uses proper questioning techniques. Establishes rapport with victims / witnesses. Controls the interrogation of suspects. Conducts successful interrogations.
17. **OFFICER SAFETY - GENERAL** - Evaluates Recruit's ability to perform police activity without injuring him / herself or others. Assesses their ability to perform without exposing self or others to potential danger and or unnecessary risk.
- (1) **Unacceptable** - The employee routinely fails to exercise even the most fundamental officer safety techniques, some of which are described below. This failure continues after remedial training opportunities have been provided.
 - a) Exposes handgun, O.C. spray, or baton... to suspects or citizens.
 - b) Fails to keep weapon hand free during enforcement situations.
 - c) Stands in front of a violator's car or residence door.
 - d) Fails to control a suspect's movements or conduct proper searches.
 - e) Fails to appropriately use artificial illumination.
 - f) Does not keep violators or suspects in sight.
 - g) Fails to advise Communications when leaving his / her vehicle.
 - h) Fails to maintain good physical condition.
 - i) Fails to properly maintain safety equipment and weapons.
 - j) Does not anticipate potentially dangerous situations.
 - k) Stands too closely to vehicular traffic.
 - l) Fails to position vehicle properly on car stops or walks between the patrol car and violators vehicle.
 - m) Fails to cover other officers or maintain awareness of their activity.
 - n) Fails to search police vehicle prior to going on duty, or after transporting other than police personnel.
 - (4) **Acceptable** - Follows acceptable safety procedures; Understands and applies them.
 - (7) **Superior** - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others without conveying a message of paranoia.
18. **CONTROL OF CONFLICT: VOICE COMMAND** - Evaluates the Recruit's ability to gain and maintain control of situations through verbal command and instruction.

- (1) **Unacceptable** - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and / or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.
 - (4) **Acceptable** - Speaks with authority in a calm, clear voice. Proper selection of words. Displays knowledge of how and when to speak. Commands usually result in compliance.
 - (7) **Superior** - Completely controls situations with voice tone, word selection, inflection, and body language which supports what is said. Restores order in even the most trying situations through voice and language usage.
19. **RADIO: APPROPRIATE USE OF CODES / PROCEDURES** - Evaluates the Recruit's use of the police radio in accordance with Department Policy and Procedure.
- (1) **Unacceptable** - Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. Does not understand or use proper codes / language.
 - (4) **Acceptable** - Follows policy and accepted procedures. Has good working knowledge of most often used sections of the code language.
 - (7) **Superior** - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes language and applies that knowledge.
20. **RADIO: ARTICULATION OF TRANSMISSIONS** - Evaluates the Recruit's ability to communicate with others via the transmission network.
- (1) **Unacceptable** - Does not pre-plan transmissions. Over or under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
 - (4) **Acceptable** - Uses proper procedure with clear, concise, and complete transmissions. Few complaints from Communication Center personnel re: articulation skill.
 - (7) **Superior** - Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

KNOWLEDGE

21. **KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** Evaluates Recruit's knowledge of department policies / procedures and ability to apply this knowledge under field conditions.

- Reflected by Testing -

- (1) **Unacceptable** - when tested, verbally or in written form, answers with 20% or less accuracy.
- (4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.
- (7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance -

- (1) **Unacceptable** - Fails to display knowledge of Department policies regulations / procedures or violates it.
- (4) **Acceptable** - Familiar with most commonly applied Department policies / regulations / procedures, and complies with it.
- (7) **Superior** - Has an excellent working knowledge of Department policies / procedures / regulations, including those lesser known and seldom used.

22. **KNOWLEDGE OF CRIMINAL STATUTES** - Evaluates Recruit's knowledge of the criminal statutes and his / her ability to apply them in field situations.

- Reflected by Testing -

- (1) **Unacceptable** - When tested, verbally or in written form, answers with less than 20% accuracy.
 - (4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.
 - (7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.
- Reflected in Field Performance -

- (1) **Unacceptable** - Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
- (4) **Acceptable** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.
- (7) **Superior** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual activity.

23. **KNOWLEDGE OF CITY ORDINANCES** - Evaluates Recruit's knowledge of local ordinances and ability to apply that knowledge to field situations.

- Reflected by Testing -

(1) **Unacceptable** - When tested, verbally or in written form, answers with 20% or less accuracy.

(4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.

(7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.
- Reflected in Field Performance -

(1) **Unacceptable** - Does not even know the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed. Makes assignments to wrong court.

(4) **Acceptable** - Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections. Assigns to correct court.

(7) **Superior** - Has outstanding knowledge of City/County codes and applies that knowledge to criminal and non-criminal activity.

24. **KNOWLEDGE OF TRAFFIC CODES** - Tests Recruit's ability to apply Traffic related codes.

- Reflected by Testing -

(1) **Unacceptable** - When tested, verbally or in written form, answers with 20% less accuracy.

(4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.

(7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.

- Reflected in Field Performance -

(1) **Unacceptable** - Does not know even the most often used sections of the code. Does not recognize violations when committed and / or incorrectly identifies violation.

(4) **Acceptable** - Knows and recognizes commonly used sections of the code. Applies appropriate sections. Can locate lesser-known sections in reference material.

(7) **Superior** - Displays outstanding knowledge of traffic codes, including lesser-known sections. Quickly and effectively applies codes.

25. **KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE** - Evaluates Recruit's knowledge of Criminal Procedures including laws of arrest, search and seizure, warrants, juvenile law, etc., Evaluates ability to apply those procedures in field situations.

- Reflected by Testing -

- (1) **Unacceptable** - When tested, verbally or in written form, answers with 20% or less accuracy.
- (4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.
- (7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.

- Reflected in Field Performance -

- (1) **Unacceptable** - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally and arrest unlawfully.
- (4) **Acceptable** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within guidelines.
- (7) **Superior** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information, and affecting arrests.

ATTITUDE/RELATIONSHIPS/APPEARANCE

26. **ACCEPTANCE OF FEEDBACK FROM F.T.O. / F.T.O. PROGRAM** evaluates the way the Recruit accepts criticism and how that feedback is used to further learning and improve performance.

- (1) **Unacceptable** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism personal.
- (4) **Acceptable** - Accepts criticism in a positive way and applies it to improve performance and further learning.
- (7) **Superior** - Actively solicits criticism / feedback in order to further learning and improve performance. Does not argue or blame other persons / things for errors.

27. **ATTITUDE TOWARD THE JOB** - Evaluates how the Trainee views the new career in terms of personal motivation, goals and his / her acceptance of the job's responsibilities.

- (1) **Unacceptable** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession. Appears disinterested, lacks motivation.
- (4) **Acceptable** - Demonstrates an active interest in new career and in law enforcement responsibilities.

- (7) **Superior** - Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.
28. **RELATIONSHIPS WITH CITIZENS: GENERAL** - Evaluates the Recruit's ability to interact with citizens, including suspects, in an appropriate, effective and efficient manner.
- (1) **Unacceptable** - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive, and uncaring. Poor "non-verbal" skills.
- (4) **Acceptable** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner. Service oriented. Good "nonverbal" skills.
- (7) **Superior** - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in serving them. Objective in all contacts. Excellent "non-verbal" skills.
29. **RELATIONSHIP WITH ETHNIC / CULTURAL / SOCIAL GROUPS OTHER THAN HIS / HER OWN** - Evaluates the Recruit's ability to interact effectively and appropriately with members of ethnic / cultural social groups other than their own.
- (1) **Unacceptable** - Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Violates policies re: treatment of said groups. Creates problems for the organization as a result of his / her treatment of group members. Is ineffective when dealing with member(s) of a group.
- (4) **Acceptable** - Is at ease with members of other ethnic / cultural / social groups. Serves their needs and requests objectively and with concern. Does not feel threatened when in their presence.
- (7) **Superior** - Understands the various ethnic / cultural / social differences and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that furthers mutual understanding. Represents the agency and the agency's position well.
30. **RELATIONSHIP WITH DEPARTMENT MEMBERS** - Evaluates the Recruit's ability to effectively interact with other Department members of various ranks and in various capacities.
- (1) **Unacceptable** - Patronizes F.T.O. / Superiors / Peers, or is antagonistic to them. Gossips. Is insubordinate, argumentative, and sarcastic. Resists instruction. Considers him/herself superior. Belittles others. Not a "team player." Fawns on others.

- (4) **Acceptable** - Adheres to the Chain of Command and accepts his / her role in the organization. Good F.T.O., Peer, Superior relationship and is accepted as a member of the group.
 - (7) **Superior** - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency
31. **GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor, and equipment.
- (1) **Unacceptable** - Overweight in comparison to hiring standard, dirty shoes, and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and / or in violation of Department regulation. Dirty weapon / equipment. Equipment is missing or inoperative. Offensive body odor, breath.
 - (4) **Acceptable** - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes and brass are shined.
 - (7) **Superior** - Uniform is neat, clean and tailored. Leather gear is shined and shoes are spit-shined. Displays command bearing.

**Part 2 – Training Program Guide Instruction Phases
 PIEDMONT POLICE DEPARTMENT
 Field Training Program Evaluation Schedule**

Recruit Officer Name:		ID #:
Program Start Date:	Program End Date:	FTO Sergeant:

FIELD TRAINING OFFICER RESPONSIBILITIES:

<input type="checkbox"/> Yes	ORIENTATION COMPLETED SECTION 1: AGENCY ORIENTATION/ DEPARTMENT POLICIES	Orientation Completion Date:
		Certified by:

<input type="checkbox"/> Yes	PHASE 1 SECTION 2: OFFICER SAFETY PROCEDURES SECTION 3: ETHICS SECTION 4: USE OF FORCE SECTION 5: PATROL VEHICLE OPERATION SECTION 6: COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR	Phase I Completion Date:
		Phase I FTO:

<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 1 EXTENSION? If yes, complete documentation includes 7 Daily Observation Reports, and 1 End-of-Extension Report for each two-week extension.	Number of weeks extended:
		FTO:

<input type="checkbox"/> Yes	PHASE 2 SECTION 7: RADIO COMMUNICATIONS SYSTEMS SECTION 8: LEADERSHIP SECTION 9: CALIFORNIA CODES AND LAW SECTION 10: SEARCH AND SEIZURE SECTION 11: REPORT WRITING SECTION 12: CONTROL OF PERSONS/PRISONERS/MENTALLY ILL	Phase II Completion Date:
		Phase II FTO:

<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 2 EXTENSION? If yes, complete documentation includes 7 Daily Observation Reports, and 1 End-of-Extension Report for each two-week extension.	Number of weeks extended:
		FTO:

<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 3 SECTION 13: PATROL PROCEDURES	Phase III Completion Date:
		Phase III FTO:
<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 3 EXTENSION? If yes, complete documentation includes 7 Daily Observation Reports, and 1 End-of-Extension Report for each two-week extension.	Number of weeks extended:
		FTO:
<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 4 SECTION 14: INVESTIGATIONS/EVIDENCE SECTION 15: TACTICAL COMMUNICATION/ CONFLICT RESOLUTION SECTION 16: TRAFFIC SECTION 17: SELF-INITIATED ACTIVITY	Phase IV Completion Date:
		Phase IV FTO:
<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 4 EXTENSION? If yes, complete documentation includes 7 Daily Observation Reports, and 1 End-of-Extension Report for each two-week extension.	Number of weeks extended:
		FTO:
<input type="checkbox"/> Yes <input type="checkbox"/> No	PHASE 5 SHADOW PROGRAM	Phase IV Completion Date:
		Phase IV FTO:
<input type="checkbox"/> Yes <input type="checkbox"/> No	SIGN-OFF BOOK COMPLETED? The "Primary FTO" is responsible for ensuring that the appropriate training officers have properly complete all areas. The Primary FTO is defined as the Phase I & IV FTO.	Primary FTO:
		Training Manager:

REMARKS / NOTES

**PIEDMONT POLICE DEPARTMENT
FIELD TRAINING PROGRAM CRITIQUE FORM**

The following questionnaire is meant to provide the Field Training Program with an objective evaluation of the Field Training. The information obtained from this questionnaire will help us to improve the program. Your honest and thoughtful replies *will* make a difference!

Instructions: Please answer the following questions as sincerely and objectively as possible. Circle one of the responses that are beneath each of the seven statements below. A circling of Poor or Fair **MUST** be explained on the line following. The Average, Good, or Excellent ratings do not have to be explained. Please do not give one of the latter ratings just to avoid writing an explanation.

1. Overall, how would you rate the Field Training Program as it related to your becoming a Patrol Officer?

Poor Fair Average Good Excellent

Explanation: _____

2. How would you rate the recruit workbook and recruit reference manual as it related to your training and learning experience?

Poor Fair Average Good Excellent

Explanation: _____

3. The structure of the program, phases, helped me learn in increments without too much pressure all at once.

Poor Fair Average Good Excellent

Explanation: _____

List the area(s) in which you think the Field Training Program excels.

List the area(s) in which you think the Field Training Program needs improvement and provide any suggestions you have to make those improvements.

Additional Comments:

**PIEDMONT POLICE DEPARTMENT
TRAINING AND EVALUATION FTO CRITIQUE FORM**

In an effort to ensure that the Field Training Officer maintains a high level of skill, performance and interest, this critique form is presented to the recruit officer for completion. It is to the FTO's benefit that the FTO's know the impression they are making on those in training. It is the belief of the department that FTOs who are truly interested in doing their best will welcome this type of objective feedback. With this in mind, the recruit officer is requested to honestly appraise and evaluate the FTO in the areas listed below. FTOs will not receive these critique forms until the completion of the 17th week. Please complete both parts for each FTO you are assigned to. You will receive additional forms for each phase at the end of those phases.

PART I- INSTRUCTIONS: Place your FTO's name in the blank space below. If you had more than one FTO during the period being rated, place the name of the FTO with whom you spent MOST of your time. Second, select the time period for which you are evaluating the officer.

Your Field Training Officer:

_____ Week _____ through _____

1. The Field Training and Evaluation Program is primarily concerned with Training and Evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerts in each area. (Example: Training 50%, Evaluation 50%)

Training: _____ Evaluation: _____

2. Using percentages again, indicate how you perceive your FTO relates to you.

_____ I am just another recruit officer
_____ I am an individual
_____ I am a professional in training
_____ I am a bother

Comments: _____

PART II- INSTRUCTIONS: Circle one of the responses that are beneath each of the seven statements below. A circling of Poor or Fair MUST be explained on the line following. The Average, Good, or Excellent ratings do not have to be explained. Please do not give one of the latter ratings just to avoid writing an explanation.

About your training officer, how would you rate?

3. Their ability as a police officer?

Poor Fair Average Good Excellent

Explanation: _____

4. The example the FTO set for YOU?

Poor Fair Average Good Excellent

Explanation: _____

5. The FTO's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

6. The FTO's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

7. The FTO's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

8. The FTO's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

9. The FTO's application of honesty, fairness and objectivity in rating you.

Poor Fair Average Good Excellent

Explanation: _____

List the area(s) in which you think your FTO puts forth BEST effort.

List the area(s) in which you think your FTO puts forth WORST effort.

Comment, if you wish, on the performance, abilities, etc., of your supervisors.

**PIEDMONT POLICE DEPARTMENT FIELD TRAINING PROGRAM
COMPLETION RECORD AND COMPETENCY ATTESTATION FORM**

<hr/>	<hr/>	<hr/>
Trainee Name	Badge #	Date of Completion
<hr/>	<hr/>	<hr/>
Name of Field Training Officer	Beat Assignment	Field Training Dates (inclusive)
		From To
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

I have been instructed in all items recorded in the Field Training Program Guide.

<hr/>	<hr/>
Signature of Trainee	Date

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

<hr/>	<hr/>
Primary Field Training Officer Signature	Date

<hr/>	<hr/>
Field Training Program SAC Signature	Date

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.

<hr/>	<hr/>
Agency Head	Date



NAME: #

PIEDMONT POLICE DEPARTMENT NEW EMPLOYEE ORIENTATION SCHEDULE

{Subject to change as needed}

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of the Piedmont Police Department. The trainee shall have been scheduled for and successfully completed the following training prior to starting uniformed patrol field training:

Day 1

No. of Hours	Activity	Date	Trainer/Trainee Initial	
	Equipment Issuance			
	Uniform Fitting & Purchase			
	<u>Policy/General Orders</u> <ul style="list-style-type: none"> • Chain-of-Command/Org. Chart • Mission-Vision-Values • Emergency Operations (207) • Use of Force (300) • Shooting Policy (304) • Taser Policy (309) • Officer Inv. Critical Incident (310) • Firearms (312) • Vehicle Pursuits (314) • Response to calls (316) • Domestic Violence (320) • Discriminatory Harassment (328) • Computer Use (342) • Community Outreach (401) • Racial Profiling (402) • Foot Pursuit (458) • Collisions (501) • Other(s): _____ 			

Day 2

No. of Hours	Activity	Date	Trainer/Trainee Initial	
	Firearms Training (training memo required outlining training received)			
	Defensive Tactics Training (training memo required outlining training received)			

Day 3

No. of Hours	Activity	Date	Trainer/Trainee Initial	
	<ul style="list-style-type: none"> • FTO Program / Patrol Introduction • Investigations Introduction • Animal Services Introduction • Property/Evidence Introduction • Traffic & Parking Services Intro. • IT Systems (set-up, introduction) 			

Day 4

No. of Hours	Activity	Date	Trainer/Trainee Initial	
	<ul style="list-style-type: none"> • Uniform Pick-up • Uniform set-up and inspection • Issue locker, keys, etc. • City Facilities tour (City Hall, FD, Rec. Center, Corp. Yard) • Swearing-in Ceremony • Patrol Duty set-up (forms, duty bag, etc.) • City of Piedmont Intro. Tour (Ride along) 			

POLICE DEPARTMENT TRAINEE CHECKLIST

The trainee will initial the appropriate lines below when they have received, read, and understood the listed Piedmont Police Department Policies and Procedures. The Recruit will have completed this task no later than the end of his / her first week assigned to the Training Program.

<u>Policy</u>	<u>Received</u>	<u>Understood</u>
1. Use of Force	_____	_____
2. Emergency Vehicle Operation	_____	_____
3. Use of Firearm	_____	_____
4. Use of O.C. Spray/Taser	_____	_____
5. Sexual Harassment	_____	_____
6. Domestic Violence / Investigation Protocol	_____	_____
7. Protective Order Violations	_____	_____
8. Hate Crimes	_____	_____
9. Child Abuse Investigations	_____	_____
10. Employee Use of Alcohol/Drugs	_____	_____

POLICE OFFICER TRAINEE CHECKLIST

Below are listed important locations the trainee is to visit and become familiar with. Procedures used by the various offices should be discussed in detail.

<u>Location</u>	<u>Date</u>	<u>F.T.O.</u>
1. <u>Piedmont Police Department</u>		
a. Holding Room	_____	_____
2. <u>Alameda County Jails</u>		
a. Booking Desk	_____	_____
b. Intoxilyzer Room	_____	_____
3. <u>Ranges</u>	_____	_____
a. Chabot		
b. ACSD Training Center		
4. <u>Piedmont City Departments</u>		
a. Fire Station	_____	_____
b. City Hall	_____	_____
c. City Corporation Yard	_____	_____
d. Recreation Department	_____	_____
e. City of Piedmont Pool	_____	_____
5. <u>Piedmont Schools</u>		
a. Piedmont High Schools	_____	_____
b. Piedmont Middle School	_____	_____
c. Havens Elementary	_____	_____

- d. Wildwood Elementary _____
- e. Beach Elementary _____
- f. Zion Lutheran K-8th _____
- g. Corpus Christi K-8th _____

6. Piedmont Parks

- a. Piedmont Community Park _____
- b. Crocker Park _____
- c. Dracena Park _____
- d. Hampton Field _____
- e. Coaches Field/Skate Park _____
- f. Blair Park _____

POLICE OFFICER TRAINEE CHECKLIST

The trainee should be aware of the following important locations, although an actual visit to the facility, while desirable, is not required.

<u>Location</u>	<u>Date</u>	<u>F.T.O.</u>
1. <u>County Offices</u>		
a. District Attorney's Office	_____	_____
b. Public Defender's Office	_____	_____
c. Coroner's Office	_____	_____
d. County Clerk's Office	_____	_____
2. <u>Court Buildings</u>		
a. Court Rooms	_____	_____
b. Traffic Court	_____	_____
c. Juvenile Court / Juvenile Hall	_____	_____
3. <u>Hospitals</u>		
a. Highland, Alameda County	_____	_____
b. Kaiser, Oakland	_____	_____
c. Alta Bates	_____	_____
d. Summit Hospital	_____	_____
e. John George Psychiatric	_____	_____
4. <u>Local Police Agencies</u>		
a. Oakland	_____	_____
b. Emeryville	_____	_____

- c. Oakland CHP _____
- d. San Leandro _____
- e. Alameda County Sheriff _____

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

1.1 AGENCY SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including shotgun)

Reference(s): to be conducted with Dept. Range Master. PPD Policy 312 (Firearms Qualifications)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

1.1.02 Arrest and Control Techniques

Reference(s): to be conducted with Dept. Defensive Tactics Instructor. PPD Policy 300 (Use of Force)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

1.1.03 Impact Weapons Qualification

Reference(s): to be conducted with Dept. Defensive Tactics Instructor. PPD Policy 308 (Control Devices Techniques)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

1.2 AGENCY ORIENTATION

1.2.01 Overview

The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

Reference(s): FTO to discuss and review. PPD Policy 200 (Organizational Structure and Responsibility), PPD Policy 216 (Staffing Levels), Explain Current Patrol Shifts/Schedule

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

1.2.02 Agency Directives, Rules, and Regulations

The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to:

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Standard of conduct on and off duty (values, ethics, principles) B. Rules governing outside employment C. Regulations on carrying weapons off duty D. Hours of all shifts and absence reporting requirements | <ul style="list-style-type: none"> E. Interaction with associated law enforcement agencies F. New media release laws, rules, and regulations G. Security of agency facilities H. Any additional agency specific directives, rules, and regulations |
|--|--|

Reference(s): FTO to discuss and review. PPD Policy #312 (Firearms and Qualifications), #340 (Conduct), #346 (Media Relations), #1014 (Sick Leave), #1018 (Smoking), #1040 (Outside Employment), #352 (Mutual Aid and Outside Agency Assistance), #212 (Electronic Mail), #426 (Reporting Police Activity outside of Jurisdiction), #368 (Limited English Proficiency Services), #450 (Use of Audio/Video Recorders), #464 (Homeless Persons), #702 (Personal Communication Devices), #1010 (Reporting of Employee Convictions), #1012 (Drug and Alcohol Free Workplace), #1044 (Personal Appearance Standards)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

1.2.03 General Orders								
The trainee shall review and explain department general orders related to:								
A. Use of Force		E. Sexual Harassment		I. Child Abuse Investigations				
B. Use and Discharge of Firearms		F. Use of Less-lethal Weapons		J. Any additional agency-specific directives, rules, and regulations				
C. Domestic Violence		G. Protective Orders						
D. Emergency Vehicle Operations		H. Hate Crimes						
<i>Reference(s): PPD Policy 300, 310, 320, 314, 328, 309, 338, 330 FTO discuss and review PPD Policy 300 (Use of Force) #320 (Domestic Violence) #314 (Vehicle Pursuits) #328 (Discriminatory Harassment) #309 (Conductive Energy Device) #338 (Hate Crimes) #330 (Child Abuse) #308 (Control Devices Techniques)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

1.2.04 Work Area								
The trainee shall be oriented to the work area, including:								
A. Introduction to personnel								
B. Equipment and supply locations								
<i>Reference(s): Tour of the city, Recreation Department, Fire Department, City Hall, Corporation Yard</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

1.2.05 Authorized Equipment								
The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipments, and agency equipment used by officers in the field:								
A. Authorized personal equipment								
B. Safety equipment								
C. Agency equipment								
<i>Reference(s): PPD Policy #1046 (Uniform/Equipment Regulations), #1024 (Body Armor)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

1.2.06 Unauthorized Equipment								
The trainee shall review and explain what constitutes unauthorized equipment.								
<i>Reference(s): PPD Policy 324 (Uniform Regulations),</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

1.2.07 Uniforms/Equipment Damage								
The trainee shall review and explain agency policy on uniforms and equipment damage.								
<i>Reference(s): FTO to discuss and review. PPD Policy 700 (Department Equipment)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

1.2.08 Procurement and Use								
The trainee shall demonstrate the procedures for obtaining and using the following items:								
A. Vehicle		E. Special equipment (i.e., helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.)						
B. Hand-held radio		F. Report forms						
C. Firearms/Weapon		D. Flares						
<i>Reference(s): FTO to discuss and review facility tour.</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency's jurisdiction:

- A. Hospitals
- B. Firehouses
- C. Schools
- D. Community service organizations
- E. Park and recreation areas

Reference(s): FTO to discuss and review locations/ city tour (see below)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Community Orientation/ Locations:

Piedmont Fire Department/ City Hall - 403 Highland Avenue Piedmont, CA 94611

Piedmont Recreation Department - 358 Hillside Avenue Piedmont, CA 94611

Piedmont Corporation Yard - 800 Redrock Road Piedmont, CA 94611

Hospitals:

Highland Hospital - 1411 E31st Street Oakland CA 94602

Summit Hospital - 350 Hawthorne Avenue Oakland CA 94609

Kaiser Permanente Hospital - 3701 Broadway Oakland CA 94611

Alta Bates Hospital - 2450 Ashby Avenue Berkeley CA 94705

Piedmont Schools:

Piedmont High School - 800 Magnolia Avenue Piedmont, CA 94611

Piedmont Millennium High School - 760 Magnolia Avenue Piedmont, CA 94611

Piedmont Middle School - 740 Magnolia Avenue Piedmont, CA 94611

Havens Elementary School - 323 Highland Avenue Piedmont, CA 94611

Wildwood Elementary School - 301 Wildwood Avenue Piedmont, CA 94611

Beach Elementary School - 100 Lake Avenue Piedmont, CA 94611

Private Schools:

Corpus Christi School - 1 Estates Drive Piedmont, CA 94611

Churches:

Corpus Christi - 1 Estates Drive (St. James/Park Blvd entrance) Piedmont CA 94611

Zion Lutheran Church and School - 5201 Park Blvd Piedmont, CA 94611

Piedmont Neighborhood Church - 400 Highland Avenue Piedmont, CA 94611

Kehilla Community Synagogue - 1300 Grand Avenue Piedmont, CA 94611

1.3.02 Problem Areas								
The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:								
A. Bars and taverns, nightclubs, etc.				C. Known gang territories				
B. Local "hang outs" and/or "hot spots"				D. Areas known for drug and prostitution activity				
<i>Reference(s): FTO to discuss and review locations within Piedmont and surrounding Oakland areas.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

1.3.03 Roadways								
The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:								
A. Major arteries				D. Freeways				
B. "Through streets"				E. Fire trails or other special access routes				
C. Dead-end streets								
<i>Reference(s): FTO to discuss and review locations. City tour.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

1.3.04 Agency Jurisdiction

The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency:

Reference(s): FTO to discuss and review locations. City tour.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments

The trainee shall identify the location and general functions of each of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. City Hall or County Administration Building B. County/City Jail(s) C. District Attorney's Office D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)) E. Health Department and/or Coroner's Office F. Juvenile Hall G. Municipal, Superior, and Juvenile Courts H. Probation Department I. Welfare Department | <ul style="list-style-type: none"> J. State and Federal law enforcement agencies: <ul style="list-style-type: none"> 1. Bureau of Alcohol, Tobacco, and Firearms (ATF) 2. Bureau of Narcotic Enforcement (BNE) 3. California Highway Patrol (CHP) 4. Department of Motor Vehicles (DMV) 5. Federal Bureau of Investigations (FBI) 6. Immigration and Naturalization Service (INS) 7. Military Police 8. Postal Inspectors 9. Railroad Police 10. Secret Service 11. US Marshall Service K. Additional support services (e.g., Service Centers, Child Protective Service(s)) |
|--|---|

Reference(s): FTO to discuss and review. City tour.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

1.4.02 Special Teams/Units

The trainee shall explain the proper utilization of agency special teams/units, including:

- A. SRT SWAT
- B. K-9
- C. Search and Rescue
- D. Additional agency specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s): PPD does not have listed units. FTO instruction on call outs PPD Policy 352 (Mutual Aid)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

SECTION 2 OFFICER SAFETY PROCEDURES

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including:

- | | |
|---|--|
| <p>A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)</p> <p>B. Documenting incident information (reports, field interviews (FIs), etc.)</p> <p>C. Performing pat down and custody search of suspect(s)</p> | <p>D. Issuing all citations</p> <p>E. Recovering evidence and contraband</p> <p>F. Handling routine radio communications</p> <p>G. Relaying pertinent information to cover officer and medical personnel</p> |
|---|--|

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

CONTACT & COVER

Contact and cover is used any time two or more officers contact one or more unsecured subjects. Examples include traffic stops, a field interview, potentially violent calls (i.e. family disputes, fights), and warrant arrests, misdemeanor or felony investigations and arrest situations.

The “Contact” officer initiates and conducts all business of the contact itself. The contact officer is responsible for a wide variety of duties. The contact officer is the primary investigator. The contact officer talks to the subject(s), writes down all of the subject or incident information, performs all pat downs and searches, gathers any evidence, is responsible for the chain of custody, writes all citations and notifies dispatch of all relevant information.

The “Cover” officer has significantly different duties than the contact officer. **The cover officer’s primary role is to protect the contact officer, by devoting full attention to the actions of the subjects and the surrounding area.** While the contact officer deals with the subject(s), the cover officer offers protection from a position of control or surveillance.

The cover officer watches all subject(s), preventing **escapes** and or the destruction of evidence. **Most importantly the cover officer discourages any assaults on the contact officer.** Because the cover officer is not being distracted by the “business” of the contact, he/she can concentrate on the actions and conversations of the subject(s) while protecting the officers involved.

The cover officer's duties however do not end with subject supervision. The cover officer must also be ready to protect the contact officer if the subject(s) decide to attack. The cover officer must know when and how to intervene to protect the contact officer. **The cover officer must establish a "force presence."**

When to intervene is usually up to the contact officer. The contact officer determines if the subject can be controlled with defensive tactics. If such is the case, the cover officer should remain in position and continue to watch the subject. Only if the contact officer asks for help with the subject should the cover officer join in the fight. The reason for this tactic is that the cover officer must remain in position to neutralize any subject who goes for the contact officer's gun.

Establish the roles: For "Contact & Cover" to work properly, the officers must decide in advance of each call who will play what role. Remember there are no hard fast rules. The advantage of "Contact & Cover" is that its principles are based on flexibility. In certain situations, officers may decide to switch roles during the contact. This may become necessary or beneficial if for example, the cover officer knows the subject from previous encounters or has special training.

When cover arrives: once a second officer arrives on a scene and becomes a cover officer, the contact officer needs to brief him/her on the situation. This communication is critical to the safety of both officers and should take place out of the subject(s) hearing.

The contact officer will want to give the cover officer as much information as possible. This should include: the reason for the contact, the subject(s)'s crime potential, what the contact officer saw or heard upon arrival, any evidence recovered, any information about the subject(s) gathered from previous contacts (i.e. criminal, mental or violent history), whether or not the contact officer has conducted a pat down, if there are any other subjects nearby, and what the contact officer plans to do with the subject(s).

Once the cover officer has been given this information, he/she should give the contact officer: any additional relevant information about previous contacts with the subject(s), any suspicious activity observed while driving to the scene, any important radio information the contact officer did not hear and a clear signal to the contact officer that the cover officer will resume the necessary role.

Positions: In high stress situations do not stand right next to the other officer(s). This 'safety in numbers' is dangerous tactically. Using the Contact & Cover format, the ideal position for the cover officer is close enough to watch and communicate, but far enough away to get a clear view of the subject(s) and the surrounding area. Although it is not always possible, the cover officer should try to stand in a position that provides some personal cover, and that puts the subject(s) at a tactical disadvantage. The cover officer should also choose a spot that cuts off escape routes and gives a safe background in case the subject(s) start shooting.

Remember that as the cover officer, you'll want to be in the best position to protect both yourself and the contact officer from any possible assault, destruction of evidence or escape by the subject(s).

Communication: One of the most dangerous times in any contact occurs when the subject(s) realize that they are about to be arrested. A physical confrontation may occur either during or after a pat down, when the subject is ordered into an arrest position or when the subject first sees or feels the handcuffs. To prevent problems like these, contact and should communicate with each other prior to any movement towards the subject.

The “Contact & Cover” concept represents state of the art thinking in officer survival and tactics. These principals in conjunction with your officer safety tactics will help you and your colleagues survive a critical attack.

2.1.02 Cover Officer Tactics and Responsibilities								
The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:								
A. Approach		E. Communications with contact officer (hand signals, other verbal and nonverbal signals)		F. Provide assistance, if needed, during arrest		G. Provide assistance as directed by contact officer		
B. Cover positions with vehicles(s)/person(s)		F. Provide assistance, if needed, during arrest		G. Provide assistance as directed by contact officer				
C. Position of advantage								
D. What to watch for:								
1. Hands in pockets or otherwise concealed								
2. Weapons or contraband								
3. Hostility or anger								
4. Approach of other persons or vehicles								
5. Symptoms of intoxication or illness								
6. Potential reactions and escape								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:					Incident #: _____ Case Report #: _____ (if applicable)			

2.1.03 Roles During and After Pursuits and Stops								
The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:								
A. Radio responsibilities		C. Position to assume after the vehicle or person is stopped		D. Officer to officer communication				
B. Firearms/weapons systems								
<i>Reference(s): FTO to discuss and review. PPD Policy 307 (Vehicle Pursuits)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:					Incident #: _____ Case Report #: _____ (if applicable)			

2.1.04 Contact/Cover Officer Positions

The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

- A. Calls for Service
- B. "In-progress" calls
- C. Pedestrian stops
- D. Traffic stops
- E. High-speed pursuit, felony stops, and/or foot chases

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

2.2 BODY ARMOR

2.2.01 Protective Body Armor

The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:

- A. Wearing versus not wearing
- B. Types of body armor
- C. Level of protection against firearms
- D. Level of protection against knives and other penetrating weapons

Reference(s): FTO to discuss and review. PPD Policy 1014 (Body Armor)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

- | | |
|---|---|
| <p>A. Concept of tactical retreat</p> <ol style="list-style-type: none"> 1. Pre-planning (mental scenarios) 2. Reduction of unnecessary risks (stress management, "keeping cool") <p>B. Mental conditioning</p> <ol style="list-style-type: none"> 1. Will to live 2. Continue to fight, regardless of odds 3. Mental alertness 4. Self-confidence <p>C. Physical conditioning</p> <ol style="list-style-type: none"> 1. Agency policy on physical fitness and officer standards 2. Role of good health and nutrition | <p>D. Weapon retention</p> <p>E. Employee Assistance Program</p> <ol style="list-style-type: none"> 1. Counseling through Human Resources and/or contracted professionals 2. Critical incident stress debriefings 3. Law Enforcement Chaplains 4. Peer Counseling |
|---|---|

Reference(s): FTO to discuss and review selection below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Police Officers must at all times, remain aware of the potential for assaults against them, remembering all incidents and contacts have the potential for violence.

The greatest number of deaths and injuries to Officers are caused by their own errors. Recognizing and avoiding those errors are the basis for officer survival skills training.

Recognized Errors in Law Enforcement

- a. Officer did not advise dispatch of his or her location prior to leaving the patrol vehicle, or, updating change of location by the officer. .
- b. Officer gave dispatch an incorrect location.
- c. Officer shouted into the microphone causing over-modulation. Dispatchers were unable to understand the message. Help arrived late.
- d. Officer used wrong phonetics or misspelled the suspect's name. Correct spelling revealed the suspect was armed and dangerous.
- e. Lack of communication between Officers.

- f. Lack of prior planning/lack of plan application.
- g. Acting on impulse or without regard for personal safety.
- h. Failing to properly utilize methods of contact and cover when approaching pedestrians.
- i. Partners splitting up, separating, or leaving each other.
- j. Mistaking "concealment" for "cover".
- k. CARELESSNESS... LETTING UP... GIVING UP...

These errors consistently appear and reappear in almost every incident involving an officer's injury or death. Continuous discussion and exchanges of ideas and information with other officers are invaluable.

Don't "assume" or take anything for granted. NOTHING IS ROUTINE. Be as aware of "subjects" as you are of "suspects." Focus on what you are doing. Have a plan and be prepared, at all times, to take positive action in defense of yourself.

OFFICERS MUST:

- a. Learn to control emotions under stress.
- b. Learn to avoid sarcasm and profanity when contacting a suspect.
- c. Learn to effectively use verbal commands.
- d. Learn assertive mannerisms and develop a command presence.
- e. Stay physically fit.
- f. Be emotionally and physically prepared for any eventuality

During your tenure with the Field Training Program, you will be assigned to three different Training Officers. It is imperative you discuss individual preferences and officer safety techniques with each new Field Training Officer. Preplanning is a necessity.

Suggestions on what to discuss:

- a. What your Field Training Officer expects from you when a suspect is holding him or her at gunpoint? Know what your FTO is going to do and what you are expected to do.
- b. What your Field Training Officer is going to do if *you* are held at gunpoint?
- c. What you and your Field Training Officer are going to do if you have contacted a group of suspects who flee. It is recommended you stay together, but often times this is impossible.

- d. What are you going to do if either one of you are shot? Should the survivor stay and assist his partner. What should you do if you do stay? Should the suspects be chased?
- e. What code words, if any, are you going to use if a gun is discovered?
- f. In a fire fight situation; discuss who reloads their weapon and who maintains several rounds until the other has reloaded. Officers have been killed because both have run out of ammunition at the same time. Plan "volley firing".
- g. Find out if your Field Training Officer carries back-up ammunition? Do you carry the same caliber weapons?

These are only some of the questions that arise in any two person patrol unit. More will arise as you encounter different field situations. Remember that clear thoughts are hard to come by when facing a sudden violent assault.

Once decisions are made and a course of action agreed upon, put the plan into action without hesitation. You WILL react the way you are trained. Train to live!

Information on Officer Involved Shootings:

The highest percentage of Officers killed in the line of duty die while handling disturbance calls. A majority of those officers failed to adequately anticipate the danger inherent in these types of calls or failed to employ proper officer safety techniques. You will be taught sound officer safety practices during your assignment to the Field Training Program. It is up to you to utilize those skills after your graduation.

One out of five Officers involved in a shooting were shot with their own weapon. Officers are usually shot from a distance of 4 to 12 feet. The shootings last an average of 2.5 seconds, during which three rounds are fired from the suspect's gun. Most Officer deaths occur at night.

If a weapon is found during a search, don't stop the search! You will often find more than one weapon in the possession of a suspect.

Never accept a prisoner from another Officer until you have conducted your own search. Don't assume the thoroughness of the other Officer's search.

Concepts of Tactical Retreat:

The concept of "Tactical Retreat" can be a difficult one to grasp. It is a well-known fact that law enforcement officers do not like to retreat. It is important to differentiate between retreating and surrendering.

In order to get the desired result you must evaluate your current standing and its potential for success. If your course of action is not meeting your expectancy, go back, change your method and continue forward.

Definitions:

Tactics: any skillful method used to gain an end.

Retreat: a withdrawal, as from danger.

Tactical retreat: a skillful method used to withdraw from danger.

A tactical retreat has many forms. In one circumstance, it may call for officers to leave the scene all together. In another, it may call for the officers to stop fighting with the suspect(s) and loosely contain him until more help arrives. No situation is ever the same. However, you can use certain guidelines to help you make the decision as to whether or not to tactically retreat. **Ask yourself these two questions whenever you feel you may have to make a tactical retreat:**

1. **Am I winning this confrontation?**
2. **Is it worth dying for? (No)**

If the answer to the first question is “NO” then you need to disengage and reevaluate your position. There are additional factors worth considering when contemplating a tactical retreat.

1. A sudden assault by the suspect that takes you by surprise.
2. Your position with regard to your surroundings.
3. Your gut feel as to what might happen next.
4. The subject’s ability to use more force.
5. Prior knowledge of the suspect’s criminal history for violence.
6. Any existing injuries or your own exhaustion.

Never hesitate to tactically retreat if the situation calls for it.

There is a balance that must be struck between the mental and physical conditioning of an officer. One without the other puts officers at risk for injury or death. The following addresses these areas, and ways to prepare for working on patrol.

Mental Conditioning:

The following is a list of guidelines for the officer to follow to ensure safety and survival while on duty:

1. Master the basics of patrol.
2. Be aware of every person(s) hands.
3. Be aware of your surroundings. Know where cover is and use it.
4. Be aware of your distance and positioning.
5. Use your communications systems.
6. Practice drawing your weapon with your weak hand.
7. Always wear your body armor.
8. Be aware that suspects have guns.
9. Call in all contacts.
10. Maintain a position of advantage.
11. Vary your approaches on vehicle stops.

12. Evaluate your options when preparing to approach someone or something.
13. Never go “hands on” with someone alone unless you are forced to.
14. Get assistance when making an arrest.
15. Be aware of the dangers of foot pursuits.
16. Use a tactical approach on all calls.
17. Train, Train, and Train. Continue to practice and improve your skills and knowledge.
18. Use proven tactics for high-risk crime responses.
19. Be mentally prepared.
20. Treat all special operations as very dangerous.
21. Apply good judgment.
22. Weigh potential for injuries.
23. Realize what you don’t have when you are off duty.
24. Consider options in your appearance when you are off duty.
25. Carrying off-duty firearms should be thought out wisely.
26. Don’t rush to the scene: make sure you get there safely.

There will be many critical incidents throughout your career in Law Enforcement. Positive self-talk will help you survive these moments.

- *I will survive on any high-risk call.*
- *I have succeeded on dangerous calls before.*
- *I know the tactics I need.*
- *I know how to make the physical moves I need.*
- *I am skilled with my firearm.*
- *I can stay focused on what I have to do.*
- *I have options for controlling the problem.*
- *I can take each call step by step, without rushing.*
- *I can breathe deeply to control stress anytime I become tense.*
- *I can decide not to be afraid.*
- *I can defeat any threat against me.*
- *I can use deadly force to save my life or the life of someone else.*
- ***I can survive and keep going, no matter what, even if I am hit.***

Physical Conditioning

Each officer should consult a physician in order to develop a healthy physical fitness program. Through a balance of stretching, strength training, cardiovascular training and nutrition, the officer is prepared both mentally and physically to do his/her job.

SECTION 3 ETHICS

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making

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

Reference(s): FTO to discuss and review Law Enforcement Code of Ethics.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

To be an effective Law Enforcement Officer one must do not only what is legal but also what is right. The best example of ethical behavior to follow is described in the Law Enforcement Code of Ethics.

Law Enforcement Code of Ethics:

As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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; 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 laws of the land 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, 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 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.

If you use the Code of Ethics as your guide through ethical dilemmas you will never have a problem determining what is right and wrong and what you should or shouldn't do. No matter what actions an Officer may take he/she must always accept responsibility for his or her actions.

Officers shall not engage in any conduct or activities on or off duty that reflect 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.

3.1.02 Accepting Responsibility								
The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:					Incident #: _____ Case Report #: _____ <i>(if applicable)</i>			

3.1.03 Ethical Conduct

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

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. 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.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or overbearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:

Incident #: _____
 Case Report #: _____
(if applicable)

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

The trainee 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.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:

Incident #: _____
 Case Report #: _____
(if applicable)

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

- A. Non-enforcement of specific laws by personal choice
- B. Disproportionate enforcement targeting specific groups by personal choice
- C. Acceptance of gratuities
- D. Misuse of sick time, etc.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

3.1.07 General Orders

The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.

Reference(s): PPD Policy 321 (Conduct)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

3.2	DECISION MAKING							
3.2.01	Limitations of Authority							
The trainee shall explain the most common limitations of their discretionary authority to include:								
A. Law		D. Community expectations						
B. Department policy and procedure		E. Officer safety						
C. Department goals and objectives								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

3.2.02	Consequences of Inappropriate Discretionary Decisions							
The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:								
A. Death or injury		C. Civil and vicarious liability		E. Embarrassment to department				
B. Additional crime		D. Discipline		F. Relationship with the community				
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

3.2.03	Demonstrating Decision Making							
Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:								
A. Arrest		C. Give a referral		E. Take no action				
B. Cite and release		D. Give verbal warning						
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

SECTION 4 USE OF FORCE

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force.”

Reference(s): Penal Code [835](#), [835a](#), [843](#), [198](#).

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

UNDERSTANDING OF LIMITATIONS

The use of force by a Police Officer is an extremely sensitive issue and requires careful study and understanding by every peace officer. This is especially true since the definition of the use of force by police is based on the determination of reasonableness under the circumstances. While clear boundaries of reasonableness can be defined for certain police situations, others must be interpreted for the particular set of circumstances involved. The purpose of this section is to provide each officer with police guidelines and direction with respect to the use of force in carrying out his/her duties.

Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain injury before applying reasonable force.

REASONABLE FORCE

- A. Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent his escape or to overcome resistance.

- B. There is no specific rule fitting all cases as to how much force and means may be used in an arrest. Each case must be determined in the light of its own circumstances. The person making the arrest is acting lawfully if the force and means used are such as would be considered necessary by the ordinary, reasonable person placed in the same position and, if from the standpoint of such a reasonable person, the force and means used was apparently necessary. The person making the arrest is justified even though, in the light of the actual

facts later discovered, such a degree of force or means was not actually necessary.

- C. Willful inhumanity or oppression toward a prisoner or unlawful assaulting or beating of a prisoner, is punishable as a crime. If the assault is aggravated by its violence, it may amount to a felony and, if death ensues, it might amount to murder.
- D. Officers shall not use unnecessary force or violence in making an arrest, or in dealing with a prisoner, or any person. Officers shall not use their batons except as a defensive weapon, or as a restraining device to control violent persons, in accordance with training tactics approved by the Chief of Police.

DEADLY FORCE

"Deadly Force" as used in this policy, is defined as that force which is intended to cause death or grave injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury.

LEGAL DISCLAIMER

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and criminal sanctions in a recognized judicial setting.

VALUE OF HUMAN LIFE

The value of human life is immeasurable in our society. Police Officers have been delegated the awesome responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection must, at all times, be subservient to the protection of life. The Officer's responsibility for protecting life must include his/her own.

DEFENSE OF LIFE

An Officer may use deadly force to protect him/herself or others from what s/he reasonably believes to be an immediate threat of death or force likely to produce great bodily injury (G.B.I.).

Cover officers **FELONS**

By statute, an Officer is authorized the use of deadly force when it appears necessary to prevent the escape of a violent felon. Such force may only be exercised when all reasonable alternatives have been exhausted and must be based only on facts or what reasonably appears to be the facts known to the Officer at the moment s/he shoots. It is not practical to enumerate specific felonies, and state with certainty that the escape of the perpetrator must be

prevented at all cost, or that there are other felonious crimes where the perpetrator must be allowed to escape rather than to shoot him. Such decisions are based upon sound judgment, not arbitrary check lists.

VIOLENT FELONY

A violent felony is defined as a "forcible and atrocious one which threatens death or serious bodily harm, or there are other circumstances which reasonably create a fear of death or serious bodily harm to the Officer or another." (Kortun v. Alkire - 138 Ca. Rptr. 26.)

JUVENILE FELONY SUSPECTS

An Officer generally should not shoot at a fleeing felon whom he has reasonable grounds to believe is a juvenile. When the escape of such a suspect, however, can reasonably be expected to pose a threat to the life of another person, then under these circumstances, an Officer may shoot to prevent the escape of such a person. This section does not limit an Officer's right of self-defense or his/her defense of others whose lives s/he reasonably believes are in imminent peril.

4.1.02 Agency Policy and Liability								
The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.								
<i>Reference(s): FTO to discuss and review. PPD Policy 300 (Use of Force), #301 (Review Board), #302 (Handcuffing/Restraints), #303 (Less Lethal), #304 (Conducted Energy Devices), #305 (OIS)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

4.1.03 Justification of Deadly Force								
The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.								
<i>Reference(s): Penal Code 196, 198, 835a, 843</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

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

- A. Nonverbal/police presence
- B. Verbal (tactical communication)
- C. Physical (weaponless)
- D. Less lethal weapons, including:

1. Chemical Agents

The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.

2. Impact Weapons

- a. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
- b. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas.
- c. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.

3. Additional Less-Lethal Weapons

The trainee shall identify additional agency-approved less-lethal weapons (i.e., Stun guns, TASER®, PepperBall® and/or bean bag weapons, etc.)

E. Deadly force

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

- 1. Type of crime and suspects(s) involved
- 2. Threat to the lives of innocent persons
- 3. Laws and agency policies
- 4. Officer’s present capabilities
- 5. Capabilities of officer’s weapon

Reference(s): FTO to discuss and review. PPD Policy 303 (Control Devices and Techniques) PPD Policy 304 (Conducted Energy Device)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

SECTION 5 PATROL VEHICLE OPERATIONS

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

5.1 PATROL VEHICLE INSPECTION

5.1.01 Purposes of Vehicle Inspections

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

- | | |
|--|--|
| A. Prevention of accidents | C. Reduction of maintenance and repair costs |
| B. Promotion of operational efficiency | D. Location of contraband, evidence, or property |

Reference(s): FTO to discuss and review. PPD Policy 706 (Vehicle Use).

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

5.1.02 Vehicle Components

The trainee shall describe the location and use of the following:

- | | |
|--|---|
| A. Rear door locks | G. Radio |
| B. Trunk and hood release | H. Spare tire |
| C. Firearms/weapon release systems | I. Spare tire release |
| D. Emergency lights and siren switches | J. Jack and handle |
| E. Flares | K. Engine fluid compartments and dip sticks |
| F. First-aid equipment | |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

5.1.03 Requests for Vehicle Service

The trainee shall explain agency policy regarding requests for vehicle service in the field.

Reference(s): FTO to discuss and review. PPD Policy 704 (Vehicle Usage and Maintenance)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

5.1.04 Vehicle Maintenance

The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include:

- A. The procedure for regular maintenance and service of patrol vehicles
- B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle
- C. Completion of proper forms/documentation

Reference(s): FTO to discuss and review. PPD Policy 704 (Vehicle Usage and Maintenance)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

5.1.05 Pre-Shift Inspection

The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:

- A. Visual check of vehicle exterior for damage
- B. Tires for wear and proper inflation
- C. Inspection of the trunk for the spare tire and required equipment
- D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)
- E. Inspection of the firearms/weapons release systems
- F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift

Reference(s): FTO to discuss and review. PPD Policy 706 (Vehicle Use)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques

The trainee shall review and explain agency policy on approved driving techniques, including:

- A. Backing
- C. Right of way violations
- E. Excessive Speed
- B. Parking
- D. Passing

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

The trainee shall review and explain agency policy on approved driving techniques, including:

- A. Backing
- B. Parking
- C. Right-of-way violations
- D. Passing
- E. Excessive speed

5.2.02 Stopping Distance

The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

- A. Driver condition
- E. Reaction time and distance
- B. Vehicle condition
- F. Braking distance
- C. Environmental conditions, including road surfaces
- G. Knowledge of anti-lock braking system
- D. Vehicle speeds

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

- A. Driver condition
- B. Vehicle condition
- C. Environmental conditions, including road surfaces
- D. Vehicle speed

- E. Reaction time and distance
- F. Braking distance
- G. Knowledge of anti-lock braking systems

5.2.03 Defensive Driving											
The trainee shall identify the components of defensive driving, including:											
A. Driver attitude		C. Vehicle capability									
B. Driver skill		D. Seat belt usage									
<i>Reference(s): FTO to discuss and review.</i>											
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?		Remedial Training		How Remediated?		
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>					

The trainee shall identify the components of “defensive driving.” These shall include:

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Seat belt usage

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

- A. Lower visual efficiency
- B. Slower reaction time

The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

5.2.04 Driver Attitude								
The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:								
A. Overconfidence		C. "Road rage"		B. Impatience		D. Self righteousness		
<i>Reference(s): FTO to discuss and review.</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

1. The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

- A. Over-confidence
- B. Impatience (including "road rage")
- C. Self-righteousness

5.3	SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING							
5.3.01 Applying SAFE Driving Techniques								
The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:								
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, for example: <ol style="list-style-type: none"> 1. Routine patrol vs. "Code 3" driving 2. School zone vs. rural highway driving 3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets 4. 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/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations.								
B. "Focused" – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.								
C. "Educated" – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.								
<i>Reference(s): FTO to discuss and review sections below.</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

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

“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.

“Focused” addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.

“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:

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

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

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

5.3.02 Ongoing Driving Instruction/Training

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among 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 officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle. Between 2003 and 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 organization as a result of unsafe vehicle operation. The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.3.04 Driver Fatigue

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

- A. Lower visual efficiency
- B. Slower reaction time
- C. Reduced attentiveness
- D. Memory lapses
- E. Lack of awareness
- F. Mood changes
- G. Reduced judgment ability
- H. Risk of falling asleep at the wheel

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.3.05 Driving Safely

The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

Reference(s): FTO to discuss and review.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use 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 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 when appropriate) 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.

Reference(s): FTO to discuss and review PPD Policy 1013 (Seat Belts)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

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. 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, 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. **Refer to PPD Policy #1022 (Seat Belts)**

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUIITS								
5.5.01 Agency Policy								
The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.								
<i>Reference(s): FTO to discuss and review PPD Policy 307 (Vehicle Pursuits)</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

CODE 3 DRIVING REGULATIONS

A. Communications Division personnel should dispatch field officers Code 3 under the following circumstances:

1. When a situation involves imminent potential for serious injury to persons;
2. In order to prevent a crime of violence;
3. When there is a serious public hazard;
4. When a Code 3 response will enhance the likelihood of apprehending a fleeing felony suspect.

B. Except as specified below, officers should drive Code 3 only when specifically instructed to do so by the communications dispatchers or by a supervisory or command officer.

1. An officer who is dispatched to an urgent assignment may, on the basis of field information not available to the dispatcher, respond Code 3, provided that the circumstances warrant a Code 3 response and that he/she informs the Communications Division of

the Code 3 action at the earliest possible opportunity.

2. An officer who receives field information regarding an emergency may initiate a Code 3 response, provided that the circumstances warrant a Code 3 response and that he/she informs the Communications Division of the Code 3 action at the earliest possible opportunity and identify from where he/she is responding.

C. An officer who receives a dispatched Code 3 assignment may respond urgently on the basis of field information not available to the dispatcher or on the order of a command from a superior officer. In either case, the responding officer should inform the dispatcher of the response change at the earliest possible opportunity.

5.5.02 Driver Tactics								
The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:								
A. Slowing for intersections		D. Constant alertness for any unforeseen hazards						
B. Careful observation at cross streets		E. Using a well planned route of travel in emergency response situations						
C. Caution when passing other vehicles								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

D. Except during immediate pursuit, officers driving Code 3 should comply strictly with all of the following regulations:

1. Officers shall activate the vehicle's emergency warning lights and headlights and should sound the siren as may be reasonably necessary as a warning to other drivers and pedestrians at all times. Trainee should review CVC 21055.

2. Members responding Code 3 shall not drive their vehicles at unsafe speeds.

3. Officers should obey traffic control devices such as stop signs, traffic control signals and railroad grade crossing signals. Officers may proceed through such traffic control devices only if they maintain the ability to bring their vehicles to a safe stop, assuring themselves that they can do so safely.

4. Officers should enter blind intersections at a speed no greater than 15 mph. Vehicle Code Section 22352 (a) defines a blind intersection as one where the driver, during the last 100 feet of his/her approach to the intersection, does not have a clear, unobstructed view of the last 100 feet or all other highways that enter the intersection.

5. Officers should at all times drive defensively with due consideration for the safety of personnel and property and shall remember the following Vehicle Code restrictions on emergency driving:

a. Vehicle Code Section 21055 exempts the driver of an authorized emergency vehicle from general rules of the road if:

(1) The driver of the vehicle sounds a siren and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians; and

(2) The vehicle is being driven in response to an emergency call, or

(3) The vehicle is engaged in rescue operations, or

(4) The vehicle is being used in immediate pursuit of an actual or suspected violator, or

(5) The vehicle is responding to a fire alarm.

b. The exemption granted to emergency vehicles, however, by Vehicle Code Section 21055, does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privilege granted (VC Section 21056)

c. Officers should, at all times, observe the California State basic speed law: "No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent, having due regard for the weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property." (VC Section 22350)

5.5.03 Continuing vs. Terminating Pursuits

The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:

- A. Amount of other traffic (vehicular and pedestrian)
- B. Road hazards and road conditions
- C. Environmental conditions
- D. Capability and condition of patrol vehicle and driver
- E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property
- F. Whether vehicle or driver can be identified

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or Watch Commander during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape. The factors listed in Policy Manual § 314.2.1 are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s). In addition to the factors listed in Policy Manual § 314.2.1 the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
- (e) Hazards to uninvolved bystanders or motorists.
- (f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (g) The City is left with no or too few officers to answer calls.
- (h) Directed by the Watch Commander.

SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

5.5.04 Handling Emergency Response or Pursuit								
Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

5.6 VEHICLE OPERATION LIABILITY								
5.6.01 "Rules of the Road"								
The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same "rule of the road" as any other driver.								
<i>Reference(s): FTO to discuss and review PPD Policy 308.2 (Response to Calls)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

5.6.02 Vehicle Code Exemptions

The trainee 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:

- A. Responding to an emergency call
- B. Engaged in a rescue operation
- C. In pursuit of a violator
- D. Responding to a fire alarm

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

5.6.03 Exemption Requirements

The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

5.6.04 Liability for Death, Injury or Property Damage

The trainee shall explain the conditions under which he/she and/or their agency may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

- A. Failure to drive with due regard for the safety of all persons
- B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code Section 17004.7
- C. A negligent or wrongful act or omission by an employee of a public entity
- D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies

Reference(s): *Vehicle Code Sections, 21056, 17001, 17004, and 17004.7*

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

SECTION 6 COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities

The trainee shall explain the agency's responsibilities to community service.

Reference(s): FTO to discuss and review PPD Policy 401 (Community Policing and Problem Solving)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

The Piedmont Police Department strives to live up to its Mission Statement on a daily basis. This mission is to reduce the impact of crime and other external harm to persons and property. This can only be accomplished by establishing an active, working relationship with the community that we serve. We encourage the citizens of Piedmont to take an active role in policing their community, with the ultimate goal of crime prevention. In turn, the Piedmont Police Department will continually work with its citizens to help resolve problems with long-term solutions.

No other form of public service is more likely to influence the perceptions and attitudes of the public it serves than the agency whose duty it is to enforce laws, restrict people's activities, and control conduct.

In actuality, it's the agency that restricts the activities of its citizens, but as far as many individuals are concerned, the "agency" is an abstract. They often regard its symbol, the Police Officer, as the cause of their troubles. Their resentment is reserved for the Officers, not the agency that employs them.

Despite the difficulties involved, every effort must be made to create as many favorable contacts as possible between the Police Department and the public it serves. The accumulating affect created by those person-to-person contacts will determine the degree of public acceptance received. If a Police Department cannot earn and maintain the confidence of the citizens it serves, its integrity will be questioned and its effectiveness diminished.

The high visibility of the Police Officer's uniform sets Officers apart from the rest of society. In the eyes of the public, Officers shed individuality and acquire the identity of the group. Isolated incidents of individual misconduct or incompetency become symbolic of the entire Department. When an officer is careless about personal appearance, is rude, or exhibits an indifferent attitude, the public perceives this to be a reflection of the established standards of performance endorsed by the Department itself.

The Police Officer who considers him or herself above the law, or who acts in such a way as to destroy public respect for the law enforcement officer, damages not only themselves, but injures the other members of the Department as well.

Citizens will judge, or often misjudge, Officers based on personal perceptions and experiences. To avoid portraying a negative image, the following is suggested:

Uniform Appearance

Citizens have more respect for an Officer who presents a "sharp", professional appearance. Officers must keep their uniforms clean and tailored, shoes shined and leather gear maintained. Your grooming is expected to be in compliance with Departmental standards at all times.

Driving Habits

Abide by the laws you enforce. Keep the patrol unit within the posted speed limit, unless and until specific circumstances warrant otherwise. Avoid sudden lane changes, signal all turns and lane changes, avoid parking the unit improperly, again, unless emergency conditions or response warrant otherwise.

"Coffee" and "Lunch Stops"

Avoid congregating at coffee shops or restaurants. No more than two units, or three officers, should be at a coffee stop at one time. Any additional presence is often perceived by the public to be reflective of laziness or a lack of patrol presence in the neighborhoods in which the observing citizen lives.

Seeking out or taking advantage of gratuities is forbidden by this Department and seen by the public as an abuse of the power and authority granted you through the position you hold.

Treatment of Citizens

A simple rule to follow is to "treat all citizens as you yourself would care to be treated." Not only those you are dealing with directly, but bystanders and on-lookers as well are constantly judging your actions. It is important to remember, we provide a service to the public, and public trust is the key to our continuing to have the opportunity to provide that service.

Off-Duty Demeanor

Always remember, the image you portray off-duty reflects not only upon you personally, but upon this Department and the law enforcement profession as well. Even off duty, you will be held up to public scrutiny.

The image you portray will create a long lasting impression of law enforcement, either positive or negative. Never forget, the greater the trust earned by the individual Officer, the greater the trust given to the Police Department itself.

Crime Prevention

The officer should be prepared to provide citizens information that could prevent them from becoming a victim of a crime. The goal of the department is to gain citizen support and participation in the prevention of crime. The officer will be able to provide information regarding personal safety, vehicle and residential security and any other information a citizen may find useful. Some examples of general forms of crime prevention include:

- *Advice concerning mechanical devices (alarms, locks, etc.)
- *Control of conditions (lighting, access and architecture)
- *Public awareness
- *Property identification (specific marks on property)
- *Neighborhood Watch programs
- *Vacation Home Checks

Citizens should be informed of the Vacation Home Check program provided by the department. It should be suggested that citizens get to know their neighbors so they will be better informed about what is taking place in their neighborhood.

The department does have a Volunteers In Public Service Program (VIPS). This program provides the citizen's with a chance to become directly involved with the police department. The VIPS assist the department with many of the special events that take place within the city and also serve as a second set of ears and eyes for the department.

If interest in the community exists the department is willing to host a Citizen's Police Academy that citizens and/or people who work in the city are encouraged to attend. The academy is designed to provide an inside look at how the Piedmont Police Department works. Sessions will focus on investigations, patrol procedures, criminal law, DUI enforcement, crime prevention and a host of other related topics. This program is in partnership with the community, along with the departments' commitment to community policing.

6.1.02 Community Service								
The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:								
L. To protect life and property				Q. Enforcement of laws				
M. To maintain order				R. Community partnerships, such as:				
N. Crime prevention				1. Community Oriented Policing Services (COPS)				
O. Public education				2. Police Athletic League/Police Activities League (PAL)				
P. Delivery of service				3. Drug Abuse Resistance Education (DARE)				
				4. Any other agency-approved programs				
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS	
6.2.01 Professional Principles	
The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.	

<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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6.2.02 Citizen Evaluations

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

<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

6.2.03 Inappropriate Verbal Language/Communication

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

- A. Profanity
- B. Derogatory remarks
- C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status

<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

6.2.04 Inappropriate Nonverbal Language/Communication

The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including:

- A. Officious and disrespectful attitude
- B. Improper use of body language
- C. Improper cultural response

<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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6.2.05 Explaining Actions to Citizens								
The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

6.2.06 Phone Communication								
The trainee shall conduct phone conversations in a professional manner.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

6.2.07 Other Forms of Communication								
The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through:								
A. Community contacts		C. Community involvement		E. Mentoring				
B. Business contacts		D. Positive role modeling						
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures

The trainee shall explain how the culture of the community can have an effect on the community's relationship with his/her agency.

Reference(s): FTO to discuss and review below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
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Cultural Diversity

Police officers need to have the understanding of how the culture of the community can have an effect on the community's relationship with the department. There are many cultural motivations and biases that may affect professional ethics and the law. Officers need to be aware that these exist and need to have the ability to identify them. Officers of this department shall continually assess different ways in which he/she can increase the trust of the community they serve.

- **Constitutional Requirements-** equal treatment for all persons regardless of race, sex, ethnic background, gender, etc., - negative treatment of a certain culture can greatly effect community trust - the City of Piedmont is made up of many different cultures and ethnic backgrounds, we must be sensitive to the different types of cultures we will encounter.
- **Biases can affect professional ethnics and the law-** racial profiling prohibited, possible civil/criminal penalties
- **Ways an officer can increase trust within the community-** apply laws and procedures equally, know the cultural differences within the city, keep in contact with civil leaders, business owners within your beat/service sector, treat all persons the same way you would like to be treated

6.3.02 Cultural Motivations and Biases

The trainee shall identify cultural motivations and biases that may affect professional ethics.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

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6.3.03 Increasing Trust within Communities

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

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6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging

The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." The trainee shall recognize that racial profiling:

- A. Is prohibited by law
- B. "Presents a great danger to the fundamental principles of a democratic society"
- C. "Is abhorrent and cannot be tolerated"
- D. Causes community distrust and harms police relations with the community
- E. May have legal consequences

Reference(s): Penal Code 13519.4. FTO to discuss and review. PPD Policy 402 (Racial or Biased Based Profiling)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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Racial Profiling

Racial profiling refers to the practice of stopping or detaining any individual based solely upon their membership in a protected class of people without any individualized suspicion of the person being stopped. Penal Code section 13519.4 states, "a law enforcement officer shall not engage in racial profiling." This law applies to all protected classes, including gender and religion.

The Piedmont Police Department strives to provide law enforcement to our community with the due regard to the racial and cultural differences of those we serve. It shall therefore be the policy and practice of the Piedmont Police Department to provide law enforcement services

and to enforce the law equally and fairly without discrimination toward any individual(s) or group because of their race, ethnicity or nationality.

Officers of the Piedmont Police Department shall distinguish between the fact that effective police work profiles behavior rather than race. The relationship that has evolved between the community and the police department will always play a role in current and future contacts. The officers should be sensitive to this history when dealing with members of the community.

6.4.02 Profiling Behavior								
The trainee shall explain why effective police work profiles a person's behavior and not a person's race.								
<i>Reference(s): PPD Policy 402 (Racial or Biased Based Profiling)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:					Incident #: _____			
					Case Report #: _____ (if applicable)			

6.4.03 Constitutional Amendments								
The trainee shall explain the 4 th Amendment and 14 th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.								
<i>Reference(s): 4th and 14th Amendments of the U.S. Constitution. FTO to discuss and review.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:					Incident #: _____			
					Case Report #: _____ (if applicable)			

6.4.04 Community History								
The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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Comments:					Incident #: _____			
					Case Report #: _____ (if applicable)			

6.4.05 Agency Policy

The trainee shall review and be able to summarize the agency's policy regarding racial profiling.

Reference(s): FTO to discuss and review PPD Policy 402 (Racial or Biased Based Profiling)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

6.4.06 Focusing on Behavior

The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

6.5 CRIME PREVENTION**6.5.01 Citizen Support**

The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.

Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

6.5.02 Forms of Crime Prevention								
The trainee shall give examples of general forms of crime prevention, including:								
A. Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)		B. Control of conditions (lighting, access, and architecture)		C. Public awareness		D. Property identification (marking, engraving, etc.)		
				E. Neighborhood watch programs				
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:					Incident #: _____ Case Report #: _____ (if applicable)			

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)								
6.6.01 Community/Problem Oriented Policing and Community Priorities								
The trainee 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.								
<i>Reference(s): FTO to discuss and review PPD Policy 401 (Community Policing and Problem Solving)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:					Incident #: _____ Case Report #: _____ (if applicable)			

COMMUNITY ORIENTED POLICING

Historically, the police have accepted the responsibility for resolving the problem of crime in the community. Under the Community Oriented Policing /Problem Oriented Policing models, Piedmont citizens will be asked to develop a sense of shared responsibility with the police, and to develop involved neighborhood groups committed to preserving the quality of life within their respective areas. These neighborhood associations will then work with the police to maintain a communications network that can provide the necessary information and resources to address and resolve specific neighborhood problems.

To strengthen Community Policing efforts, the Piedmont Police Department will enhance its communications networks and cooperation with a host of city/county agencies which include: Alameda County Sheriff's Department, School Districts, Public Works, Probation and Parole, City Planning Department, Alameda County Fire Department, Piedmont Fire Department, and public and private community partnerships. These resources will be called upon to assist in resolving identified problems within the community.

Through the Community Policing program, the Piedmont Police Department intends to change the viewpoint of the department, local government, and the community; and change the non-traditional resources to commonly used traditional resources. The concept is to have a police department that is aware of various resources, knows how to use them with the common goal being to solve problems.

6.6.02 The Crime Triangle								
The trainee shall explain the crime triangle (offender, victim, and location).								
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:					Incident #: _____			
					Case Report #: _____ <i>(if applicable)</i>			

By removing one of the legs of the triangle, the crime cannot occur. It is our job to find the avenues in which this can be done. Remove the Opportunity by: naturally (development of property, vine growing over graffiti spots) Programs (neighborhood watch, VIPS) or Education of Citizens (locks, lights, landscaping)

6.6.03 Working with the Community to Solve Problems								
The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.								
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:					Incident #: _____			
					Case Report #: _____ <i>(if applicable)</i>			

Advantages- Gain Trust and cooperation of community, Citizens feel that the PD can and will do something, and Gain support for more officers, resources, respect.

6.6.04 Leadership in Community Developed Problem Solving								
The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

6.6.05 Problem-Solving Model								
The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:								
A. Learn the service needs and demands in their patrol area								
B. Devise ways to manage information gathered from various community sources								
C. Learn how to identify crime and disorder problems, and distinguish them from incidents								
D. Develop plans with citizens to address crime and disorder problems								
E. Work with citizens to assess the results of their efforts								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

PROBLEM ORIENTED POLICING

The problem solving process developed to implement problem oriented policing consists of a four step, decision-making model, S.A.R.A. (Scanning, Analysis, Response, Assessment).

SCANNING- Officers determine problems by making on site visits to observe activity and locations, or talking with residents or other officers. Problems are two or more incidents that are similar in nature and causing harm or have the potential to cause harm, and the public expects the police agency to handle the problem.

ANALYSIS- Officers learn everything possible about the parties involved, incidents, and responses already used to try to deal with the problem. Analysis is typically left out of police work. Instead, the tactic most frequently used is scanning followed by response. Analysis needs to be as thorough, creative, and innovative as the response because the

characteristics of each problem vary. If an officer understands all the components of a problem, that officer can create a custom made response to fit the problem.

RESPONSE- Based on careful analysis, officers then develop a goal that can be reached using a custom made response. Not every response can result in totally eliminating a problem, but solutions can be designed to:

- Eliminate the problem
- Reduce the problem
- Reduce the harm created by the problem
- Deal with a problem better
- Remove the problem from police consideration

By removing the problem from police consideration, the officer gives the problem to the individual or agency that can better handle the problem.

ASSESSMENT- In this stage, officers evaluate effectiveness, that is, was the problem solved? Effectiveness is the most important stage as it defines the extent to which a program achieves its goals or produces certain effects. Goals are the outcomes that the officer hopes to produce.

Assessment should be relevant to the needs of the decision maker, in this case, the patrol officer. The findings must be usable, helping the officer understand why the problem was solved, reduced in scope, or became a larger problem.

Answering the question of how to know if POP was effective may include:

- Reduced calls for service
- Satisfied residents
- Policy makers (Chief, Captain, etc.) notice a difference in complaints and requests for additional services.

Assessment must also consider effects of the outcome that may be positive or negative. Effects are the outcomes that are by products of a project rather than the goal toward which the project is deliberately managed. The evaluation of a project could be considered incomplete if a lack of attention is paid to the outcomes. If outcomes are not considered, they may produce major unintended consequences.

Assessment, then, allows the officer to determine if the solution is working. If the response is not working, more analysis can be completed so that a more appropriate response can be applied. If the officer's solution was the reason why the problem was eliminated or reduced, the evaluation reveals that information and the officer can take credit for the success of a particular response.

Officers involved with the call should share their involvement with the department by email or the patrol bulletin. This keeps the department aware of the incident if there are additional calls.

Sir Robert Peel stated in 1829 a philosophy that fits the Community Policing philosophy of today.

To maintain at all times a relationship with the public that gives reality to the historic tradition the police are the public and the public are the police: the police being only the members of the public that are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.

SECTION 7 RADIO COMMUNICATION SYSTEMS

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications

The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

Reference(s): FTO to discuss and review PPD Policy 802 (Communications and Operations Dispatch Center)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

- A. When using the police radio, consider the fact that we are being monitored by many other departments as well as the public. Our department will be judged by the business-like manner in which we give transmissions. Do not give information that will aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum.
- B. Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long, or is of a sensitive nature. Again, remembering that many people monitor police frequencies these days, request channel #2 for long transmissions or special details.
- C. Give all transmissions in a clear, calm, slow distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger, as these cause the voice to become distorted.
- D. **Portable Radios.** The portable radios issued to field officers were designed for the purpose of providing immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field officer to become more mobile, but it allows for a prompt response should the officer put out a call for assistant. As valuable as this equipment is, it does have limitations, and it behooves each officer to know the full capabilities of the radio.

The following are important considerations when operating the portable radios:

1. The portable radio is battery operated, and as such operates on a decreasing flow of energy. Because of this factor, the radio in the police vehicle should be utilized whenever possible.
2. The radio should be held in a vertical position. This position will allow for maximum radio efficiency. For example, if the radio was to be held upside down, all transmissions would be directed into the ground.
3. All radio transmissions are affected by atmospheric conditions. At certain times, it will result in poor radio reception throughout the entire city and on other occasions, it will only affect certain parts. The initial reaction to this condition is that the battery is weak and in need of replacement. Batteries are expensive, and before making a change, consideration should first be given to atmospheric conditions as a cause of poor radio reception. Utilizing the radio in another part of the city or beat may confirm this condition. Radio feedback problems can be virtually eliminated if care is taken to turn

off portables when the vehicle radio is being used. The same is true when broadcasting on the portable in the immediate proximity of the police vehicle with the radio on.

4. The portable radio should be looked upon as being a part of your safety equipment, and like firearms, you hope for maximum efficiency when an emergency arises. The portable radio is an expensive piece of equipment, and although durability is a design feature, extra care in handling should be exercised to ensure maximum years of serviceable use. The radio should be taken out of service and submitted for any needed repairs.

5. It is good practice to turn on the portable radio ON upon leaving the police vehicle. This ON condition allows for immediate use in times of emergency, and for the base station to contact you if immediately needed.

E. Codes Designating Response to Details

No code: Proceed to location without undue haste.

Code 3: Use red light and siren to obtain right of way, but never drive in excess of a safe speed, giving consideration to traffic conditions, weather, and the nature of the call. **Code 3 shall be approved by the field supervisor.**

- F. Descriptions:** The description of any person should contain the following information if possible: Name, race, age, DOB, address, height, weight, color of hair, color of eyes, complexion, physical imperfection and a description of clothing from head down, also any noticeable peculiarities. Stolen vehicles should be described as follows: Stolen from (place), time, date, color, year, make, body type, license number, ID number, and any other information which will aid in the identification (damage, window stickers, etc.).

7.1.02 Memorizing Codes								
The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.								
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Phonetic Alphabet

The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example:

GBS055 = George - Boy - Sam 0-5-5.

- | | | |
|------------------|------------------|------------------|
| A Adam | J John | S Sam |
| B Boy | K King | T Tom |
| C Charles | L Lincoln | U Union |
| D David | M Mary | V Victor |
| E Edward | N Nora | W William |
| F Frank | O Ocean | X X-ray |
| G George | P Paul | Y Yellow |
| H Henry | Q Queen | Z Zebra |
| I Ida | R Robert | |

7.1.03 Radio Procedures and Use								
The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:								
D. Waiting until the air is clear before pressing the transmit button				G. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated				
E. Pressing the transmit button firmly and speaking calmly and clearly into the microphone				H. Knowing the call signs, assignments, and beat locations of other units in the area				
F. Avoiding over-modulation by speaking moderately into the microphone								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

7.1.04 Crime Broadcast								
Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:								
S. Type of incident and number of suspects								
T. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics								
U. Loss (if any), including approximate value and denomination of bills								
V. Weapon(s) used								
W. Vehicle(s) used								
X. Direction(s) of flight								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

7.1.05 Vehicle Pursuit Transmission

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

- A. Identification of the vehicle in pursuit
- B. What the vehicle or occupant(s) is wanted for
- C. Complete description of the vehicle, including license number
- D. Number of occupants and possibility of weapons
- E. Direction of travel
- F. Approximate speed
- G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
- H. Necessity for backup and number of units needed
- I. Location of stop

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to themselves or other persons.

Notify Dispatch that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of known occupants.
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress and conditions of the pursuit. Unless practical

circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress and conditions of the pursuit to a secondary unit or aircraft joining the pursuit.

SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit
- (c) The secondary officer should be responsible for broadcasting the progress and conditions of the pursuit unless the situation indicates otherwise

7.1.06 Control During In-Progress Assignment								
Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:								
A. Voice control so as not to escalate the situation								
B. Establishment of perimeter and control of possible escape routes								
C. Control of response of other police units								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries

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

- E. To locate information on lost, stolen, or recovered property, including vehicles
- F. To establish probable cause for a search or an arrest
- G. To verify the validity of a warrant
- H. To verify the validity of a driver's license, vehicle registration, or occupational license
- I. To determine if a person is wanted
- J. To determine the status of a person on parole or probation
- K. To report or locate a missing person

Reference(s): FTO to discuss and review PPD Policy #448 (Mobile Digital Computer/CLETS), #812 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

7.2.02 Law Enforcement Information Systems

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)

Reference(s): FTO to discuss and review PPD Policy 448 (Mobile Digital Computer/CLETS), #812 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

7.2.03 System Inquiries to Complete an Investigation

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a 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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

7.2.04 Agency Policy for Use of MCTs and Laptops

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

Reference(s): FTO to discuss and review PPD Policy 448 (Mobile Digital Computer Use)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

7.2.05 Inappropriate Use of Information Systems

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

Reference(s): FTO to discuss and review. PPD Policy 800 (Communication Operations and Dispatch Center) PPD Policy 448 (Mobile Digital Computer/CLETS), #812 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

SECTION 8 LEADERSHIP

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

8.1 LEADERSHIP

8.1.01 Effective Leadership Strategies

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

8.1.02 Leadership Attributes

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

- Y. Integrity
- Z. Credibility
- AA. Trust
- BB. Discretion
- CC. Duty
- DD. Loyalty
- EE. Honesty

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Law enforcement agencies play an integral role in communities across America. The management and leadership of these organizations must identify the needs of the community and provide direction and vision for the public service entities they manage and lead. Police leadership is at a crossroads. Agencies are always in need of a fresh perspective on the delivery of services to the communities they serve.

Effective Leaders must:

- 1) Set high standards of conduct and become a role model gaining trust, respect and confidence from others within the department and in the community.
- 2) Articulate the future desired state and a plan to achieve it.
- 3) Question the status quo and continuously innovate, even at the peak of success.
- 4) Energize people to develop and achieve their full potential and performance.

An Effective Leader must also remember:

- 1) Ethics form the true basis of leadership.
- 2) A leader's communication is critical to the success of those s/he leads.
- 3) Teamwork is the transformative key to a group's effectiveness.
- 4) A great leader knows how to delegate tasks and responsibility downward.
- 5) A great leader must be able to plan, and be willing to abandon that plan if changing circumstances demand it.
- 6) Failure can teach powerful lessons.

A new recruit may think that it is not his/her responsibility to be a leader, believing such areas are to be delegated to the supervisor. However, the public (as well as other officers) looks to you to provide leadership in handling community issues and taking law enforcement action when necessary.

This department and the citizens of Piedmont have given you the ability to use deadly force and to deprive citizens of their freedoms. With these factors in mind, this department and the citizens expect and demand the highest standards of ethical behavior and integrity on your part.

Being aware of, and striving for improvement in the following areas will help maintain the excellent law enforcement image that this department portrays to the community we serve.

- 1) Integrity
- 2) Credibility
- 3) Trust
- 4) Discretion
- 5) Duty
- 6) Loyalty
- 7) Honesty

Excelling in, and constantly improving on, the above areas will assist you in the performance of your duties and providing effective leadership within the community and this department.

8.1.03 The Role of Leadership

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

Reference(s): FTO to discuss and review mission of the department.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:

Incident #: _____
Case Report #: _____
(if applicable)

Mission

The members of the Piedmont Police Department are dedicated to providing peak police services intended to enhance community safety, protect life and property, and reduce the impact and fear of crime. We will form an alliance with our community that strives to maintain the high standards of safety and quality of life Piedmonters have come to expect.

Vision

Always working toward a crime-free community.

Values

The members of the Piedmont Police Department agree to be held to a high level of professionalism. To meet this standard, we value "The Piedmont Way..."

Persistence. We will be resolute in keeping the safety of the public paramount in our attentions. Safeguarding the lives and property of our citizens is our primary mandate.

Integrity. We will conduct ourselves in a manner that brings credit and honor to our City, our department, our profession, and our peers. We will be truthful at all times.

Education. Through consistent communication we will make available educational opportunities for our citizens aimed at crime prevention. We will provide training for the personal, professional, and organizational development of our employees.

Dignity. We will strive to do the right thing, at the right time, for the right reason.

Motivation. Employee involvement in departmental activities will be encouraged to maintain a positive and productive working environment.

Ownership. We expect our personnel to be invested in service to the community. We will employ and promote only those who embrace our high standards, both in practice and in mind.

Neutrality. We will be impartial. All persons should expect fair treatment from this department, and will not be subjected to favoritism. We recognize the value of working in a diverse community.

Teamwork. We will work together with our fellow public employees and members of the community to address concerns related to our mission.

Motto

Safety – Service – Solutions

SECTION 9 CALIFORNIA CODES AND LAWS

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

9.1 CRIMINAL LAW

9.1.01 Terminology

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

- | | | |
|------------------------|-------------------|-----------------------|
| A. Accessory | D. Corpus delicti | G. Principal |
| B. Accomplice | E. Entrapment | H. Specific intent |
| C. Criminal negligence | F. Implied intent | I. Transferred intent |

Reference(s): FTO to discuss and review the above definitions.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

- A. Any act or omission
1. –committed by any person
 2. –in violation of statutory law
 3. –for which there is punishment

Reference(s): Penal Code 15.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

9.1.03 Persons Legally Incapable of Committing a Crime

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.

Reference(s): Penal Code 26

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Incident #: _____
Case Report #: _____
(if applicable)

9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

- | | | |
|--|------------------------------------|---|
| A. Obstruction of Justice | I. Crimes against Children | R. Disorderly Conduct |
| B. Homicide | J. Sex Crimes | S. Control and Use of Dangerous Weapons |
| C. Robbery | K. Disturbing the Peace | T. Use (including under the influence), Possession, and Sales of Dangerous Drugs |
| D. Assaults | L. Burglary | U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers |
| E. Criminal Threats (formerly Terrorist Threats) | M. Trespassing | |
| F. Stalking | N. Arson | |
| G. Restraining Order Violations | O. Vandalism | |
| H. Cruelty to Animals | P. Theft, including Identify Theft | |
| | Q. Forgery and Check Offenses | |

Reference(s): FTO to discuss and review. Trainee to look up the Penal Code Sections for above violations.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

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

- A. Specific and articulable facts
- B. Crime-related activity that has occurred, is occurring, or is about to occur
- C. Involvement by the person to be detained in a crime-related activity

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

9.2.02 Probable Cause to Arrest

Probable cause to arrest requires more than the “reasonable suspicion” necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

- A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.
- B. The officer’s training and experience are relevant to a determination of probable cause.
- C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Probable Cause

Probable cause is a level of reasonable belief, based on facts that can be articulated, that is required to arrest and prosecute a person in criminal court. Before a person can be arrested and prosecuted, the police and prosecutor must possess enough facts that would lead a reasonable person to believe that the claim or charge is true. In the criminal arena probable cause is important in two respects. First, police must possess probable cause before they may search a person or a person's property, and they must possess it before they may arrest a person. Second, in most criminal cases the court must find that probable cause exists to believe that the defendant committed the crime before the defendant may be prosecuted.

There are some exceptions to these general rules. Police may briefly detain and conduct a limited search of a person in a public place if they have a reasonable suspicion that the person has committed a crime. Reasonable suspicion is a level of belief that is less than probable cause. A police officer possesses reasonable suspicion if he has enough knowledge to lead a reasonably cautious person to believe that criminal activity is occurring and that the individual played some part in it. In practice this requirement means that an officer need not possess the measure of knowledge that constitutes probable cause to “Stop and Frisk” a person in a public place. In any case, an officer may not arrest a person until the officer possesses probable cause to believe that the person has committed a crime.

The requirement of probable cause for a “Search and Seizure” can be found in the Fourth Amendment of the U.S. Constitution, which states, the right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be searched.

All states have similar constitutional prohibitions against unreasonable searches and seizures.

The requirement of probable cause works in tandem with the warrant requirement. A warrant is a document that allows police to search a person, search a person's property, or arrest a person. A judicial magistrate or judge must approve and sign a warrant before officers may act on it. To obtain a search or arrest warrant, officers must present to the magistrate or judge enough facts to constitute probable cause. A warrant is not required for all searches and all arrests. Courts have carved out exceptions that allow police to search and arrest persons without a warrant when obtaining a warrant would be impractical.

The precise amount of evidence that constitutes probable cause depends on the circumstances in the case. To illustrate, assume that a police officer has stopped a motor vehicle driver for a traffic violation. In the absence of any other facts indicating criminal activity by the driver, it would be a violation of the Fourth Amendment if the officer conducted a full-blown search of the driver and the vehicle. The mere commission of a traffic violation is not, in and of itself, a fact that supports probable cause to believe that the driver has committed a crime. However, if the officer notices that the driver's eyes are bloodshot or that the driver smells of alcohol, the officer may detain and question the defendant, search him, and place him under arrest. Most courts hold that a driver's commission of a traffic violation combined with the appearance that the driver has used drugs or alcohol constitute sufficient evidence to lead a reasonable person to believe that the person is driving under the influence of drugs or alcohol.

Probable cause is not equal to absolute certainty. That is, a police officer does not have to be absolutely certain that criminal activity is taking place to perform a search or make an arrest. Probable cause can exist even when there is some doubt as to the person's guilt. Courts take care to review the actions of police in the context of everyday life, "Balancing" the interests of law enforcement against the interests of personal liberty in determining whether probable cause existed for a search or arrest.

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

- A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.
- B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.
- C. For a misdemeanor: See [California Penal Code](#) and [California Peace Officers Legal Sourcebook](#) for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.
- D. For a private person's arrest: See [California Penal Code](#) and [California Peace Officers Legal Sourcebook](#) for statutes on accepting this type of arrest.

Reference(s): FTO to discuss and review section below.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:

Incident #: _____
Case Report #: _____
(if applicable)

Arrests

The following text describes what an "arrest" is. Remember, there is a difference between an "arrest" and a "custodial arrest." An arrest occurs anytime someone is taken into custody in a case and manner authorized by law (Penal Code Section 834). A custodial arrest occurs when the arrestee is transported away from the site of the arrest.

These differences are important to remember, because they will determine what you will be able to search incident to that arrest, as well as the scope of that resulting search.

Remember, "bright line" searches of vehicles subsequent to arrest are only allowed after a custodial arrest has occurred. Recent case law has placed restrictions on these types of searches. Review the above listed policies with your Field Training Officer.

Penal Code Section 834

- A. An arrest is taking a person into custody
- B. In a case and in a manner authorized by law
- C. An arrest may be made by:
 - 1. a peace officer (836 P.C.)
 - 2. or by a private person (837 P.C.)

Penal Code Section 836

- A. A Police Officer may make an arrest:

1. In obedience to a warrant
2. Without a warrant
 - a. Whenever he has reasonable cause to believe the person to be arrested has committed a public offense in his presence.
 - b. When a person arrested has committed a felony, although not in his presence.
 - c. Whenever he has reasonable cause to believe that the person has committed a felony, whether or not a felony has, in fact, been committed.

Penal Code Section 837

A private person may make an arrest:

1. For a public offense committed or attempted in his presence
2. When a person has committed a felony, although not in his presence
3. When a felony has been in fact committed and he has reasonable cause for believing the person arrested to have committed it.

Mandatory Appearances, CVC 40302(a)

The arrested person shall be taken without delay before a magistrate in the following cases:

1. When the person arrested fails to present a pictured California Driver's License or other satisfactory evidence of his identity for examination.
2. When the person arrested refuses to give written promise to appear in court.
3. When person arrested demands an immediate appearance before a magistrate.
4. When the person arrested is charged with violating Sections 23152 or 23153 CVC.

Optional Appearances, CVC 40303(a)

When a person is arrested for the following offense(s) and the arresting officer is not required to take the person before a magistrate, the arrested person shall, in the judgment of the officer, either be given a 21 day notice to appear or be taken before a magistrate without delay.

1. Section 10852 or 10853, injuring or tampering with a vehicle.
2. Section 23103 or 23104, relating to reckless driving.

3. Section 2800, failure to stop and submit to a vehicle inspection (misdemeanor).
4. Section 20002, failure to stop in the event of an accident.
5. Section 23109, speed contest.
6. Section 14601 and 14601.1 et al., driver's license revoked or suspended.
7. Section 2800.1 and 2800.2, when a person arrested has attempted to evade arrest.

Formalities When Making an Arrest (841 PC)

- A. Officer or citizen must inform the person to be arrested of the intention to make the arrest.
- B. There must be probable cause for the arrest.
- C. Authority of arrest must be established, i.e. identifying yourself as a police officer if the fact would not be immediately obvious to the suspect.

Forcible Entry (844 P.C.)

- A. Forcible entry to a residence in which the person to be arrested is reasonably believed to be located is allowed after demanding entrance and explaining the reason for the desired entry.
 1. Forced entry is allowed in both felony and misdemeanor cases if the entry is made by a police officer.
 - a. Remember, the "Ramey Rule" applies in all cases involving the arrest of an individual inside his residence.
 - b. One of the exceptions to "Ramey" must be present before an arrest can be made in these types of cases. (i.e. G.B.I., felony, hot pursuit, fresh pursuit, threat of injury to a third person ...)
 2. Forced entry is only allowed in felony cases if the entry is made by a private person.
 3. Officer must possess an arrest warrant, have exigent circumstances, or the authority to retake a parolee.
 4. Must have reasonable grounds to believe the person to be arrested is within the premises.

5. Must demand entrance and advise of your intentions to arrest once inside ("knock and notice" rule)
 - a. Current case law requires a 20 second delay, absent specific exigent circumstances, before first notice is made and entry is attempted.
 6. Entry can be gained by breaking open a door or window.
- B. Officers may disregard 844 PC (as related to "knock and notice" only) under certain limited circumstances.
1. 844 PC can be disregarded if there is reasonable belief that the suspect will:
 - a. Destroy evidence
 - b. Frustrate the arrest
 - c. Escape
 - d. Cause injury to the officers
 2. Belief that one of the above may occur must be based on specific facts, not broad unsupported presumptions.
 3. Improper compliance with 844 PC will result in all evidence collected as a result of that arrest being deemed "inadmissible" in any subsequent court hearings.
 4. In all cases, officers must make a record which will either reflect full compliance with 844 P.C., or reasons why compliance was excused, citing one or more of the above exceptions.

9.2.04 Officer's Right to Search a Person									
The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
	Name	Date	Name	Date		Name	Date		
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

9.2.05 Recognizing Probable Cause for Police Action

Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest

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

Reference(s): [Penal Code 836](#); [Vehicle Code 40300.5](#) through [40302](#).

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

9.3.02 Arrest Requirements

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

- A. Time of day or night that an arrest may be made
- B. The information the person arrested must be provided and when it must be provided
- C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): [Penal Code Sections 825; 840; 841; 848; 849; 851.5; 853.5; 853.6](#). FTO to discuss and review section below.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:

Incident #: _____
Case Report #: _____
(if applicable)

Times of Arrest, Felonies and Misdemeanors, (840 P.C.)

- A. An arrest for the commission of a *felony* may be made on any day and at any time of the day or night.

- B. An arrest for the commission of a *misdemeanor* or an *infraction* cannot be made between the hours of 10 o'clock P.M. of any day and 6 o'clock A.M. of the succeeding day, unless:
1. The arrest is made without a warrant pursuant to Section 836 or 837.
 2. The arrest is made in a public place.
 3. The arrest is made when the person is in custody pursuant to another lawful arrest.
 4. The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

NOTE: Misdemeanor *warrant* arrests not occurring in "public" (i.e., inside a residence) may not be legal if the hours of arrest are between 10:00 P.M. and 6:00 A.M. While the arrest will not be invalidated, any evidence discovered as a result of the arrest may be held "inadmissible" in any subsequent court proceedings.

9.3.03 Private Person Arrest								
The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal.								
<i>Reference(s): PC 837; PC 847.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

An officer is required by law (142 PC) to receive into custody a prisoner who has been arrested either lawfully or unlawfully by a private person.

- A. Prior to arrest. Prior to accepting custody, the arresting person shall be advised of an alternatives to making a physical arrest. (For example: Crime Reports "by way of complaint".) if, after being advised of the alternatives, the person still insists on making a physical arrest, the officer must take custody of the arrestee.
- B. Advising the arrestee. When taking custody, the officer shall advise the prisoner that the officer is not making the arrest, but merely receiving custody of the prisoner, as required by law.
- C. Taking the prisoner into custody. When taking a prisoner into custody, the officer shall proceed as follows, depending on whether in the officer's opinion the arrest is lawful or unlawful.
 - a. **LAWFUL Private Persons Arrest**

When the arrest is determined to be lawful, the officer may either:

- a- Transport the arrestee to the station for booking.
 - b- Transport the arrestee to the station, where he may be released by a citation, if applicable.
 - c- Book at TCSO.
- b. UNLAWFUL Private Persons Arrest

When the arrest is determined to be unlawful, the officer shall confidentially advised the person making the arrest of the fact and shall inform him of the civil liabilities for making such a false arrest. If the party still insists on making the arrest, the officer may either:

- a- Transport the arrestee to the station to be released on a citation on the charge for which he was arrested, or
- b- Transport the arrestee to the station to be released on a citation for the charge more consistent with the facts of the case, or
- c- Transport the arrestee to the station, where release pursuant to Penal Code Section 849 can be made, or
- d- Release the arrestee in the field on a citation.

D. Reports Required

Reports are required on all private persons arrests. It is, ultimately, the officer's responsibility for the completion of the proper reports, not the private person arresting. However, private persons should be advised and assisted regarding the completion of the forms, if possible.

1. Crime report
2. Arrest report
3. Citizen Arrest form, signed by arresting citizens
4. Citizen Arrest forms are not required for juveniles

9.3.04 Miranda Rights									
The trainee shall explain the requirements for advising a person of his/her Miranda rights.									
<i>Reference(s): FTO to discuss and review section below.</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?				
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test				
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					Incident #: _____ Case Report #: _____ <i>(if applicable)</i>				

The Miranda Warning

The issues surrounding the need to give a Miranda Admonition can be quite complex and are perpetually reviewed and modified by the State and Federal Appellate Court systems.

An Officer must have an understanding of current case law surrounding the Miranda Admonition if he or she is to be truly effective in their efforts to interrogate a subject who is suspected of committing a criminal act.

1. The Miranda Admonition must be given:
 - a. When the suspect is "in custody" (defined as a restriction of freedom associated with formal arrest) and is to be interrogated.
2. The Miranda Admonition need *never* be given when the suspect is not "in custody", regardless of whether the focus of the investigation is clearly directed at that individual or not.
 - a. Telephone interviews
 - b. Interviews in unlocked areas of the station when the suspect is clearly told he is not under arrest and may leave at any time.
 - c. Interviews in the suspect's home or place of business that take place before the arrest is made.
3. Examples of "custody" are:
 - a. The Officer tells the suspect he/she is under arrest.
 - b. The Officer subjects a suspect to "arrest-like restraints" (i.e. placing the suspect in handcuffs or in the back seat of a patrol unit, pointing drawn weapons at him during a felony stop, or the presence of a large number of Officers.)

NOTE: Removing the handcuffs, taking the suspect out of the back seat, or holstering your weapon may terminate the "restraint" and the need for Miranda Warnings.

Reading the Miranda Admonition

1. Read the warning verbatim from the Warning and Waiver Card, or from the back of an arrest / detention report form.
2. After admonishing, and prior to questioning, it is necessary to obtain a valid waiver.
3. The suspect's waiver may be either "express" or "implied".
 - a. An "express" waiver is an affirmative statement by the suspect and must be made "knowingly", "voluntarily", and "intelligently."

- b. An "implied" waiver is less desirable, and will likely become a contested issue in court, however it is still a valid form waiving the Miranda guarantees.

Juvenile Arrests and the Miranda Admonition

When arrested, juveniles must be given the Miranda Warning regardless of whether you intend to question them or not.

The warning must be given as soon after being taken into custody as is reasonable, given the circumstances of the arrest.

The rules for obtaining waivers from juveniles are the same as those for adults.

A request from a juvenile to speak with a parent or guardian prior to questioning is considered an exercise of their Miranda Rights and questioning should not take place until they have spoken with that individual(s).

9.3.05 Admittance onto Property								
The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.								
<i>Reference(s): PC 844.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

9.3.06 Allowable Use of Force								
The trainee shall explain the amount of force that may be used when effecting an arrest.								
<i>Reference(s): PC 835; PC 843.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

9.3.07 Reasonable Force

The trainee shall explain the term “reasonable” as it applies to the use of force.

Reference(s): PC 835.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

9.3.08 Use of Physical Force and Deadly Force

The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

Reference(s): FTO to discuss and review PPD Policy 300 (Use of Force)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

9.3.09 False Imprisonment Liability

The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

Reference(s): PC 142(c); PC 836.5; PC 847.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

9.3.10 Legal Exceptions to an Arrest

The trainee shall explain situations where legal exceptions to an arrest might exist, including:

- A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)
- B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667; Royanin v. Battin, 55 CA 2nd 861)
- C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)

Reference(s): FTO to discuss and review PPD Policy 422 (Arrest or Detention of Foreign Nationals)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

- A. Miranda advisement
- B. WIC 300, WIC 305, WIC 601, WIC 602, WIC 625, WIC 627, WIC 707 and any additional local ordinances and/or curfews
- C. Laws pertaining to schools, including PC 626 sections and Education Code 48906, 48260-66, etc.
- D. Secure/Non-secure detention of juveniles: WIC 206, WIC 207, WIC 207.1, WIC 207.2

Reference(s): PPD Policy 324 (Temporary Custody of Juveniles) FTO to discuss and review section below.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Juvenile Arrests and the Miranda Admonition

When arrested, juveniles must be given the Miranda Warning regardless of whether you intend to question them or not.

The warning must be given as soon after being taken into custody as is reasonable, given the circumstances of the arrest.

The rules for obtaining waivers from juveniles are the same as those for adults.

A request from a juvenile to speak with a parent or guardian prior to questioning is considered an exercise of their Miranda Rights and questioning should not take place until they have spoken with that individual(s).

9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act

The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

- | | |
|---|--|
| A. After-hours sales and/or consumption of alcoholic beverages on licensed premises | C. Selling/providing alcoholic liquor to a person who is visibly intoxicated |
| B. Selling/providing alcoholic liquor to any person under the age of 21 years | |

Reference(s): [Business and Professions Code Sections 23000-25762](#). FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Additional Laws

The officer shall be aware of additional codes and laws that are available to the officer as a resource. These additional codes and laws are, but not limited to the following:

The officer shall recognize violations of the **Alcoholic Beverage Control Act** and, given a copy of that act, will locate the applicable sections including, but not limited to those prohibiting:

After-hours sale/consumption of alcoholic beverages 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.

9.5.02 Probation/Parole Laws

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

- | | |
|------------------------------|----------------------------|
| A. PC 1203.2 | B. PC 3056 |
|------------------------------|----------------------------|

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

The officer shall review and explain the laws the laws regarding **Parole and Probation** violations, searches and holds including, but not limited to:

3056 PC – Parole violations.

1203.2 PC – Probation violation.

9.5.03 Local Ordinance Violations								
The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.								
<i>Reference(s): FTO to discuss and review common Piedmont Municipal Codes.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

9.5.04 Constitutional Amendments Granting Individual Rights								
The trainee 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:								
A. <i>First Amendment</i> – Freedom of religion, speech, press, and public assembly				D. <i>Sixth Amendment</i> – Right to a speedy trial				
B. <i>Fourth Amendment</i> – Search and seizure only by warrant or good cause				E. <i>Eighth Amendment</i> – Excessive bail prohibited				
C. <i>Fifth Amendment</i> – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation				F. <i>Fourteenth Amendment</i> – Civil rights (see 18 USC § 242 – Color of law/authority)				
<i>Reference(s): United States Constitution, Bill of Rights.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

9.5.05 State Legislative Mandates								
The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.								
<i>Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____		
						Case Report #: _____ <i>(if applicable)</i>		

9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the [Victims' Bill of Rights Act of 2008](#) (Marsy's Law) and review the [Marsy's Card](#).

Reference(s): California Constitution, Article I, Section 28(b).

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

SECTION 10 SEARCH AND SEIZURE

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

10.1 SEARCH CONCEPTS

10.1.01 Terminology

The trainee shall review and explain the following terms relative to searches:

- | | | |
|----------------------|---------------------------------|------------------------------|
| A. Consent | D. Probable Cause | G. Knock and Notice |
| B. Scope of Searches | E. Instrumentalities of a crime | H. Container search doctrine |
| C. Contemporaneous | F. Contraband | |

Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

10.1.02 Circumstances Allowing Legally Authorized Searches

The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

- | | | |
|-----------------------------|-----------------------|----------------------------|
| A. Pat searches for weapons | D. A search warrant | G. Exigent circumstances |
| B. Consent searches | E. Plain sight | H. Probation/parole search |
| C. Probable cause search | F. Incident to arrest | |

Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure), #902 (Custodial Searches)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Case law regarding search and seizure is ever changing and frequently subject to interpretation under the varying facts of each situation. This instructional guide is intended to provide a few basic guidelines that may assist you in evaluating search and seizure issues. Specific situations should be handled according to current training and you and your Training Officer's familiarity with clearly established case law.

Reasonable Expectation of Privacy

Both the United States and California Constitutions provide every individual with the right to be free from unreasonable governmental intrusion. As a general rule, members of this Department should not physically enter any area where an individual has a reasonable expectation of privacy in order to conduct a search without:

- A valid search warrant; or
- Exigent circumstances; or
- Valid consent.

Search Protocol

1. Members of the Department will conduct person searches with dignity and courtesy.
2. Members of the Department will conduct property searches in a manner that returns the condition of the property to its pre-search status as nearly as reasonably practical.
3. Members of the Department should attempt to gain keys to locked property when a search is anticipated, and the time and effort required to gain the keys makes it a practical option.
4. When the person to be searched is of the opposite sex of the officer, an officer of the like sex should be summoned to the scene to conduct the search.
5. A search may be undertaken of a member of the opposite sex when it is not practical to summon an officer of the like sex. In these instances the officers will adhere to the following guidelines:
 1. A supervisor and/or one other officer should witness the search, if practical.
 2. Officers will use the back side of their hands and fingers to search sensitive areas of the opposite sex to include the breast, crotch and buttocks areas.
6. The officer will explain to the person being searched the reason for the search and how the officer will conduct the search.

Specific Situations

RESIDENCE

Absent a valid search warrant, exigent circumstances or valid consent, every person has a reasonable expectation of privacy inside their home. Individuals do not, however, generally have a reasonable expectation of privacy in areas around their homes where the general public (e.g. mailman) would reasonably be permitted to go.

PLAIN VIEW

Because an item does not have an expectation of privacy as to items that are in plain view, no “search” has taken place in a constitutional sense when an object is viewed from a location where the officer has a right to be.

An item in plain view may generally be seized when:

1. It was viewed from a lawful location;
2. There is probable cause to believe that the item is linked to criminal activity; and
3. The location of the item can be legally accessed.

It is important to note that the so called “Nexus Rule” requires that even items in plain view must not be seized unless there is probable cause to believe that the item will aid in an investigation. Such a nexus should be included in any related report.

Exigent Circumstances

Exigent circumstances permitting entry into premises without warrant or valid consent generally include:

- Imminent danger of injury or death; or
- Serious damage to property; or
- Imminent escape of a suspect; or
- The destruction of evidence.

An exigency created by the officer’s own conduct as an excuse for a warrantless entry is not generally permitted.

Consent

Entry into a location for the purpose of conducting a search for any item reasonably believed relevant to any investigation is permitted once valid consent has been obtained. However, consent is only valid if it is:

- Voluntary (i.e. clear, specific, and unequivocal); and
- Obtained from a person with authority to give the consent.

Consent must be obtained as the product of a free will. It cannot be obtained through submission to authority, expressed, or implied.

At any point that an individual withdraws consent, any related search should be discontinued unless and until otherwise legally permitted (i.e. probable cause, exigent circumstances or an emergency).

Pat Down Search

Pat Down searches of the outer clothing of any person lawfully detained are authorized when an officer perceives a reasonable concern for his safety. The pat down search is a search for weapons or other items that may pose a threat to the officer.

10.1.03 Items Which May Be Legally Searched								
The trainee shall identify items for which an officer may legally search. These items shall minimally include:								
A. Dangerous weapons		C. Instruments of the crime		E. Suspects				
B. Fruits of the crime		D. Contraband		F. Additional victims				
<i>Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

10.1.04 Limits of Searches								
The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:								
A. Protective sweeps		B. Closed containers		C. Inventory searches				
<i>Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants

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

- | | |
|--|---|
| A. Probable cause necessity | C. Process for obtaining warrants during and after business hours |
| B. Allowable exclusions (including hot pursuit and emergency situations) | |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

10.3.02 Serving Search and Arrest Warrants

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

- | | |
|---|--|
| A. Hours of service for felony arrest warrants | D. Knock and notice for search warrants, and exemptions to |
| B. Hours of service for misdemeanor arrest warrants | E. "Signing off" warrants/return |
| C. Hours of service for search warrants | |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

SECTION 11 REPORT WRITING

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. References for future investigation
- C. Beat or area information
- B. References for future court appearance

Reference(s): FTO to discuss and review sections below PPD Policy 344 (Report Preparation)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Taking Notes of Your Interview

- The accuracy of your crime/incident report relies upon your ability to take notes in such a manner that your report can be written in a clear, understandable and easy to read manner.

Your notes should be used to give you a record of what you have learned during the interview/interrogation process. It should be organized in a manner allowing you to find what you are looking for and recognize the importance of what you see. Hopefully, the following format will aid you in accomplishing this:

- | | |
|----------|-----------|
| • Who? | How? |
| • What? | Why? |
| • When? | Vehicle? |
| • Where? | Property? |

- If you can assemble your notes in this manner, you will have what you need to complete a report and to help you recall incidents at a later date. The best of memories can use a little help. If you have taken proper notes, your memory will be much better served than someone who takes haphazard notes, or none at all.
- Note taking will also include recording things other than conversations. Such things as diagrams and personal observations will be in order here. As long as the notes are kept in some order, and as long as you keep in mind the objectives of taking notes, namely, compiling information so it may be shared and reported, you should put whatever you deem important down in your notebook.

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

11.1.03 Types of Entries

The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

- | | |
|---|---|
| A. Date, day, time, and vehicle number | D. Pertinent information |
| B. Name(s) of additional personnel and supervisor | E. Names of suspects, victims, witnesses, and reporting persons |
| C. Type of incident | |

Reference(s): PPD Policy 344 (Report Preparation)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

11.1.04 Recording Pertinent Information

Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports

The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

Reference(s): FTO to discuss and review PPD Policy 344 (Report Preparation)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Crime / Incident Reports

- A. The crime/incident report is one of the most important pieces of documentation you will encounter in the patrol environment.
 1. Used as the basis for follow-up investigation
 2. Used by the D.A.'s Office to determine whether or not to file a criminal complaint.
 3. Used by other Officers as a source of information or description.
 4. It is the Department's only permanent record of the incidents our personnel have handled.

- B. The crime/incident report must contain a narrative that is accurate and understandable.
 1. Who is the victim, witness, or suspect?
 2. What took place (elements of the crime)?
 3. When did this take place?
 4. Where did the incident take place?
 5. How did the incident take place?
 6. Why did the incident take place?
 - a. This question is frequently overlooked as being so obvious that it need not be asked, however, the answer to this question may well be the way to solve the crime.

- C. All these questions should be asked by you during your interview(s) and interrogation(s). The progression may not follow this exact order (it most likely won't), and you may not always have each and every one of these questions answered to your full satisfaction, but you certainly should attempt to obtain what information is available.

Getting information isn't always easy and it will not always be obtained in the same manner. You are dealing with people, and every person is different. Every person will perceive the same incident differently and they will react differently to the presence of a Police Officer.

You will, therefore, need to use the approach and manner which best suits the situation(s) and individual(s) you face.

Police Officers are different too. We all have different perspectives, experiences and personalities. A style or technique that works well for one Officer, might be counterproductive for another.

During the Training Program, you will be exposed to three different Training Officers, with three distinctly different styles. This is done for a reason. It is important for you to take from each that which you think will work well with your own particular personality and that which will help make you successful in your career.

- D. There are, however, some approaches that must be avoided:

1. Talking Constantly: You, of course, must be curious and ask questions but you will never learn anything if you don't stop talking and simply LISTEN. Don't just hear the words and wait for your turn to talk, but actively listen and try to learn what your victim, witness, or suspect is really saying. Sometimes a few seconds of silence is a good thing, giving them time to think about what they want to say.
2. Too Little Talking: If you don't assert yourself and control the conversation, there are many people who will control it for you. They will talk about anything and everything. This situation has to be avoided if you are to complete your report.
3. Being Overly Aggressive: Remember, you are speaking to human beings. The number of complaints you compile does not measure your effectiveness as a report taker, and for that matter as a Police Officer. Develop a rapport with the person as soon as possible.
4. Being Meek: If you aren't personally confident, your effectiveness will be greatly diminished. You must demonstrate to the person with whom you are speaking you have confidence in your ability to effectively deal with the situation you face. Be assertive, without being aggressive.

11.2.02 Report Depository

The trainee shall give the location of the report depository.

Reference(s): FTO to discuss and review locations within PPD.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

11.2.03 Records Unit

The trainee shall describe the function for the records unit in the reporting process.

Reference(s): FTO to discuss and review PPD Policy 344 (Report Preparation)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

11.2.04 Investigative Units and the District Attorney's Office

The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.

Reference(s): FTO to discuss and review PPD Policy 600 (Investigation and Prosecution)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

11.2.05 Importance of Police Reports

The trainee shall discuss the importance of police reports, including these uses:

- A. Recording facts into permanent record
- B. Providing coordination of follow-up activities
- C. Providing investigative leads
- D. Providing statistical data
- E. Providing a source for trainee evaluation
- F. Providing reference material

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

11.1.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

- A. Accuracy
- B. Brevity
- C. Completeness
- D. Clarity
- E. Legibility/Neatness
- F. Objectivity
- G. Grammatical and structural correctness
- H. Timeliness
- I. First person/active voice/past tense

Reference(s): FTO to discuss and review. Provide examples of well written reports/ department approved.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

11.2.07 Types of Report Forms

The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing persons, DUI, found property, etc.)

Reference(s): FTO to discuss and review PPD forms.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

11.2.08 “Cold” Crime Reports

Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

- F. Organizing facts in chronological order
- G. Relating facts in appropriate sentence form
- H. Correctly filing in all appropriate boxes
- I. Properly establishing who, what, when, where, why, how, and how many
- J. Properly establishing the elements of the crime(s), when appropriate

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probable cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics:

Reference(s): FTO to discuss and review section below.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Controlling/Searching Persons

An officer shall maintain sound officer safety tactics at all times whether making a consensual contact, a detention or an arrest. The officer should always maintain a position of advantage when contacting any person. The officer should be able to demonstrate the approved control tactics when attempting to search or arrest a suspect.

When an officer has the legal authority to search a subject, he shall do so in a safe fashion, keeping officer safety as his prime concern. The officer should always have a cover officer with him/her prior to attempting to place a subject under arrest.

12.1.02 Search Techniques

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

- D. Constant alertness, including keeping hands in view
- E. Maintaining control and position of advantage
- F. Standing, kneeling, and prone position searches
- G. Safeguarding of weapons

Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.1.03 Searching the Opposite Sex									
The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.									
<i>Reference(s): FTO to discuss and review PPD Policy 322 (Search and Seizure)</i>									
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____	Case Report #: _____ <i>(if applicable)</i>		

12.2 HANDCUFFING									
12.2.01 Purpose of Handcuffing									
The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:									
G. Attack									
H. Escape									
I. Destruction or concealment of evidence or contraband									
<i>Reference(s): PPD Policy 306 (Handcuffing and Restraints).</i>									
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____	Case Report #: _____ <i>(if applicable)</i>		

Handcuffing

Although recommended for most arrest situations, handcuffing is a discretionary procedure and not an absolute rule of this department. The arresting officer should consider the circumstances leading to the arrest, the attitude of the arrested person, the age, sex, and health of the person before handcuffing. It must be recognized that officer safety is the primary concern.

It is not the intent of the department to dissuade officers from handcuffing all persons they feel warrant that degree of restraint, nor is it the intent of this policy to create the atmosphere that in order to avoid risk, an officer should handcuff all persons regardless of the circumstances. In most situations handcuffs should be applied with the hands behind the person. Handcuffs should be removed as soon as the person is safely confined within the jail or detention facility.

Handcuffing is never done to punish, to display authority, or as a show of force. Persons are handcuffed only to restrain their hands to ensure officer safety. When practical, handcuffs shall be double locked and properly adjusted to prevent tightening that may cause undue discomfort or injury to the hands and wrists.

12.2.02 Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

- K. Control of the suspect(s) and the handcuffs
- L. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
- M. Reasonable degree of tightness
- N. Observation of restrained suspects
- O. Other approved restraints devices (i.e. flex cuffs, hobbles, etc.)
- P. Safe and controlled removal of handcuffs and other restraint devices

Reference(s): FTO to discuss and review PPD Policy 306 (Handcuffing and Restraints).

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.2.03 Agency Policy Regarding Handcuffing Prisoners

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

Reference(s): FTO to discuss and review PPD Policy 306 (Handcuffing and Restraints).

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.2.04 Handcuffing and Transporting Single or Multiple Suspects

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.3.02 Prisoner Provisions

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.3.03 Prisoner's Right to Make Calls

The trainee shall review and explain prisoners' rights to telephone calls.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

Reference(s): *FTO to discuss and review PPD Policy 804(Property and Evidence)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges

The trainee 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.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

12.3.06 Willful Inhumanity or Oppression Toward Prisoners

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

Reference(s): PC 147.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

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

- A. Prisoners restrained with specialty devices (i.e. hobble, expectorant shields, etc.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. Search of area where prisoner is to be placed prior to transportation
- G. Search of area where prisoner has been following transportation
- H. Proper positioning of officer(s) and prisoner(s) within the vehicle
- I. Close and constant observation of prisoner(s)

Reference(s): FTO to discuss and review PPD Policy 306 (Handcuffing and Restraints)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments: _____

Incident #: _____
Case Report #: _____
(if applicable)

Transportation of Prisoners

All subjects will be searched prior to being placed into the rear of a police vehicle. Normally, prisoners should be handcuffed while in the back of a patrol vehicle. The prisoner should be properly restrained in the provide seatbelt. No prisoner shall ever be left unsupervised in the rear of a patrol vehicle.

Whenever possible, prisoners should be secured in the prisoner restraint system in the rear seat of the patrol vehicle or, when a prisoner restraint system is not available, by seat belts. The prisoner should be in seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints. Starting and ending mileage should be provided to the dispatcher.

Prisoners with Disabilities

Prisoners needing advanced medical assistance should be transported in an ambulance accompanied by an officer. The officer shall continually evaluate the condition of the subject. The officer should be sure to bring any necessary medical medication/equipment that the prisoner may need.

Booking of Prisoners

After being transported to the jail, the prisoner will be booked into jail when all of the appropriate paperwork has been completed. Officer safety shall continue to be of primary concern to the officer while in the pre-booking room.

During the course of making arrests, you will occasionally encounter a suspect who is injured or who became injured during the arrest. You are required to see that the suspect receives medical treatment.

a. **Minor Injuries:**

1. If a suspect sustained a minor injury, they must be transported to Highland Hospital's Emergency Room for treatment prior to booking at the Jail.
2. After treatment, obtain a medical release containing the name of the doctor who treated the suspect and then transport and book the suspect as you would any other arrestee.
 - a. Advise Jail personnel of the type and nature of injury sustained, delivering the medical release slip to Jail Medical personnel.
3. While at the E.R., stay with your arrestee at *all* times and monitor their movements, even during treatment.
 - a. If it's not possible to stay with a suspect during treatment,

ensure all avenues of escape are covered and secure the patient to the bed with hand or ankle cuffs.

- b. Advise medical staff of any known history of violence and ensure they account for *all* instruments, medication, needles... after the procedure has been completed.
 - c. Perform a complete and thorough search of the suspect prior to transporting to the jail.
 - d. If the only reason you are excluded from the treatment room is because of gender based privacy issues, request a “same sex” officer be dispatched to the hospital for assistance.
4. Take care that the suspect does not:
 - a. escape, or
 - b. assault officers or medical staff, or
 - c. secrete/destroy evidence
 5. When possible and appropriate to release a suspect on his/her promise to appear, that procedure should be followed.

b. **Serious Injuries:**

1. If the suspect is more seriously injured and the hospital orders him/her admitted, your concern for officer safety and the safety of hospital staff should not be lessened.
 - a. The suspect will be searched and you should maintain as close an observation as possible while the suspect is still in your custody.

Legal Requirements/Responsibilities with Prisoners

Refer to the below Code Sections:

851.5 PC - Arrestee Phone Calls

40304.5 VC – Arrest on Warrant: Bail

308 W&I – Notification of Parent or Guardian that Minor is in Temporary Custody

627 W&I – Officer Notice to Parent When Taking Minor to Juvenile Hall

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle

Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.4.03 Prior to Booking a Prisoner

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

Reference(s): *FTO to discuss and review PPD Policy 421 (Adult Arrestee Processing)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

- A. Miranda advisement
- B. Right to phone calls
- C. What notifications are required
- D. Secure/non-secure detention of juveniles
- E. Strip search of juveniles
- F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime
- G. Custody alternatives

Reference(s): *Welfare & Institutions Code Sections 206, 207.1-2, 625, 626, and 626.5; Penal Code Sections 273(b) and PC 4030*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.5.02 Jail Facility

The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

12.5.03 Securing Weapons Prior to Entering Custody Facility

The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

12.5.04 Booking Documents/Procedures

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

- | | |
|--|---|
| <p>A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections</p> <p>B. Confirm arrestee is adult versus juvenile</p> <p>C. Valid court and/or warrant paperwork</p> | <p>D. Inmate is medically screened and has medical clearance and approval form</p> <p>E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)</p> |
|--|---|

Reference(s): FTO to discuss and review PPD Policy 324 (Temporary Custody of Juveniles)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

- A. Alcoholics
- B. Narcotic/Drug Users
- C. Mentally Ill
- D. Sex Offenders
- E. Escape Risks
- F. Non-conformists
- G. Civil Bookings

Reference(s): FTO to discuss and review PPD Policy 421 (Adult Arrestee Processing)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.5.06 Other Types of Prisoners

The trainee shall identify other prisoners who may warrant special consideration, including:

- A. Injured or sick
- B. Females (including pregnant females)
- C. Elderly
- D. Gang members or police informants
- E. Current or former peace officers, judges, etc.
- F. High-profile prisoners
- G. Any other prisoner(s) who may need specialized classification/housing needs

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.5.07 Inmate Classification								
The trainee shall explain the concept of inmate classification, to include:								
A. Sex		D. Seriousness of offense		G. Gang affiliation				
B. Age		E. Assaultive behavior		H. Overt sexual behavior				
C. Criminal sophistication		F. Medical disabilities						
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.5.08 Legalities of Prisoner/Inmate Searches								
The trainee shall review and explain the legalities of prisoner/inmate searches, including:								
A. Search by same sex								
B. Clothed search								
C. Strip or skin search, including documentation								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.5.09 Prisoner Release								
The trainee will review and explain methods and procedures for releasing a prisoner.								
<i>Reference(s): PC 849(b). PPD Policy 420 (Cite and Release)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.5.10 Response to Jail Emergencies								
The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:								
A. Fire		C. Civil disorder						
B. Earthquake		D. Escape						
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.6 PEOPLE WITH DISABILITIES								
12.6.01 Americans with Disabilities Act (ADA)								
The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:								
A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis		C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained						
B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature		D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised						
<i>Reference(s): FTO to discuss and review PPD Policy 370 (Communications with Persons with Disabilities)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

Prisoners with Disabilities

Prisoners needing advanced medical assistance should be transported in an ambulance accompanied by an officer. The officer shall continually evaluate the condition of the subject. The officer should be sure to bring any necessary medical medication/equipment that the prisoner may need.

12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, 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.

Reference(s): FTO to discuss and review PPD Policy 370 (Communications with Persons with Disabilities)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- A. Give one direction or ask one question at a time
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
- D. Repeat questions from a slightly different perspective, if necessary
- E. Avoid questions about time, complex sequences, or reasons for behavior
- F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference(s): FTO to discuss and review PPD Policy 370 (Communications with Persons with Disabilities)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.6.04 Non-compliance as a Warning Sign

The trainee 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.

Reference(s): FTO to discuss and review PPD Policy 370 (Communications with Persons with Disabilities)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.6.05 Standard Tactical Assessments and Safeguards

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 trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy

The trainee shall review and explain state law and agency policy regarding mental illness cases.

Reference(s): FTO to discuss and review PPD Policy 418 (Mentally Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting an ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.7.03 Mental Health Facility or Regional Center

The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

Reference(s): FTO to give tour of facility and location of John George Mental Health Facility.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.7.04 72-Hour Hold

The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

- A. Danger to himself/herself
- B. Danger to others
- C. Gravely disabled

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

12.7.05 Required Procedures for 5150 WIC

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of §5150 Welfare & Institutions Code, including:

- A. 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
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved
- C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person
- D. The person must be informed of the officer's name and agency and the reason the person is being detained
- E. If taken into custody at a residence, inform the 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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.7.06 Alternative methods

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

- A. Urgent medical attention
- B. Arrest
- C. Referral for mental health services
- D. Referral to local developmental disabilities agency
- E. No police action required

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

12.7.07 Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

- A. Application for 72-Hour Detention for Evaluation and Treatment (Form MH 302)
- B. Verbal admonishment and supplementary written documentation as specified in WIC 5157
- C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

As a Police Officer, you must be able to quickly recognize the symptoms of the mentally ill person so you can protect yourself from possible attack and provide needed medical / mental health attention.

Severe mental illness is defined as psychosis, which can usually be detected by a sudden behavioral change or gradual deterioration of the personality, or an alteration in the behavioral pattern of a person.

A. Symptoms of Severe Mental Illness:

1. Change of attitude towards friends and relatives.
2. Unusual or bizarre mannerisms.
3. An increase or decrease in efficiency.
4. Argumentative or uncooperative behavior.
5. Suggestions of, or actual growing hostility and distrust.
6. Disorganized thinking and morbid interest in such potential tools of destruction as guns and knives.
7. Subjected to hallucinations and delusions.

B. Handling the disturbed person:

1. Find out what you can about the person.
 - a. Recent change(s) in medication.

- b. Recent release(s) from the hospital.
 - c. Outpatient treatment history.
2. Prior to contact, wait for your cover officer to arrive.
 3. Take advantage of the time it takes for your back-up to arrive.
 - a. Passage of time may calm the subject down.
 - b. Allows time to formulate your plan of action.
 1. How will the person be removed?
 2. Who will enter?
 3. Are all escape routes covered?
 4. Will Force be necessary?
 - a. Use as little as possible.
 1. Force or harsh words may only make matters worse.
 2. Attempt to assure the person you will not harm them.
 5. Ignore verbal abuses, remember this person is sick, confused and frightened.
 6. Avoid excitement.
 7. Move crowds, family and friends away from the scene if they are contributing to the subject's negative behavior.
 8. Restrain and calm the person.
 9. While the form of assistance offered may differ, bear in mind the help you give to a mentally ill person is as vital as administering first aid to an injured person.

C. **Determining the Criteria for Committal Under 5150, 5170 & 5343 W&I:**

1. As a result of Mental Disorder or Inebriation.
2. The subject poses an immediate danger to him/herself;
3. The use of Narcotics, or restricted drugs,
4. Is a danger to others;

5. Is gravely disabled as a result of the mental disorder.
 - a. They are gravely disabled when, as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.

D. **Disposition of Subject Held per 5150 W&I:**

1. Take to John George Psychiatric Hospital for 72 hour hold or evaluation.
 - a. Hospital personnel will not accept subjects who have been drinking or ingested drugs. Those individuals must first be medically cleared at the E. R.
 - b. Officers will assist with the transportation of the subject when requested or appropriate.
 1. The subject will be transported in an ambulance with four point restraints in place.
 2. If requested by Piedmont Fire Department ambulance personnel, an Officer may ride with the subject and ambulance crew. They may also follow behind the ambulance in their patrol unit.

E. **Reports:**

1. For involuntary and voluntary committals, an application for Emergency Psychiatric Detention and a PPD report, are required:
 - a. State "5150" W&I Emergency Psychiatric Detention.
 1. Complete all boxes accurately.
 2. The original copy is placed in PPD case file.
 3. The remaining copies are given to Piedmont Fire Department personnel.

F. **Committals involving subjects also being held for criminal violations:**

1. Minor Crimes
 - a. Issue a citation and release subject to the custody of the hospital staff.
2. Felonies

- a. Transport to Berkeley or Santa Rita jails advising the facility supervisor/sergeant of 5150 status and criminal charges. Jail psychiatric staff will evaluate and handle or direct any further actions necessary.

12.7.08 Demonstrating Knowledge of Proper Procedure								
Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.								
Reference(s):								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

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:								
<ul style="list-style-type: none"> • Issues related to stigma • Autism spectrum disorder • Genetic disorders, including, but not limited to, Down syndrome • Conflict resolution and de-escalation 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 								
Reference(s):						Case # (if applicable)		Incident #
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Dat	When completed, print full name	Dat		When completed, print full	D	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

12.7.09

PPD Policy 414 – Mental Illness Commitments

12.7.09 Part B - Agency Training Details *(field will expand automatically)*

FTO to provide trainee with information on known person(s) within the community, who has had contact with PPD for issues outlined in this section. This section addresses, special instructions which may or may not be associated with how PPD responds to any known person or place of residence. PPD believe this information will assist in any future contacts and de-escalation of force.

PPD Policy 414.10 – Training: Officers/Trainees will complete Crisis Intervention Training (CIT) course prior to the end of FTO and/or probation.

SECTION 13 PATROL PROCEDURES

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

13.1 POLICE PATROL TECHNIQUES

13.1.01 Types of Police Patrol

The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations

Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:							Incident #: _____ Case Report #: _____ <i>(if applicable)</i>	

Patrol is defined by law enforcement authorities as the "eyes and ears of a Police Department." It is generally the initial contact between the Police Department and the public, affording an excellent opportunity for developing positive community relations.

A. The types of Patrol are defined as:

- (1) Foot
- (2) Auto
- (3) Fixed or stationary
- (4) Stakeouts
- (5) Special (bicycle, air, mounted, marine etc...)

B. The purpose of patrol is as follows:

- (1) Prevention of crime
- (2) Enforcement of laws and ordinances
- (3) Preservation of the peace
- (4) Apprehension of offenders
- (5) Miscellaneous services - provide information, conduct vacation home checks/extra patrols, etc.
- (6) Visual deterrence

C. Preparation for patrol begins at briefings. In briefings, wanted bulletins, teletypes, departmental orders, special instructions, and some in-service training, are covered.

D. The appearance and demeanor of a Police Officer is very important. An officer who looks and acts like a professional will generally be accepted as a professional by the public.

- E. Before going on patrol, your patrol vehicle should be checked. Refer to the patrol vehicle operations guide.
- F. Before leaving the station, seat belts should be utilized as per Department Policy. (Refer to PPD Policy #1022).
- G. Immediately after going in service, the officer should check out his entire beat. Attention should be directed toward special problems and hazards such as new road construction or potential trouble spots. Use this time to complete vacation home checks as appropriate.
- H. A marked patrol car attracts attention and should be driven with that fact in mind at all times. When conducting a slow patrol, do not allow traffic to form a parade behind you. Pull to the curb and stop if necessary and appropriate.
- I. Officers shall be available for radio calls at all times when in service. When out of the unit on normal patrol duties, the portable radio should be on and monitored.
- J. Vary your patrol pattern. Double back and recheck areas. Check alleys and the rear of business districts. Stop and observe traffic and pedestrians. Become completely familiar with your beat. Know regular vehicles, newspaper delivery persons, utility crews, and opening and closing times of businesses. Field Interview Cards should be made on all persons contacted due to suspicious circumstances.
- K. Stay in the public's view. This in itself suppresses crime and creates public confidence. Special attention should be given to potential robbery and burglary targets. Patrolling of residential areas is important. School areas should be cruised for persons loitering, especially during the time that students are going to or leaving school.

13.1.02 Preventive Patrol Methods									
The trainee shall review and explain basic preventive patrol methods utilized by an officer:									
FF. Frequent checks and contacts with business premises				II. Maintenance of visibility and personal contact					
GG. Frequent checks of suspicious persons				JJ. Daily individual patrol and community action plan					
HH. Fluctuating patrol patterns									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>			

13.1.03 Foot Patrol and Bicycle Patrol

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

- A. Increased personal contact between police and citizens
- B. Increased observation ability
- C. Increased ability to gather information

Reference(s): FTO to discuss and review PPD Policy 435 (Bicycle Patrol Unit)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.1.04 Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

- A. Increased speed and mobility
- B. Increased visibility
- C. Availability of additional equipment
- D. Increased transportation capability
- E. Decreased response time
- F. Communications

Reference(s): FTO to discuss and review PPD Policy 500 (Traffic Function and Responsibility)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.1.05 Positive Daily Contacts

The trainee shall explain the importance of positive daily personal contact with citizens.

Reference(s): FTO to discuss and review PPD Policy 401(Community Policing Problem Solving)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.2 OBSERVATION SKILLS

13.2.01 Perception Skills

The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.3 PREVENTING AND DETECTING CRIME

13.3.01 Crime Prevention Techniques

The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.

Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

- | | |
|---------------------------------------|---|
| F. General population information | I. Specific factors that may influence patrol functions (i.e. location of emergency hospitals, high-activity areas, community activities and events, etc. |
| G. Appropriate geographic information | |
| H. Recent criminal activity | |

Reference(s): FTO to discuss and review PPD Policy 401 (Community Policing Problem Solving)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.3.03 Preparing for a Patrol Shift

The trainee shall explain and demonstrate how to prepare for a patrol shift, including:

- A. Gathering information through crime reports and briefings
- B. Gathering needed materials (i.e. report forms, citation books, etc.)
- C. Obtaining and checking equipment
- D. Planning work around identified priorities
- E. Preparing daily patrol and community action plan

Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function) PPD Policy 403(Briefing Training)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.3.04 Frequent Checks

The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.3.05 Night Patrol

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

- A. Broken glass
- B. Open doors and windows
- C. Pry marks
- D. Suspicious vehicles
- E. Persons on foot
- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.3.06 Determining if a Parked Vehicle Has Been Recently Operated

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.3.07 Conducting Surveillance

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

- I. Invisible deployment
- J. Radio security
- K. Use of surveillance/vision devices

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.3.08 Locating Vehicle Identification Numbers

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.4 ADDITIONAL PATROL SAFETY

13.4.01 Plain Clothes Officers

The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:

- A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence
- B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen

Reference(s): FTO to discuss and review PPD Policy 351 (Off Duty Law Enforcement Action)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.4.02 Plain-clothes and Off-duty Arrests

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

Reference(s): FTO to discuss and review PPD Policy 351 (Off Duty Law Enforcement Action)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.4.03 Hazards of Silhouetting

The trainee shall explain and/or demonstrate ways to avoid the hazards of "silhouetting."

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.4.04 Telltale Noises

The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as:

- A. Vehicle noises
- B. Radio noises
- C. Keys and whistle noises

Reference(s): PPD Policy 329 (Mutual Aid and Outside Agency Assist)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.4.05 Keeping Subject’s Hands in View

The trainee shall explain the importance of always keeping a subject’s hands in view

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.4.06 Initiating Foot Pursuits

The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

Reference(s): FTO to discuss and review PPD Policy 437 (Foot Pursuit Policy)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.4.07 Mutual Aid and Jurisdiction								
The trainee shall review and explain department policies on mutual aid and jurisdiction, including:								
<ul style="list-style-type: none"> A. Use of official vehicles outside the agency's jurisdiction B. Responding to calls for assistance outside the agency's jurisdiction C. Assisting other agencies with arrests within agency jurisdiction 								
<i>Reference(s): FTO to discuss and review PPD Policy 800 (Communication Operations and Dispatch Center) PPD Policy 351 (Reporting Police Activity Outside of Jurisdiction)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5 PEDESTRIAN STOPS								
13.5.01 Consensual Encounters and Reasonable Suspicion								
The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.								
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

STOP AND FRISK

A police officer has a right and duty to temporarily detain a citizen. Where it appears some activity on the part of the citizen is out of the ordinary, and there is some indication that the activity relates to crime, and specific facts indicate that some criminal activity has, or will take place. Mere hunch or suspicion is not itself sufficient cause to stop and question. The circumstances must be such that the activity of the detained person can be distinguished from the activity of the ordinary person. The officer has a right to make a cursory search for concealed weapons under certain circumstances. Terry vs. Ohio, et al.

Officers may conduct a pat-down or limited weapons search of someone you have detained, but only of outer clothing and only if you have "specific facts" which make you feel in danger. Standard procedure is not good enough. You must reasonably suspect that the person is armed or may be armed, although you do not need to be positive. The courts are supportive of officer safety but officers must articulate a potentially dangerous situation to justify a pat-down search. The courts have ruled dealing with a suspected dangerous felon is definition enough. Officers must be careful not to exceed the permissible scope of the frisk. Officers are only permitted to look for weapons so your search must be limited to that purpose. If a weapon is

discovered, seize it. If you are not sure and the item could be, you are permitted to search further.

HOWEVER, once you realize or decide that an object is not a weapon, you must move on. Any additional feeling, grabbing or manipulating of an item is outside the scope of a Terry pat-down for weapons and will be considered an illegal search resulting in the suppression of evidence.

CITIZEN CONTACTS

A police officer can approach and speak to anyone at a location where he/she has a lawful right to be, i.e., sidewalks, restaurants, parks, apartment complexes, etc. no reason is required. A police officer must realize that during these “contacts,” an individual is under no obligation to stop for the officer, or even speak to the officer, if the individual does not wish to, however, if during the initial contact, articulable facts arise to justify a detention, the situation changes. Citizen contacts, if approached correctly, will withstand the scrutiny of any defense cross-examination. Remember, a citizen contact must not contain police control over an individual, but rather be an exposure to police presence at a given location.

13.5.02 Lawful Pedestrian Stop								
The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:								
A. The existence of suspicious activity		B. The time of day or night		C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity				
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5.03 Tactical Variables								
The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:								
A. Whether or not to stop the person		B. When and where to stop the person		C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)				
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5.04 Positions When Interviewing Suspicious Person(s)							
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The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5.05 Field Interview Form

The trainee shall properly and legibly complete the field interview (FI) report form.

Reference(s): FTO to discuss and review PPD Policy 428 (Field Interviews & Photographing of Field Detainees)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5.06 Use of CLETS

The trainee shall explain the role and use of the California Law Enforcement Telecommunications System (CLETS) in determining a person's wanted status.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ (if applicable)
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13.6 SEARCHING PERSONS

13.6.01 Degrees of Searches of Persons

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

- | | |
|---|-----------------------|
| A. Visual/cursory search | D. Strip search |
| B. Pat-down search | E. Body cavity search |
| C. Field search (standing, kneeling, prone) | |

Reference(s): FTO to discuss and review PPD Policy 312 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.6.02 Principles of Searches of Persons

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

- | | |
|--|-------------------------------|
| A. Constant alertness | C. Thoroughness of the search |
| B. Maintain control and position of advantage
(contact and cover) | D. Safeguarding weapons |

Reference(s): FTO to discuss and review PPD Policy 312 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.6.03 Weapons and Contraband Concealment

The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.6.04 Legal Pat-down Search

The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.6.05 Field Search

The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

- A. Protecting the searching officer from outside interference and from those subjects being searched
- B. Assisting in control of the person(s) being searched, as needed
- C. Continuous observation of the person(s) being searched

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.6.07 Serve as Backup Officer								
The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.7 VEHICLE STOPS								
13.7.01 Types of Vehicle Stops								
The trainee shall explain the various types of vehicle stops to minimally include:								
A. Traffic violations B. Investigative C. High-risk								
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

TRAFFIC STOPS:

1. Be aware of the possibility that all vehicles you stop may contain a fleeing and armed felon.
2. If possible pick a spot near a store or building in a well-lit area, which will block avenues of escape. Time is on your side.
3. Consideration should be given to making the stop out of heavy traffic. This reduces the chances of causing accidents and increases officer safety from a traffic collision standpoint.
4. Advise dispatch of the vehicle stop/976. Broadcast the license plate of the vehicle prior to the stop. Advise dispatch of make/model/color or any other pertinent info. regarding the vehicle. Dispatch will usually respond to your license plate quickly if you request it prior to contacting the driver.

5. Maintain a safe distance behind the vehicle when you use your red lights and/or siren, as they often panic a driver. Be alert for quick stops, and do not pull alongside the vehicle. Use PA System, if necessary.
6. For a traffic stop, the unit should be 8-16 feet to the rear, with the left front fender 2 feet to the left of the left rear fender of the stopped vehicle. (NOTE: Distances are different for known felony stops of suspect vehicle. See HIGH RISK VEHICLE STOPS). Use spotlights and headlight high beams to illuminate the interior of the vehicle. Driver spotlight is directed to driver side mirror.
7. The primary officer should approach the driver's side of the vehicle with caution, noting the actions of the occupants and giving special attention to the position of the occupants' hands. Observe the rear seat and floorboards for possible weapons and other objects, etc.
8. The covering officer(s) should position him / herself to the right rear of the vehicle and observe the occupants. Never cross between the vehicle and the unit. Never stand directly behind the vehicle. The covering officer should be in a position where he / she has quick access to the radio. (NOTE: If a solo unit, the secondary responding officer would be the back-up unit).
9. If a search of the vehicle is necessary, remove the occupants one at a time out the right side of the vehicle. This prevents them from stepping into traffic or running into traffic as an escape device. This also allows the covering officer to maintain control.
10. The occupants should be given a pat-down search for weapons by the officers immediately upon exiting, if the circumstances allow a search to be conducted. Occupants can then be seated on the curb.
11. The primary officer conducts the search of the vehicle. It should be systematic and thorough; giving special attention to small recesses and places that may be used to secrete contraband (e.g., under the dashboard, heater vents, etc.). Any evidence found should be placed in the unit and out of the reach of suspects. Do not stop the search when an article of contraband or evidence is recovered as a complete search may reveal evidence of another crime, or the same crime.

13.7.02 Vehicle Stop Locations								
The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.								
A. Traffic hazards		D. Lighting conditions						
B. Escape routes		E. Proper position of primary and backup units						
C. Number of people present								
<i>Reference(s): FTO to discuss and review above list.</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.03 Vehicle Information Prior to Stop

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

- A. Not so great as to encourage an escape attempt
- B. Not so close as to present a hazard
- C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

Reference(s): FTO to discuss and review above list.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.05 Gaining Driver's Attention

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

- A. Use of emergency lights
- B. Use of siren
- C. Use of horn
- D. Use of headlights
- E. Use of hand signal
- F. Use of public address (PA) system
- G. Proper use of spotlight to include:
 1. Not blinding the driver while vehicle is moving
 2. Illuminating the interior of the stopped vehicle
 3. Focusing on rear and side mirrors to blind the occupants of the officer's approach

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.06 Hazards of Vehicle Stops

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

- | | |
|-------------------------|-------------------------------|
| A. Location of the stop | D. Position the officer takes |
| B. Reason for the stop | E. Contact with the violator |
| C. Officer's approach | F. Visibility |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.07 Observing Vehicle Occupants

The trainee 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:

- A. Attack from suspects
- B. Destruction or concealment of evidence
- C. Escape of occupants

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.08 Directing Occupants During a Stop

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.09 Approaching Vehicles Other than Automobiles								
The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:								
A. Motorcycles and bicycles		D. Trucks		B. Campers and vans		E. Tractor/Trailers		
C. Buses								
<i>Reference(s):</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

VAN STOPS:

1. The stopping of vans, positioning of units, and removal of suspect is basically the same as felony stops. It is suggested on a traffic stop that the driver be called back to the unit, and that occupants exit the right side of the van in the event a search becomes necessary.
2. Officers should be constantly aware of the windows and curtains in a van, especially any type of rear door movement when approaching a van type vehicle. Officers should have the driver of the van open all doors, while maintaining a position of cover.
3. On a felony van stop, the primary officer will order the occupants out as previously described. As the driver of the suspect vehicle backs towards the units, he is ordered to open the van doors, then proceed to the units. If the van has side doors, this procedure is optional. Primary unit officers will check the interior of the van until they are satisfied that the portion that can be seen is clear. Either the driver of the primary or secondary unit will approach, staying to the left side, opening the driver door, checking the interior and enter the van through the driver's door, completing the search of the interior of the van.

13.7.10 Dealing with Violator Reactions							
The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions. These reactions may include:							
A. Embarrassment		D. Rationalization or excuse for violation		B. Anger		E. Refusal to sign citation	
C. Fear							
<i>Reference(s):</i>							

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.7.11 Do Not Argue with Violator

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.7.12 Discretion During Traffic Stops

The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

- A. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop
- B. Not accepting the violator's wallet in response to a request for a driver's license
- C. Checking the signature of the violator on the citation
- D. Issuing the proper copy of the citation to the violator

Reference(s): FTO to discuss and review PPD Policy 507(Traffic Citations)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.14 Signature is a Promise to Appear

The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.7.15 Promoting a Positive Image

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.8 FELONY/HIGH-RISK VEHICLE STOPS

13.8.01 Important Considerations

The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Seriousness of the crime(s) B. Availability of Backup C. Where to make the stop (location) D. Tactics to be used after making the stop E. Number of suspects involved | <ul style="list-style-type: none"> F. Placement of subsequent units at the stop itself G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop H. Use of public address (PA) system I. Use of additional resources (K-9 units, air support, etc.) |
|--|---|

Reference(s): FTO to discuss and review section below.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

13.8.02 Vehicle Positioning								
The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
	Name	Date	Name	Date		Name	Date	

Trainee					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.8.03 Ordering Suspect(s) from the Vehicle

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.8.04 Use of Verbal Commands

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

- A. Keep hands in sight at all times
- B. Exit the vehicle (in accordance with agency policy)
- C. Assume position of disadvantage outside of the vehicle

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.8.05 Waiting for Backup

The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.8.06 Roles of Primary and Backup Officer(s)

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

- A. Has radio responsibilities
- B. Assumes shotgun responsibilities (if applicable)
- C. Communicates to the occupants
- D. Searches the occupants and/or vehicle

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.8.07 Demonstrating a Felony/High-risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.9 SEARCHING VEHICLES

13.9.01 Safe and Effective Vehicle Search

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

- A. Proper control and removal of occupants
- B. A systematic method of conducting a search

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.11 HANDLING CRIMES IN PROGRESS

13.11.01 Responding to Crimes in Progress

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Proceeding directly to the scene as quickly and silently as possible B. Proceeding directly to the scene utilizing emergency lights and/or siren C. Proceeding to the location most likely to intercept fleeing suspects D. Proceeding to the scene and coordinating arrival and/or deployment with other units E. Distance to location F. Availability of assisting units | <ul style="list-style-type: none"> G. Nature of crime H. Traffic and environmental conditions I. Concern for possible lookouts and/or accomplices J. Watching for fleeing suspects K. Parking and securing vehicle L. Apprehension of suspect(s) M. Broadcasting additional information N. Securing the scene |
|--|---|

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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ROBBERIES IN PROGRESS



[REDACTED]

[REDACTED]



13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

- A. Coordination of responding units
- B. Using a quiet and/or "blacked-out" approach
- C. Containment of the area
- D. Parking and securing the vehicle
- E. Locating "warm" vehicles
- F. Advantages and disadvantages of immediately contacting the reporting party (RP)
- G. Controlled search of the area or location
- H. Looking for telltale signs, footprints, barking dogs, etc.

Reference(s): FTO to discuss and review.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

RESPONDING TO PROWLER CALLS:

1.

[Redacted content]

13.12 DOMESTIC VIOLENCE

13.12.01 Legal Issues and Officer Duties

The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

- | | |
|---|--|
| <p>A. Difference between domestic violence and domestic dispute</p> <p>B. Impact of domestic violence on victims, children, and suspects</p> <p>C. Essential elements of Penal Code Sections 13700 and 13519</p> <p>D. Duty to provide maximum protection to the victim from abuse (emergency protective order)</p> <p>E. Provide safety to other persons and property</p> <p>F. Verification and enforcement of active restraining orders and stay-away orders</p> | <p>G. Responsibility and authority with tenancy issues related to domestic violence</p> <p>H. Determine if a crime has been committed and if arrest is mandatory</p> <p>I. Completion of appropriate documentation and required reports</p> <p>J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office</p> <p>K. Taking temporary custody of firearms</p> |
|---|--|

Reference(s): FTO to discuss and review. PPD Policy 311 (Domestic Violence)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

FAMILY DISTURBANCES/DOMESTIC VIOLENCE

Penal Code 415 provides in part, "Every person who maliciously and willfully disturbs another person by loud and unusual noises" is guilty of disturbing the peace.

The following procedures shall be followed:

- Proceed to the scene normally unless otherwise notified by the dispatcher. As two officers should always be sent on this type of call, arrange to meet and work as a team.
When a two-man unit is dispatched, officers should have prearranged plans as to who will interview who, and when to separate parties. (Officers should attempt to remain within hearing distance in case a problem arises.)
- Use caution on such calls as more officers are killed or wounded on this type of call than on any other.
- On arrival at the scene, attempt to determine the nature of the call before entering. Remember, a primary function of the police is to protect the lives of those who might be endangered.
- Note the condition of the room and surroundings to substantiate the possibility of a crime.
- Calm the persons involved by separating them and talking to them one at a time, advising them as to points of law. If not an emergency, suggest that one of them leave for the night, or sleep in a separate room.

- a. During the course of the interviews, avoid allowing either party to leave officer's immediate presence. Many people feel threatened by officer's presence and might try to arm themselves.
6. Do not reveal informant's name or address.
7. If a private person's arrest is made, the complainant witness must sign a citizen's arrest form before the violator can be booked. If possible, avoid taking a complaint from a person who has been drinking.
8. You may want to refer involved parties to a community agency which can assist them with their particular problems.

Domestic violence involving abuse by a spouse, parent, trusted adult, or one's own child is particularly traumatic. Victims wrestle with feelings of fear, loyalty, love, guilt and shame. Victims face conflicts not experienced by those attacked by strangers.

Adults are torn between a desire to shield and help a loved one and their responsibility toward their own safety or others in the household. Children face alone the terrible truth that those who should protect them are, in fact, a source of harm. A victim of domestic violence is no less a victim than one set upon by strangers. To tolerate family violence is to allow the seeds of violence to be sown into the next generation.

ABUSE: Means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself, or another.

DOMESTIC VIOLENCE: Is abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or has had a dating or engagement relationship.

OFFICER: Means any law enforcement officer employed by a local police department or sheriff's office, consistent with Section 830.1 PC.

VICTIM: Means a person who is subject to abuse.

I. DOMESTIC VIOLENCE POLICY AND PROCEDURE

- a. The Piedmont Police Department shall protect the victim and shall communicate the attitude that violent behavior is criminal and will not be tolerated.
 - i. When there is evidence of, or the elements exist, that indicate a crime has occurred, the officer responding to a domestic violence call shall perform a preliminary investigation.
 - ii. A preliminary investigation shall consist of the following:
 1. Photographs shall be taken of any visible claimed injury. Photographs should not be taken of areas wherein it is claimed that a blow was indicated, but does not show injury. It often happens that bruises do not appear for several hours after a blow is inflicted. Photographs showing no injury, therefore, may be used to impeach the truthful testimony of a victim.
 2. Statements shall be obtained from the suspect wherever possible.
 3. Contact shall be made with any witnesses, neighbors, or others who might have pertinent information to provide.
 4. The parties involved shall be advised of their rights to make a private person's arrest, relevant domestic violence laws, and alternatives.
 5. Any additional investigative activities that the officer deems appropriate.

- 6. All preliminary investigation reports, data, photographs, etc., shall be forwarded immediately to the Detective Division through the proper channels.
 - iii. Officers at the scene shall provide to the victim written notification pursuant to 13701() of Penal Code.
 - 1. All victims of domestic violence shall be provided the Victims of Domestic Violence Information Sheet
 - iv. The Detective Division shall conduct the follow-up investigation.
- b. The existence of the elements of a crime and the willingness of the victim to sign a private person's arrest, when required, shall be the SOLE factors that determine the appropriate action. The following factors, for example, should not be used to avoid making an arrest.
- i. The marital status of the suspect and victim.
 - ii. Whether or not the suspect lives on the premises with the victim.
 - iii. The existence or lack of a Temporary Restraining Order or Stay Away Order.
 - iv. The potential financial consequences of arrest.
 - v. The complainant's history or prior complaints.
 - vi. Verbal assurances that the violence will cease.
 - vii. The complainant's emotional state
 - viii. Non-visible injuries.
 - ix. Location of incident (public or private)
 - x. Speculation that the complainant may not follow through with the prosecution, or that the case may not result in a conviction.
- c. The officer responding to the scene of a domestic violence call shall enforce the laws according to the following guidelines:
- i. Felony arrest. In accordance with State Law, make an arrest when there is reasonable cause to believe a felony has occurred. (273.5 PC, 245(a) PC, etc.)
 - ii. Misdemeanor arrest. In accordance with State Law, make an arrest when there is reasonable cause to believe that a misdemeanor (including violations of court orders) has occurred in the officer's presence. (242 PC, 166.4 PC, 836(d) PC)
 - iii. Private person's arrest. Officers will inform the victim of their right to make a private person's arrest when a crime has been committed outside the officer's presence, which does not meet the requirements for a felony arrest. The victim shall be made aware of the elements of the crime which he feels the suspect has committed. Whenever possible, such discussion shall be held out of the presence of the suspect. Officers shall accept a private person's arrest. Officers shall not dissuade victims from making a lawful private person's arrest. The law requires law enforcement to accept any and all citizen's arrests, if the elements for the crime exist.
- d. Tenancy

- i. Officers shall request a person who is not in lawful possession of the premises to leave when:
 1. The complainant is in lawful possession of the premise (as exhibited by rent receipts, lease, deed, verification by apartment manager, etc.), AND
 2. The complainant has requested that the person leave the premises. The officer will stand by until the suspect removes essential belongings.
- ii. If the suspect does not leave upon request, officers shall arrest the suspect pursuant to applicable trespassing laws.
- iii. The officer should refer the complainant for a temporary restraining order or other appropriate civil remedy if the complainant requesting removal cannot show proof of lawful possession.

13.12.02 Inherent Dangers								
The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.12.03 Separating Parties								
The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.12.04 Differences between Criminal Law and Civil Law								
The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

Comments:	Incident #: _____ Case Report #: _____ (if applicable)
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13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

Reference(s): FTO to discuss and review 243(e)(1) PC, 273.5 PC, PPD Policy 311 (Domestic Violence)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ (if applicable)
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13.12.06 Enforcement of Protective Orders

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

Reference(s): FTO to discuss and review. PPD Policy 311 (Domestic Violence)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ (if applicable)
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COURT PROTECTIVE ORDERS

- e. Restraining Orders. There are different types of restraining orders issued by a court in domestic violence situations. The Penal Code requires law enforcement agencies to maintain a complete systematic record of all protection orders with respect to Domestic Violence incidents, restraining orders, and proof of service in effect. This section also requires that the systematic record shall be used to inform officers responding to Domestic Violence calls of the existence, terms, and effective dates of protection orders in effect.
 - i. Verification of Restraining Orders. Whenever a complainant advised of the existence of a restraining order, the officer shall ascertain:
 1. Whether a restraining order is on file with the department or whether complainant has a copy of restraining order on his person.
 2. Whether the restraining order is still valid as to duration/time.
 3. Whether a proof of service or prior notice exists or that the suspects was in court when the order was made.
 4. The terms of the restraining order.
 - ii. Arrest criteria and enforcement procedures. A violation of a restraining order is a misdemeanor under either Penal Code Sections 273.6 or 166.4 Under

Penal Code Section 836(d)PC an officer may make an arrest for this section whether or not it was made in the officer's presence or not. Arrest when there is reasonable cause to believe the subject of the restraining order has violated the order in the presence of the officer and is on file with the Police Department, and any ONE of the following conditions is met:

1. The existence of the order and proof of service on the suspect has been verified by the officer.
2. The complainant produces a valid copy of the order bearing a file stamp of a court and a proof of service on the subject.
3. The existence of the order has been verified by the officer; no proof of service is required if the order reflects that the suspect was personally present in court when the order was made.
4. The existence of the order has been verified, and there is proof that the suspect has previously been admonished by an officer. When the officer verifies that a restraining order exists, but cannot verify proof of service or prior knowledge of order by suspect, the officer shall.
 - (1) Inform the suspect of the terms of the order.
 - (2) Admonish the subject of the order that the subject is not on notice and that the violation of the order will result in arrest. If the subject continues to violate the order after being advised of the terms, an arrest shall be made.
 - (3) If suspect complies after admonishment of the terms, the officer shall make a retrievable report showing the suspect was admonished/advised of the terms of the order, the specific terms of the order the suspect was advised about, the name of admonishing officer, time and date of admonishment. The department's copy of the restraining order will be updated to reflect the admonishment information listed above. The complainant shall be advised of the report number.
 - (4) In the even the suspect has left the scene of the incident, an investigation will be made to determine if a crime has been committed. The Penal Code requires that a retrievable report shall be made and complainant shall be advised of the follow-up criminal procedure and report number.

f. EMERGENCY PROTECTIVE ORDER

- i. Use of Emergency Protective Orders. The Emergency Protective Order is not designed to supersede current laws covering domestic violence. Conversely, Section 546 of the code of Civil Procedure is designed to assist officers in those domestic violence incidents where current law does not provide an alternate form of protection to the victim. Therefore, officers should make use of the Emergency Protective Order only under the following circumstances.
 1. When a victim refuses to prosecute in a misdemeanor offense, yet desires temporary protection until a restraining order can be obtained.
 2. Where no criminal offense has occurred, yet the victim desires temporary protection and can show reasonable grounds to believe that immediate and present danger of domestic violence exists.

3. When an arrest has been made, yet there is a likelihood that the arrestee could be released prior to the next business day of the court (i.e., holidays and weekends).
 4. In other special instances where incurred domestic violence laws would not provide an alternate action.
 5. Only in such incidents where a Protective Order does not currently exist.
 6. This order is only available by a family or household member, based upon the person's allegation of a recent incident of abuse, or threat of abuse by that FAMILY or HOUSEHOLD member.
- Note: All Patrol Division officers will carry adequate copies of both the EPO and the application, and initiate as outlined in this supplement.

ii. Issuance of Emergency Protective Orders

In all incidents where an Emergency Protective Order is desired, such orders shall receive approval of an on-call judge, commissioner, or referee of the court of Alameda County. Prior to such approval of the court, officers shall:

1. Describe the circumstances involved in the incident to the on-duty watch commander or field supervisor.
2. Upon advising the watch commander or field supervisor, the officer shall complete the ex-parte Protective Order, listing the grounds for its issuance.
3. Contact shall be made with the on-call judge, commissioner, or referee of the Municipal Court or Superior Court, to explain the circumstances present in the incident.

Note: The responsible officer, will contact Piedmont Police Department Dispatch telephone, advising them to contact the next available judge in rotation, to call the responding officer at the most available telephone number for disposition of the EPO. In NO EVENT will the judge's phone number or address be given out over the radio, or to any parties involved in this particular process. DO NOT call the judges from the citizen's phone.

4. If approval of the order is received, the officer shall sign the order as prescribed by the department.

Note: It is imperative that the issuing officer complete the application for an Emergency Protective Order prior to having contact with the judge. Having the application completed prior to contact with the judge will expedite the process and will alleviate the use of unnecessary time.

5. If approval is denied, the officer shall list the name of judge, commissioner, or referee and note on the order that approval was denied and the reason for denial if given.

iii. Emergency Protective Orders Statements

Upon approval of an Emergency Protective Order by the judge, commissioner, or referee of the Superior Court, the officer shall read the Protective Order statement to the protected party and the restrained party, if present. In the event that the restrained party is absent, the officer shall

take any reasonable steps (due diligence) to contact the restrained party for service of the order. The absence of the restrained party will not invalidate the order. However, the officer should read the order to the restrained party prior to enforcement of the order.

iv. Oral Service

To be used only in the event of extenuating circumstances. The officer must seek supervisor approval for the utilization of oral service as it relates to the EPO. In the event the officer receives approval through his supervisor to issue and oral order, that officer will be responsible to sign off the Emergency Protective Order which will be retained in Visalia Police Department Dispatch. After the order is signed off by the officer who issued the oral order, said document will be turned over to PPD dispatch for entry.

v. Dissemination of the Order

The Emergency Protective Order shall be filed with the department. Copies shall be provided to both parties of the incident, if possible. The original shall be mailed as soon as possible to the Superior Court Clerk of the Alameda County.

vi. Expiration of Emergency Protective Orders

The Emergency Protective Order can be issued ANY time.

vii. Filing the Document.

If a crime has occurred, a CRIMINAL REPORT shall be written to accompany the completed EPO application forms. All forms shall carry the same report number. If a crime has not occurred, and the EPO is written, an incident report should be written to accompany the completed EPO and application forms.

viii. Dissemination of Copies

The officer shall turn in the criminal or incident report and all undistributed EPO and application forms with his/her regular paperwork at the end of the tour of duty. The watch commander/field supervisor will cause a copy to be made of the EPO to be filed in dispatch until the order expires.

Note: Copy Distribution

- a. White copy/original – Dispatch will forward to Records for mailing to court.
- b. Canary- The initiating officer shall carry the unserved document with him/her during their tour of duty. If not served by the end of the shift, officer will turn in with fresh paper to dispatch.
- c. Pink- Officer shall give to protected person.
- d. Goldenrod – Will be turned in with normal paperwork and routed through administrative channels. Contact your immediate supervisor in the event you should have questions regarding utilization of the EPO process.

g. STAY-AWAY ORDERS

Are issued in a criminal case where the probability of victim intimidation exists and violation of such order is a misdemeanor under Penal Code Section 166.4. In domestic violence incidents where a person advises an officer that a stay-away order has been issued, the officer should attempt to ascertain if such an order is valid, and the terms of the order.

1. Verification of Stay-Away Orders

- a. Requests the victim to show a copy of the order (victims are requested to carry the order with them at all times). Verify that the suspect is under the court jurisdiction, or
 - b. Verify through the department that a stay-away order has been issued against the suspect. Ascertain the terms of the order.
2. Arrest criteria and enforcement procedures: The Code of Civil Procedures requires that when the order has been verified, officers shall effect an arrest if the suspect has violated terms of the order. The report shall note the specific violations of the order, and the victim shall be given the report number for reference pursuant to the Penal Code.
- a. A violation of the order is a violation of the Penal Code Section 166.4. This charge can be added to other charges such as assault or battery.
 - b. An act of victim intimidation relating to the court proceedings is a violation of Penal Code Section 136. Examples of intimidation include:
 - i. Attempting to prevent or dissuade a victim from attending or giving testimony at any proceeding is a misdemeanor.
 - ii. Using force, or expressing or implying threat of force or violence related to the court proceeding is a felony.

h. WHEN ORDER IS NOT VERIFIABLE

When the victim is not in possession of the Temporary Restraining Order or Stay-Away Order, and/or in cases of computer error, officers may not be able to confirm the order's validity.

- 1. In such cases, the Penal Code requires that officers write a report and give the victim the report number.
- 2. When an order is not verifiable through the verification procedures, officers shall advise the victim of the right to make a private person's arrest for the appropriate violation.

II. REPORTING

Officers shall write a report in all incidents of domestic violence. Penal Code Section 13710 requires such report shall be identified on its face (in Crime/incident box) on the Crime Report as a Domestic Violence incident and be retrievable.

Officers shall identify, in the report whether or not weapons were involved. Officers shall provide the victim with the report number, or if not immediately available, explain to the victim how the number may be obtained.

III. VICTIM ASSISTANCE

- a. Officers shall assist in obtaining appropriate medical attention if a complainant claims injury, whether visible or not.
- b. Officers shall assist in making arrangements to transport the victim to an alternate shelter if the victim expresses a concern for safety or the officer determines a need exists.
- c. Officers shall stand by for a reasonable amount of time when a complainant requests police assistance while removing essential items of personal property.

- d. Officers shall explain legal options available to the victim including the Private Person's Arrest process, Temporary Restraining Orders, Emergency Protective Orders, and Stay-Away Orders, and in cases of arrest, the follow-up procedures and ensuing criminal proceedings.
- e. Officers shall advise the victim of the available community resources and the State Victim Assistance Program.

IV. OFFICER SAFETY

Officers will exercise reasonable care for the safety of officers and parties involved, and no provisions of this policy or procedures shall supersede that responsibility. Domestic Violence cases are all too common and pose the greatest threat to an officer's safety. Officers should recognize that high emotional states, violence, children and long histories of abuse are consistent in these cases.

13.12.07 Handling Domestic Violence Incident								
Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.13 VICTIMS OF VIOLENT CRIME								
13.13.01 Notification of Victim Assistance								
The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:								
<ul style="list-style-type: none"> B. Who is eligible for such aid C. The time limitations upon the victim in filing a claim D. Whom to contact 								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, child neglect, or sexual exploitation of children, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigation procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (CPS, Social Services, etc.)

Reference(s): FTO to discuss and review PPD Policy 316 (Child Abuse)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.13.03 Crimes Against the Elderly

The trainee shall explain the proper handling of cases of child abuse, child neglect, or sexual exploitation of children, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigation procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

Reference(s): FTO to discuss and review PPD Policy 314 (Adult Abuse)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- A. Recognizing prohibited weapons subject to confiscation
- B. Temporary custody of weapons at domestic violence incidents
- C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (5150 WIC)
- D. Issuance of receipt for confiscated weapons
- E. Holding time, and other laws related to confiscation of weapons

Reference(s): 16590 PC, 18010 (a)-(c) PC, 18250 PC, 18255 PC, 18265 PC, and 8102 W&I

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.14 HATE CRIMES

13.14.01 Hate Crime Indicators

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

- | | |
|---|---|
| A. Anti-religious slurs and symbols | E. Hate-group symbols |
| B. Slurs regarding gender and/or biological sex | F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members |
| C. Racist symbols | |
| D. Racial and ethnic slurs | |

Reference(s): FTO to discuss and review PPD Policy 320 (Hate Crimes)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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13.14.02 Consequences of Hate Crimes

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

- A. Psychological effect on victim
- B. Denial of basic constitutional rights
- C. Community divisiveness
- D. Potential escalation of violence

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.14.03 Enforcement Requirements

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.14.04 Handling Hate Crimes

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.15 GANG AWARENESS

13.15.01 Characteristics and Recognizing Gangs

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including

- | | |
|---------------------|---------------------------|
| A. Street gangs | C. Prison gangs |
| B. Motorcycle gangs | D. Cult/ritualistic gangs |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

- | | |
|--------------------|---|
| E. Peer pressure | G. Protection/Safety |
| F. Common Interest | H. Familial and/or generational influence |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.15.04 Common Characteristics of Gangs

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

- A. Cohesiveness
- B. Code of silence
- C. Rivalries
- D. Revenge

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.15.05 Methods Gangs Use to Distinguish Themselves

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

- A. Tattoos
- B. Attire and accessories
- C. Use of monikers
- D. Use of hand signs

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.15.06 Gang Graffiti

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

- A. Identifying individuals and/or a specific gang
- B. Identifying gang boundaries
- C. Indications of pending and/or past gang conflicts

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

- A. Sale and use of narcotics
- B. Crimes involving physical violence
- C. Auto thefts and vehicle burglaries
- D. Other theft-related crimes

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.15.08 Reducing Gang Activity

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

- A. Identifying gang activity
- B. Coordination with allied agencies
- C. Reduction of the opportunity for criminal activities
- D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (Penal Code 186.22)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.16 MISSING PERSONS

13.16.01 Requirements for Handling Missing Persons

The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, adult and juvenile.

Reference(s): Penal Code Sections 784.5 PC, 14205(a)-(c), 14206(a)(1), and 14207(a)-(c)/ PPD Policy 317 (Missing Person)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.16.02 Search Procedures

The trainee shall explain the agency's policy regarding search procedures for missing persons.

Reference(s): FTO to discuss and review PPD Policy 317 (Missing Persons)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area

The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.16.04 Amber Alert

The trainee shall review and explain the criteria and initiation process for an Amber Alert.

Reference(s): FTO to discuss and review PPD Policy 318 (Public Alerts)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.17 Fires

13.17.01 Types of Fires

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

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical
- D. Combustible metals

Reference(s): FTO to discuss and review sections below.

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

Interactions on Scene with Fire/Police Personnel

Structure Fires – Don't be a hero, smoke is very toxic and the heat will be intense
Don't Break windows or doors- this allows more oxygen to the fire and may make the situation worse.

Don't Park in front of the address (or a Fire Hydrant) – hinders fire operations, you will get blocked in (out of service).

Plan for Traffic Control – setting this up early will make the scene for emergency personnel safer.

Always watch for possible downed electrical power lines – power lines may separate from the house or power poles and may make it difficult to see when walking through smoke.

Given an Update on conditions if possible on your arrival – How much fire? Where is the structure located? Is it a house or business? Is everyone out of the structure?

Carbon Monoxide- People inside non-responsive- Silent Killer
Never Let anyone go back inside a burning structure.

Scan Faces in the Crowd- the fire maybe be an arson and the suspect may be watching.
 Don't remove any equipment off the Fire Trucks.

Fire Extinguisher Usage- Point, Aim low, Squeeze, Sweep (from perimeter of fire to inside fire).

Medical Aid Calls

Don't Park in Front of Address
 Give Update if Possible
 Call in Fire/Ambulance if Staging

Hazardous Material Responses

Fire will establish areas known as zones
 Remember for your safety – Up hill, Up wind, Up stream
 If you respond in and are contaminated – You will be part of the incident
 Help with – sheltering in place, evacuations, setting up large perimeters

Vehicle Collisions

Fires are Rare
 Perceived Smoke may be air bag deployment

13.17.02 Initial Steps at a Building Fire								
The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:								
A. Request for the fire department		D. Isolation of the immediate area						
B. Request for additional law enforcement assistance if needed		E. Establishment of a perimeter for crowd control						
C. Immediate evacuation of any occupants								
<i>Reference(s): FTO to discuss and review.</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.17.03 Search for Victims								
The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:					Incident #: _____			
					Case Report #: _____ <i>(if applicable)</i>			

13.17.04 Building Unsafe to Enter								
The trainee shall recognize signs that indicate a burning building is unsafe to enter.								
<i>Reference(s): FTO to discuss and review sections below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:					Incident #: _____			
					Case Report #: _____ <i>(if applicable)</i>			

HANDLING FIRE CALLS

1. Use a caution while responding to a fire call, as the Fire Department will be responding Code-3, possibly from multiple stations and directions.
2. The first unit on the scene should immediately assess the situation and, if necessary, request additional resources for crowd and traffic control. A field supervisor should be advised and if it is a major incident, a command post should be established. If possible, speak with Fire Department personnel to ascertain their command post location.
3. Officers should keep in mind fires may be arson or set to conceal another more serious crime. Officers should watch for suspicious persons or vehicles around the fire scene. Officers should also keep their eyes open for possible items of evidence, or witnesses.
4. Officers have a responsibility to assist the Fire Department and to protect the public; this means keeping foot and vehicular traffic out of the area and the streets open, accessible for additional Fire Department personnel. Officers should establish a perimeter, at a safe distance from the scene, and keep all non-emergency persons outside of the perimeter. If necessary, officers should handle the evacuation of hereby homes and/or businesses.
5. The news media should be directed to the command post, prior to entry into the fire scene, unless you are otherwise directed by supervision.
6. If the fire is of a criminal or suspicious nature, the Fire Department is responsible for the investigation. The responsibility for writing a crime report rests with the Fire Department.

In the even a body or bodies are found in the location, the fire scene should be handled as a homicide scene until facts establish the death(s) is/are not a homicide. A supervisor must be notified.

13.17.05 Handling a Fire Incident								
Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.								
<i>Reference(s): FTO to discuss and review.</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS								
13.18.01 Responsibilities and Actions Required								
The trainee 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 the Incident Command System (ICS) and Office of Emergency Services (OES).								
<i>Reference(s): FTO to discuss and review PPD Policy 332 (Major Incident Notifications)</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.18.02 Hazardous Materials Policy and Procedures								
The trainee shall review and explain the agency’s policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).								
<i>Reference(s): FTO to discuss and review PPD Policy 409 (Hazardous Materials Response)</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

- A. Recognition
- B. Safety/Isolation/Area containment
- C. Notification of proper authorities
- D. Basic first responder limitations

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.18.04 Major Accident/Disaster Scene

The trainee 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:

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid
- C. Undertaking immediate coordination with appropriate outside agencies
- D. Establishing a secure perimeter
- E. Establishing safe ingress and egress corridors
- F. Advising additional units of potential hazards (i.e. large roadway spills, wind direction of fumes/gases, etc.)
- G. Identifying and admitting only authorized personnel
- H. Dealing with the media

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.18.05 Unusual Occurrences

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- A. Downed electrical wires
- B. Malfunctioning traffic signals
- C. Roadway hazards
- D. Damaged fire hydrants
- E. Gas leaks
- F. Chemical spills
- G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
- H. Military incidents requiring police intervention
- I. Wildland-Urban Interface fires

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.18.06 Handling of Hazardous Occurrence/Major Disaster

Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.19 BOMBS/EXPLOSIVE DEVICES

13.19.01 Agency Policy and Procedures

The trainee shall review and explain the agency's policy and procedures for handling explosives.

Reference(s): FTO to discuss and review PPD Policy 413 (Response to Bomb Calls)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

- A. Hazards of using the police radio and/or cellular phone
- B. Request for technician or Explosive Ordnance Disposal (E.O.D)
- C. Isolation of the device and the area
- D. Evacuation of civilian personnel
- E. Possibility that more than one explosive device

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.19.03 Handling of Bomb Scene

Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.20 AIRCRAFT CRASHES

13.20.01 Agency Policy

The trainee shall review and explain the agency's policy on aircraft crashes.

Reference(s): FTO to discuss and review PPD Policy 425 (Aircraft Accidents)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.20.02 Tactical Considerations

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

- A. Civil Aviation/Non-Military Aircraft
 - 1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate
- B. 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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.21 FIRST AID

13.21.01 Knowledge and Skills

The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference(s): FTO to discuss and review. Must complete CPR/First Aid training by PFD certified trainer.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

An Officer has an obligation to render first aid when the circumstances allow taking into consideration scene security and other associated factors. An Officer should not provide a level of first aid beyond what his/her training provided. If the person is conscious, an Officer should request consent prior to administering any level of first aid. If the person is unconscious, consent is implied. In most situations where first aid is necessary, requesting for fire and ambulance to respond is appropriate. The perishable skill of first aid application will be reviewed according to agency and POST requirements.

The primary objective in responding to an injury accident or rescue call is to provide care for the injured. A secondary purpose is to assure the community that such care will be provided rapidly and effectively whether by the Police, the Fire Department, or other emergency units. The Paramedics' philosophy is to stabilize the victim as much as possible at the scene, then have them transported to the hospital. The Paramedics are best trained and equipped to handle medical emergencies. It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedics' assistance.

WHEN TO REQUEST PARAMEDICS

The paramedics wish to be called for the following injuries or circumstances (even when victim initially refuses medical treatment):

1. All head injuries
2. Abdominal injuries
3. Chest Injuries
4. When victim loses consciousness
5. Symptoms of shock are present
6. All heart attacks
7. Broken legs and arms (e.g. when a femur breaks, the victim will lose two or more units of blood, and may possibly go into shock).
8. When circumstances surrounding injury warrant.
 - a. The circumstances if the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred (e.g. if the damage in a traffic collision is major and the steering wheel is bent or broken) even if the victim states that he is not injured. The victim may be in a state of shock and in fact, seriously injured. Call for the paramedics when any doubt exists.

If the police arrive at a scene of an injury before other dispatched units or the paramedics, the officer should advise Police Dispatch of prevailing conditions such as:

1. Heart cases - Any known history regarding the heart condition of the victim
2. Bleeding – How bad and from what area of the body
3. Unconscious – Possible cause and is the victim breathing
4. Traffic collision with injuries – The number injured, infant/toddler
5. Man Down –
 - a. A child or an adult
 - b. A drunk or a seizure
 - c. A coronary or an overdose

PARAMEDICS' ARRIVAL AT SCENE

When the paramedics arrive at the scene, the officer shall advise them of the following:

1. Location of injured
2. Extent of injuries
3. Age of injured

The police officer will direct all emergency equipment parking in order to reduce further congestion, keeping in mind it may be necessary to block roadways in order to have specialized equipment readily available to treat the victim.

THE INJURY SCENE

The following policy for police officers and paramedics shall prevail at injury scenes (includes both traffic and crime scenes):

1. The paramedics, through the instructions received by them from a doctor at the hospital, will be in charge of the victim since the doctor is not there to perform certain treatment at the scene. The police officers will keep the paramedics' work area secure.

2. The Police Department will be in charge of the scene in the matters of handling traffic, protection of property and the preservation of evidence.

Note: There will be times when medical aid must be given to save a person's life; however, the crime scene should not be contaminated. In instances such as this, it is imperative that the two agencies work closely together. The paramedics should realize the importance of not contaminating the crime scene and should take advice from the police officer in charge as to the manner in which they should perform their emergency duties and still not destroy evidence. When investigating a crime and the suspect to be hospitalized in our custody, the suspect should be transported to the nearest hospital.

13.21.02 Agency Policy								
The trainee shall review and explain the agency's policy on administering first aid.								
<i>Reference(s): FTO to discuss and review PPD Policy 405 (Crime and Disaster Scene Integrity)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.21.03 Proficiency Requirements								
The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.								
<i>Reference(s): 1797.183 H&S; 13518 PC</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.21.04 Potential Consequences of Improper Application								
The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.21.05 Handling a First Aid Emergency								
Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.21.06 Occupational Exposure to Blood and Airborne Pathogens								
The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens (i.e., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)).								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.22 SICK, INJURED, OR DECEASED PERSONS								
13.22.01 Providing Aid and Transportation								
The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.								
<i>Reference(s): FTO to discuss and review PPD Policy 334 (Death Investigation)</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

- A. Apparent homicide, suicide, or occurring under suspicious circumstances
- B. Resulting from the use of dangerous or narcotic drugs
- C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- D. Apparently accidental or following an injury
- E. By disease, injury, or toxic agent during or arising from employment
- F. While not under the care of a physician during the period immediately prior to death
- G. Death related to disease that might constitute a threat to public health

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

DEATH CASES

I. Arrival

- A. Aid to the victim, if still alive
 - 1. Piedmont Fire Department
 - 2. Ambulance
- B. Protection of the scene – duties of initial responding unit
 - 1. Direct/Keep unauthorized or unnecessary personnel (including officers) out of scene.
 - 2. DO NOT STEP ON OR TOUCH ANYTHING, until the cause of death dictates your actions.
 - 3. Major Crime Scene entry log, if homicide
- C. Ascertain cause of death.
 - 1. Homicide
 - 2. Suicide – handle as if a homicide
 - 3. Accidental
 - 4. Natural

II. Notifications and Procedures

- A. Homicide/Suicide
 - 1. Officer safety
 - 2. Broadcast of suspect info
 - 3. Sergeant
 - a. Will make decision if detective call out
 - 4. Coroner
 - a. Coroner’s report number
 - 5. Next of kin
 - a. Officer/Detectives or coroner

- B. Accidental
 - 1. Sergeant
 - a. Will make decision if detective call out.
 - b. Traffic personnel if traffic related (will assist you)
 - 2. Coroner
 - a. Coroner's report number
 - 3. Next of kin
 - a. Officer/Detectives or coroner
 - C. Natural
 - 1. Sergeant
 - a. Telephone or in person with details of death
 - 2. If any doubt, treat as homicide and follow homicide procedures
 - 3. Factors determining police involvement
 - a. Location and circumstances of death
 - 4. Next of Kin
 - 5. Coroner
 - a. Advise if next of kin notified
 - b. Advise if family has chosen morgue
 - c. Coroner makes decision on dispo of deceased
 - d. Coroner's report number
- III. **Reports**
- A. Homicide
 - 1. Crime Report/Major Crime Scene record
 - B. Suicide/Accidental/Natural
 - 1. Incident Report
- IV. **Coroner**
- A. Deceased – deceased's property and location all belong to and are exclusive responsibility of coroner.
 - 1. Do not touch or remove anything from any of these without the coroner's permission.
 - B. Makes final decision on disposition of deceased, property and location
 - 1. Will issue a receipt to you for what they take
 - C. Will notify and summon County morgue if homicide, suicide, accidental and in natural deaths where no morgue arranged for
 - D. Will make notification to next of kin if detectives/officers unable to do so
- V. **Evidence Collection**
- A. Photographs
 - B. Will recover evidence working in conjunction with coroner
 - 1. Weapons
 - 2. Clothing
 - 3. All other possible items of evidence

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

- A. Limits to which an officer may search a dead person
- B. Legalities involved in transporting an obviously dead person in an ambulance

Reference(s): Government Code 27491.3; Title 13 California Code of Regulations 1100.2(f)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.23 LOST, FOUND, AND RECOVERED PROPERTY

13.23.01 Disposition of Property Other Than Evidence

The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

- A. Property recovered by officer
- B. Property found by citizen
- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s): FTO to discuss and review PPD Policy 801 (Property and Evidence)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.24 CROWD CONTROL

13.24.01 First Amendment Rights

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.24.02 Agency Philosophy and Law Enforcement Objective

13.24.03 Maintaining Objectivity

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

Reference(s):

FTO FTO Trainee Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:								

Incident #: _____
Case Report #: _____
(if applicable)

13.24.04 Restoring Order

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.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.24.05 Crowd Management Incidents

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 number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.24.06 Agency Philosophy and Policies 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:

- A. Crowd Management at large planned/organized gatherings
 - 1. Protests/Demonstrations/First Amendment activities
 - 2. Labor disputes
 - 3. Concerts
 - 4. Sporting events/celebrations
 - 5. Holiday celebrations
 - 6. Cultural programs
 - 7. Religious gatherings
 - 8. Community activities
- B. Incident Planning
 - 1. Establishing a command post
 - 2. Coordination of resources
 - 3. Planning, preparation, and coordination with event promoters
 - 4. Deploying sufficient personnel with proper equipment
 - 5. Establishing a unified chain of command
 - 6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
 - 7. Preparing to handle multiple arrests
 - 8. Planning and coordinating the response of medical personnel or additional resources, if needed.
 - 9. Making contingency plans for response if a riot situation ensues
 - 10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
 - 11. Authorized/designated law enforcement personnel interacting with the media
- C. Containment
 - 1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
 - 2. Using officers to control the entry and exit of the crowd within the perimeter

Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

DEMONSTRATIONS AND LABOR DISPUTES

As a Police Officer, our primary concern at any demonstration or labor dispute is to maintain the peace. This can be accomplished by the careful enforcement of applicable laws. More specifically, law enforcement must maintain an impartial, non-personal position while protecting the rights of those individuals who are exercising their rights to free expression.

While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard for the rights of others.

A. Police Actions at the Scene of a Disturbance:

1. Each Officer at the scene of a demonstration must remember, the news media is drawn to these types of events and may well be taping your actions.

There are several rules to follow:

- a. Be professional. When you act, act with restraint. Temper your actions, and be mindful of video or audio recording devices. Always assume you are being videotaped or recorded with the cell phone.
- b. Act in unison, and only on the command of the officer or supervisor in charge.
- c. If you are ordered to effect an arrest, do not use any more force than is necessary to effect the arrest. The news media will look for any opportunity to make law enforcement's reaction to the demonstration the focus of their story, instead of the demonstration itself.
- d. Remember, even when a news camera is pointed at the ground and does not appear to be in use, cameramen often leave their devices on in hopes of recording the audio portion of a confrontation that would not take place if the Officer knew he/she was being "filmed".
 1. This sometimes means taking a significant amount of verbal abuse without reacting. Remember, the intent of the instigator is often to *make you react*, knowing when the cameras catch your subsequent response, it *is you* who will appear to be over reacting to an otherwise peaceful exercise of an individual's right to free expression.

B. Individual Breaches of the Peace:

1. At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group's behavior. The actions of one or more persons in a picket line who engage in illegal activity does not necessarily justify the arrest or dispersal of the entire group.

Any action taken by Officers must be confined to the responsible individuals rather than extended to the group as a whole. Additionally, it is imperative to first advise the offending individuals their activity is illegal, and should it continue, they will be arrested.

If, however, the acts are malicious or violent, then there is no need to warn prior to arrest.

2. At certain times, the entire group *can* be in violation of the law, such as blocking building entrances, driveways, etc.

If these circumstances occur, a "Pre-arrest/Dispersal Warning" must be given. (P.C. 726)

Unlawful Assembly, Rout, or Riot are common violations encountered in group disturbances. Officers should familiarize themselves with the elements of those particular sections and advise Command Staff should they observe any such violations.

C. **Picketing:**

Piedmont City Code SEC. 12.16 PICKETING

12.16.1 Picketing Prohibited. It is unlawful for any person to picket in front of or about the residence or dwelling of any individual in the City of Piedmont.

A separate offense shall occur for each day of picketing.

12.16.2 Picketing Defined. "Picketing" is defined as posting one or more persons for a demonstration or protest which is focused on and taking place in front of or about a particular residence or dwelling, without invitation from the resident or residents.

12.16.3 Violation of a Misdemeanor. Violation of this prohibition against picketing is a misdemeanor and shall be punishable by a fine not exceeding one thousand dollars or imprisonment for a term not to exceed six months, or by both such fine and imprisonment for each offense. (Ord. No. 509, N.S., 3/89)

1. Picketing should not interfere with persons using a public sidewalk or passing into or out of a building. If it does, it is illegal.
 - a. Persuasive picketing is not illegal, but the pickets are not allowed to interfere with the ingress and egress of customers using the picketed establishment.
2. If pickets occasionally stray across an entrance or driveway, they should be warned in regards to the illegality of their conduct. If the action continues, and it becomes obvious the object of their activity is not persuasion, but interference, that activity becomes illegal.

It is important, however, that a proper dispersal warning be given prior to attempting arrests, so as to allow uninvolved persons to leave.

3. When officers arrive at a picket line, the picket "Captain" should be identified and spoken to.
4. Established ground rules should be communicated to the picket leaders and their intentions should be determined. Often, when civil disobedience is planned, the demonstration organizers will communicate that fact to law enforcement personnel, as they likely also did for the news media before the gathering even began.

D. **Arrests:**

1. When making numerous arrests, Officers should fill out arrest information forms immediately.
2. Officers should be photographed with each arrested person. The photo should also depict:
 - a. An identifying number issued to the suspect at the time of arrest.
 - b. The case number.
 - c. Any evidence seized at the time of arrest, such as rocks or bottles that were thrown, or picket signs that were used as weapons.

13.24.07 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 or disperse violators and restore order.								
<i>Reference(s): FTO to discuss and review PPD Policy 400 (Patrol Function)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.08 Agency Philosophy and Policies 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:	
<ol style="list-style-type: none"> A. Isolation and containment <ol style="list-style-type: none"> 1. Establishment of a perimeter around the crowd 2. Consideration of barricades and placement of additional personnel to maintain the perimeter 3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd B. Law enforcement presence <ol style="list-style-type: none"> 1. Coordination of resources 2. Communication 3. Deploying sufficient personnel with proper equipment 4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language) 5. Use of force options 6. Law enforcement documentation of its own response (video/audio) 7. Making selective arrests (arrest teams/communication) 8. Establishing a unified chain of command 9. Preparing to handle multiple arrests 10. Planning and coordinating the response of medical personnel or additional resources, if needed 11. Authorized/designated law enforcement personnel interacting with media 	
<i>Reference(s): FTO to discuss and review. PPD Policy 400 (Patrol Function)</i>	

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.09 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.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.10 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.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.11 Riot Control Incidents

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

- A. Specific operational tactics and basic formations
- B. Additional resources, equipment, and personnel that may be required for a response

- C. Assignment of specific tasks
- D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
- E. Dispersal orders
- F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, Taser, etc.)
- G. Clarity on the agency policy for the use of deadly force

Reference(s): PPD Policy 406 (Disturbances at Public Meetings)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.12 Agency Philosophy and Policies for Riot Control Situations

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:

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

Reference(s): FTO to discuss and review. PPD Policy 203 (Emergency Operations Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.13 Law Enforcement Conduct

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play

Trainee					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.24.14 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 or 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.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.24.15 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 equipment).

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.25 NEWS MEDIA RELATIONS

13.25.01 Common Practices for Release of Information

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference(s): FTO to discuss and review PPD Policy 326 (News Media Relations)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.25.02 Credentials

The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.25.03 Media Access to Areas Closed to the Public

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

- A. Statements as to the character or reputation of a victim, an accused person, or prospective witness
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Performance or results of a test taken by a victim, suspect, or witness
- D. Refusal of a victim, suspect, or witness to take any test(s)
- E. The presumed credibility of an accused person or witness
- F. The probability of an accused person entering a guilty plea
- G. The opinioned value of evidence against an accused person
- H. Information prohibited by agency policy
- I. Information that would be detrimental to the investigation of the case
- J. Information that may jeopardize the rights of the individual

Reference(s): FTO to discuss and review PPD Policy 805 (Protected Information), #346 (News Media Relations)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

13.26.01 Tactical Considerations

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

- A. Safe approach
- B. Containment of the scene
- C. Requesting appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.)
- D. Evacuation
- E. Communication/negotiation with the suspect

Reference(s): FTO to discuss and review PPD Policy 411 (Hostage and Barricaded Incidents)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.27 SNIPER ATTACK

13.27.01 Initial Response to Attack

The trainee shall explain the steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper attack, including:

- A. Seeking cover and/or concealment
- B. Calling for assistance
- C. Isolating and clearing the area(s)
- D. Determining possible location(s) of assailant(s)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.27.02 Tactical Actions by Driver Under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

- A. Accelerating/reversing out of the “kill zone”
- B. Turning into nearest available cover
- C. Abandoning the target vehicle
- D. Awareness of possible secondary attack/ambush

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

- A. Accelerating out of the danger zone if vehicle is still operable
- B. Abandon the vehicle
 - 1. after initial flame burst
 - 2. if bomb enters vehicle
 - 3. if vehicle is incapacitated

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedure

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- | | |
|---|---|
| <p>A. Animals that are:</p> <ol style="list-style-type: none"> 1. dead 2. injured 3. noisy 4. rabid 5. strays 6. wild | <p>B. Nuisances created by unsanitary keeping of animals</p> <p>C. Protective custody of animals</p> <p>D. Animal bites</p> |
|---|---|

Reference(s): FTO to discuss and review PPD Policy 807 (Animal Control Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

- A. Whom to notify prior to shooting the animal
- B. Who may shoot the animal
- C. Proper and most humane method for shooting the animal
- D. What report(s) must be completed following the shooting of the animal
- E. Proper disposal of the dead animal

Reference(s): FTO to discuss and review PPD Policy 807 (Animal Control Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

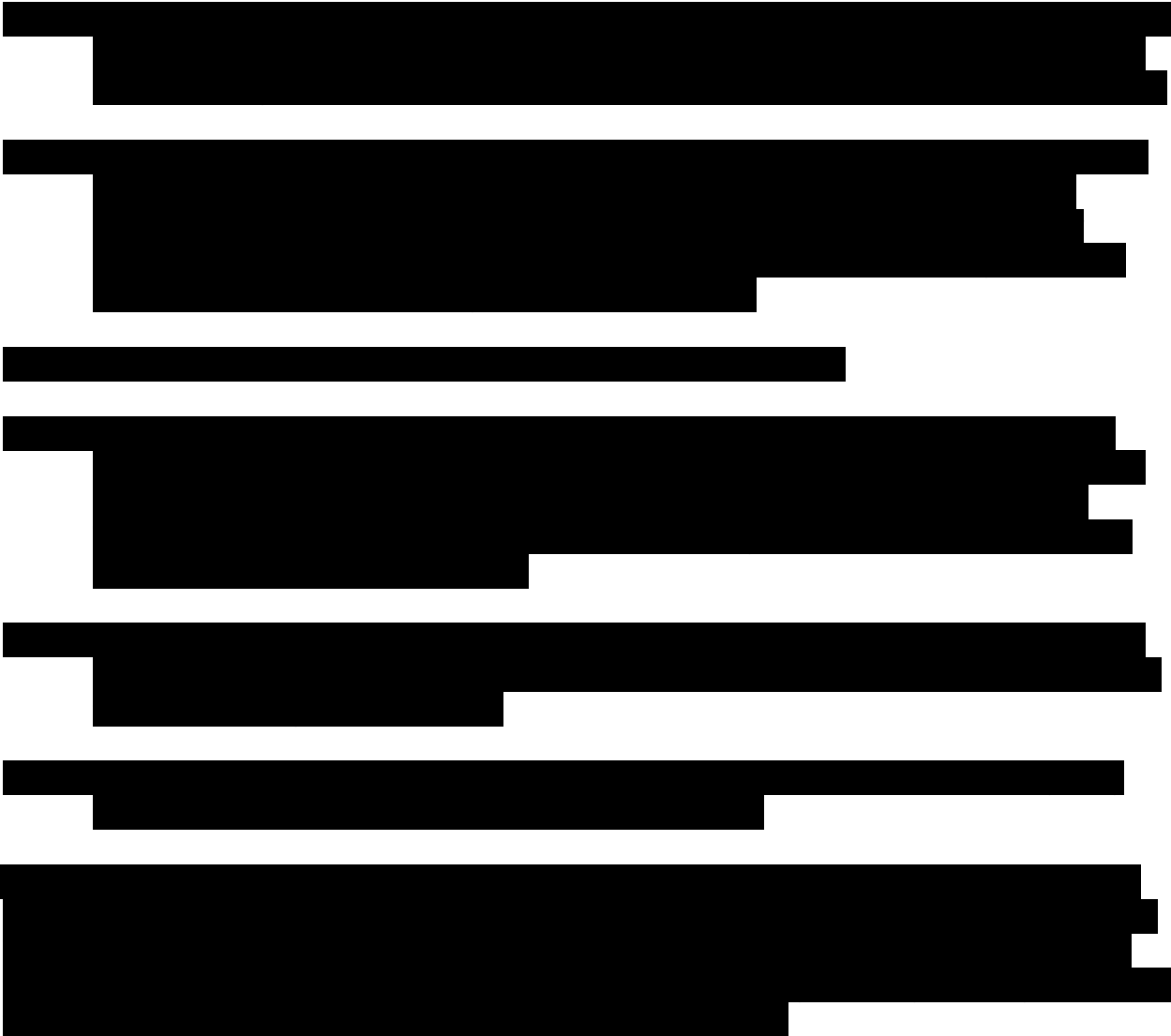
13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

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14.1.02 Taking Statements

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

- KK. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
- LL. Controlling the interview; Minimize rambling by the person being interviewed
- MM. Avoiding leading questions except when absolutely necessary
- NN. Putting the person being interviewed at ease
- OO. Writing statements verbatim (when appropriate) from person being interviewed
- PP. Not improvising or making assumptions

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:

Incident #: _____
 Case Report #: _____
 (if applicable)

14.1.03 Contents of a Good Statement								
The trainee shall describe the contents of a good statement. These contents shall minimally include:								
D. What happened			H. How it happened					
E. When it happened			I. Why it happened					
F. Where it happened			J. How many people were involved					
G. Who it happened to			K. Who else was involved					
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.1.04 Miranda Warning								
The trainee shall explain the ramifications of issuing the Miranda warning and describe when, and why it should or should not be used during interrogations.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

The Miranda Warning

The issues surrounding the need to give a Miranda Admonition can be quite complex and are perpetually reviewed and modified by the State and Federal Appellate Court systems.

An Officer must have an understanding of current case law surrounding the Miranda Admonition if he or she is to be truly effective in their efforts to interrogate a subject who is suspected of committing a criminal act.

1. The Miranda Admonition must be given:
 - a. When the suspect is "in custody" (defined as a restriction of freedom associated with formal arrest) and is to be interrogated.

2. The Miranda Admonition need *never* be given when the suspect is not "in custody", regardless of whether the focus of the investigation is clearly directed at that individual or not.
 - a. Telephone interviews
 - b. Interviews in unlocked areas of the station when the suspect is clearly told he is not under arrest and may leave at any time.
 - c. Interviews in the suspect's home or place of business that take place before the arrest is made.
3. Examples of "custody" are:
 - a. The Officer tells the suspect he/she is under arrest.
 - b. The Officer subjects a suspect to "arrest-like restraints" (i.e. placing the suspect in handcuffs or in the back seat of a patrol unit, pointing drawn weapons at him during a felony stop, or the presence of a large number of Officers.)

NOTE: Removing the handcuffs, taking the suspect out of the back seat, or holstering your weapon may terminate the "restraint" and the need for Miranda Warnings.

Reading the Miranda Admonition

1. Read the warning verbatim from the Warning and Waiver Card, or from the back of an arrest / detention report form.
2. After admonishing, and prior to questioning, it is necessary to obtain a valid waiver.
3. The suspect's waiver may be either "express" or "implied".
 - a. An "express" waiver is an affirmative statement by the suspect and must be made "knowingly", "voluntarily", and "intelligently".
 - b. An "implied" waiver is less desirable, and will likely become a contested issue in court, however it is still a valid form waiving the Miranda guarantees.

Juvenile Arrests and the Miranda Admonition

1. When arrested, juveniles must be given the Miranda Warning regardless of whether you intend to question them or not.
2. The warning must be given as soon after being taken into custody as is reasonable, given the circumstances of the arrest.

3. The rules for obtaining waivers from juveniles are the same as those for adults.
 - a. A request from a juvenile to speak with a parent or guardian prior to questioning is considered an exercise of their Miranda Rights and questioning should not take place until they have spoken with that individual(s).

14.1.05 Conducting an Interview								
Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.2 PRELIMINARY INVESTIGATION								
14.2.01 Investigating Cold Crimes								
The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of a crime.

Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court.

In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary Police Department personnel and members of the press.

After securing a scene, make sure that all entrances and exits are secured. At the scene of a major crime (e.g., murder), it is the responsibility of the first on scene officer to start and maintain a Major Crime Scene Entry Log until relieved of such duty.

There are three basic sources of physical evidence:

- The Crime Scene
- The Victim
- The Suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime.

Physical evidence helps to corroborate a victim or witnesses statements. In court, the prosecutor would like to have as much appropriate evidence as possible.

COLLECTING EVIDENCE

The Investigation Division does not process evidence for the preliminary investigation of a crime scene. Your investigation of the scene should include processing for crime scene evidence as deemed necessary for completion of the report. Investigations does not respond to collect property that is normally your responsibility to seize and book into evidence.

Much of evidence collection is "common sense."

1. Look for evidence that helps to prove a crime or helps to identify the suspect(s).
2. If evidence found at a major crime scene requires processing (i.e., fingerprinting), it is usually best to recover the evidence and HOLD FOR PRINTS. Otherwise, most fingerprint searches and lifting the prints are the responsibility of the patrol officer at the scene.
3. Use gloves when possible to pick up objects in an area suspects most likely would have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors. Also, advise the detective in charge if any other individuals or officers have handled the item. "Elimination Prints" will then be taken to save work for Crime Lab personnel.
4. If you think the item needs printing, print it at the crime scene or package it and transport to the station where you can print it later.

WHEN TO CALL FOR INVESTIGATIONS

If the detective is not on duty, there should be an immediate call out for a major crime scene (i.e., murder, officer involved shooting, etc). Usually, if the detective is required, the request should be coordinated through the Supervisor.

There are other scenes where the detective is required, but it is not imperative that an immediate response be made. With proper investigation and preservation, most crime scenes can wait a few hours.

Advise the Watch Commander of the investigation request. Include a brief summary of the type of investigation being requested (i.e. prints, photos, composite etc.).

If the evidence involves a vehicle, please provide its exact location and description. Also, advise the exact location of the evidence or victim if not at the location of the call-for-service.

In all cases, consider the victim. If the victim cannot wait at the scene or does not desire an investigation response at the time due to some reason, point out possible areas and items that may possess print evidence. Advise the victim to contact Dispatch with their request and the case number when they are available.

14.2.02 Crimes Against Property									
The trainee 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:									
J. Identity or description of suspect(s)		N. Radio broadcasts of all known and important information							
K. Description of loss		O. Conducting a witness check							
L. Direction of flight of suspect(s)		P. Pursuit and/or apprehension of suspects, if possible							
M. Possibility of weapons being involved									
<i>Reference(s): FTO to discuss and review sections below.</i>									
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>			

459 PC Auto/10851 VC Recovery/10851 Attempts:

- A. Car window smash, T-tops removed, doors still locked. The officer conducts the investigation and processes the scene. Detective response is not required.
- B. Car window smashed and the pull out stereo is taken. The door is still locked when the victim discovers the crime. This indicates the suspect smashed the window, leaned inside removing the stereo. (Same as #A).
- C. An out-of-jurisdiction stolen vehicle is recovered. It is normally the responsibility of the originating agency to process the vehicle unless it relates to a crime that occurred in our jurisdiction.

Normally, we cannot get a prosecution filing for prints located only on the outside of a vehicle unless these prints could only have been made by person(s) who were inside the vehicle at the time.

- D. If you are impounding a vehicle that you want held for processing, mark the impound "HOLD FOR PRINTS," and notify investigations.

459 PC Residential /459 Commercial / 487.1 Grand Theft:

Patrol Officer handles:

- A. Most cases, the detective is not called; beat officer handles.
- B. Preserve the scene - especially the point of entry.
- C. Although many scenes have extensive ransacking, prints from some surfaces are not obtainable. Investigating officers should attempt lifting prints on all surfaces before ceasing efforts.
- D. If it is not possible to totally secure the scene (i.e., a business that is already open), secure small printable items in a safe area where they will not be contaminated. Such items include small metallic or glass items, papers, etc. If in doubt, preserve the items.
- E. Think how the suspect(s) may have entered or what surfaces may have been touched. A victim can be of great value by checking a crime scene, when reasonable, for items that may have been moved or touched.

14.2.03 Handling Crimes Against Property								
Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
<i>Reference(s):</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.2.04 Crimes Against Persons								
The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:								
A. Identity or description of suspect(s)		E. Radio broadcasts of all known and important information						
B. Description of injury and/or loss		F. Conducting a witness check						
C. Direction of flight of suspect(s)		G. Pursuit and/or apprehension of suspects, if possible						
D. Possibility of weapons being involved								
<i>Reference(s): FTO to discuss and review section below.</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

HANDLING ASSAULT CASES

Your response to an assault case differs depending upon whether the assault is occurring now, has just occurred or had occurred some time ago. Upon receiving the call, you should ascertain when the assault occurred.

An “in-progress” situation demands information on your way to the incident, if it is available. Information such as description of suspect(s), weapons, etc., are crucial in effecting an arrest at the scene. If the incident has just occurred, not only do you need the above information, but also a direction and means of escape. Request a warrant check on person(s) if dispatch has enough information.

Upon arrival, your first concern is the welfare of the victim. If medical attention is needed, request an ambulance. Render any assistance you can until the arrival of the ambulance. If your victim is comfortable, you will be more able to get necessary information for your report and/or subsequent apprehension of the suspect.

Preserve the scene as much as possible. Frequently, this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is a physical evidence present, secure it – especially weapons.

Obtain all the information of the incident as quickly and as thoroughly as possible from as many sources as possible. Often officers will take too shallow of an interest in an assault case. However, more than one assault case was escalated to the seriousness of a homicide. If the victim is hospitalized, include the victim’s condition in your report.

Take photographs of the victim’s injuries. Don’t hesitate to ask for other units in the field to aid in your search for the suspect(s).

Many victims of assaults delay reporting them to the police out of fear. These cases are as serious as a crime in progress. A crime has been committed and your job is to make your request as thorough and concise as possible. This may in turn result in the apprehension of the suspect.

HANDLING RAPE CASES

Victims of rape cases are most often severely traumatized. How they will hold up under the strain of an investigation is often dependent on the first officer’s contact with the victim. While we are often most interested in the fact that a law has been broken, rape victims feel violated far beyond anything having to do with laws. It is critical for police officers responding to a rape victim to be sensitive to her needs and her mental health in addition to issues of law. Responding officers should be patient, caring and recognize that the mental state of the victim may inhibit her from being as cooperative as victims of other crimes. This does not mean that the victim does not want to cooperate fully, she just may not be able to at the initial contact. The entire investigative process may depend on your first contact with the victim.

In the initial interview, remember the various elements of the numerous associated offenses:

- A. **261 PC- Rape**
 - 1. Sexual intercourse, not wife or perpetrator when done with:
 - a. Female under 18 years
 - b. Females incapable of consent due to mental condition
 - c. Unconscious of the actual nature of the act
 - d. False belief that man is her husband
 - e. Contact Rape Crises for assistance with the victim
- B. **263 PC-Any penetration, however slight is sufficient**
- C. **207 PC-Kidnapping**

1. Transporting against will or with false promises.
- D. **211 PC-Robbery**
1. Taking personal property by force or fear.
- E. **220 PC-Assault with the intent to commit:**
1. Rape
 2. Sodomy
 3. Mayhem
 4. Robbery
 5. Grand Theft
- F. **286 PC-Sodomy**
1. Sexual contact between penis of person and anis of another.
- G. **288 PC-Sexual assault with child under 14 years.**
- H. **288 PC-Oral copulation**
- I. **Evidence**
1. Victim should be transported to the hospital for a medical examination if exigent circumstances exist.
 2. Contact and update your supervisor prior to requesting a SART. Rape Crisis and SART (Sexual Abuse Response Team) nurses will be called, at your request, when you determine a sexual assault has actually occurred, within 72hours and physical evidence is present.
 3. The SART nurse will process the victim and call Communications upon completion of the sexual assault kit.
 4. Upon picking up the kit from the hospital, it will be returned to PPD and an evidence report will be filled out, and the kit placed into PPD evidence. (Refrigerate for processing by Investigations Unit.)
- J. **Rape Crisis Hotlines**
Officers should have resource numbers available to refer to the victim.

14.2.05 Handling Crimes Against Persons								
Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
<i>Reference(s):</i>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

- I. Rape/Sexual assault
- J. Robbery
- K. Kidnapping
- L. Child Abuse
- M. Elder Abuse
- N. Felonious assault

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.2.07 Serious Injury or Death Scenes

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

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

Reference(s): FTO to discuss and review PPD Policy 334 (Death Investigation)

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.2.08 Evidence Technicians/Criminalists

The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

211 PC Robbery: Banks and Convenience Stores

- A. If the suspect touched the counter top, make sure it is protected. Most banks will usually cover any counters involved in a robbery.
- B. If possible, protect the point of exit. It will assist investigations in locating good prints that identify suspects because they pushed against glass doors when leaving.
- C. If investigations is not available, collect loose evidence and **HOLD FOR PRINTS** and cause same to be transported to investigations. This includes demand notes, the top and bottom bills of dye packs exploded and were then recovered.
- D. Due to video cameras at banks, investigations does not normally complete suspect composites. This is per the request of the Federal Bureau of Investigation (FBI).

Additionally, composites are not usually done if a business surveillance camera has the suspect(s) on video tape.

- E. If a composite is done, it is not always necessary that it be done immediately at the scene. As the composite completion takes a substantial amount of time, it is best to complete same in a secure location when the victim or witness is calm.

EVIDENCE COLLECTION AND PRESERVATION METHODS

The first officer observing the evidence is responsible for booking the item. The exception is when responsibility is assumed by the investigator or other specialist at the scene.

- **Guns**

If a detective is available and there is a need to fingerprint a weapon, call investigations. Not all guns need processing (i.e. gun recovered from a suspect's waistband.)

If you recover a gun that requires processing and the detective is not available, carefully unload it in a way not to disturb possible prints. Package the rounds in a separate bag. Protect the gun for prints in a paper bag and cause it to be transported to investigations.

- **NOTE:** if the gun cannot be unloaded without disturbing fingerprints, place same in a secure location at the station and tag same as "LOADED." The gun should then to be transported to investigations as soon as possible. Make sure the gun checked through CLETS for stolen and a possible registered owner.

- **Gunshot residue (GSR)**

- If GSR testing is needed, bag the suspect's hands with paper bags until testing can be conducted by detective or other trained officer. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.
- **Wet or Damp Evidence**

Air dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the packing material with the message "**CAUTION: BLOOD.**" Apply a "biohazard" sticker on the package or item.
- **Paper**

Use a sheet or check protector if possible then place into an evidence envelope or paper bag.
- **Footprints**

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.
- **Phencyclidine (PCPA)**

Place substance in glass vials or other appropriate packaging to prevent leakage, this would depend on the amount of the substance. **Always** make sure the PCP is securely contained and properly marked. The PCP is submitted into evidence as any other controlled narcotics/drugs. Make sure the DOJ form is filled out and all appropriate paperwork is submitted. If you are not certain about procedures or have questions, call a supervisor. When processing PCP, contact your sergeant or watch commander about where the PCP should be placed for processing. It may be advisable to place the PCP evidence in an area where no one can be exposed to vapors if the evidence is emitting same.

FLAMMABLE ITEMS AND FIRECRACKERS

Contact Piedmont Fire Department for assistance.

14.2.09 Preliminary Investigations								
The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.3 BURDEN OF PROOF								
14.3.01 Understanding the Burden of Proof								
The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:								
A. Criminal Guilt		C. Jurisdiction		E. Self-defense as a defense				
B. Corpus delicti		D. Double jeopardy as a defense		F. Insanity as a defense				
<i>Reference(s): Evidence Code Sections 500, 520, 522, 550, and 666.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4 CONCEPTS OF EVIDENCE								
14.4.01 Evidence Definition and Types								
The trainee shall review the term “evidence” as defined by California law, and recognize the various concepts of evidence, including:								
A. Direct evidence								
B. Indirect/Circumstantial evidence								
<i>Reference(s): Evidence Code Sections 140 and 410.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

- A. Fruits of a crime
- B. Instrumentalities of a crime
- C. Contraband

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4.03 Purpose of Evidence

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

- A. As an item of proof
- B. To impeach a witness
- C. To rehabilitate a witness
- D. To assist in determining sentence

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

- A. Be relevant to the matter in issue
- B. Be competently presented in court
- C. Have been legally obtained

Reference(s): 210 Evidence Code

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California

- A. Know the difference between right and wrong
- B. Understand his/her duty to tell the truth
- C. Possess the ability to express himself/herself concerning the matter to be understood
- D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): 701 Evidence Code

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergy person and confessor
- D. Physician and patient

Reference(s): Evidence Code sections 950, 970, 980, 990, and 1030

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule

The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas:

- A. Civil rights
- B. Inadmissible evidence
- C. Possibility of false arrest

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.5.02 Hearsay Rule								
The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:								
A. Spontaneous statements		C. Confessions		B. Admissions		D. Dying declarations		
<i>Reference(s): Evidence Code sections 1200 and 1220.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

14.6 EVIDENCE COLLECTION AND PRESERVATION								
14.6.01 Locating Physical Evidence								
The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:								
A. Strip		B. Quadrant		C. Spiral				
<i>Reference(s): FTO to discuss and review section below.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

HOW TO HANDLE EVIDENCE

One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of a crime.

Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court.

In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary police officers and members of the press.

After securing a scene, make sure that all entrances and exits are secured. (At the scene of a major crime, e.g., murder, it is the responsibility of the first officer on scene to start and maintain a *Major Crime Scene Entry Log* until relieved of such duty.)

These are three basic sources of physical evidence:

- The crime scene
- The victim
- The suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime.

Physical evidence helps to corroborate a victim or witness statement in court, the prosecutor would like to have as much evidence as possible and appropriate.

COLLECTING EVIDENCE

The Evidence Technician is there to assist in the processing of evidence, not for the preliminary investigation of the scene. Your investigation should determine if an Evidence Technician is really required. An Evidence Technician should not be used merely to collect property that is normally your responsibility to book.

Much of evidence collection is “common sense”.

1. Look for evidence that helps to prove a crime or helps to identify the suspect(s).
2. If evidence found at crime scene does not belong to the victim and it requires processing, recover the evidence and HOLD FOR PRINTS.
3. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
4. If you think the item needs printing, package it and transport it to the evidence lockers, marking bags and inventory slip in bold letter “Hold For Prints”.

WHEN TO CALL FOR EVIDENCE TECHNICIAN

1. Usually, if detectives are called out to a crime scene, an Evidence Technician will also be required. The request should be coordinated through a field supervisor who will contact Alameda County Technician.
2. There are other scene where an Evidence Technician is required, but it is not imperative than an immediate response be made. With proper investigation and preservation, most crime scenes can wait a few hours.

EVIDENCE COLLECTION AND PRESERVATION METHODS

1. The beat officer observing the evidence is responsible for booking the item into evidence. The exception is when responsibility is assumed by the investigator or other specialist at the scene.
2. Guns: if there is a need to fingerprint a weapon hold it for the Evidence Technician. Not all guns need processing (i.e., gun recovered from a suspect’s waistband).

If you recover a gun that requires processing, carefully unload it in a way not to disturb possible prints. Package the rounds in a separate bag. Protect the gun for prints in a paper bag and cause it to be transported to the evidence locker.

Note: If the gun cannot be unloaded without disturbing fingerprints, place same in a secure location at the station and tag same as “LOADED.” The gun should then be transported to the evidence locker as soon as possible.

3. Gunshot residue (GSR)

If GSR testing is needed, bag the suspect’s hands with paper bags until testing can be conducted by a trained officer. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.

4. Wet or Damp Evidence

Air dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the package material with the message “CAUTION: BLOOD.”

5. Paper

Use a sheet or check protector if possible, then place into an evidence envelope or paper bag.

6. Footprints

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

7. Flammable items and firecrackers

Contact Piedmont Fire Department for assistance.

14.6.02 Weather Conditions									
The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

14.6.03 Preserving Evidence									
The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

- | | |
|--|---|
| A. Handling controlled substances | D. Depositing firearms, miscellaneous weapons, and explosives |
| B. Depositing property, evidence, and money | E. Withdrawing and returning property |
| C. Calling out Crime Scene Investigators and/or detectives to process a crime scene. | |

Reference(s): FTO to discuss and review PPD Policy 801 (Property and Evidence)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.6.05 Storage of Evidence

The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.

Reference(s): FTO to discuss and review PPD Policy 801 (Property and Evidence)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.6.06 Taking Evidence to Laboratories and Court

The trainee shall review and explain the agency's policies and procedures regarding taking evidence to laboratory examination facilities and court.

Reference(s): FTO to discuss and review PPD Policy 801 (Property and Evidence)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.6.07 Chain of Custody/Evidence

The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”

Reference(s): PPD Policy 801 (Property and Evidence)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

Reference(s): PPD Policy 801 (Property and Evidence)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.7 LINEUPS

14.7.01 Methods for Identifying Suspects

The trainee shall explain technical methods for identifying suspects, including:

- A. Field show-up
- B. Photo identification
- C. Identification kit
- D. Artist’s conception

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.7.02 Agency Policy and Procedures

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

- A. In custody B. In the field C. Photographic

Reference(s): FTO to discuss and review PPD Policy 604 (Eyewitness Identification)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.7.03 Photographic Identifications

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

- A. Use of multiple photos C. Control of the situation
B. Witness instructions D. Similar appearances

Reference(s): PPD Policy 604 (Eyewitness Identification)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.8 SOURCES OF INFORMATION

14.8.01 Networking with the Community

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.8.02 Informants

The trainee shall describe techniques for identifying and developing “informants,” including the:

- A. Hazards of divulging too much information to informants
- B. Danger of breaking confidentiality

Reference(s): FTO to discuss and review PPD Policy 603 (Confidential Informants)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.8.02 Public and Private Records

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

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.9 SUBPOENAS

14.8.01 Definition, Authority, and Immunities

The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- A. Who may exercise the power of a subpoena
- B. Who may serve a subpoena
- C. How a subpoena is served
- D. Who is subject to the power of a subpoena
- E. What immunities from arrest are granted to a person traveling in answer to a subpoena
- F. How a subpoena is enforced

Reference(s): FTO to discuss and review PPD Policy 327 (Court Appearance and Subpoenas)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.9.02 Agency Practices

The trainee shall review and explain the agency's practices and policies concerning the subpoena process.

Reference(s): FTO to discuss and review PPD Policy 327 (Court Appearance and Subpoenas)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10 COURTROOM TESTIMONY AND DEMEANOR**14.10.01 Professional Demeanor and Appearance**

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference(s): FTO to discuss and review PPD Policy 327 (Court Appearance and Subpoenas)

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.02 Pre-trial Conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- A. Refreshing the officer's memory
- B. Coordination of efforts

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- A. Honesty
- B. Clarity
- C. Brevity
- D. Objectivity
- E. Poise

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

- A. Irrate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.05 Courtroom Security Policies and Procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

- A. Prisoner Escort
- B. Prisoner Restraint
- C. Screening of Courtroom Audience
- D. Disturbance Procedures

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

- A. Criminal and civil action against the officer
- B. Irreparable damage to the officer's credibility (Brady List)
- C. Irreparable damage to the prosecution of a case
- D. May result in civil actions against the agency

Reference(s): Penal Code 118.1; Brady v. Maryland, 373 U.S. 83 (1963) PPD Policy 605 (Brady Material Disclosure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

14.10.07 Courtroom Testimony Preparation and Demonstration

The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference(s): FTO to discuss and review PPD Policy 327 (Court Appearance and Subpoenas)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

15.1 TACTICAL COMMUNICATION

15.1.01 Verbal and Nonverbal cues

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

- A. As a police officer, you perform your duties in a highly visible profession. You lose the right to speak as you feel. You must be able to make life and death decisions in a split second. These decisions cannot be made based upon your feelings. You do not get to have a bad day. You must have a codified body of knowledge to support your professional decision-making. You must be actively involved in on-going training. You must be able to adapt to change, such as different cultures, social norms, traditions, etc. You must hold yourself up to a high ethical standard of conduct. You represent the entire department, law enforcement, and government. You must be what you represent. You must accept the awesome responsibilities which come with the badge. The badge is a symbol of trust. The public trusts you to do what they cannot do for themselves. A police officer cannot be part of the problem; you must be part of the solution.
- B. The goal of Law Enforcement is to gain voluntary compliance. In the USA, freedom is king, and cooperation is not to be expected. Using the right words and demeanor can help you to gain cooperation. As you have/will learn, there are many force options which may be employed to gain compliance. Over ninety percent of the time, compliance can be achieved through use of the “right face” and the “right words.” These are known as Professional or Command Presence, and Word or Verbal Control.
- Professional Presence is how you show up. It is facial expressions, how you stand, how you walk, how you look. You must put on a face that will work with your words. You must become who you have to be to handle the person you are dealing with.
 - The words you choose will set the tone. Your demeanor will set the tone. When you talk to someone, you need to get into his/her space, not into his/her face. Use non-threatening phrases, such as, “May I speak with you?” You choose the ground to talk on or fight on. Do not let it be chosen for you.
- C. When you are interacting with people professionally, you must be open, flexible, unbiased, and neutral. We all have biases; none are better than another is, just different. You can

personally like what you want, but you must leave your biases at home. Treat people with dignity and respect. Learn to read people. Recognize intercultural differences.

- There are three basic types of people. Nice people are fully cooperative. Difficult people question authority, look for ground to stand on, and what's in it for them. Wimps sound like nice people to your face, but will use the slightest thing against you, especially behind your back. You must be skillful with all three. You must get rid of attitude and focus on behavior.

D. Citizens use words to “assault” officers ninety-eight percent of the time. Weapons and physical assault represent two percent of the total. Officers must be able to handle verbal abuse. Officers must use a studied response of deflection and redirection to retain control of the verbal situation. Officers must employ a variety of deflection phrases, in order to springboard the conversation back to a situation of control and compliance. These phrases must be neutral (not sarcastic or judgmental), and be followed by a focusing word, such as “but.” For example, “Oh, yes, but...” I understand that, but...” etc., or a combination of such phrases.

- These phrases keep you in control. They act as a springboard to the focusing information, which will follow. They disempower the civilian recipient who is waiting for you to call him a name or lose neutrality – this empowers him. It sounds good to your audience.

E. Remember your audience. Treat others as you would like to be treated in a like situation. Ninety percent of your violator's words are directed to the audience. Since he can't look good or be good, he tries to sound good. Unless it effects officer safety, allow the violator to say what s/he wants, to speak up, and to have the last word; because you have the last act. As a contact professional, you must get better under pressure; the more pressure, the better you get.

F. Be an active listener. Most people think that communication is waiting...to interrupt. Active listening must be open and unbiased; literal (what is actually said), interpreted properly, and acted upon. Officers must remember that people act out roles. Each person consists of the Real Self, the Self as seen by self, and the Self as seen by others. You must assess how others perceive you. This is all the public sees. This is the whole problem. You must realize that your assessment of others may not be their Real Self. Watch body language – both yours and theirs. Use the contact and cover process. Use verbal skills to freeze the scene, and wait for back up. Lose ego; use empathy. Think like your opponent.

- Listen
- Empathize
- Ask
- Paraphrase

Put the other person's meaning into your words and tell it back to the person.

- Summarize

G. From the point of view of the receiver, communication is 7-10% content, 33-40% voice, and 50-60% other non-verbal. Your delivery style affects 93% of communication, because it directly affects your voice and other non-verbal communication. Your voice tone can show

attitude. 90% of all complaints are tone and attitude issues. You cannot be interested, compassionate, and sincere all of the time. But you can appear to be interested, compassionate, and sincere. Put on a face to meet the faces you meet. In order to sound decisive, your voice should slow down, be calm, low, determined, brief, concise, and unarguable. Speak from the law, not from your feelings. Watch the pitch of your voice (high, low, soft, and strong). Yelling has nothing to do with volume. The rhythm and inflection of your voice can give away true feelings. Watch for these signs in the person you are communicating with.

H. When you encounter resistance to voluntary compliance, use the following five steps. First, ask for cooperation by making an ethical appeal to the person. Second, set the context of the situation, by making a reasonable appeal for cooperation. Third, present the options available to the person. Fourth, confirm the action that needs to be taken, by making a practical appeal such as, "Sir, is there anything I can say or do to earn your cooperation at this time?" Finally, ACT. Take decisive action to solve the problem (including arrest).

I. When making a traffic stop, or other enforcement contact, use the following eight steps.

- Greeting (such as "Good evening").
- Identify yourself and your department ("I'm Officer Bob Smith of the Piedmont Police Department").
- Tell the person the reason for the stop. Be matter of fact and direct ("You have been stopped for..." OR "The reason I stopped you is..."). Pause for several seconds to allow the person to absorb what you have told them.
- Any legal justification? Ask, "Sir/Ma'am, is there any legal justification for your (violation) today?" Be sure to remain neutral!
- Ask for and obtain the person's Driver License or Identification. If s/he refuses to comply, refer to "H" step 2, above.
- Ask for and obtain Registration and Insurance. Keep this step separate from the driver license.
- Make your decision to warn, cite, or search and seize. Base your decision upon solid legal justification. Tell the person about your decision ("You will be receiving a citation for (violation)"). If s/he will not sign the citation, go to "H" step 2, above.
- Close effectively. Leave the violator feeling better than they did in the opening. Do not say, "Have a nice day." Say, "Thank you for your cooperation." OR "Drive safely/carefully, you're important to us."

J. When words fail, you must have one of the following five conditions to lay hands on someone.

- Security
 - Whenever others are in imminent jeopardy – Act!
 - Whenever property under your control is threatened – Act!
- Attack
 - Whenever your personal danger zone is violated – Act!
 - Must be based upon training and the situation.
- Flight
 - Whenever a subject unlawfully flees your presence – Act!
 - Must have reasonable suspicion to detain or probable cause to arrest.

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

QQ. Enhanced safety (reduced likelihood of physical confrontation and injury)

RR. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.1.03 Demonstration of Tactical Communication

The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.1.04 Deflection Techniques

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

Q. *“I appreciate that, but I need to see your driver’s license, vehicle registration, and proof of insurance.”*

R. *“I understand that, but I need you to move your vehicle.”*

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.1.05 Five-step Process for Generating Voluntary Compliance

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

- A. **Ask** (*Ethical Appeal*) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- B. **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.
- C. **Present Options** (*Personal Appeal*) – Explain possible options
- D. **Confirm** (*Practice Appeal*) – Provides one last opportunity for voluntary compliance. For example, “*Is there anything I can say to gain your cooperation at this time?*”
- E. **Act** (*Take appropriate action*)

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute

The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- A. Remaining impartial
- B. Preserving the peace
- C. Determining whether or not a crime has been committed
- D. Conducting an investigation if a crime has been committed.
- E. Providing safety to individuals and property
- F. Suggesting solutions to the problem
- G. Offering appropriate referrals
- H. Considering arrest as a reasonable alternative if a crime has been committed

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.2.02 Social Service Organizations

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)
- F. Any additional city/county agencies or organizations

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.1.03 Inherent Dangers to Officers

The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.1.04 Separating Parties in a Dispute

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.1.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

Reference(s): FTO to discuss and review PPD Policy 336 (Private Person Arrests)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- A. Family disputes
- B. Neighbor disputes
- C. Juvenile dispute
- D. Loud parties/Loud noise

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.2.07 Handling a Dispute Situation

Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

15.3 CIVIL DISPUTES

15.3.01 Agency Policy on Landlord-Tenant Disputes

The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

LANDLORD-TENANT DISPUTES

INTRODUCTION:

The Police Officer's role as a keeper of the peace requires that he deal with all areas of human conflict, including the handling of landlord-tenant disputes.

Although the traditional practice of law enforcement agencies has been to regard landlord-tenant conflicts as "civil in nature" only, very often, such disputes involve a misdemeanor violation of the Penal Code or result in some other type of violation, sometimes leading to acts of violence against the tenant, his / her landlord, or the Officer who responded to call for assistance.

Officers should try and achieve a lasting solution to the dispute by identifying unlawful conduct and suggesting alternative solutions that are lawful. While arrests may sometimes be required and/or appropriate, they should be considered a last resort.

A. Unlawful Conduct by Landlord:

1. Tenant lockout - PC 418
2. Seizure of tenants property - CA Civil Code of Procedures 51816(a)
3. Removal of door or windows - PC 418
4. Termination of services - CA Civil Code of Procedures 789.3
5. Trespass - PC 602 et. al.
 - a. The landlord may enter an apartment or rental dwelling without the tenants consent only in the following situations:
 1. In an emergency
 - a. Water leak, fire, existence of smoke, etc.

2. To make necessary repairs, or agreed upon repairs, or to show the property to prospective tenants, purchasers, workmen, contractors, or mortgage holders.
3. When the tenant has moved out or abandoned the property.
4. When a court order authorizing entry is in effect.

NOTE: Any section in a lease which denies the tenant a right to possession, or allows a landlord unreasonable entry, is void.

B. Response to Landlord/Tenant Disputes:

1. If the officer has responded to a tenant's complaint that the landlord has:
 - a. locked him/her out,
 - b. seized his/her property,
 - c. removed the doors or windows to the Premises,
 - e. interfered with the use of the utilities, or
 - f. unreasonably trespassed on the premises, the officer can often successfully resolve the dispute by:
 1. Informing the landlord his/her actions likely constitute a misdemeanor violation of (identify and describe the affected section.)
 2. Briefly explaining to the landlord, if legal grounds for eviction exist, he/she should bring an unlawful detainer action against the tenant in the Superior Court.

C. Evictions:

1. The most effective and legal way for a landlord to evict a tenant is by bringing an unlawful detainer action in court. There are several steps in this type of proceeding.
 - a. Notice
 1. If the tenant has violated any of the conditions of his lease or rental agreement (failed to pay rent when due, keeping a pet when specifically prohibited, etc.), the landlord must give the tenant a three-day written notice to either correct the condition or move.

This must be done prior to bringing any eviction action in court.

If the tenant corrects the condition as stated in the "three day notice to quit", the landlord cannot proceed with the eviction.

2. In addition, a landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement.

To do this, the landlord must first serve the tenant with a written 30-day notice of his/her intention to terminate the existing lease.

b. Service of Notices

1. A 3-day notice to quit, or a 30-day notice to terminate a lease must be served in one of three ways:
 - a. Handed to tenant personally.
 - b. Handed to an adult or grown child on the premises, with a copy sent to the tenant by registered mail.
 - c. If no one is home, the notice may be posted in a conspicuous place on the premises, with a copy of the posted notice sent to the tenant by registered mail.

c. Unlawful Detainer Actions

1. If the tenant has been properly served with a 3- or 30-day notice to quit and he / she does not comply, the landlord can bring court action to evict him.

The landlord initiates this action by filing an "unlawful detainee" complaint with the Alameda County Superior Court.

D. **Landlord Requirements:**

1. The landlord must fulfill the following requirements and maintain:
 - a. A structure that is weatherproof, waterproof, and rodent free.
 - b. A workable plumbing system.
 1. One working toilet, bathtub, and bathroom sink.
 2. One working kitchen sink.
 - c. Adequate heating facilities.

- d. Safe electrical wiring.
- e. Adequate garbage storage and removal facilities.

NOTE: The landlord cannot waive those requirements by placing the burden to repair or maintain those facilities on the tenant as a part or condition of the lease.

15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes								
The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:								
A. Evictions				C. Trespasses				
B. Lockouts				D. Confiscation of property				
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

15.3.03 Agency Policy on Labor-Management Disputes								
The trainee shall review and explain the agency's policy on labor-management disputes.								
<i>Reference(s): FTO to discuss and review PPD Policy 442 (Disturbance at Public Meeting)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____		
						Case Report #: _____		
						<i>(if applicable)</i>		

15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism
- E. Trespasses

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

DEMONSTRATIONS AND LABOR DISPUTES

Reference California Penal Code, Sections: 404, 404.6, 405(a), 406, 407, 409, 726, 727, 415, 416, 602(1), 416, 6021, 602(j).

As a police officer, our primary concern at any demonstration, or labor dispute, is to maintain the peace. This can be accomplished by the careful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

Police Actions at the Scene of a Disturbance

Each officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

1. Act in unison and only on command by the officer or supervisor in charge.
2. When you act, act with restraint, temper your actions, keeping in mind that the cameras are on you.
3. Once you have a person down and are restraining them do not use unnecessary force, it's sure to make the news and then we become the focus of the story. Do not over-react.

Individual Breaches of Peace

At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity, it is no basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested, if the acts are, however, malicious or violent, then there is no need to warn prior to arrest.

At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. if these circumstances occur, a warning should be given as prescribed in Section 726 of the Penal Code (Riot Act). Other applicable sections such as 407,

408 PC (Unlawful Assembly), 404 PC (Riot) are not uncommon violations. Remember, to have a riot the elements preclude the use of force or violence by two or more people acting together and without authority of law.

Picketing

1. Picketing should not interfere with persons passing in and out of building or on sidewalks. If it does, it is illegal.
2. Persuasive picketing is not illegal, but the pickets are not allowed by law to interfere with the ingress and egress of the customers to the establishment.
3. If pickets occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important, however, that proper warning via 726 PC be given so as to allow persons not involved to leave.
4. When officers arrive at a picket line, the picket "Captain" should be identified and spoken to prior to contacting the management side.
5. Established ground rules should be communicated to the picket leaders.

Arrests

When making numerous arrests, officers should fill out arrest information forms immediately, be photographed with suspects, and attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.

Conclusion. Although specialized units (SWAT, Press/Labor Relations Officer) may be handling demonstrations and labor disputes, it is imperative that officers familiarize themselves with the necessary procedures for handling demonstrations. Officers must maintain their composure during demonstrations. Sometimes this will mean taking significant verbal abuse. An officer's behavior can prevent a minor incident from escalating into a major one.

15.3.05 Small Claims Court								
The trainee shall explain the role of the small claims court relative to civil disputes.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:					Incident #: _____ Case Report #: _____ <i>(if applicable)</i>			

15.3.06 Handling a Civil Dispute

Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a reposessor may go
- D. When a repossession is complete

Reference(s): FTO to discuss and review. Business and Professions Code Sec 7507 – 7507.13

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

SECTION 16 TRAFFIC

Phase 1 Phase 2 Phase 3 Phase 4 Phase 5

Trainee _____ FTO _____

16.1 VEHICLE CODES

16.1.01 Vehicle Code Laws

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

ISSUING TRAFFIC & PARKING CITATIONS

In the great majority of traffic collisions, a violation of some traffic regulation is the cause of the accident. To achieve compliance with traffic regulations by the public, and thus reduce the possible incidents of traffic collisions, it is necessary to enforce traffic laws.

Law enforcement officers have a duty by statute to arrest (or cite) persons who commit traffic violations in their presence.

INITIAL TRAFFIC STOP

The first 60 seconds is the critical time period. Always **be alert for any danger or possibility of danger**. Any traffic stop could become a “life or death” situation. It is one of the most potentially dangerous incidents an officer may encounter in his/her duties. He/She is dealing with an unknown violator and the act of issuing traffic cites can easily become too “routine” of an act, thereby lessening the officer’s awareness of possible danger.

1. Advise Communications of your intent to make a traffic stop.
2. Give Communications the location and license number of the vehicle to be stopped.
3. Record the license number on the scratch pad in the unit.
4. Keep your eyes on the violator for any suspicious type movements and be ready for any possible action. Keep a check on passengers.
5. Position unit 6-12 feet to the rear of the violator’s vehicle and offset 3 feet to the left to protect you on approach.

VIOLATOR CONTACT

Proceed in a positive manner, taking into consideration persons with varying degrees of shock, fear, nervousness and most important – temperament. Avoid lecturing, but explain the violation. The officer’s tone of voice, choice of words, posture and attitude have a great bearing on the public’s acceptance of law enforcement. Be alert to the fact that a traffic violator may be a fleeing felon. Extra care should be taken during the hours of darkness.

1. Obtain the driver’s license, insurance and registration.
2. State the elements of the offense, giving a brief explanation of the violation. Do not enter into a long discussion or argument of the case.

3. Move to the police unit to complete the citation from a position of advantage, keeping aware of the violator's actions.
4. Make the decision to admonish or cite on the facts and not the attitude of the violator.

COMPLETING THE CITATION

1. Fill in appropriate spaces on citation accurately and completely.
2. Set "Date of Appearance" in accordance with Department Policy.
3. Show violations of Vehicle Code number with subsection, i.e.VC 21453- A with a brief explanation of violation. Example: "Failed to stop for red traffic signal."
4. Show approximate speed and lawful speed of the zone on all speeding violations. Fill in all speed boxes.
5. Sign the citation and write in your ID number.
6. Keep information to a minimum, but give pertinent facts. No changes will be made on the citation unless such changes can be made on the violator's copy. Vehicle Code Section 40505 prohibits any additions or deletions on a citation delivered to a magistrate if the same information does not appear on the violator's copy.
7. The violator's signature is required on the citation. If the violator refuses to sign the citation, request a field supervisor. The violator must sign or be booked into jail. An explanation that the signature is a promise to appear and not an admission of guilt will usually reduce incidents of this kind.
8. Place absentee parking citations under the windshield wiper of the vehicle.
9. Person's driving on a suspended or revoked license should be cited for it if the service codes prove the violator had prior knowledge (cite 14601(a) VC with prior history OR 14601.1(a) VC without prior history). If there is no official knowledge, cite for 12500(a) VC, unlicensed driver. Both violations can be issued on a citation with a brief statement of the violation. When necessary, confiscate the driver's license and complete DMV 310 Form.
10. Most traffic violators are law abiding citizens and their only contact with the Police Department will be with a police officer during a traffic stop. We should make this experience a learning process, and not one that will result in a bad public image.

CITATION ERRORS

1. When voiding a citation, write "void" across the citation. Complete a memo and forward it to the Chief of Police explaining the reason for voiding the citation. Attach all copies, except the book copy (yellow).
2. If citation errors are discovered after the citation has been issued complete a "notice of Amended Citation", indicating the correction that is needed. Attach copy of citation.

16.1.02 Vehicle Code Terminology								
The trainee shall define the following terms as used in the California Vehicle Code:								
SS. Crosswalk		WW. Intersection		AAA.School bus				
TT. Darkness		XX. Limit line		BBB.Sidewalk				
UU. Driver		YY. Motor vehicle		CCC.Vehicle				
VV. Highway		ZZ. Roadway		DDD. Pedestrian				
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play

Trainee					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.1.03 Vehicle Code Authority to Arrest								
The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.								
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.1.04 Common Vehicle Code Violations								
The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:								
S. Vehicle registration and insurance requirements T. Theft of and tampering with vehicles U. Driver's license and identification cards including suspensions V. Hit and run W. Traffic control signals X. Other traffic control devices Y. Driving, overtaking, and passing Z. Right of way AA. Pedestrians				BB. U-turns CC. Stopping, standing, and parking DD. Driving under the influence EE. Equipment violations FF. Fleeing/evading an officer GG. Reckless driving HH. Seatbelt violations II. Other public offenses				
<i>Reference(s):</i>								
FTO	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

- F. Verbal warning
- G. Issuing a citation
- H. Physical Arrest

Reference(s): FTO to discuss and review PPD Policy 507 (Traffic and Parking Violations Citations)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.1.07 Promise to Appear

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows

The trainee shall review and explain the agency's policy regarding towing procedures.

Reference(s): FTO to discuss and review PPD Policy 503 (Vehicle Towing and Release) PPD Policy 512 (Vehicle Impound Hearings)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

- | | |
|---|--|
| A. Abandoned vehicles (22669(a) CVC) | F. Held for investigation (22655.5 CVC) |
| B. Traffic hazards (22651(b) CVC) | G. Involved in hit and run (22655 CVC or 22653(b) CVC) |
| C. Incident to an arrest (22651(h) CVC) | H. VIN removed (10751 CVC) |
| D. Stored for safekeeping (22651(g) CVC) | I. Held for operation by unlicensed driver (22651(p)CVC) |
| E. Stolen, recovered, and not released in the field (22651(c) and 22653(a) CVC) | |

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.2.03 Impounds From Public or Private Property

The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

TOWING PROCEDURES

VEHICLES THAT SHOULD BE TOWED

- A. Vehicles in a serious crime
- B. Investigation Hold
 1. Reasonable cause to believe the vehicle has been involved in a Hit and Run, and the driver failed to comply with provisions 20002 CVC and including 20006 CVC.
 2. Hold must be released after 48 hours if owner demands release.
- C. Arrest Tow
- D. Recovered/Stolen Auto if unable to contact owner
 1. Confirmation from Communications where you are and required information on vehicle.
 2. Then advise Communications where you are and required information on vehicle.
- E. Hazard Tow
- F. Overtime Abandoned Vehicle Parking
 1. Standing 72hours or more on street or highway.
 2. Tag with abandoned vehicle tag, documenting odometer and chalk tires.
 4. After 72hours the vehicle can be towed if odometer and chalk marks are in the same position.
- G. Parking Prohibited
 1. Check to see if signs are properly posted.
 2. Issue parking citation.
- H. Incapacitated Driver Tow
 1. Driver unable to move vehicle due to involvement in traffic collision or other injuries.
 2. Attempt to move off highway.
- I. Tow-Away Zone
 1. Stopping – Standing or Parking Prohibited.
 2. Attempt to move off highway.
- J. Private Property Tow
 1. Vehicle used in crime.
 2. Embezzled vehicle.
 3. Recovered stolen vehicle OR
 4. When property is properly posted, police can keep the peace while owner of property tows the vehicle.

VEHICLES THAT MABE TOWED

- A. Driveway blocking or parking – Cite 22500(c) CVC
- B. Fire hydrant parking – Cite 22514 CVC
- C. Blocking railroad tracks – Cite 22521 CVC
- D. Parking more than 18 inches from curb – Cite 22502 CVC Tow if it is a hazard to other vehicles.

ORDERING A TOW

- A. Contact dispatch and request a tow either owner's request, or officer's request. Dispatch will use a rotation tow list unless owner specifically requests a tow agency.
- B. Give location.

- C. If necessary, give vehicle description and license number.
- D. Advise of special tow requirements (motorcycle, dollies, etc.)

CANCELING A TOW

- A. Advise dispatch as soon as possible to cancel if tow has not arrived, and place the tow company back on top of rotation tow list.
- B. If tow has arrived and vehicle is picked up, the driver must deal with tow truck driver for his/her fee.

COMPLETING CHP 180 FORM

- A. Fill in the blanks.
- B. Accurately mark damages.
- C. Indicate reason for tow.
- D. Visible property inventory

Note: Mopeds require a tow and CHP 180.

16.2.04 Handling a Vehicle Impound/Storage								
Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:								
<ul style="list-style-type: none"> E. Compliance with state law F. Compliance with agency policy G. Completion of all required reports in a satisfactory manner 								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.3 VEHICLE COLLISIONS

16.3.01 Preventing Accidents

The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Education B. Enforcement C. Proactive engineering recommendations D. Patrol awareness (including assisting stranded motorists) | <ul style="list-style-type: none"> E. Environmental factors that detract from traffic safety F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission. |
|--|--|

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- | | |
|--|---|
| <ul style="list-style-type: none"> E. Determining injuries and need for emergency first aid treatment F. Protecting the scene, including persons and property involved G. Appropriate use of flares (away from flammable materials, spilled fuel, etc.) | <ul style="list-style-type: none"> H. Ascertaining the need for medics/ambulance service I. Considering the need for tow services J. Determining the need for further assistance |
|--|---|

Reference(s): *FTO to discuss and review sections below.*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

HANDLING TRAFFIC ACCIDENT CALLS

A. Responding to the Traffic Accident:

1. Determine the best route to the scene, remembering certain routes may be blocked by traffic.
2. Determine the appropriate level of response to use.
 - a. A "Code 3" response is appropriate for injury accidents, when no other emergency personnel are yet on scene.

- b. A "Code 2" response is appropriate for non-injury accidents, or for injury accidents when other emergency personnel are already on scene.
- 3. Be aware of other emergency vehicles and personnel responding to the same accident scene.
 - a. Their response and arrival may dictate your level of response.

B. Arrival at the Scene:

- 1. Position your patrol unit so as to provide the maximum safety for emergency personnel who may be exposed to passing traffic.
 - a. Consider using the patrol unit as a traffic control device.
 - b. Work as a team with other arriving law enforcement personnel.
 - c. Determine what other assistance is required (paramedics, tow truck, etc.) and request them as soon as possible.
 - d. If the accident involves a hit and run, advise Dispatch personnel as soon as possible, if BOL is warranted.
 - f. Set out flare or cone pattern as appropriate and necessary.
 - 1. Check first for gasoline or other flammable liquids, (i.e.: butane, propane in campers, etc.)

C. Flare or Cone Pattern:

- 1. The following are basic rules for setting out flare patterns at the scene of a traffic accident:
 - a. Estimate the speed of traffic flow and allow sufficient distance for adequate warning of passing motorists.
 - b. Don't use too many flares. They may blind oncoming drivers or their fumes may overcome officers.
 - c. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
 - d. If necessary to block off an entire street, be certain a detour is made available.
 - e. If the problem will take a long period of time, stack flares.
 - f. When the scene is cleared, extinguish all flares.

D. **Working With Responding Fire and Paramedic Units:**

1. Fire and paramedic units will be dispatched to all traffic accidents involving injuries.
2. Work as a team with arriving fire and paramedic units. They will care for the injured parties while police will handle any reports, traffic control, and investigation.
3. Assist the paramedics if you are needed, but do not interfere with their progress. Often times, if your assistance is needed, they will ask you to perform a specific task or tasks.

E. **Locating Witnesses/Involved Parties:**

1. Witnesses are often reluctant to come forward and give statements to officers. Listen to the conversations of onlookers. Many witnesses have been found this way.
2. Once witnesses or involved parties have been located, obtain and keep possession of their driver's license(s) or I.D. card(s).

F. **Taking the Accident Report:**

1. The responsibility for documenting and investigating a traffic collision rests with:
 - a. Traffic officer if on duty, or the beat officer assigned to the detail.
 - b. The local police agency having jurisdiction, should the accident occur upon a roadway within the territorial limits of an incorporated city.
2. Arriving Officers should evaluate the scene and determine which law enforcement agency has jurisdiction.
 - a. If there are no injuries, property damage is minor, drunk driving is not suspected, there is no prosecutable violations, and the involved parties wish to file a formal report, the officer should generally conduct an investigation.

G. **Private Property Accidents:**

1. Occasionally, a request for a report will be made regards accidents occurring on private property.
 - a. The Piedmont Police Department will not investigate private property accidents unless they meet the requirements of the Traffic Collision Investigation Manual and Piedmont Police Policy 502.

Only the following types of accidents on private property are excepted:

1. It involves an injury or death
 2. It involves a driver under the influence of alcohol or drugs
 3. It involves a hit and run driver
- b. The California Highway Patrol will investigate private property accidents involving an occupied school bus.
- c. The Alameda County Sheriff's Department investigates any accident involving an AC Transit vehicle.
- c. Officers may facilitate exchange of names and insurance information but **do not** identify which driver was at fault to the involved parties.

H. **Vehicle Accident Reports:**

1. All vehicle accidents which are reported will be investigated and recorded in accordance with the specifications in the Manual for the preparation of the Traffic Collision Report. Exceptions may be made by the Piedmont Police Traffic Officers.
2. Print and submit your completed collision report into the report box in dispatch. The next on duty traffic officer will review all traffic accident reports for accuracy, completion, and legibility prior to submitting the report. Detailed processing specifications are described in the Traffic Collision Manual.
3. If after completing your investigation, if you feel someone should be cited, indicate in your recommendation section at the end of the report the driver's name and violation, then request a copy be forwarded to the Accident Review Officer for possible issuance of a Complaint. Indicate a follow-up due date of no longer than 20 days, by the Accident Review Officer.

After reviewing your investigation and if facts warrant a Complaint, the Traffic Accident Review Officer will complete a criminal Complaint and cause it to be filed in the Alameda County Court. If he/she feels the investigation does not warrant a complaint, he/she will so indicate in a follow-up report with a copy to the originating officer.

Follow-up and case closed responsibility will be that of the Traffic Officers.

16.3.03 Agency Policy Regarding Collision Investigations

The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.

Reference(s): FTO to discuss and review. PPD Policy 502 (Traffic Collision Reporting)

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.04 Removing Vehicles from the Highway

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.

Reference(s):

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.05 Mandatory Investigations

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- A. Injury accidents
- B. Hit and run accidents
- C. Accidents involving suspected drunk drivers
- D. Accident involving city, county, or state property

Reference(s): FTO to discuss and review. PPD Policy 502

FTO	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
Trainee					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

- A. **Accident or Collision** – An unintentional event that causes damage, injury, or death
- B. **Area of Impact** – the geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface.
- C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries.
- D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface
- E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person
- F. **In transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from to place to another
- G. **Other parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)
- H. **Primary Collision Factor** – the one element or driving action, which in the officer’s opinion best describes the primary or main cause of the collision.
- I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- A. Indications of compass direction
- B. Measurement of the scene in proportion, but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determining the area of impact and the point of rest

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluids, and other related property damage
- C. Photographs of the scene

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.09 Collision Investigation Information

The trainee shall identify information to be obtained during a collision investigation interview, including:

- A. Identity of the involved parties and vehicle information
- B. Time and location of collision events
- C. Chronology of collision events
- D. Elements unique to hit and run collisions, if applicable

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.3.10 Handling a Traffic Collision

Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference(s):

FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

- | | |
|----------------|------------------|
| E. Stop | H. Turn right |
| F. Start | I. Turn left |
| G. Keep moving | J. Make a U-turn |

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

FIXED POINT TRAFFIC CONTROL

1. The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws.
2. Point control may be at: intersections, pedestrian crossings, accidents, fires, road blocks, construction sites, etc.
3. The allocation of time to flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections (e.g., longer time when traffic is heavy, shorter time when traffic is light).
4. When there is a predominant turning movement, a 3-phase control is recommended, to take care of each flow of traffic individually. There should be separate time intervals allowed for the north-south flow, the east-west flow and the turning flow while both of the others are stopped.
5. Anticipate congestion on roads leaving the intersection, due to cars turning into parking lots or buses loading or unloading. Never allow traffic to back up across an intersection.
6. Where traffic is being handled by group control of two or more officers, the senior officer shall give the master signal by which others will be guided.
7. An officer must position himself so that he can see and can be seen by all approaching line or traffic and pedestrians without interfering with the movement of traffic or his own safety. Keep eye contact with the drivers of vehicles.
8. Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed towards the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect, alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At nighttime, manual directions will be given with the flashlight in a manner more slowly than in the daytime, remembering that the flashlight head cannot be seen at an angle.
9. Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of the hands, as slow, understandable motions of the hands are more readily understood by the public. Sharp, crisp, slow hand signals in conjunction with whistle signals will result in less confusion and more traffic moved in an orderly, safe manner. The following hand signals are to be utilized.

- A. **To stop traffic:** To stop traffic, raise the hand so that the palm is toward the driver. Hold this until driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Don't lower either arm until cars coming from both directions are halted.
 - B. **To start traffic:** To start traffic, point with your arm and finger toward the car you want to start. Hold it until you get attention. Then with your palm up, swing your hand up and over to your chin, bending the arm only at the elbow. Use this same signal to give the go-ahead to slow and timid drivers.
 - C. **To signal for turns:** To signal for turns, point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in direction the driver is to go. While one arm is pointing the direction of the turn, use the other arm in the "start traffic" motion to wave the driver into the "start traffic" motion to wave the driver into the turn. If it is necessary to hold another direction stopped, while attempting to signal a turning vehicle, raise and lower the pointing "arm" repeatedly while continuing to point in the direction of the turn.
10. While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officers' directions. However, this should only be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided as there is always the possibility they did not understand the controlling officers' directions.
 11. Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his post to meet them away from the traffic flow.
 12. The following instructions for special case traffic control:
 - A. **Emergency Vehicles:** Provided for the safe movement of emergency vehicles through intersections or control points. Make certain that an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicles has passed the intersection, be certain to hold all movements until you know that no other emergency cars are following.
 - B. **Accident Scene:** At the scene of a traffic collision the primary function of the officer assigned to traffic control is to clear the immediate area of vehicular and pedestrian traffic. Also, consideration should be given to the preservation of evidence while diverting the flow of traffic.
 - C. **Disaster Period:** Keep the sightseeing public away from the area, as they deter the efforts of a successful operation, create traffic hazards, place other persons as well as themselves in areas of danger, etc. Section 409.5 PC empowers peace officers to close area during emergency (flood, storm, fire, earthquake, explosion, accident, or other disaster). Anyone entering into or remaining in such an area is guilty of a misdemeanor, **with the exception of authorized representatives of any service, newspaper, radio or television station.**
 - D. **Intersection Control:** Where there are no signals or the signals are out of order first observe the intersection and if possible, determine the natural traffic pattern. Regulate the change of traffic flow as needed. Traffic flow should be coordinated

- with adjacent intersections to keep it from backing up and blocking the intersection under point control. Maintain a FRIENDLY but FIRM control over the intersection.
13. Guard against needless regulation at any locations which, if left alone, would adjust itself. However, take care when congestion appears, and remain on the job until danger of a traffic jam is past. Be alert for pedestrian traffic as they are in need of control along with the vehicles. Never try to stop traffic which is approaching too closely at a reasonable speed, as it may cause a rear end collision.

16.4.02 Directing Traffic Using a Flashlight									
The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

16.4.03 Use of Flares									
The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

16.4.04 Demonstrating Appropriate Traffic Control									
Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.									
<i>Reference(s):</i>									
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Name	Date	Name	Date		Name	Date		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:						Incident #: _____		Case Report #: _____ <i>(if applicable)</i>	

16.5 DRIVING UNDER THE INFLUENCE

16.5.01 Recognizing Suspected DUI Drivers

The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence (DUI).

Reference(s): FTO to discuss and review sections below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

DUI INVESTIGATION

REASON FOR CONTACT:

Officers usually encounter DUI drivers when they are involved in a traffic collision, stopped for another violation, or observed driving erratically. Absent a collision or chargeable violation, it is good practice to observe three indicators of impaired driving.

A few examples include:

- Drifting within a lane
- Stopping over the limit line or way behind it (impaired depth perception)
- Driving unusually slow or varying speed repeatedly
- Difficulty negotiating turns
- Braking for no apparent reason (especially approaching green light intersections)
- Slow reaction time to signals, traffic conditions, etc.

CONTACT OBSERVATIONS:

Use all your senses when observing the driver's behavior, attitude, and physical condition. Look for evidence of drug or alcohol use. Record signs and symptoms of impairment in your arrest report. Examples include, but are not limited to:

- Odor of an alcoholic beverage on the drivers breath or from the vehicle
- Drunken, stuporous behavior, unsteady gait
- Slurred speech
- Blood shot and/or watery eyes, droopy eyelids
- Slow responses and deliberate or fumbling movements
- Rapid speech and movements (possible stimulant drugs)
- Mood swings or sudden emotional changes
- Open containers of an alcoholic beverage or evidence of drugs
- Non-responsive, blank stare, and/or muscle rigidity - caution, may be PCP!
- Bizarre behavior or statements that do not make sense (may be hallucinogenic drugs)

INITIAL QUESTIONS:

Ask the driver questions to ascertain if there are personal or medical causes for symptoms of impairment you may see, and to establish the driver's abilities and condition so you can fairly evaluate their performance of the Standardized Field Sobriety Tests. If an opinion has not been formed as to whether a crime has been committed or if the driver was involved in a criminal act, these questions should not conflict with their Constitutional Rights. Include the following questions:

- Have you had any alcohol to drink in the last 24 hours? How much? What?
- When did you start drinking and when did you finish your last drink? Where?
- Are you taking any medications or using any drugs? What? When? How much?
- Are you sick or injured? Explain.
- Are you under a doctor or dentist's care? Explain.
- Do you have any physical or mental disabilities? Explain.
- When did you sleep last? How long?
- When did you last eat?

EYE CHECK:

Check for lack of smooth pursuit in horizontal eye travel (LSP), horizontal and vertical gaze nystagmus (HGN and VGN), and lack of convergence (LOC). NOTE: If you are not familiar with these examinations, solicit training from someone with expertise. Once observed, these signs are easier to ascertain and understand. NOTE: During the eye check, observe the pupils. If you see unusual constriction, dilation, or lack of reaction, this may indicate drug influence. In this case, evaluation by a DRE, DIR, or DAR trained officer is preferred.

STANDARDIZED FIELD SOBRIETY TESTS [SFST(s)]:

Physical impairment is not the greatest danger of driving under the influence. The mental acuity, essential to processing the multiple tasks of driving is affected at much lower levels of intoxication. For this reason, the following tests focus more heavily on divided attention impairment, than on coordination and balance. Other tests may not accurately and fairly determine a subject's impairment, or may only reveal a "drunk" driver and not an impaired driver. Conduct the tests in a well illuminated area, on a smooth and level surface. Explain and demonstrate each test clearly. It is important the person understands, so you can properly and fairly evaluate their performance. Use all four tests in the order listed or explain the reason for any deviation.

1. **Romberg** - Driver stands with feet together (heels and toes touching), hands down at sides, head tilted back, eyes closed and mentally estimates 30 seconds. During this test, note the following:
 - Starts too soon (prior to "start" instruction)
 - Sway (indicate inches of movement, and direction)
 - The actual time elapsed versus the drivers estimate of 30 seconds
 - Eyes opened during test
 - Head lowered down from the tilt back position
 - Feet separated

- Arms raised to assist balance
2. **Walk and Turn (Heel to Toe)** - Starting position: Driver stands with the right foot in front of the left foot, in a straight line, the heel touching the toe, arms down at sides, and maintain this position during the rest of the test instructions. Driver then walks in a straight line, taking nine steps forward, touching heel to toe and counting each step aloud. Turn 180 degrees by pivoting on the lead foot, and taking small steps with the other foot. Take nine steps back in the same manner and stop. Note the following:
 - Unable to assume and maintain the starting position
 - Starts too soon (prior to "start" instruction)
 - Stops walking during the test
 - Steps off the line
 - Fails to touch heel to toe
 - Arms raised to assist balance
 - Number of steps taken
 - Improper turn

 3. **One Leg Stand** - Driver stands on left or right foot, hands down at sides, knees locked straight and raises right foot to front, 6 to 8 inches above the ground. Driver to look at the raised toe, and count aloud for 30 seconds, then lower the foot down. After completion, have them repeat the test, this time standing on the right foot and raising the left. Note the following:
 - Arms raised to assist balance
 - Sways body or foot
 - Hops
 - Puts foot down (Note at what number and terminate test after three times)
 - Fails to follow instructions: Starts too soon, counts improperly, counts very fast or slow, fails to look at raised foot, etc.

 4. **Finger to Nose** - Driver stands with feet together, head tilted back, eyes closed, hands in front, palms up, fist closed and index fingers extended. At command, touch tip of finger to tip of nose in the following order: left, right, left, right, right, and left. Note the following:
 - The exact position the finger first touches the face on each attempt and if the finger is moved to the tip after contacting somewhere else
 - Eyes opened during test (remind them to keep them closed)
 - Arms raised out to sides versus in front
 - Head lowered down from the tilt back position (remind them to keep the head tilted back, as this effects the finger to nose trajectory)
 - Instructions not followed, i.e., hand not lowered after contact, etc.

OPINION:

Form your opinion **based on the totality** of your observations:

- Driving
- Objective symptoms
- Responses to questions
- Eye signs
- FST(s)

If you feel the driver is impaired and cannot operate a vehicle safely, arrest for driving under the influence of alcohol and/or drugs, per 23152(a) CVC. Influence is presumed at a .08% or higher blood alcohol content (BAC), per 23152(b) CVC. Charge with both sections if a breath test is selected and the result is .08% or higher BAC.

TOXICOLOGY:

After arresting the driver, advise them of their choice of a blood or breath test for determining their blood alcohol content (BAC).

Blood: Sample (VSB or Highland Hospital).

Breath: Complete checklist, test record card, and log book.

If you suspect the arrestee is under the influence of drugs, or a combination of drugs and alcohol, obtain a blood sample. If the arrestee requests a breath test, you are obligated to give it to him or her. After completion of the breath test, request that the arrestee choose a blood test. The arrestee is obligated to provide a blood test when drugs are suspected.

Arrest Report

Officer's Statement 13353.2 CVC (DMV form #DS 367) - Complete whenever:

- The breath test results are .08% or higher
- You expect the results of blood or urine test will be .08% or higher
- The arrestee refuses to submit to any chemical test.

Confiscate the driver's California license and attach it to this form or explain if the license is not in possession. Do not confiscate an out of state license, but still complete the form.

Chemical Test Refusal and Drug Admonition (page two of DMV form #DS 367) -

Complete this form if the arrestee refuses or fails to complete a blood alcohol test. For suspected drug influence, it is a refusal if the arrestee does not provide a blood sample, even if they completed a breath test. **Note:** You must articulate your reasons for suspecting drug influence. **Note:** After refusal, but within three hours of the violation, if the arrestee requests a test, and you become aware of the request, you must administer a test.

Administrative Per Se: Order of Suspension/Revocation: Temporary License

Endorsement (DS 367) - Complete this triplicate form if an arrestee has (or is suspected of having) a blood alcohol content (BAC) of .08% or higher or if they refuse to complete a chemical test for alcohol or drugs. In all cases, give the arrestee the third copy and advise it is their temporary license and they should read the instructions. Record breath test results next

to the breath test paragraph. For unlicensed or suspended license drivers, record the applicable code section, on the top of the form, before removing the arrestee's copy. Follow the same procedure for drivers licensed out of state.

Checklist and Test Record Card - Use this form for administering a breath test. Follow the checklist step by step.

Blood Sample Consent Form - If required, this form is provided by the hospital. Leave the original at the hospital and put a duplicate in the DR package.

CHP 180 - Use this form if the subject's vehicle is impounded or stored.

Property Report - Use this form if there is a blood or urine sample or other evidence.

ASSOCIATED VIOLATIONS:

- 23140(a) CVC - It is illegal for any person under 18 years, with a BAC of .05% or more, to drive a vehicle.
- 23152(a) CVC - It is unlawful for any person who is under the influence of an alcoholic beverage to drive a vehicle.
- 23152(b) CVC - It is unlawful for any person who has a BAC of .08% or more to drive a vehicle.
- 23152(c) CVC - It is unlawful for any person who is addicted to the use of any drug to drive a vehicle. (This does not apply to a person participating in an approved methadone maintenance program).
- 23152(d) CVC - It is unlawful for any person who has a .04% BAC to drive a commercial vehicle, as defined in Section 15210.
- 23152(e) CVC- It is unlawful to drive a vehicle with a .04% BAC or higher when transporting a person that has hired the driver.
- 23152(f) CVC- It is unlawful to drive a vehicle while under the influence of drugs.
- 23152(g) CVC- It is unlawful to drive a vehicle while under the influence of a combination of drugs and alcohol.
- 23153(a) CVC - (Felony) A violation of 23152(a), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23153(b) CVC - (Felony) A violation of 23152(b), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23153(d) CVC - It is unlawful for any person who has a .04% BAC to drive a commercial vehicle, as defined in Section 15210 and cause bodily injury to another.
- 23153(e) CVC- It is unlawful to drive a vehicle with a .04% BAC or higher when transporting a person that has hired the driver and cause bodily injury to another.
- 23153(f) CVC- It is unlawful to drive a vehicle while under the influence of drugs and cause bodily injury to another.
- 23153(g) CVC- It is unlawful to drive a vehicle while under the influence of a combination of drugs and alcohol and cause bodily injury to another.

21200.5 CVC - DUI, on a bicycle. \$250.00 maximum fine

16.5.02 Sobriety Tests								
The trainee shall explain and demonstrate the sobriety tests used by the agency.								
<i>Reference(s): FTO to discuss and review above items. PPD Policy 505 (Impaired Driving and Evidence Collection)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.5.03 Chemical Tests								
The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.								
<i>Reference(s):</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.5.04 Chemical Test Refusals								
The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.								
<i>Reference(s): FTO to discuss and review. PPD Policy 505 (Impaired Driving and Evidence Collection)</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
Comments:						Incident #: _____ Case Report #: _____ <i>(if applicable)</i>		

16.5.05 DUI Report Forms								
The trainee shall identify the report forms to be used for driving under the influence cases.								
<i>Reference(s): FTO to discuss and review PPD DUI forms.</i>								
FTO Trainee	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ <i>(if applicable)</i>
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SECTION 17 SELF-INITIATED ACTIVITY

Phase 1
 Phase 2
 Phase 3
 Phase 4
 Phase 5

Trainee _____ FTO _____

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

- A. Investigative stops
- B. Traffic enforcement

Reference(s): FTO to discuss and review section below.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								

Comments: _____

It is our role as police officers to reduce the impact of crime and act as a deterrent to crime in our community. This can be accomplished through being visible and proactive. Throughout an officer's shift, officers will be responding to calls of service to which they are dispatched. During the time that officers are not responding to calls for service, officers should be proactive in the community to help reduce the impact and/or the potential for crime. This can be accomplished through, but not limited to, the following means:

1. VEHICLE STOPS
 - a. Traffic enforcement
 - b. Investigative purposes

2. PEDESTRIAN STOPS
 - a. Suspicious person contacts
 - b. Consensual contacts
 - c. Traffic enforcement

3. DIRECTED PATROL
 - a. Gang area/activity
 - b. DUI enforcement
 - c. Illegal vendors
 - d. Crime patterns
 - e. COPS, D.A.R.E., Community Programs

4. ARRESTS
 - a. Misdemeanor and felony arrests
 - b. Other (i.e. Local and county ordinances)

5. OTHER ACTIVITIES

- a. Foot and/or Bicycle Patrols
- b. Field Interview (FI) Cards
- c. Curfew violators
- d. Suspicious circumstances
- e. Agency specific activities such as Park and School checks

The above listed means can be achieved through various methods. Officers can check the daily event logs for criminal activity, review the Daily Bulletin, "Hot Sheet" for stolen vehicles, speak with experienced officers and other creative ways. All of these methods increase the potential gathering of useful information and making quality arrests, thus reducing the impact of crime on the community.

Unacceptable self-activity would be: Officer does not see or avoids activity. Fails to follow-up on cases. Rationalizes away suspicious circumstances. Does not have a general grasp of on-the-job knowledge. Tries to avoid taking reports by "kissing it Off".

Acceptable self-initiated activity would be: Officer recognizes and identifies police related activity. Has a general grasp of on-the-job activity. Develops cases from observed activity. Displays inquisitiveness.

Superior self-initiated activity would be: Officer seldom misses observable police related activity. Informs fellow officers by providing information at briefings. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

<p>17.1.02 Pedestrian Stops</p> <p>The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:</p> <ul style="list-style-type: none"> L. Suspicious persons M. Consensual encounters N. Enforcement of pedestrian related violations 								
<p><i>Reference(s):</i></p>								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
<p>Comments:</p>						<p>Incident #: _____</p> <p>Case Report #: _____ (if applicable)</p>		

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

- A. Gang area / Gang activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crime
- E. COPS / POP projects / School programs / NPEs

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

17.1.04 Arrests

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

- A. Misdemeanors
- B. Felonies
- C. Others (e.g. Municipal codes, local ordinances)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

- A. Field interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. Additional agency-specific activities
 - 1.
 - 2.
 - 3.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ (if applicable)		

PART IV - FTP Report Completion

Checklist

The following listed reports or forms should be completed by the trainee during the field training period. The FTO should record the case number and their initials when the report or form is completed. If a report or form has not been completed by the end of the FTO program, they should be covered “verbally.” The section should then be signed off, stating “verbal”, along with the FTOs initials.

<u>Incident</u>	<u>Case Number</u>	<u>FTO</u>
187 PC – Murder	_____	_____
Unattended Death	_____	_____
211 PC – Robbery	_____	_____
242 PC – Battery	_____	_____
245 PC – ADW	_____	_____
261 PC – Rape	_____	_____
273(a) PC – Child Abuse	_____	_____
273.5 PC – Spousal Assault	_____	_____
Emergency Protective Order (E.P.O.)	_____	_____
836 Arrest Packet	_____	_____
Domestic Violence – Incident	_____	_____
288 PC – Child Molest	_____	_____
487 PC – Grand Theft	_____	_____
488 PC – Stolen License Plates	_____	_____
459 PC – Burglary (Residential)	_____	_____
459 PC – Burglary (Commercial)	_____	_____
Assist Outside Agency (A.O.A.)	_____	_____
601 W&I – Runaway Juvenile	_____	_____
Missing Endangered	_____	_____
Returned Runaway Juvenile	_____	_____
Voluntary Missing Adult	_____	_____
10851 VC – Stolen Vehicle	_____	_____
10851 VC – Recovered Stolen Vehicle	_____	_____

<u>Incident</u>	<u>Case Number</u>	<u>FTO</u>
CHP 180 – Towed Vehicle	_____	_____
Traffic Accident – PDO	_____	_____
Traffic Accident – Injury	_____	_____
837 PC – Citizen’s Arrest	_____	_____
Juvenile Petition	_____	_____
Misdemeanor Citation	_____	_____
T-Bolt Citation	_____	_____
23152 VC – DUI Cite Out	_____	_____
11550 H&S – UTI	_____	_____
Narcotics Arrest	_____	_____
647(f)/849(b) PC – Public Intox	_____	_____
Warrant Arrest – Booked	_____	_____
Warrant Arrest – Cite Out	_____	_____
3056 PC – Parole Hold	_____	_____
Found Property	_____	_____
5150 Hold	_____	_____
F.I. Card	_____	_____
Alarm Citation	_____	_____
Parking Citation	_____	_____
Traffic Citation	_____	_____
Admin Citations	_____	_____
Crime Lab Request	_____	_____
Overtime Slip	_____	_____
Time-Off Slip	_____	_____
Major Crime Scene Log	_____	_____
Vehicle Repair Form	_____	_____

