



**ESCONDIDO
POLICE DEPARTMENT
FIELD TRAINING PROGRAM**

New Officers

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STRUCTURED LEARNING CONTENT

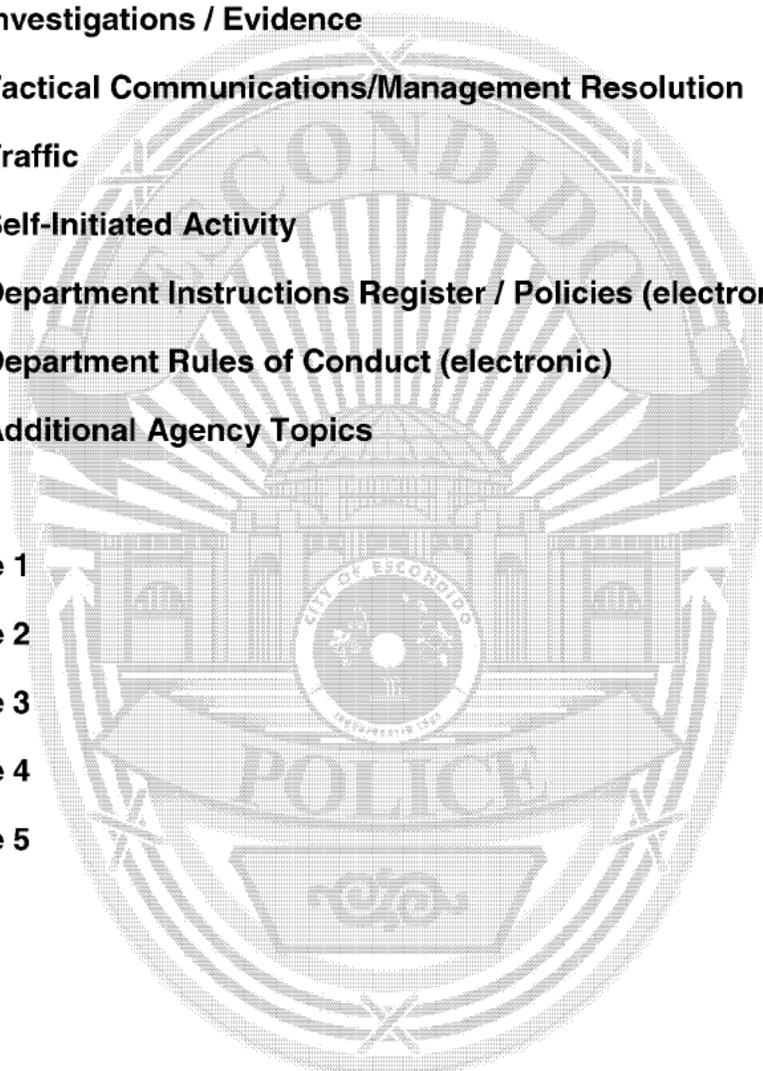
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TESTS

- Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5



Congratulations on your selection as an Escondido Police Officer! You are about to receive the finest training available to law enforcement officers. We are extremely proud of our curriculum and our team of trainers. They combine to produce a training experience that is among the best in the nation.

The Escondido Police Department has a tradition of customer service delivered by highly competent, professional and compassionate police officers. Community-Oriented Policing, with its emphasis on problem solving and establishing community partnerships, is the cornerstone upon which we base our training. I challenge you to work with all community members to identify real problems and develop effective problem-solving strategies. By working together with the community to solve problems, you will change the face of police work forever. During the next several months, you will learn that Community-Oriented Policing, with an emphasis on community problem solving, customer service and aggressive enforcement, can improve the quality of life in Escondido. You will also learn how this standard impacts law enforcement everywhere.

The Field Training Program takes your classroom instruction and puts it into practice. Our Field Training Officers are chosen not only for their ability to teach new officers, but also for their enthusiasm and commitment to our policing philosophy and organizational values. I consider them problem-solvers, role models, and excellent resources for new officers.

This guidebook has been developed to ensure that all Trainees receive the same level of training and performance evaluation. It outlines what skills you will be required to demonstrate and will serve as a valuable training tool as you work toward successful completion of the Field Training Program. I am confident you will find our training program not only challenging but rewarding as well.

The Escondido Police Department is committed to providing the citizens of Escondido with fair, respectful and effective service. At the same time, I am committed to providing you with the best training available, taught by the most qualified instructors on our Department. Take advantage of the experience and dedication these professionals bring to your training program. It will be the foundation of your law enforcement career and benefit you for years to come.



Craig Carter
Chief of Police



City of Escondido



Police Department

Mission Statement

Providing Excellent Police Services at Every Opportunity

Department Pillars

Professional Conduct

Reducing Crime

Community Outreach

The Escondido Police Department is committed to providing quality service while creating partnerships with all community members through ongoing direct positive contacts. We are committed to being responsive to community needs, promoting mutual trust, and delivering a quality of service that meets or exceeds the standards and expectations of the people we serve.

Our objective is to improve the quality of life through a police-community partnership that promotes and sustains safe neighborhoods by addressing the underlying causes of crime and fear. Our mission embodies a philosophy that empowers all employees and community members to share ownership, commitment, and accountability to solving problems and keeping the public safe and secure.

A handwritten signature in black ink, appearing to read "Craig Carter".

Craig Carter
Chief of Police

Field Training Assignments

Phase 1	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Phase 2	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Phase 3	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Phase 4	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Phase 5	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Traffic Phase	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		
Phase 6	From:	To:
Shift:	Additional FTO's:	
FTO:		
Training Lt/Sgt:		
FTO Sgt:		

FIELD TRAINING PROGRAM COMPLETION RECORD

Trainee Name	Badge #	Date of Completion

Name of Field Training Officer	Field Assignment	Field Training Dates (inclusive)
		FROM TO

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

_____	_____
Signature of Trainee	Date

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

_____	_____
Primary Field Training Officer Signature	Date
_____	_____
Field Training Administrator/Supervisor Signature	Date

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program.

_____	_____
Agency Head	Date

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING GUIDE

ORIENTATION / DAY ONE

- Trainee reports to Training Division at time instructed
- Welcome / Staff Introductions
- Handouts issued / Training
- Benefits explained / Personnel
- Rain gear / eye & ear protection issued / Shops
- Vest fitted and loaner vest issued / Property
- Safety gear issued / Property
- Time card produced / Records
- POA/PORAC signup / POA representative
- Mailbox assigned
- Schedule/FTO book explained
- Rules of Conduct
- Department Orders

Training Representative _____ Date _____

Trainee Signature _____ Date _____

TRAINEE ORIENTATION

The Trainee will be oriented to the following locations while in Phase Training, preferably in the Phase(s) indicated below. Orientation checklists are provided for each topic.

The orientation instructors shall initial and date each line upon completion. The instructors shall also sign each item on the checklists as completed. It is the responsibility of the Training Division to ensure compliance of all required subjects during the orientation phases.

PHASE 1, 2, 3

Department Policies (D.I.s)	Instructor _____	Date _____
Range Qualification	Rangemaster _____	Date _____
Arrest & Control Techniques	Instructor _____	Date _____
Impact Weapon Qualification	Instructor _____	Date _____
Use of Force Policy	Instructor _____	Date _____
Communications	Instructor _____	Date _____
Radio Issue & Training	Instructor _____	Date _____
Records/Crime Analysis	Instructor _____	Date _____
CSD (Crime Suppression Division)	Instructor _____	Date _____
Standards and Ethics (I. A.)	Instructor _____	Date _____
Peer Support	Instructor _____	Date _____
Chaplaincy Program	Chaplain _____	Date _____
Gym/Equipment	Video Instruction _____	Date _____
Gas Mask Fit Test/Issue	Instructor _____	Date _____
Respectful Workplace	Instructor _____	Date _____
PORAC/Legal Defense	POA Representative _____	Date _____

PHASE 4, 5

Traffic Investigation	Instructor _____	Date _____
Intoximeter Training	Instructor _____	Date _____
Taser Training/Issue	Instructor _____	Date _____
Spike Strip Training	Instructor _____	Date _____

PHASE 6

Investigations	Crimes of Violence _____	Date _____
	Crimes of Property _____	Date _____
	Special Investigations _____	Date _____
	Crime Lab _____	Date _____

Canine Unit	Instructor _____	Date _____
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Escondido University	GroupWise _____	Date _____
	Windows _____	Date _____
	Word _____	Date _____

Firearms Qualification Orientation Checklist

Date	Initial

C. Quickdraw and Dryfire

1. The instructor will have the trainee draw the weapon from the holster and dryfire twice.
2. The instructor will check for quickness and ease of weapon withdrawal, and familiarity with the holster.

III. SHOOTING SKILLS

A. Sight Alignment

1. The instructor will have the trainee fire a minimum of 20 rounds at a target from a variety of distances (preferably from 7 yds to 15 yds).
2. The trainee will be assessed for accuracy and weapon familiarization.

B. Quickdraw (Doubletap)

1. The instructor will have the trainee quickdraw his/her weapon from a secured holster position, and engage a target with two quick rounds (doubletap) utilizing the point shoot technique.
2. The trainee will be assessed on quickness, accuracy and weapon manipulation.

C. Reactionary Drill

1. The trainee will be placed in front of a silhouette target approx 5-7 yds away and given an F.I. pad or similar to hold. When given a designated signal the trainee will engage the target with a minimum of two rounds (doubletap).
2. The trainee will be assessed on accuracy, quickness, and weapon manipulation.

D. Spreadfire

1. The instructor will have the trainee quickdraw his/her weapon from the secured holster position and engage two targets shooting each target a minimum of two times each.
2. The trainee will be assessed on quickness, accuracy, and weapon manipulation.

Firearms Qualification Orientation Checklist

Date	Initial

E. Barricade Shooting

1. The instructor will explain and review basic room entry and building search techniques.
2. The trainee will engage targets utilizing various barricades.
3. The trainee will be assessed on quickness, accuracy, and weapon manipulation.

F. Decision-Making

1. After being told a scenario, the trainee will engage a combination of shoot/don't shoot targets.
2. The trainee will be assessed on quickness, accuracy, and weapon manipulation.

Based on the above performance, I hereby qualify _____
with the Department-issued handgun:
Type _____
Serial # _____

Based on the above performance, I did not qualify _____
with the Department-issued handgun, for the following reason(s):

Additional Comments:

Signed Rangemaster _____ **Date** _____

Firearms Qualification Orientation Checklist

Date	Initial

SHOTGUN QUALIFICATION

IV. Shotgun Familiarization

- A. The instructor will demonstrate the five-point safety check on the Remington 870 pump shotgun. The trainee will then demonstrate the same.
- B. The instructor will explain the various uses, advantages and disadvantages of the shotgun.
- C. The instructor will explain the various munitions available, i.e., less lethal rounds, slug rounds, and gas deployment.
- D. The instructor will explain the spread pattern of the 00 buck round from various distances.
- E. Patrol Ready

V. Shotgun Manipulation

- A. The trainee will engage a minimum of two targets with 00 buck rounds.
- B. The trainee will be assessed on accuracy, weapon familiarization, and speed.

Based on the above performance, I hereby qualify _____
 with the Department-issued shotgun:
 Type _____
 Serial # _____

Based on the above performance, I did not qualify _____
 with the Department-issued shotgun, for the following reason(s):

Additional Comments:

Signed Rangemaster _____ **Date** _____

#4

#5

#6

#6

#7

#7

#8

#8

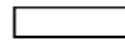
7 YD _____ 7 YD _____ 7 YD _____

15 YD _____

25 YD _____

6 YD _____

15 YD _____



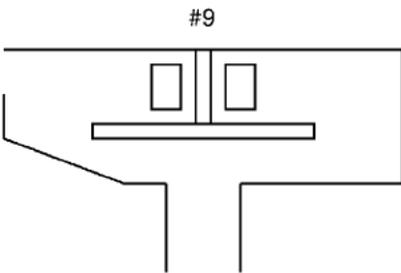
REACTION

SPREADFIRE

DOUBLETAP

BARRICADE

SIGHT ALIGNMENT



DECISION MAKING

EXAMPLE ONLY

Arrest and Control Orientation Checklist

Date	Initial

- D. Forward Swing.
 - 1. Reverse Swing.
 - 2. Power Swing.

III. ARREST AND CONTROL STANDING COMBATIVES

- A. Body, Balance, Stance and Movement/Proper time to use combatives.
 - 1. Proper Stance.
 - 2. Proper Movement.
 - 3. Distance and Timing.

- B. Strikes (Strike and get off line).
 - 1. Palm Heel Strikes.
 - 2. Elbow Strikes.
 - 3. Knee Strikes.
 - 4. Front Kicks.
 - 5. Round Kicks.
 - 6. Blocking and Evading.

IV. CONTROL HOLDS/TAKEDOWNS

- A. Demonstrate and have officer perform the following:
 - 1. Rear Arm Finger Flex.
 - 2. Arm Bar Takedown.

V. HANDCUFFING/SEARCHING

- A. Cover the following points:
 - 1. Handcuff from position of advantage.
 - 2. Handcuff at earliest opportunity.
 - 3. Handcuffing does not equal arrest.
 - 4. Handcuffing suspects to avoid:
 - a. Attack
 - b. Escape
 - c. Destruction or concealment of evidence/contraband

- B. Demonstrate and have officer perform handcuffing in the following positions:
 - 1. Standing with control hold.
 - 2. Seated position.
 - 3. Kneeling.
 - 4. Prone.

- C. Maximum restraints.

Arrest and Control Orientation Checklist

Date	Initial

- D. Demonstrate various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:
1. Control of the suspect(s) and the handcuffs
 2. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
 3. Reasonable degree of tightness
 4. Observation of restrained suspects
 5. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
 6. Safe and controlled removal of handcuffs and other restraint devices
- E. Demonstrate and have officer perform quadrant search.
1. How to search opposite sex (D.I. 1.13)
- F. Review agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.
- G. Review legalities of prisoner/inmate searches, including:
1. Search by same sex
 2. Clothed search
 3. Strip or skin search, including documentation

Signed by _____ **Date** _____
Certified Department Instructor

Traffic Division

Traffic Orientation Checklist

Trainee _____

ID# _____

		Explained / Performed	E / P	Date	Initial
I. Personnel					
	Traffic Supervisor				
	Traffic Officers				
	Traffic CSO's				
	Tow Coordinator				
	Support Personnel / Redflex Red Light Cameras				
II. Forms, Codes and Manuals					
	CHP 555				
	CHP 555-03 (Property Damage Only)				
	CHP 180 & Tow Narrative Supplemental				
	Hit and Run Supplemental				
	Citations				
	Parking Citation				
	Vehicle Code				
	Collision Investigation Manual (SWITERS)				
III. Traffic Officers Duties and Responsibilities					
	D.I 1.18 - Traffic Accidents Involving City and other Government Vehicles				
	D.I. 4.5 - Traffic Enforcement Tolerances				
Traffic Orientation Checklist					
		Explained / Performed	E / P	Date	Initial
IV. Reports (CARS) and Investigations					
	Non-Injury				
	Minor Injury				
	Hit and Run Investigations				
	• Felony				
	• Misdemeanor				
	- Follow up Investigation				
	✓ Measurements and description of damage				
	✓ Paint Samples (collection)				
	✓ Vehicle Parts				

- ✓ Evidence collection of clothing and property
- ✓ Photos

Private Property
 On – Duty Emergency Vehicles
 Government Vehicles
 Operational Damage

V. Additional Information

School Safety Liaison Officer
 - Bicycle Safety School
 - School Crossing Guards

VI. Vehicle Abatement

Policy and Procedures

VII. Special Functions / Details

- DUI Checkpoints
- CDL Checkpoints
- Seatbelt Checkpoints
- Funerals
- Cite Details
- NCLETSC Details

VIII. Traffic Engineer

IX. MTZ

X. Inspections

Tow Trucks
 Taxi Cabs

XI. Equipment

- Accelerometer
- Photography
- Radar/LIDAR

XII. TOPCON Laser Measuring Device

Signed Traffic F.T.O. _____

Date _____

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Communications Division Orientation Checklist

Date	Initial

- IV. COMPUTER SYSTEMS - Stress Need for Accurate Information for Search
 - A. SUN System - What information is contained in system. How to run basic requests that will be helpful to the Officer, i.e., 10-28, MA09, RI01. Information necessary for requests and entries.
 - B. ARJIS - What information is contained in system. Need to know the nature of the search to access correct information. Stress cost of minimal information searches.
 - C. CRIMINAL HISTORY - Restrictions on accessing; need type of investigation or case number.
 - D. Obtain information from records during business hours.
 - E. Printouts – Advise if you need them and where they should go.

- V. BASIC OPERATING PROCEDURES
 - A. PRIORITY SYSTEM
 - B. What calls CSOs handle – why patrol handles at times.
 - C. PRIORITY FIELD SITUATIONS - Usage of tactical channels and PD2 or citywide. How responsibilities change. Delay routing computer requests during emergency situations. Hold routine traffic when you hear an emergency developing. No CAD messaging during emergency traffic.

- VI. FILES, LISTS AND INFORMATION IN COMMUNICATIONS AND PROVIDED BY US
 - A. Search and seizure lists.
 - B. Wanted person's book.
 - C. Apartment, mobilehome park maps, run maps.
 - D. Cross directory.
 - E. Activity log – Required info from Officer.
 - F. Watch log – Use a phone if possible to relay lengthy information and required info.
 - G. VC 10851 log.

Communications Division Orientation Checklist

VII. LAW ENFORCEMENT INFORMATION SYSTEMS

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

Have Officer either monitor PD radio position or provide headset to monitor calls.

Provide: Beat and cross street index

Signed Dispatch Instructor _____

Date _____

Date	Initial

■ ORIENTATION

Records Division Orientation Checklist

Trainee _____ ID# _____

I. SUPERVISOR

- A. Introduction to Clerks
- B. General Function of Each Work Station
- C. CLETS, NCIC, SUN, ARJIS – Basics
- D. Xerox
- E. Files
- F. CORI (Security of Records)
- G. Report Depository
- H. Functions of Units in Reporting Process:
 - 1. District Attorney's Office
 - 2. Records Division
 - 3. Investigations Division

II. ARREST DESK

- A. Bookings
 - 1. Record Check
 - 2. Fish Slip
 - 3. Court Disposition Sheets
 - 4. CORI Stamp
- B. Citations
- C. Alcohol Test Results

Date	Initial

Records Division Orientation Checklist

Date	Initial

VII. RECEPTION DESK

- A. Explain Phone System
 - 1. Transferring, Paging, etc.
- B. Subpoenas
- C. Record Search Letters
- D. Fingerprints
- E. Incident Reports
 - 1. In Person
 - 2. Phone In
- F. Request for Police Report
- G. Livescan Fingerprinting
- H. Megan's Law

VIII. DATA ENTRY

- A. ARJIS
 - 1. Inquiry FI (Field Interrogations)
 - 2. Inquiry MOI (Master Operations Index)
 - 3. Inquiry CCS (Crime Case)
 - 4. Inquiry Arrests
 - 5. Detective Follow-Up Entry
 - 6. Traffic Accident Inquiry

Signed Records Technician Instructor _____ **Date** _____

■ ORIENTATION

Escondido P. D. Canine Unit Orientation & Training

Police service dogs are used by our department for:

- Their superior sense of smell (finding persons and things).
- Psychological deterrent against hostile or potentially hostile persons.
- Suspect apprehension.
- Officer protection.
- Public relations/education.

A K9 team consists of:

- Police officer/handler
- Police service dog
- Historically, our department has used male, European-bred and titled German Shepards or Belgian Malinois as our police service dogs.

When to call for a K9 team:

- Any search of an area or building
- Any incident in which you know a suspect will be arrested
 - "Probable Cause" Pick-up, Warrant, etc.
- Any incident which has the potential for violence
- Vehicle/building search for narcotics
- Any search for discarded articles of evidence

Our K9 teams are not used to:

- Conduct searches for animals.
- Apprehend juveniles known to be under 13 years old.
- Apprehend 5150's who have committed no public offenses.
- Conduct routine crowd control.
- Control any incident where a supervisor or the handler believes use of the K9 is not reasonable.

Using a K9 is a use of force:

- Department Instruction 4.15 covers under what conditions a police service dogs may be used.
- Use of a K9 requires a three-prong test to justify that use:
 - What is the severity of the crime?
 - Does the suspect pose a serious risk to the public or the officer?
 - Is the suspect resisting arrest?

Perimeters:

- In every case, isolate and contain the suspect.
- Establishing a good perimeter quickly increases the odds the K9 team will find your suspect.

What the K9 team expects from you:

- Remember that the K9 handler has the ultimate decision as to whether or not their K9 partner will be used.
- Always listen to the handler.
- Never get yourself between or in front of the K9 team.
- When covering a K9 team during a search, you are responsible for lethal cover—don't watch the K9 team at work—watch for suspects!
- During a K9 apprehension - do what the handler tells you!
- Communicate with the handler.
- Broadcast on the air that you heard/did not hear the K9 announcement.
- Be patient while the K9 team is enroute.
- If you get bit by the police service dog, don't shoot the dog! The vast majority of injuries caused by K9 bites are minor in nature.
- Following a K9 apprehension, maintain your professionalism—no high fives.
- Situation permitting, try to get the K9 team as the first unit in a vehicle pursuit.
- If a police service dog apprehends your suspect, your report should only state, "A police service dog located/apprehended the suspect". The handler writes a separate report covering the actual deployment of the K9.

Crime Suppression Division Orientation Checklist

COMMUNITY ORIENTED POLICING AND PROBLEM SOLVING (COPPS)

Trainee _____ ID# _____

- I. OVERVIEW –C.S.D. and Community Policing as a Philosophy
 - A. Review Department Mission Statement
 - B. Philosophy vs. Program - The future of policing
 - C. The Goal:
 - 1. Community teamwork/partnerships.
 - a. Police
 - 1. COPPS
 - 2. Police Athletic League
 - 3. School Liaison Officers
 - b. Community
 - 1. Control of Conditions (lighting, access & architecture)
 - 2. Property Identification
 - 3. Neighborhood Watch Programs
 - 4. Target Hardening (Crime Triangle)
 - 2. Self-policing neighborhoods
 - 3. Police as a resource or facilitator

Date	Initial

Crime Suppression Division Orientation Checklist

- 4. Community Service Organizations

- II. HISTORY OF POLICING – Problems of traditional policing
 - A. Minimal police/citizen contacts
 - B. Incident-Driven Policing
 - 1. Beats vs. sectors
 - 2. Did not promote community familiarity
 - 3. Promoted short term “band-aid” solutions
 - C. Statistic-based evaluations
 - 1. Daily logs
 - 2. Individual work vs. team work

- III. PROBLEM SOLVING – The building blocks to C.S.D.
 - A. Discuss the need for problem solving:
 - 1. Related vs. Isolated events
 - 2. Time consuming re-occurring problems – Breaking the cycle
 - 3. Remembering our goal of community policing
 - a. Community partnerships – teamwork
 - b. Educate the community in problem solving
 - B. Referrals and Projects – Promoting Problem Solving
 - 1. Discuss purpose
 - a. Helps identify a larger problem
 - b. Promotes the goal of C.S.D.

- IV. DISCUSS THE **SARA** MODEL
 - A. Scanning
 - 1. Discuss how in-depth discussion may lead to different perspectives.
 - B. Analysis
 - 1. Explain how the focus of this step must be on questions.
 - 2. The answers to the questions will provide outline for the response phase.

Date	Initial

Crime Suppression Division Orientation Checklist

	Date	Initial
<p>C. Response</p> <ol style="list-style-type: none"> 1. Discuss how options must be Legal, Moral and Ethical 2. How creativity can be a problem solver 		
<p>D. Assessment</p> <ol style="list-style-type: none"> 1. Eliminate or reduce the scope of the problem 2. Maintenance of the program 3. Did the solution of one problem cause another to form? 		
<p>A. Sources of complaints:</p> <ol style="list-style-type: none"> 1. Telephone call or walk-in – Dispatch, C.S.D., or any unit 2. City Hall requests 3. Officer observations 		
<p>V. UPDATING A REFERRAL / PROJECT / POP TRACK</p> <p>A. Discuss when to update a referral</p> <ol style="list-style-type: none"> 1. Significant Activity – Arrests, searches, involvement by other agencies, change in management, change in problem, etc. 2. Change in work assignment 3. Change in sector assignment 4. Change in shift assignment 5. Upon request from C.S.D. Unit or Supervisor <p>B. Patrol Officers are problem solvers and enforcement arm of C.S.D. Unit after hours (Night and Graveyard shifts)</p> <p>C. Discuss how to update a referral / POP Track – Contact Sector Officer</p> <p>D. Discuss future possibilities of updating a referral / project</p> <ol style="list-style-type: none"> 1. Update via GroupWise 		
<p>VI. CLOSING A REFERRAL / PROJECT / POP TRACK</p> <p>A. Discuss how to close a Referral / Project / POP Track items</p> <ol style="list-style-type: none"> 1. Re-contact the reporting party for their current perception of problem 2. Complete Assessment and take photographs for all projects 		

Crime Suppression Division Orientation Checklist

Date	Initial

3. Document your re-contact with RP, and any activity or inactivity, on the back of the worksheet (or a separate sheet of paper as outlined in Update). Also indicate why you feel the referral or project should be closed.

B. Discuss need for officers to track own Referrals / Projects / or POP Track

VII. FUNCTION OF THE C.S.D. UNIT

1. Promote Consistency
2. Enforcement
 - o Administration
 - o Tactical
 - o Strategic
3. ID & remove barriers that interfere with #1 or #2

VIII. COMPSTAT (Computer Statistics)

1. Purpose of COMPSTAT
2. Meetings
3. District Area Commanders (DACs)

Signed C.S.D. Training Officer _____ Date _____

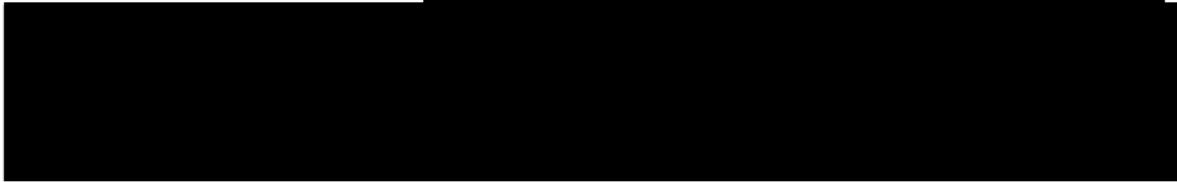
VOLUNTEER CHAPLAINS

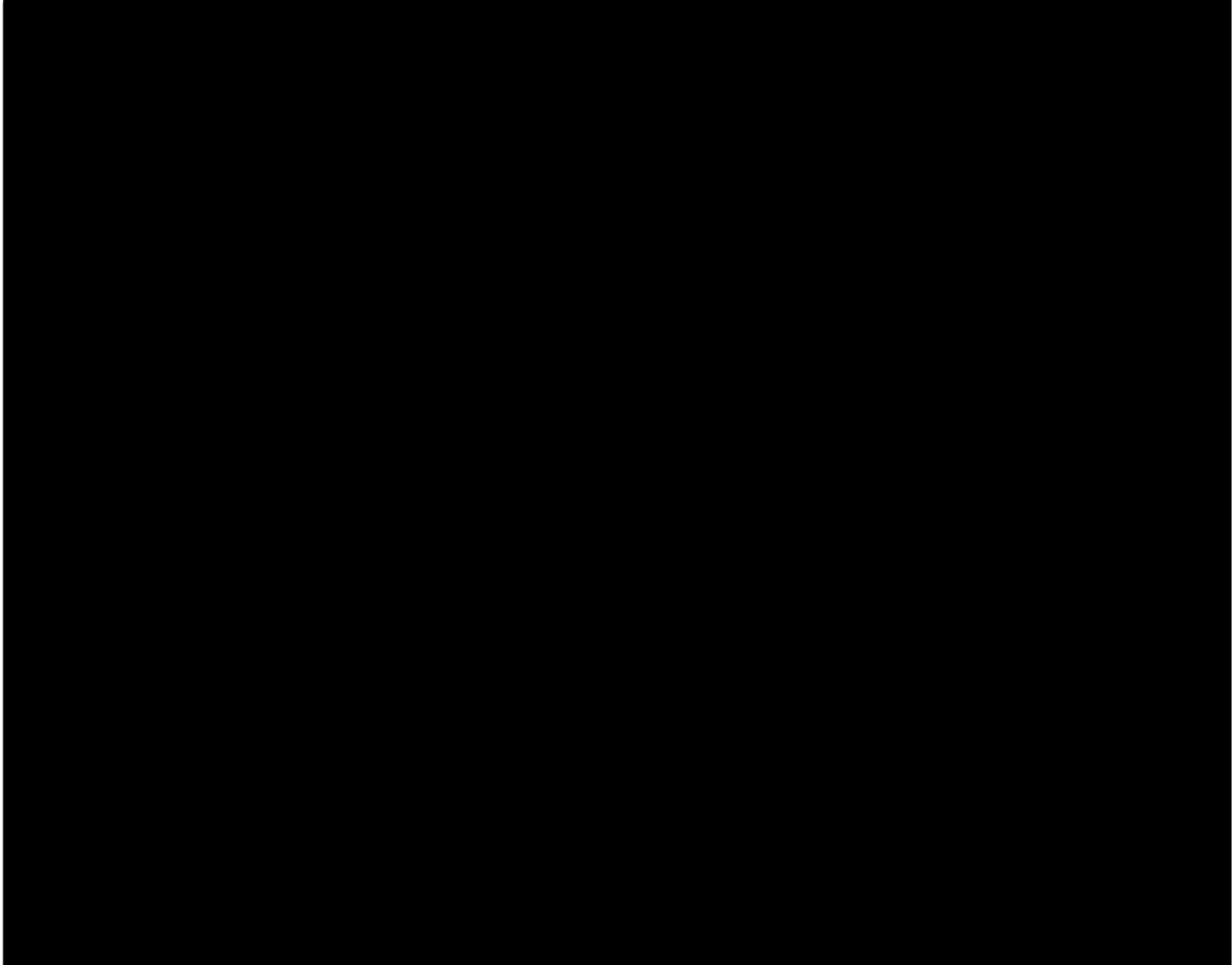
Pastor Tom Fry [Redacted]	[Redacted]	[Redacted]
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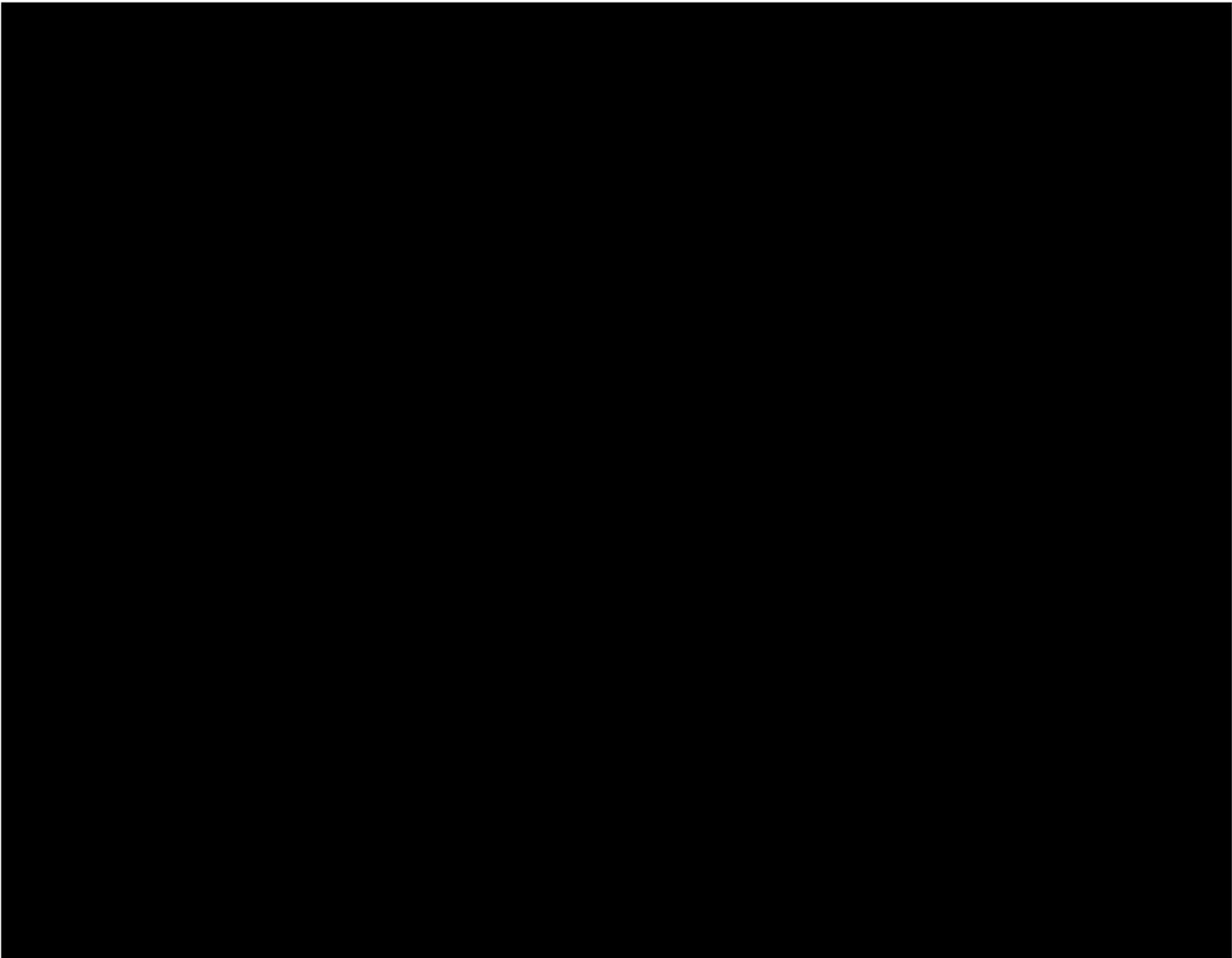
Police Administration 760 839-4706

[Redacted]	Pastor Gunnar Hanson Valley Baptist Church 30053 Miller Rd. Valley Center, CA 92082 Office: (760) 749-2653 [Redacted] Baptist [Redacted]	Pastor Joe Garcia Escondido Spanish SDA 2410 E.Washington Ave. Escondido, CA 92027 [Redacted] Office: (760)743-1868 [Redacted]
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FIRE Chaplain Eric Siaca







**Police Chaplain
Pastor Thomas R. (Tom) Fry
First Church of The Nazarene
1555 South Redwood Avenue
Escondido, CA 92025
Phone: 760-745-7061**

Pastor Tom Fry is pastor of First Church of the Nazarene in Escondido, a position he has held since 2002. He previously served as associate pastor (1998-2002), as pastor of Light and Life Church and School (1989-1996), and as a development officer at Interfaith Community Services (1996-1998).

Education: B.A., Pasadena College (now Point Loma Nazarene University) M. Div., Asbury Theological Seminary, Wilmore, Kentucky Graduate Studies, Fuller Theological Seminary, Pasadena, California and Azusa Pacific University, Azusa, California.

Family: Married to Linda since 1967. One son, one daughter, five grandchildren with another due in July, 2008.

Hobbies: Golf, 5K Runs and Walks, anything related to Trains, and Reading (especially mysteries). Volunteer marshal at the Buick Invitational since 2000 and at the 2008 US Open at Torrey Pines.

Ministry; Ordained in 1970. Served as pastor and denominational administrator in Arizona and California. With Linda, served as Clergy Couple for Marriage Encounter and developed national training materials for Clergy Couples.

Pastor Tom first became interested in Police Chaplaincy in Glendale, Arizona while pastoring a church there. He ministered to several police officers, though a formal chaplaincy program never developed. He has been with the Chaplaincy Program in Escondido since it began. He is a member of the International Conference of Police Chaplains (ICPC), holds basic certification as a Police Chaplain and is working toward Master Chaplain Certification. He is also certified in Critical Incident Stress Management (CISM).

**Police Chaplain
Jose M. Garcia
Escondido Spanish Seventh-day Adventist Church
2410 E. Washington Ave.
Escondido, CA 92027
Phone: (760) 743-1868**

Chaplain Joe Garcia is a native Californian. He was born in Santa Ana, California in 1966. He has been in the pastoral ministry for close to 20 years. He currently is the pastor of the Escondido Spanish Seventh-day Adventist Church.

He started his chaplain career a little over five years ago. Joe served as one of the chaplains for the San Bernardino Sheriff's Department. He was assigned to Central Station. Today he serves both the Escondido Police Department and the San Diego Sheriff's Department. Joe was appointed to the Chaplaincy Program by Chief Jim Maher in October of 2007.

Joe has felt the call to minister to Law Enforcement for many years especially since both of his brothers are Law Enforcement Officers. Joe has been married to Maria for over 17 years and has 3 great children, Heather, Joseph and Rebekah.

Church: (760) 743-1868



Internal Affairs Orientation Checklist

- V. INVESTIGATION PROCEDURES OF COMPLAINT / INQUIRIES
 - A. Reception, review, control number and routing
 - B. Assignment: Category I / Category II
 - C. Types of Investigations: Criminal / Administrative
 - D. Investigation steps and process: Provisions of procedural rights
 - E. Miranda, Lybarger, and Garrity Admonitions: Compelled statements
 - F. Findings and dispositions
- VI. OFFICER-INVOLVED SHOOTING
 - A. Right to remain silent vs. public safety
 - B. Criminal investigation – C.O.V. shooting team
 - C. Internal Affairs role: administrative only
 - D. Shooting Board: review / recommendations
- VII. PITCHESS MOTIONS – P.C. 1043
 - A. Purpose, procedures, in-camera proceedings
- VIII. SKELLY PROCEDURES – COURT DECISION – DISCIPLINE PROCESS
 - A. Purpose and process
- IX. CLAIMS / LAWSUITS – CITY / STAFF / FEDERAL
 - A. Filing process and time limits
 - B. Qualified immunities
 - C. Response to complaint and summons
- X. FORMS AND MANUALS – DISPLAY SAMPLE COPIES
- XI. INTERNAL AFFAIRS ORGANIZATIONS AND RESOURCES
- XII. CLOSING QUESTIONS AND DISCUSSION

Date	Initial

Signed Internal Affairs Supervisor _____

Date _____

■ ORIENTATION

Peer Support Orientation Checklist

Trainee _____ ID# _____

I. OVERVIEW – What the Team Does and How it Works

A. Goal: To reach normalcy

II. WHEN TO USE

A. Traumatic Incident

B. Use of Deadly Force

C. Counselor Referrals

D. Death of an Employee

III. HOW AND WHO TO CONTACT

A. Chain of Command

B. Team Members

C. FOCUS & E.A.P.

IV. CANS AND CAN'TS

A. Confidentiality

B. Duties

V. QUALIFICATIONS

A. Training

B. Experience

VI. HANDOUTS

A. Peer Support Personal History Packet

Date	Initial

Signed Peer Support Representative _____ Date _____

Resistance & Cardiovascular Room Orientation Checklist

- IV. CORE CONTENT OF PROGRAM INCLUDES
 - A. Warm-up
 - B. Cool down
- V. RESISTENCE TRAINING (Free Weights or Machine)
 - A. Guidelines
 - 1. Exercises should be slow & controlled
 - 2. Incorporate full range of motion
 - 3. Include antagonistic muscles
 - 4. Avoid improper technique (cheating)
 - 5. Start with light loads & gradually progress to heavier
 - 6. Appropriate clothing should be worn
 - 7. Avoid lifting unusually heavy weight
 - B. Cautions & Techniques
 - 1. Avoid holding breath during any segment or lift
 - 2. Never arch back while lifting
 - 3. Keep weight close to the body
 - 4. Don't lift from a stoop
 - 5. Avoid standing forward hip flexion
 - 6. Quarter or half squats ONLY
 - 7. Stay in control of exercise
 - 8. Keep steady rhythm. Avoid jerky/twisting movements
 - 9. Secure collars on free weights
 - 10. Watch out for others exercising nearby
 - C. Resistance Training Exercises
- VI. CARDIOVASCULAR TRAINING
 - A. Aerobic Exercise Machines
 - 1. Stationary Bike
 - 2. Treadmill
 - 3. Stair Climber

Signed Instructor _____

Date

Date	Initial

**FIELD TRAINING
PROGRAM**

The POST Field Training Program

The *POST Field Training Program* is a sample program designed to be used by a FTO and trainee as a basis for instruction and study. The program contains statements of performance (i.e., objectives) that begin by introducing the newly assigned officer to the department and patrol duties, and progresses to performance independent of the FTO. This program contains no policies, procedures, or specific methods to follow; it simply directs a training response to needs or situations that could be encountered by any police officer in the state who is assigned to general law enforcement uniformed patrol duties. Therefore, a department using this sample program should include its specific policies, procedures, or methods *or* the trainee should be required to obtain and learn the department's directives and policies for each objective. The FTO has a duty to assist by directing the study and diligently testing the trainee's knowledge. This program also requires the trainee to apply skills and knowledge that were acquired in the Regular Basic Course (Academy). The FTO must help the trainee apply these skills and knowledge in a real life environment with actual law enforcement incidents.

The *POST Field Training Program* is as comprehensive and complete as possible for statewide application. However, any department using this program should compare POST's program objectives relative to its own objectives, policies, and responses, and add any additional objectives that may be needed. The objectives (skills, knowledge, abilities, and attitudes) included in the POST program are considered to be the minimum standards on which to base a field training program in the state. Departments are strongly encouraged to add to this program or develop their own program (structured learning content) based on the same minimum standards.

The *POST Field Training Program* can be used in training newly assigned officers and deputies who have recently graduated from the Regular Basic Course (Academy), who have been employed through lateral entry, or any others who are on their initial assignment to general law enforcement uniformed patrol duties. The following areas are intended to clarify the application of the *POST Field Training Program*:

Structured Learning Content Topics/Instructional Areas

As mentioned earlier, the duties of general law enforcement uniformed patrol officers are quite similar within the state and the nation. Research and experience have demonstrated that new officers should demonstrate competency in the following topics or areas:

<ul style="list-style-type: none"> • Agency Orientation (including Standards and Conduct) • Ethics • Leadership • Patrol Vehicle Operations • Officer Safety • Report Writing • California Codes and Law • Department Policies (General Orders, Local Policies, and Philosophies) • Patrol Procedures (including Domestic Violence and Pedestrian and Vehicle Stops) • Control of Persons, Prisoners, and Mentally III (Adults and Juveniles) 	<ul style="list-style-type: none"> • Traffic (including DUI) • Use of Force • Search and Seizure • Radio Communications • Self Initiated Activity • Investigations/Evidence • Community Relations/Professional Demeanor (including Cultural Diversity, Community Policing, and Problem Solving) • Tactical Communication/Conflict Resolution • Additional Agency-Specific Topics (may include Community Specific Problems, Special Needs Groups, etc.)
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Format

The *POST Field Training Program* has the above listed 19 topics or areas of instruction segmented. Each contains knowledge- and performance-based objectives for the trainee to accomplish. Each topic may be presented; wholly or in portions, in a suitable training period that will meet the department's needs (i.e., one day, one week, and one month). The objectives in each of the listed topics build from basic issues to more complex to assist in an incremental learning approach. This is intended to enhance retention so the trainee is able to relate some element of past instruction to each new subject. The department's training staff must determine the appropriate format for its field training program. If a department wishes to use the same performance objectives as listed in the *POST Field Training Program*, but prioritize the presentation order to their own needs, POST can provide these topics and performance objectives in a computer ready format (MS Word). A department can then add its specific policies, procedures, locations, references, etc. to further enhance the program. This POST format allows flexibility but is designed to hold the trainee responsible for each of the required performance objectives.

Training and Testing Methods

Although the *POST Field Training Program* is written in performance-based objectives, there is no intention to restrict a department's methods of presentation or measuring of the trainee's acceptable performance of the task(s).

The department's training staff should agree on a schedule and/or manner for training and testing new officers. Because of the very nature of patrol work, not every field incident that the *POST Field Training Program* requires a trainee to perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the trainee's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the trainee must be provided with, and allowed the opportunity to study written documents, policy directives, training bulletins, or general orders that the trainee is responsible for knowing. The FTO should then proceed through the field training guide discussing, instructing, or demonstrating each performance objective. The FTO should encourage the trainee to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the trainee has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. Based on a variety of reasons (calls for service, type of department, demographics, location, etc.), however, trainees may have to demonstrate successful comprehension and competency through alternative means. The methods for "competency demonstration" used in the *POST Field Training Program* are:

Competency Demonstration Methods

1. Department-Constructed Knowledge Tests.

Some portions of the field training program may require department-constructed knowledge tests that measure the skills and knowledge required to achieve one or more performance objectives. These tests may be in written or verbal format. When a written department-constructed knowledge test is used, trainees should earn a score equal to or greater than the minimum passing score established by the department. Trainees who fail a written department-constructed knowledge test on the first attempt should: a) be provided with an opportunity to review the test results in a manner that does not compromise test security; b) have a reasonable time, established by the department, to prepare for a retest; and c) be provided with an opportunity to be retested with a department-constructed, parallel form of the same test. If the trainee fails the retest, it will be the department's responsibility to determine if the trainee should be given another retest or terminated from the field training program.

Special Note: *These tests should be standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.*

2. Scenario Tests.

Some portions of the field training program may require scenario tests, which are job simulation tests, that measure the skills and knowledge required to achieve one or more performance objectives. When a scenario test is used, trainees should demonstrate their competency in performing the tasks required by the scenario test. Competency means that the trainee performed at a level that demonstrates he/she is able to perform as a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency when first tested should be provided with an opportunity to be retested. The retest should occur after a qualified field training officer has provided documented remedial training to the trainee. The duration of, and subject matter covered in, the remedial training shall be determined by the department. If the trainee fails to demonstrate competency on the retest, it will be the department's responsibility to determine if the trainee should be given another retest or terminated from the field training program.

Special Note: Officer Safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program. (Departments may wish to refer to the POST Guidelines for Student Safety in Certified Courses that contain specific guidelines for scenario training and event simulations that may prove helpful in organizing such testing.)

3. Field Performance Tests.

Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their competency in performing the tasks required of a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency during a field performance test should be provided remedial training. The remedial training should be provided and documented by a qualified field training officer. The duration of, and subject matter covered in, the remedial training shall be determined by the department. If the trainee does not respond to remedial training and fails to demonstrate competency on subsequent and/or repeated field performance tests, it will be the department's responsibility to determine if the trainee and/or department will benefit from additional remedial training and testing or if the trainee should be terminated from the field training program.

■ **The POST Field Training Program Model**

This standardized *POST Field Training Program* has been developed through input from various departments and experts throughout the state and nation. It is not intended to be a stand alone, state-of-the-art program. It is intended to set a minimum standard on which each department can build its own specific field training program. It is further intended to assist the process in which the trainee receives on-the-job instruction to complement or reinforce classroom (academy) training.

When combined with a valid trainee evaluation program, this field training program, properly administered and supervised, can and should be one of the most important phases of basic training for law enforcement officers. POST field training regulations and this sample provide for the foundational field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served. Figure 3 represents a phase training overview of the *POST Field Training Program*.

Phase Training Overview

Phase I & II	Phase III & IV	Phase V	Phase VI
<ul style="list-style-type: none"> • Orientation/ Department Policies • Officer Safety • Ethics • Use of Force • Patrol Vehicle Operations • Community Relations/ Professional Demeanor • Radio Communications 	<ul style="list-style-type: none"> • Leadership • California Codes and Law • Search and Seizure • Report Writing • Control of Persons/Prisoners/ Mentally Ill • Patrol Procedures Part I 	<ul style="list-style-type: none"> • Patrol Procedures Part 2 • Investigations/ Evidence • Tactical Communications/ Conflict Resolution • Traffic 	<ul style="list-style-type: none"> • Self-initiated Activity • Primary FTO Observation Phase (usually in plain clothes)

Released to Patrol

Solo Patrol Officer / On Probation

Evaluations by Supervisor throughout probation (every 3 months).

Escondido Police Department Phase Training Program

During each phase, the trainee will complete a portion of the program including specific performance objectives designed to ensure that the trainee has learned specific skills. Many field training programs, including the *POST Field Training Program*, are divided into four phases. The Escondido Police Department utilizes *six* phases.

Phase I & II is the introductory phase. It consists of the orientation period (of at least one week) followed by several weeks of instruction and training. During this time, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. FTOs assigned to Phase I responsibility are identified as the

“Primary FTO” (*Primary FTOs are sometimes assigned because they may be the best prepared to deal with what is believed to be the trainee’s biggest challenge based on the information available*). The important elements of this phase are the molding of the trainee’s attitude toward the experienced officers and making it clear that the program is not “just something else they have to get through.” The FTO’s function as a role model is particularly important here. The trainee’s ultimate success may hinge on his/her attitude toward the training program and on the image projected by the FTO.

Phase III & IV is somewhat more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. They should begin to master the skills at hand. The FTO must acknowledge the trainee’s growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or over loading, to ensure a proper learning environment.

Phase V is the last phase of formal training. Trainees will be expected to handle all patrol details, except those they have not yet been exposed to, without assistance. They should be initiating all patrol activities on their own. During Phase V, training continues to a lesser extent in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

Phase VI is the test phase. It is predominantly an evaluation only phase. It generally consists of two weeks of observed patrol activity. The training guide (and all performance objectives) should have been completed prior to the trainee’s entry into this phase. An important aspect of this phase is the trainee’s return to his or her Primary FTO for evaluation. This is done so that the FTO who originally observed the trainee will be able to evaluate the final product and compare performance levels. To ensure the trainee acts as the lead officer during this phase, the primary FTO should observe the actions of the trainee from a “ride-along” position while wearing plain clothes. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

1. *Officer Safety* – If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
2. *Illegal and Unethical Activity* – The FTO must ensure that the trainee’s actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
3. *Embarrassment to a Citizen, the Department, or the FTO* – The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or himself/herself at any time.

If it is determined the trainee has demonstrated a pattern of difficulty or an inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training, be given a remedial training assignment or “contract”, or be terminated from the program.

■ **Field Training Overview**

Field training is intended to facilitate a peace officer's transition from the academic setting (or custody assignment) to the performance of general law enforcement uniformed patrol duties of the employing department. Although an officer graduating from the POST Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers must receive additional training in the field, on actual calls for service, where they can learn from officers who already have practical patrol experience. Field training introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the individual law enforcement department and provides the initial formal and informal training specific to the department and the day-to-day duties of its officers.

In order to make the new officers' field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training program guide materials with the newly assigned officer (henceforth referred to as the trainee) and to demonstrate proper patrol procedures. Trainees will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and a Field Training Program Supervisor/ Administrator/Coordinator (FTP SAC). The trainee's performance will be evaluated by the FTO and monitored by the FTP SAC through daily and/or weekly reviews. This one-on-one style of training, in actual law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual trainee in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of policing that will remain with the officer throughout a career. Because of this, it is probably the most effective influence on the future direction of a department. The law enforcement department head and his/her field training staff must be certain that their field training program not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the responsibility of building the future of the department through the people they train. The field training program must have a training philosophy that ensures that each trainee is given the maximum opportunity to show that he/she can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and in which trainees are able to perform to the best of their ability. The approach must be fair, firm, friendly, and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should trainees be demeaned or ridiculed. Trainees should never be treated in a way that deprives them of their dignity. Every effort must be made to ensure that the stress felt by the trainee is caused by the job and not from the words or actions of the field trainers.

Department leaders and field training program staff have a responsibility to the community they serve. This responsibility requires that the department train and retain only the most competent officers. Not everyone has the capability to perform the complex, demanding tasks of the patrol

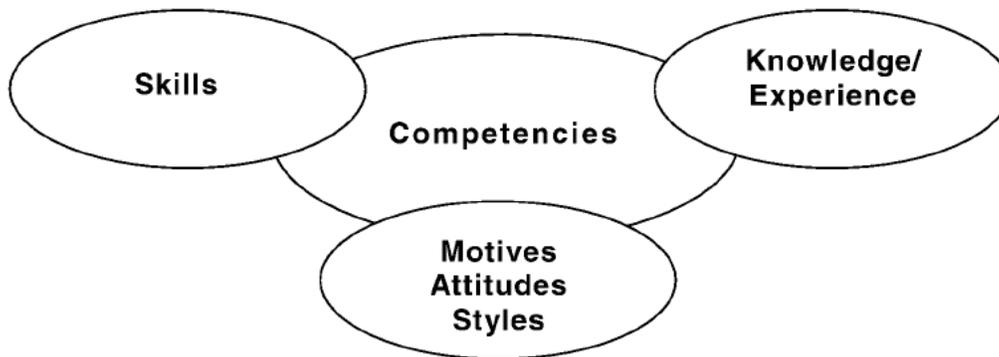
officer position. If, after sufficient training, the trainee does not meet the acceptable standards, he/she must be removed from patrol duties. To do otherwise would be an injustice to the department, the community it serves, and to the trainee.

To accomplish the field training task requires the utmost dedication and patience throughout the department. All levels must support the training mission and accommodate training needs. The future of the department rests in the implementation of a well organized and administered field training program. Support of the program and the program staff will result in successful trainees who can perform the duties of a patrol officer in a safe, effective, and competent manner.

POST's Role/Expectations of Field Training Programs

The POST Field Training Program and the collaborative field training regulations are intended to support a competency-based training system. Trainees need to develop competencies relevant to their position as new patrol officers. The program helps trainees achieve specific objectives in order to be successful in their new organizational role and to develop skills, knowledge, abilities, and attitudes at a personal and professional level. In this program, competency includes behaviors that demonstrate effective (acceptable) or superior performance. These behaviors may not always include specific knowledge (i.e., exact penal code references) but do include learned or practical experience, or the behavioral application of knowledge that produces a successful result. Competencies are not necessarily specific skills but, rather, the application of skills that produces a successful result.

Objectives of Competency-based Training System



Departments will determine their own levels of acceptable performance and the competent standard of a solo patrol officer. As shown above, competencies have several components. Many of these are addressed in the hiring process; however, it's usually only in the field training program, when these components actually have to work and come together, that potential success and true competence is revealed. The field training program staff has the responsibility to evaluate that competence and the success of each trainee. The future of the department rests in their hands.

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING OFFICER SELECTION CRITERIA

I. PURPOSE

To establish the standards and requirements for selecting a Department Field Training Officer.

II. POLICY

In accordance with Peace Officer Standards and Training (POST), it shall be the policy of this Department to establish and maintain standards for a Field Training Officer.

III. SELECTION PROCESS-REQUIREMENTS

A. The candidate must be a full-time employee, a sworn police officer, with a POST Basic Certificate, and at least three years of Patrol Experience, two of which were with EPD. The candidate must provide a written request (D.I 1.11) with qualifications (resume) to be considered for the position.

B. The candidate must be a positive role model, possessing the desire and ability to train, evaluate, counsel, and supervise a new police officer.

C. The candidate must participate in an Oral Examination conducted by the Training Division Supervisor.

D. The Training Division Supervisor will select the new FTOs based on merit through the established testing criteria as established in D.I. 1.11.

E. The Candidate must have successfully completed a POST Certified FTO Course prior to being placed in a field assignment with a trainee.

F. The duration of the assignment is two (2) years, and can be extended as with the approval of the Chief of Police and Training Division Supervisor by repeating the Selection Process-Requirements as outlined above.

G. Field Training Officers must attend a POST Certified FTO Update Course (24 Hours) every three (3) years.

H. Field Training Officers will be compensated as stated in the Escondido Police Officer's Association Memorandum of Understanding (MOU).

I. Per the FTP SAC training requirement, every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position. Departments in the POST program are only required to appoint one SAC; however, it is recommended that any and all officers with direct day-to-day responsibility over FTOs and trainees attend the SAC Course.

■ **Role/Expectations of Trainees**

Role of the Trainee

The role of the field training program trainee is to demonstrate the ability to perform at a solo uniformed patrol officer level by the end of the program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the trainee's life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must simply give their best effort each and every moment they are assigned to the program.

Expectations of Trainees

Trainees are to be respectful to their FTOs and other program staff. The FTO's direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTP SAC. If the trainee still has a concern or problem, the trainee may ask the FTP SAC to set up a meeting with the commanding officer of the field training program. The FTP SAC shall notify the commanding officer, and a meeting shall be scheduled.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the department manuals.

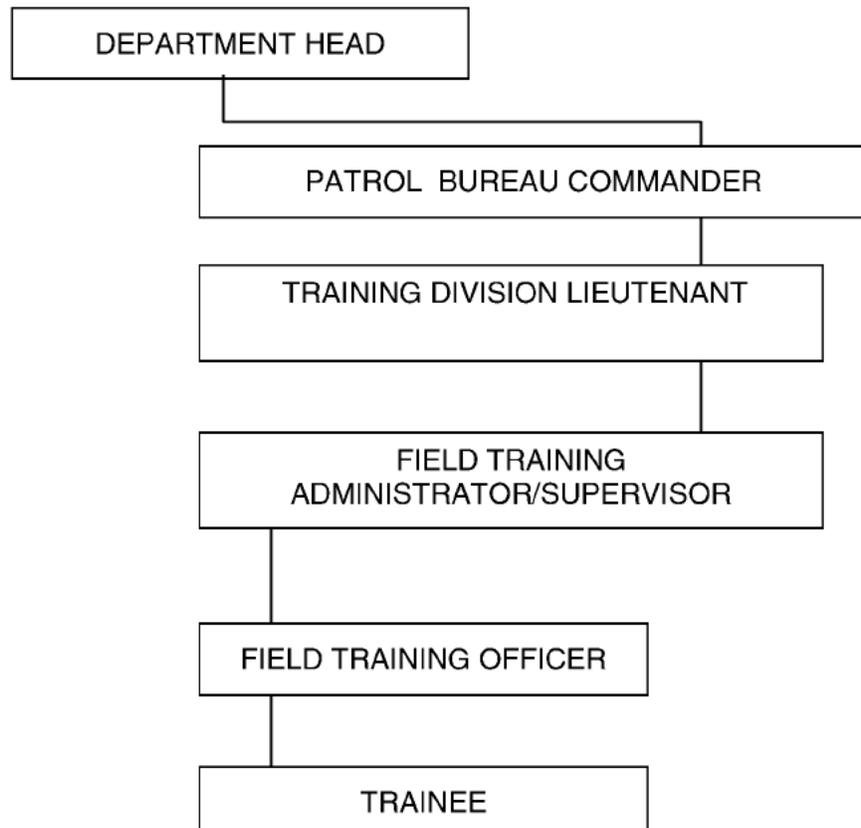
Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. **Trainees are expected to make mistakes.** They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off-duty, trainees should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Trainees will receive evaluations (Daily Observation Reports, Weekly Training Progress Reports, Supervisor Weekly Reports, and End of Phase Reports). Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field training program itself.

Trainees' relationships with field training program staff, other trainees, and co-workers shall be respectful and strictly professional, both on and off duty, while they are in the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the department head or field training program commanding officer is aware of the relationship. Department policy regarding these issues should be fully explained and followed.

**Patrol-supervised
Field Training Program Chain of Command**



■ **Role/Expectations of Field Training Officers**

Role of the Field Training Officer

Field Training Officers (FTOs) have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, while trainees closely watch, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide trainees through a comprehensive curriculum that requires the blending of knowledge and skills, and the good judgment of when, where, and how to apply them.

The essentials of the FTO's role are that he/she applies the techniques of coaching by providing a role model to follow and giving encouragement and direction to the trainee to apply what has been taught. The FTO must follow that up by giving feedback on the trainee's performance. It is important that this assessment have a positive impact on the performance of the trainee. The FTO's appraisal of the trainee's abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques and methodologies to meet the needs of the trainee in rectifying any performance deficiencies.

The system that effectively identifies and selects qualified personnel to be FTOs will more often produce technically competent and active officers because patrol supervisors and commanders generally focus on these attributes and recommend officers who have them. It follows that the system will select FTOs who not only set very high standards for themselves but for the trainees as well. In discussing the role of the FTO, although high standards are desirable, the trainee must measure up to the standards that the department sets for the field training program, not higher standards set by the FTO.

FTOs must be flexible and able to change as the challenges change; otherwise, the trainee, the program, and the department will suffer. A bad FTO can disrupt the entire training process and potentially destroy the department. A great deal of trust and responsibility go with this assignment and good FTOs can make major positive impacts within their department.

Expectations of Field Training Officers

Teacher/Trainer

Any officer who becomes a Field Training Officer must have a passion for teaching. The most obvious function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTOs are often selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTOs should be willing to accept the responsibility for the progress of the trainee, or

lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee's performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the trainee's state of mind. The trainee's problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and his/her success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee. The sooner trainees know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into this field training program so that the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with effective training, he/she will successfully complete the field training program.

FTO training methods should be conducive to producing a successful trainee. Ineffective training methods can seriously alter a trainee's self image. The use of loud, profane speech or humiliation tactics is not acceptable conduct. These methods do not contribute to the learning environment.

FTOs should reinforce positive attributes and accomplishments instead of downgrading weaknesses. Trainees respond more quickly to positive statements than to negative ones. Above all, within the limits of good judgment, FTOs should use realistic and established training methods that are conducive to the trainee's temperament, needs, and development as a patrol officer.

FTOs must conduct themselves in a professional manner at all times. They must teach and reinforce department policy and procedures. FTOs who focus on values and teach real life lessons will have a profound impact on the trainee's success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance. FTOs with a true desire to teach are often more concerned about their contribution to the success of each trainee **and** the program than any compensation or recognition they might receive.

Role Model

FTOs must be positive role models! They must lead by example exhibiting integrity, honesty, and ethical behavior. Maintaining a professional demeanor and appearance; adhering to department rules and regulations; supporting the department's vision, mission, and values; adhering to program guidelines in terms of policies and confidentiality; and having a positive attitude toward the department, the training program, the job, and the trainee accomplish the best aspects of role modeling. FTOs dedicated to the goals and success of the field training program will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.

During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important to communication because trainees are not likely to share their ideas, questions, or feelings unless they feel their FTO is open or empathetic to them.

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees are not likely to develop when they feel or are told that success is not possible. Trainees need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success. There is nothing more disconcerting than facing a “stacked deck.” Everyone needs to know that they have a chance to succeed. FTOs should expect trainees to succeed.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed in that: 1) the trainee should not be stereotyped or be discriminated against, and 2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

What FTOs expect from their trainees and how they (the trainees) are treated largely determines the trainees’ success in the program. Trainees, more often than not, perform at a level they believe is expected of them. The expectation of an event can actually make it happen in field training. FTOs cannot avoid the cycle of events that stem from low expectations by merely hiding their feelings toward the trainee. It is virtually impossible to do this in that messages are constantly being conveyed through actions, mannerisms, expressions, tone of voice, and omissions. FTOs will often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or disinterest. What is critical in the communication of expectations is often not what the FTO says but how the FTO behaves.

The goals of the program, the department, the trainee, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

Evaluator

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the field training program. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence. If FTOs cannot evaluate, they cannot train. Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, Weekly Training Progress Reports, End of Phase Reports, and through the use of worksheets, remedial training, evaluation sessions, and verbal feedback. The principle element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (SEGs) when completing the Daily Observation Reports (DORs) and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.

FTOs should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee's performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.

Leader

FTOs should exemplify the department's vision, mission, and values in the program and the community. FTOs should share responsibility with their trainee, delegating through problem-solving, and training him/her to engage in pre-planning. The FTO must develop and utilize multiple resources.

FTOs are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding him/her accountable for his/her own success in the training program. Trainees will want to succeed because of the FTO's leadership.

■ Performance Evaluation Documents

Daily Observation Report

The Daily Observation Report (DOR) is to be completed by the FTO at the end of each shift that the trainee is assigned to work during the field training program. Days where the trainee receives no evaluation by a qualified FTO (i.e., Orientation, days off sick or injured, non-enforcement or special assignments, etc.) can also be documented on the DOR. Only the headings and narrative portions should be completed for those shifts. The DOR is used to record the trainee's performance, specific training or instruction presented, and any other information of importance related to the trainee's activities in the training program that day.

This report is the permanent record of the trainee's progress in terms of performance, skills, knowledge, the improvements needed, and the FTO's efforts to bring about change. It is the principle document used for determining the trainee's status in the program.

The form shall be completed at or near the end of each shift and reviewed with the trainee unless unusual circumstances exist. It is important that this feedback be shared with the trainee as close to the events documented so that he/she can have the benefit of utilizing the feedback in advance of the next call for service and/or shift.

The DOR is designed to rate observed behavior with reference to either a numerical or alphabetic scale (i.e., 1, 4, and 7 or NI and C). The form lists specific categories of behavior (i.e., officer safety, driving skill, appearance, etc.). Each category must be rated or an indication made that the performance was "not observed" (N.O.) during the shift covered by that DOR. Circling or marking the appropriate number or letter records the numeric or alphabetic rating based on the

Standardized Evaluation Guideline for each category. Ratings such as Unacceptable, Below Standard, Far Exceeds Standards, and/or Superior should be explained on the reverse side of the form.

Some DORs have a “N.R.T.” box on the face of the form. “N.R.T.” means “Not Responding to Training.” In addition to a numerical rating in the particular category, this box may also be marked or the N.R.T. box alone may be marked. N.R.T. is assigned after reasonable remedial efforts have failed to result in improvement. Citing N.R.T. is a serious step and is considered a “red flag” for the trainee and the FTP SAC. From this point, if improvement is not made, termination may result. It is expected there will be significant documentation about the problem before this step is taken. The decision to assign N.R.T. is somewhat subjective but one that can be reasonably justified. The FTO must first get a sense of the difficulty of the task. Is it an easy task or one that is rather difficult to learn? Once the difficulty or complexity is known, the FTO then must get an idea of how many tries the trainee has had at task completion. This process is a search for the presence or absence of balance (i.e., Has the trainee had enough opportunities to effectively complete the task given the difficulty?). If the answer is “Yes,” N.R.T. is appropriate. If “No,” continue with remediation.

Note: We must be sure that any remediation that has been given is perceived as that likely to bring about the desired change. The quantity and quality of remediation will be examined to ensure that the strategies employed would likely lead to improvement.

The “R.T.” found on some DORs refers to remedial training or the time spent by the FTO in the correction or review of previously taught information or procedures. When 15 minutes (some departments use a 10-minute standard) or more is spent in any one category, the FTO shall record the number of minutes in the appropriate box. If the FTO spends less than 15 minutes in the task area, a “check” or “X” is sufficient. More information on remedial training and strategies begins on Page II-15.

Some DORs have a Daily Score (“D.S.”) box on the left side of the face of the form. This column of boxes can serve several purposes. Most often after the FTO has reviewed the DOR with the trainee, the trainee should transfer (write) each score from the rating scale into the box in this column. This practice serves to reinforce how the trainee performed on that day. Secondly, these scores can later be transferred to a chart reflecting rated performance over a period of time. The tracking of these scores produces a picture of improvement or lack thereof. A chart of this type can also be used by the FTP SAC to identify potential inconsistencies in individual FTO ratings.

The reverse side of the DOR is designed for narrative comments. Both negative and positive performance should be noted by the FTO. Steps taken to assist trainees in improving their performance should also be noted here.

All DORs are to be signed and dated by both the trainee and the FTO. In some departments the FTP SAC may also sign these forms. The FTP SAC must monitor the trainee’s progress through

the review and signing of these DORs and/or through the completion of a Supervisor's Weekly Report (SWR).

Rating Levels Training Progress Evaluation Scale

Performance in each evaluation category is rated between 1 and 4 indicating the trainee's performance during the week. The specific meaning of each number can be found in the breakdown listed below:

4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency's standard

3 – ACCEPTABLE: Performance meets the agency's standard

2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency's standard

1 – UNACCEPTABLE: Performance is not at an acceptable level

N.R.T. – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and, after remediation, shows no improvement

N.O. – NOT OBSERVED: Trainee not evaluated in this area.

Performance Descriptions

“Better than Acceptable.” A trainee who performs significantly above that which is expected and above the standard of the agency.

“Acceptable.” Given when the performance satisfies the required standard. It is interpreted as the training progress is satisfactory and the trainee should at least maintain that level of performance. Every effort should be made to encourage the trainee to strive for improved performance that would be recognized in future Training Progress Reports and to guide him/her to the fullest development of his/her capacities.

“Some Improvement Needed.” Notifies the trainee that his/her performance is deficient. It is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the FTO must devote additional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or a remedial training plan.

“Unacceptable.” Indicates that performance is significantly below the expectation of standard work performance. The trainee, with the assistance of his/her FTO, must make every effort to improve competence in that category.

“N.R.T.” Comment (Not Responding to Training). A trainee who has been rated at Level 1 or 2, and after remediation shows no improvement in performance, should be notified that he/she is “NRT.” This comment should alert the trainee and training staff that there is a continuing problem. It notifies the trainee that the need for improvement is so great that the trainee’s continued stay in the program is in jeopardy.

“Not Observed.” Trainee was not evaluated in this area during the evaluation period.

Supervisor’s Weekly Report

In an effort to ensure accountability, supervision, and participation from a higher level within the department, some departments may require the FTP SAC to complete an evaluation of the trainee’s performance and progress each week. The evaluation will be completed and administered to the trainee by the FTP SAC. This report is useful not only to report a trainee’s performance but also to serve as a check and balance of the FTO’s evaluation of the trainee.

The Supervisor’s Weekly Report (SWR) contains a sentence in which the supervisor advises the trainee that his/her performance for that week was either “acceptable” or “unacceptable.” The FTP SAC will also advise the trainee as to the level of his/her overall performance at that point in the program. This report provides additional feedback to the trainee and an opportunity for the trainee to discuss other training issues with a supervisor, if needed. The SWR should be signed and dated by both the trainee and the FTP SAC.

End of Phase Report

Departments using DORs and phase training will have FTOs complete an End of Phase Report (EPR). EPRs detail the trainee’s significant strengths and weaknesses, as well as list specific training provided during the phase. The EPRs also list recommendations for training needed by the trainee during the next phase of instruction.

In this report, FTOs will indicate their judgment as to the actual level of performance demonstrated by the trainee. The EPR should be discussed in a field training staff meeting with the FTP SAC, the trainee’s current FTO, and the trainee’s next FTO. Special training problems should be clarified and addressed with the development of a specific training regimen for the next phase of instruction. The EPR should be signed and dated by the trainee, the FTO, and the FTP SAC.

Re-phase

The purpose of a re-phase is to provide additional training time in any phase for a Trainee whose performance is not yet at a competent level. A re-phase allows the Trainee an additional opportunity to learn from prior mistakes and demonstrate acceptable performance. Successful re-phase will also serve to bolster the Trainee's confidence in their ability to complete Field Training. The decision to re-phase a Trainee will usually be made by the Training Sergeant.

It is the FTO's responsibility to *immediately* notify the Training Sergeant and the Patrol FTO Sergeant of any serious performance deficiencies exhibited by the Trainee. The FTO should also notify the Training Sergeant and the Patrol FTO Sergeant immediately if the FTO anticipates that the Trainee will not be progressing at an acceptable level at the end of the evaluation period.

If the Trainee is not performing at an acceptable level at the end of phase five, he/she may not progress to phase six. The Trainee may be remediated to phase five for additional weeks of training. If the Trainee is not performing at an acceptable level during phase six, he/she may be remediated to phase five for additional training.

If the Trainee is not progressing at an acceptable level at the conclusion of the Re-phase evaluation period; the FTO, Trainee, and the Training Sergeant will meet and discuss the performance deficiencies. A Trainee Progress Worksheet will be prepared by the Training Sergeant which will address the areas of deficiency and provide training strategies intended to improve the Trainee's level of performance.

Completion Record/Competency Attestation

Upon the trainee's successful completion of the field training program, it will be the responsibility of the Final Phase FTO to complete a competency attestation of the trainee's ability to perform the duties of a solo patrol officer.

After assuring that all the materials from the field training program guide have been covered and signed off, and after personally observing the trainee's acceptable performance in all of the functional areas or categories, the FTO will initiate a Completion Record/Competency Attestation form to be routed through the chain of command. The form should be signed and dated by the trainee, the Final Phase FTO, the FTP SAC, and the department head (or his/her designee). This form should become a permanent part of the trainee's training record.

■ **Field Training Program Terminology**

Behavior/Performance Anchored Ratings An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines.

Competency Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol officer within a department.

Daily Observation Report (DOR) The form completed by the Field Training Officer (FTO) that records the trainee's performance for each work day.

Department The local law enforcement agency providing the Field Training Program to the officer/deputy trainee.

End of Phase Report (EPR) A form completed by the Field Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.

Feedback Verbal or written response to trainee performance provided to the trainee from the field training staff.

Field Training Officer (FTO) Any officer assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations and who has completed a POST-certified FTO Course.

Learning Activity An activity designed to achieve or facilitate one or more training goals. Trainees participating in a learning activity should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.

Learning Domain An instructional unit that covers related subject matter from the Regular Basic Course (Academy).

Minimum Training Standards Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.

Performance Objective Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate mastery of a training goal.

Remedial Training A correction or review of previously taught information or procedures (excluding academy training). Necessary when the trainee's job performance is evaluated as less

than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance.

Standardized Evaluation Guidelines (SEGs) Categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report.

Supervisor's Weekly Report (SWR) A form completed by a Field Training Supervisor/Administrator/Coordinator (SAC) that addresses the trainee's progress and performance for each week.

Test An evaluation of the trainee's skills, knowledge, and/or ability to perform a specific task or training goal. The trainee's competency must be demonstrated or tested through, minimally, one of the following types of tests:

- (A) **Agency-Constructed Knowledge Tests.** An agency-constructed written or verbal test that measures the knowledge required to achieve one or more training goals.
- (B) **Scenario Tests.** A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals.
- (C) **Field Performance Tests.** Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.

Topic A word or phrase that succinctly describes subject matter associated with a training goal.

Trainee Officer/Deputy assigned to an approved field training program under the direct and immediate supervision of a qualified (POST-certified) field training officer.

Training Goal A general statement of the results that training is supposed to produce such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.

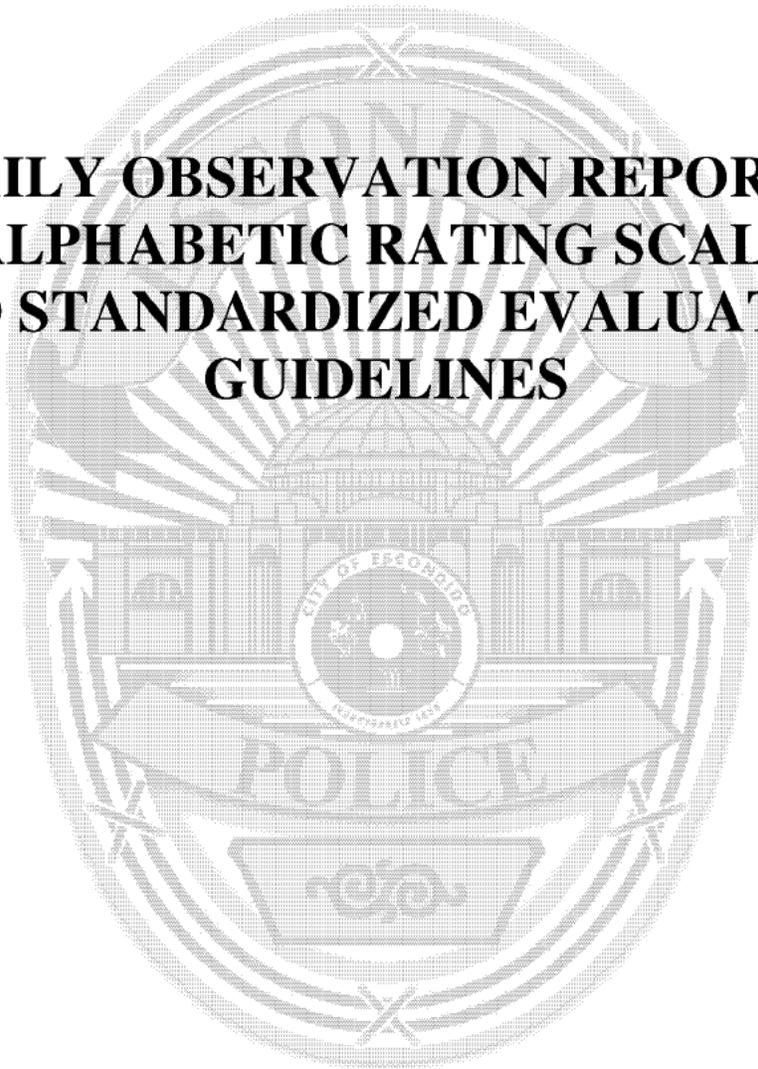
**TRAINING EVALUATIONS
& CRITIQUES**

■ FTP

Training Evaluation & Critiques



**DAILY OBSERVATION REPORT –
ALPHABETIC RATING SCALE
AND STANDARDIZED EVALUATION
GUIDELINES**



DAILY OBSERVATION REPORT (DOR)

TRAINEE: _____ FTO: _____

DATE: _____ PHASE: _____ DAY: _____

RATING INSTRUCTIONS: Rate observed performance of trainee in the following categories for the phase level of the trainee.

NI = Needs Improvement; **C** = Competent; **NO** = Not Observed

A. PERFORMANCE

1. Report Writing/Dictation	NI	C	NO
2. Driving Skills: Routine	NI	C	NO
3. Driving Skills: Code 3	NI	C	NO
4. Self-initiated Activity	NI	C	NO
5. Knowledge of locations	NI	C	NO
6. Stress Control: Verbal/Behavior	NI	C	NO
7. Officer Safety: Self/Covering	NI	C	NO
8. Prisoner Control: Verbal/Physical/Use of Force	NI	C	NO
9. Radio: Transmissions/Receptions/MDT	NI	C	NO
10. Decision-Making/Problem-Solving/Ethics	NI	C	NO
11. Coordination: Multiple Tasks	NI	C	NO

B. INTERPERSONAL SKILLS

1. Communication Skills	NI	C	NO
2. Acceptance of Criticism	NI	C	NO
3. Behavior Toward Citizens	NI	C	NO
4. Self-Image/Confidence	NI	C	NO

C. KNOWLEDGE

1. Department Policies/Procedures	NI	C	NO
2. Enforcement Codes	NI	C	NO
3. Resources	NI	C	NO
4. Enforcement Procedures/Techniques	NI	C	NO

D. JOB READINESS

1. General Appearance	NI	C	NO
2. Forms/Equipment	NI	C	NO
3. Informed on Crime/Traffic/Community Problems	NI	C	NO

COMMENTS: _____

 TRAINEE SIGNATURE (Name, Badge #, and Date) FTO SIGNATURE (Name, Badge #, and Date) FTP SAC SIGNATURE (Name, Badge #, and Date)

DAILY OBSERVATION REPORT

STANDARDIZED EVALUATION GUIDELINES

(ANCHORS)

PERFORMANCE

1. REPORT WRITING/DICTATION

NEEDS IMPROVEMENT

General inability to accurately organize a concise, understandable report in a timely fashion:

- a. Omission or misstatement of facts
- b. Elements of crime missing/incomplete investigations
- c. Confusing or misleading narrative
- d. Continual spelling errors
- e. Consistent improper grammar
- f. Illegible
- g. Excessive time used in completion of necessary reports

COMPETENT

General ability to write reports accurately in a well-organized and timely fashion:

- a. Complete statements of facts
- b. Specific crime elements delineated/completes thorough investigations
- c. Legible
- d. Minimal spelling errors
- e. Correct grammar
- f. Concise, understandable language
- g. Reasonable time used in completion of necessary reports

2. DRIVING SKILLS: ROUTINE

NEEDS IMPROVEMENT

Incorrect evaluation of driving situations with loss of vehicle control:

- a. Continually violates Vehicle Code
- b. General disregard for public safety
- c. Involvement in preventable accidents
- d. Inappropriate use of lighting equipment
- e. Excessive and inappropriate speed
- f. Inability to exit vehicle safely

COMPETENT

Correct evaluation of driving situations with proper corresponding vehicle control:

- a. Lawful, courteous, defensive driving
- b. Concern for public safety
- c. Control of vehicle at all times
- d. Appropriate use of lighting equipment
- e. Vehicle speed consistent with conditions
- f. Ability to properly exit vehicle

3. DRIVING SKILLS: CODE 3

NEEDS IMPROVEMENT

Incorrect evaluation of emergency situations with proper corresponding vehicle control:

- a. General disregard for public safety
- b. Excessive and inappropriate speed
- c. Poor judgment at intersections
- d. Improper lane usage
- e. Inability to communicate properly
- f. Unaware of manual sections governing Code-3 driving

COMPETENT

Correct evaluation of emergency situations with proper corresponding vehicle control:

- a. Concern for public safety
- b. Vehicle speed consistent with conditions
- c. Proper judgment/caution at intersections
- d. Proper lane usage
- e. Good radio communications
- f. Thorough knowledge of manual sections

4. SELF-INITIATED ACTIVITY

NEEDS IMPROVEMENT

- a. Does not see suspicious activity
- b. Avoids suspicious activity
- c. Insufficient follow-up for circumstances encountered
- d. Rationalizes suspicious behavior
- e. Fails to use computer/resources

COMPETENT

- a. Recognizes and observes suspicious behavior
- b. Initiates the contact
- c. Sufficient follow-up for circumstances encountered
- d. Avoids rationalization
- e. Utilizes the computer/resources

5. KNOWLEDGE OF LOCATIONS

NEEDS IMPROVEMENT

- a. Unaware of location while on patrol
- b. Unable to use map book
- c. Unable to relate location to destination
- d. Unaware of beat

COMPETENT

- a. Knows location most of the time
- b. Ability to use map book
- c. Ability to get to destination by the quickest route
- d. Demonstrates knowledge of beat

6. STRESS CONTROL: VERBAL/BEHAVIORAL

NEEDS IMPROVEMENT

Outwardly emotional and unable to maintain order:

- a. Loses temper
- b. Visibly nervous and agitated
- c. Cannot control situation
- d. Unable to function on routine matter

COMPETENT

Exhibits a controlled attitude and able to maintain order.

- a. Control of temper
- b. Visibly calm
- c. Able to contain situation
- d. Able to resolve or defuse situations
- e. Able to coordinate actions of fellow officers

7. OFFICER SAFETY: SELF/COVERING

NEEDS IMPROVEMENT

Does not demonstrate understanding of or consistently utilize principles of officer safety:

- a. Breakdown of safety training
- b. Cannot identify hazards
- c. Exposes partner to danger
- d. Creates hazardous conditions
- e. Fails to conduct or improperly conducts pat-downs

COMPETENT

Maintains a good defensive posture and consistently applies principles of officer safety:

- a. Proper use of safety training
- b. Recognition of potential hazards
- c. Adequately covers partner and self

- d. Effective use of pat-downs

8. PRISONER CONTROL: VERBAL/PHYSICAL

NEEDS IMPROVEMENT

- a. Unable to maintain physical control and position of advantage
- b. Poor handcuffing techniques
- c. No search or poor use of search techniques
- d. Incites prisoner with verbal abuse
- e. Behavior encourages resistance through lack of timely action
- f. Excessive use of force

COMPETENT

- a. Consistently maintains control and position of advantage
- b. Proper use of handcuffing techniques
- c. Good search techniques
- d. Behavior encourages prisoner to willingly cooperate
- e. Proper use of force

9. RADIO TRANSMISSIONS/RECEPTIONS/MDT

NEEDS IMPROVEMENT

- a. Repeatedly misses the call sign
- b. Unaware of traffic on adjoining beats
- c. Does not know radio/disposition codes
- d. Lack of voice control
- e. Failure to comprehend radio transmissions
- f. Poor retention of radio transmissions
- g. Failure to effectively operate MDT

COMPETENT

- a. Comprehends most radio transmissions
- b. Aware of adjoining beat's transmissions
- c. Proper use of radio/disposition codes
- d. Proper use of voice control
- e. Good retention of radio information
- f. Effective operation of MDT

10. DECISION-MAKING/PROBLEM-SOLVING/ETHICS

NEEDS IMPROVEMENT

- a. Unable to reason out a problem
- b. Unable to make an independent decision
- c. Easily deceived
- d. Failure to consider options/alternatives
- e. Fails to solicit other opinions/views
- f. Inflexible

- g. Biased judgment
- h. Make an unethical decision
- i. Integrity questionable
- j. Not able to express or demonstrate knowledge of Law Enforcement Code of Ethics

COMPETENT

- a. Ability to reason out a problem
- b. Ability to make an independent decision
- c. Perceptive – not easily deceived
- d. Considers options/alternatives
- e. Solicits other opinions/views
- f. Flexible
- g. Acceptable use of time
- h. Rational/common sense judgments
- i. Demonstrates ethical behavior
- j. Integrity not questionable
- k. Upholds Law Enforcement Code of Ethics

11. COORDINATION: MULTIPLE TASKS

NEEDS IMPROVEMENT

Officer doesn't possess the necessary coordination skills for police work:

- a. Clumsy performing routine tasks
- b. Difficulty performing several associated actions
- c. Lack of manual dexterity
- d. Unable to safely drive/write
- e. Unable to safely drive/use radio
- f. Unable to perform necessary physical tasks

COMPETENT

Officer possesses the necessary coordination skills for police work:

- a. Able to perform several associated actions
- b. Manually dexterous
- c. Can safely drive while using radio or writing

INTERPERSONAL SKILLS

1. COMMUNICATION SKILLS

NEEDS IMPROVEMENT

Verbal expression and physical cues inconsistent and inappropriate to the given situation:

- a. Overly aggressive posture
- b. Inappropriate and frequent violation of personal space
- c. Poor voice command and inflection

COMPETENT

Verbal expression consistent with physical cues: appropriate to the given situation:

- a. Use of body language projects control
- b. Respectful of personal space
- c. Controlled voice command and inflection

2. ACCEPTANCE OF CRITICISM

NEEDS IMPROVEMENT

Unable to accept criticism in a positive manner:

- a. Argumentative
- b. Rationalizes
- c. Refuses to make correction
- d. Defensive
- e. Hostile
- f. Immature

COMPETENT

Able to accept criticism in a positive manner:

- a. Applies criticism in future efforts
- b. Mature
- c. Able to question without being argumentative, defensive
- d. Accepts responsibility for acts
- e. Confident

3. BEHAVIOR TOWARDS CITIZENS

NEEDS IMPROVEMENT

Unable to establish competent, courteous interpersonal contacts:

- a. Abrupt
- b. Belligerent
- c. Overbearing
- d. Racist
- e. Sexist
- f. Introverted

COMPETENT

Generally establishes competent, courteous interpersonal contacts:

- a. Friendly
- b. Empathetic
- c. Impartial
- d. Non-discriminatory
- e. Objective
- f. Professional

4. BEHAVIOR TOWARD POLICE PERSONNEL

NEEDS IMPROVEMENT

Belittles and rejects the duties, roles, and responsibilities of other department personnel:

- a. Unsociable
- b. Insubordinate

- c. Sarcastic
- d. Gossips maliciously

COMPETENT

Respects and supports the duties, roles, and responsibilities of other department personnel:

- a. Considerate
- b. Sincere
- c. "Team Player"
- d. Follows the chain of command
- e. Supportive
- f. Good listener

5. SELF-IMAGE/CONFIDENCE

NEEDS IMPROVEMENT

Behavior indicates negative self-image:

- a. Timid
- b. Lack of confidence
- c. Negative
- d. Overly aggressive
- e. Extremely critical of others
- f. Follows or shadows FTO
- g. Avoids others

COMPETENT

Behavior indicates positive self-image:

- a. Demonstrates self-confidence
- b. Self-reliant
- c. Self-motivated
- d. Self-starter
- e. Positive interaction with others
- f. Decisive

KNOWLEDGE

1. DEPARTMENT POLICES/PROCEDURES

NEEDS IMPROVEMENT

Unfamiliar with Department policies and procedures and how to apply them.

COMPETENT

Working knowledge and ability to apply Department policies and procedures.

2. ENFORCEMENT CODES

NEEDS IMPROVEMENT

Demonstrates minimal knowledge of basic sections and their elements; unable to relate elements to observed activity.

COMPETENT

Demonstrates working knowledge of commonly used sections; is able to relate elements to observed activity.

3. RESOURCES

NEEDS IMPROVEMENT

Officer cannot locate and/or does not use information resources available:

- a. Computer
- b. Other law enforcement agencies
- c. Community resource agency
- d. Investigative units
- e. Crime reports

COMPETENT

Officer can locate and use information resources available:

- a. Computer
- b. Other law enforcement agencies
- c. Community resource agencies
- d. Investigative units
- e. Crime reports

4. ENFORCEMENT PROCEDURES/TECHNIQUES

NEEDS IMPROVEMENT

Officer cannot follow through from point of arrest to booking:

- a. Does not maintain chain of evidence
- b. Improper marking/booking of evidence
- c. Does not utilize all possible arrest dispositions
- d. Incorrect booking procedures

COMPETENT

Officer can follow through from point of arrest to booking:

- a. Maintains chain of evidence
- b. Marks evidence properly
- c. Utilizes the various arrest dispositions
- d. Proper booking procedure

JOB READINESS

1. GENERAL APPEARANCE

NEEDS IMPROVEMENT

- a. Uniform dirty, wrinkled or has tears/holes/mends
- b. Boots dirty and/or not shined
- c. Leather gear dirty/damaged/worn
- d. Does not comply with Department grooming standards
- e. Does not comply with Department Instruction regarding approved uniforms and equipment

COMPETENT

- a. Uniform clean, pressed and in excellent condition
- b. Boots shined
- c. Leather gear properly cared for
- d. Complies with Department grooming standards
- e. Complies with Department Instruction regarding approved uniforms and equipment

2. FORMS/EQUIPMENT

NEEDS IMPROVEMENT

- a. Missing forms
- b. Not properly equipped
- c. Unable to locate additional forms or equipment
- d. Does not know how to properly use forms and/or equipment

COMPETENT

- a. Has all forms
- b. Has all required equipment
- c. Knows location and process for obtaining additional forms and equipment
- d. Knows how to properly use forms and equipment

3. INFORMED ON CRIME/TRAFFIC/COMMUNITY PROBLEMS

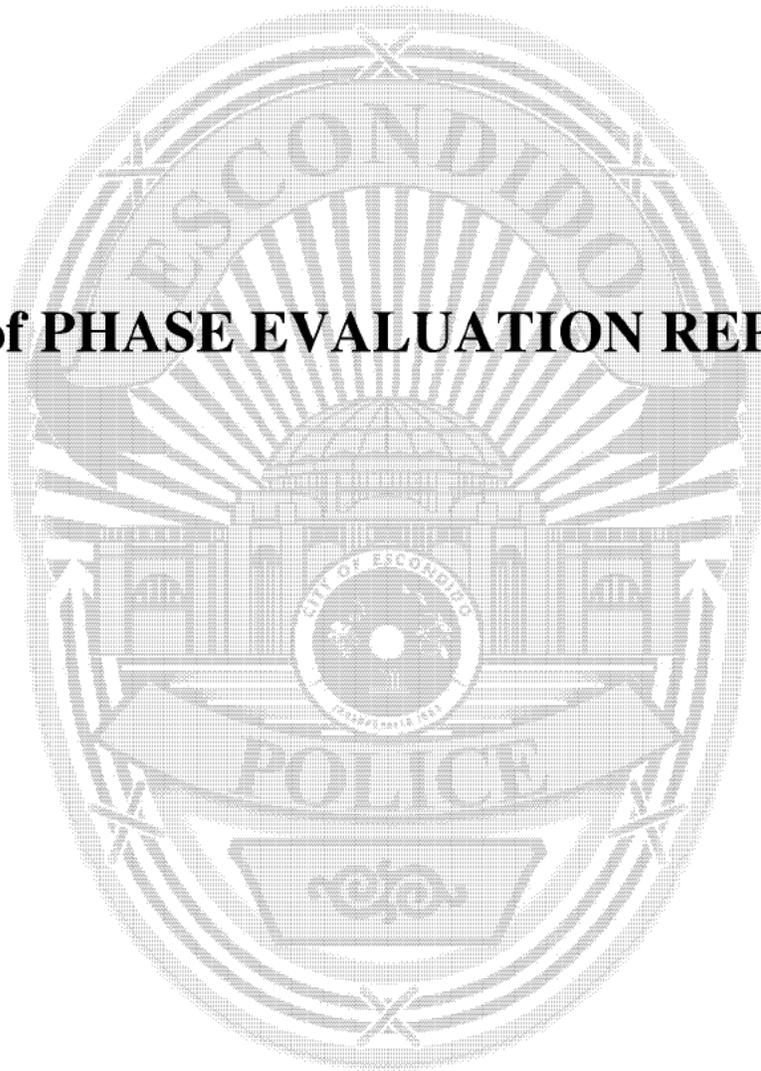
NEEDS IMPROVEMENT

- a. Uninformed with crime trends in the city and beat
- b. Does not know the traffic problems areas within the city and beat
- c. Not familiar with community problems and concerns within the city and beat

COMPETENT

- a. Familiar with crime trends in the city and beat
- b. Has knowledge of traffic problem areas within the city and beat
- c. Informed on community problems and concerns within the city and beat

END of PHASE EVALUATION REPORT



Trainee	Evaluation Period From: To:	Date
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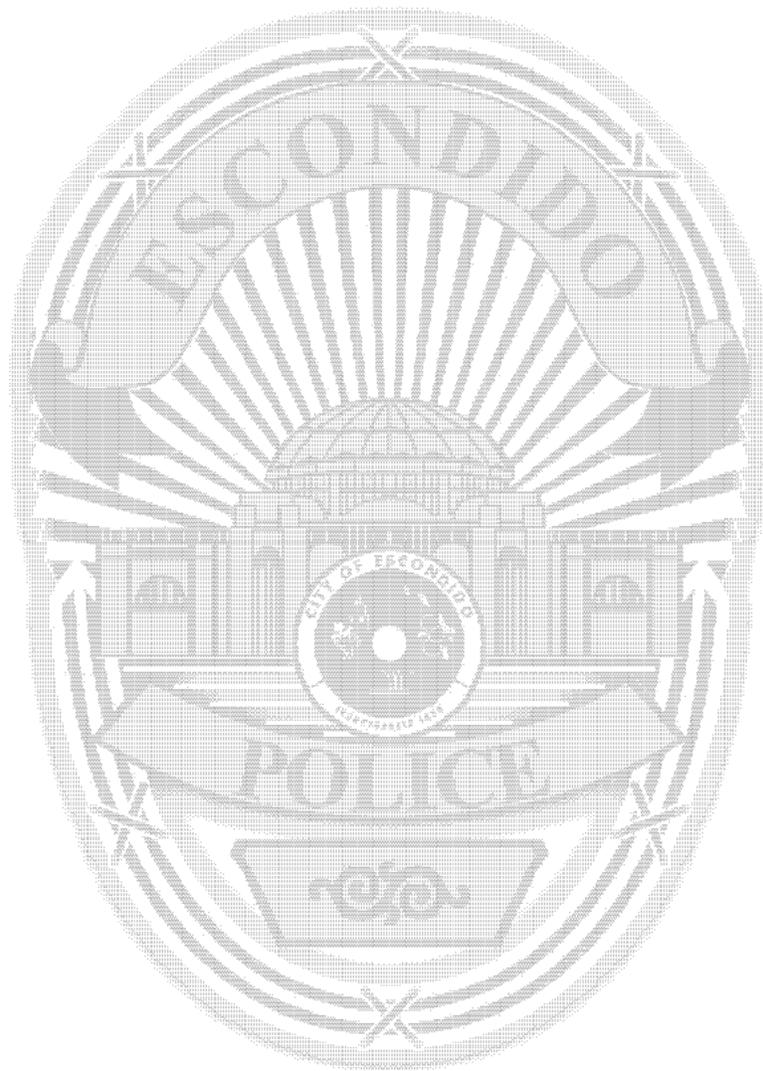
This Phase Evaluation Report provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

- 4 – BETTER THAN ACCEPTABLE: Performance exceeds the agency’s standard for phase level
- 3 – ACCEPTABLE: Performance meets the agency’s standard for phase level
- 2 – IMPROVEMENT IS NEEDED: Performance is progressing toward acceptable but does not yet meet the agency’s standard for phase level
- 1 – UNACCEPTABLE: Performance is not at an acceptable level for phase level
- NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation, shows no improvement in performance
- N/O – NOT OBSERVED: Trainee was not observed in this section during the phase level

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level.

PERFORMANCE AREAS	N/O	NRT	1	2	3	4
REPORT WRITING						
DRIVING SKILLS: ROUTINE						
DRIVING SKILLS: CODE 3						
SELF-INITIATED ACTIVITY						
KNOWLEDGE OF LOCATIONS						
STRESS CONTROL: VERBAL/BEHAVIOR						
OFFICER SAFETY: SELF/COVERING						
PRISONER CONTROL: VERBAL/PHYSICAL/USE OF FORCE						
RADIO: TRANSMISSION/RECEPTIONS/MDT						
DECISION-MAKING/PROBLEM-SOLVING/ETHICS						
COORDINATION: MULTIPLE TASKS						
INTERPERSONAL SKILLS						
COMMUNICATION SKILLS						
ACCEPTANCE OF CRITICISM						
BEHAVIOR TOWARD CITIZENS						
SELF-IMAGE/CONFIDENCE						
KNOWLEDGE						
DEPARTMENT POLICIES/PROCEDURES						
ENFORCEMENT CODES						
RESOURCES						
ENFORCEMENT PROCEDURES/TECHNIQUES						
JOB READINESS						
GENERAL APPEARANCE						
FORMS/EQUIPMENT						
INFORMED ON CRIME/TRAFFIC/COMMUNITY PROB.						

REMEDIAL TRAINING ASSIGNMENT WORKSHEET



REMEDIAL TRAINING ASSIGNMENT WORKSHEET

TRAINEE _____ ID# _____ DATE _____ PHASE _____

FTO _____ ID# _____ SHIFT _____

Training in the following areas is to be stressed over the next _____ days. You will be expected to have mastered the listed task by: (date) _____.

PROBLEM (Define the problem specifically, giving examples. Describe training already conducted.)

TRAINING ASSIGNMENT - (Define the specific assignments given the trainee to correct the above problem.)

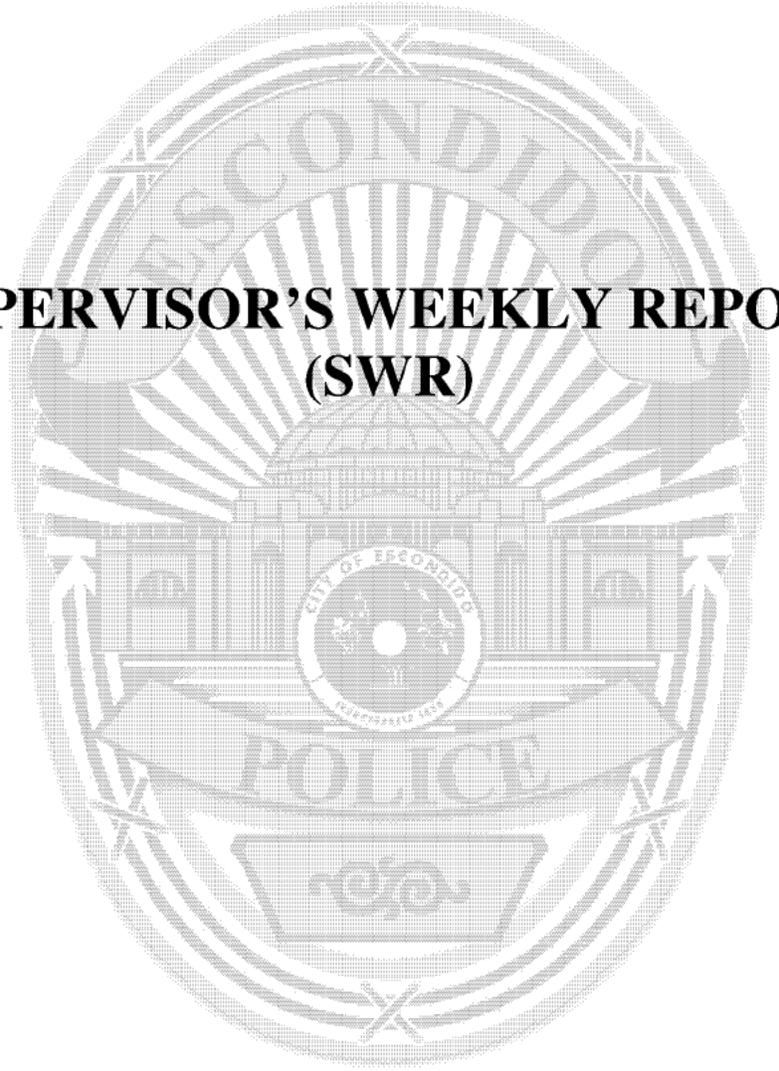
This worksheet has been discussed with me _____
Trainee Signature ID# Date

FOLLOW-UP

1.	Has the trainee satisfactorily completed the training plan?	YES	NO
2.	Is the trainee now performing at a satisfactory level in the problem area?	YES	NO
3.	Has an additional assignment been given?	YES	NO
4.	If #3 was yes, was another worksheet assigned?	YES	NO

COMMENTS

	Signatures	ID#	Date
Trainee			
FTO			
Training SGT			

The background features a large, faded seal of the City of Escondido Police Department. The seal is circular and contains the text "ESCONDIDO" at the top, "CITY OF ESCONDIDO" in a smaller circle in the center, and "POLICE" at the bottom. It also depicts a building and a sunburst design.

**SUPERVISOR'S WEEKLY REPORT
(SWR)**

FIELD TRAINING PROGRAM
SUPERVISOR'S WEEKLY REPORT (SWR)

Trainee

Badge #

Supervisor

Badge #

I have reviewed the above listed trainee's Daily Observation Reports for the week of _____ to _____
I have also discussed his/her overall performance with FTO_____.

Additional method(s) by which the trainee's performance was evaluated:

End of Phase meetings _____ Citizen Contacts _____ Other (FTOs) _____

Conferences _____ Field Visit _____ Radio Traffic _____

Report Review _____ Ride-a-long _____ Daily Briefing _____

Other (explain) _____

Regarding the trainee's performance:

I (have / have not) discussed the trainee's most significant strengths with him/her.

I (have / have not) discussed the trainee's most significant weaknesses with him/her.

The trainee's significant weaknesses (have / have not) required remedial training.

Remedial training, if provided, consisted of:

Comments regarding significant strengths, weaknesses, and progress to date:

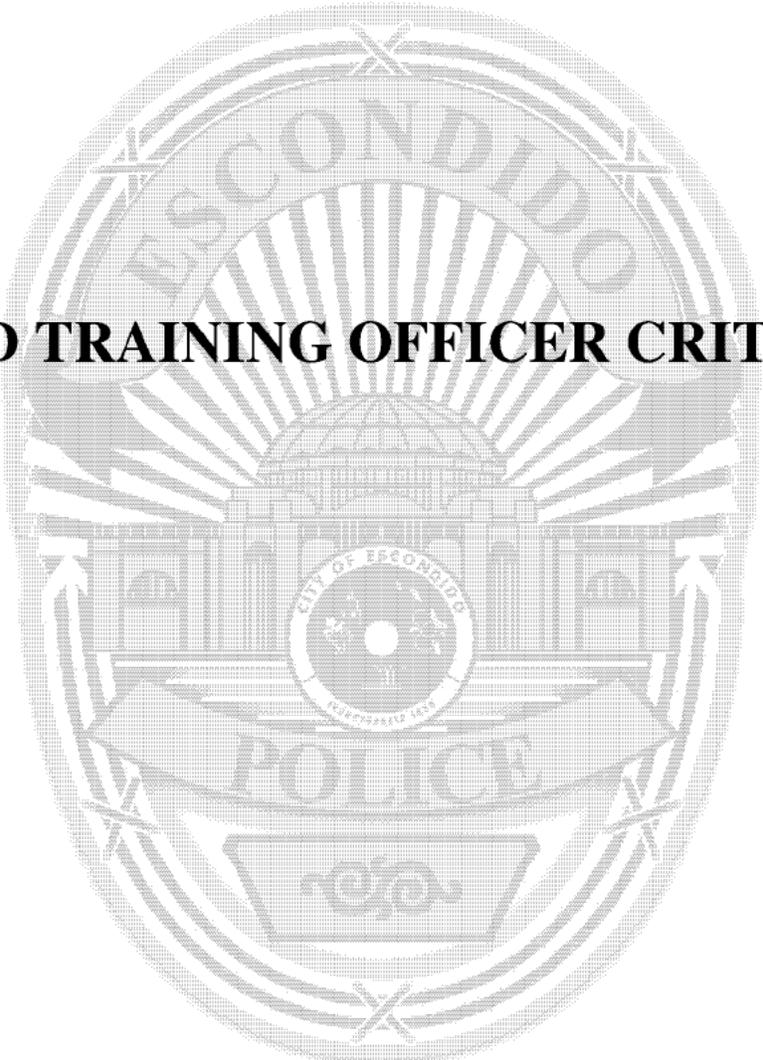
The trainee's progress to date is **not acceptable / acceptable** based on the above information.

Trainee's Signature

Date

FTP SAC's Signature

Date

The background features a large, faded, circular seal of the Escondido Police Department. The seal contains the text "ESCONDIDO" at the top, "CITY OF ESCONDIDO" in a central circle, and "POLICE" at the bottom. It also depicts a building and a sunburst design.

FIELD TRAINING OFFICER CRITIQUE

FTO CRITIQUE FORM

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

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

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

This critique is for FTO: _____ Phase: _____

1. The Field Training Program's emphasis is on both training **and** evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area. (Example: Training 50% - Evaluation 50%; Training 70% - Evaluation 30%; etc.)

Training _____% Evaluation _____%

2. Using percentages indicate how you perceived your FTO related to you.

I am one of a number of recruits _____% I am an individual _____%

Circle the response below that best answers the question or comment.

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

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

POOR FAIR AVERAGE GOOD EXCELLENT

6. How would you describe the FTO's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc.?

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

9. Describe the FTO's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE TOO CRITICAL UNFAIR GOOD VERY POSITIVE

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

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

11. List the area(s) you consider to be the FTO's greatest strengths (i.e. training skills, officer safety tactics, codes and law knowledge, report writing, etc.).

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

13. Were there any conflicts with the FTO's training and your academy training? YES___ NO___
If there were conflicts/discrepancies, please explain.

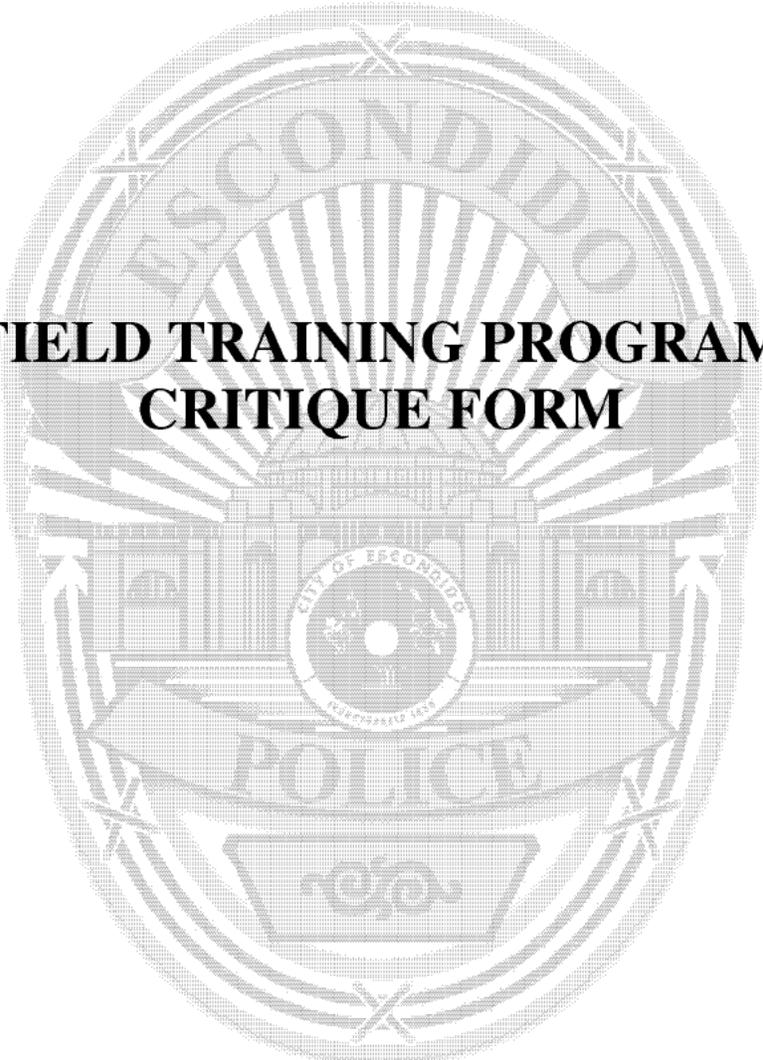
14. Did you experience any discrepancies between FTOs? YES___ NO___
If yes, in what context did they occur?

15. Please list any additional comments or suggestions here.

Trainee Signature

Date

**STRUCTURED
LEARNING CONTENT**



**FIELD TRAINING PROGRAM
CRITIQUE FORM**

FIELD TRAINING PROGRAM CRITIQUE FORM

The Field Training Program personnel are determined to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP SAC.

YES NO 1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?

Please comment:

YES NO 2. Was the length of the program adequate?

Please comment:

YES NO 3. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?

Please comment:

YES NO 4. Were there any areas of training you felt were ignored which should have been included or extended? If so, which areas?

YES NO 5. Was the instruction and training provided by the FTOs generally consistent with one another?

Please comment:

YES NO 6. Do you feel the evaluations in the Field Training Program (DORs, Supervisor Weekly Reports, etc.) were necessary for your development as a police officer?

Please comment:

YES NO 7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

Please comment:

YES NO 8. Do you feel there was sufficient time available for special activities such as COPS projects or other beat activities?

Please comment:

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

A.	Department Policies and Procedures	YES	NO
B.	Patrol Vehicle Operations	YES	NO
C.	Officer Safety	YES	NO
D.	Report Writing	YES	NO
E.	Codes and Law	YES	NO
F.	Patrol Procedures	YES	NO
G.	Handcuffing & Searching Techniques	YES	NO
H.	Use of Force	YES	NO
I.	Traffic (including DUI & Accident Inv.)	YES	NO
J.	Search and Seizure	YES	NO
K.	Radio Procedures	YES	NO
L.	Investigations and Evidence	YES	NO
M.	Conflict Resolution	YES	NO
N.	Crime Suppression Division (COPPS)	YES	NO
O.	Courtroom Procedures	YES	NO

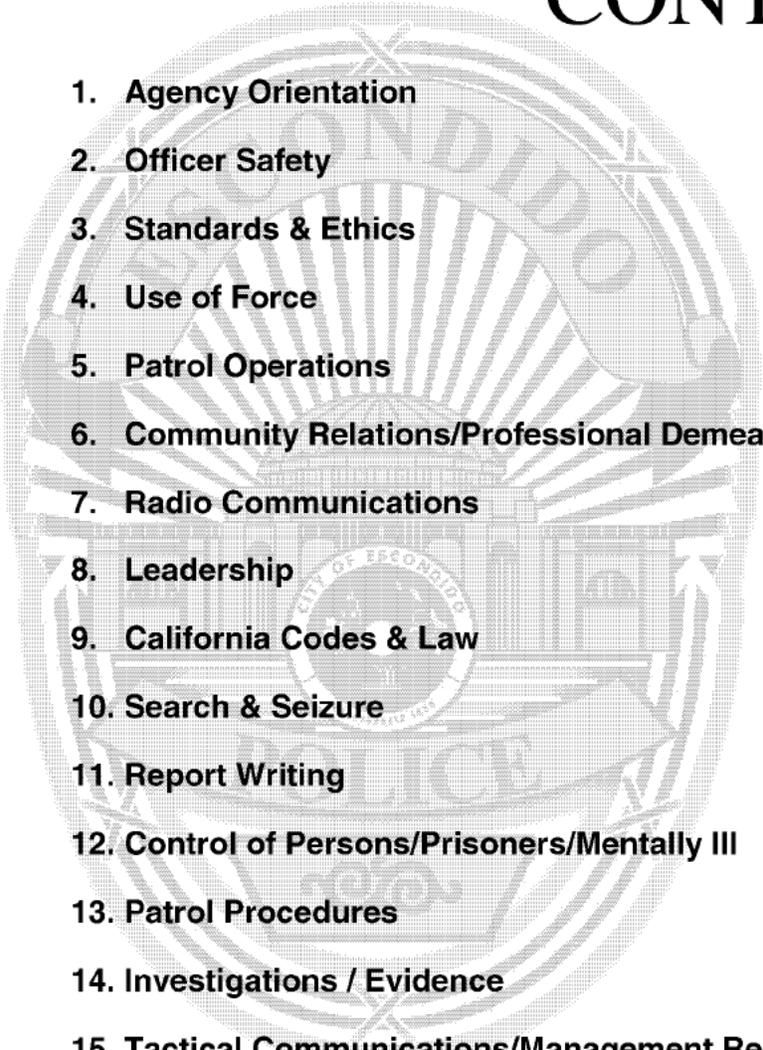
10. Are there any changes that need to be made to improve the program?

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

Trainee Signature

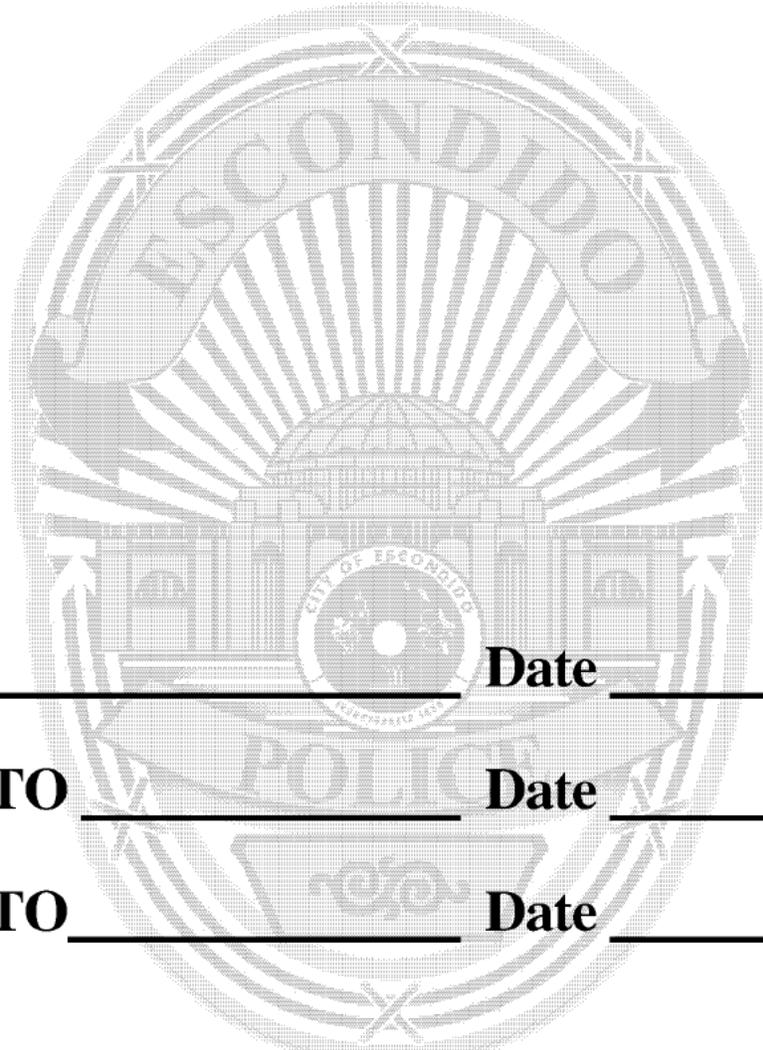
Date

STRUCTURED LEARNING CONTENT

- 
1. Agency Orientation
 2. Officer Safety
 3. Standards & Ethics
 4. Use of Force
 5. Patrol Operations
 6. Community Relations/Professional Demeanor
 7. Radio Communications
 8. Leadership
 9. California Codes & Law
 10. Search & Seizure
 11. Report Writing
 12. Control of Persons/Prisoners/Mentally Ill
 13. Patrol Procedures
 14. Investigations / Evidence
 15. Tactical Communications/Management Resolution
 16. Traffic
 17. Self-Initiated Activity
 18. Department Instructions Register/ Policies (electronic)
 19. Department Code of Conduct (electronic)
 20. Additional Agency Topics

■ FTP

Agency Orientation/ Department Policies



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

AGENCY ORIENTATION / DEPARTMENT POLICIES

AGENCY ORIENTATION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- 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
- E. Interaction with associated law enforcement agencies
- F. News media release laws, rules and regulations
- G. Security of agency facilities
- H. Department Policies

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain Department Instructions related to:

- A. Use of Force (DI 1.24)
- B. Use and Discharge of Firearms (DI 1.5)
- C. Domestic Violence (DI 5.7)
- D. Emergency Vehicle Operations (DI 1.10)
- E. Sexual Harassment (DI 1.25)
- F. Use of Less-Lethal Weapons (DI's 1.6, 1.46 and 1.29)
- G. Protective Orders (DI 5.5)
- H. Hate Crimes (DI 1.39)
- I. Child Abuse Investigations (DI 3.6)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

AGENCY ORIENTATION / DEPARTMENT POLICIES

The trainee shall be oriented to the work area, including:

- A. Introductions to key personnel
- B. Equipment and supply locations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field. The trainee shall review and explain what constitutes unauthorized equipment. The trainee shall review and explain agency policy on uniforms and equipment damage.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall demonstrate the procedures for obtaining and using the following items:

- A. Vehicle
- B. Hand-held radio
- C. Firearms / Weapons
- D. Ammunition
- E. Special equipment (i.e., helmet, mace, gas mask, etc.)
- F. Report forms
- G. Flares

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

AGENCY ORIENTATION / DEPARTMENT POLICIES

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

The trainee shall know the following locations within the agency’s jurisdiction:

- A. Hospital(s)
- B. Firehouse(s)
- C. Bars and “hot” spots
- D. Schools
- E. Park and recreation areas
- F. Hazardous material/priority locations (refineries, WMD potential targets, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency. The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:

- A. Major arteries
- B. “Through streets”
- C. Dead-end streets
- D. Freeways
- E. Fire trails / flood control channels

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SUPPORT SERVICES

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

- A. City Hall
- B. Municipal, Superior, and Juvenile Courts
- C. District Attorney’s Office
- D. Probation Department
- E. Health Department and/or Coroner’s Office
- F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments)
- G. County/City Jail(s)
- H. Welfare Department

AGENCY ORIENTATION / DEPARTMENT POLICIES

- I. Juvenile Hall
- J. Polinsky
- K. State and Federal law enforcement agencies, including:
 - 1. California Highway Patrol – CHP
 - 2. Department of Motor Vehicles – DMV
 - 3. Federal Bureau of Investigations – FBI
 - 4. Postal Inspectors
 - 5. Bureau of Narcotic Enforcement – BNE
 - 6. Secret Service
 - 7. Immigration and Customs Enforcement – ICE
 - 8. Bureau of Alcohol, Tobacco, and Firearms – ATF
 - 9. Military Police
 - 10. US Marshal Service
 - 11. Railroad Police
- L. Additional support services (Service Centers, Child Protective Services, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Tactical Operations Unit / SDSO SWAT Team
- B. Search and Rescue
- C. Additional Agency-specific units (Mental Health Units/Liaisons; Bomb Squad, etc.)

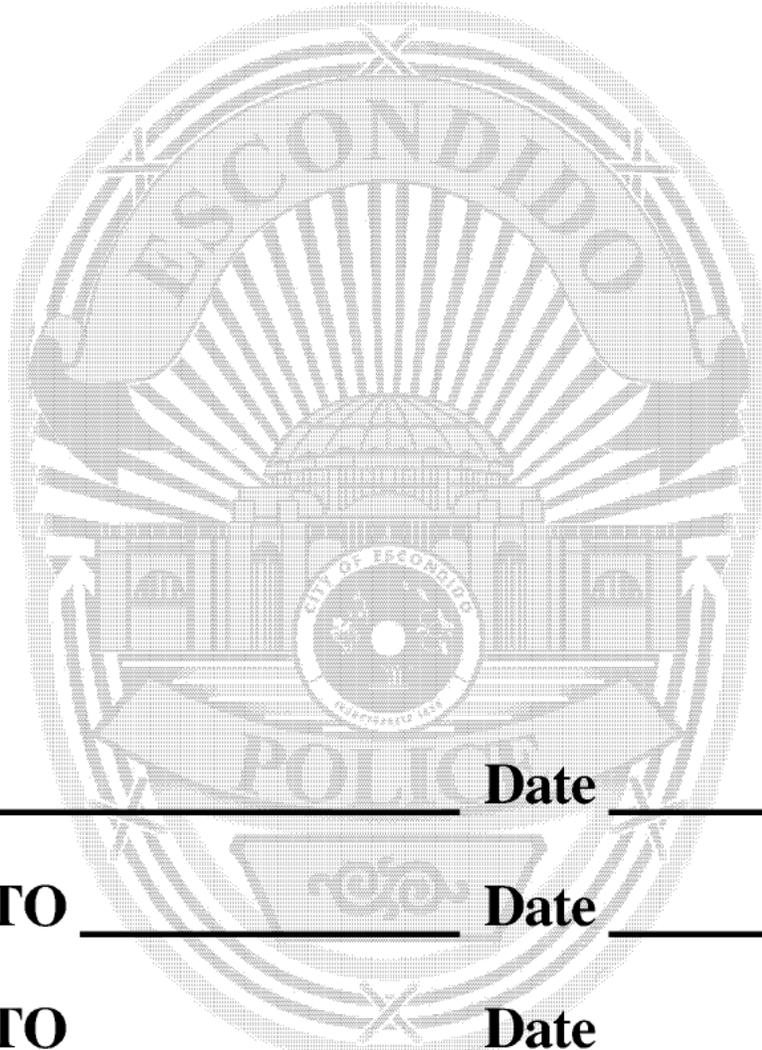
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Officer Safety



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

OFFICER SAFETY

CONTACT AND COVER (PRIMARY / BACKUP)

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

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
- B. Records incident information (FIs)
- C. Performs pat down and custody search of suspect(s)
- D. Issues all citations
- E. Recovers evidence and contraband
- F. Handles routine radio communications
- G. Relays pertinent information to cover officer and medical personnel
- H. Watches hand movement

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Approach
- B. Cover positions with vehicle(s) and person(s)
- 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. The approach of other persons or vehicles
 - 5. Symptoms of intoxication or illness
 - 6. Potential reactions and escape
- E. Communications with contact officer / danger signals
- F. Position of assistance, if needed, during arrest
- G. Provides assistance as directed by contact officer

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

OFFICER SAFETY

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
- B. Firearms/Weapons systems
- C. Position to assume after the vehicle or person is stopped
- D. Officer-to-officer communication

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

BODY ARMOR

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

- A. Benefits for wearing
- B. Types of body armor
- C. Level of protection against firearms
- D. Level of protection against knives and other penetrating weapons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

OFFICER SAFETY

OFFICER SURVIVAL

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

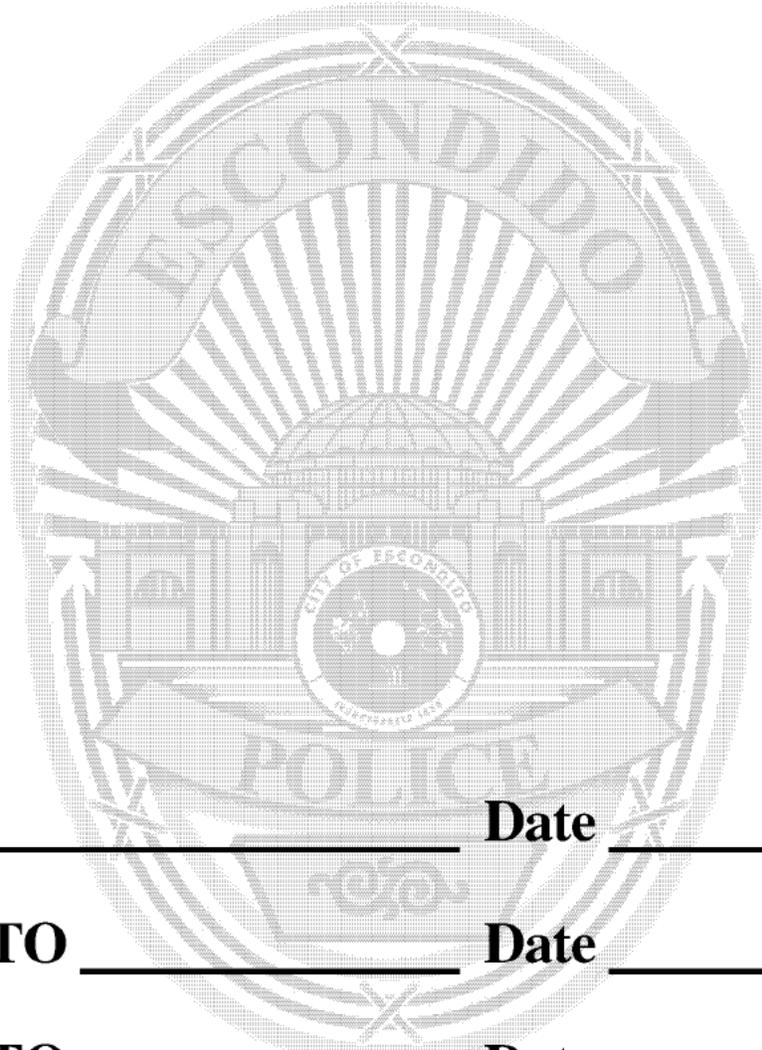
- A. Concept of tactical retreat
 - 1. Pre-planning (mental scenarios)
 - 2. Reduction of unnecessary risks (stress management, “keeping your cool”)
- B. Mental conditioning
 - 1. Will to live
 - 2. Continue to fight, regardless of odds
 - 3. Mental alertness
 - 4. Self-confidence
- C. Physical conditioning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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Standards & Ethics



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

STANDARDS & ETHICS

ETHICS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

1. 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.
2. 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.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Code of Conduct)
4. 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.
5. 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.
6. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

STANDARDS & ETHICS

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

DECISION MAKING

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

- A. Law
- B. Departmental policy and procedure
- C. Departmental goals and objectives
- D. Community expectations
- E. Officer safety

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

STANDARDS & ETHICS

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

- A. Arrest
- B. Cite and Release
- C. Referral
- D. Verbal warning
- E. No action

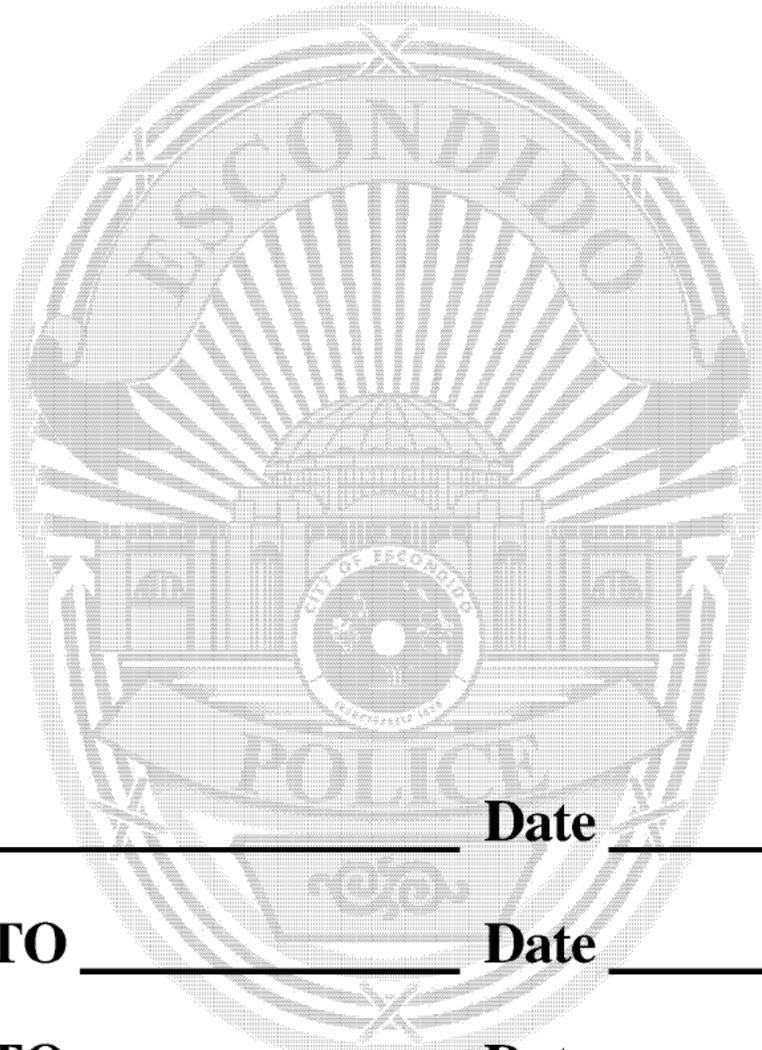
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Use of Force



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

USE OF FORCE

LEGAL AND ETHICAL ISSUES

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

Reference: 835 PC; 835a PC; 843 PC; 198 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

Reference: 196 PC; 198 PC; 835a PC; 843 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

USE OF FORCE

FORCE OPTIONS

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. Non-verbal / police presence
- B. Verbal (Tactical communication)
- C. Physical (Weaponless)
- D. Less lethal weapons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 suspect(s) involved
2. Threat to the lives of innocent persons
3. Law and agency policy
4. Officer's present capabilities
5. Capabilities of officer's weapon

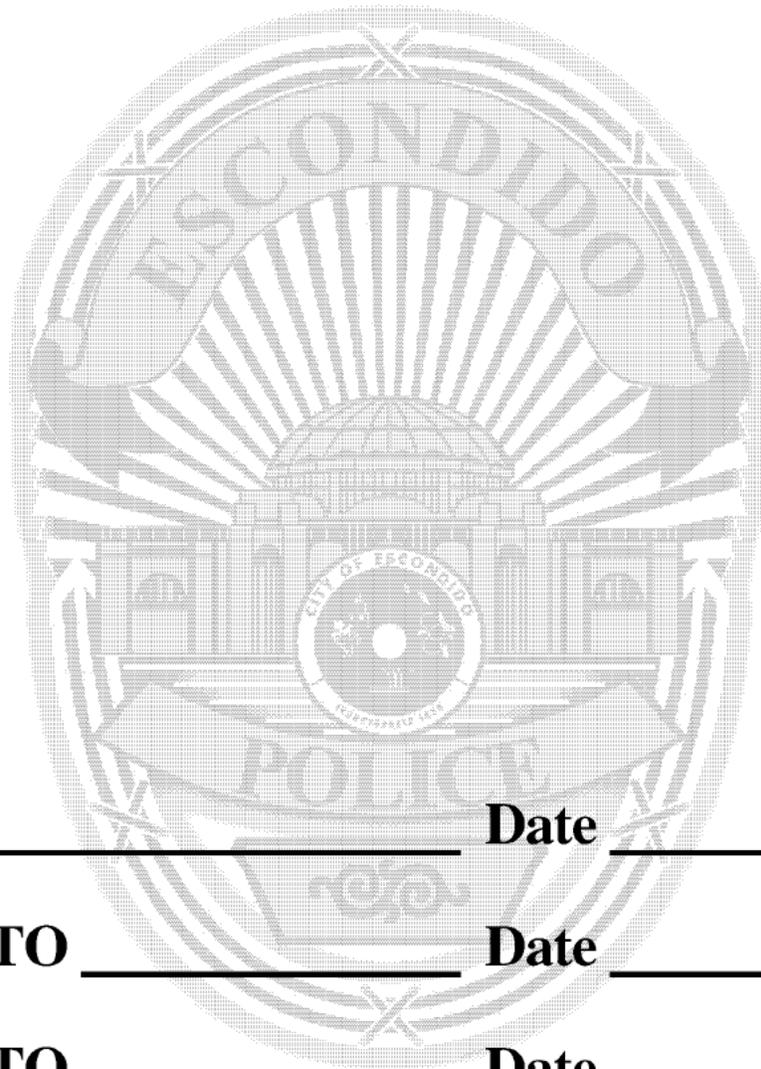
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Patrol Vehicle Operations



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

PATROL VEHICLE OPERATIONS

PATROL VEHICLE INSPECTION

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

- A. Rear door locks
- B. Trunk and hood release
- C. Firearms/Weapon release systems
- D. Emergency lights and siren switches
- E. Flares
- F. First aid equipment
- G. Radio
- H. Spare tire release
- I. Jack and handle
- J. Spare tire
- K. Engine fluid compartments and dip sticks
- L. Officer's Trauma Kit
- M. Computer Modem

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain agency policy regarding requests for vehicle service in the field. The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include:

- A. The procedure for regular maintenance and service of patrol vehicles
- B. The procedure for turning in a damaged or mechanically deficient vehicle for repair
- C. The proper documentation to be completed

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Visual check of vehicle exterior for damage and the tires for wear and proper inflation
- B. An inspection of the trunk for the spare tire and required equipment
- C. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.)
- D. An inspection of the firearms/weapons and release systems

PATROL VEHICLE OPERATIONS

- E. An 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL VEHICLE OPERATION SAFETY

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

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

PATROL VEHICLE OPERATIONS

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

EMERGENCY VEHICLE OPERATIONS/PURSUIT

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

- A. Slowing for intersections
- B. Careful observation at cross streets
- C. Caution when passing other vehicles
- D. Constant alertness for any unforeseen hazard
- E. Using a well-planned route of travel in emergency response situations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL VEHICLE OPERATIONS

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

VEHICLE OPERATION LIABILITY

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

- A. Failure to drive with due regard for the safety of all persons described in VC Section 21056
- B. When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7
- C. A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001
- D. When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004

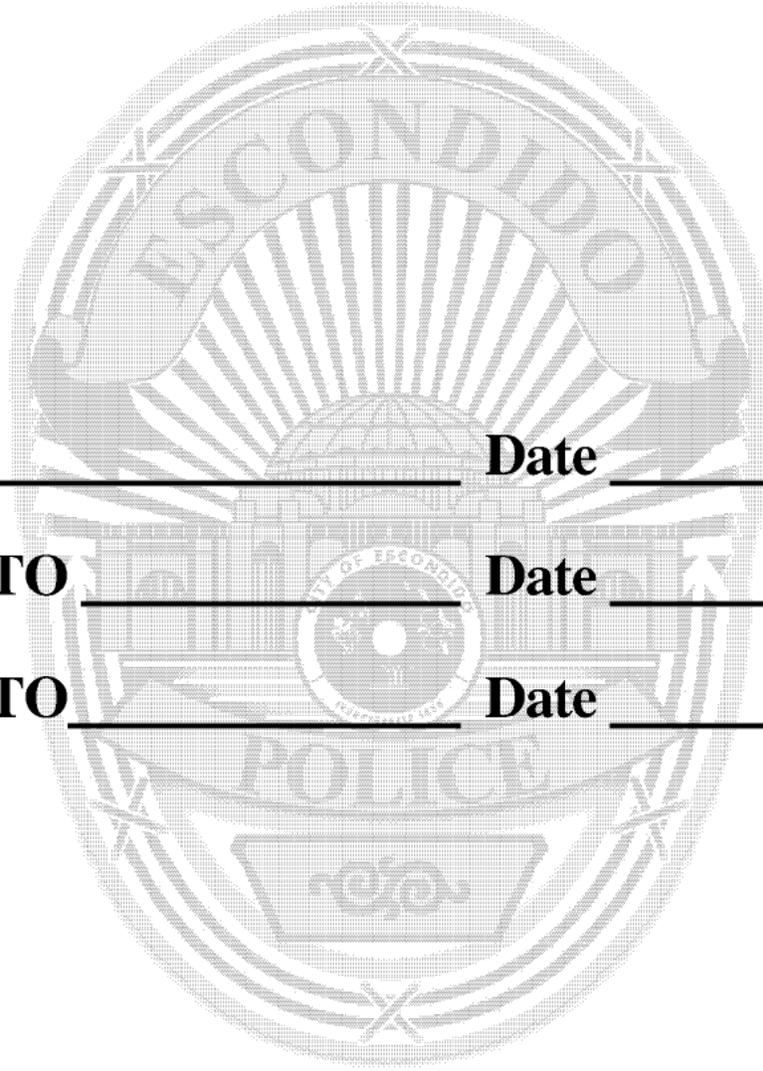
PATROL VEHICLE OPERATIONS

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Community Relations/ Professional Demeanor



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

- A. Profanity
- B. Derogatory language
- C. Ethnically offensive terminology

The trainee shall identify non-verbal 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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall conduct telephone conversations in a professional manner.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CULTURAL DIVERSITY

The trainee shall explain how the culture of the community can have an affect on the community’s relationship with his/her agency. The trainee shall identify cultural motivations and biases that may affect Professional ethics and the law. The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

RACIAL PROFILING

The trainee shall recognize that 13519.4 PC states, “a law enforcement officer shall not engage in racial profiling,” and that it applies to all protected classes including gender and religion. The trainee shall be able to summarize and apply the agency’s policy regarding racial profiling.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

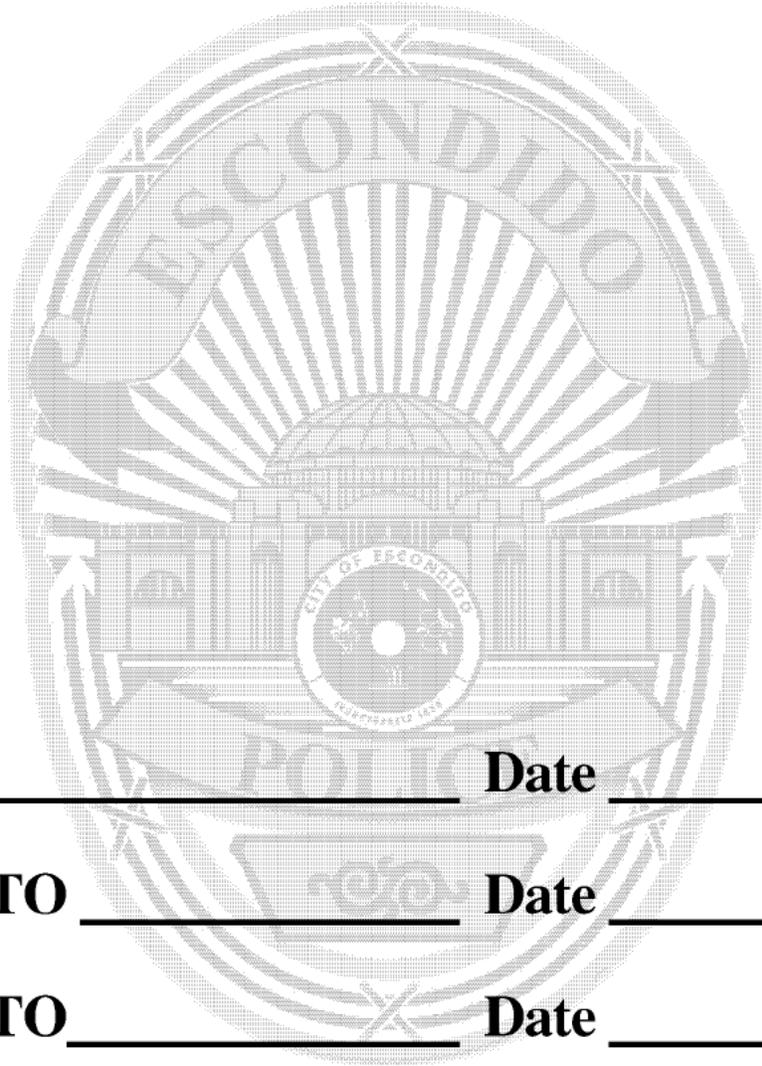
The trainee shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Radio Communications



Trainee _____ **Date** _____

Phase 1, FTO _____ **Date** _____

Phase 2, FTO _____ **Date** _____

RADIO COMMUNICATIONS

The trainee shall memorize the phonetic alphabet and brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall demonstrate knowledge of radio procedures and proficient use of the radio including:

- A. Waiting until the air is clear before pressing the transmit button.
- B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone.
- C. Avoiding over-modulation by speaking moderately into the microphone.
- D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until the termination of “emergency traffic only” status.
- E. Knowing the call signs, assignments, and beat locations of other units in the area.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a situation in which there is one or more suspect description(s), the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

- A. Type of incident and number of suspects
- B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
- C. Loss (if any), including approximate value and denomination of bills
- D. Weapon(s) used
- E. Vehicle(s) used
- F. Direction(s) of flight

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

RADIO COMMUNICATIONS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. Control of possible escape routes and establishment of perimeter
- C. Control of response of other police units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

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

RADIO COMMUNICATIONS

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain agency policy regarding the proper use and/or misuse of Mobile Data Terminals (MDT's) and on-board laptop computers. The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The Trainee shall understand and demonstrate how CAD and its associated systems function to assist a patrol officer in daily duties.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall know how to properly function without the use of CAD and its associated systems including at least one day completely without CAD.

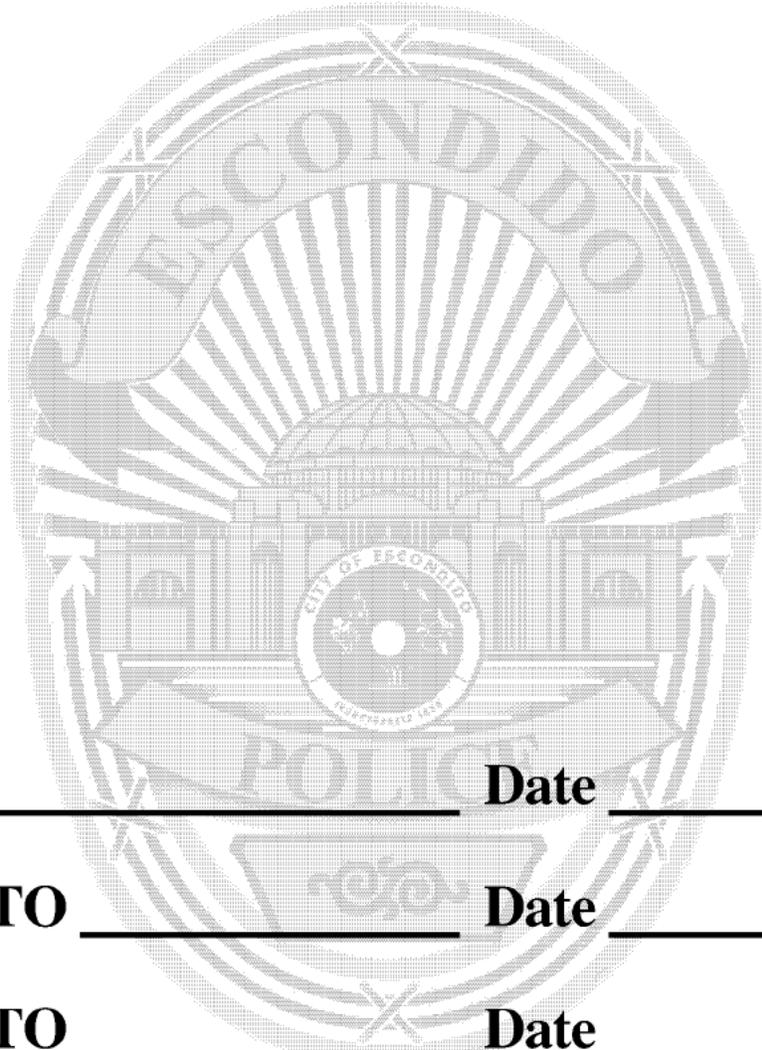
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Leadership



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

LEADERSHIP

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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

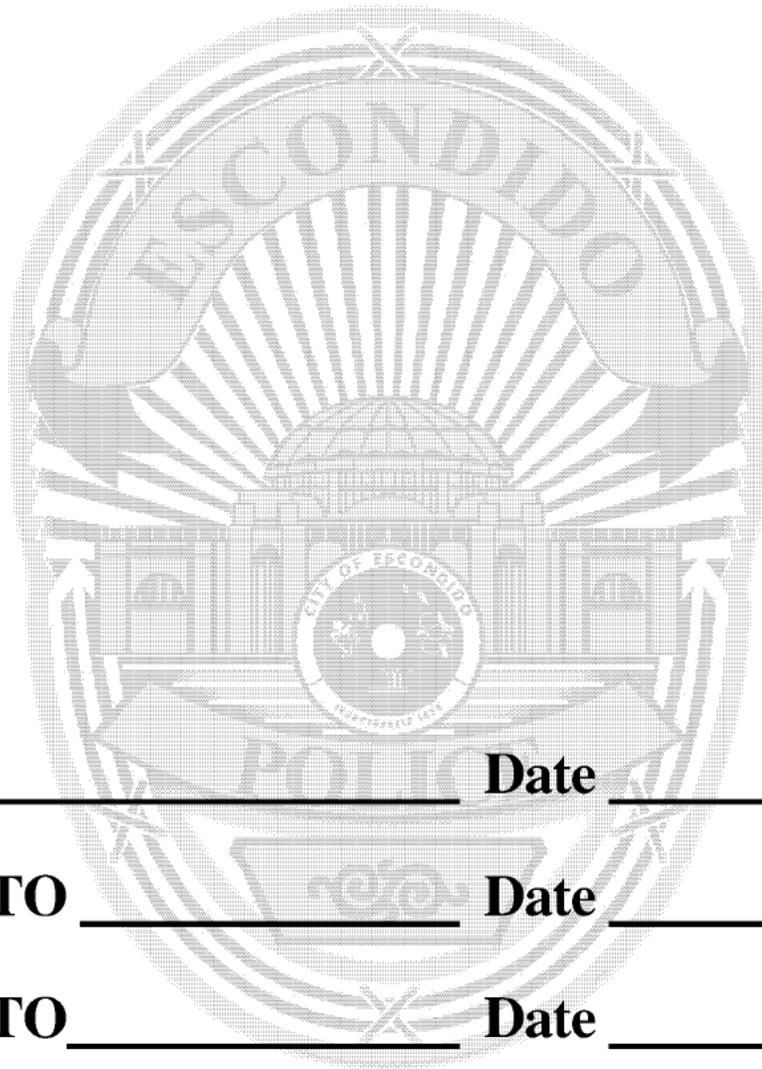
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

■ FTP

California Codes and Law



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

CALIFORNIA CODES AND LAW

CRIMINAL LAW

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Any act or omission
- B. By a person
- C. In violation of statutory law
- D. For which there is punishment

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall describe those persons who are legally incapable of committing a crime and shall demonstrate how to establish these persons know right from wrong in order to successfully prosecute them for a crime in the state of California (PC 26).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CALIFORNIA CODES AND LAW

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
- B. Homicide
- C. Robbery
- D. Assaults
- E. Criminal threats (formerly Terrorist threats)
- F. Stalking
- G. Restraining order violations
- H. Cruelty to animals
- I. Crimes against children
- J. Sex crimes
- K. Disturbing the peace
- L. Burglary
- M. Trespassing
- N. Arson
- O. Vandalism
- P. Theft (including Identity Theft)
- Q. Forgery and check offenses
- R. Disorderly conduct
- S. Control and use of dangerous weapons
- T. Use, possession, and sales of dangerous drugs (including under the influence)
- U. Receiving or possession of stolen property (including alteration of serial numbers)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PROBABLE CAUSE

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

CALIFORNIA CODES AND LAW

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 explain the reasons behind that decision.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

LAWS OF ARREST

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

Reference: 836 PC; 40300.5 through 40302

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 at what time it must be provided
- C. What must be done with the person arrested

Reference: 840 PC; 841 PC; 825 PC; 848 PC; 849 PC; 851.5 PC; 853.5 PC; 853.6 PC

CALIFORNIA CODES AND LAW

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the requirements placed upon a private person making the arrest of another and be able to determine if the “private persons” arrest is legal.

Reference: 837 PC; 847 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the requirements for advising a person of his/her Miranda rights.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference: 844 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Diplomatic immunity (22 U.S. Const. 252)
- B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667) (Roynin v. Battin, 55 CA 2nd 861)
- C. Congressional exceptions (Art. 1, Section 6, US Const.) (Art. 4, Section 2, Cal. Const.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

JUVENILE LAW AND PROCEDURE

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. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I; and any additional local ordinances/curfews
- C. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.
- D. Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

ADDITIONAL LAWS

The trainee shall recognize violations of local ordinances, ABC laws and, given reference text, will locate the applicable sections.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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:

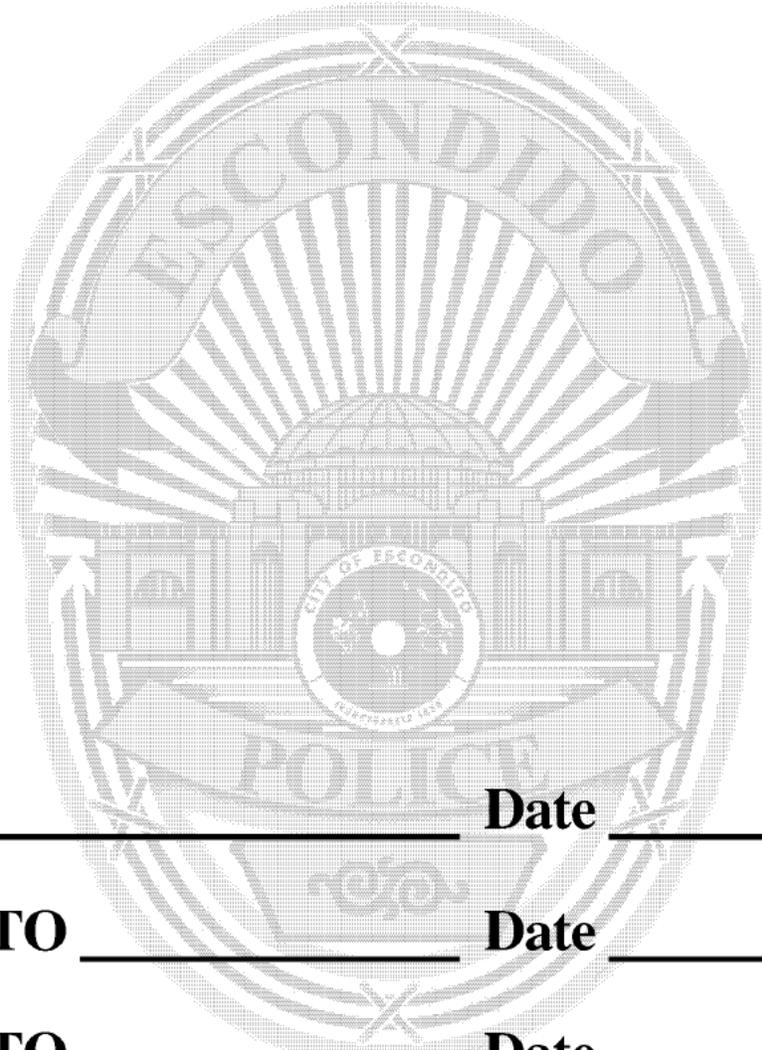
- A. First – Freedom of religion, speech, press, and public assembly
- B. Fourth – Search and seizure only by warrant or good cause
- C. Fifth – Right to trial; no double jeopardy; no self incrimination; no punishment without due process; and no confiscation without compensation
- D. Sixth – Right to a speedy trial
- E. Eighth – Excessive bail prohibited
- F. Fourteenth – Civil rights (see 18 USC, 242 – Color of law/authority)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Search and Seizure



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

SEARCH AND SEIZURE

SEARCH CONCEPTS

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

- A. Consent
- B. Scope of searches
- C. Contemporaneous
- D. Probable cause
- E. Instrumentalities of a crime
- F. Contraband
- G. Knock and notice
- H. Container search doctrine

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 (persons and vehicles)
- B. Consent searches
- C. Probable cause searches
- D. A search warrant
- E. Plain sight
- F. Incident to arrest
- G. Exigent circumstances
- H. Probation/parole search

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Dangerous weapons
- B. Fruits of the crime
- C. Instruments of the crime
- D. Contraband
- E. Suspects
- F. Additional victims

SEARCH AND SEIZURE

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:

- A. Court filings
- B. Prosecution of suspects

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SEIZURE CONCEPTS

The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:

- A. Preventing a suspect from swallowing evidence
- B. Inducing a suspect to vomit
- C. Extracting blood evidence from a suspect
- D. Extracting fingerprint evidence from a suspect

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SEARCH AND SEIZURE

WARRANTS

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

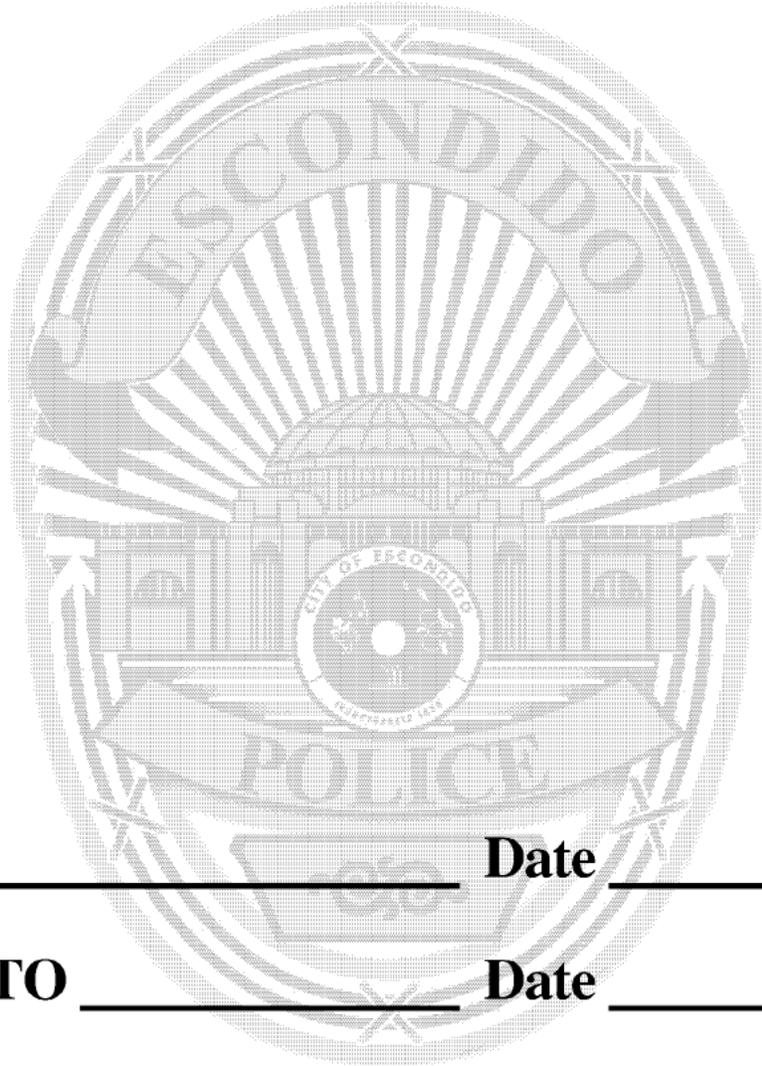
Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Report Writing



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

REPORT WRITING

FIELD NOTES AND NOTEBOOK

The trainee shall recognize that the contents of field notes and notebooks are discoverable in a court proceeding. The trainee shall explain the necessity for field notes. The explanation shall minimally include:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

REPORT WRITING

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

- A. Recording facts to a 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the qualities of a good police report. These shall include:

- A. Accuracy
- B. Brevity

REPORT WRITING

- C. Completeness
- D. Clarity
- E. Legibility/Neatness
- F. Objectivity
- G. Grammatical and structural correctness
- H. Timely
- I. First person/active voice/past tense

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing persons, DUI, found property, etc).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. The elements constituting the offense
- B. A complete documentation of reasonable/probable cause to arrest
- C. A complete description of all physical evidence, where it was found, and its disposition
- D. A complete listing of all suspects, including whether or not they are in custody

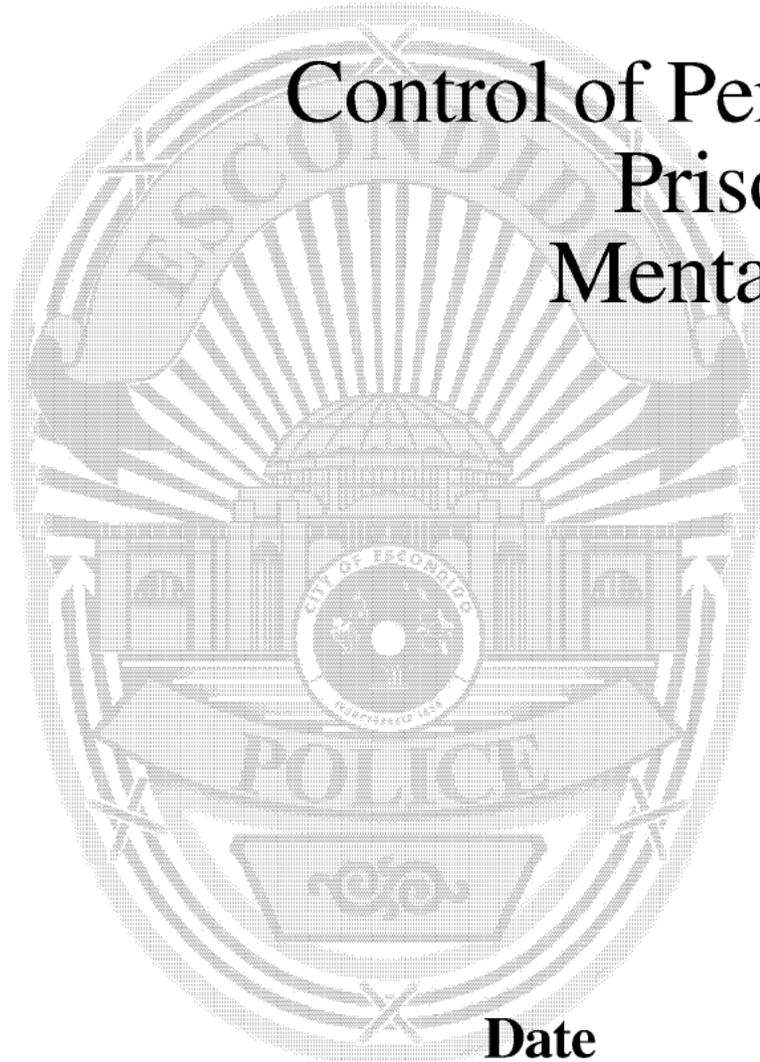
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Control of Persons/ Prisoners/ Mentally Ill



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

CONTROL / SEARCHING OF PERSONS

The trainee shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

- A. Constant alertness, including keeping hands in view
- B. Maintaining control and position of advantage
- C. Standing, kneeling, and prone position searches
- D. Safeguarding of weapons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HANDCUFFING

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from an arrest scene.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

The trainee shall review and explain the legal responsibilities for protecting prisoners and providing them with shelter, food, and medical care. The trainee shall review and explain prisoner's rights to telephone calls.

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the requirements for issuing property receipts.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer. The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner "under color of authority."

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRANSPORTATION OF PRISONERS

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. A search of the area in which the prisoner is about to be placed prior to transportation
- G. A search of the area where the prisoner has been following transportation
- H. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- I. Close and constant observation of the prisoner(s)

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a situation in which prisoner(s) must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Trainee shall be trained and qualified to use Prisoner Transport Van and its equipment.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

BOOKING PRISONERS

The trainee will review and explain the agency policy and procedure relative to booking an adult prisoner at EPD which shall minimally include:

- A. Book'Em System
- B. Live Scan Fingerprint System
- C. Logs
 - 1. Jail/Arrest Log
 - 2. Sobering Cell Log
 - 3. Injured Prisoner Log Book
 - 4. Jail Check Log Book
 - 5. Violent Person Restraint Chair Observation Log

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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 the confinement of a child under 16 years of age with an adult accused or convicted of a crime
- G. Custody alternatives

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W&I; 626.5 W&I

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain his/her responsibilities to provide proper documentation to book an inmate into a facility, including:

- A. Complete and accurate Pre-booking form, Receiving Sheet, and/or Probable Cause Statement to include charges and subsections
- B. Confirm arrestee is adult versus juvenile
- C. Valid court and/or warrant paperwork
- D. Inmate is medically screened and has medical clearance/approval form
- E. Physical condition as to injuries and/or current medical problems (DT's, heart problems, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

The trainee shall explain how to properly book adult prisoners in conformance with agency policies, legal codes, and minimum jail standards, including notifications and procedures for the following:

- A. Alcoholics
- B. Narcotic/Drug users
- C. Mentally ill
- D. Sex offenders
- E. Escape risks
- F. Non-conformists
- G. Civil bookings

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify other prisoners who may warrant special considerations, including:

- A. Injured or sick
- B. Females (including pregnant females)
- C. Elderly
- D. Gang members or police informants
- E. Current or former police officers, judges, etc.
- F. High-profile prisoners
- G. Any other prisoner(s) who may need specialized classification/housing needs

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain methods and procedures for releasing a prisoner per 849(b) P.C.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:

- A. Fire
- B. Earthquake
- C. Civil disorder
- D. Escape

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PEOPLE WITH DISABILITIES

The trainee shall recognize that the ADA (Americans with Disabilities Act) 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.
- B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
- C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
- D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

The trainee shall recognize and demonstrate effective communications for persons 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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: POST Field Guide – Police response to people with mental illness or developmental disability

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

MENTAL ILLNESS CASES

The trainee shall review and explain state law and agency policy regarding mental illness cases. The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:

- A. Danger to himself / herself
- B. Danger to others
- C. Gravely disabled

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. Trainee shall understand how to utilize the Psychological Evaluation Response Team (P.E.R.T.).

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 of the Welfare and 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 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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
- F. P.E.R.T.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

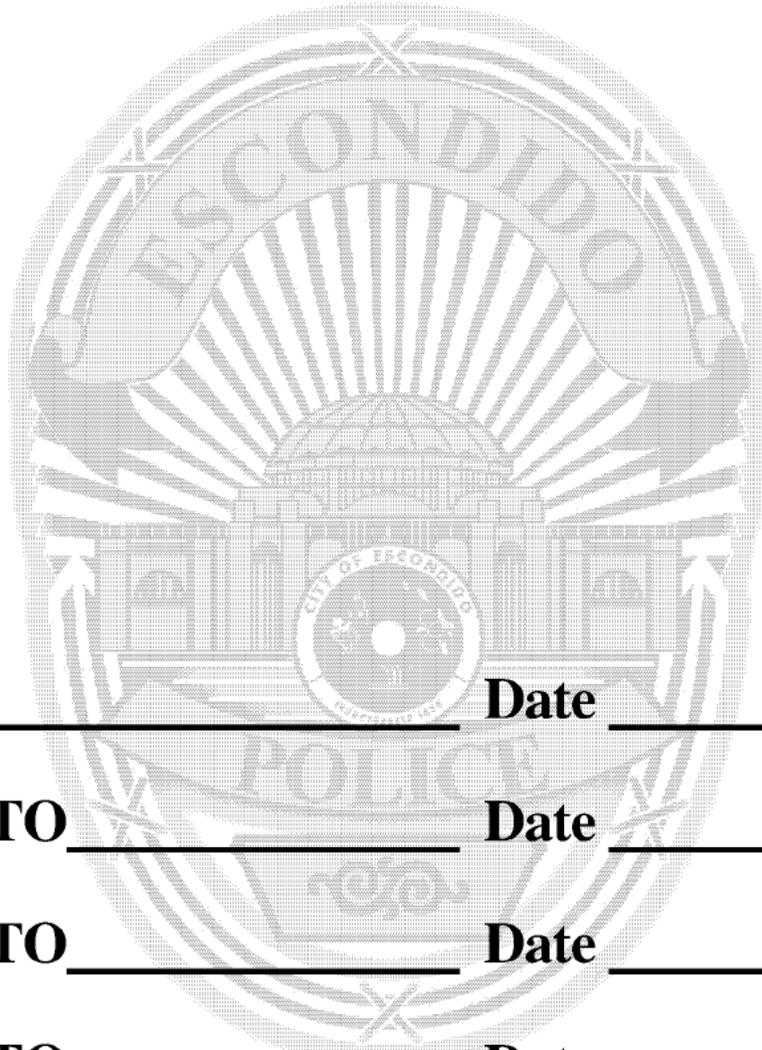
Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Patrol Procedures



Trainee _____ **Date** _____

Phase 3, FTO _____ **Date** _____

Phase 4, FTO _____ **Date** _____

Phase 5, FTO _____ **Date** _____

PATROL PROCEDURES

POLICE PATROL TECHNIQUES

The trainee shall explain the principle types of police patrol (preventative, directed enforcement, etc.) and their respective impacts on community relations. The trainee shall review and explain basic preventative patrol methods utilized by an officer:

- A. Frequent checks and contacts with business premises
- B. Frequent checks of suspicious persons
- C. Fluctuating patrol patterns
- D. Maintenance of visibility and personal contact
- E. Daily individual patrol and community action plan

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

The trainee shall discuss the advantage(s) of motorized patrol, including:

- A. Increased speed and mobility
- B. Increased conspicuousness
- C. Availability of additional equipment
- D. Increased transportation capability
- E. Decreased response time
- F. Communications

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall explain and demonstrate how to prepare for a normal patrol shift:

- 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 recent criminal activity

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- 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 (sound travels at night)
- H. Access to rooftop or upper floors

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

- A. Invisible deployment
- B. Radio security
- C. Use of surveillance/vision devices
- D. Silhouetting
- E. Police Noises (Vehicle/Radio/Keys)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

ADDITIONAL PATROL SAFETY

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

- A. No display of recognition until presence acknowledged by plain-clothes officer
- B. In the absence of acknowledgement, reaction should be identical to any other Citizen

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the importance of always keeping a subject's hands in view.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

- 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PEDESTRIAN STOPS

The trainee shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain. 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.
- D. Consensual encounter

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall identify and discuss those 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SEARCHING PERSONS

The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the responsibilities of the back-up officer during a person(s) search. The responsibilities should minimally include:

- A. Protecting the searching officer from outside interference and from those being searched
- B. Assisting in control of the person(s) being searched, as needed
- C. Continuous observation of the person(s) being searched

The trainee shall safely and effectively serve as a back-up officer while another officer conducts a search of one or more suspect(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

VEHICLE STOPS

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

- A. Traffic violations
- B. Investigative
- C. High risk

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

- A. Traffic hazards
- B. Escape routes
- C. Number of people present
- D. Lighting conditions
- E. Proper position of primary and backup units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Not so great as to encourage the driver to attempt to escape
- B. Not so close as to present a hazard due to erratic actions of the driver
- C. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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 headlights
- C. Use of horn
- D. Use of siren
- E. Use of hand signals
- F. Use of public address system
- G. Proper use of spotlight to include:
 - 1. Not blinding the driver while the vehicle is moving
 - 2. Illuminating the interior of the stopped vehicle
 - 3. Focusing on the rear and side mirrors to blind the occupants of the officer's approach

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Location of the stop
- B. Reason for the stop
- C. Officer's approach
- D. Position the officer takes
- E. Contact with the violator
- F. Visibility

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Motorcycles and bicycles
- B. Campers and vans
- C. Buses
- D. Trucks

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

DRIVING UNDER THE INFLUENCE

The trainee shall recognize and explain the common driving conditions of a suspected DUI.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall explain and demonstrate the sobriety tests used by the agency.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify the report forms to be used for driving under the influence cases.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a situation where a vehicle operator may be DUI, 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

FELONY/HIGH-RISK VEHICLE STOPS

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:

- A. Seriousness of the crime(s)
- B. Availability of back-up
- C. Location at which to make the stop
- D. Tactics to be used after making the stop
- E. Number of suspects involved

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Has the radio responsibilities
- B. Assumes the shotgun responsibilities, if applicable
- C. Communicates to the occupants
- D. Searches the occupants and/or the vehicle

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given an incident involving a felony / high-risk vehicle stop, the trainee shall safely stop the 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

SEARCHING VEHICLES

The trainee shall safely and effectively search a vehicle. The principles shall minimally include:

- A. Proper removal and control of occupants
- B. A systematic method of search

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SEARCHING BUILDINGS / AREAS

The trainee shall safely and effectively conduct a building / area search that may contain a suspect. The principles shall minimally include:

- A. Containment of the building
- B. Containment of area(s) already searched
- C. Utilization of a systematic method
- D. Safe searching techniques
- E. Appropriate use of canine or specialized assistance

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HANDLING CRIMES IN PROGRESS

The trainee shall explain agency policy and factors to consider when responding to a crime in progress. These may include:

- A. Proceeding directly to scene as quickly and silently as possible
- B. Proceeding directly to scene utilizing emergency lights and/or siren
- C. Proceeding to the location most likely to intercept fleeing suspects
- D. Proceeding to scene and coordinating arrival and/or deployment with other units
- E. Distance to location
- F. Availability of assisting units
- G. Nature of crime
- H. Traffic and environmental conditions
- I. Concern for possible lookouts
- J. Watch for fleeing suspects
- K. Parking and securing vehicle
- L. Apprehension of suspect(s)
- M. Broadcasting additional information

PATROL PROCEDURES

N. Securing the scene

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. Utilization of a quiet and possibly “blacked-out” approach
- C. Containment of the area
- D. Parking and securing the vehicle
- E. Immediate contact of the informant or RP (advantages and disadvantages)
- F. Controlled search of area or location
- G. Inspection for telltale signs, footprints, barking of dogs, etc.
- H. Locate “warm” vehicles

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

DOMESTIC VIOLENCE

The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

- A. Difference between domestic violence and a domestic dispute
- B. Impact of domestic violence on victims, children, and the batterers
- C. Essential elements of Penal Code Sections 13700 and 13519
- D. Duty to provide maximum protection to the victim from abuse (emergency protective order)
- E. Provide safety to other persons and property
- F. Verification and enforcement of court orders (restraining and stay-away orders)
- G. Responsibility and authority with tenancy issues related to domestic violence
- H. Determine if a crime has been committed and if arrest is mandatory
- I. Completion of appropriate documentation and required reports
- J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office
- K. The safekeeping of firearms

PATROL PROCEDURES

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute. The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss mandatory custody arrest requirements.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation in a safe and effective manner.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

VICTIMS OF VIOLENT CRIME

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:

- A. Who is eligible for such aid
- B. The time limitations upon the victim in filing a claim
- C. Whom to contact

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (CPS, Social Services, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify the authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- A. 12028.5 PC
- B. 12028.7 PC
- C. 12029 PC
- D. 8102 W & I

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HATE CRIMES

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

- A. Anti-religious symbols/slurs
- B. Racial/sexual/ethnic slurs
- C. Racist symbols
- D. Hate group symbols
- E. Anti-gay/lesbian slurs

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes. The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.

Reference: 422.6 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

GANG AWARENESS

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

- A. Street gangs
- B. Motorcycle gangs
- C. Prison gangs
- D. Cult/Ritualistic gangs

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Peer pressure
- B. Common interest
- C. Protection/Safety

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

- A. Cohesiveness
- B. Code of silence
- C. Rivalries
- D. Revenge

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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, both adult and juvenile.

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC and EPD DI 3.3

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. Given an incident involving a missing person, the trainee shall properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building. The trainee shall recognize signs that indicate a burning building is unsafe to enter. Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

The trainee shall review and explain the agency’s policy on hazardous substances or chemical spills (HAZMAT). The trainee shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

- A. Recognition
- B. Safety/Isolation/Area containment
- C. Notification to proper agencies
- D. Basic first responder limitations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 security perimeter
- E. Establishing ingress and egress corridors
- F. Identifying and admitting only authorized personnel
- G. Dealing with the media

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazards on the roadway
- D. Damage to 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

PATROL PROCEDURES

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

BOMBS/EXPLOSIVE DEVICES

The trainee shall review and explain the agency’s policy and procedures for handling explosives. 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 a technician or E.O.D.
- C. Isolation of the device and the area
- D. Evacuation of civilian personnel
- E. Possibility that more than one explosive device exists

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given a simulated or actual disaster, potential disaster, chemical spill, or bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

AIRCRAFT CRASHES

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

- A. Civilian 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

PATROL PROCEDURES

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

FIRST AID

The trainee shall review and explain the agency’s policy on administering first aid. The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SICK, INJURED, OR DECEASED PERSONS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

- 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 previous to death
- G. Death related to disease that might constitute a threat to public health.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain legal requirements concerning the removal of a human body from the 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: Gov. Code Sec. 27491.3 & 27491c; 13 Cal. Admin. Code, Section 1101 and EPD DI 3.4.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

LOST, FOUND, AND RECOVERED PROPERTY (EPD DI 3.1)

The trainee shall review and explain California law and department policies and procedures concerning the disposition of property other than evidence including:

- A. Property recovered by trainee
- 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CROWD CONTROL

The trainee shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations. The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

NEWS MEDIA RELATIONS (EPD DI 1.7)

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: Penal Code Section 409. and EPD DI 1.7

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

PATROL PROCEDURES

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. The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including:

- A. Statements as to the character or reputation of an accused person or prospective witness
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Results, performance, or refusal of a suspect or witness to take any test(s)
- D. The believed credibility of an accused person or witness
- E. The probability of an accused person entering a guilty plea
- F. The opinioned value of evidence against an accused person
- G. Information prohibited by agency policy
- H. Information that would be detrimental to the investigation of the case
- I. Information that may jeopardize the rights of the individual

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HOSTAGE / BARRICADED SUSPECT

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including:

- A. Safe approach
- B. Containment of the scene
- C. Requesting the appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.)
- D. Evacuation
- E. Communication/negotiation with the suspect

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SNIPER ATTACK

The trainee shall explain those steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

- A. Cover/Concealment
- B. Calling for assistance
- C. Isolating and clearing
- D. Determining possible location of assailants

The trainee shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- A. Acceleration/Reversal out of “kill zone”
- B. Turning into nearest available cover
- C. Abandonment of target vehicle
- D. Awareness of possible secondary ambush

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:

- A. Acceleration
- B. Roll-up windows
- C. Abandon vehicle (after initial flame burst, if vehicle is incapacitated)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

ANIMAL CONTROL (EPD DI 4.3)

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:

- A. Injured animals
- B. Dead animals
- C. Rabid animals
- D. Noisy animals
- E. Stray animals
- F. Wild animals

PATROL PROCEDURES

- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. This explanation shall minimally include:

- A. Whom to notify prior to killing the animal
- B. Who may shoot the animal
- C. What report should be completed following the shooting of the animal
- D. How disposal of the dead animal is handled

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Given an incident, the trainee shall effectively assess and handle an animal control situation.

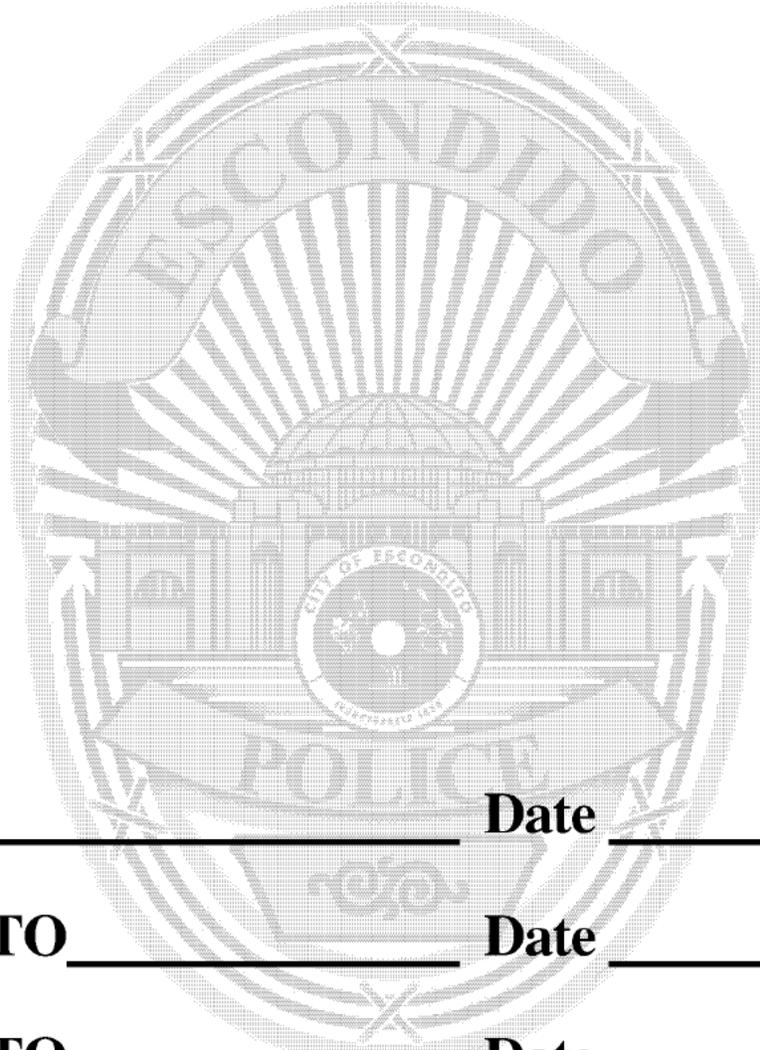
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Investigations/ Evidence



Trainee _____ **Date** _____

Phase 4, FTO _____ **Date** _____

Phase 5, FTO _____ **Date** _____

INTERVIEWING

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

- A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- B. Controlling the interview. Avoid rambling by the person being interviewed.
- C. Avoiding leading questions except when absolutely necessary.
- D. Putting the person being interviewed at ease.
- E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. What happened
- B. When it happened
- C. Where it happened
- D. Who it happened to
- E. How it happened
- F. Why it happened
- G. How many are involved

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATIONS

“Cold” Crimes

The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations and report which shall minimally include:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how and how many
- E. Properly establishing the elements of the crime(s), when appropriate

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Crimes Against Persons (EPD DI 1.16)

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

The trainee shall explain the steps to take while investigating the following crimes:

- A. Rape/Sexual assault
- B. Felonious assault
- C. Robbery
- D. Kidnapping

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

BURDEN OF PROOF

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

- A. Criminal guilt (Evidence Code Section 520)
- B. Corpus delicti (Evidence Code Section 550)
- C. Jurisdiction (Evidence Code Section 666)
- D. Double jeopardy as a defense (Evidence Code Section 500)
- E. Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code sections 520; 550; 666; 500; 500

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CONCEPTS OF EVIDENCE

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

- A. Evidence
- B. Direct evidence
- C. Circumstantial evidence

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Fruits of a crime
- B. Instrumentalities of a crime
- C. Contraband

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. The evidence must be relevant to the matter in issue
- B. The evidence must be competently presented in court
- C. The evidence must have been legally obtained

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify at least three of the following as qualifications that must be met by a witness before he/she may testify in a criminal trial in the State of California.

- A. The witness must know the difference between right and wrong
- B. The witness must possess the ability to understand
- C. The witness must possess the ability to express himself/herself
- D. With the exception of those areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergyman and confessor
- D. Physician and patient

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

RULES OF EVIDENCE

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: Evidence Code; Case Law

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

- A. Spontaneous statements
- B. Admissions
- C. Confessions
- D. Dying declarations

Reference: Evidence Code sections 1200; 1220

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

EVIDENCE COLLECTION AND PRESERVATION

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- A. Strip
- B. Spiral
- C. Quadrant

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain and or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather. The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons, and explosives

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

The trainee shall review and explain the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain "chain of custody" or "chain of evidence."

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 ensure the chain of custody.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

LINE UPS

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

- A. Field show-up
- B. Photo identification
 - 1. Use of multiple photos
 - 2. Instructions to witness(es)
 - 3. Control of the situation
 - 4. Similar appearances
- C. Identification kit
- D. Artist's conception

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

SOURCES OF INFORMATION

The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community. The trainee shall describe techniques for identifying and developing “informants” and the:

- A. Hazards of divulging too much information to informants
- B. Danger of breaking confidentiality
- C. Department policy regarding obtaining and handling informants

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SUBPOENAS (EPD DI 1.19)

The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

COURTROOM TESTIMONY AND DEMEANOR

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance even when confronted with a variety of attorney personalities including:

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

INVESTIGATION / EVIDENCE

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

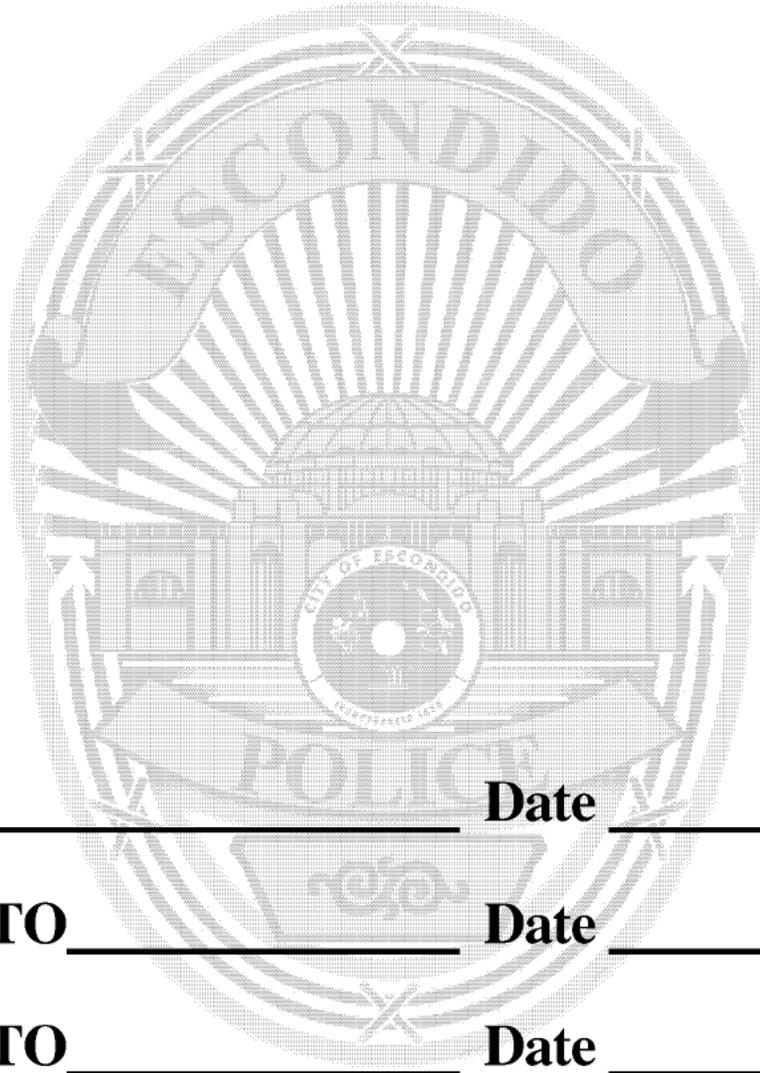
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Tactical Communications/ Conflict Resolution



Trainee _____ **Date** _____

Phase 4, FTO _____ **Date** _____

Phase 5, FTO _____ **Date** _____

TACTICAL COMMUNICATION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify the benefits of tactical communication including:

- A. Enhanced safety (reduces likelihood of physical confrontation and injury)
- B. Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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 force).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

- A. I appreciate that, but I need to see your driver’s license.
- B. I understand that, but I need you to sign the citation.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TACTICAL COMMUNICATION / CONFLICT RESOLUTIONS

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-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; “Is there anything I can say to earn your cooperation at this time?”
- E. ACT – (Take appropriate action)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

HANDLING DISPUTES

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 names of referral agencies
- H. Considering arrest as a viable alternative if a crime has been committed

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain citizen arrest procedures to consider at disputes.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TACTICAL COMMUNICATION / CONFLICT RESOLUTIONS

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

CIVIL DISPUTES (including Landlord/Tenant and Labor)

The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes. The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

- A. Evictions
- B. Lockouts
- C. Trespasses
- D. Confiscation of property

Reference: Civil Code sections 1861a; 1161, 1161a, and 1162; 1946

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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. 1st Amendment rights

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TACTICAL COMMUNICATION / CONFLICT RESOLUTIONS

The trainee shall explain the role of the small claims court.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

REPOSSESSIONS

The trainee shall explain the general rules that pertain to the repossession of items. These rules 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

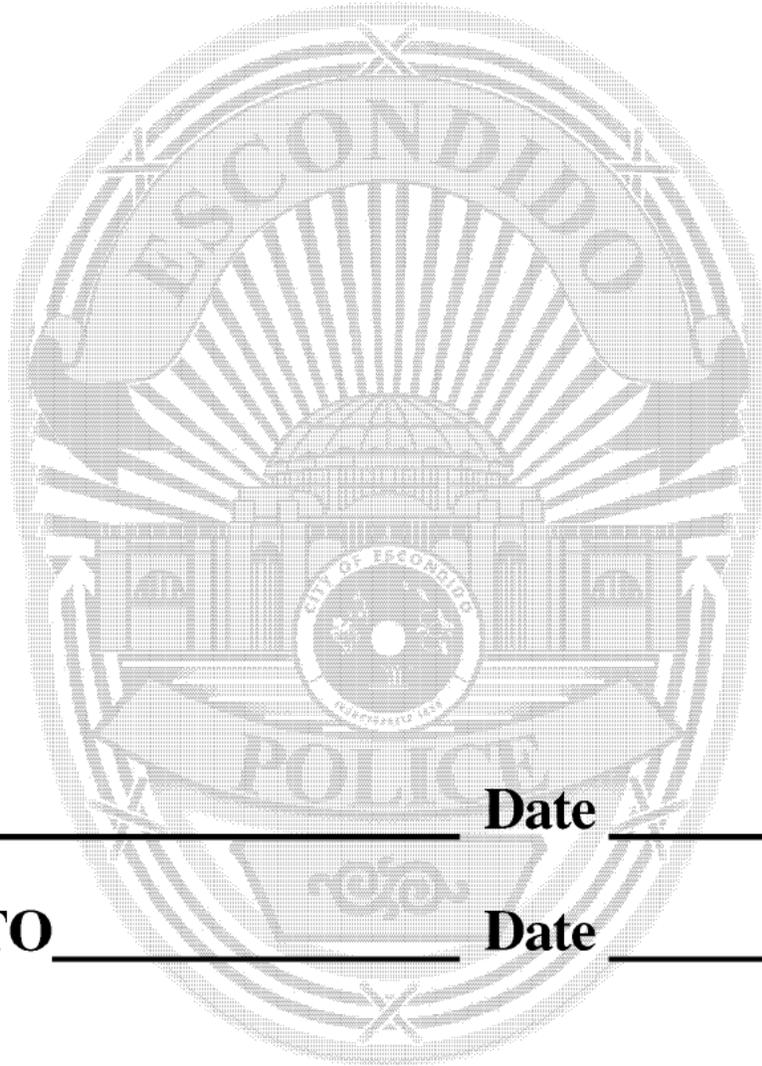
FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

■ FTP

Traffic



Trainee _____ **Date** _____

Traffic, FTO _____ **Date** _____

TRAFFIC

VEHICLE CODE

The trainee shall define the following terms as used in the California Vehicle Code:

- A. Crosswalk
- B. Darkness
- C. Driver
- D. Highway
- E. Intersection
- F. Limit line
- G. Motor vehicle
- H. Roadway
- I. School bus
- J. Sidewalk
- K. Vehicle

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.

Reference: 40300.5 through 40303; 40305

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

- A. Vehicle registration and insurance requirements
- B. Theft of and tampering with vehicles
- C. Driver's licenses and identification cards including suspensions
- D. Hit and run
- E. Traffic control signals
- F. Other traffic control devices
- G. Driving, overtaking, and passing
- H. Right-of-way
- I. Pedestrians
- J. U-Turns

TRAFFIC

- K. Stopping, standing, and parking
- L. Driving under the influence
- M. Other public offenses
- N. Equipment violations
- O. Fleeing/evading an officer
- P. Reckless driving
- Q. Seat belt violations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss enforcement options after observation of a traffic violation, including:

- A. Verbal warning
- B. Issuance of a citation
- C. Physical arrest

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the advantages of the following procedures:

- A. Obtaining the violator’s driver’s license, vehicle registration, and proof of insurance as soon as possible after the stop is made
- B. Not accepting the violator’s wallet in response to a request for a driver’s license
- C. Checking the validity and authenticity of a driver’s license (including picture) and vehicle registration
- D. Checking the signature of the violator on the citation
- E. Issuing the proper copy of the citation to the violator

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:

- A. Embarrassment
- B. Anger
- C. Fear
- D. Rationalization or excuse for violation
- E. Refusal to sign citation

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

IMPOUNDING/STORING VEHICLES (EPD DI 4.2)

The trainee shall review and explain the agency’s policy regarding towing procedures.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazard (22651(b) VC)
- C. Incidental to an arrest (22651(h) VC)
- D. Vehicle is stored for safekeeping (22651 (g) VC)
- E. Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a)VC)
- F. Vehicle is held for investigation (22655.5 VC)
- G. Vehicle is involved in hit and run (22655 or 22653(b) VC)
- H. Vehicle with VIN removed (10751 VC)
- I. Vehicle held for operation by unlicensed driver (22651(p) VC)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

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:

- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

VEHICLE COLLISIONS (EPD DI 4.5)

The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:

- A. Education
- B. Enforcement
- C. Proactive engineering recommendations
- D. Patrol awareness (including assisting stranded motorists)
- E. Environmental factors that detract from traffic safety
- F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares (spilled fuel)
- D. Ascertaining the need for ambulance service
- E. Considering the need for tow services
- F. Determining the need for further assistance

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting. 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 accident
- B. Hit and run accident
- C. Accident involving suspected drunk driving
- D. Accident involving city, county, or state property

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall define the term vehicle collision.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall define the term “primary collision factor.”

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

The trainee shall define the term “area of impact” and explain and/or demonstrate how area of impact is determined at both intersection and non-intersection accidents.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall define the term “coefficient of friction” as it pertains to roadways.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall define terms relevant to traffic collision reports, to include:

- A. Accident or collision: an unintended event that causes damage, death or injury.
- B. Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- C. 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.
- D. In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
- E. 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).
- F. Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

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. Measurements of the scene in proportion but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determine the point of impact (P.O.I.) and the point of rest (P.O.R.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall identify types of physical evidence which are 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC CONTROL/DIRECTION

The trainee shall demonstrate recognized traffic hand signals for a driver to include:

- A. Stop
- B. Turn right
- C. Turn left
- D. Start
- E. Keep moving

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

The trainee shall explain flare patterns and be able to safely light and extinguish a flare.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

TRAFFIC

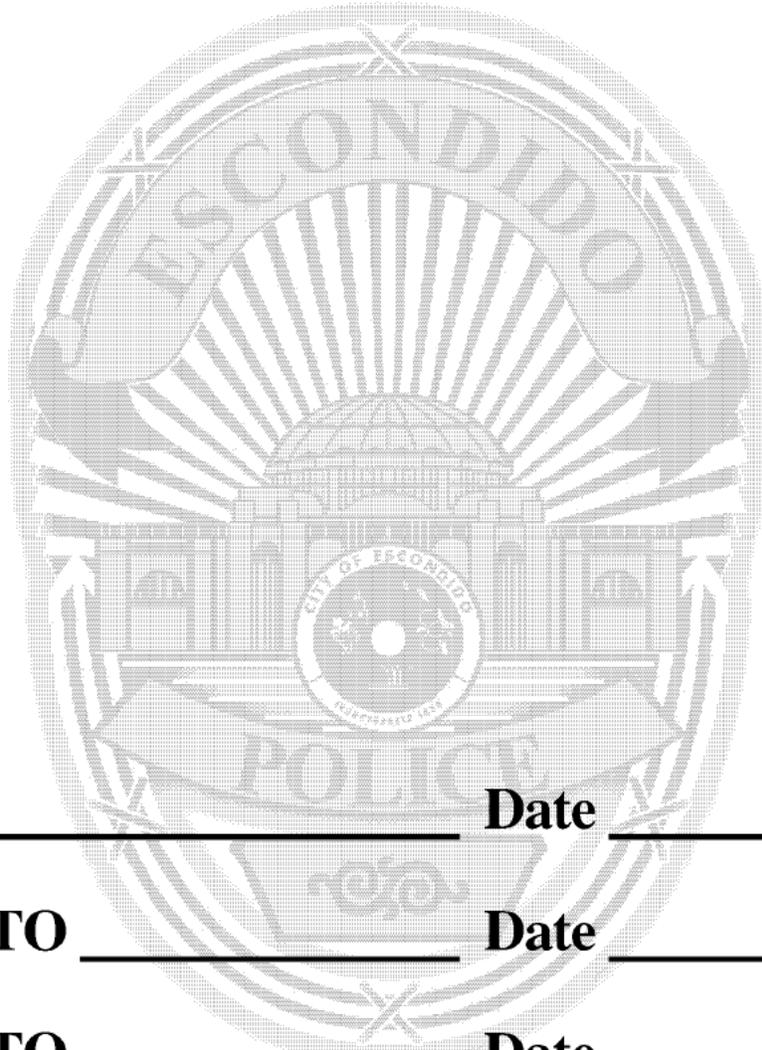
Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Self-Initiated Activity



Trainee _____ **Date** _____

Phase 5, FTO _____ **Date** _____

Phase 6, FTO _____ **Date** _____

SELF-INITIATED ACTIVITY

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

Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Pedestrian Stops:

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

SELF-INITIATED ACTIVITY

Arrests:

- A. Misdemeanor and felony
- B. Other (i.e., Municipal codes, local ordinances)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Other activities:

- A. Field Interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Discussed						
Demonstrated						
Accomplished						

Phase Completion Signatures

Signatures	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Trainee						
FTO						
FTO Sergeant						

Escondido Police Department Instructions Register

Department Instructions are orders which are of prolonged duration and designed to provide a method of transmitting policies and procedures that generally apply to all members of the Department. All Department Instructions carry the same force as Department Rules of Conduct. Department Instructions facilitate standardization, improve information retention and provide convenient accessibility to written policies and procedures. Department Instructions are grouped into six major categories and numbered consecutively, with each category having a master number. The categories are:

Administration 1.0
Communications/Records 2.0
Investigations 3.0
Patrol/Traffic 4.0
Legal 5.0
Miscellaneous 6.0

Note;

Every new officer will receive one (1) hard copy of the Department Instructions during the orientation phase of their training. It will be the responsibility of every officer to assure that their D.I.s are current and up to date.

The sergeant assigned the collateral duty of updating the electronic resource library will send a GroupWise notification to all personnel as the electronic copies of Department Instructions are updated. Personnel with laptop computers shall utilize their thumb drives to transfer the updated copies of the Department Instructions.

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

1.0 ADMINISTRATION

D. I. No.	Date	Subject
1.1	03-14-05	Dept. Instructions, Communications, Correspondence, and Procedures
1.2	01-30-06	Uniform, Equipment and Weapons
1.2B	08-09-07	Equipment and Weapons
1.3	12-20-06	Service Awards
1.4	09-06-01	Tuition Reimbursement
1.5	09-19-07	Use of Firearms: Reporting and Investigation of Shooting Incidents
1.6	01-24-05	Use of Tear Agents and Equipment
1.7	08-16-90	Press Release Guidelines
1.8	07-25-05	Peer Support Guidelines
1.9	06-14-07	Procedures for Transporting Prisoners to County Jail
1.10	04-06-95	San Diego County Regional Pursuit Policy
1.11	08-20-08	Transfers Within the Department-Sergeants, Police Officers and CSO's
1.12	07-18-05	Citizen Complaint Reception and Investigation Procedure
1.13	02-17-05	Handcuffing and Searching Prisoners
1.14	06-05-03	Transportation of Children
1.15	02-16-04	Emergency Vehicle Operation
1.16	09-06-01	Notification of Administrative and Investigative Personnel
1.17	07-18-05	Outside Employment
1.18	09-20-07	Public Records Request

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

1.0 ADMINISTRATION (continued)

D. I. No.	Date	Subject
1.19	03-10-08	Court Procedures and Subpoenas
1.20	09-13-90	Paid Overtime
1.21	02-19-04	Replacement of Damaged Personal Property
1.22	09-06-01	Security of Criminal Offender Record Information
1.23	09-06-01	Police Officers' Rough Notes
1.24	12-20-06	Use of Physical Force and Use of Force Review Committee
1.25	11-14-05	Discrimination/Sexual Harassment
1.26	11-24-03	Use of Citizen Volunteers in the Police Department
1.27	08-09-07	Use of Baton
1.28	10-19-04	Delegation of Responsibilities Among Divisions
1.29	07-10-06	Use of a Conducted Energy Device (CED)
1.30	09-06-01	Use of Carotid Restraint Hold
1.31	04-25-08	Ride-Along Program
1.32	04-01-00	Employee Performance Evaluations
1.33	02-19-04	Bilingual Pay
1.34	08-04-92	Department Policy on Light or Modified Duty
1.35	07-13-06	Confinement of Minors
1.36	12-22-03	Emergency Response Cost Recovery Procedures
1.37	09-04-03	Interior Building Security

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

1.0 ADMINISTRATION (continued)

D. I. No.	Date	Subject
1.38	12-20-06	Supervisor's Report
1.39	02-01-01	Use of Crime/Incident Report – EscPD#6
1.40	08-07-03	P.O.S.T. Certificate and Step Test Eligibility
1.41	06-17-04	Core Policy Training
1.42	04-27-92	San Diego County Law Enforcement Inter-Agency Notification Policy
1.43	09-15-06	Use of Cordeuffs
1.44	01-30-06	Computer Procedures
1.45	05-12-06	CCW Procedures for Reserve Officers When Off Duty
1.46	01-24-05	Use of "Specialty" Munitions
1.47	04-06-00	Chaplaincy Program *(06/2000 / Revised Pages 1 & 2)
1.48	12-07-00	Critical Incident Debriefing Protocol
1.49	12-19-07	Line of Duty Death Notification Policy
1.50		Deleted
1.51	09-04-03	Use of Recording Devices
1.52	04-06-00	Training Travel and Reimbursement Procedures
1.53	02-12-04	Protocol For Dissemination of Megan's Law Information
1.54	08-09-07	Procedures for Impounding and Disposition of Firearms
1.55	09-05-02	Forensics Services Unit Policies and Procedures
1.56	07-25-05	Use of Jail Restraint Chair
1.57	01-30-06	Document Imaging
1.58	05-08-08	Department Forms Committee and Forms Management
1.59	07-03-08	Cash Handling Procedures

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

2.0 COMMUNICATIONS/RECORDS

D. I. No.	Date	Subject
2.1	02-19-04	Radio System/Equipment Guidelines and Protocol
2.2	02-19-04	Priority of Radio Calls
2.3	04-12-88	Juvenile Prisoner Fingerprint Procedures

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

3.0 INVESTIGATIONS

D. I. No.	Date	Subject
3.1	12-13-07	Procedures for Handling Evidence, Property and Hazardous Materials
3.2	04-04-02	Auto Theft Procedures
3.3	09-05-02	Missing Persons, Juvenile Runaways, Lost or Missing Children and Walk-Aways
3.4	06-20-05	Death Report-Writing Procedures
3.5	10-19-04	Arson Investigations
3.6	02-19-04	Child Abuse Investigations
3.7	04-15-04	Procedure for Handling and Disposing of Suspected Stolen Property From a Pawnshop
3.8	12-12-02	Investigation of A.B.C.-Licensed Establishments
3.9	03-29-04	Physical Examination of Victims/Suspects
3.10	11-06-03	Infectious Disease Control
3.11	06-05-03	Report of Suspected Dependent Adult/Elder Abuse
3.12	02-17-05	Gang Enforcement Policies and Procedures
3.13	04-15-04	Identify Theft Procedures
3.14	08-15-05	Major Crime Protocol

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

4.0 PATROL/TRAFFIC

D. I. No.	Date	Subject
4.1	09-19-07	Rules and Regulations Governing All Watches
4.2	10-13-08	Impounding of Vehicles
4.3	12-07-00	Outside Arrests – Animal Control and Emergency Services
4.4	01-18-96	Law Enforcement Incident Command System
4.5	07-14-04	Traffic Enforcement Guidelines
4.6	07-25-05	Jail Duties and Responsibilities
4.7	05-13-08	Signature Release of Misdemeanor Prisoners
4.8	04-15-04	Arrests for CVC 23152.a/23153.a and Chemical Tests for Intoxication
4.9	08-09-07	Chemical Test Procedures for Drugs or Narcotics
4.10	09-21-04	Documentation of Traffic Collisions
4.11	06-14-07	Foreign Nationals and Undocumented Foreign Nationals
4.12	09-19-07	Dismissal/Voiding of Citations
4.13	02-03-00	Hostage Takers/Barricaded Suspects
4.14	12-07-95	Off-Road Motorcycle Enforcement
4.15	12-12-02	Police Service Dogs
4.16	10-14-86	Assisting Stranded Motorists
4.17	01-19-04	Bomb Incidents
4.18	02-19-04	Crime and Arrest Report Formats
4.19	12-12-02	High-Risk Stops
4.20		Deleted
4.21	08-07-03	Response for Burglar and Armed Robbery Alarms
4.22	01-04-01	Mental Case Procedure

4.0 PATROL/TRAFFIC (continued)

No.	Date	Subject
4.23	01-11-07	Photographs, Use of Cameras and Processing Procedure
4.24	09-06-01	Procedures for Community Sobering Service (CSS)
4.25	08-20-04	Personal Patrol Vehicles
4.26	11-26-07	Use of Tire Deflation Devices
4.27	10-01-03	Response To Hazardous Materials Incidents
4.28	08-29-07	Vehicle Stops at Regulatory Checkpoints
4.29	11-28-05	Red Light Photo Enforcement
4.30	11-21-05	Utilization of Contracted Private Custody Transport Officers

**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

5.0 LEGAL

D. I. No.	Date	Subject
5.1		Deleted
5.2	09-12-05	Officer Duties Investigating Private Person Arrest
5.3	01-28-04	W&I 601: Runaway, Truant, Curfew, Incurigible
5.4		Deleted
5.5	11-18-04	Temporary Restraining orders
5.6	06-15-06	Factually Innocent Sealing and Destruction of Arrest Records
5.7	08-25-04	Domestic Violence
5.8	01-11-90	Loud Party Service Fee Procedures

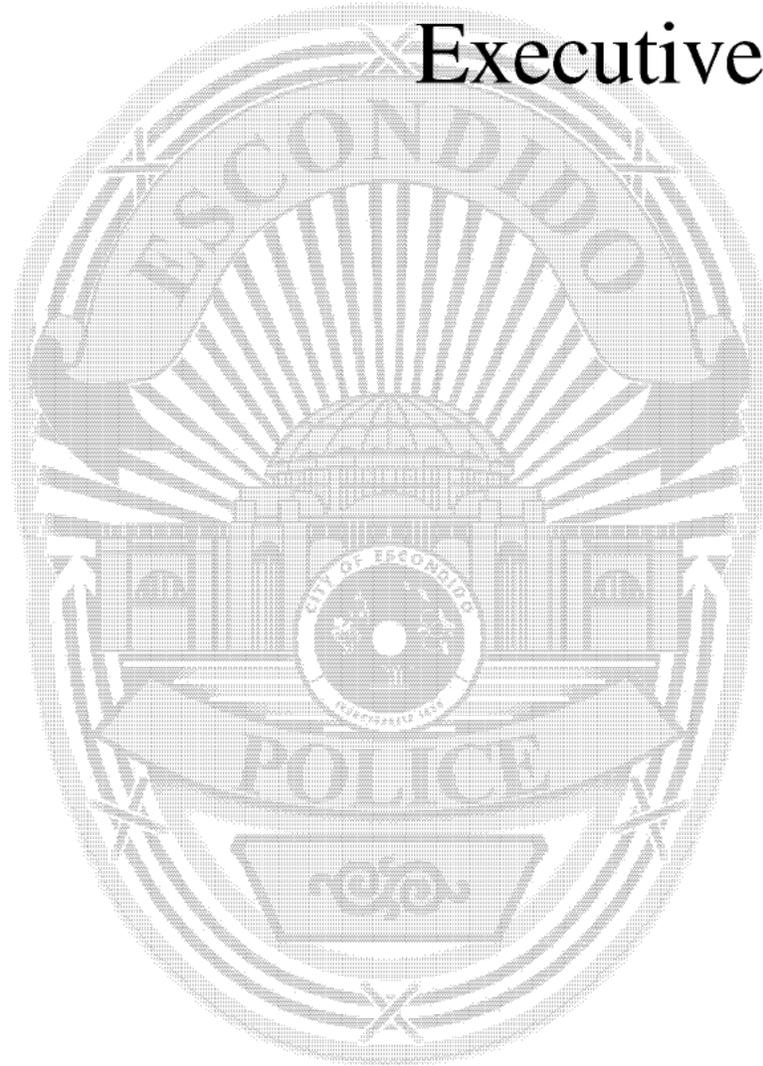
**ESCONDIDO POLICE
DEPARTMENT INSTRUCTIONS REGISTER**

6.0 MISCELLANEOUS

D. I. No.	Date	Subject

■ FTP

Code of Conduct Executive Order



The Rules of Conduct have been established to ensure that employees are aware of the governing rules and regulations and the expectations of all members employed by the Escondido Police Department. The document includes conduct on and off duty for sworn officers, community service officers, dispatchers, custody officers, civilian employees, and volunteers. The Rules of Conduct cover moral and ethical issues, member accountability, professional standards, and procedural processes. All members should familiarize themselves with the responsibilities and expectations set forth in the Rules of Conduct.

To maintain the standards and professionalism of the Escondido Police Department, all members of the Department are to adhere to the Rules of Conduct. Dishonorable conduct and behavior negatively affect customer service. Members should be free from harassment and allowed to prosper in a respectful workplace environment.

The Rules of Conduct are available on the shared drive and can be downloaded for quick reference. Training officers and management staff shall utilize the Rules of Conduct to govern their subordinates and to ensure that the highest standards of service are met. Violations of the Rules of Conduct may result in disciplinary action. The Rules of Conduct cannot encompass all situations that may arise; theoretical application may prevail as members are encouraged to use good judgment in the discharge of their duties.

Changes, additions, and modifications to the Rules of Conduct may occur over time and are effective upon issuance. It is the responsibility of each member of the Department to stay current and knowledgeable of the changes. Command staff personnel have the authority to issue special orders and to implement changes as necessary to the Rules of Conduct. Updates and revisions are necessary as situations evolve.

As an organization, it is each member's duty to report violations of the policy and preserve the fundamental values of the Rules of Conduct. The Escondido Police Department has an obligation to promote a safe and enjoyable work environment for all employees and to hold individuals accountable. Courtesy and unparalleled service are the cornerstones to the success of the Department as reflected by the commitment and dedication of its members.



Craig Carter
Chief of Police

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**ESCONDIDO POLICE DEPARTMENT
RULES OF CONDUCT**

DEFINITIONS:

MEMBER: Includes all employees of the Police Department, sworn and non-sworn.

OFFICER: Includes all sworn personnel.

1.01 General Duties

A. On Duty

Officers shall at all times when on duty, and in accordance with law, protect life and property, detect and arrest violators of the law, prevent crime, preserve the public peace, and enforce the laws of the State of California and the ordinances of the City of Escondido.

B. Off Duty

Officers shall, when off-duty and within the corporate limits of the City of Escondido, *take appropriate action* to protect life and property, preserve the public peace, prevent crime, and cause the apprehension of violators of criminal laws.

Appropriate action may be defined as summoning assistance from uniformed, on-duty personnel, and providing information and acting as a witness for responding personnel. Off-duty officers should consider all available options, and the particulars of any developing situation. Uniformed on-duty response is preferable, unless there is imminent peril to life, or circumstances are so compelling that intervention is clearly required.

When outside the corporate limits of the City of Escondido, but within the State of California, officers shall assist any law enforcement officer who appears to be in need of and/or requests immediate assistance from on-duty law enforcement.

Officers who are outside the boundaries of California do not have peace officer status and therefore have only the rights and obligations of a private citizen.

1.02 Performance of Duty

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner that will maintain the highest standards of professionalism and efficiency in carrying out the functions and objectives of the Department. Members are required to conform to work standards established for the officer's rank, grade, or position.

The following will be considered prima facie evidence of unsatisfactory performance; repeated poor work performance evaluations or a written record of repeated infractions of the rules, regulations, instructions, directives, or orders.

1.03 Neglect of Duty

Members shall not engage in any activities or personal business which would cause them to neglect or be inattentive to their duty.

Neglect of Duty may be demonstrated by an unwillingness to perform assigned tasks, failure to take appropriate action on the occasion of a crime or other conditions deserving police attention, absence without leave, or unauthorized absence during a scheduled work day or assignment.

Members shall remain awake while on duty. If unable to do so, they shall report to their superior officer who shall determine the proper course of action.

1.04 Reporting for Duty

Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Members who are off duty shall be subject to recall as needed and shall report for duty as directed by Department procedures or any supervisory officer. Judicial and properly served subpoenas shall constitute an order to appear under this section.

Absence from duty without leave for a period of more than 24 hours, after notification, shall be deemed a resignation in accordance with City Personnel Rules and Regulations.

1.05 Illness or Injury Reports

Any member, when off duty because of illness or injury, shall report the fact immediately to his or her supervisor or, in any event, no later than two hours prior to going on duty. The member's supervisor is to be contacted each subsequent workday unless the supervisor indicates that less frequent contacts are satisfactory.

Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health. A representative of the Department may visit a member who is off duty with an illness or injury, and unless otherwise recommended by the attending physician, such persons must be granted access to the member at any reasonable hour, and must be accurately and fully informed of the member's condition.

Members having any contagious disease in their families shall immediately notify their supervisor and shall not report for duty without the approval of their supervisor.

1.06 Obedience to Rules

Members shall not commit any acts or fail to perform any acts which constitute a violation of any of the rules, regulations, instructions, directives, or Department Orders. Obedience to rules apply to orders from the Department or City of Escondido whether stated in these Rules of Conduct, Department Instruction, City manual, or other formal Department or City publication.

1.07 Obedience to Laws

Members shall obey all federal, state, county and municipal laws. Any member who becomes the subject in a criminal or civil investigation is to inform their immediate supervisor or the on-duty watch commander within a reasonable time not to exceed 24 hours. If a member has been arrested for any crime, immediate notification is required.

1.08 Obedience to Lawful Order

Members shall promptly obey any lawful order(s) of a superior officer. This includes orders relayed from a superior officer by an officer of the same or lesser rank. While on duty and in the presence of others, members of the Department shall address superior officers by their title, or by "Sir" or "Ma'am."

1.09 Conflicting Orders

Members who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the most current order shall stand. Under these circumstances, the superior officer shall be responsible for the conflicting order. Members shall obey the most current order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

1.10 Seniority

When a question of seniority may arise, such seniority shall be determined:

- First: By rank
- Second: By continuous service in rank or assignment.
- Third: By continuous length of service as an EPD Officer.

Where two or more officers are working together on the same assignment and are of equal rank, such seniority shall not be exercised except in an emergency necessitating it, unless by competent authority one member has been designated as in command. All officers will arrive to work in harmony in a spirit of cooperation rather than by authority of seniority.

Promotions

When two or more members are promoted on the same day, test scores will determine ranking. Should two candidates score equally, length of service will prevail.

1.11 Honesty

- A. Members shall be truthful in all matters relating to their duties.
- B. If directed to make a statement in the course of an official Department investigation, members shall make full, complete, and truthful statements, and must provide all knowledge relative to the investigation. Such statements will be made in accordance with all applicable rights and constitutional guarantees.

1.12 Unbecoming Conduct

Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Members shall not conduct themselves in any manner which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or which impairs the operation and efficiency of the Department or the officer.

1.13 Immoral Conduct

Members shall maintain a level of moral conduct in their personal affairs, which is in keeping with the highest standards of the law enforcement profession. Members shall not participate in any activity or incident involving moral turpitude that impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

1.14 Associations with Known Criminal Offenders

Members shall avoid continuous associations or dealings with persons who they know, or should know, are racketeers, sexual offenders, felons, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties.

The aforementioned shall not apply in the following situations:

Members who have family that fall into the above categories shall be allowed to associate with said family member(s). Any conversations with those family members shall not include discussions about the business, operations, or tactics of the Department or law enforcement in general.

Any such family member(s) shall not be exempt from enforcement efforts if the family member(s) engages in criminal activity. The member shall not interfere in any way with the detention, apprehension, or arrest of a family member.

1.15 Visiting Prohibited Establishments

Members shall not knowingly visit, enter or frequent a house of prostitution, unlawful gambling house, or establishment wherein any law of the United States, state, city or county is regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.

1.16 Abuse of Position

A. Use of Official Position or Identification

Members shall not use their official position, official identification cards or badges: (1) for personal or financial gain, (2) for obtaining privileges not otherwise available to them except in the performance of duty, or (3) for avoiding consequences of illegal acts. Members shall not lend their identification cards or badges to another person or permit their identification cards to be reproduced.

B. Use of Name, Photograph, or Title

Members shall not permit or authorize the use of their name, photographs, or official titles in connection with testimonials or advertisements of any commodity or commercial enterprise, or in connection with any local, state, or federal election, if such use identifies the person as a member of the Escondido Police Department, without the approval of the Chief of Police.

C. Members shall enter into official Department correspondence only with the approvals and format listed in Department Instruction 1.1.

1.17 Gifts or Gratuities

A. Definition: "Gift" or "gratuity," as used herein, includes, but is not limited to meals, drinks, money, property, loan, promise, service, or entertainment which is given to members without payment by members for same.

B. Members shall not solicit or accept any gift or gratuity from any police-regulated business or person employed by or having an interest in a police-regulated business.

C. Members shall not solicit or accept from any person, business, or organization any gift or gratuity for the benefit of the member or others if it may be reasonably inferred that the person, business, or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty; or

2. Has an interest that may be affected directly or indirectly by the performance or non-performance of an official duty.

D. While on duty, members shall pay regular price for any goods, products, or services obtained by members. While off duty, members shall adhere to the rules outlined in section 1.16 of this code.

1.18 Payment of Debts

Members shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. Repeated instances of financial difficulty may be cause for disciplinary action.

Non-payment of debts in dispute between officers and creditors shall not be the subject of disciplinary action. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is undertaken.

1.19 Endorsements and Referrals

Members in an official capacity shall not recommend or suggest to anyone in any manner the employment or procurement of a particular product, or private professional, or commercial service (such as an attorney, ambulance service, towing service, bondsman, etc.).

1.20 Public Statements and Appearances

A. Members shall not publicly criticize or ridicule the Department, its policies, or other members by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

B. Members shall not address public gatherings, appear on radio or television, lecture on "police" or other related subjects, prepare any articles for publication, act as correspondents to a newspaper or periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as having an official capacity in such matters, without the approval of the Chief of Police.

1.21 Dissemination of Information

Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Department procedures. Members may remove or copy official records or reports from a police installation only in accordance with established Department procedures.

Members shall not divulge the identity of persons giving confidential information to the Department except as authorized by proper authority in the performance of police duties.

1.22 Political Activity

Members shall not:

- A. Use their official capacity to influence, interfere with, or affect the results of any local, state, or federal election.
- B. Use or give the appearance of using their official status at any time or place for the purpose of soliciting contributions or attempting to exert influence in respect to any local, state, or federal election. This includes, but is not limited to, the use of title, wearing of uniform or other apparel or badge, in campaign related activities.
- C. Engage in any political activity during working hours or in any City work area, except where a work assignment necessitates such involvement and has been approved by the Chief of Police.
- D. Permit the entry into any place under their control, occupied for any purpose of the municipal government, of any person for the purpose of therein making, collecting, or receiving any subscription or contribution, or giving notice of any political activity.
- E. Off-duty political activity is not prohibited by this section and shall be regulated by other sections of these rules, and all other applicable federal, state or local laws.
- F. Superiors shall not coerce or require members to engage in political activity, or discourage members from engaging in legal off-duty political activity.

1.23 Labor Activity

Officers shall not (willfully) engage in any strike. As used in this section, "strike" means any concerted action to withhold from the full, faithful performance of the duties of employment for the purpose of inducing, influencing or coercing a change in wages, hours or other terms or conditions of employment, including, but not limited to, a failure to report to duty, an absence from duty without authorized leave, sickness unsubstantiated by a physician's statement, or the stoppage or slowdown of work.

1.24 Employment Outside of Department

No member shall accept any outside employment or engage in the management or operation of any enterprise or business without the written approval of the Chief of Police or his/her designee.

Such approval shall not be given if such employment or participation would, in any way, conflict with the member's responsibilities and obligations to the City, reflect criticism or

discredit on the member or the City, or would affect the efficiency of the member in the performance of regular duties.

No member shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the member's official duties or would tend to impair the member's independence or judgment or action in the performance of such duties.

1.25 Use of Force

Members are to use force in accordance with law and established Department procedures. Members shall not use more force in any situation than is reasonable under the circumstances.

1.26 Arrests

Officers shall not make any arrest that is not in accordance with law and established Department procedures.

1.27 Treatment of Persons in Custody

Members shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with law and established Department procedures.

1.28 Investigations

Members shall not initiate or conduct any investigation or other official action(s) not part of their regular duties without obtaining permission from their superior officer unless the urgency of the situation requires immediate police action.

1.29 Department Reports

Members shall submit all Department reports on time and in accordance with established Department procedures, Department Orders, rules governing watches, and orders received from superior officers orally or in writing. Reports submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

1.30 Processing Property

Property or other evidence that has been discovered, gathered, or received in connection with Department responsibilities shall be processed in accordance with established Department procedures. Members shall not convert to their own use, conceal, falsify, destroy, remove, tamper with or withhold any property or other evidence found in connection with an investigation or other police action. Release or destruction of property shall conform to established Department procedures.

1.31 Medical Examinations; Photographs; Lineups

Upon the order of the Chief of Police, and in accordance with constitutional guarantees, officers shall submit to any medical, ballistics, chemical or other tests, photographs, or lineups that are specifically directed and narrowly related to a particular internal investigation being conducted by the Department.

1.32 Identification

Officers shall carry their badges and identification cards on their persons at all times while armed, and at all other times except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and identification number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

1.33 Courtesy

Members shall be courteous to the public, fellow members and all city employees. Members shall be tactful in the performance of their duties, shall control their tempers and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. While on duty, members should not use coarse, violent, profane or insolent language or gestures.

1.34 Discrimination/Sexual Harassment Policy

All members shall comply with the Citywide discrimination and sexual harassment policy. Members shall not discriminate against or harass another employee, volunteer, contractor, customer, visitor or vendor on the basis of gender, pregnancy, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, use of family or medical leave, or any other basis protected by federal, state or local law. Retaliation against an individual for his/her involvement in a complaint or investigation regarding discrimination is prohibited by law and constitutes a violation of City policy.

1.35 Requests for Assistance

When any person requests assistance or advice, or makes complaints or reports, by any means, all pertinent information shall be obtained in an official and courteous manner and shall be properly and judicially acted upon consistent with established Department procedures.

1.36 Citizen Complaints

Members shall courteously and promptly accept any complaint made by any person against any member of the Department.

Members may attempt to resolve the complaint, but shall not attempt to dissuade any person from lodging a complaint against any member of the Department. Members shall follow established Department procedures for processing complaints.

1.37 Alcoholic Beverages and Drugs in Police Installations

- A. All members shall comply with the Citywide drug free workplace policy.
- B. Members shall not bring into or store alcoholic beverages, or non-prescription controlled substances, narcotics or hallucinogens in any police facility or vehicle except in the performance of duties. Such items shall be processed in accordance with Department procedures.
- C. Members shall notify his or her supervisor, before beginning work, when taking any medication or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of equipment. Supervisors shall inquire into the effects of such drugs on job duties and determine the appropriate work assignment, if any exists.

1.38 Use of Alcohol

Members shall not appear for duty, or be on duty, while under the influence of alcohol to any degree whatsoever, or with an odor of alcohol on their breath. Members shall not drink alcoholic beverages while on duty unless in the performance of duty and acting under proper and specific orders from a superior officer.

Any member who creates a reasonable suspicion indicating that the member is under the influence of alcohol or drugs which impairs the member's ability to effectively or safely perform his or her job shall be required to submit to alcohol or drug testing as set forth in the Citywide drug free workplace policy.

Members, while off duty, shall refrain from consuming alcoholic beverages to the extent that it results in a level of impairment, intoxication, or obnoxious or offensive behavior which would discredit them or the Department, or render them unfit to report for their next regular tour of duty.

1.39 Use of Tobacco

Members shall follow all applicable City, State, and Municipal statutes pertaining to tobacco use.

Members, while on duty, shall not use tobacco products when conducting an investigation or interview, contacting the public, or under any other circumstances when it would be obnoxious or offensive to a reasonable person.

Members shall not use tobacco products while inside any police facility or any City operated vehicle.

1.40 Personal Appearance

- A. Members on duty shall wear uniforms or other clothing in accordance with established Department procedures.
- B. Except when acting under proper and specific orders from a superior officer, members on duty shall maintain a neat, well-groomed appearance and shall adhere to established Department grooming standards.

1.41 Use of Department Equipment

- A. Members shall utilize Department equipment only for its intended purpose, in accordance with established Department procedures, and shall not abuse, damage, or lose Department equipment. All Department equipment issued to members shall be maintained in proper order. Members who lose or damage Department equipment shall promptly report such loss or damage to their supervisor.
- B. Those items of equipment which are supplied by the Department to the member must be surrendered immediately upon demand, in good condition, to the Chief of Police, *or* designee, before an extended leave of absence, suspension, resignation, discharge or retirement.

1.42 Operating Vehicles

- A. Members shall operate official vehicles in a careful and prudent manner, and shall obey all traffic laws and all Department orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the Department immediately.
- B. Members shall not use their personal vehicles for any assignment while on duty unless authorized to do so by their supervisor, or as authorized by Department or City policy.
- C. Members shall not permit persons to ride in Department vehicles except in accordance with Department procedures.
- D. No assigned Department vehicle shall be taken without the express permission from the assigned member, watch commander, or supervisor. Members shall follow all established protocol for Department vehicle use.

1.43 Use of Safety Belts

- A. Members of the Department, while using or riding in City operated vehicles shall wear seat belts.
- B. This order will also apply to persons who are in custody and are being transported in police vehicles, provided they are riding in seats that are equipped with seat belts.

1.44 Carrying Firearms

Officers shall carry firearms and ammunition in accordance with law and established Department procedures. When traveling out of state, on-duty and off-duty officers will comply with the law of the state in which they are traveling or if eligible, the conditions set forth under HR 218 (Law Enforcement Officer Safety Act). Officers shall not carry firearms outside the boundaries of the United States except in an "on-duty" status with the specific consent of the Department and the host country.

1.45 Patriotic Courtesy

Patriotic courtesy and respect for the American flag is symbolic of the oath to support and uphold the U.S. Constitution. On approach of the flag, during the playing of the National Anthem and when the Pledge of Allegiance is being recited all members of the Department and any uniformed officer shall stand at attention. When wearing a hat, it should be removed.

1.46 Meals

Members shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time, and at such time and place, as established by Department procedures.

Officers shall not leave assigned sectors for meals and coffee breaks without supervisor approval, nor shall they do so at any location declared "off limits" by the Chief of Police, Department Orders, or Department policy.

1.47 Residence and Telephone

All members shall maintain a working telephone number (either a landline or cellular telephone) and keep their supervisor informed of their correct address of residence and telephone number. Members shall report any changes to their supervisors and Administration within 24 hours after making such change.

1.48 Personal Telephone Calls

Members of the Department shall not have personal telephone calls directed to the station except in an emergency or where the calls are of considerable importance.

No member shall use a cell phone, unless equipped "hands free" to make or receive personal phone calls while operating a City maintained vehicle.

Personnel shall use Department-issued cell phones in accordance with Department guidelines. Department cell phones are the property of the Escondido Police Department and as such fall within the guidelines of City-owned equipment.

It is generally acceptable to receive personal phone calls while on duty, however, the calls should be held to a minimum and not interfere with job performance. In the event of a personal emergency, dispatchers will relay information to on-duty members in a timely manner. Dispatch shall not relay routine personal phone call information over the radio. Members of the Department should keep personal long-distance phone and toll calls from City phones at a minimum.

1.49 Mail or Auto Registrations Addressed to Station

No member of this Department shall use the Departmental address as a depository for personal correspondence. They may, however, for security reasons, utilize the Departmental address for drivers' licenses and vehicle registration for themselves and their spouse.

1.50 Use of Police Department Facilities

All group meetings utilizing police facilities will be scheduled and approved through the police administrative office.

Meeting facilities are to be kept clean and free from trash, food items, and other debris. Anyone using the facility is responsible for keeping the room clean and organizing the tables and chairs in the previously maintained fashion.

Any damage to any Department facility is to be reported immediately to supervisory personnel.

1.51 Dating Relationships

Officers will not engage in dating, intimate, or sexual relationships while on duty in an official capacity or when conducting police duties.

Officers assigned to the same shift shall notify their supervisor if they enter into a dating or romantic relationship.

Field Training Officers and supervisors are required to fairly and impartially train and evaluate new officers. Personal off-duty relationships between FTOs or supervisors and recruits are strictly prohibited. This fraternization policy applies to all recruits in the academy and trainees in field training. Instructors representing the Police Department are also bound by this policy. The restriction no longer applies once trainees complete their probationary period.

Further, officers shall not initiate or advance personal relationships on or off duty with persons who the officer knows or should know are named in an active police investigation.

Additional Agency Topics

This addendum of Additional Agency Topics is included to assist the FTO and Trainee by providing information in areas, which require specific knowledge or procedures to properly resolve. This addendum will also provide the FTO and Trainee with information on several Specialized Units and their operations.

Although the Trainee is not required to have this section signed off, all areas should be reviewed and discussed. Upon completion of phase training, the Trainee should remove the addendum and retain it for future reference.

FINANCIAL CRIMES (FORGERY)

The following is a brief description of the type of cases followed-up on by the Forgery/Fraud Detective and procedures to be used when handling these types of cases.

CHECK CASES:

- Non Sufficient Funds (NSF) - \$5,000 minimum
- Closed Account - \$5,000 minimum
- Embezzlement (where documents have been altered)
- Forgery (on any document)

FRAUD CASES:

- Bank Examiner
- Jamaican Switch
- Pigeon Drop
- Gypsy Theft (fortune telling)
- Stolen Credit Cards

COMPUTER CRIMES:

- Advise potential victim to call Forgery/Fraud Detective during business hours.

POLICE OFFICER'S RESPONSIBILITIES:

- Complete an ARJIS-9 report on the incident and an arrest report if applicable.
- Advise victim to notify banks/credit card companies of losses and to close the accounts immediately.
- Obtain handwriting exemplars and line-up quality photos, after office hours.
- Impound all documents, cards and identification related to the case.

CASES NOT HANDLED BY FORGERY/FRAUD:

- Stop Payment Checks (Civil Case)
- Post Dated Checks (Civil Case)
- Two Party Checks (Civil Case)
- Counterfeiting (impound money, forward ARJIS-9 and property tag to Forgery/Fraud who will notify the Secret Service)
- Rent checks
- Out-of-state or out-of-county checks

DISTURBANCES

The following guidelines should be used when dealing with disturbances:

DOMESTIC VIOLENCE (EPD DI 5.7)

DEFINITIONS:

Domestic Violence – 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. (This includes couples of the same sex).

Domestic Violence Crime – An actual assault or battery involving those in one of the specified relationships.

Domestic Dispute – Arguing without threats or person being placed in reasonable apprehension of imminent serious bodily injury. (Victim does not fear violence based on suspect's statements or actions).

Domestic Violence Incident – No violation of law but person is placed in reasonable apprehension of imminent serious bodily injury. (Victim fears violence based on suspect's actions or statements).

The two circumstances that require mandatory reports are:

- 1. Domestic Violence Incident**
- 2. Domestic Violence Crime**

POLICE OFFICER'S RESPONSIBILITIES: (if a criminal offense has occurred)

- Make case and assign a case number
- Tell victim of rights to make a citizen's arrest (in misdemeanor cases)
- Explain about emergency protective orders and temporary restraining orders
- Offer and assist in obtaining medical assistance.
- Transport victim to other locations if needed.
- Stand by for victim to remove essentials.
- Give victim a case number and a copy of DV pamphlet.
- Explain Victim/Witness Assistance Program.
- Offer Domestic Violence Response Team or Advocate Referral form.

POLICE OFFICER'S RESPONSIBILITIES: (if there is no criminal offense)

- Prepare Crime Case listing 13730(I) P.C. as violation.
- Give victim case number and a copy of DV pamphlet.
- Advise victim about Emergency Protective Orders and Temporary Restraining Orders.
- Explain Victim's Assistance Program.

INVESTIGATION:

- Use Domestic Violence Supplemental (E.P.D. form 965)
- Take photos of injuries
- Get statements from children
- Get written statement from victim, if possible
- Impound firearms

ARREST POLICY:

- Make arrest whenever a felony has occurred or a misdemeanor in the officer's presence. (Exception: Officer may make an arrest for violation of a court order not committed in the officer's presence.)
- Physical arrest vs. citation or notify warrant.
- Department's philosophy is PRO physical arrest.

CITIZEN ARREST:

- Explain procedure away from suspect.
- Do not dissuade victim from making an arrest.
- Any witness can make the arrest if the victim is unwilling.

COURT ORDERS

TYPES OF ORDERS:

- Temporary Restraining Order.
- Emergency Protective Order
- Order after Hearing.
- Stay Away Order
- 273.6 and 166 P.C. (arrest procedures)

VERIFICATION OF ORDERS: (Contact Sheriff's Office)

- Obtain Court Case number and Order number.
- Date of service
- Judge's name
- Terms of Order

SERVICE OF ORDERS BY OFFICER:

Document on ARJIS-9 form

POINTS TO REMEMBER:

- If in doubt, take a report.

- Maintain objectivity and avoid personal opinions.
- If the Restrained person is present he / she gets arrested notwithstanding any acts of the person protected by the Order.
- Always get a copy of the order from the victim. Even if you have taken his/her original, make a copy at 10-19 and then return it to her. The DA will not proceed with the case with a dispatch teletype copy only.
- Cross report to CPS if children are witnesses or within hearing distance of the DV

LOUD PARTIES / LARGE GATHERINGS

TACTICAL CONSIDERATIONS (intelligence gathering):

- Size of event
- Type of area
- Number of persons attending
- Juveniles / curfew violations
- Note noise level
- Parking problems
- Litter
- Number of complaints

CONTACT RESPONSIBLE PERSON:

- Advise them of requirements needed to allow event to continue.
- Take appropriate action (verbal warning / field interview slip)
- Ensure band members or disc jockey is also advised.

DISPOSITION:

- Misdemeanor citation (adult and juvenile)
- Arrest
- Notify warrant
- Detoxification Center

IMPOUNDING OF EVIDENCE:

- Stereo / bank equipment (tape volume knobs in position found)
- Photos
- Alcoholic beverages

LANDLORD-TENANT DISPUTES

TYPE OF AGREEMENT:

1. Month to month, or

2. Week to week

- If month to month, then 30 day notice to evict (no reason needed)
- If behind on rent or specific agreement violation (animals, etc.) then three days to correct. Only legal method to evict is through courts.
- Landlord must give notice to every adult to whom premises was rented. If notice expires then landlord must file an unlawful detainer complaint against the tenant in either Superior or Small Claims Court.
- 602.3 P.C. Owner occupied dwelling exemption. 30 day eviction notice is all that is required if landlord lives in the dwelling, example; tenant rents a room in the landlord's house.

COURTS:

Superior Court: up to \$25,000 can be claimed but may take up to 50 days to obtain.

Small Claims Court: up to \$2,500 can be claimed, inexpensive forum, 15 days to obtain.

REASONS UNDER WHICH LANDLORD MAY ENTER:

- Emergency
- Repairs by agreement
- Abandonment by tenant
- Pursuant to a Court Order

If none of these exist, then landlord may be guilty of 602.5 P.C.

If landlord tries to forcibly evict then possibly a violation of 418 P.C.

SECURITY DEPOSITS:

Landlord must return deposit within two weeks otherwise; tenant can go to Small Claims Court.

SUBLETTING:

Landlord rents to tenant. Tenant rents part of the property out to another person (common among roommates). In this case, the tenant in effect becomes the landlord to the second tenant. In order to evict the second tenant, the first tenant must go through the same procedure as any other landlord. See 602.3 P.C.

INNKEEPER-GUEST DISPUTES

TYPES OF AGREEMENT:

Determine if it is day to day, week to week, etc.

No Court Order needed to evict, however, a Writ of Possession is required to take property.

If tenant refuses to leave, then an arrest may be appropriate (602(r) P.C.)

RESIDENTIAL HOTELS:

Eviction is necessary only if tenant is there more than 30 continuous days or otherwise has established the hotel as a primary residence without re-registering.

If the commercial residence (hotel or motel) has a Transient Occupancy Registration Certification then it will usually fall under Innkeeper-guest.

TRAFFIC

The following items should be reviewed to assist the trainee in traffic related matters.

ENFORCEMENT:

Officer's options/violations:

- verbal/written/arrest
- Municipal Code
- Vehicle Code

Types of moving citations:

- Hazardous/non-hazardous/warnings/parking

Other needed information:

- Court dates/times/location/computer attachments (when needed).

DISMISSAL VS VOIDING CITATIONS (PROCEDURE)

EPD Form #155

TRAFFIC COLLISION SCENE:

- First aid, request medical assistance as needed
- Type of collision (11-82, 11-81, 11-80)
- Private vs. public property
- Additional assistance (Traffic Unit, 11-84, 11-85)
- Proper forms
- Locate initial contact point and collect evidence
- Interview witnesses/involved parties

TRAFFIC CONTROL:

Equipment / hazards:

- Flares (watch for hazardous materials)
- Flashlight
- Police vehicle (to protect scene)
- Hills and curves
- Safe location to stand

IMPOUNDING VEHICLES:

- Impound reports (including vehicle inventory section, tow truck driver signs report and keeps last page)
- Police holds
- Private vs. Police tows

Trainee Test

Several Trainee Tests are attached to assist the trainee(s) in the completion of their Field Training Program. These tests are numbered with the Phase Number in which they are to be completed. Upon completion of each test, the trainee shall replace the test in its original order in this file. The Trainee Tests are listed below.

Phase 1

Test on Department Instructions, Rules and Regulations
Test on Rules of Conduct
Test on Radio Codes

Phase 2

Test on Streets Crossing Centre City Parkway/Flood Control Channel
Test on General City and Department Knowledge
Test on General City Knowledge/100 Blocks

Phase 3

Test on General City Knowledge/Schools
Test on General City Knowledge/Fire Stations, Parks and Gathering Places
Test on Map Locations
Test on Bar Locations

Phase 4

Test on Laws Governing Arrests
Test on Domestic Violence

Phase 5

Test on Vehicle Code/General Knowledge
Test on Vehicle Code/Specific Sections

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of Department Instructions on Rules and Regulations

Trainee: _____ FTO: _____ Date: _____

Fill in the blanks or answer the questions below true (T) or false (F). (Hint: The length of the line is no indication as to the length of the answer.)

1. Saps and sap gloves are expressly prohibited. T F
2. The carrying of a revolver or pistol while off duty shall be at the option of the officer. T F
3. **All** sidearms and ammunition **carried on duty**, including personal weapons, must be approved by the Rangemaster. T F
4. Officers shall use a firearm only as a last resort when it reasonably appears necessary:
a. _____, **or**
b. _____, **or**
c. _____
5. Shooting at vehicles is a generally accepted procedure. T F
6. In all cases when O.C. is used, officers shall complete a report concerning the circumstances relating to its use. T F
7. The proper first aid after administering O.C. is to:
a. _____
b. _____
8. What is the Department's policy as to the removal or display of a shotgun?

9. It is Department policy that when handling calls indicating the necessity for a shotgun, the first officer at the scene will take a shotgun, and covering officers are prohibited from removing their shotguns. T F
10. The unit in actual pursuit shall be the **only** unit using emergency lights and siren during the chase. T F
11. Patrol units will only be used for pursuits on maintained surface streets. T F
12. Officers may not accept a citizen's complaint. T F
13. Handcuffs shall be double-locked whenever they are used. T F
14. Prisoners can routinely be handcuffed to fixed objects. T F

- | | | |
|---|---|---|
| 15. A Police unit will not follow another emergency vehicle Code 3. | T | F |
| 16. During physical exams of victims/suspects officers of the opposite sex are not to remain in the examination room. | T | F |
| 17. Vehicles will be gassed before shift is terminated if the gauge registers _____ | | |
| 18. Only two officers are allowed out of service at the same location for a coffee break. | T | F |
| 19. Juveniles can be released on a Notice to Appear for some H & S violations. | T | F |
| 20. In general, juveniles must be at least _____ of age in order to be released on a Notice to Appear. | | |
| 21. Juveniles must be at least _____ of age in order to be released on a Notice to Appear for B & P violations. | | |
| 22. An officer must take custody of an individual arrested by a private person if probable cause exists. | T | F |
| 23. Juveniles may be detained up to _____ hours while parents are being located. | | |
| 24. Runaways from out of state may be held up to _____ hours while parents are being located. | | |
| 25. All outside employment must be approved by the Chief of Police. | T | F |
| 26. Officers are required to furnish their name and ID number to any person requesting that information while they are on duty or while holding themselves out as having official capacity. | T | F |
| 27. Officers will notify their commanding officer of a change in their phone number within _____ hours after making such change. | | |
| 28. All officers are required to wear seat belts at all times while riding in or operating police vehicles. | T | F |
| 29. Officers can bring or store alcoholic beverages intended for personal use in any police facility or vehicle. | T | F |
| 30. Officers shall not smoke when conducting an investigation or interview. | T | F |

ESCONDIDO POLICE DEPARTMENT
FIELD TRAINING PROGRAM

Trainee Examination of Rules of Conduct

Trainee: _____ **FTO:** _____ **Date:** _____

Answer the questions below true (T) or false (F)

- | | | |
|--|---|---|
| 1. Officers shall not commit any act or fail to perform any act which constitutes a violation of any of the Rules, Regulations, Instruction, Directives or Orders of the Department. | T | F |
| 2. Officers shall obey the lawful order of a superior whether or not they feel such action is warranted. | T | F |
| 3. Free coffee while on duty is not considered a gratuity and as such may be accepted by personnel. | T | F |
| 4. As is the case that officers regularly come into contact with many commercial services and professionals, it is allowed that as a public service they may make endorsements and referrals to citizens who solicit such information. | T | F |
| 5. Officers shall not (willfully) engage in any strike. | T | F |
| 6. Officers shall carry their badge and identification card on their person at all times while carrying a firearm off-duty. | T | F |
| 7. Officers may disregard any citizen complaint, prior to documentation, that they are able to discredit beyond any reasonable doubt. | T | F |
| 8. Officers need only be courteous to those citizens that are courteous to them. | T | F |
| 9. Members may convert to their own use, conceal, falsify, destroy, remove, tamper with or withhold any property or other evidence found in connection with an investigation or other police action. | T | F |
| 10. Financial problems of an individual are his/her own business and as such is of no concern to the Department. | T | F |
| 11. Any use of force shall be in accordance with the law and the established Department procedures and as such will always be documented in writing. | T | F |

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of Radio Codes

Trainee: _____ **FTO:** _____ **Date:** _____

Below are radio code numbers that you would normally hear dispatched. What is the correct meaning for each of the codes listed?

- | | | | | | |
|-----|--------|-------|-----|---------|-------|
| 1. | 11-99 | _____ | 2. | 11-51 | _____ |
| 3. | 11-45 | _____ | 4. | 11-30 | _____ |
| 5. | 10-26 | _____ | 6. | 11-31 | _____ |
| 7. | 11-27 | _____ | 8. | 11-82 | _____ |
| 9. | 11-52 | _____ | 10. | 11-84 | _____ |
| 11. | 10-1 | _____ | 12. | 11-81 | _____ |
| 13. | 11-86 | _____ | 14. | 11-83 | _____ |
| 15. | 11-55 | _____ | 16. | 11-8 | _____ |
| 17. | 11-28 | _____ | 18. | 11-6 | _____ |
| 19. | 505 | _____ | 20. | 11-10 | _____ |
| 21. | 10-6 | _____ | 22. | CODE 4 | _____ |
| 23. | 11-7 | _____ | 24. | CODE 14 | _____ |
| 25. | 11-80 | _____ | 26. | CODE 37 | _____ |
| 27. | 11-29 | _____ | 28. | CODE 8 | _____ |
| 29. | 10-2 | _____ | 30. | 10-89 | _____ |
| 31. | CODE 1 | _____ | 32. | CODE 10 | _____ |
| 33. | 10-21 | _____ | 34. | 10-23 | _____ |
| 35. | 10-28 | _____ | 36. | 10-35 | _____ |
| 37. | 10-97 | _____ | 38. | 11-11 | _____ |
| 39. | 11-44 | _____ | 40. | 11-71 | _____ |

Listed below are transmissions that are frequently used by officers in the field. Place the correct radio code next to each.

1. Check the area _____
2. Tow Truck _____
3. In service _____
4. Out of service _____
5. Are you clear _____
6. Approve report _____
7. Prisoner _____
8. Furnish transportation _____
9. Assist the citizen _____
10. Vehicle stop - no license check _____
11. Reported mental case _____
12. Meet the officer _____
13. Cover the officer _____
14. Finished last assignment _____
15. Stay clear of the area _____
16. SWAT incident _____
17. Stake out _____
18. Coroner's case _____
19. Prowler _____
20. Traffic control _____

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of Streets Crossing Centre City Parkway/Flood Control Channel

Trainee: _____ **FTO:** _____ **Date:** _____

List the streets which cross Centre City Parkway:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

List the streets which cross the Flood Control Channel:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of General City and Departmental Knowledge

Trainee: _____ **FTO:** _____ **Date:** _____

Below are frequently used addresses, phone numbers and radio unit information.

Fill in the blanks:

1. Address of City Hall _____
2. Address of Police Department _____
3. Police Emergency Phone Number _____
4. Police Business Phone Number _____
5. Private Dispatch Phone Number _____
6. Fire/Paramedic Phone Number _____
7. Business Office Hours _____

List Police Department Radio Unit Information:

	Name	Position/Division
8. Unit #1	_____	_____
9. Unit #2	_____	_____
10. Unit #3	_____	_____
11. Unit #1DL	_____	_____
12. Unit #2DL	_____	_____
13. Unit #1EL	_____	_____
14. Unit #7L1-4	_____	_____

15. Units 1DS, 11D to 19D are assigned to _____ Division.
16. Units 2DS, 21D to 29D are assigned to _____ Division.
17. Units 3DS, 31D to 39D are assigned to _____ Division.
18. Units 4DS, 41D to 49D are assigned to _____ Division.
19. Units 5DS, 51D to 59D are assigned to _____ Division.

20. Units 6DS, 61F to 69F are assigned to _____ Division.
21. Units 1TS, 2TS, 31T to 39T are assigned to _____ Division.
22. Units 1M to 9M and 1T to 9T are assigned to _____ Division.
23. Units 1ES, 2ES, 11E to 19E are assigned to _____ Division.
24. 80 Units are assigned to _____
25. 90 Units are assigned to _____
26. Patrol units are given a three-digit number. Explain what the first number stands for. Also explain what the remaining numbers stand for.

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of General City Knowledge

Trainee: _____ **FTO:** _____ **Date:** _____

1. The street that divides the city addresses north from south is _____
2. The street that divides the city addresses east from west is _____

The city streets divide the city by 100 blocks. Fill in the 100 blocks that the below-listed streets divide the city by on an east-to-west basis:

3. Ash (Example: 1100 east/1200 east) _____
4. Broadway _____
5. Centre City Parkway _____
6. Tulip _____
7. Hickory _____
8. Rose _____
9. Midway _____
10. Citrus _____

Fill in the 100 blocks that the below-listed streets divide the city by on a north-to-south basis:

11. Lincoln _____
12. Washington _____
13. Felicita _____
14. Grand _____
15. Citracado _____
16. Mission _____
17. El Norte _____
18. Country Club _____

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of General City Knowledge/Schools

Trainee: _____ **FTO:** _____ **Date:** _____

Listed below are schools and school district offices in Escondido. They are often dispatched by name and not location. Fill in the streets they are located on and the nearest cross streets.

School	Street Located On	Nearest Cross Street	Beat
1. Summit			
2. Escondido High			
3. Orange Glen High			
4. San Pasqual High			
5. Calvin Christian High			
6. Valley High			
7. Mission Middle School			
8. Hidden Valley Middle			
9. Rincon Middle			
10. Del Dios Middle			
11. Central School			
12. Conway School			
13. Felicita School			
14. Glen View School			
15. Juniper School			
16. Lincoln School			
18. Miller School			
19. Oak Hill School			
20. Orange Glen Elem.			
21. Rose Elementary			
22. Main Elem. Office			
23. Main High Schl. Off.			
24. L.R. Green			
25. Nicolaysen			
26. North Broadway			
27. Rock Springs Elem.			
28. Pioneer School			
29. Grace Lutheran			
30. Light & Life (Oak Hill)			
31. Light & Life (Ash)			
32. St. Mary's			
33. Calvin Christian Elem			
34. Montesorri			
35. Escondido Christian			
36. Bear Valley Middle			
37. Farr Elementary School			

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of General City Knowledge/Fire Stations, Parks, and Gathering Places

Trainee: _____ **FTO:** _____ **Date:** _____

Listed below are parks and other public gathering locations in Escondido that are frequently dispatched by name and not location. Fill in the street they are located on and the nearest cross street.

Location	Street Located On	Nearest Cross Street	Beat
1. Fire Station #1			
2. Fire Station #2			
3. Fire Station #3			
4. Fire Station #4			
5. Fire Station #5			
6. Fire Station #6			
7. Fire Station #7			
8. Police/Fire Facility			
9. Jesmond Dene Park			
10. Grape Day Park			
11. Westside Park			
12. Kit Carson Park			
13. El Norte Park			
14. Washington Park			
15. City Hall			
16. Dixon Dam			
17. Ups and Downs			
18. Club Fusion			
19. Palomar College			
20. Boys and Girls Club			
21. YMCA			
22. Knights of Columbus			
23. Esc. Country Club			
24. St. Mary's Church			
25. Joselyn Center			
26. National Guard			
27. Women's Center			
28. Signature Theaters			
29. Westfield Shopping			
30. H.A.A.R.F			

ESCONDIDO POLICE DEPARTMENT

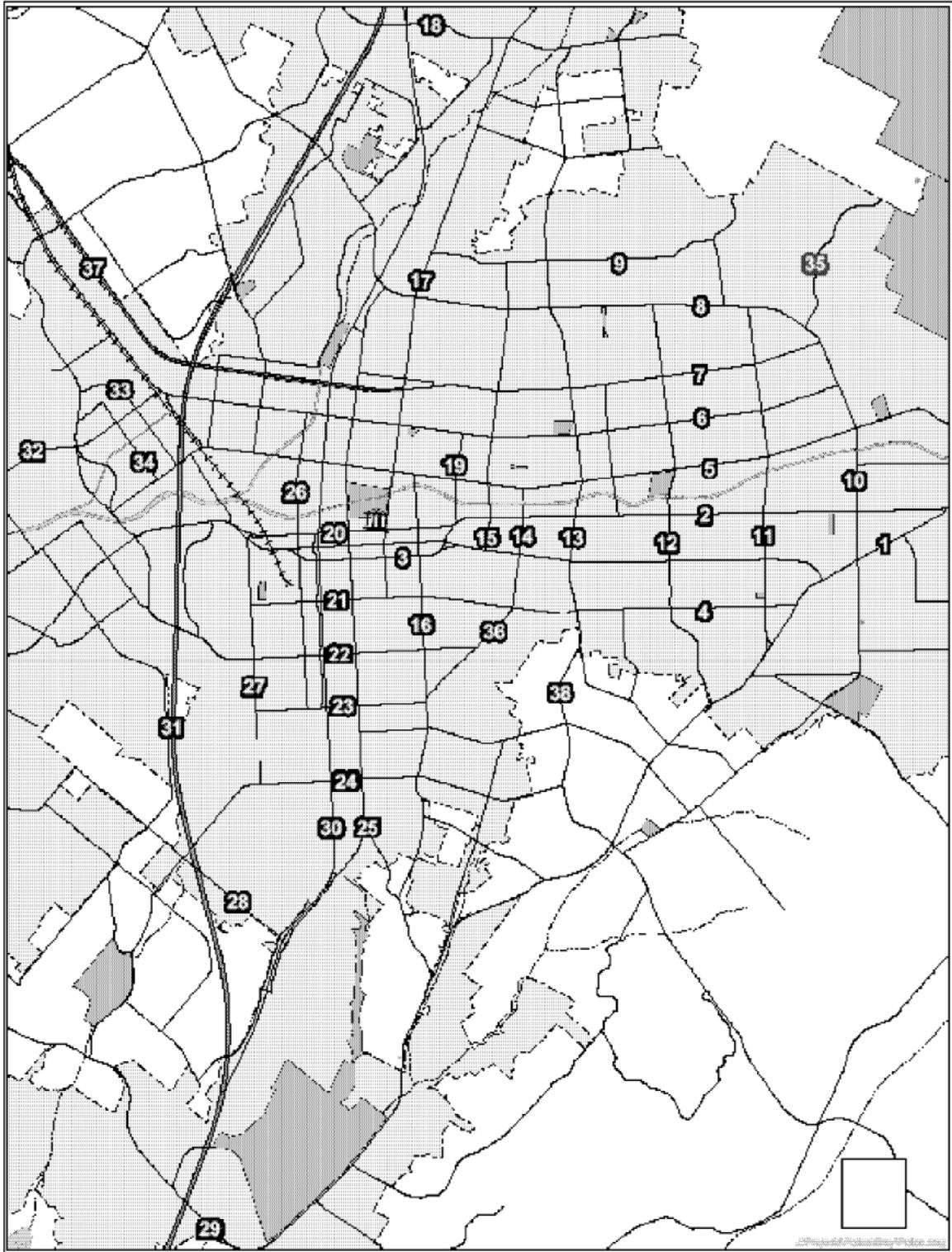
FIELD TRAINING PROGRAM

Trainee Examination on Map Locations

Trainee: _____ **FTO:** _____ **Date:** _____

Fill in the correct street name for the corresponding number on the map.

- | | | | |
|-----|-------|-----|-------|
| 1. | _____ | 20. | _____ |
| 2. | _____ | 21. | _____ |
| 3. | _____ | 22. | _____ |
| 4. | _____ | 23. | _____ |
| 5. | _____ | 24. | _____ |
| 6. | _____ | 25. | _____ |
| 7. | _____ | 26. | _____ |
| 8. | _____ | 27. | _____ |
| 9. | _____ | 28. | _____ |
| 10. | _____ | 29. | _____ |
| 11. | _____ | 30. | _____ |
| 12. | _____ | 31. | _____ |
| 13. | _____ | 32. | _____ |
| 14. | _____ | 33. | _____ |
| 15. | _____ | 34. | _____ |
| 16. | _____ | 35. | _____ |
| 17. | _____ | 36. | _____ |
| 18. | _____ | 37. | _____ |
| 19. | _____ | 38. | _____ |



ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of General City Knowledge/Bar Locations

Trainee: _____ FTO: _____ Date: _____

Listed below are bars in Escondido that are frequently dispatched by name and not location. Fill in the street they are located on and the nearest cross street.

Bar	Street Located On	Nearest Cross Street	Beat
1. Sports Pub			
2. O'Sullivan's			
3. Brigantine			
4. Acapulco			
5. Red Robin			
6. Woodies			
7. 5 Points			
8. Miller's Field			
9. Marie Callender's			
10. Pounders			
11. El Rodeo			
12. Thee Spot			
13. Sunset Lounge			
14. Club Anita's			
15. Olive Garden			
16. Chili's			
17. Comstock			
18. North Bar			
19. Mi Guadalajara			
20. Applebee's			
21. On the Border			
22. Oggi's			

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Worksheet – Laws Governing Arrests

Trainee: _____ **FTO:** _____ **Date:** _____

PC 830.1 Defines who is considered a Peace Officer. Please define:

PC 834 Defines arrest and who can arrest. Please define:

PC 835 & 835a Defines method of arrest pertaining to force. What degree of force can be used to restrain a subject in custody?

PC 836 Explains circumstances when an arrest may be made with or without warrants. Please list circumstances arrests may be made without a warrant:
1. _____
2. _____
3. _____

PC 837 Explains when a private person may arrest another. Please list:
1. _____
2. _____
3. _____

PC 840 Lists the times when an arrest can be made. Please List:

Exceptions to arrest misdemeanors outside specified hours:

1. _____
2. _____
3. _____
4. _____

Release of Subjects Arrested for Non-Vehicle Code Violations

PC 849(b) 1 & 2

Explains when a release from custody is possible. Please list:

849(b) 1 _____

849(b) 2 _____

PC 853.5

Explains the release of a person arrested for an **INFRACTION**. The Officer shall request only two things. Please list:

1. _____
2. _____

PC 853.6(l)

Explains the release of a person arrested for a **MISDEMEANOR** and explains when an Officer **CAN'T** release. Please list examples of when an Officer **SHOULD NOT** release.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Arrests for Violations of the Vehicle Code
Chapter 2. Article 1. Arrests

VC 40300.5 Explains the reasons a Police Officer may make an arrest for DUI without a warrant:

1. _____
2. _____
3. _____
4. _____

VC 40301 Explains an Officer's responsibilities when a person is arrested for Felony VC violation. How is the person dealt with by the Officer?

VC 40302 Explains when a **MANDATORY APPEARANCE** is necessary. Please list:

1. _____
2. _____
3. _____
4. _____

VC 40302.5 Explains the arrest procedures pertaining to a minor for a traffic infraction. A minor shall not be taken into custody solely for _____

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of Department Policy on Domestic Violence

Trainee: _____ **FTO:** _____ **Date:** _____

The following is a test on the Escondido Police Department's policy on Domestic Violence as outlined in Department Instruction #5.7. Please be familiar with this instruction before starting the test.

1. When does a domestic violence incident have to be documented? _____

2. When does an arrest have to be made? _____

3. When does a domestic violence pamphlet need to be handed out? _____

4. When does a domestic violence supplemental need to be attached to a report? _____

5. What is a felony witness list? When does one have to be filled out? _____

You and your Training Officer are dispatched to 500 North Grape Street reference a loud argument coming from Apartment #3. On your arrival, you knock on the door and a male named John answers.

John tells you he lives in the apartment with his girlfriend of six months, Susie. He and Susie were arguing because he enjoys going out at night and drinking beer with his friends, while she stays home. The argument started when he told her if she did not like it, she could leave. He stated there was no physical violence, only verbal arguing.

While your cover officer watches John, you speak with Susie. She tells you the same story. She is tired of sitting at home every night alone. She says they were only arguing, but John threatened to hit her if she did not shut up.

1. Is there a crime? _____
2. Does this warrant a report? (If so, what kind of report and what should be put in the crime description box?) _____

3. Should John be arrested? If so, for what charge? _____

4. What should be given to the victim? _____

You and your Training Officer are again dispatched to a call of a disturbance. The dispatcher tells you the neighbor, who wishes to stay anonymous, is reporting a fight at 827 North Fig Street, Apartment #A-3.

On arrival, you knock on Apt. #A-3. The female answers the door and says her name is Maggie. You immediately notice blood dripping from her nose and her eye is swollen.

You ask her what happened, and she tells you she shares the apartment with her boyfriend of five years, Tommy, and their one-year-old child. Tommy became upset because she did not have dinner ready for him when he returned home from work. She told him she had more important things to do than to cook for him every night. Tommy pushed Maggie down, causing her to strike her head on an end table, resulting in the injury to her face. Tommy then left to a nearby friend's apartment to cool down.

Maggie is now uncooperative and refuses to answer any further questions. She is adamant she does not want medical attention or any help from the police. She said they will work out the problem among themselves and definitely does not want Tommy arrested.

1. What is your primary concern when you first arrive? _____

2. Has a domestic violence occurred? _____
3. Should the boyfriend be contacted? _____
4. What should you do if/when you contact Tommy? _____

5. What kind of report should be written? What should be placed in the crime description box?

6. Should Maggie be given any paperwork? _____
7. Should a domestic violence supplemental be filled out? _____

The next day, you and your Training Officer are dispatched to 300 South Ivy Street in regards to a fight. On your arrival, you talk to Sandy. She tells you that she and Guy have been dating for the past couple of weeks, but the relationship is not working out.

Sandy says Guy was jealous because she and her ex-boyfriend had lunch that day. During the argument, Guy pushed Sandy. She has no visible injury, but complained of pain to her shoulder. Sandy tells you she wants Guy arrested because she wants to reconcile with her ex-boyfriend and feels Guy will interfere.

Guy denies pushing her and says she made the incident up to get back at him for being jealous.

1. Should an arrest be made? _____
2. For what crime? _____
3. Should you ask Sandy if she wants to prosecute Guy? _____
4. What if Sandy did not want to place Guy under arrest? _____
5. Should Sandy sign anything? If so, what? _____
6. What should be given to the victim? _____
7. Should a domestic violence supplemental? _____

Later, you are dispatched to 1817 East Grand Avenue reference a violation of a restraining order. On your arrival, you talk with the reporting party, Gail. Gail shows you a restraining order dated through the next month and signed by the Honorable Judge Jones.

The restraining order states that John, Gail's ex-husband, must stay away from Gail one hundred yards. Gail tells you she just obtained the restraining order today, and John is not yet aware of the order.

Gail is adamant that John be placed under citizen's arrest for violation of the restraining order, or she will call her uncle, who is the on-duty watch commander.

1. Should the arrest be made? _____
2. What should you tell Gail? _____
3. What do you need to do? _____
4. What documentation needs to be completed? _____
5. Can John be arrested the next time he comes within one hundred yards of Gail? _____

Later, you respond to a call of a disturbance between a husband and wife where the husband was seen with a handgun. On your arrival, you contact Sarah who tells you that her husband, Joel, had pointed a handgun at her head. She says Joel is an alcoholic and was angry because she had not brought home more beer. He was playing with a handgun when she arrived home, and he pointed it at her head. She said the gun was not loaded and she did not want to place her husband under citizen's arrest. No other crime occurred.

You notice that Joel is very drunk and screams obscenities at you and your Training Officer to get out of his apartment.

1. Can Joel be arrested? _____
2. For what crime? _____
3. Should this incident be reported? What should be written in the crime incident box? _____

4. Should you ask the victim if she desires prosecution? _____
5. What if the victim wanted to sign a citizen's arrest? _____
6. What should be done with the handgun? Under what authority? _____

7. Do you need to give anything to the victim? _____

ESCONDIDO POLICE DEPARTMENT

FIELD TRAINING PROGRAM

Trainee Examination of Vehicle Code – General Knowledge

Trainee: _____ **FTO:** _____ **Date:** _____

Fill in the blanks below. Please note that the length of the line provided for the answer does not necessarily indicate the length of the answer.

1. The number of days an individual has before being required to get a California driver's license after establishing residence in California is _____ days.
2. The minimum age an individual can get a driver's license without a driver's training course is _____.
3. The minimum age an individual can get a driver's license with a driver's training course is _____.
4. An individual having an instruction permit can drive a motor vehicle when under what conditions?
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
5. An individual possessing an instruction permit for a motorcycle may drive under what conditions?
 - a. _____
 - b. _____
6. For a violation of the above two questions, what section would be cited? _____
7. An individual is required to notify DMV of an address change for both his license and registration within _____ days.
8. According to Section 21055, Exemption of Authorized Emergency Vehicles, an authorized emergency vehicle is exempt from some driving regulations when the vehicle is driven in what conditions?
 - a. _____
 - b. _____
9. According to Section 21056, Effect of Exemption, the exemption detailed in 21055 does not relieve the driver of an authorized vehicle operating in compliance with 21055 of the duty to: _____.

10. A flag or lamp is required on a load extending _____ feet or more to the rear of a vehicle.
11. A tire is in violation of the law when the tire is so worn that less than _____ of an inch of tread depth remains in any two adjacent grooves.
12. After notice by an officer that a vehicle is in an unsafe condition or not equipped as required, the driver may only legally drive the vehicle to _____

13. Name the type of tests, the number of samples, and what the samples can test for under the implied consent law.
a. _____
b. _____
14. A driver's license is needed for a moped. T F
15. Section 23155 defines the following alcohol presumption standards:
a. _____ to _____ not presumed under the influence
b. _____ to _____ no presumption
c. _____ to _____ presumed under the influence
16. What class of driver's license is needed for a motorcycle? _____
17. When an arrest is made for a vehicle code violation not a felony, Section 40302 defines the cases under which appearances is mandatory. List all four.
a. _____
b. _____
c. _____
d. _____
18. When an arrest is made for a vehicle code violation not a felony, Section 40303 defines the cases under which appearance is optional. List four sections of the fifteen.
a. _____
b. _____
c. _____
d. _____
19. The elements of CVC 23153, Felony DUI, are:
a. _____
b. _____
c. _____
d. _____

20. An individual driving with a suspended or revoked driver's license cannot be issued a citation for that violation unless the officer has knowledge that the individual has had notice that their license had been suspended or revoked. T F
21. CVC 2800.1, Evading a Peace Officer, is by itself an arrestable offense. T F
22. In California, the tabs indicating the expiration of a vehicle registration must be on the rear license plate without exception. T F
23. The driver of a vehicle involved in an accident in which there is damage to personal property of another in excess of _____ dollars or there is any injury is required to file proof of financial responsibility with the DMV.
24. The form required for the above question is the _____ Form, and needs to be filed with DMV within _____ days after the accident.
25. CVC 22108, Duration of Signal, defines the distance that a signal of intention to turn right or left shall be given by a vehicle before turning. That distance is _____ feet.
26. CVC 23220 through 23225 dealing with drinking, possession and open alcoholic containers are only enforceable when the vehicle is on the highway. T F
27. There are numerous exemptions to CVC 23220 through 23225 dealing with drinking, possession and open containers. Name three:
- a. _____
- b. _____
- c. _____
28. Vehicles stopped or parked upon a roadway in general shall be positioned so that the right-hand wheels are within _____ inches from the right-hand curb.
29. Passenger vehicles may not be loaded so that the load extends _____ inches beyond the line of the fenders on its left side or _____ inches beyond the line of the fenders on its right side.
30. The driver and passenger of a motorcycle may be cited for CVC 27803, Helmet Required, only if the officer made the stop for a violation other than the helmet violation. T F
31. A minor convicted of any alcohol-related charge will have his/her driver's license suspended for a period of _____.

ESCONDIDO POLICE DEPARTMENT
FIELD TRAINING PROGRAM

Trainee Examination of Vehicle Code – Specific Sections

Trainee: _____ **FTO:** _____ **Date:** _____

1. False information to an officer. _____
2. Evading. _____
3. Unregistered vehicle. _____
4. Change of vehicle registration. Notify DMV 10 days. _____
5. Change of address, owner change on registration slip. _____
6. Registration card, carry in vehicle. _____
7. Two plates required. _____
8. Securely fasten plates. _____
9. Tabs required on plate. _____
10. Auto theft. _____
11. Injuring or tampering with vehicle. _____
12. Unattended vehicle, tamper and set in motion. _____
13. Unlicensed driver. _____
14. Drive out of class. _____
15. Possession of more than one valid CDL. _____
16. Mutilated CDL. _____
17. CDL not in possession. _____
18. Present CDL to peace officer. _____
19. Change of license address. Notify DMV within 10 days. _____
20. Change of address, mark out old on front. _____
21. ID cards sections start here. _____
22. CDL suspended for negligent or hazardous driving. _____
23. Suspended or revoked not related to driving ability. _____
24. Restricted license, disobeying restrictions. _____

25. Sections defining unlawful use of CDL. _____
26. Financial responsibility section starts here. _____
27. Felony hit and run. _____
28. Misdemeanor hit and run. _____
29. Enforcement of CVC on school grounds, public grounds. _____
30. Bicycle Laws section starts here. _____
31. Red light violation. _____
32. Drive left of the double yellow. _____
33. Two-way left turn lanes, violations. _____
34. Obedience by driver to official traffic control devices. _____
35. Failure to drive on the right half of the roadway. _____
36. Driving over a divided highway. _____
37. Slow vehicle to be driven in the right-hand lane. _____
38. Wrong way on one-way street. _____
39. Straddling or unsafe lane change. _____
40. Following too closely. _____
41. Passing without sufficient clearance. _____
42. Driving left of center when crossing railroad. _____
43. Pass on right safely. _____
44. Uncontrolled intersection, yield to first vehicle within. _____
45. Uncontrolled intersection, yield to vehicle on right. _____
46. Left turn yield. _____
47. Yield until safe after stopping at stop sign. _____
48. Yield until safe at yield sign. _____
49. Yield when entering roadway from private property. _____
50. Yield to pedestrian in crosswalk. _____
51. Passing vehicle stopped for pedestrian in crosswalk. _____
52. Improper position for right turn. _____
53. Improper position for left turn. _____
54. Sign requiring or prohibiting turn at an intersection. _____

- 55. Unsafe starting or backing. _____
- 56. Safe turning movement and signals required. _____
- 57. Maximum speed law. _____
- 58. Basic speed law. _____
- 59. Minimum speed law. _____
- 60. Stop sign violation. _____
- 61. Parking Laws section starts here. _____
- 62. Vehicle impound law sections start here. _____
- 63. Felony DUI. _____
- 64. Misdemeanor DUI. _____
- 65. Driving under the influence of drugs. _____
- 66. Speed contest, aid or abet. _____
- 67. Exhibition of speed, aid or abet. _____
- 68. Throwing substance at vehicle. _____
- 69. Reckless driving – no injury. _____
- 70. Drinking while driving. _____
- 71. Drinking while in motor vehicle. _____
- 72. Personal possession of open container while driving. _____
- 73. Personal possession of open container in motor vehicle. _____
- 74. Storage of open container in vehicle. _____
- 75. Minor transporting alcohol. _____
- 76. Minor passenger possessing alcohol. _____
- 77. Storage of open container in passenger compartment. _____
- 78. Unsafe condition, not equipped or not safely loaded. _____
- 79. Unlawful operation after notification. _____
- 80. Modification of clearance – too low. _____
- 81. Driving without lights during darkness. _____
- 82. Maintain lighting equipment in working order. _____
- 83. Two head lamps required. _____
- 84. Proper aim of head lamps. _____

- 85. Dimming of head lamps. _____
- 86. Taillights required. _____
- 87. License plate light required. _____
- 88. Brake lights required. _____
- 89. Driving with parking lights only. _____
- 90. Motorcycle head lamp required. _____
- 91. White or yellow light only to the front. _____
- 92. Red light only to the rear. _____
- 93. Mirror requirements. _____
- 94. Defective windshield. _____
- 95. Muffler required. _____
- 96. Modification of exhaust system. _____
- 97. Excessive exhaust products. _____
- 98. Fuel cap required. _____
- 99. Bald tires. _____
- 100. Motorcycle helmet required. _____
- 101. Seat belt – driver _____
- 102. Seat belt – passenger. _____
- 103. Child seat required – parent in vehicle. _____