

**Officer
Training Guide**

2017



**Fresno Police Department
Field Training Program**

**Jerry Dyer
CHIEF OF POLICE**

Field Training Program

TRAINEE OFFICER RULES IN FIELD TRAINING

- A. Trainees are to be respectful to the Field Training Officers. The FTO's direction is to be accepted and followed at all times. If a trainee believes that a specific instruction or order is improper or an evaluation is not fair, he or she will discuss it with the FTO. If the trainee is still not satisfied, he/she can set up a meeting with his/her FTO Sergeant. If the FTO Sergeant cannot resolve the problem, the FTO Sergeant will set up a meeting with the FTO Coordinator.
- B. Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the department policy & procedure manuals.
- C. Trainees will be prepared for all manual assignments and will be responsible for all material. FTOs are to review the material with the trainee after the trainee has studied the assignment.
- D. Trainees will be on time for all work / training assignments.
- E. Trainees shall follow the following procedures when using sick leave:
 - 1. Personally notify the Duty Office by phone if they are ill or injured and unable to work.
 - 2. Personally notify the Field Training Program Office by phone if they are ill or injured and unable to work.
 - 3. Personally visit a licensed healthcare provider on the first day of sick leave and obtain a written medical excuse documenting the time period during which they were unable to work.
 - 4. Submit the original written excuse to the FTP Office (via Dept. mail) at the beginning of their first shift back to work.
- F. Trainees are required to have FTP Office written authorization for time off or absences from work.
- G. While off duty, trainees will not respond to police calls, nor will they violate traffic laws while driving a district (to improve their orientation).
- H. Trainees will not conduct police investigations while off duty. Trainees will report any off-duty involvement in any police matter, or use of police resources, to the Field Training Coordinator as soon as possible.

- I. When involved in motor vehicle / motorcycle collision while off-duty that involves any injury, trainees shall notify the Duty Office immediately. Trainee shall notify the FTP Office as soon as possible.
- J. Trainees shall not date or attempt to date FTOs or supervisors while they are in the FTO program.
- K. Trainees shall not make inappropriate remarks, e.g., sexual in nature, or make any advances toward any FTO and shall comply with Department policy / procedure.
- L. Trainees will be receptive to criticism given by FTOs. Trainees may verbalize an explanation for their action. However, repeated rationalization, excessive verbal contradictions, and/or hostility are not acceptable.
- M. ALL Field Training Program paperwork is Department Property. Original DORs and ALL evaluations shall be immediately delivered to the Field Training Program Office. At no time may a trainee remove Field Training Program paperwork, evaluations, etc., without prior approval from the Field Training Program Coordinator.
- N. Trainees are not to participate in, or volunteer for ANY off-duty functions involving police department personnel until the completion of the Field Training Program, without prior written approval from the Field Training Program Coordinator.
- O. Trainees shall immediately notify the FTP Coordinator if they have any off duty contact with any law enforcement agency. Immediately upon their return to duty, trainees shall prepare a memorandum to the Field Training Program Coordinator detailing the circumstances of the incident.

VIOLATIONS OF FIELD TRAINING POLICY

Violation of Field Training policy and rules could result in disciplinary action, to include removal from the FTO program. FTO sergeants are instructed to document any violations on a memorandum and forward it to the FTO Coordinator. If appropriate, this documentation should include a statement of the disciplinary action taken or recommended by the reporting FTO sergeant.

Signed _____ Badge _____ Date _____

Printed Name (Last, First)

DOR SEQUENCE

Phase 1

LIMBO WEEK

L01-L04 = (WEEK 1)

TRAINING/EVALUATION

01-04 = (WEEK 2)
05-08 = (WEEK 3)
09-12 = (WEEK 4)
13-16 = (WEEK 5)

**** PHASE EVAL ****

Phase 2

17-20 = (WEEK 6)
21-24 = (WEEK 7)
25-28 = (WEEK 8)
29-32 = (WEEK 9)
33-36 = (WEEK 10)

**** PHASE EVAL ****

Phase 3

37-40 = (WEEK 11)
41-44 = (WEEK 12)
45-48 = (WEEK 13)

Solo Week (1-2)

49-52 = (WEEK 14)
51-56 = (WEEK 15)

57-60 = **(WEEK 16) Extensions**
61-65 = **(WEEK 17) Extensions**
66-70 = **(WEEK 18) Extensions**
71-75 = **(WEEK 19) Extensions**

Overview of the Field Training Program

The Field Training Program begins with New Officer Orientation (approximately three weeks); Field Training is divided into three phases. The trainee will complete a comprehensive check list of competencies to assure the FTO that the trainee has mastered the basic police skills, and will be rated daily on how well he/she utilizes those skills in job performance.

Upon their completion of each phase of training, when they have reached an acceptable level of competence, trainees are advanced through Phase III and prepared for assignment as a solo beat officer. If the trainee fails to reach this acceptable level of performance, Phase III training time may be extended or their employment may be terminated.

The Officer Training Guide contains all of the documents required for Field Training. This guide will remain in the possession of the trainee and will be made available to the training officer, field training sergeant, field training program coordinator, commander, etc., as required. Evaluation reports will be numbered sequentially to insure completeness and facilitate administrative control. All evaluations and documents pertinent to each trainee will be routed through the chain of command to the program coordinator. All reports on each trainee will be kept in an individual file. These files will be centrally located in the Field Training Program office. The records will be available to all Field Training Officers, FTO program personnel and the administrative personnel of the Personnel Section. Upon completion of field training, the training files will be stored and will not normally be considered as part of the officer's regular personnel file.

Training and Evaluation Forms/Reports

Copies of all forms and reports used by trainees, FTOs, and FTO supervisors during the training program are located at the end of this guide. The trainee will make copies of the daily call log and FTO Critique Form as needed.

Field Training Officers (FTO)

Field Training Officers (FTO) are selected from a pool of qualified candidates from Patrol Division. Candidates are recommended by field supervisors. Each applicant's interest are examined, as well as his/her recent work performance, educational background, maturity, law enforcement experience, interpersonal skills, and teaching prowess. The testing and selection process for FTO is used as an effort to assure only highly qualified officers are selected to train new officers. All qualified applicants accepted into the FTO program are required to attend the POST certified Field Training Officer Course prior to training police officers.

The FTO has the responsibility of assisting the trainee during training while still maintaining the performance of a beat in which the trainee and FTO are assigned. The responsibilities and selection process of the FTO are covered in depth in the Field Training Officer's Manual.

FTO Critique Form

This form is used by the FTO coordinator and commander to monitor the FTOs assigned to the program and to provide feedback to the FTO. It is completed by each trainee on FTOs to whom they are assigned. This form is confidential and is not given to the FTO in its original state.

The form should be completed prior to the recruit's moving from one FTO to the next FTO (usually at five-week intervals). Once completed, the form will be directed to the FTO coordinator.

FTP Critique Form

This form is used by the FTO commander. This form is confidential and is not to be given to anyone not assigned to the Field Training Office. Once completed, the form will be reviewed by the Field Training Commander, and added to the trainee officer's training file.

Competency Attestation/Completion Record

Departments must document a trainee's successful completion of the training program per POST regulations. Usually at the end of the final evaluation phase, the final phase FTO will attest to the trainee's competence and successful completion of the field training program. A statement that releases the trainee from the program, with the signed concurrence of the department head, or his/her designee, shall be retained in department records. A sample Completion Record/Competency Attestation form is on page 157.

Daily Observation Report (DOR)

A "Daily Observation Report" completed by the FTO at the end of each shift provides the essential information to ensure administrative control over the relative progress of each trainee officer. In addition to recording his or her progress, evaluations serve to inform the trainee of his/her performance level at a particular point in time. They are also excellent devices for identifying training needs and documenting training efforts. In a word, evaluation represents feedback.

The Daily Observation Report form includes thirty measurable behaviors that are subdivided into five categories: Critical Performance Tasks, Frequent and Other Performance Tasks, Knowledge, Attitudes/Relationships and Appearance. It is important for the recruit to note that the Standardized Evaluation Guidelines are all performance observations and are designed as such to measure the trainee officer's ability to perform in the field doing standard police tasks.

Observations made by the FTO are entered on the form along a 7-point continuum from "not acceptable by FTO standards", to "superior by FTO standards (7)." Midpoint on the scale is "minimum acceptable level (4)." Special comments are required for all ratings of "1" or "7". Acceptability or non-acceptability by "FTO program standards" is evaluated in terms of performance as satisfactory solo beat officer.

In addition to the rating scale of performance levels mentioned above, two other categories are provided. These are "N.O." (Not Observed) and "N.R.T." (Not Responding to Training). N.O. refers to any activity listed on the evaluation that the FTO did not observe sufficiently to rate. An N.R.T. is applicable after the rater has identified and trained on a specific behavior deficiency. All training given must be supported by appropriate documentation in the related subject area. This includes documented remedial training, including remedial training worksheets. The numerical score in this subject area should be a "1". In each case where a trainee is not responding to training, the FTO will

complete a Remedial Training Worksheet in order to notify the recruit of his/her deficiencies and of recommended strategies to correct those deficiencies. Upon completion of the assignment, the FTO will attach the worksheet to the DOR and make any necessary notation in the narrative comments of the DOR.

Field Training and Evaluation Program D.O.R. Narrative Section FTO Checklist

1. Set the stage/scene.
2. Consider using verbatim quotes.
3. Remember your audience.
4. Critique performance, not style.
5. Don't predict.
6. Report facts.
7. Check your spelling, grammar, etc.
8. THINK REMEDIAL!

Standardized Evaluation Guidelines

The task of evaluating and rating a trainee officer's performance must be based on the following numerical scale value definitions. As guidelines, these definitions serve as a means of program standardization and continuity.

1. DRIVING SKILL: STRESS CONDITIONS

- #1. Unacceptable: Involved in accident(s). Unnecessary Code-3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.
- #4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly. (i.e., proper speed for conditions)
- #7. Superior: High degree of reflex ability and competence in driving skills.

2. ORIENTATION SKILL: STRESS CONDITIONS

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

3. FIELD PERFORMANCE: STRESS CONDITIONS

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

4. OFFICER SAFETY - GENERAL

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

5. OFFICER SAFETY: WITH SUSPICIOUS PERSONS AND PRISONERS

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

6. CONTROL OF CONFLICT: VOICE COMMAND

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

7. CONTROL OF CONFLICT: PHYSICAL SKILL

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

8. DRIVING SKILL: NON-STRESS CONDITIONS

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

9. ORIENTATION SKILL: NON-STRESS CONDITIONS

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

10. PROPER FORM SELECTION: ACCURACY/COMPLETENESS

- #1. Unacceptable: Unable to determine proper form for given situations; forms or RPW fields incomplete.
- #4. Acceptable: Knows most standard forms and understands format. Completes forms / RPW fields with reasonable accuracy.
- #7. Superior: consistently and rapidly completes detailed forms / RPW fields with high degree of accuracy, without assistance.

11. REPORT WRITING: ORGANIZATION/DETAILS

- #1. Unacceptable: Totally incapable of organizing events into written form.
- #4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation.
- #7. Superior: A complete and detailed account of what occurred from beginning to end; written and organized so as to assist any reader in comprehending the occurrence.

12. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS

- #1. Unacceptable: Illegible, misspelled words, incomplete sentences, and poor sentence structure, poor grammar.
- #4. Acceptable: Grammar, spelling and neatness are satisfactory, in that errors in this area are rare and do not impair understanding.
- #7. Superior: Very neat and legible; no spelling mistakes and excellent grammar.

13. REPORT WRITING: APPROPRIATE TIME USED

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

14. FIELD PERFORMANCE: NON-STRESS CONDITIONS

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

15. SELF-INITIATED FIELD ACTIVITY

- #1. Unacceptable: Does not see, or avoids activity. Does not follow-up on situations; rationalizes suspicious circumstances.
- #4. Acceptable: Recognizes and identifies suspected criminal activity; makes cases from routine activity, continually seeks to initiate cases.
- #7. Superior: Catalogs, maintains and uses information given at briefings and from Watch Bulletins for reasonable cause to stop vehicles and persons, and makes subsequent good quality arrests.

16. PROBLEM SOLVING/DECISION MAKING ABILITY

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

17. RADIO: APPROPRIATE USE OF COMMUNICATION CODES

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

18. RADIO: LISTENS AND COMPREHENDS TRANSMISSION

- #1. Unacceptable: Repeatedly misses his/her call sign and is unaware of traffic on adjoining beats. Frequently has to ask dispatcher to repeat transmission or does not comprehend message.

- #4. Acceptable: Copies most radio transmissions directed to him/her and is generally aware of adjoining beat traffic.
- #7. Superior: Always comprehends radio transmissions and quickly makes a written record; always aware of and quickly reacts to traffic on adjoining beats.

19. RADIO: ARTICULATION OF TRANSMISSIONS

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

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

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

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

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

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

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

23. KNOWLEDGE OF PENAL CODE REFLECTED IN FIELD PERFORMANCE

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

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

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

25. KNOWLEDGE OF VEHICLE CODE REFLECTED IN FIELD PERFORMANCE

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

26. ACCEPTANCE OF FEEDBACK: VERBAL/BEHAVIOR

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

27. ATTITUDE TOWARD POLICE WORK

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

28. RELATIONSHIPS WITH CITIZENS: SPECIFY

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

29. RELATIONSHIPS WITH FTOs, SERGEANTS AND LIEUTENANT

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

30. GENERAL APPEARANCE: SPECIFY IF NECESSARY

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

Academic Testing

Trainees are expected to study the material in this Training Guide, from the Officer Competency Checklist, in preparation for a weekly test. Each test will be administered in a written fashion at the FTP Coordinator's office. All test questions which a trainee answers incorrectly will be remediated. If a passing score of 70% or above is attained, the remediation will be an informal review of the test with the trainee's assigned FTO. If the trainee fails to attain 70%, the remediation will be a re-test. Trainees shall remediate and retest in the FTP Coordinator's office during normal business hours while on or off duty. Retests shall only occur no later than the first day of the following week. Remediation of tests will not affect progressing through the training weeks.

The trainee's assigned FTO sergeant may quiz the trainee on each week's Officer Competency Checklist material (or from previous weeks). The trainee should be able to answer the FTO sergeant's questions on the material with at least 70% accuracy.

Trainee's should invest ample time to prepare for each test **on their own**. The preparation time will be supplemented through instruction by their assigned Field Training Officer. Trainees are expected to complete all reading assignments in a timely manner. The intent of each test is to ensure the trainee has a clear understanding of requisite knowledge in order to pass into Phase III.

Weekly Supervisor's Report

The Weekly Supervisor's Report is, in addition to the Daily Observation Report, documentation of the relative progress made by the trainee.

The Sergeant will comment on the following items:

1. The trainee's performance, as measured by the performance guidelines. This comment should include an evaluation of the trainee's overall performance, as well as specific strengths and weaknesses.
2. The trainee's progress, increasing, decreasing, or no performance change.
3. Any remedial training provided, its effects, and additional training needed.
4. Any formal counseling given to the trainee by the Sergeant.

The trainees will be encouraged by the Sergeant to discuss freely their performances and feelings regarding the Police Department, FTO Program, FTO Officer and Sergeant. Any personal weakness the trainee perceives that is not being resolved with the present training program will be discussed and where possible, remedial training planned. This report will be filled out weekly by the FTO Sergeant, signed, and forwarded to the FTO Coordinator's office with the four Daily Observation Reports attached for review by the Coordinator and Commander.

Training And Evaluation Phases

PHASE I

- LIMBO PERIOD Two Weeks (Lateral one week). The trainee rides with an FTO on a non-evaluation basis
- WEEKS 3 – 5 Daily observation reports by primary FTO and weekly supervisor's report by FTO sergeant.

PHASE II

- WEEKS 6 – 10 Daily observation reports by 2nd FTO and weekly supervisor's report by 2nd FTO sergeant.

PHASE III

- WEEKS 11 – 13 Daily observation reports by 3rd FTO and weekly supervisor's report by 3rd FTO sergeant.
- WEEKS 14 – 15 Evaluation-only-phase: Daily observation reports by primary FTO and weekly supervisor's reports by FTO sergeant.
- WEEK 16 Solo in the district.

Important Locations

(** Indicates mandatory tour of facility)

These important City/County locations should be visited and trainees familiarized with procedures at each location.

Location	Address	Phone	DATE/FTO
<u>AIRPORTS</u>			
Fresno Yosemite International Airport	5175 E Clinton Way	621-4500	___/___
Fresno Chandler Executive Airport	510 W Kearney Blvd	621-4500	___/___
California Air National Guard	5323 E McKinley	454-5240	___/___
<u>CHILD PROTECTIVE SERVICE</u> **	1404 "L" Street	255-8320	___/___
<u>CITY CORP YARD</u> **			
City Fleet / Vehicle Repair	"E" Street / El Dorado Street		___/___
Ready Line	"E" Street / El Dorado Street		___/___
Fuel Pumps	"E" Street / El Dorado Street		___/___
<u>CITY OFFICES</u>			
City Hall	2600 Fresno Street	621-2489	___/___
<u>COUNTY OFFICES</u>			
Sheriff Department: **	2200 Fresno Street	600-8400	___/___
Warrant Division			___/___
Records Division			___/___
Dispatch Center		600-3111	___/___
Main Jail **	1225 "M" Street	600-8460	___/___
So. Annex Jail	2820 Fresno Street		___/___
Satellite Jail	110 "M" Street		___/___
Juvenile Justice Campus (Juv Hall) **	3333 E American Ave	600-3420	___/___
Probation	3333 E American Ave # B	600-3420	___/___
Coroner	3333 E American Ave	600-3400	___/___
District Attorney	10 th floor 2200 Tulare St.	600-3141	___/___
Public Defender	2220 Tulare St #300	600-3546	___/___
Dept of Social Services	3151 N. Millbrook	(855)832-8082	___/___
<u>COURTS</u>			
Superior Court (Criminal)**	1100 Van Ness Ave	457-1801	___/___
Family Court	1130 "O" Street	457-2100	___/___
Traffic Court	2317 Tuolumne	457-1700	___/___
Juvenile Court	3333 E American Ave	600-3420	___/___
Fifth District Court of Appeal	2424 Ventura Street	445-5491	___/___
Federal U.S. District Court	2500 Tulare Street	499-5600	___/___

Location	Address	Phone	DATE/FTO
<u>HOSPITALS</u>			
Community Regional Medical Center **	2823 Fresno Street	459-6000	___/___
St. Agnes Medical Center	1303 E Herndon Ave	450-3000	___/___
Kaiser	7300 N Fresno Street	448-4500	___/___
Clovis Community Medical Center	2755 Herndon Ave, Clovis	324-4000	___/___
Veteran's Administration Hospital	2615 E Clinton Ave	228-6933	___/___
Valley Children's Hospital	9300 Valley Children's Pl, Madera Ca	353-3000	___/___
<u>POLICE DEPARTMENT</u>			
<u>Headquarters</u> **	2323 Mariposa Mall	621-7000	___/___
COMMCEN**		621-4898	___/___
Records Counter**		621-2500	___/___
Equipment & Supply (ESU) **		621-2690	___/___
Property & Evidence Section (PECS)**		621-2675	___/___
CIB (I-Bureau) **		621-2650	___/___
Holding Cells / Processing**		621-2650	___/___
Homicide Bureau**		621-2456	___/___
SVB / Night Detectives**		621-2430	___/___
Duty Office**		621-2375/2376	___/___
Real Time Crime Center (RTCC)**		621-2630	___/___
Joint Multi Agency Command Center (JMCC)			___/___
Court Liaison (CLO)**		621-2700	___/___
<u>Headquarters Annex</u> **	2326 Fresno Street	621-2500	___/___
Traffic Bureau**		621-5050	___/___
Internal Affairs		621-2730	___/___
<u>Districts:</u>			
Southwest District **	1211 Fresno Street	621-6100	___/___
Southeast District **	1617 S. Cedar Ave	621-6300	___/___
Northwest District **	3781 N Hughes Ave	621-6500	___/___
Northeast District **	1450 E Teague	621-6400	___/___
<u>Other:</u>			
Regional Training Center**	6375 W Central Ave	621-2157	___/___
MAGEC	2510 S. East Ave #500	600-7029	___/___
Special Investigations Bureau (SIB)**	5059 E McKinley	621-5900	___/___
K9 Unit	Chestnut / Dakota	457-1799	___/___
Mounted Patrol	Chestnut / Dakota	457-1799	___/___

Location	Address	Phone	DATE/FTO
<u>FIRE STATIONS</u>			
HQ	911 "H" Street	621-4199	___/___
Repair / Maintenance	1420 Fresno Street	621-4210	___/___
#1	1264 N Jackson	x4301	___/___
#2	7114 N West	x4302	___/___
#3	1406 Fresno Street	x4303	___/___
#4	3065 E Iowa	x4304	___/___
#5	3131 N Fresno	x4305	___/___
#6	4343 E Gettysburg	x4306	___/___
#7	2571 S Cherry	x4307	___/___
#8	1428 S Cedar	x4308	___/___
#9	2340 N Vagedes	x4309	___/___
#10	5545 Aircorp Way	x4310	___/___
#11	5544 N Fresno	x4311	___/___
#12	2874 W Acacia	x4312	___/___
#13	815 E Nees	x4313	___/___
#14	6239 N Polk	x4314	___/___
#15	5630 E Park Cir	x4315	___/___
#16	2510 N Polk	x4316	___/___
#17	10512 N Maple	x4317	___/___
#18	5938 N La Ventana	x4318	___/___
#19	3187 W Belmont	x4319	___/___
#20	4537 N Wishon	x4320	___/___
#21 *Outside of City	15850 W Kearney Blvd	x4321	___/___
#22 *Outside of City	806 S Garfield	x4322	___/___
#23 *Outside of City	4555 N Biola	x4323	___/___
<u>FEDERAL AND STATE AGENCIES</u>			
Bureau of Alcohol, Tobacco, and Firearms	5200 N Palm #206	487-5093	___/___
California Dept of Justice	1735 "E" Street	457-5000	___/___
CHP Fresno Office	1382 West Olive	441-5441	___/___
California Highway Patrol – Central Div	5179 N Gates	277-7250	___/___
Department of Fish and Game	1234 E Shaw Ave	243-4005	___/___
Department of Motor Vehicles	655 West Olive	777-0133	___/___
Department of Motor Vehicles	6420 N Blackstone	777-0133	___/___
U.S. Drug Enforcement Administration	2444 Main Street #240	487-5402	___/___
Federal Bureau of Investigations	7815 N Palm Ave #320	436-4474	___/___
U.S. Citizenship and Immigration Services	1177 Fulton Mall	375-5283	___/___
U.S. Marshals Service	2500 Tulare Street #3501	487-5600	___/___
U.S. Postal Inspector	1900 "E" Street	(877)876-2455	___/___
U.S. Secret Service	5200 N Palm Ave #207	487-5204	___/___
<u>RAILROAD POLICE</u>			
Union Pacific Railroad Police	3135 N Weber Ave	408-8233	___/___
• railroads on w/side of City		352-1069	
Burlington Northern Santa Fe (BNSF)	2989 S Golden State F/Road	457-7630	___/___
• railroads center of City Amtrak line			

FRESNO POLICE DEPARTMENT FIELD TRAINING GUIDE

Date Issued

Officer Issued To (Name and Badge #)

Date Completed

Issued By (Name and Badge #)

Introduction

This guide is used to instruct new officers of the Patrol Division in the various duties that they will most likely perform. All situations and problems are not included, but the subjects found herein constitute the basis which will help the officer in building a good foundation for their future activities on the job.

The Field Training Officers (FTO) have been carefully selected to do the on-the-job training. Trainee Officers are expected to carry their Field Training Guide with them at all times and be prepared at any time to show it upon request. FTOs and other supervisors will make regular checks of these training guides to ensure that definite progress is being systematically made.

In addition to the instruction the trainee receives under the direction of an FTO, it is expected that the trainee will do home studying. The knowledge needed to effectively perform the duties of police officer cannot be gained entirely on the job or at the police academy. All trainees should be aware that additional study materials are available to them at the Field Training Program Office at HQ Annex. In addition, trainees are advised to maintain a copies of the FPD Policy and Procedures Manuals, Penal Code, Vehicle Code, Peace Officers Legal Sourcebook, CHP Collision Investigation Manual, and Basic Police Academy Learning Domains (LDs), for reference.

How To Use This Guide

FTOs will note that the training guide for each topic shows reference by section to the FPD Policy Manual (PM), Procedure Manual (PRM), and Roll Call Training Bulletin (RCTB). Where subjects are not specifically covered in these references, applicable sections of the Peace Officers Legal Sourcebook (POLSB), Basic Academy Learning Domain (LD), Collision Investigation Manual (CIM), or other industry sources are cited for guidance and study. FTOs shall refer the trainee to the appropriate reference material and assist them locating it.

TO BE RELEASED TO SOLO BEAT OFFICER STATUS, A COMPLETED GUIDE (FROM THIS PAGE THROUGH SOLO OBSERVATION CHECKLISTS) MUST BE TURNED INTO THE FTP OFFICE / COORDINATOR.

The following codes will be used to direct the new officer to written sources on the subject outlined in this training guide:

PC	- PENAL CODE
CVC	- VEHICLE CODE
FMC	- FRESNO MUNI CODE
PM(#)	- POLICY MANUAL (SECTION NUMBER)
PRM	- PROCEDURE MANAUL (SECTION NUMBER)
B&P	- BUSINESS AND PROFESSION CODE
H&S	- HEALTH AND SAFETY CODE
W&I	- WELFARE AND INSTITUTIONS

Signature Block

Each page of the Trainee Officer Checklist has a signature block. Within those blocks are sections labeled Trained/Demonstrated, Performed and Verbal. The use and definition of each is as follows:

Trained

After the trainee has discussed the material or practiced the task with the FTO, and the FTO is satisfied that the trainee understands the material or task, the trainee shall place his/her initials, badge number and date in the column marked "Trained."

Performed and/or Verbal (FTO)

When the FTO is satisfied that the trainee can accomplish the task without any assistance from the FTO, the FTO shall place his/her initials, badge number, and date in the "Performed" or "Verbal" column, as appropriate. The FTO shall use the "Performed" column when the trainee has actually performed the task(s).

It is recognized that opportunities to perform some specific tasks rarely occur in the field. Due to the serious nature of such tasks, however, it is imperative that the FTO instruct the trainee in the handling of these tasks. The FTO shall use the "Verbal" column to indicate that the trainee has verbally demonstrated that he/she understands thoroughly the proper performance of such task(s) but has not performed the task(s) in the field. In the event the trainee actually performs the task(s) in the field, the FTO shall update the "Verbal" status to "Performed" status

Name/Badge

Each FTO will place their name and badge # in this box whenever they mark either the "Performed" or "Verbal" box.

At the end of each week's block of instruction, there is a line for entry by the FTO supervisor (sergeant review). The FTO sergeants should place their initials, badge number and date on this line if the work has been satisfactorily completed for that particular week.

Report Writing Skills Mastery Checklist

The following forms will be signed off by the FTO only when the trainee has demonstrated proficiency with the form and report, and no longer need assistance completing it.

Report	Case #	FTO Initials, Badge #
Assault with Deadly Weapon		
Battery		
Residential Burglary		
Vehicle Burglary		
Child Abuse (includes possible)		
Child Molest (includes possible)		
Disturbance – physical		
Narcotics Possession		
Drug Influence		
Grand Theft		
Petit Theft		
Rape (attempt/to include possible)		
Robbery – person		
Robber – business		
Stolen Vehicle		
Embezzled Vehicle		
Vandalism		
Vandalism-Graffiti		
Fraud/Forgery		
SUPPLEMENTAL REPORTS		
Supplemental Reports / Additional Information		

Report	Case #	FTO Initials, Badge #
Supplemental Collision Report		
VEHICLE COLLISION REPORTS		
Collision Investigation		
Collision Report		
Hit and Run Collision		
Non-Injury Collision Report		
VEHICLE RELATED FORMS		
Citation – trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time (16.1.06)		
Citation Amendment		
CVC 14601 Report		
DS 367 – 1 Form (Admin Per Se)		
Vehicle Tow Report		
Parking Citation		
DL 310 – Verbal Notice		
Driving Under the Influence (DUI)		
Citation Continuation		
ARREST / RELEASE FORMS		
Citizen’s Arrest		
Daily Crime Bulletin (DCB) Arrest		
Misdemeanor Arrest		
Warrant Arrest Citation		
Warrant Arrest Report		

Report	Case #	FTO Initials, Badge #
Probation Violation Arrest Report Only		
Parole Violation Arrest Report Only		
Adult Probable Cause Declaration		
Juvenile Probable Cause Declaration		
Application For Eval & Treatment (WIC 5150)		
Victim Form Letter		
Burglary Form Letter		
Synoptical Report		
Emergency Protective Order		
Missing Person Report		
Missing Person Close-Out Report		
Property/Evidence Booking		
Teletype Form		
Victim/Domestic Violence Letter		
Field Interrogation Card		
False Alarm Card		
Courtesy Report		

Field Training Officer Log

RECRUIT: _____

Limbo Week 1 District ____ FTO/Date _____ _____ _____	Week 2 District ____ FTO/Date _____ _____ _____	Week 3 District ____ FTO/Date _____ _____ _____
Week 4 District ____ FTO/Date _____ _____ _____	Week 5 District ____ FTO/Date _____ _____ _____	Week 6 District ____ FTO/Date _____ _____ _____
Week 7 District ____ FTO/Date _____ _____ _____	Week 8 District ____ FTO/Date _____ _____ _____	Week 9 District ____ FTO/Date _____ _____ _____
Week 10 District ____ FTO/Date _____ _____ _____	Week 11 District ____ FTO/Date _____ _____ _____	Week 12 District ____ FTO/Date _____ _____ _____
Week 13 District ____ FTO/Date _____ _____ _____	Week 14 District ____ FTO/Date _____ _____ _____	Week 15 District ____ FTO/Date _____ _____ _____

Week 16 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 17 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 18 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>
Week 19 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 20 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 21 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>
Week 22 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 23 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 24 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>
Week 25 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 26 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>	Week 27 District ____ FTO/Date <hr/> <hr/> <hr/> <hr/>

OFFICER COMPETENCY CHECKLIST (Orientation)

The following subjects will be covered during Orientation Training for the new officer/trainee
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
1. AGENCY SPECIFIC TRAINING (1.1) FIREARMS/WEAPONS QUALIFICATION (1.1.01) A. Firearms qualification course duty weapon B. Firearms qualification course – shotgun C. Firearms qualification course – Less Lethal Munitions			<input type="checkbox"/> Role Play
ARREST AND CONTROL TECHNIQUES (1.1.02) A. POST ARR/CON COURSE 1520-21025. 1) PM 300 Use of Force 2) PRM 306 B Handcuffing & Restraints 3) PRM 308 B Force Options			<input type="checkbox"/> Role Play
IMPACT WEAPONS QUALIFICATION (1.1.03) A. POST LL IMPACT COURSE 1520-30995 B. POST BATON COURSE 1520-21275 C. PRM 308 B Force Options			<input type="checkbox"/> Role Play
2. AGENCY ORIENTATION (1.2) AGENCY OVERVIEW (1.2.01) Trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the organization, functions, work schedule, chain of command, and rules and regulations. A. PM 101 Department Role in Criminal Justice System B. PM 102 Chief Executive Officer C. PM 200 Organizational Structure and Responsibility D. PM 106 Policy Manual			<input type="checkbox"/> Role Play
DIRECTIVES, RULES, AND REGULATIONS (1.2.02) The trainee shall discuss the Department’s rules, directives, and regulations including: A. Standard of Conduct on and off duty (values, ethics, principles) 1) PM 341 Performance Standards B. Rules Governing outside employment 1) PM 1040 Extra Duty & Off Duty employment			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Regulations on carrying weapons off duty 1) PRM 312 Firearms A, K, D D. Hours of all shifts and absence reporting requirements 1) Patrol Matrix Schedule 2) PM 1014 Sick Leave & Reporting Use D. Interaction with associated law enforcement agencies 1) PRM 426 Reporting Police Activity Outside Jurisdiction 2) PM 352, PRM 352 Outside Agency Assist F. News Media Release Laws, rules, regulations 1) PM 346 News Media Relations G. Department Security 1) PM 227 Department Security			
GENERAL ORDERS (1.2.03) The trainee shall review and explain generals orders relating to: A. PM & PRM 300 Use of Force B. PM 312 Firearms C. PRM 320 Domestic Violence D. PM 316 Code 3 Responses, PM 314 Vehicle Pursuit Policy E. Use of Less Lethal Weapons: PRM 308 Force Options <ul style="list-style-type: none"> ▪ RCTB 14-08 Updated Less Lethal Targeting Areas ▪ RCTB 12-01 Use of Force Case Law Update ▪ PRM 309 Electronic Control Devices ▪ RCTB10-01 Taser Guidelines F. Protective Orders: PM & PRM 357 Civil Problems / Court G. Hate Crimes: PM & PRM 338 Hate Crimes H. PM 330 Child Abuse Reporting			<input type="checkbox"/> Role Play
WORK AREA (1.2.04) The trainee shall be oriented to the work area, to include: A. Introduction to Personnel B. Equipment & Supply Locations: ESU HQ Tour / District			<input type="checkbox"/> Role Play
AUTHORIZED EQUIPMENT (PM & PRM 700 Dept. and Personal Property, PM & PRM 701 Dept. Issued and Optional Equipment, PM 1024 Body Armor) (1.2.05) The trainee shall know the operation of and Department Policy regarding authorized personal equipment, safety equipment, and Dept equipment used by officers in the field:			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<ul style="list-style-type: none"> A. Authorized personal equipment B. Safety Equipment C. Agency Equipment 			
<p>UNAUTHORIZED EQUIPMENT (PRM 701D, Dept. Issued and Optional Equipment) (1.2.06)</p> <p>The trainee shall review and explain what constitutes unauthorized equipment:</p>			<input type="checkbox"/> Role Play
<p>UNIFORMS/EQUIPMENT DAMAGE (PRM 700 Care and Replacement of Dept. Owned and Personal Property) (1.2.07)</p> <p>The trainee shall review and explain policy on uniforms and equipment damage:</p> <ul style="list-style-type: none"> A. Care of Dept. Property B. Filing a claim for personal property loss or damage 			<input type="checkbox"/> Role Play
<p>PROCUREMENT AND USE (1.2.08)</p> <p>The trainee shall demonstrate the procedures for obtaining and using the following items:</p> <ul style="list-style-type: none"> A. Patrol Vehicle B. Hand-Held Radio (ESU – HQ/Duty Office replacement) C. Firearms / Weapons – Range, Duty Office replacement D. Flares – ESU, District Stations E. Helmet, Face shield, gas mask, OC spray, etc – ESU F. Report forms (RPW), & District Stations 			<input type="checkbox"/> Role Play
<p>3. COMMUNITY OVERVIEW (1.3)</p> <p>COMMUNITY FACILITIES (1.3.01)</p> <p>The trainee shall know how to locate the following facilities which service the City of Fresno:</p> <ul style="list-style-type: none"> A. Hospitals (p.15) B. Firehouses (p.16) C. Schools (CAD Ref File) D. Community Service Organizations (Fresno County Dept. of Social Services Directory of Community Resources) E. Park and recreation areas (CAD Ref File) 			<input type="checkbox"/> Role Play
<p>PROBLEM AREAS (1.3.02)</p> <p>The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:</p> <ul style="list-style-type: none"> A. Bars and taverns B. Local “hang outs” and or “hot spots” 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Known gang territories			
D. Areas known for drug and prostitution activity			
ROADWAYS (1.3.03) The trainee shall know the names and locations of important types of roadways including:			<input type="checkbox"/> Role Play
A. Major arteries			
B. "Through Streets"			
C. Dead-end streets			
D. Freeways			
E. Fire trails or special access routs			
AGENCY JURISDICTION (1.3.04) The trainee shall know the jurisdictional boundaries, districts, beats, and sectors utilized by the Department.			<input type="checkbox"/> Role Play
A. City, District, Beat, & Sector maps.			
4. SUPPORT SERVICES (1.4) MUNICIPAL AGENCIES AND DEPARTMENTS (1.4.01) The trainee shall identify the location and general function of each of the following:			<input type="checkbox"/> Role Play
A. City Hall			
B. County Jail			
C. District Attorney			
D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and law enforcement area of ER.			
E. Health / Coroner's Office			
F. Juvenile Hall			
G. Courts			
H. Probation Department			
I. Welfare Department			
J. State and Federal law enforcement agencies:			
• Bureau of ATF			
• Ca DOJ			
• CHP			
• DMV			<input type="checkbox"/> Role Play
• FBI			
• INS			

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>D. Travel procedures</p> <p>EMAIL (PRM 212 Electronic Mail) (18.1.02)</p> <p>The trainee shall review and explain the agency's policy on email use; to include when email is to be reviewed, what is acceptable content, and confidentiality rules.</p>			<input type="checkbox"/> Role Play
<p>ADMINISTRATIVE COMMUNICATION (PRM 214 Administrative Correspondence) (18.1.03)</p> <p>The trainee shall review and explain the appropriate authorization, use, and confidentiality of Department announcements, and written communications.</p>			<input type="checkbox"/> Role Play
<p>EVALUATIONS (PRM 1002 Evaluation of Employees) (18.1.04)</p> <p>The trainee shall review and explain the policy on employee evaluations, to include:</p> <ul style="list-style-type: none"> A. Evaluation timeline / frequency B. Probationary evaluations C. Exit evaluations D. Rater Responsibilities E. Pre-Evaluation notifications 			<input type="checkbox"/> Role Play
<p>EMPLOYEE ADDRESS REQUIREMENTS (PRM 1025 Telephone & Address Requirements) (18.1.05)</p> <p>The trainee shall review and explain the Department's policy on members providing current home address and telephone to the Department.</p>			<input type="checkbox"/> Role Play
<p>PERSONAL APPEARANCE (PM & PRM 1044 Personal Appearance Standards, PM 1046 Uniform Regulations) (18.1.06)</p> <p>The trainee shall review and explain the Department's standards for personal appearance / grooming, visible tattoos, and uniform regulations.</p>			<input type="checkbox"/> Role Play
<p>ALCOHOL / DRUG USE (PRM 1012 Alcohol and Drug Use) (18.1.07)</p> <p>The trainee shall review and explain the Department policy and procedure concerning the use or purchase of alcohol or drugs by on-duty members.</p>			<input type="checkbox"/> Role Play
<p>REPORTING CONVICTIONS (PRM 1010 Reporting of Employee Convictions) (18.1.08)</p> <p>The trainee shall review and explain the Department's policy / procedure concerning employee conviction reporting.</p>			<input type="checkbox"/> Role Play
<p>INJURED MEMBERS (PRM 1042 Injured Employees/ Modified Duty Assignment) (18.1.09)</p> <p>The trainee shall review and explain the Department's policy/procedure concerning injured employees, to minimally include:</p> <ul style="list-style-type: none"> A. Reporting requirements B. Modified Duty Assignments 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>LEAVE (PRM 1013 Leaves of Absence) (18.1.10)</p> <p>The trainee shall review and explain the Department's policy / procedure concerning time off, to minimally include:</p> <ul style="list-style-type: none"> A. Time Off B. Annual Vacation C. Leave without pay D. AWS E. Leave while on probation 			<input type="checkbox"/> Role Play
<p>PERSONAL RELATIONSHIPS (PM 1050 Conflicting Relationships) (18.1.11)</p> <p>The trainee shall review and explain the Department's policy concerning member relationships with respect to potential conflicts of interest.</p>			<input type="checkbox"/> Role Play
<p>PERSONAL DEVICES (PM 702 Personal Communication Devices) (18.1.12)</p> <p>The trainee shall review and explain the Department's policy concerning member's on-duty use of personal communication devices.</p>			<input type="checkbox"/> Role Play

The training material from Orientation was reviewed with me and I acknowledge receipt of the training.

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Limbo Week 1)

The following subjects will be covered during the limbo period of training, week 1.
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. CONTACT AND COVER (2.1)</p> <p>CONTACT OFFICER TACTICS AND RESPONSIBILITIES (2.1.01)</p> <p>The trainee shall explain and safety demonstrate contact officer tactics and responsibilities, including:</p> <ul style="list-style-type: none"> A. Primary responsibility dealing with situation, suspect(s), victims(s), witness(es), and reporting parties B. Documenting incident information (reports, field interviews, etc) C. Performing pat down and custody search of suspect(s) D. Issuing all citations E. Recovering evidence and contraband F. Handling routine radio communications G. Relaying pertinent information to cover officer and medical personnel. 			<input type="checkbox"/> Role Play
<p>COVER OFFICER TACTICS AND RESPONSIBILITIES (2.1.02)</p> <p>The trainee shall explain and safety demonstrate cover officer tactics and responsibilities to include:</p> <ul style="list-style-type: none"> A. Approach B. Cover positions with vehicles/persons C. Position of advantage D. What to watch for: <ul style="list-style-type: none"> 1. Hands in pockets or otherwise concealed 2. Weapons or contraband 3. Hostility or anger 4. Approach of other persons or vehicles 5. Symptoms of intoxication or illness 6. Potential reactions and escape E. Communications with contact officer (hand signals, other verbal or non-verbal signals) F. Provide assistance, if needed, during arrest G. Provide assistance as directed by contact officer 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>ROLES DURING AND AFTER PURSUITS AND STOPS (2.1.03)</p> <p>The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, high-risk (“felony”) car stop, or foot chase. These shall include:</p> <ul style="list-style-type: none"> A. Radio responsibilities B. Firearms/Weapons systems C. Position to assume after the vehicle or person is stopped D. Officer to officer communication 			<input type="checkbox"/> Role Play
<p>CONTACT / COVER OFFICER POSITIONS (2.1.04)</p> <p>The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:</p> <ul style="list-style-type: none"> A. Calls for service B. “In-progress” calls C. Pedestrian stops D. Traffic stops E. High-speed pursuit, high risk (“felony”) stop, or foot chase 			<input type="checkbox"/> Role Play
<p>2. BODY ARMOR (2.2)</p> <p>PROTECTIVE BODY ARMOR (PRM 1024 Body Armor) (2.2.01)</p> <p>The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:</p> <ul style="list-style-type: none"> A. Wearing versus not wearing B. Types of body armor C. Level of protection against firearms D. Level of protection against knives and other penetrating weapons 			<input type="checkbox"/> Role Play
<p>3. OFFICER SAFETY</p> <p>PHYSICAL, MENTAL, AND EMOTIONAL CONDITIONING (2.3.01)</p> <p>The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:</p> <ul style="list-style-type: none"> A. Concept of tactical retreat <ul style="list-style-type: none"> 1. Pre-planning (mental scenarios) 2. Reduction of unnecessary risk (stress management, “keeping cool”) B. Mental Conditioning <ul style="list-style-type: none"> 1. Will to live 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
2. Continue to fight, regardless of odds 3. Mental Alertness 4. Self-confidence C. Physical conditioning 1. Policy on physical fitness and officer standards 2. Role of good health and nutrition D. Weapon retention E. Employee Assistance Program (PM 1032 Fitness for Duty) F. Peer Counseling			
4. USE OF FORCE LEGAL AND ETHICAL ISSUES (4.1) LEGAL AND ETHICAL CONSIDERATIONS (PC 835, 835a, 843, 198) (4.1.01) The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force”.			<input type="checkbox"/> Role Play
AGENCY POLICY AND LIABILITY (PM & PRM 300 Use of Force, PRM 310 Officer Involved Shootings) (4.1.02) The trainee shall explain policy regarding the use of physical force, deadly force, and the legal ramifications and civil liability for both the officer and the department			<input type="checkbox"/> Role Play
JUSTIFICATION OF DEADLY FORCE (PC 196, 198, 835a, 843) (4.1.03) The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.			<input type="checkbox"/> Role Play
5. FORCE OPTIONS (4.2) EXPLANATION OF FORCE OPTIONS & EXAMPLES (PRM 308 Force Options, PRM 300 Use of Force, PRM 408 S.W.A.T.) (4.2.01) 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: <ul style="list-style-type: none"> A. Nonverbal/police presence B. Verbal (tactical communication) C. Physical (weaponless) D. Less lethal weapons, including: <ul style="list-style-type: none"> 1. Chemical Agents (PRM 308 Force Options B-3 Chemical Agents, B-4 Pepper-ball Use, PRM 300 Use of Force, D. Reportable Force Defined, E. Documentation of Reportable Use of Force, PRM 408 S.W.A.T., Appropriate Situations for use of SWAT) The trainee shall explain the policy governing the use of chemical agents, including follow up procedure for those to whom they have been applied, and the reporting procedures in cases where they were used <ul style="list-style-type: none"> A. The need to apply Chemical Agents is a SWAT function 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>2. Impact weapons (PRM 308 Force Options, B-1 Authorized Force Options, Baton)</p> <p>A. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner</p> <p>B. Uniformed Officers should take their baton to any call that has the potential for the use of force.</p> <p>C. The head, neck, throat, spine, heart, kidneys, and groin should not be intentionally targeted except when the member reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the member or others.</p> <p>D. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas</p> <p>E. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.</p> <p>3. Additional Less-Lethal Weapons (PM & PRM 308 Force Options, PRM 309 Electronic Control Devices)</p> <p>The trainee shall identify additional less lethal weapons: twelve gauge bean-bag weapon & Taser.</p> <p>E. Deadly force (PM & PRM 300 Use of Force)</p> <p>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:</p> <ol style="list-style-type: none"> 1. Type of crime and suspect involved 2. Threat to the lives of innocent persons 3. Laws and policy 4. Officer’s present capabilities 5. Capabilities of officer’s weapon 			
<p>6. VEHICLE STOPS (13.7)</p> <p>TYPES OF VEHICLE STOPS (PRM 500 D – F, Traffic Enforcement, Vehicle Stops, High Risk Vehicle Stops, Undercover Vehicle Stops) (13.7.01)</p> <p>The trainee shall explain the various types of vehicle stops to minimally include:</p> <ol style="list-style-type: none"> A. Traffic violations B. Investigative C. High-risk 			<input type="checkbox"/> Role Play
<p>VEHICLE STOP LOCATIONS (PRM 500 D Traffic Enforcement, Vehicle Stops) (13.7.02)</p> <p>The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop:</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<ul style="list-style-type: none"> A. Traffic hazards B. Escape routes C. Number of people present D. Lighting conditions E. Proper position of primary and backup units 			
<p>VEHICLE INFORMATION PRIOR TO STOP (13.7.03)</p> <p>The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop</p>			<input type="checkbox"/> Role Play
<p>PROPER DISTANCE AND POSITION OF PATROL VEHICLE (13.7.04)</p> <p>The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:</p> <ul style="list-style-type: none"> A. Not so great as to encourage an escape attempt B. Not so close as to present a hazard C. Enough to create a safety corridor (patrol vehicle offset to left or right) for the safety of the officer(s) and vehicle occupants 			<input type="checkbox"/> Role Play
<p>GAINING DRIVER'S ATTENTION (13.7.05)</p> <p>The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:</p> <ul style="list-style-type: none"> A. Use of emergency lights B. Use of siren C. Use of horn D. Use of headlights E. Use of hand signal F. Use of public address (PA) system G. Proper use of spotlight to include: H. Not blinding the driver while vehicle is moving I. Illuminating the interior of the stopped vehicle J. Focusing on rear and side mirrors to blind the occupants of the officer's approach 			<input type="checkbox"/> Role Play
<p>HAZARDS OF VEHICLE STOPS (13.7.06)</p> <p>The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:</p> <ul style="list-style-type: none"> A. Location of the stop B. Reason for the stop C. Officers approach D. Position the officer takes E. Contact with the violator 			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>F. Visibility</p>			
<p>OBSERVING VEHICLE OCCUPANTS (13.7.07)</p> <p>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:</p> <ul style="list-style-type: none"> A. Attack from suspects B. Destruction or concealment of evidence C. Escape of occupants 			<input type="checkbox"/> Role Play
<p>DIRECTING OCCUPANTS DURING A STOP (PRM 500 Traffic Function, D., Vehicle Stops, Peace Officers Legal Sourcebook, Chapter 4.3 Section D., Occupants / Passengers) (13.7.08)</p> <p>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.</p> <ul style="list-style-type: none"> A. In most cases it is preferable to have occupants remain seated in the vehicle with the doors closed; this provides a tactical advantage to the officer. B. In cases where there are multiple occupants and the officer(s) decide to ask them to exit, occupants should be directed out of the vehicle, (contacted, assessed, etc.) one at a time. Control of the stop and the occupants is critical for officer safety. C. When an occupant is asked to exit by an officer, contact shall take place on the side of the involved vehicles away from the flow of traffic. D. The Supreme Court has held that in all traffic stops the driver and all passengers are seized, and all persons in the car can therefore challenge the constitutionality of the Stop. The detention of the occupants "ordinarily continues, and remains reasonable, for the duration of the stop." The driver, and passengers may be ordered out, or to remain in the vehicle by the officer during the duration of the stop. 			<input type="checkbox"/> Role Play
<p>APPROACHING VEHICLES OTHER THAN AUTOMOBILES (13.7.09)</p> <p>The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:</p> <ul style="list-style-type: none"> A. Motorcycles and bicycles B. Campers and vans C. Buses D. Trucks E. Tractor/trailers 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play
<p>DEALING WITH VIOLATOR REACTIONS (13.7.10)</p> <p>The trainee shall identify common violator reactions and shall discuss</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>techniques for appropriately dealing with those reactions. These reactions may include:</p> <ul style="list-style-type: none"> A. Embarrassment B. Anger C. Fear D. Rationalization or excuse for violation E. Refusal to sign citation 			
<p>DO NOT ARGUE WITH VIOLATOR (13.7.11)</p> <p>The trainee shall explain why an officer should not argue with a violator</p>			<input type="checkbox"/> Role Play
<p>DISCRETION DURING TRAFFIC STOPS (13.7.12)</p> <p>The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial</p>			<input type="checkbox"/> Role Play
<p>PROCEDURE ADVANTAGE (PRM 516 Traffic Citations) (13.7.13)</p> <p>The trainee shall explain the advantages of the following procedures:</p> <ul style="list-style-type: none"> A. Obtaining violators drivers license, registration, and proof of insurance as soon as possible after making the stop B. Not accepting the violator's wallet in response to a request for a driver's license C. Checking the signature of the violator on the citation D. Issuing the proper copy of the citation to the violator 			<input type="checkbox"/> Role Play
<p>SIGNATURE IS A PROMISE TO APPEAR (13.7.14)</p> <p>The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA)</p>			<input type="checkbox"/> Role Play
<p>PROMOTING A POSITIVE IMAGE (13.7.15)</p> <p>Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement</p>			<input type="checkbox"/> Role Play
<p>7. FELONY/HIGH-RISK VEHICLE STOPS (13.8)</p> <p>HIGH RISK VEHICLE STOPS / IMPORANT CONSIDERATIONS (13.8.01)</p> <p>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:</p> <ul style="list-style-type: none"> A. Seriousness of the crime(s) B. Availability of backup C. Where to make the stop (location) D. Tactics to be used after making the stop E. Number of suspects involved F. Placement of subsequent units at the stop itself 			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop</p> <p>H. Use of PA system</p> <p>I. Use of additional resources (K-9, Skywatch, etc)</p>			
<p>VEHICLE POSITIONING (13.8.02)</p> <p>The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop. The discussion shall minimally include:</p> <p>A. Maintaining safe distance: minimum of 25' – 35' (1 ½ car lengths) from violator's vehicle</p> <p>B. Adequate space between patrol vehicle initiating stop and backup vehicle(s) for cover, concealment, operation of vehicle doors (to open, etc.) and tactical movement of officers</p>			<input type="checkbox"/> Role Play
<p>ORDERING SUSPECT(S) FROM THE VEHICLE (PRM 500 Traffic Function, D., Vehicle Stops, Peace Officers Legal Sourcebook, Chapter 4.3 Section D., Occupants / Passengers) (13.8.03)</p> <p>The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot</p> <p>A. When an occupant is asked to exit by an officer, contact shall take place on the side of the involved vehicles away from the flow of traffic.</p> <p>B. Ordering a suspect from the vehicle may be a safer option than making an approach to the vehicle on foot, and provide a tactical advantage where there are multiple occupants in the vehicle, or when the occupant(s) has demonstrated behavior indicating an approach on foot would not be safe.</p> <p>C. The Supreme Court has held that in all traffic stops the driver and all passengers are seized, and all persons in the car can therefore challenge the constitutionality of the Stop. The detention of the occupants "ordinarily continues, and remains reasonable, for the duration of the stop." The driver, and passengers may be ordered out of the vehicle by the officer during the duration of the stop.</p>			<input type="checkbox"/> Role Play
<p>USE OF VERBAL COMMANDS (13.8.04)</p> <p>The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:</p> <p>A. Keep hands in sight at all times</p> <p>B. Exit the vehicle (hands reaching outside to open door, face forward away from officer – until directed)</p> <p>C. Assume position of disadvantage outside of vehicle (walk back toward officer's voice when directed, assume position lowered to knees or prone, etc.)</p>			<input type="checkbox"/> Role Play
<p>WAITING FOR BACKUP (13.8.05)</p> <p>The trainee shall discuss the advantages of waiting for additional backup</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>before approaching the vehicle or the occupants.</p> <ul style="list-style-type: none"> A. Waiting for backup provides time for the officer(s) to assess the occupants and environment for potential threats. B. Waiting for backup slows the contact down and provides a safety buffer of distance, and time C. Waiting for backup enhances safety by providing an opportunity to utilize a “cover officer” during the approach and contact. D. Waiting for backup provides additional resources to the officer conducting the stop, enhancing the officers ability to control the occupants and mitigate the potential for conflict, flight, or resistance 			
<p>ROLE OF PRIMARY AND BACKUP OFFICERS (13.8.06)</p> <p>The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:</p> <ul style="list-style-type: none"> A. Has radio responsibility B. Assumes shotgun / long-gun responsibilities C. Communicates to the occupants D. Searches the occupants and vehicle 			<input type="checkbox"/> Role Play
<p>DEMONSTRATING HIGH RISK STOP (13.8.07)</p> <p>Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position</p>			<input type="checkbox"/> Role Play
<p>8. PREPARING FOR A PATROL SHIFT (PRM 404 Briefing, PRM 400 A Patrol Function, General Guidelines) (13.3.03)</p> <p>The trainee shall explain and demonstrate how to prepare for a patrol shift, including:</p> <ul style="list-style-type: none"> A. Gathering information through crime reports and briefings B. Gathering needed materials (i.e., report forms, citation books, notebook) C. Obtaining and checking equipment D. Planning work around identified priorities E. Preparing daily patrol and community action plan 			<input type="checkbox"/> Role Play

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

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 2)

The following subjects will be covered during the limbo period of training, week 2.
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. COMMUNITY RELATIONS AND SERVICE (6.1)</p> <p>AGENCY RESPONSIBILITIES (Dept. Vision and mission statement, PM 101.4 Community Oriented Policing communication) (6.1.01)</p> <p>The trainee shall briefly explain the department's responsibilities to community service.</p>			<input type="checkbox"/> Role Play
<p>COMMUNITY SERVICE (PM 101.4 Community Oriented Policing, PM 351 Juvenile Delinquency Prevention / Intervention Programs) (6.1.02)</p> <p>The trainee shall identify the department's roles and responsibilities in providing community service:</p> <ul style="list-style-type: none"> A. To protect life and property B. To maintain order C. Crime prevention D. Public education E. Delivery of service F. Enforcement of laws G. Community partnerships H. Community Oriented Policing Services I. Police Activities League (PAL) J. Mayor's Gang prevention Initiative K. School resource officer L. Youth liaison officer M. School resource Chaplains N. Problem Oriented Policing (POP) Officers/Districts 			<input type="checkbox"/> Role Play
<p>2. PROFESSIONAL DEMEANOR AND COMMUNICATIONS (6.2)</p> <p>PROFESSIONAL PRINCIPLES (Academy LD 00 Becoming an Exemplary Peace Officer, Chapter 4-10/4-11 Professionalism) (6.2.01)</p> <p>The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.</p>			<input type="checkbox"/> Role Play
			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>INAPPROPRIATE VERBAL LANGUAGE/COMMUNICATION(PM 341.2.2(i) Performance Standards) (6.2.03)</p> <p>The trainee shall identify verbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> A. Profanity B. Derogatory remarks C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status 			<input type="checkbox"/> Role Play
<p>INAPPROPRIATE NONVERBAL LANGUAGE / COMMUNICATION (6.2.04)</p> <p>The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> A. Officious and disrespectful attitude B. Improper use of body language C. Improper cultural response 			<input type="checkbox"/> Role Play
<p>EXPLAINING ACTIONS TO CITIZENS (PRM 315 C Officer Response to Calls, General Call Handling) (6.2.05)</p> <p>The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens</p>			<input type="checkbox"/> Role Play
<p>PHONE COMMUNICATION (6.2.06)</p> <p>The trainee shall conduct phone conversations in a professional manner</p>			<input type="checkbox"/> Role Play
<p>OTHER FORMS OF COMMUNICATION (6.2.07)</p> <p>The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward police. This may be demonstrated through:</p> <ul style="list-style-type: none"> A. Community contacts B. Business contacts C. Community involvement D. Positive role modeling E. Mentoring 			<input type="checkbox"/> Role Play
<p>3. CRIME PREVENTION (6.5)</p> <p>CITIZEN SUPPORT (6.5.01)</p> <p>The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime</p>			<input type="checkbox"/> Role Play
<p>FORMS OF CRIME PREVENTION (6.5.02)</p> <p>The trainee shall give examples of general forms (types) of crime prevention, including:</p> <ul style="list-style-type: none"> A. Advice concerning mechanical and electronic devices (alarms, 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
locks, security screen doors, and target hardening)			
B. Control of conditions (lighting, access, and architecture)			
C. Public awareness (educating public on crime trends, common methods of perpetrating crimes, and victim profiles)			
D. Property identification marking (engraving, etc.)			
E. Neighborhood watch programs			
4. COMMUNITY / PROBLEM ORIENTED POLICING (6.6)			<input type="checkbox"/> Role Play
COMMUNITY/PROBLEM ORIENTED POLICING (6.6.01)			
The trainee shall review and explain the Dept.'s concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances			
THE CRIME TRIANGLE (6.6.02)			<input type="checkbox"/> Role Play
The trainee shall explain the crime triangle (offender, victim, location)			
WORKING WITH THE COMMUNITY TO SOLVE PROBLEMS (6.6.03)			<input type="checkbox"/> Role Play
The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues			
LEADERSHIP IN COMMUNITY DEVELOPED PROBLEM SOLVING (6.6.04)			<input type="checkbox"/> Role Play
The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems			
PROBLEM SOLVING MODEL (6.6.05)			<input type="checkbox"/> Role Play
The trainee shall explain the Dept.'s problem solving model (SARA) Scanning, Analysis, Response, and Assessment, and be able to:			
A. Learn the service needs and demands in their District			
B. Devise ways to manage information gathered from various community sources			
C. Learn how to identify crime and disorder problems, and distinguish them from incidents			
D. Develop plans with citizens to address crime and disorder problems			
E. Work with citizens to assess the results of their efforts			
5. LEADERSHIP (8.1)			<input type="checkbox"/> Role Play
EFFECTIVE LEADERSHIP STRATEGIES (8.1.01)			
The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members			<input type="checkbox"/> Role Play
LEADERSHIP ATTRIBUTES (8.1.02)			<input type="checkbox"/> Role Play
The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities			

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>as an officer:</p> <ul style="list-style-type: none"> A. Integrity B. Credibility C. Trust D. Discretion E. Duty F. Loyalty G. Honesty 			
<p>THE ROLE OF LEADERSHIP (PM LE Code of Ethics) (8.1.03)</p> <p>The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and value statement.</p>			<input type="checkbox"/> Role Play
<p>6. POLICE PATROL TECHNIQUES (13.1)</p> <p>TYPES OF POLICE PATROL (PM & PRM 400 Patrol Function) (13.1.01)</p> <p>The trainee shall explain the principle types of police patrol (preventative, directed enforcement, etc.) and their respective impacts on community.</p>			<input type="checkbox"/> Role Play
<p>PREVENTATIVE PATROL METHODS (13.1.02)</p> <p>The trainee shall review and explain basic preventative patrol methods utilized by an officer:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play
<p>FOOT PATROL AND BICYCLE PATROL (13.1.03)</p> <p>The trainee shall discuss the advantages of foot patrol and bicycle patrol, including:</p> <ul style="list-style-type: none"> A. Increased personal contact between police and citizens B. Increased observation ability C. Increased ability to gather information 			<input type="checkbox"/> Role Play
<p>MOTORIZED PATROL (13.1.04)</p> <p>The trainee shall discuss the advantages of motorized patrol, including:</p> <ul style="list-style-type: none"> A. Increased speed and mobility B. Increased visibility C. Availability of additional equipment D. Increased transportation capability 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
E. Decreased response time			
F. Communications			
POSITIVE DAILY CONTACTS (13.1.05) The trainee shall explain the importance of positive daily personal contacts with citizens.			<input type="checkbox"/> Role Play
7. OBSERVATION SKILLS (13.2) PERCEPTION SKILLS (13.2.01) The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.			<input type="checkbox"/> Role Play

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

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 3)

The following subjects will be covered during the 3rd week of the training
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. PATROL VEHICLE INSPECTION (5.1)</p> <p>PURPOSES OF VEHICLE INSPECTIONS (PRM 703 Vehicle Operations and Equipment) (5.1.01)</p> <p>The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:</p> <ul style="list-style-type: none"> A. Prevention of accidents B. Promotion of operational efficiency C. Reduction of maintenance and repair costs D. Location of contraband, evidence, or property 			<input type="checkbox"/> Role Play
<p>VEHICLE COMPONENTS (PRM 704 Vehicle Maintenance) (5.1.02)</p> <p>The trainee shall describe the locations and use the following</p> <ul style="list-style-type: none"> A. Rear door locks B. Trunk and hood release C. Firearms/LL weapons release systems D. Emergency lights and siren switches E. Flares F. First-aid / Red box G. Radio H. Procedure for tire repair: COMCENN dispatch tire service I. Engine fluid compartments and dip-sticks 			<input type="checkbox"/> Role Play
<p>REQUESTS FOR VEHICLE SERVICE (PRM 704 C. Vehicle Maintenance) (5.1.03)</p> <p>The trainee shall explain the department policy regarding requests for vehicle service in the field.</p>			<input type="checkbox"/> Role Play
<p>VEHICLE MAINTENANCE (PRM 704 Vehicle Maintenance) (5.1.04)</p> <p>The trainee shall explain agency policy regarding property maintenance of police vehicles. This explanation shall minimally include:</p> <ul style="list-style-type: none"> A. The procedure for regular maintenance and service of patrol vehicles. B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle C. Completion of proper forms / documentation – repair “tag” 			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>PRE-SHIFT INSPECTION (5.1.05)</p> <p>The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:</p> <ul style="list-style-type: none"> A. Visual check of vehicle exterior for damage B. Tires for wear and proper inflation C. Inspection of the trunk for the spare tire and required equipment D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.) E. Inspection of the firearms/LL weapons release system F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from previous shift. 			<input type="checkbox"/> Role Play
<p>2. PATROL VEHICLE OPERATIONS SAFETY (5.2)</p> <p>APPROVED DRIVING TECHNIQUES (Dept. Defensive driving course POST # 1520-29502; PRM 703 Vehicle Operations & Equipment) (5.2.01)</p> <p>The trainee shall review and explain the department policy on approved driving techniques, including:</p> <ul style="list-style-type: none"> A. Backing B. Parking (PRM 703 F. In-field parking) C. Right of way violations D. Passing E. Excessive speed 			<input type="checkbox"/> Role Play
<p>STOPPING DISTANCE (5.2.02)</p> <p>The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:</p> <ul style="list-style-type: none"> A. Driver condition B. Vehicle condition C. Environmental conditions, including road surfaces D. Vehicle speeds E. Reaction time and distance F. Braking distance G. Knowledge of anti-lock braking system 			<input type="checkbox"/> Role Play
<p>DEFENSIVE DRIVING (5.2.03)</p> <p>The trainee shall identify the components of defensive driving, including:</p> <ul style="list-style-type: none"> A. Driver attitude B. Driver skill C. Vehicle capability 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>D. Seat belt usage (PRM 703 A General Rules)</p> <p>DRIVER ATTITUDE (5.2.04)</p> <p>The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:</p> <ul style="list-style-type: none"> A. Overconfidence B. Impatience C. "Road rage" D. Self-righteousness 			<input type="checkbox"/> Role Play
<p>3. SITUATION-APPROPRIATE, FOCUSED, EDUCATED DRIVING (5.3)</p> <p>APPLYING SAFE DRIVING TECHNIQUES (5.3.01)</p> <p>The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:</p> <ul style="list-style-type: none"> A. "Situation-Appropriate" – refers to the need for officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example: <ul style="list-style-type: none"> 1. Routine vs "Code 3" driving 2. School zone vs. rural highway 3. Transitioning from freeways and commercial/business/industrial areas into residential neighborhood streets 4. Driving in inclement weather and /or at night vs. ideal dry/clear weather and/or daylight conditions B. The trainee will understand that the "appropriateness" of his/her driving style for the conditions present is also dictated by Dept. policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations. C. "Focused" – addresses the many concerns related to roadway positioning / conditions, distractions, fatigue, multi-tasking, equipment, and other capabilities. D. "Educated" – refers to training (academy, FTO, in-service) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits. 			<input type="checkbox"/> Role Play
<p>ONGOING DRIVING INSTRUCTION/TRAINING (5.3.02)</p> <p>The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of safe driving:</p> <ul style="list-style-type: none"> A. Use of law enforcement Driving simulators in addition to EVOC course in ongoing and in-service training. 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>B. Speeds officers are expected to encounter in routine and emergency driving</p> <p>C. Night driving</p> <p>D. Use of interference vehicles(s) to simulate actual roadway conditions</p>			
<p>POTENTIAL RISKS RELATED TO INAPPROPRIATE DRIVING (5.3.03)</p> <p>The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death</p> <p>To officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicles.</p> <p>Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/department as a result of unsafe vehicle operations.</p> <p>The trainee will be made aware of these facts and will relate the importance of SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.</p>			<input type="checkbox"/> Role Play
<p>DRIVER FATIGUE (Academy LD 19 Vehicle Operations, chapter 1 Defensive Driving, 1 – 11/1 – 12 Psychological and Physiological Factors Affecting Law Enforcement Vehicle Operations) (5.3.4)</p> <p>The trainee shall discuss the effects of driver fatigue, including:</p> <p>A. Lower visual efficiency</p> <p>B. Slower reaction time</p> <p>C. Reduced attentiveness</p> <p>D. Memory lapses</p> <p>E. Lack of awareness</p> <p>F. Mood changes</p> <p>G. Reduced judgment ability</p> <p>H. Risk of falling asleep at the wheel</p>			<input type="checkbox"/> Role Play
<p>DRIVING SAFELY (5.3.05)</p> <p>The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.</p>			<input type="checkbox"/> Role Play
<p>4. USE OF SEATBELTS (5.4)</p> <p>SEATBELT USE ROUTINE AND EMERGENCY CONDITIONS AND TACTICAL SEATBELT REMOVAL (PRM 703 A General Rules) (5.4.01)</p> <p>The trainee will review PRM 703 A General Rules mandating using</p>			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chances of survival and decreases the potential for injury during crash.</p> <p>Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO. Trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.</p> <p>The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.</p>			
<p>5. CRIMINAL LAW (9.1)</p> <p>TERMINOLOGY (Peace Officers Legal Sourcebook, Chapter 13 Section I) (9.1.01)</p> <p>The trainee shall define certain terms as recognized in California criminal law:</p> <ul style="list-style-type: none"> A. Accessory B. Accomplice C. Criminal negligence D. Corpus delicti E. Entrapment F. Implied intent G. Principal H. Specific intent I. Transferred intent 			<input type="checkbox"/> Role Play
<p>CRIME ELEMENTS (PC 15) (9.1.02)</p> <p>The trainee shall identify the elements of a crime or public offense to include:</p> <ul style="list-style-type: none"> A. Any act or omission: <ul style="list-style-type: none"> 1. Committed by any person 2. In violation of statutory law 3. For which there is punishment 			<input type="checkbox"/> Role Play
<p>PERSONS LEGALLY INCAPABLE OF COMMITTING A CRIME (PC 26) (9.1.03)</p> <p>The trainee shall describe those persons who are legally incapable of committing a crime in the state of California</p>			<input type="checkbox"/> Role Play
<p>CRIME IDENTIFICATION (9.1.04)</p> <p>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</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:</p> <ul style="list-style-type: none"> A. Whether probable cause exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest B. The officer's training and experience are relevant to a determination of probable cause. C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime 			
<p>PROBABLE CAUSE RELATED TO FELONY / MISDEMEANORS (Peace Officer's Legal Sourcebook Chpt 2, Section IV B; PC 836, 837) (9.2.03)</p> <p>The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:</p> <ul style="list-style-type: none"> A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence B. For a misdemeanor: an officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence C. For a misdemeanor: see Ca Penal Code and Peace Officer's Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence. D. For a private person's arrest: See Ca Penal Code and Peace Officer's Legal Sourcebook for statutes on accepting this type of arrest 			<input type="checkbox"/> Role Play
<p>OFFICER'S RIGHT TO SEARCH A PERSON (PRM 322 Search and Seizure) (9.2.04)</p> <p>The trainee shall recognize and explain the police officer's right to search when probable cause to arrest exists.</p>			<input type="checkbox"/> Role Play
<p>RECOGNIZING PROBABLE CAUSE FOR POLICE ACTION (9.2.05)</p> <p>Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reason behind that determination</p>			<input type="checkbox"/> Role Play
<p>7. RADIO COMMUNICATIONS (7.1)</p> <p>POLICY REGARDING COMMUNICATIONS (PRM 448 Radio & Mobile Data Use, PRM 500 D., Traffic Function & Responsibility, Vehicle Stops) (7.1.01)</p> <p>The trainee shall review and briefly summarize Dept policy on</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
communications control and coordination and radio procedures			
<p>MEMORIZING RADIO PROCEDURES (PRM 448 A, Radio & Mobile Data System Use, Radio Terminology/Definitions; PRM 315 A Officer Response to Calls, Calls for Service (CFS) Definitions, F., Radio Broadcasts) (7.1.02)</p> <p>The trainee shall memorize the phonetic alphabet and Dept. brevity codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles</p>			<input type="checkbox"/> Role Play
<p>RADIO PROCEDURES AND USE (7.1.03)</p> <p>The trainee shall demonstrate knowledge of the Dept. radio procedures and proficient use of radio including:</p> <ul style="list-style-type: none"> 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. Avoid over-modulation by speaking moderately into the microphone D. Knowing the meaning of "emergency traffic" and always saving routine and non-emergency transmissions until "emergency traffic" status is terminated E. Knowing the detail, assignments, and beat locations of other units in the area 			<input type="checkbox"/> Role Play
<p>CRIME BROADCAST (PRM 448 F Radio & Mobile Data System Use, Radio Broadcasts) (7.1.04)</p> <p>Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. The description shall minimally include:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play
<p>VEHICLE PURSUIT TRANSMISSION (PM 314 Vehicle Pursuit Policy) (7.1.05)</p> <p>The trainee shall explain the proper use of the police radio and transmission to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:</p> <ul style="list-style-type: none"> A. Identification of the vehicle in pursuit B. What the vehicle or occupant(s) is wanted for 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<ul style="list-style-type: none"> 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 vehicles, etc) H. Necessity for backup and number of units needed I. Location of stop 			
<p>CONTROL DURING IN-PROGRESS ASSIGNMENT (PRM 406 A Crime Scene and Major Incidents, Initial Response) (7.1.06)</p> <p>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:</p> <ul style="list-style-type: none"> A. Voice control so as not to escalate the situation B. Establishment of perimeter and control of possible escape routes C. Control of response of other police units 			<input type="checkbox"/> Role Play
<p>8. INFORMATION SYSTEMS / TELECOMMUNICATIONS (7.2)</p> <p>EXAMPLES OF INQUIRIES (7.2.01)</p> <p>The trainee shall give examples where inquiries into law enforcement information systems would be necessary. These may include:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play
<p>LAW ENFORCEMENT INFORMATION SYSTEMS (7.2.02)</p> <p>The trainee shall be able to identify the law enforcement information systems in use by the Dept including:</p> <ul style="list-style-type: none"> A. Wanted persons B. Property, including vehicles and firearms C. Criminal histories D. DMV information E. Miscellaneous information 			<input type="checkbox"/> Role Play
<p>SYSTEM INQUIRIES TO COMPLETE AN INVESTIGATION (7.2.03)</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:</p> <ul style="list-style-type: none"> A. Wanted persons B. Property, vehicles, firearms C. Criminal histories D. DMV information E. Miscellaneous information 			
<p>DEPARTMENT POLICY FOR USE OF MDS (PRM 448 Radio & Mobile Data System Use) (7.2.04)</p> <p>The trainee shall review and explain the Dept. policy concerning the use of and misuse of the Mobile computer in vehicle</p>			<input type="checkbox"/> Role Play
<p>INAPPROPRIATE USE OF INFORMATION SYSTEMS (PM 342 Department Computer Use, CA DOJ/DMV Annual Security Statement, PC 502, 6200, 11142, 13303, CVC 1808.45) (7.2.05)</p> <p>The trainee shall identify inappropriate use(s) of law enforcement systems according to Dept policy and law</p>			<input type="checkbox"/> Role Play
<p>9. CONTROL/SEARCHING OF PERSONS (12.1)</p> <p>CONTROLLING / SEARCHING PERSONS SAFETY TACTICS (PRM 306 Handcuffing and Restraints, PRM 321 B Field Contacts, Reasonable Force to Effect a Detention) (12.1.01)</p> <p>The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics.</p>			<input type="checkbox"/> Role Play
<p>SEARCH TECHNIQUES (12.1.02)</p> <p>The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:</p> <ul style="list-style-type: none"> A. Constant alertness, including keeping hands in view B. Maintaining control and position of advantage C. Standing, kneeling, and prone position searches D. Safeguarding weapons 			<input type="checkbox"/> Role Play
<p>SEARCHING THE OPPOSITE SEX (PRM 322 B Search and Seizure, Search Protocol) (12.1.03)</p> <p>The trainee shall review and explain Dept policy regarding searching individuals of the opposite sex.</p>			<input type="checkbox"/> Role Play
<p>10. HANDCUFFING (12.2)</p> <p>PURPOSE OF HANDCUFFING (PRM 306 Handcuffing and Restraints) (12.2.01)</p> <p>The trainee shall identify the purposes of handcuffing. These shall</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>minimally include the temporary restraint of a suspect to prevent:</p> <ul style="list-style-type: none"> A. Attack B. Escape C. Destruction or concealment of evidence or contraband 			
<p>HANDCUFFING/RESTRAINT DEVICE PRINCIPLES (PRM 306 Handcuffing and Restraints) (12.2.02)</p> <p>The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:</p> <ul style="list-style-type: none"> A. Control of the suspect(s) and the handcuffs B. Proper positioning of the suspects hands, key outlets, and double locking mechanisms C. Reasonable degree of tightness D. Observation of restraint suspect E. Other approved restraint devices (ankle cuffs, flex cuffs, etc) F. Safe and controlled removal of handcuffs and other restraint devices 			<input type="checkbox"/> Role Play
<p>POLICY REGARDING HANDCUFFING PRISONERS (PRM 306 Handcuffing and Restraints, RCTB # 08-10 Suspect Injures Two Cops During Escape Attempt) (12.2.03)</p> <p>The trainee shall review and explain Dept. policy regarding handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.</p>			<input type="checkbox"/> Role Play
<p>HANDCUFFING AND TRANSPORTING SINGLE OR MULTIPLE SUSPECTS (12.2.04)</p> <p>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.</p>			<input type="checkbox"/> Role Play
<p>11. LEGAL RESPONSIBILITIES/REQUIREMENTS WITH PRISONERS (12.3)</p> <p>PROTECTING PRISONERS (PRM 900 C Temporary Holding Cell, Members' Duties at the Crime Scene Investigations Bureau Temporary Holding Cells, PRM 901 F Transportation of Prisoners, Member/Prisoner Separation, I., Transporting Prisoners Without Delay, PRM 355 L Custody of Adults, Responsibility for Arrestee, RCTB # 14-02 Officer Safety – Handling Prisoners/Detainees) (12.3.01)</p> <p>The trainee shall review and explain the legal responsibilities for protecting prisoners.</p>			<input type="checkbox"/> Role Play
<p>PRISONER PROVISIONS (PRM 355 D Custody of Adults, Sick or Injured Arrestees, PRM 900 A, B, C, Temporary Holding Cell, Officers Duties) (12.3.02)</p> <p>The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>PRISONERS RIGHT TO MAKE CALLS (PRM 900 D Temporary Holding Cell, Arrestee Phone Calls) (12.3.03)</p> <p>The trainee shall review and explain prisoner's rights to telephone calls.</p>			<input type="checkbox"/> Role Play
<p>PROPERTY RECEIPTS (PRM 355 I Custody of Adults, Arrestee Property) (12.3.04)</p> <p>The trainee shall explain the requirements for issuing property receipts.</p>			<input type="checkbox"/> Role Play
<p>POLICY / LEGAL ASPECTS OF PRISONER'S RIGHTS (PRM 324 G Temporary Custody of Juveniles, Temporary Custody) (12.3.05)</p> <p>The trainee shall review and explain policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.</p>			<input type="checkbox"/> Role Play
<p>WILLFUL INHUMANITY OR OPRESSION TOWARD PRISONERS (PC 147) (12.3.06)</p> <p>The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.</p>			<input type="checkbox"/> Role Play
<p>ADDITIONAL CODE SECTIONS</p> <p>CVC</p> <p>1) 2800.1</p> <p>2) 2800.2</p> <p>3) 2800.3</p> <p>4) 4000a</p> <p>5) 4152.5</p> <p>6) 4454a</p> <p>7) 5200</p> <p>8) 12951a</p> <p>9) 40302</p> <p>10) 40303</p> <p>11) 40305</p> <p>12) 14602.6</p> <p>PENAL CODE</p> <p>1) 135</p> <p>2) 142</p> <p>3) 148 a,b,c</p> <p>4) 148.3</p> <p>5) 148.5</p> <p>6) 148.9</p> <p>7) 149</p>			

		To be Initialed by:		
		Trained Recruit	Perform FTO	Verbal FTO
8)	529			
9)	834			
10)	835a			
11)	836, 836.1, 836.6			
12)	837			
13)	840			
14)	842			
15)	844			
16)	849b(1)			
17)	1531			

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

 Trainee (Name & Badge #) _____
 Date

Remarks:

 Sgt. Review (Name & Badge #) _____
 Date

OFFICER COMPETENCY CHECKLIST (Week 4)

The following subjects will be covered during the 4th week of training
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. LAWS OF ARREST (9.3)</p> <p>AUTHORITY TO MAKE AN ARREST (PC 836, CVC 40300.5 through 40302) (9.3.01)</p> <p>The trainee shall explain a peace officer’s authority to make an arrest.</p>			<input type="checkbox"/> Role Play
<p>ARREST REQUIREMENTS (PC 825, 840, 841, 849, 851.5, 853.5, 853.6, PRM 420 Citation and Release) (9.3.02)</p> <p>The trainee shall explain the various requirements related to arrests, to minimally include:</p> <ul style="list-style-type: none"> A. Time of day or night that an arrest may be made B. The information the person arrested must be provided and when it must be provided C. What must be done with the person once they are arrested, and what area the required procedures for handling him/her 			<input type="checkbox"/> Role Play
<p>PRIVATE PERSON ARREST (PC 837, 847) (9.3.03)</p> <p>The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the “private person” arrest is legal.</p>			<input type="checkbox"/> Role Play
<p>MIRANDA RIGHTS (PRM 355 J Custody of Adults, Miranda Warnings) (9.3.04)</p> <p>The trainee shall explain the requirements for advising a person of his/her Miranda rights</p>			<input type="checkbox"/> Role Play
<p>ADMITTANCE ONTO PROPERTY (PC 844, PM 322.2 Search and Seizure, Searches, PRM 322 F Property Searches) (9.3.05)</p> <p>The trainee shall explain the requirements regarding gaining admittance to a location to make an arrest</p>			<input type="checkbox"/> Role Play
<p>ALLOWABLE USE OF FORCE (PC 835, 843, PM 300 Use of Force, PRM 300 A Use of Force, Reasonableness of Force) (9.3.06)</p> <p>The trainee shall explain the amount of force that may be used when affecting an arrest.</p>			<input type="checkbox"/> Role Play
<p>REASONABLE FORCE (PC 835, PM 300.4 Objectively Reasonable Force, PRM 300 A Use of Force, Reasonableness of Force) (9.3.07)</p> <p>The trainee shall explain the term “reasonable” as it applies to the use of force</p>			<input type="checkbox"/> Role Play
<p>USE OF PHYSICAL FORCE AND DEADLY FORCE (PM 300.6, Deadly Force Applications, 300.6.1 Guidelines, 300.6.2 Warning Shots, 300.6.3</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>Moving Vehicles, 300.6.4 Vehicles as Weapon, PRM 300 B Use of a Firearm) (9.3.08)</p> <p>The trainee shall review and explain California law and Dept. policy concerning the use of physical force and deadly force</p>			
<p>FALSE IMPRISONMENT LIABILITY (PC 142(c), 836.5, 847) (9.3.09)</p> <p>The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest</p>			<input type="checkbox"/> Role Play
<p>LEGAL EXCEPTIONS TO AN ARREST (PM 422 Arrest or Detention of Foreign Nationals, PRM 422 Arrest or Detention of Foreign Nationals) (9.3.10)</p> <p>A. Diplomatic immunity (22 US Constitution, Chapter 6)</p> <p>B. Stale misdemeanor rule (Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55CA 2nd 861)</p> <p>C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)</p>			<input type="checkbox"/> Role Play
<p>2. SEARCH CONCEPTS (10.1)</p> <p>TERMINOLOGY (PRM 321 A Field Contacts, Consensual Contacts, PRM 322 Search and Seizure, Peace Officers Legal Sourcebook Chapter 3 Section VI Consent, Chapter 2 Section III J & K Searches During Detentions, Chapter 4 Section IV A, B, C, D, E, F, Chapter 4 Section VIII, Chapter 3 Section V A-F) (10.1.01)</p> <p>The trainee shall review and explain the following terms relative to searches:</p> <p>A. Consent</p> <p>B. Scope of search</p> <p>C. Contemporaneous</p> <p>D. Probable Cause</p> <p>E. Instrumentalities of a crime</p> <p>F. Contraband</p> <p>G. Knock and notice</p> <p>H. Container search doctrine</p>			<input type="checkbox"/> Role Play
<p>CIRCUMSTANCES ALLOWING LEGALLY AUTHORIZED SEARCHES (PRM 322 Search and Seizure, Peace Officers Legal Sourcebook Chapter 2, Section III I – K, Chapter 2 Section II C, Chapter 2 Section VIII, Chapter 3 Section VI A – F, Chapter 4 Section IV A – F, Chapter 6 II & VI, Chapter 3 Section III A, B, Chapter 4 Section IV A-D, Chapter Section VII A & B, Chapter 2 Section VI, Chapter 4 Section III, Chapter 2 Section VII, Chapter 5 Section VII A – H) (10.1.02)</p> <p>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:</p> <p>A. Pat searches for weapons</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<ul style="list-style-type: none"> B. Consent searches C. Probable cause search D. A search warrant E. Plain sight F. Incident to arrest G. Exigent circumstances H. Probation/parole search 			
<p>ITEMS WHICH MAY BE LEGALLY SEARCHED (10.1.03)</p> <p>The trainee shall identify items for which an officer may legally search. These items shall minimally include:</p> <ul style="list-style-type: none"> A. Dangerous weapons B. Fruits of the crime C. Instruments of the crime D. Contraband E. Suspects F. Additional victims 			<input type="checkbox"/> Role Play
<p>LIMITS OF SEARCHES (PRM 322 Search and Seizure, Peace Officers Legal Sourcebook Chapter 3 Section IV A 1, Chapter 2 Section III K 3, Chapter 3 Section II C 15, Chapter 4 Section IV B, Chapter 4 Section IX A – D) (10.1.04)</p> <p>The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:</p> <ul style="list-style-type: none"> A. Protective sweeps B. Closed containers C. Inventory searches 			<input type="checkbox"/> Role Play
<p>EXCLUSIONARY RULE (Peace Officers Legal Sourcebook Chapter 2 Section I B) (10.1.05)</p> <p>The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:</p> <ul style="list-style-type: none"> A. Court filings B. Prosecution of suspects 			<input type="checkbox"/> Role Play
<p>3. SEIZURE CONCEPTS (10.2)</p> <p>LAWFUL EVIDENCE SEIZURE (PRM 308 A Force Options, Use of Force Options, PRM 373 Blood and Urine Evidence Collection, PRM 333 Drug Influence, Peace Officers Legal Sourcebook Chapter 2 Section IV F) (10.2.01)</p> <p>The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:</p> <ul style="list-style-type: none"> A. Preventing a suspect from swallowing evidence 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
B. Inducing a suspect to vomit C. Extracting blood evidence from a suspect D. Extracting fingerprint evidence from a suspect			
4. WARRANTS (10.3) OBTAINING SEARCH AND ARREST WARRANTS (PRM 323 Search Warrants/Pre-Planned Tactical Operations, RCTB # 14-03 Electronic Search Warrant Process, Peace Officers Legal Sourcebook Chapter 2 Section V A-D, Chapter 6 Section I – VI) (10.3.01) The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include: A. Probable cause necessity B. Allowable exclusions (including hot pursuit, and emergency situations) Process for obtaining warrants during and after business			<input type="checkbox"/> Role Play
SERVING SEARCH AND ARREST WARRANTS (PRM 325 Forced Entry, PRM 355 K Custody of Adults, Serving Adult Warrants, PRM 324 K Temporary Custody of Juveniles, Peace Officers Legal Sourcebook Chapter 2 Section IV D, Chapter 6 Section XIV, Chapter 3 Section V, Chapter 6 Section XVII A-1, A-2) (10.3.02) 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 exemptions to E. “Signing off” warrants/return			<input type="checkbox"/> Role Play
DEMONSTRATING PROPER PROCEDURES FOR OBTAINING AND SERVING WARRANTS (10.3.03) 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.			<input type="checkbox"/> Role Play
5. FIELD NOTES AND NOTEBOOK (11.1) NECESSITY FOR FIELD NOTES (Peace Officers Legal Sourcebook Chapter 9 Section II A) (11.1.01) The trainee shall explain the necessity for field notes. The explanation shall minimally include: A. References for future investigation B. References for future court appearance C. Beat or area information			<input type="checkbox"/> Role Play
DISCOVERABLE CONTENTS (Peace Officers Legal Sourcebook			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p>Chapter 9 Section II A) (11.1.02)</p> <p>The trainee shall recognize that the contents of the field notes are discoverable in a court proceeding.</p>			
<p>TYPES OF ENTRIES (Peace Officers Legal Sourcebook Chapter 9 Section II A) (11.1.03)</p> <p>The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:</p> <ul style="list-style-type: none"> A. Date, day, time, and vehicle number B. Name(s) of additional personnel and supervisor C. Type of incident D. Pertinent information E. Names of suspects, victims, witnesses, and reporting persons 			<input type="checkbox"/> Role Play
<p>RECORDING PERTINENT INFORMATION (11.1.04)</p> <p>Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.</p>			<input type="checkbox"/> Role Play
<p>6. REPORT WRITING REQUIRMENTS (11.2)</p> <p>FLOW OF COMPLETED REPORTS (PRM 344 Report Preparation, Appendix B Report Form Completion Procedures) (11.2.01)</p> <p>The trainee shall exhibit an appropriate knowledge of the flow of the completed reports and the relative importance of the information that they contain</p>			<input type="checkbox"/> Role Play
<p>REPORT DEPOSITORY (Data 911 Report Writer (RPW) system software; Records Bureau FPD HQ) (11.2.02)</p> <p>The trainee shall give the location of the report depository</p>			<input type="checkbox"/> Role Play
<p>RECORDS UNIT (PM 806 Records Bureau, PM 810 Release of Records and Information) (11.2.03)</p> <p>The trainee shall describe the function for the records unit in the reporting process.</p>			<input type="checkbox"/> Role Play
<p>INVESTIGATIVE UNITS AND THE DISTRICT ATTORNEY'S OFFICE (PRM 600 Investigation and Prosecution) (11.2.04)</p> <p>The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.</p>			<input type="checkbox"/> Role Play
<p>IMPORTANCE OF POLICE REPORTS (PRM 344 Report Preparation, Peace Officers Legal Sourcebook Chapter 9 Section II B-E) (11.2.05)</p> <p>The trainee shall discuss the importance of police reports, including these uses:</p> <ul style="list-style-type: none"> A. Recording facts into permanent record B. Providing coordination of follow-up activities C. Providing investigative leads D. Providing statistical data 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
E. Providing a source for trainee evaluation			
F. Providing reference material			
<p>COMPONENTS OF A WELL WRITTEN POLICE REPORT (Peace Officers Legal Sourcebook Chapter 9 Section III A – F, Section IV A – H) (11.2.06)</p> <p>The trainee shall explain the qualities of a well-written police report. These shall include:</p> <ul style="list-style-type: none"> A. Accuracy B. Brevity C. Completeness D. Clarity E. Legibility/Neatness F. Objectivity G. Grammatical and structural correctness H. Timeliness <p>First person/active voice</p>			<input type="checkbox"/> Role Play
<p>TYPES OF REPORT FORMS (RPW System Software) (11.2.07)</p> <p>The trainee shall identify the proper report forms to be utilized in given situations (e.g., missing persons, DUI, found property, etc)</p>			<input type="checkbox"/> Role Play
<p>“COLD” CRIME REPORTS (11.2.08)</p> <p>Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in a correct format on the proper report form.</p>			
<p>PREPARING A WRITTEN REPORT (11.2.09)</p> <p>The trainee shall prepare a report that minimally includes:</p> <ul style="list-style-type: none"> A. Organizing facts in a 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 			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>COMPLETING REPORTS FOLLOWING AN ARREST (11.2.10)</p> <p>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:</p> <ul style="list-style-type: none"> A. Elements constituting the offense B. Complete documentation of reasonable/probable cause C. Complete description of all physical evidence, where it was found, and its disposition D. Complete listing of all suspects, including whether or not they are in custody 			<input type="checkbox"/> Role Play
<p>7. TRANSPORTING PRISONERS (12.4)</p> <p>AGENCY POLICY / TRANSPORT PRISONERS (PRM 901 Transportation of Prisoners) (12.4.01)</p> <p>The trainee shall review and explain the Dept. policy regarding the transportation of prisoners. This explanation shall minimally include:</p> <ul style="list-style-type: none"> A. Prisoners restrained with specialty devices (hobbles, expectorant shield, etc.) B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners C. Juveniles with/without adults D. Females E. Use of seat belts F. Search of area where prisoner is to be placed prior to transportation G. Search of area where prisoner has been following transportation H. Proper positioning of officer(s) and prisoner(s) within the vehicle I. Close and constant supervision of prisoner(s) 			<input type="checkbox"/> Role Play
<p>TRANSPORT OF PRISONER(S) IN A PATROL VEHICLE (12.4.02)</p> <p>Given situation in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed prisoners into the vehicle and safely transport the prisoner to the predetermined destination.</p>			<input type="checkbox"/> Role Play
<p>PRIOR TO BOOKING A PRISONER (PRM 355 D Custody of Adults, Sick or Injured Arrestee) (12.4.03)</p> <p>The trainee will review and explain the legal constraints, policy and procedure, and custody facility requirements relative to medical clearance / approval prior to booking at FCJ.</p>			<input type="checkbox"/> Role Play
<p>8. BOOKING PRISONERS (12.5)</p> <p>BOOKING JUVENILES (PRM 324 Temporary Custody of Juveniles, Welfare and Institutions Code (W&I) Sections: 206, 207.1-2, 625, 626,</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
E. Escape risks F. Non-conformists G. Civil bookings			
OTHER TYPES OF PRISONERS (12.5.06) The trainee shall identify other prisoners who may warrant special consideration, including: A. Sick or injured B. Females (including pregnant females) C. Elderly D. Gang members or police informants (Protective Custody issues) E. Current or former peace officers, judges, etc. (Protective Custody issues) F. High profile prisoners G. Any other prisoner(s) who may need specialized classification / housing needs			<input type="checkbox"/> Role Play
INMATE CLASSIFICATION (12.5.07) The trainee shall explain the concept of inmate classification, to include: A. Sex B. Age C. Criminal sophistication D. Seriousness of offense E. Assaultive behavior F. Medical disabilities G. Gang affiliation H. Overt sexual behavior I. The trainee shall explain their duty to report any significant concerns regarding classification, or protective housing issues to FCJ staff at booking.			<input type="checkbox"/> Role Play
LEGALITIES OF PRISONER/INMATE SEARCH (PRM 322 D & E Search and Seizure, Strip Searches/Visual Body Cavity Searches, Physical Body Cavity Search) (12.5.08) The trainee shall review and explain the legalities of prisoner/inmate searches, including: A. Search by same sex B. Clothed searches C. Strip or skin search, including documentation			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play
PRISONER RELEASE (RCTB # 14-05 Release Pursuant to PC 849b, PRM 355 P Custody of Adults, Detention Releases PC849b) (12.5.09)			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee will review and explain methods and procedures for releasing a prisoner</p>			
<p>RESPONSE TO JAIL EMERGENCIES (12.5.10)</p> <p>The trainee shall discuss Dept. response, if any, to FCJ or FCJH emergency, including:</p> <ul style="list-style-type: none"> A. Fire B. Earthquake C. Civil disorder D. Escape 			<input type="checkbox"/> Role Play
<p>9. HATE CRIMES (13.14)</p> <p>HATE CRIME INDICATORS (PRM 338 Hate Crimes, PC 422, 422.6(a), 422.6(b), 422.76, 422.9, 11411, 11412, 594.3, 11413) (13.14.01)</p> <p>The trainee shall recognize indicators of hate-related crimes including:</p> <ul style="list-style-type: none"> A. Anti-religious slurs and symbols B. Slurs regarding gender and /or biological sex C. Racist symbols D. Racial and ethnic slurs E. Hate-group symbols F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members 			<input type="checkbox"/> Role Play
<p>CONSEQUENCES OF HATE CRIMES (13.14.02)</p> <p>The trainee shall identify and discuss the possible consequences of hate crimes including:</p> <ul style="list-style-type: none"> A. Psychological effect on victim B. Denial of basic constitutional rights C. Community divisiveness D. Potential escalation of violence 			<input type="checkbox"/> Role Play
<p>ENFORCEMENT REQUIREMENTS (13.14.03)</p> <p>The trainee shall identify and explain the legislative mandates and Dept. policy and procedures related to the enforcement of hate crimes.</p>			<input type="checkbox"/> Role Play
<p>HANDLING HATE CRIMES (13.14.04)</p> <p>The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.</p>			<input type="checkbox"/> Role Play
<p>10. INTERVIEWING AND INTERROGATION (14.1)</p> <p>PREPARING FOR AN INTERVIEW (PRM 600 Investigation and Prosecution) (14.1.01)</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.			
TAKING STATEMENTS (14.1.02) 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; Minimize 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 person being interviewed F. Not improvising or making assumptions			<input type="checkbox"/> Role Play
CONTENTS OF A GOOD STATEMENT (14.1.03) 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 people were involved H. Who else was involved			<input type="checkbox"/> Role Play
MIRANDA WARNING (PRM 355 J Custody of Adult, Miranda Warnings, Peace Officer's Legal Sourcebook Chapter 7.1 – 7.39, 7.46d, Juveniles 7.47 – 7.48a) (14.1.04) The trainee shall explain the ramifications of issuing the Miranda warning and describe when, and why is should or should not be used during interrogations.			<input type="checkbox"/> Role Play
CONDUCTING AN INTERVIEW (14.1.05) Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information in a report.			<input type="checkbox"/> Role Play
ADDITIONAL CODE SECTIONS CVC 1) 12500(a) 2) 12500(b)			

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
3)	12951(b)				
4)	14601				
5)	14601.1(a)				
6)	14601.2(a)				
7)	14602.6				
8)	21453(a)				
9)	22349				
10)	22350				
11)	22450				
PENAL CODE					
1)	241(b)				
2)	243(b)				
3)	245				
4)	246				
5)	417(a)(1)				
6)	417(a)(2)				
7)	417(b)				
8)	417(c)				
9)	417.3				
10)	417.4				
11)	417.8				
12)	422				
13)	422.6				
14)	833				

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

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 5)

The following subjects will be covered during the 5th week of the training
(From: _____ To: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. EMERGENCY VEHICLE OPERATIONS/PURSUIITS (5.5)</p> <p>EMERGENCY VEHICLE OPERATIONS (PM 314 Vehicle Pursuit Policy, PRM 316 Code-3 Response) (5.5.01)</p> <p>The trainee shall review and <u>explain</u> the department's policies/procedures on pursuits and Code-3 driving.</p>			<input type="checkbox"/> Role Play
<p>DRIVER TACTICS (5.5.02)</p> <p>The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:</p> <ul style="list-style-type: none"> A. Slowing for intersections B. Careful observations at cross streets C. Caution when passing other vehicles D. Constant alertness for any unforeseen hazards E. Using a well-planned route of travel in emergency response situations 			<input type="checkbox"/> Role Play
<p>CONTINUING VS. TERMINATING PURSUIITS (5.5.03)</p> <p>The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:</p> <ul style="list-style-type: none"> A. Amount of other traffic (vehicular or pedestrian) B. Road hazards and road conditions C. Environmental conditions D. Capability and condition of patrol vehicle and driver E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property F. Whether vehicle or driver can be identified 			<input type="checkbox"/> Role Play
<p>HANDLING EMERGENCY RESPONSE OR PURSUIT (5.5.04)</p> <p>Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.</p>			<input type="checkbox"/> Role Play
<p>2. VEHICLE OPERATIONS LIABILITY (5.6)</p> <p>RULES OF THE ROAD (VC 17004) (5.6.01)</p> <p>The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver.</p>			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p>VEHICLE CODE EXEMPTIONS (VC 21055) (5.6.02)</p> <p>The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:</p> <ul style="list-style-type: none"> A. Responding to an emergency call B. Engaged in a rescue operation C. In pursuit of a violator D. Responding to a fire alarm 			<input type="checkbox"/> Role Play
<p>EXEMPTION REQUIREMENTS (VC 21055(b), 21807) (5.6.03)</p> <p>The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Section 21055(b), and 21807</p>			<input type="checkbox"/> Role Play
<p>LIABILITY FOR DEATH, INJURY, PROPERTY DAMAGE (VC 21056, 17001, 17004, 17004.7) (5.6.04)</p> <p>The trainee shall explain the conditions under which he/she and/or the department 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:</p> <ul style="list-style-type: none"> A. Failure to drive with due regard for the safety of all persons B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7 C. A negligent or wrongful act or omission by an employee of a public entity D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to emergencies 			<input type="checkbox"/> Role Play
<p>3. FIRST AID (13.21)</p> <p>KNOWLEDGE AND SKILLS (13.21.01)</p> <p>The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations</p>			<input type="checkbox"/> Role Play
<p>DEPARTMENT POLICY (PRM 360 Sick, Injured, Deceased Persons, RCTB # 14-09) (13.21.02)</p> <p>The trainee shall review and explain the Dept. policy on administering first aid.</p>			<input type="checkbox"/> Role Play
<p>PROFICIENCY REQUIREMENTS (H&S 1797.183, PC 13518) (13.21.03)</p> <p>The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.</p>			<input type="checkbox"/> Role Play
<p>POTENTIAL CONSEQUENCES OF IMPROPER APPLICATION (RCTB #14-09) (13.21.04)</p> <p>The trainee shall explain why the improper application of first aid</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>techniques could conceivably result in civil action against the officer or department.</p> <p>A. Members encountering sick or injured persons shall render appropriate first aid, consistent with their training, to whatever extent is necessary.</p> <p>B. Providing first aid improperly may result in civil liability to the officer, and department; courts may rule the officer's aid created a "special relationship" between officer and injured, a duty to provide aid consistent with the member's training</p>			
<p>HANDLING A FIRST AID EMERGENCY (13.21.05)</p> <p>Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance</p>			<input type="checkbox"/> Role Play
<p>OCCUPATIONAL EXPOSURE TO BLOOD / AIR PATHOGENS (13.21.06) (PRM 1016 Communicable Diseases, PRM 1008 HIV testing Process)</p> <p>The trainee shall explain the Dept. plan for management of occupational exposure to blood and airborne pathogens (e.g., HIV, Hepatitis, Tuberculosis)</p>			<input type="checkbox"/> Role Play
<p>4. SICK, INJURED, OR DECEASED PERSONS (13.22)</p> <p>PROVIDING AID AND TRANSPORTATION(PRM 360 Sick, Injured, Deceased Persons) (13.22.01)</p> <p>The trainee shall review and explain the Dept. policies concerning providing aid and transportation to sick or injured persons.</p>			<input type="checkbox"/> Role Play
<p>DEATH INVESTIGATIONS HANDLED BY MEDICAL EXAMINER (PRM 360, Govt. Code 27491) (13.22.02)</p> <p>The trainee shall review and explain California law and Dept. procedures concerning death investigations that must be handled by the medical examiner, including:</p> <p>A. Apparent homicides, suicide, or occurring under suspicious circumstances</p> <p>B. Resulting from the use of dangerous narcotic drugs</p> <p>C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody</p> <p>D. Apparently accidental or following an injury</p> <p>E. By disease, injury, or toxic agent during or arising from employment</p> <p>F. While not under the care of a physician during the period immediately prior to death</p> <p>G. Death related to disease that might constitute a threat to public health</p>			<input type="checkbox"/> Role Play
<p>REMOVING HUMAN BODY FROM DEATH SCENE (Ca Govt. Code 27491.2 (a) & (b), 27491.3 (c) & (d)) (13.22.03)</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:</p> <ul style="list-style-type: none"> A. Limits to which an officer may search a dead person B. Legalities involved in transporting an obviously dead person in an ambulance 			
<p>5. PRELIMINARY INVESTIGATION (14.2)</p> <p>INVESTIGATING COLD CRIMES (PRM 600 A Investigation and Prosecution) (14.2.01)</p> <p>The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.</p>			<input type="checkbox"/> Role Play
<p>CRIMES AGAINST PROPERTY (PRM 448 F, Radio and Mobile Data Use, Radio Broadcasts, PRM 305 Vehicle Thefts, PRM 307 Petty Thefts) (14.2.02)</p> <p>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:</p> <ul style="list-style-type: none"> 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. Conducting a witness check G. Pursuit and/or apprehension of suspects, if possible 			<input type="checkbox"/> Role Play
<p>HANDLING CRIMES AGAINST PROPERTY (14.2.03)</p> <p>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).</p>			<input type="checkbox"/> Role Play
<p>CRIMES AGAINST PERSONS (PRM 600 Investigation and Prosecution, PRM 448 F, Radio and Mobile Data Use, Radio Broadcasts) (14.2.04)</p> <p>The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:</p> <ul style="list-style-type: none"> A. Identity or description of suspects B. Description of injury and/or loss C. Direction of flight of suspects D. Possibility of weapons being involved E. Radio broadcasts of all known and important information F. Conducting a witness check 			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p style="text-align: right;">To be Initialed by:</p> <p>G. Pursuit and/or apprehension of suspects, if possible</p>			
<p>HANDLING CRIMES AGAINST PERSONS (14.2.05)</p> <p>Given an in-progress or fresh incident involving a crime against person, the trainee shall properly assess and perform all of the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report.</p>			<input type="checkbox"/> Role Play
<p>INVESTIGATING SPECIFIC CRIMES (FPD Appendix "A" Investigative / Report Writing Checklist, pp. 23 – 29, PRM 347 Sexual Assaults, PRM 319 Robberies and Alarms, PRM 332 Missing Person Reporting, FPD Appendix "A" Investigative / Report Writing Checklist, p. 3, RCTB # 01-01 Child Abuse Investigations, RCTB # 08-12 W&I 300 Holds, PRM 330 Child Abuse Reporting, FPD Appendix "A" Investigative / Report Writing Checklist, pp. 11-12, PRM 326 Elder Abuse, RCTB # 06-16 Elder Abuse Mandated Reporters, PRM 329 Assaults, PRM 336 Victim and Witness Assistance, PRM 344 Report Preparation) (14.2.06)</p> <p>The trainee shall explain the steps to take while investigating various crimes against persons, including:</p> <ul style="list-style-type: none"> A. Rape/Sexual Assault B. Robbery C. Kidnapping D. Child abuse E. Elder abuse F. Felonious assault 			<input type="checkbox"/> Role Play
<p>SERIOUS INJURY OR DEATH SCENES (PRM 406 A & B Crime Scene and Major Incidents) (14.2.07)</p> <p>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:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play
<p>EVIDENCE TECHNICIANS (PRM 406 Crime Scenes and Major Incidents) (14.2.08)</p> <p>The trainee shall recognize what types of situations require the skills of an evidence technician.</p>			<input type="checkbox"/> Role Play
<p>PRELIMINARY INVESTIGATION (14.2.09)</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
The trainee shall demonstrate the ability to conduct a thorough and complete preliminary investigation			
<p>6. BURDEN OF PROOF (14.3)</p> <p>UNDERSTANDING BURDEN OF PROOF (14.3.01)</p> <p>The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:</p> <ul style="list-style-type: none"> A. Criminal guilt B. Corpus delicti C. Jurisdiction D. Double jeopardy as a defense E. Self-defense as a defense 			<input type="checkbox"/> Role Play
<p>7. LINEUPS (14.7)</p> <p>METHODS FOR IDENTIFYING SUSPECTS (Peace Officers Legal Sourcebook Chapter 8 Lineups and Show-ups) (14.7.01)</p> <p>The trainee shall explain technical methods for identifying suspects, including:</p> <ul style="list-style-type: none"> A. Field show ups B. Photo identification C. Identification kit (latent print kit) D. Artist’s conception 			<input type="checkbox"/> Role Play
<p>DEPARTMENT POLICY AND PROCEDURE (PRM 607 Eyewitness Identification) (14.7.02)</p> <p>The trainee shall review and explain the Dept. policy and procedure(s) including admonitions, from conducting the following types of line-ups:</p> <ul style="list-style-type: none"> A. In custody B. In the field C. Photographic 			<input type="checkbox"/> Role Play
<p>PHOTOGRAPHIC IDENTIFICATION (PRM 607 C Eyewitness Identification, Photographic) (14.7.03)</p> <p>The trainee shall explain and/or demonstrate the following procedures for a photographic identification:</p> <ul style="list-style-type: none"> A. Use of multiple photos B. Witness instructions C. Control of the situation D. Similar appearances 			<input type="checkbox"/> Role Play
<p>8. SOURCES OF INFORMATION (14.8)</p> <p>NETWORKING WITH THE COMMUNITY (14.8.01)</p> <p>The trainee shall discuss the importance of identifying and developing</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
sources of information through networking with persons in the community			
<p>INFORMANTS (PRM 608 Informants, Peace Officers Legal Sourcebook Chapter 6.6 – 6.10) (14.8.02)</p> <p>The trainee shall describe techniques for identifying and developing “informants”, including the:</p> <ul style="list-style-type: none"> A. Hazards of divulging too much information to informants B. Danger of breaking confidentiality 			<input type="checkbox"/> Role Play
<p>PUBLIC AND PRIVATE RECORDS (PM 812 Criminal Offender Record Information, PM 342 Department Computer Use, Basic Academy LD 30 Supplementary Material S-2 through S-6 Sources of Investigative Information, Basic Academy LD 36 Chapter 1-3 through 1-5 CLETS, Chapter 2-3 CJIS, Chapter 3-3 DMV Systems) (14.8.03)</p> <p>The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.</p>			<input type="checkbox"/> Role Play
<p>9. SEARCHING PERSONS (13.6)</p> <p>DEGREE OF SEARCHES OF PERSONS (PRM 322 A – E Search and Seizure) (13.6.01)</p> <p>The trainee shall identify and explain the basic degrees of searches of persons. These shall minimally include:</p> <ul style="list-style-type: none"> A. Visual / cursory search B. Pat-down search C. Field search (standing, kneeling, prone) D. Strip search E. Body cavity search 			<input type="checkbox"/> Role Play
<p>PRINCIPLES OF SEARCHES OF PERSONS (13.6.02)</p> <p>The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:</p> <ul style="list-style-type: none"> A. Constant alertness B. Maintain control and position of advantage (contact and cover) C. Thoroughness of the search D. Safeguarding weapons 			<input type="checkbox"/> Role Play
<p>WEAPONS AND CONTRABAND CONCEALMENT (13.6.03)</p> <p>The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed</p>			<input type="checkbox"/> Role Play
<p>LEGAL PAT-DOWN SEARCH (13.6.04)</p> <p>The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect</p>			<input type="checkbox"/> Role Play
<p>FIELD SEARCH (13.6.05)</p> <p>The trainee shall safely and effectively conduct a field search (standing,</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
kneeling, or prone) of one or more suspects.			
BACKUP OFFICER RESPONSIBILITIES (13.6.06)			<input type="checkbox"/> Role Play
The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:			
A. Protecting the searching officer from outside interference and from those subjects being searched			
B. Assisting in control of person(s) being searched, as needed			
C. Continuous observation of the person(s) being searches			
SERVE AS BACK-UP OFFICER (13.6.07)			<input type="checkbox"/> Role Play
The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.			
ADDITIONAL CODE SECTIONS			
CVC			
1) 17001-17004.7			
2) 21052			
3) 21055 (a) & 21055 (b)			
4) 21056			
5) 21650			
6) 21561			
7) 21657			
8) 21658(a)			
9) 21703			
10) 21706			
11) 21707			
12) 21708			
13) 21712			
14) 21807			
PENAL CODE			
1) 211			
2) 240			
3) 242			
4) 415			
5) 459			
6) 466			
7) 484			

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
8)	496				
9)	647a				
10)	647b				
11)	647c				
12)	647f				
13)	647.6				
14)	664				

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

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 6)

The following subjects will be covered during the 6th week of training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. EVIDENCE COLLECTION AND PRESERVATION (14.6)</p> <p>LOCATING PHYSICAL EVIDENCE (Basic Academy LD 30 Chapter 1-16 through 1-20, PRM 406 Crime Scenes and Major Incidents) (14.6.01)</p> <p>The trainee shall search a crime and locate physical evidence through the use of an organized method which may include:</p> <ul style="list-style-type: none"> A. Strip B. Quadrant C. Spiral 			<input type="checkbox"/> Role Play
<p>WEATHER CONDITIONS (Basic Academy LD 30 Chapter 1-12 through 1-15, PRM 406 Crime Scenes, C – Crimes Scene Entry, D – Flight restrictions, E – Requesting and Directing Crime Scene Assistance) (14.6.02)</p> <p>The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather</p> <ul style="list-style-type: none"> A. Primary officer investigating shall establish an inner perimeter to protect the specific area containing evidence. Entry to scene should be limited to only those <i>authorized</i> directly related to the investigation B. Establish outer perimeter to secure and control access to inner perimeter C. Use crime scene tape to restrict access to scene D. Assign personnel to maintain inner and outer perimeter E. Assign officer to start and complete a crime scene log F. Evidence protection and preservation is critical. Protect evidence from inclement weather, and from being moved, damaged, or contaminated (from persons, including officers, at the scene) G. If inclement weather / environmental conditions threatens to damage evidence, officers may need to take action such as (but not limited to): <ul style="list-style-type: none"> • Provide tent covering • Erect temporary walls or barriers to protect evidence • Use of cardboard or other barriers to protect H. Request assistance from CSIB 			<input type="checkbox"/> Role Play
<p>PRESERVING EVIDENCE (14.6.03)</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible the same condition as it was found			
DEPARTMENT POLICY (PRM 804 Property and Evidence, PRM 406 Crime Scenes and Major Incidents, PRM 335 Drug Enforcement) (14.6.04) The trainee shall review and explain the agency's policies and procedures regarding the following: <ul style="list-style-type: none"> A. Handling Controlled Substances B. Depositing property, evidence, and money C. Calling out CIB to process a crime scene D. Depositing firearms, miscellaneous weapons, and explosives E. Withdrawing and returning property 			<input type="checkbox"/> Role Play
STORAGE OF EVIDENCE (PRM 804 Property and Evidence) (14.6.05) The trainee shall explain the provisions of the Dept.'s rules / policy and procedure regarding the storage of evidence			<input type="checkbox"/> Role Play
TAKING EVIDENCE TO LABORATORY AND COURT (PRM 804 Property and Evidence) (14.6.06) The trainee shall review and explain the Dept. policies and procedures regarding taking evidence to laboratory examination facilities and court			<input type="checkbox"/> Role Play
CHAIN OF CUSTODY/EVIDENCE (PRM 804 B Property and Evidence, Property Handling, Peace Officers Legal Sourcebook Chapter 11.11 4b, Basic Academy LD 17 Chapter 1-7 through 1-9) (14.6.07) The trainee shall explain the meaning of "chain of custody or "chain of evidence"			<input type="checkbox"/> Role Play
DEMONSTRATE HANDLING OF EVIDENCE (14.6.08) 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 (PRIMUS, etc.) in order to document the chain of custody.			<input type="checkbox"/> Role Play
2. VEHICLE CODES (16.1) VEHICLE CODE LAWS (Basic Academy LD 28 Chapter 1-3 through 1-7 Relevance of Vehicle Code) (16.1.01) The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicle operation and shall be able to recognize violations.			<input type="checkbox"/> Role Play
VEHICLE CODE TERMINOLOGY (CVC 275, 280, 305, 360, 365, 377, 415, 530, 545, 555, 670, 467) (16.1.02) The trainee shall define the following terms as used in the California Vehicle Code: <ul style="list-style-type: none"> A. Crosswalk B. Darkness 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Driver D. Highway E. Intersection F. Limit line G. Motor vehicle H. Roadway I. School bus J. Sidewalk K. Vehicle L. Pedestrian			
VEHICLE CODE AUTHORITY TO ARREST (CVC 40300, 40300.5, 40301, 40302, 40303, 40305, Peace Officers Legal Sourcebook Chapter 16 Ill Arrest Procedures A 1-4, B 1-5) (16.1.03) The trainee shall review and explain the elements of vehicle code sections giving authority to arrest			<input type="checkbox"/> Role Play
ENFORCEMENT OPTIONS (PRM 517 A Traffic Enforcement) (16.1.05) The trainee shall discuss enforcement options after observing a traffic violation, including: <ul style="list-style-type: none"> A. Verbal warning B. Issuing citation C. Physical arrest 			<input type="checkbox"/> Role Play
PROMISE TO APPEAR (CVC 40500) (16.1.07) The trainee shall explain that the required signature of a violator is not an admission of guilt, but a promise to appear.			<input type="checkbox"/> Role Play
3. PEDESTRIAN STOPS (13.5) CONSENSUAL ENCOUNTERS AND REASONABLE SUSPICION (PM & PRM 321 Field Contacts) (13.5.01) The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.			<input type="checkbox"/> Role Play
LAWFUL PEDESTRIAN STOP (13.5.02) The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include: <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>TACTICAL VARIABLES (13.5.03)</p> <p>The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:</p> <ul style="list-style-type: none"> 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) 			<input type="checkbox"/> Role Play
<p>POSITIONS WHEN INTERVIEWING SUSPICIOUS PERSONS (13.5.04)</p> <p>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.</p>			<input type="checkbox"/> Role Play
<p>FIELD INTERVIEW FORM (RCTB # 07-07 Field Interview Cards) (13.5.05)</p> <p>The trainee shall properly complete the field interview (FI) report form</p>			<input type="checkbox"/> Role Play
<p>USE OF CLETS (13.5.06)</p> <p>The trainee shall explain the role and use of the California Law Enforcement Telecommunications System (CLETS) in determining a person's wanted status</p>			<input type="checkbox"/> Role Play
<p>APPROACH AND DISPOSITION (13.5.07)</p> <p>Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed the sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) or make any other proper disposition.</p>			<input type="checkbox"/> Role Play
<p>4. VICTIMS OF VIOLENT CRIME (13.13)</p> <p>NOTIFICATION OF VICTIM ASSISTANCE (PRM 329 D Assaults, Aid to Victims of Violent Crimes) (13.13.01)</p> <p>The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crime and/or their families of the availability of state funds and other assistance (California Government Code Section 13959-13969). This description shall minimally include:</p> <ul style="list-style-type: none"> A. Who is eligible B. The time limitation upon the victim in filing a claim C. Who to contact 			<input type="checkbox"/> Role Play
<p>CRIMES AGAINST CHILDREN (PRM 330 Child Abuse Reporting, PRM 329 Assaults, PC 273a, 273d, WIC 300, 305) (13.13.02)</p> <p>The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:</p> <ul style="list-style-type: none"> A. Initial receipt and evaluation of information B. Preliminary investigation procedures 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Reporting laws D. Follow-up investigations E. Referral to additional support agencies (Child Protective Services)			
CRIMES AGAINST THE ELDERLY (PRM 326 Elder Abuse, PRM 360 Sick, Injured, Deceased Persons, PC 368, WIC 15610.23, 15610.25, 15610.27) (13.13.03) The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including: <ul style="list-style-type: none"> A. Initial receipt and evaluation of information B. Preliminary investigation procedure C. Reporting laws D. Follow-up investigation procedures E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc.) 			<input type="checkbox"/> Role Play
CONFISCATING WEAPONS (PRM 320 L , M, Domestic Violence, Confiscation of Firearms, Return of Firearms, PRM 804 R., Property & Evidence, Firearms and Other Deadly Weapons Held for Safe Keeping, PRM 418 E., Mental Illness, Confiscation of Firearms and Other Weapons, PC 16590, 18010 (a)-(c), 18250, 18255, 18265, WIC 8102) (13.13.04) The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including: <ul style="list-style-type: none"> A. Recognizing prohibited weapons subject to confiscation B. Temporary custody of weapons at domestic violence incidents C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (WIC 5150) D. Issuance of receipt for confiscated weapons E. Holding time, and other laws related to the confiscation of weapons 			<input type="checkbox"/> Role Play
5. PREVENTING AND DETECTING CRIME (13.3) CRIME PREVENTION TECHNIQUES (13.3.01) The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime. <ul style="list-style-type: none"> A. Becoming familiar with District neighborhoods, business districts, crime problems and crime patterns; use Department data and analytic resources such as "Crime View" B. Engage in exchange of information on crime patterns and problem areas (e.g., "Hot Spots") with patrol personnel, district investigators, special units, and department resources C. Exchange information in patrol briefings; study and follow up on 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
recently operated.			
CONDUCTING SURVEILLANCE (13.3.07)			<input type="checkbox"/> Role Play
The trainee shall describe and/or demonstrate how to conduct surveillance, including:			
A. Invisible deployment			
B. Radio security			
C. Use of surveillance/vision devices			
LOCATING VEHICLE IDENTIFICATION NUMBERS (13.3.08)			<input type="checkbox"/> Role Play
The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).			
ADDITIONAL CODE SECTIONS			
CVC			
1) 10751			
2) 10851			
3) 10852			
4) 24002			
5) 24004			
6) 24250			
7) 24252			
8) 20001			
9) 20002			
PENAL CODE			
1) 537a			
2) 537e			
3) 16590			
4) 17500			
5) 25400			
6) 25400			
7) 25850			
8) 26100			
9) 30600			
10) 12316(b)			
11) 22810			
12) 22610			
13) 29805			

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
Health & Safety					
1)	11351.5				
2)	11370.1				

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

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
M. Broadcasting additional information N. Securing the scene			
RESPONDING TO PROWLER CALLS (PRM 315 Officer Response to Calls) (13.11.02) The trainee shall explain policy and procedures to be followed when responding to a prowler call. These may include: A. Coordination of responding units B. Using a quiet and/or “blacked-out” approach C. Containment of the area D. Parking and securing the vehicle E. Locating “warm” vehicles F. Advantages and disadvantages of immediately contacting the reporting party (RP) G. Controlled search of the area or location H. Looking for telltale signs, footprints, barking dogs, etc.			<input type="checkbox"/> Role Play
3. HOSTAGE SITUATIONS AND BARRICADED SUSPECTS (13.26) TACTICAL CONSIDERATIONS (PM & PRM 414 Hostages and Barricaded Suspects) (13.26.01) The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including: A. Safe approach B. Containment of the scene C. Requesting appropriate assistance (e.g., Crisis Negotiation Team, VCIT, SWAT, etc.) D. Evacuation E. Requesting EMS to stage safe distance / nearby Communication / negotiation with suspect			<input type="checkbox"/> Role Play
4. SEARCHING VEHICLES (13.9) SAFE AND EFFECTIVE VEHICLE SEARCHES (13.9.01) The trainee shall identify and explain principles of a safe and effective vehicle search. These principles shall minimally include: A. Proper control and removal of occupants B. A systematic method of conducting a search.			<input type="checkbox"/> Role Play
DEMONSTRATING VEHICLE SEARCH (13.9.02) Given an incident, the trainee shall safely and effectively conduct a vehicle search			<input type="checkbox"/> Role Play
5. SEARCHING BUILDINGS/AREAS (13.10)			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>PRINCIPLES OF A SAFE AND EFFECTIVE BUILDING SEARCH (13.10.01)</p> <p>The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:</p> <ul style="list-style-type: none"> A. Containment of the building B. Containment of area(s) already searched C. Utilization of a systematic method D. Safe searching techniques (noise control, cover, concealment, lighting, communication with partners, etc.) E. Appropriate use of specialized assistance (K9, Skywatch) 			
<p>DEMONSTRATING SAFE AND EFFECTIVE BUILDING SEARCH (13.10.02)</p> <p>Given an incident, the trainee shall safely and effectively conduct a building/ area search</p>			<input type="checkbox"/> Role Play
<p>6. GANG AWARENESS (13.15)</p> <p>CHARACTERISTICS AND RECOGNIZING GANGS (PRM 422 Criminal Street Gangs, PRM 440 Photographing of Field Detainees, RCTB # 07-07 Field Interview Cards) (13.15.01)</p> <p>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.</p>			<input type="checkbox"/> Role Play
<p>TYPES OF GANGS (13.15.02)</p> <p>The trainee shall identify types of gangs which represent concerns for law enforcement, including:</p> <ul style="list-style-type: none"> A. Street gangs B. Motorcycle gangs 			<input type="checkbox"/> Role Play
<p>REASONS FOR GANG MEMBERSHIP (13.15.03)</p> <p>The trainee shall discuss the various reasons for gang membership, including:</p> <ul style="list-style-type: none"> A. Peer pressure B. Common interest C. Protection/Safety D. Familial and/or generational influence 			<input type="checkbox"/> Role Play
<p>COMMON CHARACTERISTICS OF GANGS (13.15.04)</p> <p>The trainee shall discuss characteristics that are common to most gangs, including:</p> <ul style="list-style-type: none"> A. Cohesiveness B. Code of silence 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Rivalries			
D. Revenge			
METHODS GANGS USE TO DISTINGUISH THEMSELVES (13.15.05) The trainee shall identify methods that gangs use to distinguish their members from member of other gangs, including:			<input type="checkbox"/> Role Play
A. Tattoos			
B. Attire and accessories			
C. Use of monikers			
D. Use of hand signs			
GANG GRAFFITI (13.15.06) The trainee shall identify gang graffiti factors significant to law enforcement, including:			<input type="checkbox"/> Role Play
A. Identifying individuals and/or a specific gang			
B. Identifying gang boundaries			
C. Indications of pending and/or past gang conflicts			
CRIMINAL ACTIVITIES BY GANGS (13.15.07) The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:			<input type="checkbox"/> Role Play
A. Sale and use of narcotics			
B. Crimes involving physical violence			
C. Auto thefts and vehicle burglaries			
D. Other theft-related crimes (Identity theft, etc.)			
REDUCING GANG ACTIVITY (13.15.08) The trainee shall explain law enforcement methods used to reduce gang activity, including:			<input type="checkbox"/> Role Play
A. Identifying gang activity			
B. Coordination with allied agencies			
C. Reduction of the opportunity for criminal activities			
D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC186.22)			
ADDITIONAL CODE SECTIONS			
CVC			
1) 13353			
2) 21200.5			
3) 23140			
4) 23152a&b			

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
5)	23153a&b				
6)	23550				
7)	23222a&b				
8)	24800				
HEALTH & SAFETY					
1)	11350				
2)	11351				
3)	11352				
4)	11353				
5)	11357a				
6)	11357b				
7)	11357c				
8)	11359				
9)	11361				
10)	11364				
11)	11365				
12)	11366				
13)	11377				
14)	11378				
15)	11378.5				
16)	11379				
17)	11380				
18)	11550				
PENAL CODE					
1)	187				
2)	189				
3)	192				
4)	194				
5)	196				
6)	197				
7)	198				
8)	203				
9)	207				
10)	236				

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
11) 381					

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

Trainee (Name & Badge #) _____
Date

Remarks:

Sgt. Review (Name & Badge #) _____
Date

OFFICER COMPETENCY CHECKLIST (Week 8)

The following subjects will be covered during the 8th week of training
(From: _____ to: _____)

	To be Initialed by:		Verbal FTO
	Trained Recruit	Perform FTO	
<p>1. VEHICLE COLLISIONS (16.3)</p> <p>PREVENTING ACCIDENTS (PM 500 Traffic Function and Responsibility, Basic Academy LD 28 Chapter 1-3 Relevance of Vehicle Code “Three E’s of Traffic”) (16.3.01)</p> <p>The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:</p> <ul style="list-style-type: none"> 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 inter-agency relationships with road/street departments, public works, planning and traffic safety commissions 			<input type="checkbox"/> Role Play
<p>PRIMARY DUTIES AT A TRAFFIC ACCIDENT SCENE (PRM 502 A Traffic Collisions, Duties on Arrival at a Collision Scene) (16.3.02)</p> <p>The trainee shall explain the primary duties of an officer at any traffic collision scene, including:</p> <ul style="list-style-type: none"> A. Determining injuries and need for emergency first aid treatment B. Protecting the scene, including persons and property involved C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.) D. Ascertaining the need for medics/ambulance service E. Considering the need for tow service F. Determining the need for further assistance 			<input type="checkbox"/> Role Play
<p>AGENCY POLICY REGARDING COLLISION INVESTIGATIONS (PM & PRM 502 Traffic Collision Reporting) (16.3.03)</p> <p>The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>REMOVING VEHICLES FROM THE HIGHWAY (PRM 510 Vehicle Towing) (16.3.04)</p> <p>The trainee shall discuss the advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.</p>			<input type="checkbox"/> Role Play
<p>MANDATORY INVESTIGATIONS (PRM 502 Traffic Collision Reporting) (16.3.05)</p> <p>The trainee shall discuss the instances when a traffic accident must be investigated by law and Dept. policy. These instances shall minimally include any:</p> <ul style="list-style-type: none"> A. Injury accidents B. Hit and run accidents C. Accidents involving suspected drunk drivers D. Accidents involving City, County, or State property 			<input type="checkbox"/> Role Play
<p>COLLISION INVESTIGATION TERMINOLOGY (CHP Collision Investigation Manual Chapter 2, Definitions and Classifications of Collisions: 2 – 3, Accidents & Area of Impact, 2-10 through 2 – 11 Injuries, 2 – 11 through 2 – 12 Intentional acts, 2 – 13 In-Transport, 3 – 19 Other parties, 4 – 6 Primary Collision Factors, 2 – 26 Witness) (16.3.06)</p> <p>The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:</p> <ul style="list-style-type: none"> A. <i>Accident or Collision</i> – An unintentional event that causes damage, injury or death B. <i>Area of Impact</i> – the geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface C. <i>Classification of Injuries</i> – Complaint of pain, fatal injury, severe injury, and other visible injuries D. <i>Coefficient of Friction</i> – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface E. <i>Deliberate Intent</i> – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person F. <i>In transport</i> – 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 G. <i>Other parties</i> – A person other than the operator or the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure) H. <i>Primary Collision Factor</i> – the one element or driving action, 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>which in the officer's opinion best describes the primary or main cause of the collision</p> <p><i>Witness</i> – A person other than an involved party or a passenger who can provide information relevant to the accident</p>			
<p>FACTUAL DIAGRAM (Basic Academy LD 29 Chapter 3 – 18 through 3-22 Collision Sketches and Factual Diagrams, CHP Collision Investigation Manual 6-1 through 6-3, 6-A-1, 6-B-1, 6-B-2) (16.3.07)</p> <p>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:</p> <ul style="list-style-type: none"> A. Indications of compass direction B. Measurement of the scene proportion, but not necessarily to scale C. Use of appropriate illustrations D. Determining the area of impact and the point of rest 			<input type="checkbox"/> Role Play
<p>TYPES OF PHYSICAL EVIDENCE (Basic Academy LD 29 Chapter 2-18 through 2 – 27 Collision Related Physical Evidence) (16.3.08)</p> <p>The trainee shall identify types of physical evidence used to determine the cause of collision, including:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play
<p>COLLISION INVESTIGATION INFORMATION (16.3.09)</p> <p>The trainee shall identify information to be obtained during a collision investigation interview, including:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play
<p>HANDLING A TRAFFIC COLLISION (16.3.10)</p> <p>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 Dept. policy, including identification of the primary collision factor, along with any associated collision factors.</p>			<input type="checkbox"/> Role Play
<p>2. IMPOUNDING / STORING VEHICLES (16.2)</p> <p>DEPARTMENT POLICY REGARDING TOWS (PRM 510 Vehicle Towing) (16.2.01)</p> <p>The trainee shall review and explain the Dept. policy regarding towing</p>			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
procedures			
<p>TOWING AUTHORITIES (PRM 524 Abandoned and Unregistered Vehicles, PRM 512 Vehicle Impound Hearings) (16.2.02)</p> <p>The trainee shall identify and explain situations where he or she may have the authority to remove, store, and / or impound vehicles, including:</p> <ul style="list-style-type: none"> A. Abandoned vehicles – CVC 22669 (a) B. Traffic hazards – CVC 22651 (b) C. Incident to arrest – CVC 22651(h) D. Stored for safekeeping – CVC 22651(g) E. Stolen, recovered, and not released in the field – CVC 22651(c), & 22653(a) F. Held for investigation – CVC 22655.5 G. Involved in a hit and run – CVC 22655 or 22653(b) H. VIN removed – CVC 10751 I. Held for operation by unlicensed driver – CVC 22651(p) 			<input type="checkbox"/> Role Play
<p>IMPOUNDS FROM PUBLIC OR PRIVATE PROPERTY (Peace Officers Legal Sourcebook Chapter 16 IX Removal of Vehicles from Public or Private Property) (16.2.03)</p> <p>The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and /or store a vehicle from public and / or private property.</p>			<input type="checkbox"/> Role Play
<p>HANDLING A VEHICLE IMPOUND/STORAGE (16.2.04)</p> <p>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:</p> <ul style="list-style-type: none"> A. Compliance with state law B. Compliance with Dept. policy C. Completion of all required reports in an acceptable manner 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>3. TRAFFIC CONTROL / DIRECTION (16.4)</p> <p>TRAFFIC HAND SIGNALS (PRM 500 Traffic Function and Responsibility, Basic Academy LD 28 Chapter 2-9 through 2 – 15 Traffic Control Hand Signals) (16.4.01)</p> <p>The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:</p> <ul style="list-style-type: none"> A. Stop B. Start C. Keep moving D. Turn right E. Turn left F. Make a U-turn 			<input type="checkbox"/> Role Play
<p>DIRECTING TRAFFIC USING A FLASHLIGHT (16.4.02)</p> <p>The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.</p>			<input type="checkbox"/> Role Play
<p>USE OF FLARES (16.4.03)</p> <p>The trainee shall explain flare patterns , and be able to safely light and extinguish a flare.</p>			<input type="checkbox"/> Role Play
<p>DEMONSTRATING APPROPRIATE TRAFFIC CONTROL (16.4.04)</p> <p>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</p>			<input type="checkbox"/> Role Play
<p>4. DECISION MAKING (3.2)</p> <p>LIMITATIONS OF AUTHORITY (3.2.01)</p> <p>The trainee shall explain the most common limitations of their discretionary authority to include:</p> <ul style="list-style-type: none"> A. Law B. Dept. Policy / Procedure C. Dept. goals and objectives D. Community expectations E. Officer safety 			<input type="checkbox"/> Role Play
<p>CONSEQUENCES OF INAPPROPRIATE DISCRETION/DECISIONS (3.2.02)</p> <p>The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:</p> <ul style="list-style-type: none"> A. Death or injury B. Additional crime C. Civil and vicarious liability 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
D. Discipline			
E. Embarrassment to the department			
F. Relationship with the community			
DEMONSTRATING DECISION MAKING (3.2.03)			<input type="checkbox"/> Role Play
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. Give a referral			
D. Give verbal warning			
E. Take no action			
ADDITIONAL CODE SECTIONS			
CVC			
1) 16025(a)			
2) 16028 (a)			
3) 21800			
4) 21801			
5) 21802			
6) 21803			
7) 21804			
8) 21806			
9) 21460			
10) 21461			
11) 22651			
12) 22669a			
13) 26710			
PENAL CODE			
1) 186.22			
GANG AWARENESS			
2) 626.9			
3) 626.10			
4) 626.95			
5) 12316(c)			

The training material from week 8 was reviewed with me and I acknowledge receipt of the training.

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 9)

The following subjects will be covered during the 9th week of training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. PEOPLE WITH DISABILITIES (12.6)</p> <p>AMERICANS WITH DISABILITY ACT (PRM 370 Communicating With Persons With Disabilities, RCTB # 04-01 Service Animals Assisting the Disabled) (12.6.01)</p> <p>The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:</p> <ul style="list-style-type: none"> 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 while detained D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised 			<input type="checkbox"/> Role Play
<p>BEHAVIOR DUE TO DISABILITIES (12.6.02)</p> <p>The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior</p>			<input type="checkbox"/> Role Play
<p>DEALING WITH COGNITIVE IMPAIRMENT (PRM 370 Communicating With Persons With Disabilities, RCTB # 07-10 Interaction of Agency Personnel With Person Suspected of Suffering From Mental Illness) (12.6.03)</p> <p>The trainee shall recognize and demonstrate effective communication for person with cognitive impairments to minimally include:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>MENTAL HEALTH FACILITY (PRM 418 B, C, Mental Illness, Evaluation Assistance, Transportation) (12.7.03)</p> <p>The trainee shall identify the appropriate mental health facility or regional center within the jurisdiction to be used for evaluation, treatment, counseling, or referral</p>			<input type="checkbox"/> Role Play
<p>72 HOUR HOLD (W&I 5150, PRM 418 H Mental Illness, Mental Health Documentation) (12.7.04)</p> <p>The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:</p> <ul style="list-style-type: none"> A. A danger to himself/herself B. Danger to others C. Gravely disabled 			<input type="checkbox"/> Role Play
<p>REQUIRED PROCEDURES FOR 5150 WIC (PRM 418 Mental Illness) (12.7.05)</p> <p>The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of 5150 WIC, including:</p> <ul style="list-style-type: none"> A. The circumstances under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment B. Advisement of Miranda rights, as appropriate, when criminal action is involved C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by the person D. The person must be informed of the officer's name and agency and the reason the person is being detained E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family 			<input type="checkbox"/> Role Play
<p>ALTERNATIVE METHODS (12.7.06)</p> <p>The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:</p> <ul style="list-style-type: none"> A. Urgent medical attention B. Arrest C. Referral for mental health services D. Referral to local developmental disabilities agency E. No police action required 			<input type="checkbox"/> Role Play
<p>REQUIRED DOCUMENTATION / REPORTS (PRM 418 Mental Illness) (12.7.07)</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee shall explain the required documentation and/or reports for detaining and lacing mentally ill persons. This discussion shall minimally include:</p> <ul style="list-style-type: none"> A. Application for 72-Hour Detention for Evaluation and Treatment B. Verbal admonishment and supplementary written documentation as specified in WIC 5157 C. Any additional mental health facility specific documentation as may be required 			
<p>DEMONSTRATING KNOWLEDGE OF PROPER PROCEDURE (12.7.08)</p> <p>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</p>			<input type="checkbox"/> Role Play
<p>3. MISSING PERSONS (13.16)</p> <p>REQUIREMENTS FOR HANDLING MISSING PERSONS (PRM 332 Missing Persons Reporting, PC 784.5, 14025(a)-(c), 14206(a)(1), and 14207(a)-(c)) (13.16.01)</p> <p>The trainee shall review and explain state law (including statutory reporting requirements) and Dept policy and procedure for handling missing persons, adult and juvenile</p>			<input type="checkbox"/> Role Play
<p>SEARCH PROCEDURES (PRM 332 Missing Persons Reporting, "Abducted/Missing Children Checklist for First Responders") (13.16.02)</p> <p>The trainee shall explain the Dept. policy / procedure regarding search procedures for missing persons.</p>			<input type="checkbox"/> Role Play
<p>THOROUGH SEARCH OF A MISSING CHILDS HOME & AREA (13.16.03)</p> <p>The trainee shall explain the reason for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.</p>			<input type="checkbox"/> Role Play
<p>AMBER ALERT (PRM 334 A Public Alerts, Amber Alert) (13.16.04)</p> <p>The trainee shall review and explain the criteria and initiation process for an Amber Alert.</p>			<input type="checkbox"/> Role Play
<p>HANDLING A MISSING PERSON INCIDENT (13.16.05)</p> <p>Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the Dept. policies and procedures in reporting the situation and, if necessary, initiating search procedures</p>			<input type="checkbox"/> Role Play
<p>4. ANIMAL CONTROL (13.28)</p> <p>AGENCY POLICY AND PROCEDURE (PRM 337 Animal Problems) (13.28.01)</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee shall explain the Dept. policy and procedure when confronted with different types of animal control situations. These types of situations shall minimally include:</p> <ul style="list-style-type: none"> A. Animals that are: <ul style="list-style-type: none"> 1. Dead 2. Injured 3. Noisy 4. Rabid 5. Strays 6. Wild/feral B. Nuisances created by unsanitary keeping of animals C. Protective custody of animals D. Animal bites 			
<p>DESTROYING OF VICIOUS, DANGEROUS, OR INJURED ANIMAL (PRM 337, PRM 300 Use of Force, PM 300.6.1.(c), Use of Force) (13.28.02)</p> <p>The trainee shall explain the Dept. policy and procedure when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:</p> <ul style="list-style-type: none"> A. Whom to notify prior to shooting the animal B. Who may shoot the animal C. Proper and most humane method for shooting the animal D. What report(s) must be completed following the shooting of the animal E. Proper disposal of the dead animal 			<input type="checkbox"/> Role Play
<p>HANDLING AN ANIMAL CONTROL SITUATION (13.28.03)</p> <p>Given an incident, the trainee shall effectively assess and handle an animal control situation.</p>			<input type="checkbox"/> Role Play
<p>5. HANDLING DISPUTES (15.2)</p> <p>BASIC RESPONSIBILITIES AT THE SCENE OF A DISPUTE (15.2.01)</p> <p>The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:</p> <ul style="list-style-type: none"> 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 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
G. Offering appropriate referrals			
H. Considering arrest as a reasonable alternative if a crime has been committed			
<p>SOCIAL SERVICE ORGANIZATIONS (FPD Chaplaincy, Fresno County Department of Social Services, Directory of Community Resources) (15.2.02)</p> <p>The trainee shall identify various social service organizations that are available within the City or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:</p> <ul style="list-style-type: none"> A. Public health B. Alcohol problems C. Family counseling and child guidance D. Drug problems E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA) 			<input type="checkbox"/> Role Play
<p>INHERENT DANGERS TO OFFICERS (Basic Academy LD 24 Handling Disputes Chapter 1-8 through 1-14 Officer Safety) (15.2.03)</p> <p>The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute</p>			<input type="checkbox"/> Role Play
<p>SEPARATING PARTIES IN A DISPUTE (Basic Academy LD 24 Chapter 2-3 through 2-16 Defusing Techniques) (15.2.04)</p> <p>The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually</p>			<input type="checkbox"/> Role Play
<p>PRIVATE PERSON ARREST PROCEDURES (PC 837, PRM 364 Private Person Arrests) (15.2.05)</p> <p>The trainee shall explain private person arrest procedures at disputes</p>			<input type="checkbox"/> Role Play
<p>USE OF DIFFERENT TECHNIQUES (15.2.06)</p> <p>The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:</p> <ul style="list-style-type: none"> A. Family disputes B. Neighbor disputes C. Juvenile disputes D. Loud parties/loud noise 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play
<p>HANDLING A DISPUTE SITUATION (15.2.07)</p> <p>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</p>			<input type="checkbox"/> Role Play
<p>ADDITIONAL CODE SECTIONS</p> <p>CVC</p> <p>1) 21453d</p>			

		To be Initialed by:		
		Trained Recruit	Perform FTO	Verbal FTO
2)	21456(a)			
3)	21950			
4)	21951			
5)	21955			
6)	21957			
7)	22500			
8)	27600			
9)	28071			

The training material from week 9 was reviewed with me and I acknowledge receipt of the training.

Recruit (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 10)

The following subjects will be covered during the 10th week of the training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. FIRES (13.17)</p> <p>TYPES OF FIRES (13.17.01)</p> <p>The trainee shall identify the following types of fires and best methods to deal with each:</p> <ul style="list-style-type: none"> A. Dry combustibles – best method to deal with: apply water B. Flammable liquids – best method to deal with: smothering to deplete oxygen C. Electrical – best method to deal with: de-energize the electrical circuit, and apply a non-conductive extinguishing agent such as Carbon dioxide D. Combustible metals – best method to deal with: do not use water to distinguish it; only use a dry powder distinguishing agent 			<input type="checkbox"/> Role Play
<p>INITIAL STEPS AT A BUILDING FIRE (PRM 345 Fires/Arson) (13.17.02)</p> <p>The trainee shall identify and discuss the initial steps to be taken with a fire in a building. These steps shall minimally include:</p> <ul style="list-style-type: none"> A. Request for the fire department B. Request for additional law enforcement assistance if needed C. Immediate evacuation of any occupants D. Isolation of the immediate area E. Establishment of a perimeter for crowd control 			<input type="checkbox"/> Role Play
<p>SEARCH FOR VICTIMS (13.17.03)</p> <p>The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.</p>			<input type="checkbox"/> Role Play
<p>BUILDING UNSAFE TO ENTER (13.17.04)</p> <p>The trainee shall recognize signs that indicate the burning building is unsafe to enter.</p>			<input type="checkbox"/> Role Play
<p>HANDLING A FIRE INCIDENT (13.17.05)</p> <p>Given a scenario or an actual incident involving a fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.</p>			<input type="checkbox"/> Role Play
<p>2. HAZARDOUS OCCURRENCES/MAJOR DISASTERS (13.18)</p> <p>RESPONSIBILITIES AND ACTIONS REQUIRED (PM 206 Emergency Operations Plan, FPD Critical Incident Response Plan; RCTB # 03-05, City of Fresno Emergency Operations Plan) (13.18.01)</p>			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES)			
HAZARDOUS MATERIALS POLICY AND PROCEDURES (PRM 412 Hazardous Material Response) (13.18.02) The trainee shall review and explain the Dept. policy and procedure on hazardous materials, substances, or chemical spills/leaks (HAZMAT)			<input type="checkbox"/> Role Play
FIRST RESPONDERS RESPONSIBILITIES (PRM 412 Hazardous Materials Response) (13.18.03) The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including: A. Recognition B. Safety/isolation/Area containment C. Notification of proper authorities D. Basic first responder limitations			<input type="checkbox"/> Role Play
MAJOR ACCIDENT/DISASTER SCENE (PRM 406 Crime Scenes and Major Incidents) (13.18.04) The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include: A. Requesting needed assistance and equipment B. Providing for emergency medical aid C. Undertaking immediate coordination with appropriate outside agencies D. Establishing a secure perimeter E. Establishing safe ingress and egress corridors F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/gases, etc.) G. Identifying and admitting only authorized personnel H. Dealing with the media			<input type="checkbox"/> Role Play
UNUSUAL OCCURRENCES (13.18.05) The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include: A. Downed electrical wires: Notify COMCEN who contacts PG&E for a call out response. Keep all persons and vehicles (including first responders) safe distance from hazard. Use traffic control devices if necessary (barricades, flares, etc.) B. Malfunctioning traffic signals: Notify COMCEN – who contacts City Street Maintenance Division for a call-out response. Direct traffic			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
manner.			
4. AIRCRAFT CRASHES (13.20) DEPARTMENT POLICY (PRM 434 Aircraft Accidents) (13.20.01) The trainee shall review and explain the Dept. policy on aircraft crashes.			<input type="checkbox"/> Role Play
TACTICAL CONSIDERATIONS (13.20.02) The trainee shall discuss factors associated with the handling of an aircraft crash, including: A. Civil Aviation/Non-Military Aircraft 1. Federal Aviation Agency (FAA and/or National Transportation Safety Board (NTSB) will investigate B. Military Aircraft 1. Military authorities are in charge 2. There may be dangerous weapons issues 3. there may be classified materials present 4. Police cannot authorize news media to enter			<input type="checkbox"/> Role Play
5. CROWD CONTROL (13.24) FIRST AMENDMENT RIGHTS (PRM 409 Special Events Operations, Basic Academy LD 2, 1st Amendment of the Constitution of the United States, pp. 1-5) (13.24.01) The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.			<input type="checkbox"/> Role Play
DEPARTMENT PHILOSOPHY AND LAW ENFORCEMENT OBJECTIVE (Basic Academy LD 24 Chapter 5, Crowd Management and Control, p. 5-10) (13.24.02) The trainee will explain and discuss the Dept. philosophy on law enforcement objective for controlling a crowd where there is potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without interfering on an individual or group's First Amendment rights of free speech and assembly.			<input type="checkbox"/> Role Play
MAINTAINING OBJECTIVITY (Basic Academy LD 24 Chapter 4 Crowd Dynamics, Professional Integrity p. 4 -6) (13.24.03) The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual's rights to free speech and assembly.			<input type="checkbox"/> Role Play
RESTORING ORDER (Basic Academy LD 24 Chapter 5 Crowd Management and Control, p. 5-17, PC 402, 403, 407, 409, 415, 416, 418,			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee will explain the appropriate use and maintenance of all Dept. issued/approved riot equipment (e.g., helmets, shields, flex cuffs, and other equipment)</p>			
<p>6. CIVIL DISPUTES (15.3)</p> <p>AGENCY POLICY ON LANDLORD-TENANT DISPUTES (PM & PRM 357 Civil Problems / Court Orders, RCTB # 06-13 Landlord/Tenant Disputes and The Police, Basic Academy LD 24 Chapter 3-11 through 3-13 Landlord/Tenant Disputes) (15.3.01)</p> <p>The trainee shall review and explain the Dept. policy on handling landlord-tenant disputes</p>			<input type="checkbox"/> Role Play
<p>CALIFORNIA LAW AND DEPARTMENT PROCEDURES REGARDING LANDLORD-TENANT DISPUTES (PM & PRM 357 Civil Problems / Court Orders, RCTB # 06-13 Landlord/Tenant Disputes and The Police) (15.3.02)</p> <p>The trainee shall identify and explain California law (civil and criminal) and Dept. procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:</p> <ul style="list-style-type: none"> A. Evictions B. Lockouts C. Trespass D. Confiscation of property 			<input type="checkbox"/> Role Play
<p>DEPARTMENT POLICY ON LABOR-MANAGEMENT DISPUTES (PRM 409 D Special Events / Operations, Labor Disputes) (15.3.03)</p> <p>The trainee shall review and explain the Department's policy on labor-management disputes</p>			<input type="checkbox"/> Role Play
<p>POLICING PROBLEMS DURING LABOR/MANAGEMENT DISPUTES (15.3.04)</p> <p>The trainee shall explain the Department policy and procedures relative to typical problems that occur during labor-management disputes. These problems shall minimally include:</p> <ul style="list-style-type: none"> A. Obstruction of ingress or egress B. Blocking of sidewalks and roadways C. Outside agencies D. Violence and vandalism E. Trespass 			<input type="checkbox"/> Role Play
<p>SMALL CLAIMS COURT (15.3.05)</p> <p>The trainee shall explain the role of small claims court relative to civil disputes</p>			<input type="checkbox"/> Role Play
<p>HANDLING A CIVIL DISPUTE (15.3.06)</p> <p>Given a situation involving a civil dispute, the trainee shall assess and</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
handle the situation in a safe and effective manner, consistent with agency policy and law			
7. REPOSSESSIONS (15.4)			<input type="checkbox"/> Role Play
RULES AND DEPARTMENT POLICY REGARDING REPOSSESSIONS (PRM 357 C Civil Problems / Court Orders, Repossessions, Basic Academy LD 24 Chapter 3 – 21 through 3 – 27 Disputes Involving Repossession) (15.4.01)			
The trainee shall explain and discuss the general rules and Dept. policies regarding repossessions. These shall minimally include:			
A. What property is subject to repossession			
B. Who may make a repossession			
C. To what lengths a reposessor may go			
D. When a repossession is complete			
ADDITIONAL CODE SECTIONS			
CVC			
1) 22100a&b			
2) 22102			
3) 22103			
4) 22104			
5) 22105			
6) 22106			
7) 22400			
PENAL CODE			
1) 302			
2) 403			
3) 404			
4) 405a			
5) 406			
6) 407			
7) 409.5			
8) 416			
9) 726			
10) 727			

The training material from week 10 was reviewed with me and I acknowledge receipt of the training.

Recruit (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 11)

The following subjects will be covered during the 11th week of training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. DOMESTIC VIOLENCE (13.12)</p> <p>LEGAL ISSUES AND OFFICER DUTIES (PRM 320 Domestic Violence, PC 273.5, 243(e)(1), 836(d), 13730(c), 13701(c), 13370, 646.9, 853, 12028.5, 273.6, 166(c)(1), 166(4), 646.91(c), 136.1, 422) (13.12.01)</p> <p>The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation, to minimally include:</p> <ul style="list-style-type: none"> A. Difference between domestic violence and domestic dispute B. Impact of domestic violence on victims, children, and suspects 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 active restraining orders 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. Taking temporary custody of firearms 			<input type="checkbox"/> Role Play
<p>INHERENT DANGERS (13.12.02)</p> <p>The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.</p>			<input type="checkbox"/> Role Play
<p>SEPARATING PARTIES (13.12.03)</p> <p>The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.</p> <ul style="list-style-type: none"> A. Separate parties in order to establish control, safety to victim(s), and stabilize the scene B. Separate parties in order to interview them while preventing one party influencing statements of the other parties 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>C. Separate parties in order to prevent eye contact and possible witness intimidation from other parties</p> <p>D. Position yourself within eye-contact of your partner to ensure officer safety</p>			
<p>DIFFERENCE BETWEEN CRIMINAL LAW AND CIVIL LAW (PRM 315 C Officer Response to Calls, Civil Law, PRM 357 Civil Problems/Court Orders) (13.12.04)</p> <p>The trainee shall explain the difference between criminal law and civil law that apply during domestic dispute situations</p>			<input type="checkbox"/> Role Play
<p>MANDATORY CUSTODY ARREST (PRM 320 Domestic Violence, PRM 357 Civil Problems/Court Orders) (13.12.05)</p> <p>The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations</p>			<input type="checkbox"/> Role Play
<p>ENFORCEMENT OF PROTECTIVE ORDERS (PRM 320 R, S, T, U,V, Domestic Violence, PRM 357 Civil Problems/Court Orders, PC 273.6, 166(c)(1), 646.91) (13.12.06)</p> <p>The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.</p>			<input type="checkbox"/> Role Play
<p>HANDLING DOMESTIC VIOLENCE INCIDENT (13.12.07)</p> <p>Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safety and effectively.</p>			<input type="checkbox"/> Role Play
<p>2. TACTICAL COMMUNICATION</p> <p>VERBAL AND NON-VERBAL CUES (RCTB # 06-02 Seven Things You Shouldn't Say) (15.1)</p> <p>The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues)</p>			<input type="checkbox"/> Role Play
<p>BENEFITS OF TACTICAL COMMUNICATION (15.1.02)</p> <p>The trainee shall identify and explain the benefits of tactical communication, including:</p> <ul style="list-style-type: none"> A. Enhanced safety (reduced likelihood of physical confrontation and injury) B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability) 			<input type="checkbox"/> Role Play
<p>DEMONSTRATION OF TACTICAL COMMUNICATION (15.1.03)</p> <p>The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence)</p>			<input type="checkbox"/> Role Play
<p>DEFLECTION TECHNIQUES (15.1.04)</p> <p>The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but"</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>should be professional language that is goal directed. Examples might include:</p> <p>A. "I appreciate that, but I need to see your driver's license, vehicle registration, and proof of insurance"</p> <p>B. "I understand that, but I need you to move your vehicle"</p>			
<p>FIVE-STEP PROCESS FOR GENERATING VOLUNTARY COMPLIANCE (Basic Academy LD 22 Chapter 2 – 24 through 2 – 26 Making Contact with Vehicle Occupants) (15.1.05)</p> <p>Given a scenario or an actual incident involving uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:</p> <p>A. Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply</p> <p>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</p> <p>C. Present Options (Personal Appeal) – Explain possible options</p> <p>D. Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, "is there anything I can say to gain your cooperation at this time?"</p> <p>E. Act (Take appropriate action)</p>			<input type="checkbox"/> Role Play
<p>3. CULTURAL DIVERSITY (6.3)</p> <p>COMMUNITY CULTURES (6.3.01)</p> <p>The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her department</p>			<input type="checkbox"/> Role Play
<p>CULTURAL MOTIVATIONS AND BIASES (6.3.02)</p> <p>The trainee shall identify cultural motivations and biases that may affect professional ethics.</p>			<input type="checkbox"/> Role Play
<p>INCREASING TRUST WITHIN COMMUNITIES (6.3.03)</p> <p>The trainee shall asses and explain ways in which he/she can increase the trust of the community he/she serves</p>			<input type="checkbox"/> Role Play
<p>4. ETHICAL STANDARDS (3.1)</p> <p>ETHICAL DECISIN MAKING (RCTB #08-09 LE Code of Ethics) (3.1.01)</p> <p>The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics) and explain or demonstrate how they apply to ethical decision-making</p>			<input type="checkbox"/> Role Play
<p>ACCEPTING RESPONSIBILITY (PM 340 & PRM 340 Discipline Policy) (3.1.02)</p> <p>The trainee shall demonstrate the ability to accept responsibility for his/her actions</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>ETHICAL CONDUCT (3.1.03)</p> <p>The trainee shall illustrate, through explanation or example the following aspects of ethical conduct:</p> <ul style="list-style-type: none"> A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department in disrepute, or impair its efficient and effective operation. B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department showing respect, courtesy, and professionalism in their dealings with one another. C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation. E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays in the performance of duty. F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge. 			<input type="checkbox"/> Role Play
<p>RESPONSIBILITIES REGARDING UNETHICAL CONDUCT/OTHERS (3.1.04)</p> <p>The trainee shall recognize his/her responsibility to intervene to stop (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.</p> <ul style="list-style-type: none"> A. See PM 341.2.2(f) Performance Standards 			<input type="checkbox"/> Role Play
<p>HANDLING UNETHICAL/CRIMINAL CONDUCT BY OFFICERS (3.1.05)</p> <p>The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.</p> <ul style="list-style-type: none"> A. PM 341.2.2(f) Performance Standards 			<input type="checkbox"/> Role Play
<p>PROBLEMS ASSOCIATED WITH UNETHICAL DECISION MAKING (3.1.06)</p> <p>The trainee shall identify and discuss problems associated with some common unethical decisions, including:</p> <ul style="list-style-type: none"> A. Non-enforcement of specific laws by personal choice B. Disproportionate enforcement targeting specific groups by personal choice C. Acceptance of gratuities 			<input type="checkbox"/> Role Play <input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
D. Misuse of sick time			
E. PRM 402 Racial / Bias-Based Profiling			
GENERAL ORDERS (3.1.07)			
The trainee shall review and explain the General Orders associated with conduct both on/off duty			
A. PM 341 Performance Standards			
ADDITIONAL CODE SECTIONS			
CVC			
1) 21200			
2) 23103			
3) 23104			
4) 23109			
5) 23110			
6) 23111			
7) 23112			
8) 23114			
9) 23116(a-b)			
10) 27150a			
11) 27151			
12) 27153			
13) 27155			
14) 27315(d,e,f)			
15) 27360(a,b)			
PENAL CODE			
1) 166.4			
2) 243.4			
3) 243(d)			
4) 261.5			
5) 271			
6) 272			
7) 273a(1-2)			
8) 273d			
9) 273g			
10) 273.5 (memo 95-04)			

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
11)	273.6				
12)	11166(a-g)				

The training material from week 11 was reviewed with me and I acknowledge receipt of the training.

Trainee (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

OFFICER COMPETENCY CHECKLIST (Week 12)

The following subjects will be covered during the 12th week training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. DRIVING UNDER THE INFLUENCE (16.5)</p> <p>RECOGNIZING SUSPECTED DUI DRIVERS (Basic Academy LD 28 Chapter 5 – 15 through 5 – 21 DUI Detection) (16.5.01)</p> <p>The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence (DUI)</p>			<input type="checkbox"/> Role Play
<p>SOBRIETY TESTS (PM & PRM 514 Impaired Driving and Evidence Collection, Basic Academy LD 28 Chapter 5 – 22 through 5 – 30 FST's, FPD Sobriety Report Form) (16.5.02)</p> <p>The trainee shall explain and demonstrate the sobriety tests (FSTs) used by the Department.</p>			<input type="checkbox"/> Role Play
<p>CHEMICAL TESTS (PRM 514 D Impaired Driving and Evidence Collection, PRM 373 Blood and Urine Evidence Collection, RCTB # 14-03 Electronic Search Warrant Process, Peace Officers Legal Sourcebook Chapter 17.21 – 17.30 Chemical Tests) (16.5.03)</p> <p>The trainee shall explain the law and Dept. policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.</p>			<input type="checkbox"/> Role Play
<p>CHEMICAL TEST REFUSALS (PRM 514 E Impaired Driving and Evidence Collection, Refusal to Take Chemical Test, Peace Officers Legal Sourcebook Chapter 17.30a Admin Per Se law) (16.5.04)</p> <p>The trainee shall explain the law and Dept. policy regarding processing persons who refuse chemical testing.</p>			<input type="checkbox"/> Role Play
<p>DUI REPORT FORMS (FPD RPW) (16.5.05)</p> <p>The trainee shall identify the report forms to be used for driving under the influence cases.</p>			<input type="checkbox"/> Role Play
<p>HANDLING A DRIVING UNDER THE INFLUENCE CASE (16.5.06)</p> <p>Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.</p>			<input type="checkbox"/> Role Play
<p>2. RACIAL PROFILING (6.4)</p> <p>RACIAL PROFILING PROHIBITED AND DAMAGING (PRM 402 Racial/Bias-Based Profiling) (6.4.01)</p> <p>The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
without any individualized suspicion of the particular person being stopped.” The trainee shall recognize that racial profiling:			
<ul style="list-style-type: none"> A. Is prohibited by law B. “Presents a great danger to the fundamental principles of a democratic society” C. “Is abhorrent and cannot be tolerated” D. Causes community distrust and harms police relations with the community E. May have legal consequences 			
<p>PROFILING BEHAVIOR (Peace Officers Legal Sourcebook, Chapter II Search & Seizure Persons, Section III, A & B) (6.4.02)</p> <p>The trainee shall explain why effective police work profiles a person’s behavior and not a person’s race</p>			<input type="checkbox"/> Role Play
<p>CONSTITUTIONAL AMENDMENTS (4TH & 14TH Amendments of the U.S. Constitution) (6.4.03)</p> <p>The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.</p>			<input type="checkbox"/> Role Play
<p>COMMUNITY HISTORY (6.4.04)</p> <p>The trainee shall discuss how the history of the community can have an affect on the community’s relationship with the department</p>			<input type="checkbox"/> Role Play
<p>AGENCY POLICY (PRM 402 Racial /Bias-Based Profiling) (6.4.05)</p> <p>The trainee shall review and be able to summarize the Dept. policy regarding racial profiling</p>			<input type="checkbox"/> Role Play
<p>FOCUSING ON BEHAVIOR (6.4.06)</p> <p>The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race</p>			<input type="checkbox"/> Role Play
<p>3. ADDITIONAL LAWS (9.5)</p> <p>ALCOHOLIC BEVERAGE CONTROL ACT (Business and Professions Codes (B&P) 23000 – 25762, RCTB# 08-05 TRACE) (9.5.01)</p> <p>The trainee shall recognize violations of the Alcohol Beverage Control Act and will locate the applicable sections including those prohibiting:</p> <ul style="list-style-type: none"> A. After-hours sales and/or consumption of alcoholic beverages on licensed premises B. Selling / providing alcoholic liquor to any person under the age of 21 years C. Selling/providing alcoholic liquor to a person who is visibly intoxicated 			<input type="checkbox"/> Role Play
<p>PROBATION/PAROLE LAWS (PC1203.2,3056) (9.5.02)</p> <p>The trainee shall review and explain the laws regarding probation and</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
parole violations, searches, and holds.			
<p>LOCAL ORDINANCE VIOLATIONS (RCTB #08-01 Fresno Municipal Code (FMC)) (9.5.03)</p> <p>The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.</p>			<input type="checkbox"/> Role Play
<p>CONSTITUTIONAL AMENDMENTS GRANTING INDIVIDUAL RIGHTS (U.S. Constitution, Bill of Rights) (9.5.04)</p> <p>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:</p> <ul style="list-style-type: none"> A. First Amendment - Freedom of religion, speech, press, and public assembly B. Fourth Amendments – Search and seizure only by warrant or good cause C. Fifth Amendment – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation D. Sixth Amendment – Right to a speedy trial E. Eight Amendment – Excessive bail prohibited F. Fourteenth Amendment – Civil rights (see 18 USC Section 242 – Color of law/authority) 			<input type="checkbox"/> Role Play
<p>STATE LEGISLATIVE MANDATES (9.5.05)</p> <p>The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates</p>			<input type="checkbox"/> Role Play
<p>MARSY'S LAW (California Constitution, Article I, Section 28(b), PM & PRM 336 Victim and Witness Assistance) (9.5.06)</p> <p>The trainee shall review and explain the requirements of the Victim's Bill of Rights Act of 2008 (Marcy's Law) and review the Marsy's Card.</p>			<input type="checkbox"/> Role Play
<p>4. ADDITIONAL PATROL SAFETY (13.4)</p> <p>PLAIN CLOTHES OFFICERS (13.4.01)</p> <p>The trainee shall explain and / or demonstrate how to react when encountering plain-clothes officers in the field, including:</p> <ul style="list-style-type: none"> A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen 			<input type="checkbox"/> Role Play
<p>PLAIN CLOTHES AND OFF DUTY ARRESTS (PRM 426 Reporting Police Activity Outside of Jurisdiction) (13.4.02)</p> <p>The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain- clothes or off-duty arrest.</p>			<input type="checkbox"/> Role Play
<p>HAZARDS OF SILHOUETTING (13.4.03)</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee shall explain and/or demonstrate ways to avoid “silhouetting”</p> <p>TELLTALE NOISES (13.4.04)</p> <p>The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as:</p> <ul style="list-style-type: none"> A. Vehicle noises B. Radio noises C. Keys and equipment noises 			<input type="checkbox"/> Role Play
<p>KEEPING SUBJECT’S HANDS IN VIEW (13.4.05)</p> <p>The trainee shall explain the importance of always keeping a subject’s hands in view.</p>			<input type="checkbox"/> Role Play
<p>INITIATING FOOT PURSUITS (RCTB # 13-03 Foot Pursuits, Tactical considerations) (13.4.06)</p> <p>The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.</p>			<input type="checkbox"/> Role Play
<p>MUTUAL AID AND JURISDICTION (PRM 426 Reporting Police Activity Outside of Jurisdiction, RCTB # 12-02 Linknet Radio Communication Interoperability, PM 314.6 Pursuits, Inter-Jurisdictional Considerations) (13.4.07)</p> <p>The trainee shall review and explain Dept. policy on mutual aid and jurisdiction including:</p> <ul style="list-style-type: none"> A. Use of official vehicles outside the Dept.’s jurisdiction B. Responding to calls for assistance outside agency’s jurisdiction C. Assisting other agencies with arrests within Dept. jurisdiction 			<input type="checkbox"/> Role Play
<p>5. LOST, FOUND, AND RECOVERED PROPERTY (13.23)</p> <p>13.23.01 DISPOSITION OF PROPERTY OTHER THAN EVIDENCE (PRM 804 J, K, Property and Evidence, Found Property, Property Held for Safe Keeping, Ca Civil Code 2080 – 2080.10)</p> <p>The trainee shall review and explain California law and Dept. policies and procedures concerning the disposition of property other than evidence, including:</p> <ul style="list-style-type: none"> A. Property recovered by officer B. Property found by citizens C. Property (real or personal) of injured, ill, or deceased persons <p>How Law Enforcement Data Systems (LEDS) can assist in determining property status</p> <p>ADDITIONAL CODE SECTIONS</p> <p>PENAL CODE</p> <ul style="list-style-type: none"> 1) 591 2) 594 			<input type="checkbox"/> Role Play

		To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
3)	594.1				
4)	594.2				
5)	602				
6)	602.5				

The training material from week 12 was reviewed with me and I acknowledge receipt of the training.

Recruit (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

[REDACTED]

[REDACTED]

■ [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED]			■ [REDACTED]
[REDACTED] [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED] [REDACTED]			■ [REDACTED]
■ [REDACTED]			■ [REDACTED]

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 			
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 			<input type="checkbox"/> Role Play
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 			<input type="checkbox"/> Role Play
<p>3. CONCEPTS OF EVIDENCE (14.4)</p> <p>EVIDENCE DEFINITION AND TYPES (Ca Evidence Code 140, 410) (14.4.01)</p> <p>The trainee shall review the term “evidence” as defined by California law, and recognize the various concept so evidence, including:</p> <ul style="list-style-type: none"> A. Direct evidence B. Indirect / Circumstantial evidence 			<input type="checkbox"/> Role Play
<p>EVIDENCE AND RELATED MATERIALS (Peace Officer’s Legal Sourcebook Chapter 11.1 – 11.4b) (14.4.02)</p> <p>The trainee shall discuss and give examples of the following evidence and related materials:</p> <ul style="list-style-type: none"> A. Fruits of a crime B. Instrumentalities of a crime C. contraband 			<input type="checkbox"/> Role Play
<p>PURPOSE OF EVIDENCE (Peace Officer’s Legal Sourcebook Chapter 11.1 – 11.4b) (14.4.03)</p>			<input type="checkbox"/> Role Play

	Trained Recruit	Perform FTO	Verbal FTO
<p>The trainee shall explain the purposes of offering evidence in court including:</p> <ul style="list-style-type: none"> A. As an item of proof B. To impeach a witness C. To rehabilitate a witness D. To assist in determining sentence 			
<p>TESTS OF ADMISSIBILITY (Ca Evidence Code 210, Peace Officer's Legal Sourcebook Chapter 11.5 – 11.14) (14.4.04)</p> <p>The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:</p> <ul style="list-style-type: none"> A. Be relevant to the matter in issue B. Be competently presented in court C. Having been legally obtained 			<input type="checkbox"/> Role Play
<p>WITNESS QUALIFICATIONS (Peace Officer's Legal Sourcebook Chapter 12) (14.4.05)</p> <p>The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:</p> <ul style="list-style-type: none"> A. Know the difference between right and wrong B. Understand his/her duty to tell the truth C. Possess the ability to express himself/herself concerning the matter to be understood D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule) 			<input type="checkbox"/> Role Play
<p>PRIVILEGED COMMUNICATION (Ca Evidence Code 950, 970, 980, 990, 1030, Peace Officer's Legal Sourcebook Chapter 11.14 E) (14.4.06)</p> <p>The trainee shall explain the privileged communication rule and provide examples to include:</p> <ul style="list-style-type: none"> A. Husband and wife B. Attorney and client C. Clergy person and confessor D. Physician and patient 			<input type="checkbox"/> Role Play
<p>4. RULES OF EVIDENCE (14.5)</p> <p>EXCLUSIONARY RULE (Ca Evidence Code 1200, 1220, Peace Officers Legal Sourcebook Chapter 2.2b, Chapter 11.14F) (14.5.01)</p> <p>The trainee shall describe the effects of the "Exclusionary Rule" upon police actions and procedures in the following areas:</p>			<input type="checkbox"/> Role Play

	To be Initialed by: Trained Recruit	Perform FTO	Verbal FTO
<p>A. Civil rights</p> <p>B. Inadmissible evidence</p> <p>C. Possibility of false arrest</p> <p>HEARSAY RULE (Peace Officers Legal Sourcebook Chapter 11.6 B-1a, Basic Academy LD 17 Chapter 2-10 through 2-20 Hearsay Rule) (14.5.02)</p> <p>The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:</p> <p>A. Spontaneous statements</p> <p>B. Admissions</p> <p>C. Confessions</p> <p>D. Dying declarations</p>			<input type="checkbox"/> Role Play
<p>5. COURTROOM TESTIMONY AND DEMEANOR (14.10)</p> <p>PROFESSIONAL DEMEANOR AND APPEARANCE (PRM 348 Q Court Appearance and Subpoenas, Courtroom Attire, Peace Officers Legal Sourcebook 12.3 II Appearance, Basic Academy LD 17 Chapter 3 Courtroom Testimony) (14.10.01)</p> <p>The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.</p>			<input type="checkbox"/> Role Play
<p>PRE-TRIAL CONFERENCE (Basic Academy LD 17 Chapter 3-6 Preparing for Court Testimony) (14.10.02)</p> <p>The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:</p> <p>A. Refreshing the officer's memory</p> <p>B. Coordination of efforts</p>			<input type="checkbox"/> Role Play
<p>PRINCIPLES OF EFFECTIVE TESTIMONY (Basic Academy LD 17 Chapter 3-9 through 3-19 Testifying in court) (14.10.03)</p> <p>The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:</p> <p>A. Honesty</p> <p>B. Clarity</p> <p>C. Brevity</p> <p>D. Objectivity</p> <p>E. Poise</p>			<input type="checkbox"/> Role Play
<p>DEALING WITH ATTORNEY PERSONALITIES (Peace Officers Legal Sourcebook Chapter 3 – 10) (14.10.04)</p> <p>The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:</p> <p>A. Irate</p>			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<ul style="list-style-type: none"> B. Offensive C. Threatening D. Argumentative E. Overly friendly 			
<p>COURTROOM SECURITY POLICIES AND PROCEDURES (14.10.05)</p> <p>The trainee shall become familiar with Fresno County courtroom security policies and procedures such as:</p> <ul style="list-style-type: none"> A. Prisoner escort B. Prisoner restraint C. Screening of Courtroom Audience D. Disturbance procedures 			<input type="checkbox"/> Role Play
<p>PERJURY AND FALSIFYING POLICE REPORTS (PC 118.1; Brady V. Maryland, 373 U.S. 83 (1963)) (14.10.06)</p> <p>The trainee shall recognize that perjury and falsification of police reports are crimes, and may result in the following consequences:</p> <ul style="list-style-type: none"> A. Criminal and civil action against the officer B. Irreparable damage to the officer's credibility (Brady List) C. Irreparable damage to the prosecution of a case D. May result in civil action against the City/Dept 			<input type="checkbox"/> Role Play
<p>COURTROOM TESTIMONY PREPARATION AND DEMONSTRATION (14.10.07)</p> <p>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.</p>			<input type="checkbox"/> Role Play
<p>6. PERSONNEL</p> <p>COMPLAINTS (PRM 1020 Personnel Complaints) (18.1.13)</p> <p>The trainee shall review and explain the Department's policy / procedure concerning citizen and internal complaints and inquiries. This discussion shall minimally include the trainee demonstrating an understanding of:</p> <ul style="list-style-type: none"> A. Complaint B. Inquiry C. Member's duties receiving an inquiry or complaint 			<input type="checkbox"/> Role Play
<p>GRIEVANCE (PM & PRM 1006 Grievance) (18.1.14)</p> <p>The trainee shall review and explain the grievance procedure.</p>			<input type="checkbox"/> Role Play
<p>COMMENDATIONS (PM & PRM 1030 Employee Commendations) (18.1.15)</p> <p>The trainee shall review and discuss the Department's commendations policy/procedure.</p>			<input type="checkbox"/> Role Play

OFFICER SKILLS MASTERY CHECKLIST (Solo Observation)

The following subjects will be covered during the solo observation weeks training
(From: _____ to: _____)

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
<p>1. SELF INITIATED ACTIVITY / TYPES OF ACTIVITIES (17.1)</p> <p>VEHICLE STOPS (17.1.01)</p> <p>The trainee shall explain the necessity of and demonstrate proficiency of self-initiated vehicle stops to minimally include:</p> <ul style="list-style-type: none"> A. Investigative stops B. Traffic enforcement 			<input type="checkbox"/> Role Play
<p>PEDESTRIAN STOPS (17.1.02)</p> <p>The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:</p> <ul style="list-style-type: none"> A. Suspicious persons B. Consensual encounters C. Enforcement of pedestrian related violations 			<input type="checkbox"/> Role Play
<p>DIRECTED PATROL (17.1.03)</p> <p>The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:</p> <ul style="list-style-type: none"> A. Gang areas / Gang activity B. DUI enforcement C. Illegal vendors D. Pattern crimes E. POP projects 			<input type="checkbox"/> Role Play
<p>ARRESTS (17.1.04)</p> <p>The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:</p> <ul style="list-style-type: none"> A. Misdemeanors B. Felonies C. Others (Municipal Codes, etc) 			<input type="checkbox"/> Role Play
<p>OTHER ACTIVITIES (17.1.05)</p> <p>The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:</p> <ul style="list-style-type: none"> A. Field interview cards B. Bar checks 			<input type="checkbox"/> Role Play

To be Initialed by:	Trained Recruit	Perform FTO	Verbal FTO
C. Curfew violators			
D. Suspicious circumstances			

The trainee explained, and demonstrated competency in the performance objectives for solo observation period.

Recruit (Name & Badge #)

Date

Remarks:

Sgt. Review (Name & Badge #)

Date

Officer Training Guide Topics

This index lists the Competency topics in the Officer Training Guide, so the FTO and Trainee Officer can locate them easily.

TRAINING GUIDE TOPICS	WEEK #
Animal Complaints	9
Animals, Dispatch of Seriously Wounded or Dangerous	9
Attempted Suicides	9
Bar Checks	12
Barricaded Suspect Incidents, Response to	7
Beat Map	1
Beat Structure	1
Bomb Threats / Explosive Devices	10
Burglary Calls, Response to	7
Chemical Tests	12
Civil Disputes	10
Community / Problem Oriented Policing	2
Conduct, Standards of	Orientation
Court Testimony	13
Criminal Citations	4
Criminal Offense Record Information / Information Systems	3
Death Cases	5
Demonstrations	10
Detention and Arrest	3
Diplomatic/Legislative Immunity	4
Discipline Procedures	11
Domestic Violence	11
Ethical Responsibilities	11
Field Interviews	6
Field Stops, Procedure	6
Fire, Coordination With Police	10
Flare Patterns	8
Force, Use of	Limbo 1
Found Persons	9
Grievance Procedure	13
Gangs	7
Hostage Situations, Response to	7
Identifications	5
Internal Affairs, Complaints	13
Intoxication Cases	3
Investigations	5
Investigations, Collection of Physical Evidence	6
Juvenile Contacts	7
Labor Disputes	10
Marijuana Cultivation, evidence	6
Mentally Ill Persons	9
Missing Persons	9
News Media	13
Patrol Procedures, Officer Safety	Limbo 1

TRAINING GUIDE TOPICS	WEEK #
Patrol Procedures, Low and High Risk Vehicle Stops	Limbo 1
Patrol Techniques	2
Parole/Probation Violations	12
Photographs, Crime Scene	6
Prisoner Processing	3
Property	6
Prowler Calls, Response To	7
Radio Use	4
Reporting Requirements	4
Report Reviews	4
Reports, Dictating	4
Restraining Orders	11
Robbery Calls, Response To	7
Search and Seizure	4
Security Alarms, Response To	7
Sexual Assault	5
Sick Leave, Reporting	Orientation
Traffic Accidents	8
Traffic Control	8
Traffic, Enforcement of the Law	6
Vehicle, Emergency Operation	5
Vehicle, Operation of	3
Vehicle, Pursuits	5
Vehicle, Towing of	8
Warrants	4

FRESNO POLICE DEPARTMENT

DAILY OBSERVATION
REPORT NO. _____ DATE _____

Week:	Day:	Watch:	Phase:
Assignment or Reason for No Evaluation			

TRAINEE'S LAST NAME, FIRST INITIAL (Badge)

FTO'S LAST NAME, FIRST INITIAL (Badge)

INSTRUCTIONS

RATE OBSERVED BEHAVIOR ON THE SCALE BELOW, USING THE NUMERICAL VALUE DEFINITIONS IN THE FTO PROGRAM STANDARDIZED GUIDELINES.

MARK "N.O." FOR NOT OBSERVED, "N.R.T." FOR NOT RESPONDING TO TRAINING, "NAR" FOR NARRATIVE COMMENT, AND "REM" FOR REMEDIAL TRAINING.

YOU MUST COMMENT ON THE MOST AND LEAST ACCEPTABLE PERFORMANCE OF THE DAY, AND ON ALL RATINGS OF "1" OR "7", AND "N.R.T." YOU ARE ALSO ENCOURAGED TO COMMENT ON ANY OTHER BEHAVIOR YOU WISH. REFER TO THE CATEGORY NUMBER IN YOUR COMMENTS

RATING SCALE

NOT ACCEPTABLE BY FTO PROGRAM STANDARDS ACCEPTABLE LEVEL SUPERIOR BY FTO PROGRAM STANDARDS
 → 1 2 3 <4> 5 6 7 ←

USE THE STANDARDIZED GUIDE LINES CRITICAL PERFORMANCE TASKS

	1	2	3	4	5	6	7	N.O.	NRT	NAR	REM	TIME
1. DRIVING SKILL: STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
2. ORIENTATION SKILL: STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
3. FIELD PERFORMANCE: STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
4. OFFICER SAFETY: GENERAL.....	<input type="checkbox"/>	_____										
5. OFFICER SAFETY: W/SUSPICIOUS Persons & Prisoners.....	<input type="checkbox"/>	_____										
6. CONTROL OF CONFLICT: VOICE COMMAND.....	<input type="checkbox"/>	_____										
7. CONTROL OF CONFLICT: PHYSICAL SKILL.....	<input type="checkbox"/>	_____										

FREQUENT AND OTHER PERFORMANCE TASKS

8. DRIVING SKILL: NON-STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
9. ORIENTATION SKILL: NON-STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
10. PROPER FORM SELECTION: Accuracy/Completeness.....	<input type="checkbox"/>	_____										
11. REPORT WRITING: ORGANIZATION/DETAILS.....	<input type="checkbox"/>	_____										
12. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS.....	<input type="checkbox"/>	_____										
13. REPORT WRITING: APPROPRIATE TIME USED?.....	<input type="checkbox"/>	_____										
14. FIELD PERFORMANCE: NON-STRESS CONDITIONS.....	<input type="checkbox"/>	_____										
15. SELF-INITIATED ACTIVITY.....	<input type="checkbox"/>	_____										
16. PROBLEM SOLVING/DECISION MAKING.....	<input type="checkbox"/>	_____										
17. RADIO: USE OF COMMUNICATION CODES/PROCEDURES.....	<input type="checkbox"/>	_____										
18. RADIO: LISTENS & COMPREHENDS TRANSMISSIONS.....	<input type="checkbox"/>	_____										
19. RADIO: ARTICULATION OF TRANSMISSIONS.....	<input type="checkbox"/>	_____										

KNOWLEDGE

KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES

20. REFLECTED BY VERBAL/WRITTEN/SIMULATED TESTING.....	<input type="checkbox"/>	_____										
21. REFLECTED IN FIELD PERFORMANCE.....	<input type="checkbox"/>	_____										

KNOWLEDGE OF THE PENAL CODE

22. REFLECTED BY VERBAL/WRITTEN/SIMULATED TESTING.....	<input type="checkbox"/>	_____										
23. REFLECTED IN FIELD PERFORMANCE.....	<input type="checkbox"/>	_____										

KNOWLEDGE OF THE VEHICLE CODE

24. REFLECTED BY VERBAL/WRITTEN/SIMULATED TESTING.....	<input type="checkbox"/>	_____										
25. REFLECTED IN FIELD PERFORMANCE.....	<input type="checkbox"/>	_____										

ATTITUDE/RELATIONS

26. ACCEPTANCE OF FEEDBACK: VERBAL/BEHAVIOR.....	<input type="checkbox"/>	_____										
27. ATTITUDE TOWARD POLICE WORK.....	<input type="checkbox"/>	_____										
28. RELATIONSHIPS WITH CITIZENS: SPECIFY.....	<input type="checkbox"/>	_____										
29. OTHER RELATIONSHIPS: FTO/SGT./DEPT. MEMBERS.....	<input type="checkbox"/>	_____										

APPEARANCE

30. GENERAL APPEARANCE: SPECIFY IF NECESSARY.....	<input type="checkbox"/>	_____										
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_____ Total Minutes of Training Time Today (Note Specific Remedial Plans in Narrative)

RECRUIT'S NAME	FTO'S NAME	DATE

THE MOST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS RATING CATEGORY NUMBER:
 A SPECIFIC INCIDENT WHICH DEMONSTRATES TODAY'S PERFORMANCE IN THIS AREA IS:

THE LEAST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS RATING CATEGORY NUMBER:
 A SPECIFIC INCIDENT WHICH DEMONSTRATES TODAY'S PERFORMANCE IN THIS AREA IS:

DOCUMENTATION OF PERFORMANCE AND COMMENTS:

CATEGORY #

Trainee Signature	➤	Date
FTO Signature	➤	Date
Print FTO Sgt. Name	FTO Sgt. Signature	Date
Print FTO SAC Name	FTP SAC Signature	Date

Continuation Pages Attached

FRESNO POLICE DEPARTMENT FTO SERGEANT'S WEEKLY EVALUATION REPORT

Report for Week	1	2	3	4	5	6	7	8	9	10	11
	12	13	14	15				Ext. Wk			

Trainee's Last Name, Initial
 Badge #
 FTO's Last Name, Initial

I have reviewed the above listed trainee's Daily Observation Reports for the week of _____ to _____.

After reviewing the trainee's progress as documented in the DORs, I have also done the following:

I (have / have not) met with and discussed the trainee's significant strengths with the trainee and FTO.

I (have / have not) met with and discussed the trainee's most significant weaknesses with the trainee and FTO.

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

Remedial training, if provided, consisted of:

Trainee (is / is not) performing at solo beat officer level.

Comments regarding significant strengths and weaknesses and progress to date:

(If necessary, continue comments on reverse side)

Trainee's Signature

Date

Sergeant's Signature

Date

TRAINING ASSIGNMENT

During the next _____ working shifts, your assignment will be as follows: *(FTO will describe the specific assignment given the recruit officer to correct the above described problem. Assignment will be given in terms of specific performance goals, i.e., practice self-initiated car stops daily [at least 4 shifts] resulting in 4 F.I.s and 2 hazardous vehicle violations in the above time period. Trainee will be expected to perform at a satisfactory level in identified skill/knowledge area.)*

Follow-Up

1. Has the trainee officer completed the training plan?
YES NO
2. Is the trainee performing at a satisfactory level in identified area?
YES NO
3. Has an additional assignment been given?
YES NO

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

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

FTO (Name, badge # and date)

Trainee Officer (Name, badge # and date)

Supervisor (Name, badge # and date)

Fresno Police Department
Field Training Program
End of Phase Evaluation Summary

Trainee's Last Name, Initial

Badge

FTO's Last Name, Initial

Phase #: _____ Date Phase Began: _____ Date Phase Ends: _____

SIGNIFICANT STRENGTHS:

SIGNIFICANT WEAKNESSES:

REMEDIAL TRAINING PROVIDED:

ADDITIONAL TRAINING/REMEDIAL EFFORT:

COMMENTS/RECOMMENDATIONS:

This Trainee is recommended for:

ADVANCEMENT _____

REMEDIAL EXTENSION _____

Trainee's Signature

FTO's Signature

FTO Sergeant's Signature

FTO Coordinator's Signature

FIELD TRAINING PROGRAM COMPLETION RECORD / COMPETENCY ATTESTATION

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

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

_____ Signature of Trainee _____ Date

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

_____ Primary Field Training Officer Signature _____ Date

_____ Field Training Program SAC Signature _____ Date

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

_____ Agency Head or his/her designee _____ Date

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FRESNO POLICE DEPARTMENT FIELD TRAINING PROGRAM

FTO CRITIQUE FORM

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

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

Your Field Training Officer:

_____ Weeks _____ through _____

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

Training: _____ Evaluation: _____

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

_____ I am one of a number of police recruits

_____ I am an individual

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

About your training officer, how would you rate:

3. Their ability as a police officer?

Poor Fair Average Good Excellent

Explanation:

4. The example the FTO sets for YOU?

Poor Fair Average Good Excellent

Explanation:

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

Poor Fair Average Good Excellent

Explanation:

6. The FTO's knowledge of the training material covered?
 Poor Fair Average Good Excellent

Explanation:

7. The FTO's skill as an instructor/teacher/trainer?
 Poor Fair Average Good Excellent

Explanation:

8. The FTO's ability to communicate with you?
 Poor Fair Average Good Excellent

Explanation:

9. The FTO's application of honesty, fairness and objectivity in rating you.
 Poor Fair Average Good Excellent

Explanation:

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

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

Comment, if you wish, on the performance, abilities, etc., of your supervisors. (Sgts. and Lts.)

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7. Do you feel your daily evaluations were fair and consistent? Explain.

8. Were you ever treated in an unprofessional manner while in the FTO program? If so, explain.

9. Are you aware of any other recruit who was treated in an unfair or unprofessional manner?

10. Is there anything the FTO program could have done to better prepare you for solo beat officer status?

11. If you had encountered a problem during the FTO program, who could you have gone to for assistance?

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12. Is there anything else you would like to say about the FTO Program or the training process in general?

SAC

Date