

TRAINING GUIDE #1

TRAINEE: _____
FIELD TRAINING OFFICER: _____

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Evaluation While on Probation
<input type="checkbox"/>	<input type="checkbox"/>	_____	Station Orientation
<input type="checkbox"/>	<input type="checkbox"/>	_____	Use of Firearms
<input type="checkbox"/>	<input type="checkbox"/>	_____	Firearms Qualification and Maintenance
<input type="checkbox"/>	<input type="checkbox"/>	_____	Peace Officer Bill of Rights
<input type="checkbox"/>	<input type="checkbox"/>	_____	Impartiality in Enforcement
<input type="checkbox"/>	<input type="checkbox"/>	_____	Department ID Card

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 200.1-200.2.2, Organizational Structure and Responsibility

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Policy(ies) 322.1-322.9, Disciplinary Policy

Policy(ies) 306.1-306.10, Firearms and Qualification

Policy(ies) 322.3.5, Performance

Policy(ies) 317.1-317.9, Missing Persons/RAJ Procedures

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

P.C. 142(a)

P.C. 148(a)(1)

P.C. 182(a)

P.C. 187(a)

P.C. 4574(a)

CVC 31

CVC 2800(a)

CVC 2800.1(a)

CVC 4000(a)(1)

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
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RCO 5.60.040

RCO 5.60.170

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Evaluation While on Probation</u> A. During the FTO Program 1. Daily observation reports 2. Monthly evaluations, supervisor review B. After the FTO Program 1. Monthly by field supervision until the end of probation 2. Then annually
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		<u>Orientation</u> A. Introduction to all on duty personnel B. Tour of station noting: 1. Watch Commander's Office 2. Equipment and supply storage areas 3. Equipment check-out procedures 4. Detective Bureau, Jail Facility and other pertinent areas C. Other city departments, related facilities and their functions
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		<u>Equipment Checks</u> A. Trainee 1. Uniform 2. Weapons, department authorized and loaded 3. Other personal effects, briefcases, etc. B. Vehicle 1. Damage and defects
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

Dates	<ol style="list-style-type: none"> 2. Repair order/damage forms 3. Cleanliness 4. Check under seats and interior of patrol unit for contraband 5. Trunk: Flares, first-aid equipment, etc. 6. Emergency lights, Unit patrol functions, vehicle lights 7. Radio/MDT operation.
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T	P		A		Checking in and off work. Days off, sick leave, court time, vacations, holidays, etc	
FTO	TRN	FTO	TRN	FTO		TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dates						

T	P		A		Mailbox section, use, restrictions and need of constant checking.	
FTO	TRN	FTO	TRN	FTO		TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dates						

T	P		A		City yard, how to draw gas, oil, etc.	
FTO	TRN	FTO	TRN	FTO		TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dates						

T	P		A		Department policy of no recommendation on bail bonds, attorneys, or Real Estate.	
FTO	TRN	FTO	TRN	FTO		TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dates						

Dates			

T		P		A		Rules of personal conduct and appearance. Policy Manual.
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		Department files, information that is available.
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		Change of address, telephone number, required to notify the department.
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		Personal Safety. Necessary for examination and treatment by doctor for service-connected injury. Procedure for reporting on duty injuries, where to go for treatment (Emergency vs. Non-Emergency).
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<ul style="list-style-type: none"> A. Introduction to OSHA forms B. Basic review of officer safety techniques and what trainee is to do on initial days of training as situations develop.
Dates						

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					
<p>Review with the trainee and have trainee read the following Policies:</p> <p>Mission & Value Statements</p> <p>Policy(ies) 200.1-200.2.2, Org. Structure and Resp.</p> <p>Policy(ies) 322.1-322.9, Disciplinary Policy</p> <p>Policy(ies) 306.1-306.10, Firearms and Qualification</p> <p>Policy(ies) 322.3.5, Performance</p> <p>Policy(ies) 317.1-317.9, Missing Persons/RAJ Procedures</p>					

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					
<p>C.L.E.T.S./C.O.R.I.: Trainee will receive instruction in CLETS/CORI confidentiality from the Records Supervisor. A review of the major points is sufficient if the trainee has already received this training during the academy.</p>					

Trainee Signature

Date

FTO Signature

Date

TRAINING GUIDE #2

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Response Codes
<input type="checkbox"/>	<input type="checkbox"/>	_____	Patrol Vehicle Operation: Safety and Liability
<input type="checkbox"/>	<input type="checkbox"/>	_____	Radio Usage
<input type="checkbox"/>	<input type="checkbox"/>	_____	CAD Usage
<input type="checkbox"/>	<input type="checkbox"/>	_____	City Geography
<input type="checkbox"/>	<input type="checkbox"/>	_____	Impact Weapon Qualification
<input type="checkbox"/>	<input type="checkbox"/>	_____	Arrest & Control Techniques Qualification
<input type="checkbox"/>	<input type="checkbox"/>	_____	Force Options
<input type="checkbox"/>	<input type="checkbox"/>	_____	Orientation to Court / Subpoenas / Testimony

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 400.1-400.1.1, Patrol Function Purpose and Scope
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 706.1-703.9, Vehicle Use
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 300.1 – 300.3.4, Use of Physical Force
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 300.4 – 300.4.1, Use of Deadly Force
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 300.5 – 300.5.1, Reporting Use of Force
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 300.6, Use of Force Medical Considerations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 308, Pursuits
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 326, Court Appearance and Subpoenas

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 211
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 220(a)(1)
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 240
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 242
_____	_____	_____	
_____	_____	_____	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P.C. 243(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVC 5200(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVC 10751(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVC 10851(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVC 10852

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCO 5.60.180
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCO 12.44.040
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCO 12.44.050
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RCO 12.44.250

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>City Geography</u> A. N/S/E/W directional landmarks B. Odd/Even sides of the streets, progression of block numbers C. City's main or arterial routes
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		<u>Response Codes</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Code 1: Normal driving time response</p> <p>B. Code 2: Not authorized</p> <p>C. Code 3: Respond immediately, use red lights and siren. Use caution. Due regard shall be observed (Vehicle Code Section 21056)</p> <p>D. Code 4: No further assistance required</p> <p>E. Code 5: Surveillance</p>
Dates						

T		P		A		<u>Patrol Vehicle Operation Safety</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Review of Vehicle Code Sections 17004, 21052, 21055, 21055(b), 21056, 21806, and 21807</p> <p>B. Right-of-way. Never assume that a vehicle will yield the right-of-way. Always be ready to yield if it becomes necessary</p> <p>C. Department pursuit Policy 308. The FTO shall review the pursuit Policy with the trainee</p> <p>D. Discussion on public's perception of speeding police cars without lights and or siren</p> <p>E. Discussion on the Departments policy regarding driving techniques related to backing, parking, right of way, passing, and excessive speed</p> <p>F. Discussion on factors, which influence the overall stopping distance of a vehicle including driver condition, vehicle condition, environmental conditions, vehicle speed, reaction time, braking distance, and knowledge of the anti-lock braking system.</p> <p>G. Discussion on the components of defensive driving including driver attitude, driver skill, vehicle capability, and seatbelt usage</p> <p>H. Discussion on driver attitudes that can contribute to the occurrence of traffic collisions including impatience, over-confidence, and self-righteousness</p> <p>I. Discussion on the effects of driver fatigue including lower visual efficiency and slower reaction time</p> <p>J. Discussion on vehicle operation liability including the peace officers obligation to the same rules of the road as any other driver, situations in which peace officers are exempt from the rules of the road, the Vehicle Code's requirements regarding the use of lights and sirens</p> <p>K. Discussion on conditions which he/she or their agency may be held liable for deaths, injuries, or property damage which occur when an emergency vehicle is being operated with lights and sirens including failure to drive with due regard for public safety, when an agency has not adopted a written pursuit policy (VC Section 17004.7), negligent or wrongful acts by an employee of an agency described in VC Section 17001, and when not in immediate pursuit of an actual violator or responding to a bona fide emergency</p>
Dates						

T		P		A		Radio/MDT Usage (Explain Frequencies and CLEMARS)
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<ul style="list-style-type: none"> A. Treat the radio/MDT with the same care as your service weapon as it may be just as important in saving an officer's life B. Check the radio/MDT for any missing or obviously damaged parts. If necessary prepare a repair order. Be sure the radio/MDT transmits properly by signing/logging on prior to leaving the station parking lot C. When using the radio microphone, talk in a normal tone and volume. When transmitting, keep the radio and microphone two to six inches from your mouth D. Keep your radio microphone on its hanger to prevent damage or blockage or airwaves by an unintentionally keyed microphone E. Be sure the portable radio has a freshly charged battery before leaving the station. The portable radio is worn on the gunbelt while on duty F. Be sure that you are operating on your assigned channel G. At times, the radio will not transmit or receive properly due to topographical problems or an intervening structure. When a dead spot is experienced, move and transmit again. Often, moving just a few feet will eliminate the problem H. Common sense and courtesy, as well as a strict adherence to established procedures, are vitally important to the radio system I. Listen before transmitting J. Think before you key the radio microphone to speak K. Keep the message as brief as clarity will allow L. Absolutely no profanity is allowed on the radio or MDT. M. Advise and obtain clearance before transmitting messages of some length, such as suspect descriptions N. When transmitting a message of some length, un-key the microphone, break at natural interval to allow other unit(s) that may have an emergency message to get through O. Wait your turn unless the message is important or an emergency P. Speak slowly and distinctly remembering the message must be written down by the dispatcher or other units Q. Use the phonetic alphabet to identify letters that sound similar
Dates						

T		P		A		10 Codes
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<ul style="list-style-type: none"> A. Issue copy of 10 and 11 codes B. When to use plain English versus codes
Dates						

T		P		A		<u>Routine Matters</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. How to check in and out of service for eating, coffee stops, etc. The necessity of staying available, keep dispatch advised</p> <p>B. How to make yourself conspicuous as a crime prevention measure</p> <p>C. How to get acquainted with merchants, taxi drivers, delivery persons, etc. Observations of routine habits and hours of normal work</p> <p>D. How to suggest security measures to store owners and people in business. Alley lights, safe lights, night lights, better locks, barring windows, alarm systems, etc</p> <p>E. How to recognize and reduce attractive nuisances and other crime hazards</p> <p>F. How to furnish information to citizens and where to get information if you do not know the answer</p> <p>G. How to check vehicles, bicycles, boats and property for wants</p> <p>H. How to report damaged public utility facilities and equipment, street lights, signal lights, night lights, defective sidewalks, streets, etc</p> <p>I. How to observe and handle unhealthy conditions</p> <p>J. Dead or disabled animals</p> <p>K. Improper garbage or debris disposal</p> <p>L. Fire hazards</p> <p>M. Health and safety hazards, especially blood borne pathogens</p>
Dates						

T		P		A		<u>Orientation to Court System</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. The trainee shall be shown the different types of courts, including:</p> <ol style="list-style-type: none"> 1. Criminal <ol style="list-style-type: none"> a. Superior 2. Traffic <ol style="list-style-type: none"> a. Adult b. Juvenile 3. Family Law <ol style="list-style-type: none"> a. Juvenile b. Civil 4. Small Claims
Dates						

T		P		A		<u>Subpoenas</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Court Appearance and Subpoena police 348. The trainee shall review and explain the department practices and policies concerning the subpoena process.</p> <p>B. The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:</p> <ol style="list-style-type: none"> 1. Who may exercise the power of a subpoena 2. Who may serve a subpoena 3. How a subpoena is served. 4. Who is subject to the power of a subpoena.
Dates						

	<p>5. What immunities from arrest are granted to a person traveling in answer to a subpoena</p> <p>6. How a subpoena is enforced</p>
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T		P		A		<u>Courtroom Testimony</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. The trainee shall explain the value of impressive and profession courtroom demeanor and appearance.</p> <p>B. The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:</p> <ol style="list-style-type: none"> 1. Refreshing the officer's memory 2. Coordination of efforts <p>C. The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:</p> <ol style="list-style-type: none"> 1. Honesty 2. Clarity 3. Brevity 4. Objectivity 5. Poise <p>D. The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:</p> <ol style="list-style-type: none"> 1. Irate 2. Offensive 3. Threatening 4. Argumentative 5. Overly friendly <p>E. The trainee shall become familiar with local courtroom security policies and procedures such as:</p> <ol style="list-style-type: none"> 1. Prisoner escort 2. Prisoner restraint 3. Screening of courtroom audience 4. Disturbance procedures <p>F. 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> <p>G. The trainee shall explain the different types of courtroom testimony including:</p> <ol style="list-style-type: none"> 1. Preliminary 2. Prop. 115 3. Motions 4. DMV 5. Depositions 6. Court Trial
<p>Dates</p>						

Trainee Signature
Date
FTO Signature
Date

TRAINING GUIDE #3

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Domestic Violence (PC 13700 - 13731)
<input type="checkbox"/>	<input type="checkbox"/>	_____	Hate Crimes
<input type="checkbox"/>	<input type="checkbox"/>	_____	Gang Awareness
<input type="checkbox"/>	<input type="checkbox"/>	_____	Family Disputes
<input type="checkbox"/>	<input type="checkbox"/>	_____	Silent/Audible Alarms
<input type="checkbox"/>	<input type="checkbox"/>	_____	Intoxicated Subjects
<input type="checkbox"/>	<input type="checkbox"/>	_____	Self-Initiated Activity
<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Citations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Vehicle Impounds
<input type="checkbox"/>	<input type="checkbox"/>	_____	Police Tactics
<input type="checkbox"/>	<input type="checkbox"/>	_____	Field Interview Cards / Field Notes

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Reports

High Risk Traffic Stops

Elder Abuse/Dependant Adults

Mental Illness Cases

Legal Responsibilities & Requirements with Prisoners

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Mission & Value Statements

Policy(ies) 401, Racial/Bias Based Profiling

Policy(ies) 311, Response to Domestic Violence

Policy(ies) 1018, On-Duty Injuries

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

PC 273.5(a)

PC 243(e)(1)

PC 273.6(a)

P.C. 245(a)(1)

<input type="checkbox"/>	<input type="checkbox"/>	P.C. 246
<input type="checkbox"/>	<input type="checkbox"/>	P.C. 261(a)
<input type="checkbox"/>	<input type="checkbox"/>	P.C. 288(a)
<input type="checkbox"/>	<input type="checkbox"/>	P.C. 368(a)
<input type="checkbox"/>	<input type="checkbox"/>	P.C. 647(f)
<input type="checkbox"/>	<input type="checkbox"/>	PC 166(a)(4)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 12500(b)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 12815(a)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 12951(a)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 14601.1(a)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 14601.2(a)
<input type="checkbox"/>	<input type="checkbox"/>	WIC 5150

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	RCO 5.04.090
<input type="checkbox"/>	<input type="checkbox"/>	RCO 6.04.020

<input type="checkbox"/>	<input type="checkbox"/>	RCO 6.04.170
<input type="checkbox"/>	<input type="checkbox"/>	RCO 8.20.110
<input type="checkbox"/>	<input type="checkbox"/>	RCO 10.44.060
<input type="checkbox"/>	<input type="checkbox"/>	RCO 12.44.270

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Family Disputes</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						

	such as District Attorney's Domestic Relations Division, the church, department chaplains or other counseling agencies
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T		P		A		<u>Orientation</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

- A. Introduction to all on duty personnel
- B. Tour of station noting:
 1. Watch Commander's Office
 2. Equipment and supply storage areas
 3. Equipment check-out procedures
 4. Detective Bureau, Jail Facility and other pertinent areas, other city departments, related facilities and their functions

T		P		A		<u>Domestic Violence</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

- A. Review appropriate Penal Code sections. PC 273.5(a) vs. PC 243(e)(1), PC 273.6(a)
- B. All domestic violence incidents must be documented
- C. When to arrest:
 1. Felony or misdemeanor
 2. Witnesses
 3. Citizen's Arrest
 4. Mandated by law
- D. Domestic violence referral forms

T		P		A		<u>Hate Crimes</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

- A. Recognize indicators of hate-related crimes including:
 1. Anti-religious symbols/slurs
 2. Racial/sexual/ethnic slurs
 3. Racist symbols
 4. Hate group symbols
 5. Anti-gay/lesbian slurs
- B. Identify and discuss the possible consequences of hate crimes including:
 1. Psychological effects of victim
 2. Denial of basic constitutional rights
 3. Divisiveness in the community
 4. Potential escalation of violence
- C. Identify and explain the legislative mandates and department policy and procedures related to the enforcement of hate crimes.
- D. Recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.
- E. Distribute DFEH Hate Crime Victim's resources Brochure

T		P		A		<u>Gang Awareness</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						
<p>A. Discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.</p> <p>B. Identify types of gangs that represent law enforcement concerns, including:</p> <ol style="list-style-type: none"> 1. Street gangs 2. Motorcycle gangs 3. Prison gangs 4. Cult/Ritualistic gangs. <p>C. Discuss primary reasons for gang membership, including:</p> <ol style="list-style-type: none"> 1. Peer pressure 2. Common interest 3. Protection/Safety <p>D. Discuss characteristics that are common to most gangs, including:</p> <ol style="list-style-type: none"> 1. Cohesiveness 2. Code of silence 3. Rivalries 4. Revenge <p>E. Identify methods that gangs use to distinguish their members from other gangs, including:</p> <ol style="list-style-type: none"> 1. Tattoos 2. Attire and accessories 3. Use of monikers 4. Use of hand signs <p>F. Identify gang graffiti factors significant to law enforcement, including:</p> <ol style="list-style-type: none"> 1. Identifying individuals and/or a specific gang 2. Identifying gang boundaries 3. Indications of pending and/or past gang conflicts <p>G. Discuss types of criminal activities as those commonly engaged in by gangs, including:</p> <ol style="list-style-type: none"> 1. Sale and use of narcotics 2. Physical violence 3. Auto theft/burglary from vehicles <p>H. Explain law enforcement methods used to reduce gang activity, including:</p> <ol style="list-style-type: none"> 1. Identification of gang activity 2. Coordination with allied agencies 3. Reduction of the opportunity for criminal activities. 4. Identify/Document on SMASH cards. <p>I. Review the gang enhancement code PC 186.22.</p>						

T		P		A		<u>Court Orders</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>A. Restraining orders are often issued by the Superior Court to prohibit certain activities on the part of one or both of the parties.</p> <p>B. A restraining order is not "just a civil matter" and could result in an arrest situation. Do not just advise the concerned person it is a civil matter and take no action</p>						

Dates	C. If a person is in violation of a properly issued court order, the direction of the court order shall be followed
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T		P		A		<u>Intoxicated Subjects</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						<p>A. Review Penal Code Section 647(f), corpus and legislative intent.</p> <p>B. Use due caution when contacting a possible 647(f) and always use proper officer safety techniques. Sometimes 647(f) subjects are faking and they are unpredictable which could result in injury to the officer. Observe all objective symptoms of the subject and note all circumstances surrounding the incident</p> <p>C. Once arrested, the subject is transported to the station for booking. Pursuant to Penal Code Section 849(b)(2), they must be wither held for court hearing (a citation release or bail is allowed) or released when sober</p> <p>D. Review Department Policy reference 647(f) arrests</p>

T		P		A		<u>Self-Initiated Activity</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						<p>A. The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:</p> <ol style="list-style-type: none"> 1. Vehicle Stops: <ol style="list-style-type: none"> a. Investigation b. Traffic enforcement 2. Pedestrian Stops: <ol style="list-style-type: none"> a. Suspicious persons b. Consensual encounters c. Traffic enforcement 3. Directed Patrol: <ol style="list-style-type: none"> a. Gang area/activities b. DUI enforcement c. Illegal vendors d. Pattern crimes e. COPS, POP Projects, School programs, NPEs 4. Arrests: <ol style="list-style-type: none"> a. Misdemeanor and felony b. Other (i.e., Municipal codes) 5. Other Activities: <ol style="list-style-type: none"> a. Field Interview cards b. Bar checks c. Curfew violations d. Suspicious circumstances

T		P		A		<u>Traffic Citations</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						<p>A. The objective of traffic enforcement is to protect life and property by reducing the accident rate. The officer's duty is to carry out the enforcement while creating a positive impression in the violator's mind as to the reason for the citation</p>

<p>Dates</p>			<p>B. Approach</p> <ol style="list-style-type: none"> 1. The initial traffic stop and approach is very critical. Always be alert and look for the unexpected. Any traffic stop could turn into a life or death situation. To better prepare yourself and have an additional advantage, attempt to pick the best location for the traffic stop. 2. When possible, advise dispatch of the traffic stop, including the location, vehicle license, etc., prior to the stop. 3. Stop the unit one or two car lengths behind the violator's vehicle and three feet offset from the violator's vehicle. Be sure the unit's doors are unlocked. 4. Exit the unit immediately to gain the position of advantage. Keep a close watch on the occupants of the vehicle; look for suspicious activity, movements, or quick actions of person(s) inside the vehicle 5. With two officers, normally the driver approaches the violator's vehicle while the passenger officer performs as backup. The backup officer can handle any necessary radio messages 6. The officer approaching the violator's vehicle will have his weapon hand free. The officer will use proper techniques as taught in the academy and by Range personnel 7. While approaching the violator's vehicle, the officer watches the occupants, visually inventorying the vehicle and the interior, looking for dangerous or suspicious circumstances. The officer stops at the trailing, rear edge of the driver's door 8. Contact the driver and respond in a positive manner. The officer's tone of voice, posture and actions have a great bearing on the public's acceptance of law enforcement. Take into consideration the violator's degree of shock, fear, nervousness, etc. 9. Obtain the driver's license. Return to the unit to run warrant checks and write the citation. 10. While writing the citation, position yourself to maintain a position of advantage. Recommended locations are; the passenger side door or passenger side truck area of the police unit. Do not write a citation while standing next to the violator's vehicle or between the unit and violator's vehicle 11. While writing the citation, remain aware of the violator's actions and traffic hazards. Fill in all of the blanks on the citation. When you are ready to return to the violator's vehicle, repeat 5 through 8 12. Issue the citation, explain the court date and assist the violator back into traffic if necessary <p>C. Demeanor</p> <ol style="list-style-type: none"> 1. Tell violator why the stop was made

						<ol style="list-style-type: none"> 2. Make the decision to cite or admonish on the basis of facts and not on the violator's attitude 3. Tell the violator what you intend to do. Do not keep the violator in suspense <p>D. The trainee shall know the different options they can take after observing the traffic violation, including:</p> <ol style="list-style-type: none"> 1. Verbal Warning 2. Issuance of a citation 3. Issuance of a warning citation 4. Physical arrest
T		P		A		<p><u>Impounding/Storing Vehicles</u></p> <p>A. The trainee shall review and explain the department policy regarding towing procedures. Vehicle Towing Policy 502.</p> <p>B. The trainee shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:</p> <ol style="list-style-type: none"> 1. Vehicle is abandoned (22669(a) VC) 2. Vehicle is traffic hazard (22651(b) VC) 3. Incidental to an arrest (22651(h)(1) VC) 4. Vehicle is stored for safekeeping (22651(g) VC) 5. Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC) 6. Vehicle is held for investigation (22655.5 VC) 7. Vehicle is involved in hit and run (22655 and 22653(b) VC) 8. Vehicle with VIN removed (10751 VC) 9. Vehicle held for operation by unlicensed driver (22651(p)VC) 10. Vehicle towed for driver driving on suspended license (14602.6 VC) <p>B. The trainee shall demonstrate the proper way to impound a vehicle, including:</p> <ol style="list-style-type: none"> 1. Compliance with state law. 2. Compliance with department policy 3. Completion of all required reports in a satisfactory manner <ol style="list-style-type: none"> a. CHP180 b. Other department forms as required.
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Dates						

T		P		A		<p><u>Police Tactics</u></p> <p>A. Use of vehicles.</p> <ol style="list-style-type: none"> 1. Driving and parking on patrol 2. Driving and parking in emergencies <ol style="list-style-type: none"> a. What constitutes an emergency b. Efficient driving and parking habits 3. How to approach a prowler, alarms, robbery, or
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Dates						burglary in progress calls <ol style="list-style-type: none"> a. When not to respond directly to the scene on just occurred calls b. Demonstrative how unit noise carries, especially at night <ol style="list-style-type: none"> 4. Quadrant covering of search or beat areas 5. Fixed post positions in auto and/or on foot <ol style="list-style-type: none"> a. Routes to take in approach b. Use of red lights and siren c. Dangers of approaching too rapidly 					
T		P		A		B. How to approach the scene on foot, both routine and emergency responses.					
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Dates						C. How to request assistance of other officers and the necessity of giving directions and updates of the situation. <ol style="list-style-type: none"> 1. Vehicular pursuits 2. Foot pursuits 					
T		P		A							
FTO	TRN	FTO	TRN	FTO	TRN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Dates						D. How to proceed when assigned to a report of a burglary, sex crime, robbery, etc. when the suspect has left the scene.					
T		P		A							
FTO	TRN	FTO	TRN	FTO	TRN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Dates						E. Answering fire calls. How to proceed when assigned. <ol style="list-style-type: none"> 1. Speed of approach 2. Where to park, mindful of fire hydrants and hoses 3. Traffic control 4. Protecting fire lines and hose 5. Guarding fire equipment 6. False fire alarms 7. Arson Investigations 					
T		P		A							
FTO	TRN	FTO	TRN	FTO	TRN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Dates						8. Follow up on ambulance requests, injury reports
T		P		A		F. How to check a store or shopping center by auto or on foot. <ol style="list-style-type: none"> Approach quietly. Don't gun the engine, slam doors, have keys jingling on belt. Radio should be turned down, use ear plug, etc. Use of flashlight and weapon Be observant for attacks on stores, old and fresh marks, unsecured locks, lights out, open doors/windows, etc. Surveillance of alleys, rooftops, rear yards, places of concealment, ways of approach and exits. If store is found open or unlocked, call the owners of the store. Notify dispatch. Use of and necessity for emergency business card files
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						G. High-Risk Vehicle Stops <ol style="list-style-type: none"> Identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include: <ol style="list-style-type: none"> Seriousness of the crime(s) Availability of back-up Location at which to make the stop Tactics to be used after making the stop Number of suspects involved Discuss the proper positioning of the police vehicle for the felony/high-risk vehicle stop (according to department policy). Discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot. Explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect(s): <ol style="list-style-type: none"> Keep hands in sight at all times Exit the vehicle (according to department policy) Assume position of disadvantage outside of vehicle (according to department policy). Discuss the advantages of waiting for addition back-up before approaching the vehicle or the occupants. Explain the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer: <ol style="list-style-type: none"> Has the radio responsibilities Assumes the shotgun responsibilities, if applicable
T		P		A		
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

	<ul style="list-style-type: none"> c. Communicates to the occupants d. Searches the occupants and/or vehicle <p>7. Give an incident involving a felony/high-risk stop. The trainee shall safely stop the vehicle, remove the occupant(s), and place them in a position of disadvantage without the officers being placed in a inherently dangerous position.</p>
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T		P		A		<u>Field Interview Cards / Field Notes</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. FI stance</p> <ol style="list-style-type: none"> 1. Record names, places, times, dates, and reasons and any other applicable information. Information must be completed in detail 2. Reason for and value of F.I. cards and their use 3. Reason for and value of field notes/notebooks and their use
Dates						

T		P		A		<u>Reports</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. How to fill out a report form:</p> <ol style="list-style-type: none"> 1. Headings, review R.P.D. Report Writing Guide 2. Spillman/paperless reports 3. The body of the report is to be completed, outlying all of the events. A word picture of what occurred will be completed so that any person reading the report will know exactly what occurred just as if they had been there <ol style="list-style-type: none"> a. How and when to write follow-up reports 4. How to fill out and prepare the CHP accident forms (review the Collision Investigation Manual). <ol style="list-style-type: none"> b. Non-injury/Property damage only report c. Injury or fatality report 5. Review of various reports and report forms. Use of reports and report form log in this manual 6. Review the who, what, where, when, why and how format <ol style="list-style-type: none"> a. When the report has been completed, review the three "C's": <ol style="list-style-type: none"> 1. Clarity (could this be clearer?) 2. Conciseness (could this be shortened?) 3. Corrections (could this be made more accurate?)
Dates						

T		P		A		<u>Mental Illness Cases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. The trainee shall review and explain the state law and department policy regarding mental illness cases.</p> <p>B. The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall be minimally included:</p>

<p>Dates</p>	<ol style="list-style-type: none"> 1. Ignoring verbal abuse 2. Avoiding excitement 3. Avoiding unnecessary deception 4. Requesting backup to minimize resistance 5. Keeping the disturbed person in sight constantly 6. Continual alertness 7. Seizing firearms for safekeeping <p>C. The trainee shall identify the appropriate mental health facility or regional center that handles mental ill patients to be used for evaluation, treatment, counseling, or referral.</p> <p>D. The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:</p> <ol style="list-style-type: none"> 1. Danger to himself/herself 2. Danger to others 3. Gravely disabled <p>E. The trainee shall explain procedures required of officers for safeguarding the right of a person detained under the authority of W&I 5150, including:</p> <ol style="list-style-type: none"> 1. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention For Evaluation and Treatment. 2. Advisement of Miranda rights, as appropriate, when criminal action is involved. 3. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person. 4. The person must be informed of the officer's name, agency, and the reason the person is being detained. <ul style="list-style-type: none"> 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 for friends or family.
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T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dates</p>					
<p><u>Legal Responsibilities and Requirements with Prisoners</u></p> <ol style="list-style-type: none"> A. The trainee shall review and explain the legal responsibilities for protecting prisoners. B. The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care. C. The trainee shall review and explain prisoner's right to telephone calls. D. The trainee shall explain the requirements for issuing property receipts. E. The trainee shall review and explain department policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoner while in custody. 					

	<p>F. The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.</p> <p>G. The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner “under color of authority”</p>
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Trainee Signature

Date

FTO Signature

Date

TRAINING GUIDE #4

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Pat Searches
<input type="checkbox"/>	<input type="checkbox"/>	_____	Control of Persons/Prisoners/Mentally Ill
<input type="checkbox"/>	<input type="checkbox"/>	_____	Arrest Searches
<input type="checkbox"/>	<input type="checkbox"/>	_____	People with Disabilities
<input type="checkbox"/>	<input type="checkbox"/>	_____	Booking/Strip Searches
<input type="checkbox"/>	<input type="checkbox"/>	_____	Transporting Prisoners
<input type="checkbox"/>	<input type="checkbox"/>	_____	Felony Charges
<input type="checkbox"/>	<input type="checkbox"/>	_____	Spillman

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 900.9, Temporary Holding Facility Operations/Custody

<input type="checkbox"/>	<input type="checkbox"/>	
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Policy(ies) 1004, Sick Leave Reporting

<input type="checkbox"/>	<input type="checkbox"/>	
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Policy(ies) 901, Custody Searches

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	

P.C. 314

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 407

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 415(1)/(2)/(3)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 416(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 14603

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 14604(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 14610(a)

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CVC 23140(a)

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	

RCO 6.24.120

<input type="checkbox"/>	<input type="checkbox"/>	
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RCO 8.60.020

<input type="checkbox"/>	<input type="checkbox"/>	
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RCO 8.64.020



RCO 9.04.040

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Searches of Suspects/Prisoners</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						

T		P		A		<u>Cursory or Pat Down Search for Weapons Only</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						

	<p>E. Maintain grip on suspect's hands with one hand while you use the other hand to search one side of the suspect, searching the high risk areas within your reach. Do not over-extend or lose your center of balance. Then switch and search the suspect's other side in the same manner.</p> <p>F. If the suspect attempts to move against you, push or pull the suspect down with your control hand.</p> <p>G. After the search, and you have found no weapons on the suspect, you may let go of the suspect and continue with the business at hand.</p>
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T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
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Dates					

Arrest Search

A. **A backup officer should be present when the search is made. Without a backup, a lone officer must never attempt to search when more than one suspect is present. When necessary, hold the suspect(s) at gunpoint until the backup officer arrives.**

B. **The suspect must be directed to place hands behind the head with fingers interlocked or one hand behind the head with the other hand placed behind the back, palm out, as taught by the academy and the FTO. Utilize proper search techniques and handcuff the suspect.**

C. **After the handcuffing is completed, be sure to re-search the suspect to ensure that no objects were missed.**

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
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Dates					

Booking Search

A. **Cooperative Prisoner**

1. **Remove all property from suspect's pockets, turning the pockets inside out before removing handcuffs**
2. **Remove all articles that the prisoner could use to cause injury or use as a weapon (combs, belts, jewelry, pens, etc). Remove shoes and socks, turn socks inside out, and check bottoms of feet.**
3. **All property is to be placed on the booking counter for inventory.**
4. **Re-search the prisoner to ensure nothing was missed. Un-handcuff the prisoner.**
5. **Search the prisoner's clothing and property thoroughly to ensure that no weapons or contraband are present.**
6. **Female prisoners are searched by a female police officer or matron. A female officer does not need a matron present for the search.**
7. **Female prisoners may be searched by a male officer, when no matron is available. These searches must follow department guidelines and should be witnessed by another officer.**

B. **Uncooperative Prisoner**

	<ol style="list-style-type: none"> 1. Prior to searching, advise supervision of the situation. 2. At least two officers must be present when a prisoner is uncooperative. 3. One officer will search while the other officer maintains control of the prisoner, using control holds as needed. 4. The handcuffs are removed when the prisoner has been placed in the cell
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Dates					

Strip Search

A. Review department policy on strip searches. Custody Searches policy 901.

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Dates					

People with Disabilities

A. The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:

1. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
2. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
3. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
4. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

B. The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or not conscious ability to control their behavior.

C. The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:

1. Give one direction or ask one question at a time.
2. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
3. Avoid questions that tell the person the answer

	<p>you expect (avoid questions with yes/no answers).</p> <ol style="list-style-type: none"> 4. Repeat questions from a slightly different perspective, if necessary. 5. Avoid questions about time, complex sequences, or reasons for behavior. 6. Use concrete terms and ideas. Avoid jargon or figures of speech. <p>D. The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.</p> <p>E. Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:</p> <ol style="list-style-type: none"> 1. His/her own abilities to physically control the person. 2. Escape routes. 3. Use of cover. 4. Call for backup. 5. The T.A.C.T. Model. <ol style="list-style-type: none"> a. Tone (Present a calm and firm demeanor/Maintain respect and dignity) b. Atmosphere (Reduce distractions/Respect personal space) c. Communication (Establish contact/Develop rapport) d. Time (Slow down/Reassess)
--	--

T		P		A		<u>Felony Search Position</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. The felony search position is used on armed, potentially armed and dangerous suspects, or in any situation that is justifiable because of officer safety.</p> <p>B. The suspect is ordered to lay face down on the ground.</p> <p>C. The suspect is ordered to extend the arms outward, palms up and spread the legs as wide as possible, with the toes pointed outward and heels touching the ground.</p> <p>D. When alone, wait for backup to arrive. The suspect is handcuffed and searched while in the prone position.</p> <p>E. After the suspect has been handcuffed and prior to placing the suspect in the police unit, re-search to ensure that nothing was missed.</p>
<p>Dates</p>						

T		P		A		<u>Handcuffing</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent:</p> <ol style="list-style-type: none"> 1. Attack 2. Escape 3. The destruction or concealment of evidence or contraband <p>B. The trainee shall discuss various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:</p> <ol style="list-style-type: none"> 1. Control of the suspect(s) and the handcuffs 2. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms. 3. Reasonable degree of tightness. 4. Observation of restrained suspects 5. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.) 6. Safe and controlled removal of handcuffs and other restraint devices. <p>C. The trainee shall review and explain the department's policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.</p> <p>D. The trainee shall be able to safely and effectively handcuff single or multiple suspects and, it necessary, transport single or multiple suspects away from an arrest scene.</p>
Dates						

T		P		A		<u>Prisoner Transportation</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Prisoner should always be transported in units with protective screen.</p> <p>B. When a female is to be transported by a male officer as a female officer is not present, the beginning mileage shall be given prior to transporting and the ending mileage given when the transport has been completed.</p>
Dates						

T		P		A		<u>Miscellaneous Assignments</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. How to guard a prisoner at the hospital and other locations</p> <ol style="list-style-type: none"> 1. Never leave unattended <p>B. How to transport juveniles to Juvenile Hall</p> <ol style="list-style-type: none"> 1. Who must go and what forms to accompany juvenile 2. The location, how to get there and procedures upon arrival <p>C. West Valley Detention Center</p> <ol style="list-style-type: none"> 1. When prisoners are to be transported to the West
Dates						

	<p>Valley Detention Center</p> <p>2. Location, how to get there and procedures upon arrival</p> <p>D. How to handle extra patrol requests</p> <ol style="list-style-type: none">1. Reasons2. Who is eligible3. Times to check the homes/business4. Methods of checking doors, windows, etc.
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Trainee Signature _____ **Date** _____

FTO Signature _____ **Date** _____

TRAINING GUIDE #5

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Laws of Arrest
<input type="checkbox"/>	<input type="checkbox"/>	_____	Prisoner Release
<input type="checkbox"/>	<input type="checkbox"/>	_____	RPD Citation Policy
<input type="checkbox"/>	<input type="checkbox"/>	_____	C.L.E.T.S.
<input type="checkbox"/>	<input type="checkbox"/>	_____	Financial Institution Alarm Procedures
<input type="checkbox"/>	<input type="checkbox"/>	_____	Police Response to Parties/Gatherings
<input type="checkbox"/>	<input type="checkbox"/>	_____	Contact and Cover
<input type="checkbox"/>	<input type="checkbox"/>	_____	Use of Force: Legal/Ethical Issues
<input type="checkbox"/>	<input type="checkbox"/>	_____	Profession Demeanor/Communications
<input type="checkbox"/>	<input type="checkbox"/>	_____	Tactical Communication

Review the following Department Policies:

FTO

TRAINEE

DATE

Mission & Value Statements

Policy(ies) 317, Missing Person Reporting

Policy(ies) 318, Amber Alerts

Policy(ies) 333, Private Persons Arrest

Policy(ies) 410, Cite and Release

Review the following Code Sections:

FTO

TRAINEE

DATE

P.C. 459

P.C. 470(a)

P.C. 487

P.C. 417

P.C. 830

P.C. 830.1(a)

P.C. 834

P.C. 836

P.C. 837

<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 843
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 849(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 142
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 148(a)(1)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 14600(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 20002(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 21453(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 21461(a)

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 9.12.010
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 9.16.020
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 9.20.020
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 9.20.030

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Arrests</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Review of the laws of arrest</p> <ol style="list-style-type: none"> 1. Penal Code Section 834 arrest <ol style="list-style-type: none"> a. Taking a person into custody b. In a manner authorized by law 2. Penal Code Section 836 arrest by peace officer <ol style="list-style-type: none"> a. In obedience to a warrant or b. When the officer has reasonable cause to believe the person has committed a public offense in his presence, or c. When the officer has reasonable cause to believe the person to be arrested has committed a felony, whether committed in the presence of the officer and whether or not a felony has been committed 3. Penal Code Section 837, arrest by private persons <ol style="list-style-type: none"> a. An offense committed or attempted in their presence, or b. When a person has committed a felony, although not committed in their presence, and there is reasonable cause to believe the person is the suspect, or c. A citizen making a private person's arrest is required to complete the court complaint forms at the scene d. Officer must take custody of arrestee
<p>Dates</p>						

T		P		A		<u>Force</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. The trainee shall identify and evaluate situations that justify the use of force and those situations that do not justify such use</p> <ol style="list-style-type: none"> 1. Penal Code Section 835 authorizes reasonable force to effect the arrest 2. Penal Code Section 843 provides that the officer may use all necessary means to effect the arrest when the suspect flees or resists <ol style="list-style-type: none"> a. This section was adopted in 1872, at a time when society condoned a more aggressive form of apprehension than nowadays b. All actions taken by a police officer shall be within the guidelines of the law and the department's policy 3. Penal Code Section 835, 835a, 843, 196, and 198 pertain to the legal and ethical issues surrounding the use of force, including "reasonable force" <ol style="list-style-type: none"> a. The trainee shall explain policy, legal ramifications, and civil liabilities attached to the officer and Department through the use of physical force or deadly force Note: ALWAYS MAINTAIN THE CONCEPT OF REASONABLENESS.
<p>Dates</p>						

	<p style="text-align: center;">EXCESSIVE FORCE WILL NOT BE TOLERATED.</p> <p>B. Forcible entry into premises to make an arrest</p> <ol style="list-style-type: none"> 1. Penal Code Section 844 authorized a peace officer to force entry into a house to arrest a person without a warrant when there are reasonable grounds to believe the person is inside and the officer FIRST DEMANDS ADMITTANCE AND EXPLAINS THE REASON FOR DEMANDING ADMITTANCE. Extreme care must be used when forcible entry is made under Penal Code Section 844 2. If the probable cause to make the arrest developed before the officer went to the suspect's residence, the peace officer cannot make the arrest without a warrant. People v. Ramey. Exception: When an emergency exists, a peace officer can make a no warrant arrest of a person inside the residence, provided there is one or all the following: <ol style="list-style-type: none"> a. Imminent danger of life b. Serious damage to property c. Forestall the imminent escape of a suspect d. Prevent the destruction of evidence <p style="text-align: center;">WHEN IN DOUBT, OBTAIN A WARRANT</p>
--	--

T		P		A		<u>Releases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. A peace officer may release from custody any person arrested without a warrant pursuant to Penal Code Section 849, provided:</p> <ol style="list-style-type: none"> 1. There are insufficient grounds for a criminal complaint 2. The arrest was for drunk in public only and no further proceedings are desired 3. The arrest was for under the influence and the person was delivered to a facility or hospital and no further proceedings are desirable <p>B. When an arrested person is released pursuant to Penal Code Section 849, the arrest shall not be deemed an arrest but a detention only. Any record of the arrest shall include a record of the 849 P.C. release</p> <p>C. Booking policy and procedure:</p> <ol style="list-style-type: none"> 1. All persons charged with felonies shall be booked and afforded bail or bond if applicable 2. Those persons unable to make bail or bond will be transported to San Bernardino County Jail 3. Most misdemeanors will be cited in the field or from the Redlands Police Department custody facility.
<p>Dates</p>						

T		P		A		People
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						A. What to do with found persons 1. Juveniles 2. Confused adults 3. Senile or mentally confused person B. We must take all missing/RAJ reports regardless of where the person is missing from C. Missing persons reports 1. Missing at risk subjects, necessity of continuing investigation/search 2. Adults, consider possibility of: crime, marital problems, work or other home problems, whether adult is missing or possibly left on their own. Take the missing person's report as required by law 3. Report forms to be used. Case is in pending status until the missing person is located. Review department policy regarding missing persons and RAJ's.
Dates						
T		P		A		D. Injury reports
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						1. How to investigate, including miscellaneous accidents seizures, unknown illness, or any form of injury 2. The necessity of a thorough report 3. How to care for the unconscious person 4. Prisoners are not to be placed in jail in an unconscious condition. Take them to the hospital for observation, treatment, or recommendation 5. Notify relatives or friends when necessary. Care for and transport to hospital for medical treatment 6. Identification of subject when no ID is present 7. Necessity of an Injury Report
Dates						

T		P		A		Animals
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						A. Functions of department's Animal Control Unit 1. Loose and noisy animals 2. Pick up injured and dead animals 3. Handle lost and found animals 4. Handle trapped animals 5. Transport animals to the pound 6. Handle any animal related situation 7. Officers will handle barking dogs, animal bites, etc when no Animal Control Officer is available B. City of Highland responsibilities
Dates						

T		P		A		<u>Financial Institutional Alarms</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						A. Basic response <ol style="list-style-type: none"> Two officers and a supervisor Call out the position you will be covering ie,..N/S/E/W Position you and your unit as to NOT be seen from the inside of the location If first on scene, direct other units as to best location(s)

T		P		A		<u>Contact & Cover</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						A. Contact Officer Responsibilities <ol style="list-style-type: none"> Primary responsibilities dealing with suspects/ victims/ witnesses Records incident information (FI's) Performs pat down/ custody searches Issues all citations Recovers evidence/ contraband Handles radio communications Communicates with cover officer Watches hand movements B. Cover Officer Responsibilities <ol style="list-style-type: none"> Approach Available cover Position of advantage Watch for: <ol style="list-style-type: none"> contacted subjects hands weapons/ contraband contacted persons demeanor (anger, intoxication, etc.) Communicates with contact officer Provides assistance as directed by the contact officer

T		P		A		<u>Professional Demeanor/Communications</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						A. The Trainee shall discuss the need to project a professional and caring demeanor at all times B. The Trainee shall discuss the 8 Step Contact format used when conducting vehicle stops or field contacts and advantages to its use C. The trainee shall discuss the 5 Step Process of compliance and how to switch to this from the 8 Step format

T		P		A		<u>Tactical Communication</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						

Trainee Signature
Date
FTO Signature
Date

TRAINING GUIDE #6

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Stop and Frisk
<input type="checkbox"/>	<input type="checkbox"/>	_____	Assault Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Stops
<input type="checkbox"/>	<input type="checkbox"/>	_____	Vehicle Storage and Impounds
<input type="checkbox"/>	<input type="checkbox"/>	_____	Drunk Drivers
<input type="checkbox"/>	<input type="checkbox"/>	_____	Detention Release
<input type="checkbox"/>	<input type="checkbox"/>	_____	Interviewing
<input type="checkbox"/>	<input type="checkbox"/>	_____	Officer Survival

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 500, Traffic Function and Responsibility

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Policy(ies) 312, Search and Seizure

Policy(ies) 502 Vehicle Towing Policy

Policy(ies) 339 Redlands Chaplain Program

Policy(ies) 504, Impaired Driving and Evidence Collection

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

P.C. 503

P.C. 537(a)

P.C. 484(a)

P.C. 496(a)

CVC 14602.6(a)(1)

CVC 23153(a)/(b)/(c)/(d)/(e)

CVC 23152(a)/(b)/(c)/(d)/(e)

CVC 21703

CVC 21706

CVC 21708

<input type="checkbox"/>	<input type="checkbox"/>	CVC 20001(a)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 22450(a)

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	RCO 9.24.010
<input type="checkbox"/>	<input type="checkbox"/>	RCO 9.28.010
<input type="checkbox"/>	<input type="checkbox"/>	RCO 9.28.020
<input type="checkbox"/>	<input type="checkbox"/>	RCO 12.40.040

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Miranda Rights</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Persons suspected of having committed a crime must be advised of their Miranda right when both of the following conditions exist:</p> <ol style="list-style-type: none"> 1. A suspect is being questioned and the reply is to be used as evidence, and 2. The suspect is deprived of freedom in any significant way, (interrogation & custody) <p>B. Temporary detention for questioning under suspicious circumstances does not amount to custody and hence does not require Miranda warnings</p> <p>C. After being advised of Miranda rights, the suspect must waive them voluntarily, knowingly and intelligently.</p> <ol style="list-style-type: none"> 1. Admonishments and questions regarding waivers are to be read to the suspect by the officer from the "Miranda Rights and Waiver Card" furnished by the department. The use of the card is to be recorded in the officer's report for later reference in court. <p>D. Juveniles have the same Miranda rights as adults. Additionally, juveniles <i>must</i> be advised of their rights,</p>
<p>Dates</p>						

	<p><i>whether or not they are questioned</i>, when they are detained for Welfare and Institutions Code Section 601 or 602.</p> <ol style="list-style-type: none"> 1. A juvenile shall be advised of their rights and asked if they understand these rights. No further admonishment of Miranda questions are to be asked, unless the officer is going to interrogate the juvenile. This admonishment <u>must</u> be recorded in the officer's report
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T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dates</p>					
<p><u>Stop and Frisk</u></p> <ol style="list-style-type: none"> A. Police officers have the right and duty to temporarily detain a citizen as follows: <ol style="list-style-type: none"> 1. Where is appears some activity on the part of the citizen is out of the ordinary, suspicious 2. There is some indication that the activity relates to criminal activity or actions 3. Specific facts indicate that some criminal activity has, is, or will take place B. Mere hunch or suspicion is not in itself sufficient cause to stop and question C. The circumstances must be such that the activity of the detained person can be distinguished from the activity or the ordinary person D. If the original stop of the citizen is lawful, and the officer as reasonable belief that the person may possess a weapon, the officer has the right to make a cursory search for concealed weapon(s) <u>Terry v. Ohio</u> E. The search is the pat down search that does not extend inside the pockets of the subject, unless the pat down search indicates that the person has something in the pocket that could be used as a weapon or in fact there is a weapon F. Review and discuss consensual stops and encounters <ol style="list-style-type: none"> 1. Legality 2. Admissibility of evidence 					

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dates</p>					
<p><u>Driving Under the Influence</u></p> <ol style="list-style-type: none"> A. Driving safety requires a certain minimum level of coordination, vision, reflex, action and judgment. Alcohol impairs all of these functions. The degree of impairment depends upon several factors, including the rate at which the alcohol was consumed, the person's general health and when the person last ate or slept. An intoxicated driver, although possibly well intentioned, is a criminal driver. It is your responsibility as a police officer to be able to recognize and arrest the drunk or intoxicated driver, gather and record evidence of the crime, and present that evidence to the city prosecutor or District Attorney for prosecution. It is important to remember that the legal presumption for driving under the influence (.08) is much lower that the required for drunk or 					

	intoxicated in public. In other words, you don't have to be "drunk" to be in violation of driving under the influence laws
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T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

Field Sobriety Tests

- A. Use standardized Field Sobriety Tests
- B. Record observations on D.U.I. Report form
- C. Explain and demonstrate each test to the violator, prior to asking him/her to attempt it
- D. Conduct test(s) on a level, well lit surface, free of hazards and traffic
- E. Discontinue or do not attempt tests in which the violator may injure themselves

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

Investigative and Arrest Procedures

- A. Observe suspect's driving and establish probable cause to stop:
 1. An exception would be a traffic collision where probably cause and driver's identification
 2. Conduct enforcement stop and contact driver
 3. Observe and note physical symptoms displayed by the driver
 4. Interview driver regarding use of alcohol and or drugs
 5. Conduct field sobriety tests
 6. Arrest for 21352(a/b) VC or 23153(a/b) VC
 7. Admonish suspect of 13353 VC (Blood, Breath or Urine)
 8. Book and process at Redlands Police Department in accordance to policy
 9. Obtain chemical test; blood, breath or urine
 10. Obtain search warrant if necessary
 11. Detain and detox suspect
 12. Release suspect on citation or transport to County Jail

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

Interviewing

- A. The trainee shall explain the systematic steps he/she should take in preparing for an interview.
- B. The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:
 1. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
 2. Controlling the interview. Avoid rambling by the person being interviewed.
 3. Avoiding leading questions except when absolutely necessary.
 4. Putting the person being interviewed at ease.
 5. Writing statements verbatim (when appropriate) from the person being interviewed, not

	<p style="text-align: center;">improvising or making assumptions.</p> <p>C. The trainee shall describe the contents of a good statement. These contents shall minimally include:</p> <ol style="list-style-type: none"> 1. What happened 2. When it happened. 3. Where it happened. 4. Who it happened to. 5. How it happened. 6. Why it happened. 7. How many are involved. <p>D. The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.</p>
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T		P		A		<p><u>Officer Survival</u></p> <p>A. Discussion on the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:</p> <ol style="list-style-type: none"> 1. Concept of tactical retreat <ol style="list-style-type: none"> a. pre-planning (mental scenarios) b. reduction of unnecessary risks (stress management) 2. Mental Conditioning <ol style="list-style-type: none"> a. will to live b. continue to fight, regardless of the situation c. mental alertness d. self-confidence 3. Physical conditioning <ol style="list-style-type: none"> a. role of good health/ nutrition/ exercise 4. Weapon retention
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Dates</p>						

Trainee Signature	Date	FTO Signature	Date
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TRAINING GUIDE #7

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Investigative Principles
<input type="checkbox"/>	<input type="checkbox"/>	_____	Auto Theft/Embezzlement Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Burglary Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Building Searches
<input type="checkbox"/>	<input type="checkbox"/>	_____	Helicopter/Airplane Utilization
<input type="checkbox"/>	<input type="checkbox"/>	_____	Notice of the Victims of Crime Act (Currently we are issuing the Domestic Violence, Victim Resource and Information Report form)
<input type="checkbox"/>	<input type="checkbox"/>	_____	Evidence/Collection

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 427, Medical Marijuana
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 802, Property Procedures

<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>	
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Policy(ies) 600, Investigation and Prosecution

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
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<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 647(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 647(b)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 647(f)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 647(h)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 653m

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21801(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21802(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21803(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21950(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21657

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 23222(b)

<input type="checkbox"/>	<input type="checkbox"/>	
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H&S 11357(a)(1)

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.080
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.120
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.140
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.150

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Investigative Principles</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		<u>Auto Theft/Embezzlement Cases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

	<ol style="list-style-type: none"> 3. Check for vehicle repossession 4. When the suspect(s) is known to the victim make sure that the vehicle is in fact stolen and has not been embezzled 5. Complete the CHP180 form and have the victim sign the release and waiver. Turn in the form as soon as possible to facilitate the entry into the SVS system. <ol style="list-style-type: none"> a. It is the reporting officers responsibility to assure the vehicle is entered into SVS system <p>B. Indicators of a stolen or abandoned vehicle</p> <ol style="list-style-type: none"> 1. Parked in the same place and not moved for days 2. Vehicle out of place for the area 3. Illegally parked 4. Windows open or broken out 5. Vehicle dirty, debris under the vehicle 6. Vehicle stripped 7. No license plates on vehicle 8. Older license plate on newer vehicle or the opposite <p>C. Procedures to check the vehicle:</p> <ol style="list-style-type: none"> 1. Request Dispatch to run a stolen vehicle check on license plate, compare with VIN. If the plates are missing, run the VIN 2. If the vehicle is not stolen and appears to be abandoned, mark it for 72 hour tow away. If obviously abandoned and a public safety or hazard, the vehicle may be towed immediately under authority of 22669(d) VC in either case it is recommended that an attempt be made to locate the owner and have him/her move the vehicle
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T		P		A		<u>Burglary Alarms</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Review definition of burglary, Penal Code Section 459</p> <p>B. Respond to burglary calls</p> <ol style="list-style-type: none"> 1. Respond giving your location, if some distance away 2. Respond quickly, but abide by all traffic laws 3. Plan the approach - the most important step; 4. At commercial or large buildings, check for points of entry and establish a perimeter 5. Communicate when necessary with the other responding units so that everyone knows the plan 6. Acknowledge your arrival and report any observations 7. Approach quietly in the vehicle with lights out. Park down the street. Do not slam the vehicle doors; keep the radio turned down low 8. Communicate your observations to the other units and dispatch 9. When the premises are secure advise Code 4. When the premises are not secure, maintain the
Dates						

	<p>perimeter. Request additional units for the perimeter, if necessary and have the additional units assist in the building search</p> <p>C. Building searches without the use of canine units</p> <ol style="list-style-type: none"> 1. Do not search alone 2. Organize the search team; know who is going to enter the building. Advise when entry is going to be made and from where 3. Enter the building from one point. Search interior rooms in the same manner, entering from one point 4. Keep your partner in sight; avoid crossfire situations 5. Guns may be drawn in a ready position. When a shotgun is used (optional), one round should be in the chamber, with the safety off, or not round in the chamber with the safety off, as taught by the range staff 6. Hold the flashlight away from your body in your weak hand. Be careful not to silhouette yourself or your partner 7. Search systematically from the top down or the bottom up in multi-story buildings and from one side to the other 8. Run the elevators to the top or bottom floor and turn them off. Search stairwells simultaneously and check all possible hiding places carefully <p>D. Building searches with the use of canine units</p> <ol style="list-style-type: none"> 1. Secure and maintain the perimeter 2. Advise all units that a K-9 unit is on scene and the point of entry to be used by the K-9 3. Enter the building only at the request of the K-9 officer and advised other units of your actions 4. Accept custody of prisoners from the K-9 officer in order that the search for the other suspect(s) may continue 5. Notify all units when the search has been completed <p>E. Secure the premises</p> <ol style="list-style-type: none"> 1. By the owner or responsible party 2. By locks, chains, or any method available to the officer, or 3. By city crews, if no other means is available
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T		P		A		<u>Notice to Victims of Crime of Crime Act</u> A. California Code of Regulations <ol style="list-style-type: none"> 1. Notice to Victims of Crime Act shall be given by local law enforcement either in person or by mail, or in conjunction with local victim/witness assistance centers, to all victims of crimes or their dependents at the time of the incident or as soon
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Dates	<p>as possible thereafter. The notice as required by Government Code Section 13968(c) shall be given in accordance with the written procedures developed by the agency pursuant to Section 649.8 of this article. In addition, new officers shall be advised by their superiors upon entering service of the particulars shall be made a part of the training curriculum for all trainee officers.</p>
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T		P		A		<u>Evidence</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Some of the most important considerations an officer must have when investigating crime scenes are the location, collection and preservation of evidence. This evidence is important in identification of a suspect or confirmation of the suspect's presence at a crime scene. The officer must take his time at the crime scene in order to locate any and all evidence available. Care must be taken to preserve all evidence found.</p> <p>B. All evidence must be marked and tagged properly prior to entering the item(s) into any evidence locker.</p> <p>C. The report must reflect all of the property taken into evidence..</p> <p>D. At a major crime scene, the crime scene must be secured. No one will be allowed into the crime scene, except lab personnel or the designated representative.</p> <p>E. Evidence should be booked in as soon as possible and before the end of shift.</p>
Dates						

T		P		A		<u>Property Processing</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Kinds of property</p> <ol style="list-style-type: none"> 1. Personal property of arrested person that is not to be used as evidence shall be sent with them to county jail or booked into evidence as safekeeping. 2. Physical evidence 3. Found property 4. Property for safekeeping 5. Narcotics and drugs: Package separately from paraphernalia or other evidence items <p>B. Personal property or arrested person</p> <ol style="list-style-type: none"> 1. The arresting officer shall be responsible for all of the personal property taken from the prisoner(s) 2. If possible, the prisoner should be present while the searching officer and the booking officer examine and log the property. 3. Articles from the prisoner's property to be booked as evidence should be listed on the booking property sheet and listed as "in evidence".
Dates						

	<ol style="list-style-type: none"> 4. Bicycles and other personal property items that are not to be used as evidence and that are too large for the vault, should be tagged and stored for safekeeping in the prescribed manner 5. After booking, the arresting officer is responsible for the personal property of the prisoner. The releasing officer will be sure the items are returned to the prisoner. <p>C. Property booked as evidence, as found property, or safekeeping:</p> <ol style="list-style-type: none"> 1. The officer assigned by dispatch to receive the property is responsible for it 2. When the officer takes personal property, a receipt is required. The receipt shall be made in triplicate. One copy is given to the concerned party, one copy is attached to the property and one copy is attached to the report. A report is required for all property taken by a police officer. If there is a crime report, the property report is added to the body of the crime report. If no crime report, a found property report or an incident report shall be made. 3. All property is placed in evidence envelopes or shall have a property tag attached. When an item is packaged in bags or in other packing devices, a property tag will be attached to the package in a prominent location. 4. Evidence that could decompose easily, such as blood, shall be air dried or kept in cold storage to avoid destruction of evidence.
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****THERE IS AN EVIDENCE BOOKING MANUAL ON THE "S" DRIVE AND IN A THREE RING BINDER IN THE EVIDENCE PACKAGING ROOM. REFER TO THIS WITH ANY QUESTIONS REFERENCE PACKAGING EVIDENCE****

Trainee Signature _____ Date _____ FTO Signature _____ Date _____

TRAINING GUIDE #8

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Juvenile Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Sexual Assault Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Arson Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Child Abuse Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Accident Investigation
<input type="checkbox"/>	<input type="checkbox"/>	_____	Leadership

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 328, Outside Agency Assistance
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 601, Sexual Assault Victims' DNA Rights
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 324, Report Preparation

<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>	
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Policy(ies) 313, Temporary Custody of Juveniles

<input type="checkbox"/>	<input type="checkbox"/>	
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Policy(ies) 506, Disabled Vehicles

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	

P.C. 450

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 451

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 452

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 453(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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P.C. 455

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 22107

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 22108

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 22349(a)

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 22350

<input type="checkbox"/>	<input type="checkbox"/>	
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CVC 21663

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>

RCO 10.40.160 a/b/c/d/e/f/h

RCO 10.40.170a/b/c

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Juvenile Cases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Many of the calls received by law enforcement involve juveniles. The juvenile's first contact with police officers may well set their attitude towards law enforcement for life.</p> <p>Children are often interested in police officers and speak freely their contacts to adults and to other children. If their first contact is with an overbearing, arrogant police officer, their feelings will be passed on to many people, including the next officer they may meet.</p> <p>A. Authority: An officer may take a juvenile into temporary custody when the officer has reasonable cause to believe that the juvenile is a person described in 300 WIC (shelter), 601 WIC (beyond parental control - in some cases) or 602 WIC (committed a crime)</p> <p>B. Miranda: All juveniles taken into custody under 601 WIC or 602 WIC <u>shall</u> be advised of their Miranda rights by the officer, whether or not the officer intends to question the juvenile. (Welfare & Institution Code Section 627.5)</p> <p>C. Notifications: Welfare & Institution Code 627 requires an officer, who takes a juvenile into custody or any place of confinement, to take immediate steps to notify the juvenile's parent(s) or guardian(s). If the juvenile cannot be released within the authorized time (six hours), they must be taken to a juvenile detention facility</p> <p>D. Reports: A crime report shall be made or a booking report completed listing all of the facts leading to the detention, admonishment of rights, and actions taken. Although not required by law, it is a good practice to notify a juvenile's parent/guardian when they have had police contact as; victims, possible suspects or significant witnesses</p> <p>E. <u>ALWAYS SIGN THE BACK OF JUVENILE APPLICATION.</u></p>
<p>Dates</p>						

T		P		A		<u>Sexual Assault Cases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In every sexual assault case, the utmost concern for the victim must be shown. Interviewing the victim demands the utmost in patience, understanding and sympathy. If the victim is a juvenile, notify the parents or guardians, if they are not already aware</p>
<p>Dates</p>						<p>A. Review Penal Code Sections:</p> <p>243.4 286</p> <p>261 287</p> <p>262 288</p> <p>263 288a</p> <p>264 290</p> <p>B. Review the sexual assault section of the Physical Evidence Guidelines in the Reference Section of this manual</p> <p>C. Investigating a rape:</p> <ol style="list-style-type: none"> 1. Locate the rape scene, if possible and preserve physical evidence and locate possible witnesses 2. Do not contaminate the evidence. Place each article of evidence to be analyzed in a separate container. Do not use plastic bags 3. Notify sexual assault services, i.e., Rape Crisis 4. Inform the SART nurse of the nature of the crime to ensure that proper examination is made of the victim 5. Note the SART nurse's comments in your report. Be sure the nurse adds all signs of force to the medical report 6. At the conclusion of the investigation, assist the victim or make arrangements for the victim to reach their residence or other destination 7. Sexual assault cases are kept confidential by the department and by the hospital. Do not give out the names of victim(s). <p>D. Preliminary report, officer's responsibility: In addition to conducting the preliminary investigation of the crime and the crimes scene, the reporting officer will collect all evidence and process through approved procedures. Slides and swabs used for semen collection shall be marked and placed in the evidence following the rules indicated in the Evidence Packaging Manual.</p> <ol style="list-style-type: none"> 1. Each item of evidence found at the scene, including the evidence from the suspect (bedsheets, underclothing, pubic hairs, fingernail scrapings, etc.) Do not use plastic bags. The items should be air dried. No evidence shall be left with the victim, nurses, or the doctors who examine the victim. 2. Rape kits <ol style="list-style-type: none"> a. The rape kit contains all the items the SART nurse needs to conduct the swab examination

	<ul style="list-style-type: none"> b. The rape kit contains all the instructions for its use and these instructions must be followed c. The envelope will be filled out completely and then placed in evidence following the instruction in the Evidence Packaging Manual <p>3. The investigating officer shall record all of the events and information in the report, including statements from the victim and witnesses were evidence was found</p>
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T		P		A		<u>Leadership</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Values</p> <p>1. Collaboration</p> <ul style="list-style-type: none"> a. internal/ external partnerships between individuals or groups with shared goals, responsibilities, and resources b. joint efforts c. access to decision making process d. meaningful participation and exchange <p>2. Leadership</p> <ul style="list-style-type: none"> a. a relationship based on trust and credibility, using influence and consensus to accomplish our mission and goals, doing the right thing b. situational c. set examples d. accountability e. facilitator/ enabler f. risk taking g. courage h. servant i. Expected from all members <p>3. Ethical Behavior</p> <ul style="list-style-type: none"> a. conduct demonstrating the principles of good behavior based on trust and integrity which reflects our organizational values b. moral/ legal c. do the right thing for the right reasons at all times <p>4. Excellence</p> <ul style="list-style-type: none"> a. a superior standard expected from every individual and our organization in order to strive for personal and professional growth and provide added value to all of our customers b. recognition of individual abilities c. exceed expectations <p>5. Respect for Human Dignity</p> <ul style="list-style-type: none"> a. treatment of others which reflects compassion, courtesy, sensitivity, to
<p>Dates</p>						

	<p style="text-align: center;">differences and our commitment to honor the fundamental rights and freedom of all</p> <ul style="list-style-type: none"> b. golden rule c. status blind d. organizational legitimacy <p>B. Discussion of the trainees leadership role in the Department, including: Effective leadership strategies (servant leader, role model, situational leadership, collaboration, etc.) that provide purpose, direction, and motivation to co-workers and the community.</p> <ul style="list-style-type: none"> a. respect for constitutional rights b. loyalty c. integrity d. truthfulness e. exception f. confidentiality g. obedience h. respect among members
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Trainee Signature **Date**
FTO Signature **Date**

TRAINING GUIDE #9

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	In-Field Line-Ups
<input type="checkbox"/>	<input type="checkbox"/>	_____	Robbery Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Fraud Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Death Investigation

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 331, Death Investigation
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 1016, Overtime Payment Requests
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 1001, Disciplinary Policy
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 414, Immigration Violations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 808, Animal Control Procedures

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 16590
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 29800(a)(1)
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 25400(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 25850(a)(1)
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 470
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 22500(d)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 22502(a)
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 22651
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 22514

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.180a
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.260a/b

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dates</p>					
<p><u>In-Field Line-Ups</u></p> <p>A. The general rule: An officer may have a victim identify a suspect in the field when the suspect is apprehended in close proximity in the time and place to the occurrence of a serious crime. Counsel for the suspect is not required because of the emergency nature of the confrontation (the necessity of immediate identification of a suspect does not allow time for contacting an attorney). There are no set rules on how close the proximity of the place of the field line-up must be to the crime, or the degree of seriousness of the crime.</p> <p><u>The following factors shall be kept in mind:</u></p> <ol style="list-style-type: none"> 1. A legitimate need for immediate identification must be present. Example, if the suspect has been at large for some time, the need for immediate identification has passed, even if the suspect is arrested near the original scene of the crime. 2. If a suspect has been detained for any unreasonable period of time or has been moved to a place not accessible to legal counsel, a field line-up cannot be held. 3. The courts will closely scrutinize in-field line-ups. 4. The courts will scrutinize each case for any attempt by officers to circumvent the requirements of a formal line-up by conducting an unnecessary field line-up. <p>B. How should the field line-up be conducted? The courts have held that although a suspect is not entitled to all of the rights of the formal line-up, the procedure must be fair. Any confrontation between the suspect and a witness is to some degree inherently suggestive (the witness may assume the police would not have detained or arrested the suspect unless the police thought the suspect was the right person). Therefore, any suggestive comments or conduct by police officers may be a violation of due process, i.e., the right to be fairly identified. <u>A field line-up will be conducted as follows:</u></p> <ol style="list-style-type: none"> 1. The victim's description of the suspect shall be recorded in detail before a field line-up. The detailed description of the suspect will be recorded in the report. 2. When there are several witnesses, they must be instructed not to discuss the suspect or other information concerning the case with each other. Each witness shall be interviewed separately. Use only one or two witnesses to identify the suspect at a field line-up. 3. The witness must be advised that it is just as important to free innocent people from suspicion as it is to identify the guilty parties, therefore, it is not an obligation that the witness identify anyone. 4. Read all of the department supplied in-field line- 					

	<p>up card to the witness and record this information in the report.</p> <p>5. Do not present incriminating evidence obtained from the suspect (stolen property or weapons used in the crime) to the witness, until after the witness has made an identification. To present the evidence before identification would be suggestive and could result in an accusation of "priming" the witness.</p>
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FTO	TRN	FTO	TRN	FTO	TRN
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Dates					

Robbery

A. Review Penal Code Section 211

B. Review Physical Evidence Guidelines regarding robbery in the Reference Section of this manual.

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FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

Response to Robbery Calls

A. Acknowledge receiving the call and give your location, if responding from some distance away.

B. Respond as quickly as possible, but abide by all traffic laws.

C. Plan your approach and coordinate your plan with the other units - one of the most important steps.

D. Basic plan of approach and arrival

1. A robbery in progress call is best handled by at least two units at the scene
2. Acknowledge your arrival and report any observations you see, i.e., criminal activity, possible lookouts, get away cars, etc.
3. Approach as quietly as possible. Park some distance away from the scene and approach on foot, using all of the cover available (adjoining buildings, etc.).
4. The first unit to arrive takes a position near the entrance of the building, if possible. Use of the shotgun is optional. The backup officers will cover the other exits or means of escape, or assist the first officer as needed.
5. The officers must try to take a position to see the inside of the location. The officers will advise other units of the activity observed.
6. If no criminal activity is observed by the officers, the following actions may be taken:
 - a. Secure perimeter
 - b. One officer will advance to a position to obtain an unobstructed view of the interior, if possible, and if proper cover is available.

	<p>c. Instead of entering the building, have the dispatcher call the location and ask the person in charge to come out. Ascertain the status before the officers go inside the building. At banks, the manager or person in charge is to be phoned and requested to come outside to advise the officers of the merit of the call.</p> <p>d. An alternative is for the officer to enter the building to determine the merit of the call, only in emergency or rare cases.</p> <p>e. If two officers enter the building, they should enter at the same time, going to opposite sides once inside the building. Use proper search techniques, avoid crossfire situations</p> <p>E. If the suspects have left the scene, put out a preliminary suspect description immediately</p> <p>F. Other available units must attempt to anticipate the suspect's possible route of escape, i.e., stake out arterial routes, coordinate an area search, etc.</p> <p>G. Proceed to any robbery in progress or alarm calls as if it were actually occurring. Never think it is a false alarm. Never become complacent with these calls. Stay alive!</p>
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T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					
<p><u>Fraud Cases</u></p> <p>General rule: When there is reasonable cause to believe that intent to defraud can be established a report shall be made.</p> <p>A. Check Cases:</p> <ol style="list-style-type: none"> 1. Review Forgery in Penal Code Section 470 2. If the intent to defraud cannot be established, such as returned checks for insufficient funds, give the party an NSF form to complete 3. Evidence in forgery cases are to be marked by the officer, noting in the report from whom it was obtained. Care must be taken to handle it as little as possible in order not to destroy any possible evidence on the document <p>B. Credit Cards:</p> <ol style="list-style-type: none"> 1. Review Penal Code Section 484e through 484j 2. Evidence obtained should be handled the same as in subsection A(3) above, check cases 3. When an arrest is made, under no circumstances shall the store be allowed to keep the credit card, sales draft or sales slip. This is evidence for the case and shall be booked <p>C. Bunco Schemes or Con Games. Three Characteristics:</p> <ol style="list-style-type: none"> 1. A conversation approach to determine if the victim has enough money to make the con game worthwhile 2. An offer of something for nothing or an appeal based on superstition 					

	<ol style="list-style-type: none"> 3. Getting the victim to physically exhibit the money. The victim will be relieved of the money by various techniques, such as: 4. The pigeon drop 5. The bank examiner 6. The "Latin American" or "Jamaican Switch" 7. It is imperative to keep all physical evidence preserved. Keep the chain of events clear in the report <p>D. Embezzlement:</p> <ol style="list-style-type: none"> 1. Embezzlement is the fraudulent appropriation of property by a person to whom it has been entrusted. Penal Code Section 503. 2. When there is a need for an extensive investigation, contact your supervisor or detectives with all of the information that you have available. Request the victim to gather all pertinent documents and have them available 3. When a suspected embezzlement is not complex, such as a bartender, sales clerk, or gas station attendant keeps back money from the employer, make the initial report and forward it in the usual manner <p>E. Door-To-Door Sales:</p> <ol style="list-style-type: none"> 1. All solicitors are required to have a permit 2. When approved by the City Council, such as schools, churches, etc.
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T		P		A		<u>Death Cases</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A. Response. Determine if the victim is alive and call the paramedics if necessary. The immediate signs of death are:</p> <ol style="list-style-type: none"> 1. No breathing or pulse 2. Eyes do not react to light 3. Body cold to the touch 4. Excretion of body fluids 5. Postmortem lividity 6. Decomposition 7. Rigor mortis <p>B. Notifications</p> <ol style="list-style-type: none"> 1. A physician or paramedic may pronounce death 2. Notify your supervisor 3. When death resulted from other than obviously natural cases, notify the detectives. Do not touch anything in the location or use the victim's telephone to make notifications. Secure the scene. 4. Unless advised otherwise by the coroner's investigator, the coroner will be responsible for notification of next of kin 5. The Coroner's Office shall be notified in all death cases <p>C. Investigative Procedures</p> <ol style="list-style-type: none"> a. Protect the scene
<p>Dates</p>						

	<ul style="list-style-type: none"> b. Determine if death is apparent natural, a suicide or a homicide <ul style="list-style-type: none"> a. It is important to remember that many apparent natural deaths are actually suicides or homicides c. Notify investigators if death is suspicious d. Conduct an inspection or search of the scene for signs of criminal activity, i.e., signs of a struggle, forced entry, theft or property, etc. e. Locate and interview reporting parties, relatives or witnesses f. Request I.D. detective or C.S.T. for photographs g. Prepare a diagram of the scene if deemed necessary h. Gather, collect and tag evidence if directed to do so <p>D. Coroner The coroner is responsible for the property of the deceased and may take charge of personal effects for safekeeping. The coroner will give the police officer a receipt for the property.</p> <ul style="list-style-type: none"> 1. The body shall not be searched or moved for identification, except by the coroner 2. The coroner may lock the premises pending arrival of a legally authorized representative of the deceased 3. In most cases, death notifications are made by the coroner. However, the department will assist in any way possible. The department may be requested to make death notifications to the next of kin, especially when the death has occurred in another city
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Trainee Signature
Date
FTO Signature
Date

TRAINING GUIDE #10

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Narcotics and Dangerous Drugs
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Narcotics Investigation
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Petty Theft/Shoplifting
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Petty Theft with Prior Arrest
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Parole/Probation Contacts
_____	_____	_____	

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 326, Court Appearances and Subpoeas
_____	_____	_____	

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 1203(a)
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 3056
_____	_____	_____	

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	B&P 25662(a)
<input type="checkbox"/>	<input type="checkbox"/>	H&S 11350(a)
<input type="checkbox"/>	<input type="checkbox"/>	H&S 11351
<input type="checkbox"/>	<input type="checkbox"/>	H&S 11357(a)(b)(c)
<input type="checkbox"/>	<input type="checkbox"/>	H&S 11550(a)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 23109(a)(b)(c)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 23110(a)(b)
<input type="checkbox"/>	<input type="checkbox"/>	CVC 22106

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	RCO 10.40.280
<input type="checkbox"/>	<input type="checkbox"/>	RCO 10.40.290

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Health and Safety Code - Narcotics</u> 11350(a): Possession of	Indicate type of narcotic in report, heroin, cocaine, opium,
FTO	TRN	FTO	TRN	FTO	TRN		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

		narcotics	codeine and Opium derivatives, Peyote, mescaline. Felony booking required for possession for sale and transportation.
Dates		11351: Possession for sale	
		11352(a): Sale, smuggling, transport	
		<u>Health and Safety Code - Marijuana/Hashish</u>	Misdemeanor. Do not enforce with valid medical marijuana card.
		11357(a): Possession of concentrated cannabis	Misdemeanor/cite release in the field. Do not enforce with valid medical marijuana card.
		11357(b): Possession of less than one ounce of marijuana	Misdemeanor. Do not enforce with valid medical marijuana card.
		11357(c): Possession of more than one ounce of marijuana	Felony. Do not enforce with valid medical marijuana card.
		11358: Cultivation	Felony.
		11359: Possession of marijuana for sale	Felony
		11360(a): Sale of marijuana in any amount, transport, importation, furnishing, offering, or attempt to do any of the foregoing	
		11360(b): Give away, transport, offer or attempt to do any of the foregoing not more than 28.5 grams of marijuana.	Misdemeanor. Cite release only.

	<p><u>Health and Safety Code - Dangerous Drugs</u></p> <p>11377(a): Possession of dangerous drugs</p> <p>11378: Possession of dangerous drugs for sale</p> <p>11379(a): Sale, manufacture, transport dangerous drugs</p> <p>11380: Adult furnish dangerous drug to minor or solicit, induce, encourage minor to violate any part of the Uniform Controlled Substances Act</p> <p>11382: Sales of substance in lieu of drugs</p> <p><u>Health and Safety Code: Miscellaneous</u></p> <p>11364(a): Possession of narcotics paraphernalia (includes needles)</p> <p>11365: Visiting a place where narcotics are used or sold</p> <p>11366: Maintaining a place where narcotics are used or sold</p> <p>11550(a): Any person under the influence of narcotics or controlled substance</p>	<p>Indicate type of drug in report: barbiturates, LSD, amphetamines, PCP, DMT, etc.</p> <p>Felony</p> <p>Felony</p> <p>Felony</p> <p>Felony</p> <p>Felony</p> <p>Misdemeanor</p> <p>Misdemeanor</p> <p>Felony</p> <p>Misdemeanor</p>
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	<p>11590(a): Failure to register upon conviction of specified drug offenses</p> <p><u>Business and Professions Code - Miscellaneous</u></p> <p>4324(a): Forge, alter, pass, sign false name, any prescription for any drug</p> <p>4324(b): Possess any drug secured by forged prescription</p>	<p>Felony/misdemeanor</p> <p>Felony/misdemeanor</p>
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T		P		A		<u>Narcotics Enforcement</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Review the following Standards and Schedules listed in the Health and Safety Code Sections:</p> <p>11054 Schedule I</p> <p>11055 Schedule II</p> <p>11056 Schedule III</p> <p>11057 Schedule IV</p> <p>11058 Schedule V</p>
Dates						

T		P		A		<u>The Addict</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The following examination will be performed while conducting an investigation of an addict or a suspect narcotics user:</p> <p>A. Examine the veins of the arms and hands very carefully. If no marks are visible, examine the calves, ankles, thighs or other areas where the veins are close to the surface of the skin</p> <p>B. If needle marks are observed, feel the scar tissue and roll it between the fingers. This will often disclose scabs and punctures not previously noted. Due to the various diseases that can be transmitted through contact with</p>
Dates						

	<p>body fluids, whenever possible use rubber gloves</p> <p>C. Make a close inspection of the scabbed area</p> <p>D. Press the raised areas gently and inquire about tenderness</p> <p>E. Point out blue dots over veins. This is the result of burning a hypodermic needle with a match, supposedly to clean it. After the injection, the carbon left in the needle from the burned match is deposited under the skin</p> <p>F. Record in detail all observations on the marks chart from and attach to the booking or crime report</p> <p>G. When searching a suspect addict be especially careful not to receive any needle sticks, as I.V. drug users are frequently HIV positive</p>
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T		P		A	
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Dates					
<p><u>Addiction</u></p> <p>Drug addiction is a state of periodic or chronic intoxication, detrimental to the individual and to society, produced by the repeated consumption of a drug (natural or synthetic).</p> <p>Additional characteristics include:</p> <p>A. An overpowering desire need, or compulsion to continue taking drugs and to obtain them by any means</p> <p>B. A tendency to increase the dosage</p> <p>C. A psychic, psychological and physical dependence on the effects of the drugs</p>					

T		P		A	
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Dates					
<p><u>Signs of Drug Use</u></p> <p>Caution must be exercised in determining if a suspect is under the influence of a drug or narcotic. Many symptoms that are listed below can be the result of legitimate illness or someone taking a drug under the direction and prescription of a doctor:</p> <p>A. Heroin; sedative (opium, morphine, codeine, demerol, etc.)</p> <ol style="list-style-type: none"> 1. How used: Smoking, injecting 2. Cerebral and spinal depressant 3. Lethargic and tranquil state. Sleepy droopy eye lids and nodding, slurred speech, licking lips, drooling 4. Constricts pupils of the eye, less than 2.9 mm, pinpointed in light or dark; non-reactive 5. Highly addictive 6. Tolerance develops rapidly 7. Euphoria 8. Severe withdrawal symptoms if regular use is discontinued 9. Needle marks in the fold of the elbows, along vein lines or along other veins <p>B. Marijuana/Hashish; sedative</p> <ol style="list-style-type: none"> 1. How used: Normally smoked, can be eaten or drunk in tea form 2. Euphoria, exaltation and dreaminess 3. Sense of time distorted, distance distorted, vision distorted, hearing distorted, speech slow and 					

	<p>slurred</p> <ol style="list-style-type: none"> 4. Unpredictable behavior 5. Loss of inhibitions 6. Hallucinations when taken in large doses 7. Burning and reddened eyes, nystagmus present 8. Nausea and vomiting, sometimes with large doses 9. Odor of smoked marijuana on clothing and/or breath 10. Smell of incense in room or clothing, used to cover up odor of marijuana 11. Non-addictive, however, medial authorities state there is a danger of subtle drug dependence 12. Detection period varies 10-30 days, depending on user's system and amount of drug <p>C. Barbiturates; depressant (Seconal, Nembutal, etc.)</p> <ol style="list-style-type: none"> 1. How used: Orally or injection by needle 2. Sedation, drowsiness 3. Intoxications, lethargy 4. Reflexes impaired 5. Slurred speech 6. Emotionally erratic - tears or laughter/irritable or antagonistic 7. Excessive use produces addiction with severe withdraw symptoms 8. Detection periods vary <p>D. Amphetamines; stimulant (Methamphetamine, Dexadrine, Dexamyl, etc.)</p> <ol style="list-style-type: none"> 1. How used: Orally or injection by needle 2. Dilation of the eye pupil and non-reactive 3. Hyperactivity, excitation, stimulation 4. Increased talkativeness, false bravado 5. Loss of appetite, irritable 6. Increase in pulse rate, sweating and pallor 7. Dryness of mouth 8. Time and space distortion 9. Non-addictive, some tolerance and drug dependence is sometimes developed 10. Detection of two to four days in the system <p>E. Hallucinogens (LSD, DMT, PCP, STP, etc.)</p> <ol style="list-style-type: none"> 1. Dilated pupils 2. Tremors 3. Sometimes intoxicated, lethargic conditions 4. Emotionally erratic, tears or laughter, fear or panic, no emotion, actions that are or appear to be suicidal, impulsive behavior 5. Hallucinations 6. Trips last for approximately 12 hours 7. Sudden prolonged change of character may indicate the subject is on a trip or flashback 8. Flashback can occur without further use of drug 9. PCP: Odor of ether on breath, slurred speech, staring gaze, blank stare, rigid arms, "moonwalking" (wide based gait), increased pulse, blood pressure, respiration, temperature
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	10. Detection period three to eight days in the system
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T		P		A		<u>Shoplifting</u>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		<u>Shoplifting</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

Trainee Signature	Date	FTO Signature	Date
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TRAINING GUIDE #11

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrations/Labor Disputes
<input type="checkbox"/>	<input type="checkbox"/>	_____	Bomb Cases
<input type="checkbox"/>	<input type="checkbox"/>	_____	Hostage Situations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Landlord/Tenant Disputes

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Mission & Value Statements
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 346, News Media Relations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 1020, Personnel Complaint Procedure
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 1030, Employee Commendations
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 414, Hostage/Barricaded Subjects
<input type="checkbox"/>	<input type="checkbox"/>	_____	Policy(ies) 416, Response to Bomb Calls

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	P.C. 148.1
<input type="checkbox"/>	<input type="checkbox"/>	_____	WIC 601
<input type="checkbox"/>	<input type="checkbox"/>	_____	WIC 602
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 23220
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 23221
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 23222
<input type="checkbox"/>	<input type="checkbox"/>	_____	CVC 23223

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.40.320
<input type="checkbox"/>	<input type="checkbox"/>	_____	RCO 10.44.020

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Demonstrations and Labor Disputes</u> As police officers, the concern at any critical incident, riot, demonstration or labor dispute is to maintain the peace by careful enforcement of the laws. The police officers are to maintain an impartial, non-personal position and protect the rights of those individuals who are exercising their rights to free
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Dates</p>	<p>expression. The laws to be enforced are designed to protect society from those who would express themselves irresponsibly and without regard to the rights of others.</p> <p>A. Police actions at the scene of a demonstration. Each officer at the scene of a demonstration must keep in mind that the news media is very concerned about what happens. The press camera does not react as a police officer does to the acts of the demonstrators, but focus on the actions of the police officer(s). The police officer's actions are on file, therefore, the following rules are to be followed:</p> <ol style="list-style-type: none"> 1. Act in unison and only on command by the officer in charge 2. When you act, act with restraint, temper your actions, keeping in mind that the cameras are on you <p>B. Individual breaches of peace. At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. It is imperative to advise the individuals that their activity is illegal and if it continues, they will be arrested. However, if the acts are malicious or violent, there is no need to warn them prior to arrest</p> <p>C. Group breaches of the peace. Sometimes an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. When the circumstances occur, a warning will be given pursuant to Penal Code Section 726 (Riot Act). Other common violations are Penal Code Section 407 and 408 (Unlawful assembly) and Penal Code Section 404 (Riot).</p> <p>In order to have a riot, the elements must include the use of force or violence by two or more people acting together without authority of law</p> <p>D. Picketing</p> <ol style="list-style-type: none"> 1. Picketers are not to interfere with persons passing in and out of buildings or on the sidewalk. If picketers do interfere, it is illegal 2. Persuasive picketing is not illegal. However, the law does not allow the pickets to interfere with the ingress and egress of the customers to the establishment 3. When a picket(s) occasionally stray across an entrance or driveway, they should be warned of their conduct. If this action continues, it then is obvious that the objectives is not persuasion, but interference. It is important that proper warnings pursuant to Penal Code Section 726 be given to allow persons not involved to leave.
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	<p>4. 4First arriving officer(s) should quell any disturbance and separate hostile parties</p> <p>5. When police officers arrive at a picket line, the picket leaders will be identified</p> <p>6. Established ground rules will be communicated to the picket leader(s).</p> <p>E. Arrest(s) When making arrests en masse, the officer(s) shall fill out the Field Booking Card, be photographed with the suspect(s) and have the evidence (rocks, bottles, picket signs, etc.) photographed. It is imperative that officers are familiar with the necessary procedures for handling major disturbances. Officers must maintain their composure during demonstrations. Sometimes this means taking verbal abuse that normally would not be tolerated. An officer's demeanor could prevent a minor incident from escalating into a major one</p>
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T		P		A		<p><u>Bomb Cases</u></p> <p>Every Penal Code Section 148.1 complaint must be taken seriously. Always assume that a real bomb is present. Take your time.</p> <p>A. Bomb Threats Line personnel are responsible for the initial investigation and crime report of a bomb threat. Obtain the basic information:</p> <ol style="list-style-type: none"> 1. Who received the threat? How? When? What was said? What kind of bomb? To go off when? Suspect's voice? Background noise? 2. Who is in charge of the premises? What has been done? Who is familiar with the premises and can assist? <p>B. Bomb Searches Line personnel will initiate a bomb search, if warranted due to information obtained and if desired by property owner or persons in charge.</p> <p>NOTE: Radio transmissions shall not be used within the suspected area.</p> <p>Notify the field supervisor and establish a field command if needed. Officers cannot order an evacuation of the affected area unless a device is located. The officers shall contact the person in charge of the premises and advise them of the threat. If they wish to evacuate, the officer</p>
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Dates						

	<p>will assist them if necessary. Some considerations are:</p> <ol style="list-style-type: none"> 1. Strength of the possibility of a bomb being present 2. Difficulty of evacuation 3. Loss of production <p>C. The Search</p> <ol style="list-style-type: none"> 1. Assign each search team to a specific area: <ol style="list-style-type: none"> a. Exterior. Include the grounds, the bases and sides of the building, to at least the second story. Check crawl space entries at both ground and roof levels b. Interior. Start from the bottom of the location and work up. Establish a search pattern, such as a grid or strip pattern for searching each room <p>D. When a destructive device is found:</p> <ol style="list-style-type: none"> 1. When a suspected device is located, the officer in charge shall establish a command post, evacuate the area if necessary and maintain security for protection of life and property. The affected area must be determined by the officer in charge and the responsible person whose property is affected, taking into consideration the possible destruction the device could cause, the number of people involved and the possible hazard in the evacuation 2. When the device is found, notify dispatch and the Watch Commander immediately 3. All police unit(s) not specifically assigned to the scene shall remain away from the immediate area 4. No member of the police department shall touch, tamper, move, or in any way disturb any suspected explosive device, except EOD personnel. 5. No explosive material, liquid or solid, may be brought into the police facility, until the device has been declared safe by the explosive experts
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T		P		A		<u>Hostage Situations</u>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hostage situations are always tense. There are trained hostage negotiators and tactical teams available 24 hours a day to help. A patrol officer is to respond safely to the unconfirmed hostage situation, confirm and control the scene until additional help arrives.</p> <p>A. Response to unconfirmed hostage incidents:</p> <ol style="list-style-type: none"> 1. Respond as quickly as possible; abide by all traffic laws 2. Plan and coordinate your approach with the other responding units 3. Drive to a safe walking distance and proceed on foot
<p>Dates</p>						

	<p>4. Obtain preliminary information to confirm a hostage situation</p> <p>B. Procedure when Hostage Situation is Confirmed:</p> <p>1. Advise dispatch of the situation and request a field supervisor, if one is not already on-scene, to establish a command post</p> <p>NOTE: A command post from which to best control the situation, must be established by the first available unit at the location.</p> <p>2. Establish an outer perimeter as soon as possible to control movement into the general area</p> <p>3. Establish a tight inner perimeter that affords you the best cover and prevents entrance or exit from the hostage location. When enough officers are present to establish the inner perimeter, all other officers requested to respond shall respond to the command post</p>
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T		P		A		<p><u>Landlord/Tenant Disputes</u></p> <p>Refer to the Landlord/Tenant Dispute Training Guide located in the reference section of this manual.</p>
FTO	TRN	FTO	TRN	FTO	TRN	
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Dates						

Trainee Signature
Date
FTO Signature
Date

TRAINING GUIDE #12

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>		Arrest Warrants
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Search Warrants
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Missouri v. McNeely
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Rochin v. California
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Chimel v. California
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		AB 301
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		AB 109
_____	_____	_____	

Review the following Department Policies:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>		Mission & Value Statements
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Policy(ies) 305, Officer Involved Shootings
_____	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>		Policy(ies) 308, Vehicle Pursuits
_____	_____	_____	

Review the following Code Sections:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>		P.C. 278
<input type="checkbox"/>	<input type="checkbox"/>		P.C. 207
<input type="checkbox"/>	<input type="checkbox"/>		P.C. 288(a)
<input type="checkbox"/>	<input type="checkbox"/>		P.C. 12303
<input type="checkbox"/>	<input type="checkbox"/>		CVC 4454(a)
<input type="checkbox"/>	<input type="checkbox"/>		CVC 12500(a)
<input type="checkbox"/>	<input type="checkbox"/>		CVC 28103
<input type="checkbox"/>	<input type="checkbox"/>		CVC 21712

Review the following City Ordinances:

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>		RCO 10.44.060
<input type="checkbox"/>	<input type="checkbox"/>		RCO 10.44.110
<input type="checkbox"/>	<input type="checkbox"/>		RCO 10.56.010
<input type="checkbox"/>	<input type="checkbox"/>		RCO 10.60.080

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		<u>Arrest Warrants</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Warrant Abstracts</p> <ol style="list-style-type: none"> 1. When running a warrant check and a possible hit returns, the officer will be advised. 2. Once the warrant comes in, the dispatcher will advise the officers(s) of the information on the warrant for verification 3. Once the warrant is confirmed, the subject may be taken into custody and transported to the station or directly to county jail 4. Use the proper officer safety and arrest techniques on all prisoners 5. If the subject claims he/she has a citation for the warrant. Confirm the warrant number with dispatch against the warrant number on the citation. <p>B. Out of County Warrants When the warrant check is made and a possible CLETS or NCIC warrant returns, the warrant shall be verified prior to taking anyone into custody. Once verified, the person may be brought to the station or booked directly into county jail. A person should not be taken into custody on a possible warrant until the warrant is verified</p>
Dates						

T		P		A		<u>Search Warrants</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Review when to obtain a search warrant</p> <ol style="list-style-type: none"> 1. Benefit of search warrants versus consent or exigent circumstances <p>B. Trainee will discuss legal requirements and process to obtain a search warrant</p> <p>C. Trainee will discuss service and return of a search warrant</p> <p>D. Trainee will review tactical considerations for service of the search warrant</p>
Dates						

T		P		A		<u>Missouri v. McNeely (Search & Seizure)</u>
FTO	TRN	FTO	TRN	FTO	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<p>A. Blood may NOT be forcefully removed from a subject suspected of driving while intoxicated without a warrant and the subject does not have a right to counsel prior to the blood being removed. This must be done in a medically approved manner and in such a way as to not shock the conscious of the court</p> <ol style="list-style-type: none"> 1. Reasonable force <p>B. Review procedure for removal of blood and obtaining a search warrant</p>
Dates						

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

Rochin v. California (Search & Seizure)

A. Rochin's stomach was pumped to recover crime related evidence and was held unconstitutional

B. Normally a warrant is required to enter a person's body to seize evidence unless there are extreme exigent circumstances to justify the entry

C. Factors to determine if the warrant for intrusion is permissible

1. Was there probable cause?
2. Would the method used work?
3. How serious was the crime?
4. How important was the evidence?
5. Was there an alternative to the intrusion?
6. How unsafe, uncomfortable, undignified was the intrusion?

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
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Dates					

Chimel v California (Search & Seizure)

A. Search of area within "wing span" allows officer making lawful arrest in a residence or any premises protected by the 4th amendment, to search incidental to arrest, including vehicle(s)

1. The person arrest for weapons and evidence in the usual manner and
2. Search any place so close to the arrestee at the moment of the arrest, that he/she could actually reach into for a weapon or for evidence which he/she may destroy

T		P		A	
FTO	TRN	FTO	TRN	FTO	TRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates					

AB 301 (Peace Officer's Bill of Rights)

If you are a Peace Officer under Penal Code Sections 830.1, 830.2(a) and 830.2(b). Effective January 1, 1977, you will have the following rights:

A. YOU HAVE A RIGHT

1. To engage in political activity off duty and out of uniform;
2. To refuse to engage in political activity if you so choose;
3. Not to be subject to punitive action, or be denied promotion, or be threatened with any such treatment, because of the lawful exercise of your rights granted by AB 301 or the exercise of any rights under the existing administrative grievance procedures;
4. To have any interrogation conducted at a reasonable hour, with a representative of you are on duty, or during your normal waking hours, unless the seriousness of the investigation requires otherwise; To be compensated for time spent in interrogations that are conducted in your off duty time at the normal rate for you Department. You

	<p>shall not be released from employment for any work missed;</p> <ol style="list-style-type: none"> 5. To be informed of the name and rank and command of the officer in charge of an interrogation, the interrogating officers and all persons to be present during the interrogation, in advance of the interrogation; 6. To have all questions directed to you under interrogation through no more than two interrogators at one time; 7. To have the interrogation session limited to a reasonable period, taking into consideration the gravity and complexity of the issue being investigated; 8. During interrogations, to be allowed to attend to your own personal physical necessities; 9. Not to be subjected to offensive language or threatened with punitive action, except that an officer refusing to respond to questions, or submit to interrogation shall be informed that failure to answer questions directly related to the investigation, or interrogation, may result in punitive action. No promise of reward shall be made as an inducement to answering any question; 10. Not to be subject to visits by the press or news media without your expressed consent nor shall your home address or photograph be given to the press or news media by the department without your expressed consent; 11. To have access to any tape recordings of any interrogations or to have your own tape recorder present; 12. To a transcribed copy of any notes made by a stenographer, or to any reports or complaints made by investigators or other persons, except those which are deemed by the investigating agency to be confidential. No notes or reports, which are deemed to be confidential, may be entered in your personal file; 13. To be informed of your constitutional rights if it is deemed that you may be charged with a criminal offense before the interrogation starts; 14. To have a representative present if formal charges have been made or if punitive action may be taken as a result of the interrogation; 15. Not to be loaned, or temporarily reassigned to a location or duty assignment if a sworn member of your department would not normally be sent to that location or would not normally be given that duty assignment under similar circumstances; 16. That no punitive action, or denial of promotion on grounds other than merit, shall be undertaken by any public agency without providing you with an opportunity for administrative appeal; 17. Not to have any comment, adverse to your
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	<p>interest, entered in your personnel file, or any other file used for any personnel purposes by your employer without you having first read and signed the instrument containing the adverse comment indicating that you are aware of such document. If you refuse to sign the document it will be so noted and placed in your file;</p> <p>18. To refuse to inform your employer of information regarding items of property, income, assets, source of income, debts, or personal or domestic expenditures and those of the family, except such information as required by State law or which is necessary for the employer to ascertain the desirability of assignment to a special unit in which there is the possibility of bribes or other improper inducements being offered;</p> <p>19. To have your locker free of search except when you are present or by other legal means;</p> <p>20. To have thirty (30) days with which to file a written response to any adverse comment entered in your personnel file and have it attached to, and accompany, the adverse comment;</p> <p>21. To refuse to submit to a polygraph examination. No disciplinary action, records, or testimony may be given to indicate the fact that you refused the polygraph.</p>
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Trainee Signature
Date
FTO Signature
Date

TRAINING GUIDE #13

TRAINEE:

FIELD TRAINING OFFICER:

The following subjects, Policy(ies), Criminal Code Sections, and City Ordinances will be reviewed during this week/block of field training. A written test will be given to the trainee officer on the last day of the training week/block covering this material. After each subject, Policy(ies), Criminal Code Section, and City Ordinance is reviewed, the trainee and FTO will initial the appropriate lines.

<u>FTO</u>	<u>TRAINEE</u>	<u>DATE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Community Orientated Policing
<input type="checkbox"/>	<input type="checkbox"/>	_____	S.A.R.A.
<input type="checkbox"/>	<input type="checkbox"/>	_____	Community Mobilization
<input type="checkbox"/>	<input type="checkbox"/>	_____	Community Partnerships/Relationships and Service
<input type="checkbox"/>	<input type="checkbox"/>	_____	Crime Prevention
<input type="checkbox"/>	<input type="checkbox"/>	_____	Problem Oriented Policing
<input type="checkbox"/>	<input type="checkbox"/>	_____	Diversity
<input type="checkbox"/>	<input type="checkbox"/>	_____	Racial Profiling

Review Training Material:

TRAINING MATERIAL. The following training material will be covered during this week/block of field training. The FTO and trainee shall initial and date when the training took place.

T = Trained, P = Performed, A = Acknowledged

T		P		A		Definition of C.O.P.: “Community Policing is a philosophy, management style and organizational strategy that promotes proactive problem solving and police-community partnerships to address the cause of crime and fear as well as other community issues.”
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Dates						

T		P		A		The Problem Solving Process: A. S.A.R.A. <ol style="list-style-type: none"> 1. Scanning: You will know what crime related problems are occurring in your area and be able to prioritize them based on input from the community. 2. Analyze: You will determine why problems are occurring and you will know what resources are available to you. 3. Respond: You will do something about the problem and your plan will be based on analysis. 4. Assessment: You will know if what you are doing is working and you will know why. B. The two core components of community policing are: <ol style="list-style-type: none"> 1. Problem solving 2. Community partnerships C. The steps to community mobilization are: <ol style="list-style-type: none"> 1. Educate 2. Motivate 3. Organize 4. Mobilize
FTO	TRN	FTO	TRN	FTO	TRN	
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Dates						

FTO	TRN	FTO	TRN	FTO	TRN	Definition of Community Partnerships: Community Partnerships is a flexible term referring to any combination of neighborhood residence, schools, churches, businesses, community-based organizations, elected officials, and government agencies who are working cooperatively with the police to identify problems that impact or interest them. Responding to the changing needs of the community is the role of the police through Community Orientated Policing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dates						

T		P		A		Definition of Problem Oriented Policing: A. A process of identifying problems/priorities through coordinated community/police needs assessments. B. Collecting and analyzing information concerning the problem in a thorough, though not necessarily complicated manner.
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			C. Developing or facilitating responses that are innovative and tailor made with the best potential for eliminating or reducing the problem. D. Finally, evaluate the response to determine its effectiveness and modifying it as necessary.
Dates			

T		P		A		<u>Criminal Enforcement vs. Social Disorder:</u> A. 20-30 % of calls for service encompass criminal enforcement. B. Whereas 70-80% encompass social disorder.
FTO	TRN	FTO	TRN	FTO	TRN	
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Dates						

FTO	TRN	FTO	TRN	FTO	TRN	<u>Examples of Crime Preventions & Communities Policing Themselves:</u> A. Neighborhood Watch - The Next Generation B. Retired Senior Volunteers in Patrol C. Citizen Patrol D. Safe Streets Now E. Crime Walks
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Dates						

T		P		A		<u>Definition of Diversity within C.O.P.:</u> The act of acknowledging, respecting and appreciating the differences among people.
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Dates						

FTO	TRN	FTO	TRN	FTO	TRN	<u>Cultural Diversity</u> A. Discussion on Cultural Diversity, including: 1. How the community’s cultural makeup can have an impact on its relationship with the trainee’s Department 2. Identify cultural motivation and biases that may affect professional ethics and the law 3. Explain ways in which the trainee can increase community trust
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Dates						

FTO	TRN	FTO	TRN	FTO	TRN	<u>Racial Profiling</u> A. Discussion on Racial Profiling, including:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			<ol style="list-style-type: none"> 1. Distinguish between effective police work by profiling behavior rather than race 2. PC Section 13519.4 states in part, “a law enforcement officer shall not engage in racial profiling” this applies to all protected classes including gender and religion. How does this affect the trainee’s actions 3. Explain the 4th and 14th amendments to the U.S. Constitutions and the impact on racial profiling as it pertains to law enforcement 4. Discuss the Department’s policy on racial profiling
Dates			

Trainee Signature	Date	FTO Signature	Date
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