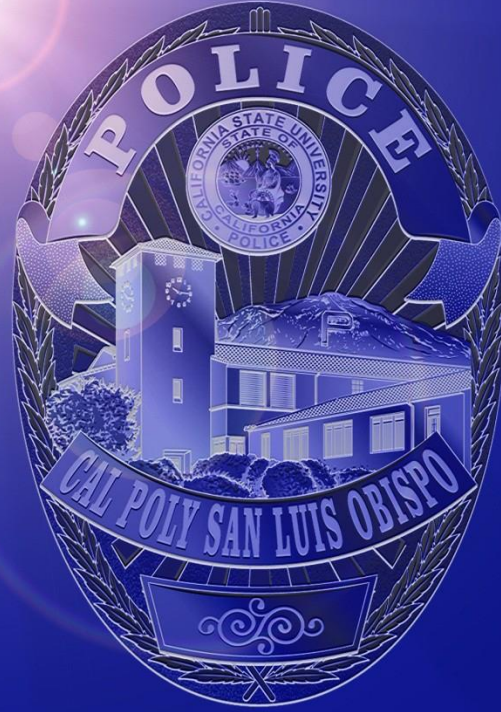
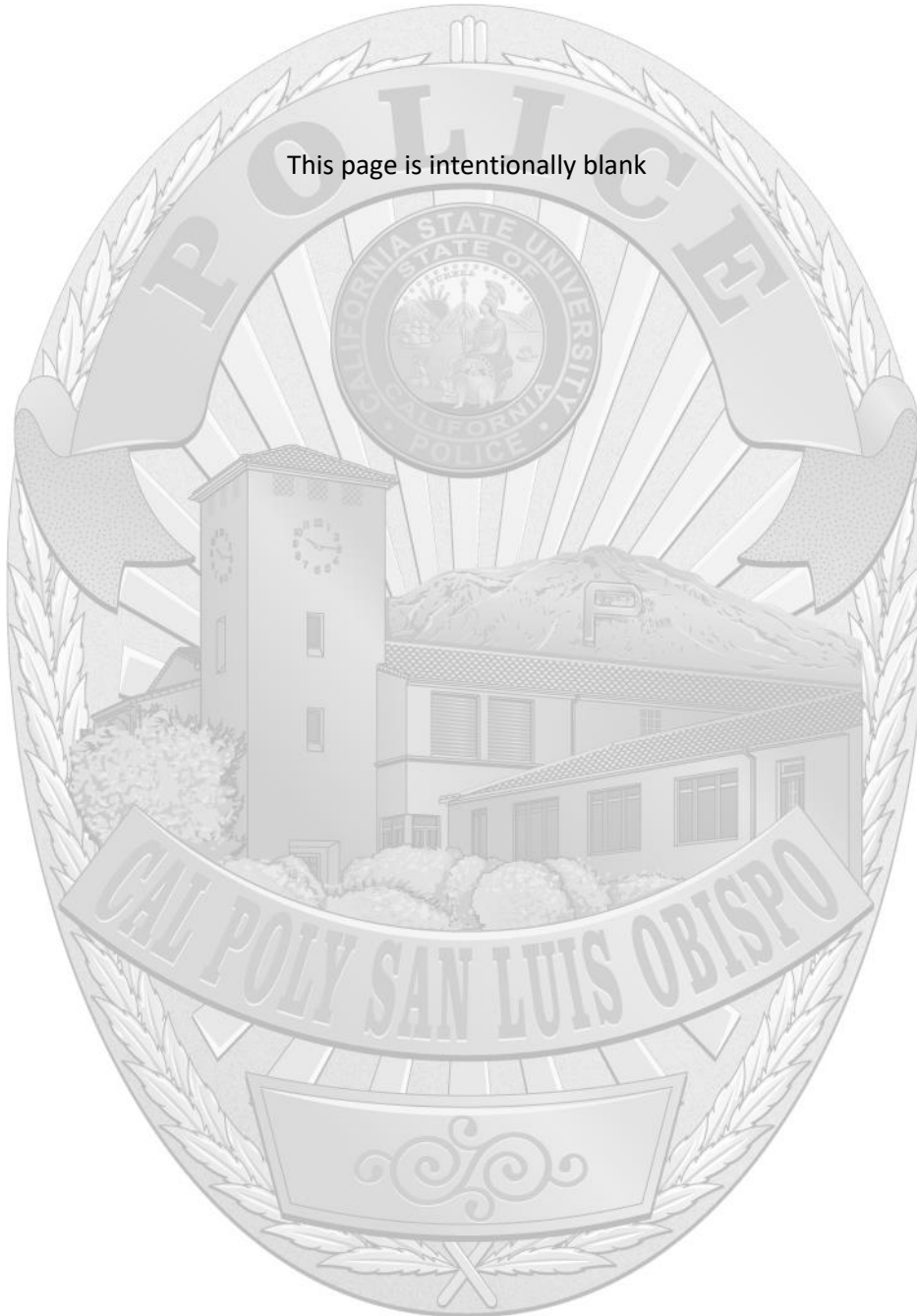


California State University Police Department

FIELD TRAINING PROGRAM

Curriculum Guide





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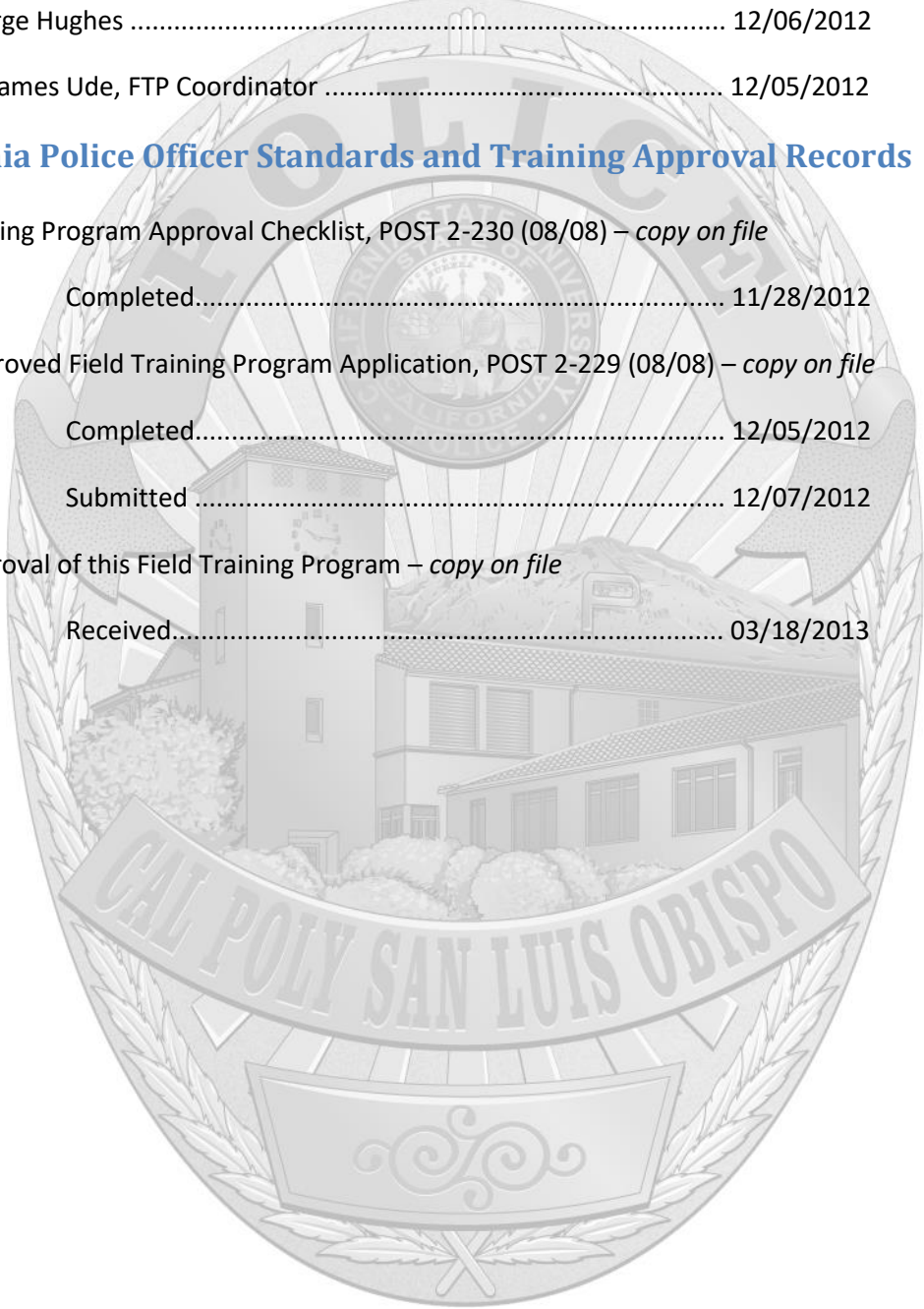
Record of Program Approvals

Department Approval Records

Chief George Hughes 12/06/2012
Sergeant James Ude, FTP Coordinator 12/05/2012

California Police Officer Standards and Training Approval Records

Field Training Program Approval Checklist, POST 2-230 (08/08) – *copy on file*
Completed..... 11/28/2012
POST-Approved Field Training Program Application, POST 2-229 (08/08) – *copy on file*
Completed..... 12/05/2012
Submitted 12/07/2012
POST Approval of this Field Training Program – *copy on file*
Received..... 03/18/2013





EDWARD G. BROWN, JR.
COMMISSIONER

KAROLA D. HARRIS
ALEXIS BLAYLOCK

COMMISSION ON
PEACE OFFICER STANDARDS AND TRAINING

March 18, 2013

George Hughes, Chief
Cal Poly San Luis Obispo Police Department
1 Grand Ave. Building 36
San Luis Obispo, CA 93407

Dear Chief Hughes:

Your request for POST approval of a modification to the field training program for the Cal Poly San Luis Obispo Police Department has been approved effective March 18, 2013. This approval is based upon your signed application for a POST-Approved Field Training Program (POST 2-229 form), the requirements established by POST Regulations 1004, 1005 and Procedure D-13, and the materials submitted in support of your program modification. We appreciate the efforts of your training personnel in providing the necessary documents to our agency.

The Basic Training Bureau has retained the approved copy of your program for future compliance checks. Any changes or modifications to the approved program must be submitted using POST form 2-229, and approved by the Basic Training Bureau, **prior to implementation.**

Thank you for assisting POST in its efforts to continually enhance the professionalism of California law enforcement.

If you have any field training related questions, please contact Senior Consultant Alexis Blaylock at (916) 227-3935, or by email at Alexis.Blaylock@post.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Frank G. Decker".

FRANK G. DECKER, Bureau Chief

Basic Training Bureau

Acknowledgments

The Field Training Program Manual, Handbook and Curriculum Guide (together, representing the core canon of the Field Training Program) are adapted from and contain portions of field training materials and other publications produced by the following agencies:

- California Commission on Police Officer Standards and Training
- Santa Clara County Office of the Sheriff
- City of San Luis Obispo Police Department
- Pismo Beach Police Department
- Grover Beach Police Department
- California State University Police Department, San Luis Obispo

Furthermore, the Field Training Program canon includes important contributions from the following individuals:

- 2011-2012 Field Training Program Team
 - Sergeant James Ude, Coordinator
 - Officer John Edds, Lead Field Training Officer
 - Officer Max Schad, Field Training Officer
 - Officer Marc Godfrey, Field Training Officer
 - Officer Paul Davis, Field Training Officer
- Sergeants and Officers of the California State University Police Department
 - Sergeant Carol Montgomery
 - Detective Richard Lara
 - Officer Chad Reiley

The California State University Police Department, San Luis Obispo extends its appreciation to those listed above for their assistance and contributions to this publication.

This publication was constructed by Officer John Edds between 2011 and 2012 with assistance from the current Field Training Program Team. Copies of this manual (in PDF or Microsoft Word) may be requested by any law enforcement agency; please contact the California State University Police Department, San Luis Obispo at 805-756-2281 or via email to police@calpoly.edu.



Preface

Purpose

This publication, the Field Training Curriculum Guide, contains the Field Training Program course of studies for Phases 0 through 3. The purpose of this publication is to provide the Field Training Officer (FTO) with subject matter for effective training, criteria for fair evaluation, and the tools necessary to document the progress of the trainee's knowledge and performance. This publication and the documentation recorded herein is independent of daily, weekly, phase and quarterly progress reports and evaluations that will be completed throughout the Field Training Program.

Curriculum

As provided by the California Commission on Police Officer Standards and Training, the majority of the curriculum in this publication is divided into three main sections, one for each corresponding phase of the Field Training Program (Phases 1, 2 and 3).

Orientation information is also included in this publication for the benefit of streamlining the orientation process and checking off requirements. Because there is no formal curriculum associated with Phase 4, the publication contains no topic blocks for the phase.

Use and Access

This publication is associated with both the Field Training Handbook (a resource for the *trainee*) and the Field Training Manual (a resource for the *trainer*). For each trainee active in the Field Training Program, only one Field Training Curriculum Guide will be used to guide and document the progress of the trainee through the program. While this guide will be maintained by the Field Training Officers throughout the course of the training program, the contents of this publication may be shared with the trainee as often as requested.

The Field Training Officers are expected to keep this publication during their assignment with the trainee, delivering it to the next trainer during the transitory meeting to be held before the trainee begins working with a new Field Training Officer. While assigned to a trainee, the Field Training Officer is expected to review this guide for areas where remedial training is required or encouraged by previous trainers, to determine areas of training not yet covered, and to evaluate and "sign-off" topics and areas where the trainee has suitably demonstrated a competence at the level of a solo beat patrol officer.

Documentation

This guide will be written in exclusively by the Field Training Program staff. Any and all information recorded herein shall be done neatly so as to provide a legible record of training and evaluation.

In addition to documentation made on a daily basis in this publication, a Daily Performance Evaluation will be completed for each day of training as well as a Weekly Progress Report at the end of each week of training. For each phase of training a report will be completed by the assigned FTO to review with the FTO assigned to the trainee during the subsequent phase of training.

Documentation in this publication will be restricted to integrated checkboxes and table(s) in Orientation material, designated tables at the end of each topic block throughout Phase 1-3 Curriculum and Phase Notes pages located at the end of each respective phase curriculum section. Below is a sample table for training block documentation:

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			<input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/> R	<input type="checkbox"/> F <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> V	<input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> S
			<input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/> R	<input type="checkbox"/> F <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> V	<input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> S
			<input type="checkbox"/> I <input type="checkbox"/> D <input type="checkbox"/> R	<input type="checkbox"/> F <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> V	<input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> S
COMMENTS:					

For each block of instruction there are three rows for entry on the following fields:

1. **FTO** – the trainer’s name (or identifier) making the entry – [e.g., Edds or A3]
2. **Date** – the date of the entry – [format: MM/DD, e.g., 4/16]
3. **T-Day** – the trainee’s Training Credit Day of the entry – [e.g., 18,22]
4. **Action** – the action documented – [I, D and/or R, see below]
5. **Method(s)** – the method of action documented – [F, R, W and/or R, see below]
6. **Result** – the result of the training action – [C, R or S, see below]

Since each block only has room to accommodate up to three entries over the course of the Field Training Program, the FTOs are asked to only make an entry if enough discussion/instruction, demonstration/practical application, and/or observed performance has occurred to justify a formal entry.

In order to maximize page space and in order to simplify the process of documenting instruction, evaluation, and performance, the instruction block tables utilize checkboxes and abbreviated terms. To minimize potential error or confusion, the footer of each page within the curriculum portion of this guide contains references associated with table abbreviated terms. The FTOs merely need to reference the footer and complete a line of entry where appropriate. These abbreviations and associated terms include:

1. **Actions:** (checkboxes – 1 to 3 checks allowable)
 - a. **I for Instruction** – the trainer provided the trainee with instruction or engaged in instructive discussion on the topic
 - b. **D for Demonstration** – the trainer demonstrated procedures and/or the trainee engaged in applied demonstration of instructions received
 - c. **R for Remediation** – the informed trainee received additional instruction and/or demonstration following previously identified shortcomings associated with this block

2. **Methods:** (checkboxes – 1 F/R and 1 to 2 W/V allowable)
 - a. **F for Field Performance** – the trainee was instructed in-field, utilizing no staged factors
 - b. **R for Role Play & Tested** – the trainee engaged in interactive role playing or received testing involving staged factors
 - i. **W for Written** and/or **V for Verbal** – where Role Play & Tested is used, **Written** designates any type of written method of testing (scenario and report/narrative, directed writing assignment or quiz/test on block. Similarly, **Verbal** designates the trainee was verbally quizzed or asked to provide verbal responses on topic or in response to a given scenario or conditions on block.
3. **Result:** (checkboxes – 2 checks allowable)
 - a. **C for Competent** – the trainee has demonstrated both knowledge and performance to the standard of a competent solo beat officer. No further training on the topic block is needed; the trainee is ready for Phase Testing on this topic block.
 - b. **R for Remediate** – the trainee has attempted unsuccessfully to demonstrate and/or has shown to have less than the required knowledge and competency of a solo beat officer on this topic block and would benefit from further instruction, demonstration and performance activity in this block topic.
 - c. **S for Supervisor Referral** – circumstances concerning this topic block have been observed by the Field Training Officer, which require the attention of the Field Training Supervisor prior to any further remediation or affirmation of competency. Any use of this designation requires comment, followed by a Daily Performance Evaluation containing greater detail and recommendation to be brought to the attention of the Field Training Supervisor.

Comments are encouraged in the designated area of the table where they have value for a given entry, but are generally only necessary where remediation is required and/or circumstances are observed that warrant referral to the Field Training Supervisor.

The first section of this publication is associated with Phase *Nulla* of the Field Training Program. This phase does not utilize tables. Where appropriate, checkboxes have been added to indicate accomplished requirements during this phase.



Orientation Information

Department and Campus Procedures

Referring to the Field Training Handbook, affirm the trainee understands the following:

√	Topic	Date	FTO
	Goals and objectives of the Field Training Program		
	Requirements for Permanent Employment		
	Field Training Program length		
	Department Chain of Command		
	General phase curriculum		
	Phase test requirements		
	Scenario tests		
	Training Day Credits		
	Daily Performance Evaluation		
	Weekly Progress Report		
	Phase Progress Report		
	Quarterly Evaluations		
	Evaluation Standard		
	Field Training Program Completion Requirements		
	Work Shifts and Schedules		
	Extra Assignments / Overtime Sign-Ups		
	Requesting Leave / Vacation		
	Breaks		
	Reporting for Duty		
	Equipment Storage and Access		
	On-Duty Injury Procedure		
	Sexual Harassment Policy		

Campus Services and Equipment

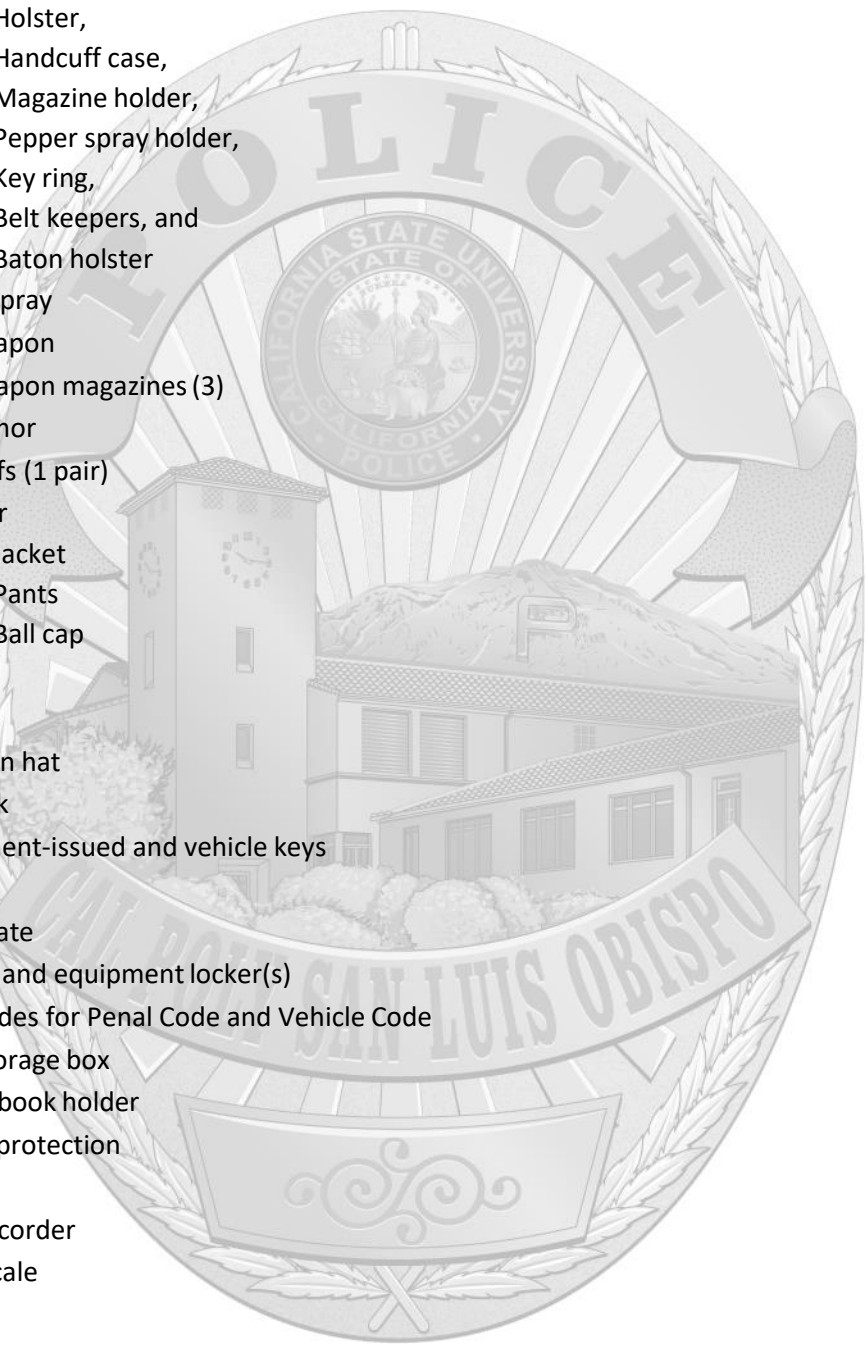
The trainee will be required to visit the following locations on campus

- └ Human Resources – employment and benefit forms and orientation
- └ Payroll – payroll and direct deposit forms
- └ I.D. Card Center – department and staff identification
- └ Transportation – fuel card and services orientation
- └ Key Shop – access card and keys (visit the following prior for key approvals):
 - Larry Kelley, VP Administration and Finance (key signature)
 - Martin Bragg, Dir. Health & Counseling Services (key signature)
 - Mark Hunter, Exec. Dir. Facility Services (key signature)
- └ I.T.S. – campus network and email access
- └ A.N.T.S. – A.F.D. network and workstation access

Department Equipment

The trainee will need the following equipment issued:

- ┌ Duty belt with
 - Holster,
 - Handcuff case,
 - Magazine holder,
 - Pepper spray holder,
 - Key ring,
 - Belt keepers, and
 - Baton holster
- ┌ Pepper spray
- ┌ Duty weapon
- ┌ Duty weapon magazines (3)
- ┌ Body armor
- ┌ Handcuffs (1 pair)
- ┌ Rain gear
 - Jacket
 - Pants
 - Ball cap
- ┌ Baton
- ┌ Helmet
- ┌ Campaign hat
- ┌ Gas mask
- ┌ Department-issued and vehicle keys
- ┌ Badge
- ┌ Name plate
- ┌ Uniform and equipment locker(s)
- ┌ Qwik-Codes for Penal Code and Vehicle Code
- ┌ Posse storage box
- ┌ Citation book holder
- ┌ Hearing protection
- ┌ Ink pad
- ┌ Audio recorder
- ┌ Digital scale



Tours, Observations and Orientations

The trainee will be taken to and have explained the purpose(s) ...

- ┆ District Attorney's Office – introductions, tour, functions and resources
- ┆ San Luis Obispo Superior Court – tour, departments, chambers and observations
- ┆ DMV Investigations – introductions, services and resources
- ┆ DMV Hearing Officer – introductions and functions
- ┆ County Jail – establish officer account, procedures and tour
- ┆ County Juvenile Services Center – procedures and tour
- ┆ County Coroner's Office – procedures, tour and autopsy
- ┆ County Mental Health – procedures and tour
- ┆ San Luis Obispo City PD – introductions and tour
- ┆ San Luis Obispo City Dispatch – introductions and tour
- ┆ County Sheriff's Office – orientation (Administration, Dispatch, Range, and Honor Farm)
- ┆ County Animal Services – orientation and tour
- ┆ Cuesta College PD – introduction and general campus tour
- ┆ CHP San Luis Obispo Area – introduction, orientation, resources and services
- ┆ CHP Regional – introduction, orientation, resources and services
- ┆ California Department of Fire, San Luis Obispo – orientation, resources and services
- ┆ San Luis Obispo City Fire Stations #1 and #2 – orientation
- ┆ Sierra Vista Hospital – orientation and procedures
- ┆ French Hospital – orientation and procedures
- ┆ Women's Crisis Center – introduction and procedures



Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Phase I Curriculum

Agency Orientation / Department Guidelines

Agency Specific Training

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

1.1.01 Firearms/Weapons qualification

Reference: Department Policy §312.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.02 Arrest and control techniques

Reference: Department Policies §300 and §306

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.03 Impact weapon qualification

Reference: Department Policy §308.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Agency Orientation

1.1.4 Functional Overview

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

Reference: Field Training Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.5 Directives, rules and regulations

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

1. Standard of conduct on and off duty (values, ethics, principles)
2. Rules governing outside employment
3. Regulations on carrying weapons off duty
4. Hours of all shifts and absence reporting requirements
5. Interaction with associated law enforcement agencies
6. News media release laws, rules and regulations
7. Security of agency facilities
8. Any additional agency-specific directives, rules and regulations

Reference: Field Training Handbook, Law Enforcement Code of Ethics, and Department Policy, including but not limited to: §104, §312.2.3, §340, §346, §352, §386, §402, §426.1.1, §1000, §1010, §1012, §1040, §1014, and §1058

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes:
Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.1.6 The trainee shall review and explain department policy related to:

1. Use of Force
2. Use and Discharge of Firearms
3. Domestic Violence
4. Emergency Vehicle Operations
5. Sexual Harassment
6. Use of Less-Lethal Weapons
7. Protective Orders
8. Hate Crimes
9. Child Abuse Investigations
10. Any additional agency-specific General Orders

Reference: Field Training Handbook and Department Policies, including but not limited to: §300, §308, §309, §312.7, §314, §320, §320.9.1(c)(3), §320.9.1(d), §320.9.2, §326.4.4, §328, §330, §338, §704, §706,

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.1.7 Persons, job functions, supplies and equipment

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

1. Introductions to key personnel (and associated orientation/equipping function; note: this list may be updated without POST recertification)
 - a. Larry Kelley, VP Administration and Finance (key signature)
 - b. Martin Bragg, Dir. Health & Counseling Services (key signature)
 - c. Mark Hunter, Exec. Dir. Facility Services (key signature)
 - d. Adrienne Miller, Dir. Student Rights & Responsibilities
 - e. Elie Axelroth, Int. Head, Counseling Services
 - f. Steve Eckren, Coor. Foundation Loss Prevention
 - g. Stephan Lamb, Assoc. Dir. Student Life and Leadership
 - h. Jean DeCosta, Dean of Students
 - i. Kevin Shaw, Head Transportation Services (fuel card)
 - j. Preston Sirois, Mgr. Bookstore Technology department
 - k. Jeffrey Armstrong, President
 - l. Kathleen Enz Finken, Provost
2. Equipment and supply locations

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.8 Authorized equipment policy

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field.

Reference: Department Policies, including but not limited to: §308.3, §309.3, §312.2.1, §312.2.2, §312.2.4, §312.2.6, §432.3, §450.1, §454.6, §500.4, §700, §702, §706, §1022, and §1024.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.1.9 Unauthorized equipment policy

The trainee shall review and explain what constitutes unauthorized equipment.

Reference: Department Policies, including but not limited to: §340.3.2(e), §340.3.5(k)&(n), §1046.8, and §1052.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.10 Damaged uniform and equipment policy

The trainee shall review and explain agency policy on uniforms and equipment damage.

Reference: Department Policies, including but not limited to: §308.4.3; §314.2.2(c); §340.3.2(b), (d)&(e); §432.4(c); §700.2(a); §702.2.1(c); §706.2.1; §706.7; §1024.3; and §1046.7

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.1.11 Equipment / supplies procurement

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

1. Vehicle
2. Hand-held radio
3. Firearms/Weapons
4. Ammunition
5. Special equipment (i.e., helmet, mace, gas mask, etc.)
6. Report forms
7. Flares

Reference: Department Policies §312, §432, and §706

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Community Orientation / Geographical Locations

1.1.12 Location knowledge

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

1. Firehouse(s)
2. Hospital(s)
3. Bars and “hot” spots
4. Schools
5. Community service organizations
6. Park and recreation areas
7. Hazardous material/priority locations (refineries, WMD potential targets, etc.)
8. Specific on-campus locations
 - a. Human Resources (benefits, etc.)
 - b. Payroll
 - c. Key Shop (keys)
 - d. Lighthouse (ID Card)
 - e. Transportation (fuel card)
 - f. Ranches (Western Ranches – Pennington, Chorro Creek and Escuela/Walters Ranches & Stenner Canyon Ranches – Cheda, Dairy, and old Serrano Ranches)
 - g. Watersheds (Poly Canyon, Chorro Creek & Dairy Creek)
 - h. Farms (Mission Avocado,
 - i. Health Center (incl. Pharmacy)
 - j. Engineering Counseling (Bldg. 40)
9. Specific off-campus locations
 - a. San Luis Obispo PD & Dispatch
 - b. San Luis Sheriff’s Office & Jail
 - c. District Attorney
 - d. Superior Court & Traffic Court
 - e. Cuesta College PD
 - f. Firearms Ranges: Hogue Action Range, SLOPD, and SLOSO
 - g. Downtown
 - h. Pier
 - i. Bella Montana
 - j. Golden Tree Road
 - k. Swanton Ranch (Santa Cruz, CA)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
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1.1.13 Roadway knowledge

The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:

1. Major arteries
2. "Through streets"
3. Dead-end streets
4. Freeways
5. Fire trails, railroad access roads and other special access routes

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

1.1.14 Jurisdictions, boundaries and authorities

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

Reference: §830.2(c) PC, §89560 Ed. Code, Department Policy §426.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Support Services

1.1.15 Location functions

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

1. City Hall or County Administration Building
2. Municipal, Superior, and Juvenile Courts
3. District Attorney's Office
4. Probation Department
5. Health Department and/or Coroner's Office
6. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments)
7. County/City Jail(s)
8. Welfare Department
9. Juvenile Hall
10. Prado Homeless Shelter
11. State and Federal law enforcement agencies, including:
 - a. California Highway Patrol – CHP
 - b. Department of Motor Vehicles – DMV
 - c. Federal Bureau of Investigations – FBI
 - d. Postal Inspectors
 - e. Secret Service
 - f. Immigration and Naturalization Service – INS
 - g. Bureau of Alcohol, Tobacco, and Firearms – ATF
 - h. Military Police
 - i. US Marshall Service
 - j. Railroad Police
 - k. Additional support services (Service Centers, Child Protective Services, etc.)

(continued on next page)

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
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12. Campus Services

- a. Lost and Found
- b. Student Health Center
- c. Counseling Services
- d. Student Services
- e. Student Rights and Responsibilities
- f. Ombuds Services
- g. Disability Resource Center
- h. Associated Students, Inc.
- i. Employment Equity Office
- j. Fairness Board
- k. Office of the Dean of Students
- l. Pride Center
- m. Human Resources
- n. Facility Services
- o. University Housing

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1.1.16 Department units and function

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

- a. Critical Response Unit (CRU)
- b. Regional SWAT Team
- c. K-9
- d. Crime Prevention
- e. Housing Resource Officer
- f. Terrorism Liaison Officer
- g. Traffic Coordinator
- h. Field Training Officer
- i. Investigations
- j. Range Master
- k. Bicycle Patrol Officer
- l. Regional Bomb Task Force

Reference: Department Policy §436 and §1004

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COMMENTS:					

1.1.17 Campus motor vehicle, parking, scooter and bicycle regulations

The trainee shall explain the purpose of campus regulations, including enforcement and referral options.

Reference: [Motor Vehicle, Parking, Scooter and Bicycle Regulations](#) and 21113(a)VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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1.1.17 Campus student conduct code and disciplinary process

The trainee shall explain the purpose of campus regulations, enforcement and referral options, and the role of the Office of Student Rights and Responsibilities, including the basics of a student disciplinary hearing (potential officer’s role pre-trial [in criminal cases], preponderance of evidence, campus nexus considerations, and potential disciplinary actions or sanctions).

Reference: [Student Conduct Process](#), [Student Conduct Code](#), and [Student Conduct Sanctions](#)

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COMMENTS:					

1.1.18 Housing resident conduct policies and disciplinary process

The trainee shall explain the purpose of University Housing’s Community Standards of Conduct and Policies and the role of the University Housing Office, including the basics of a resident disciplinary hearing (potential officer’s role pre-trial [in criminal cases], preponderance of evidence v. beyond reasonable doubt, and potential disciplinary actions).

Reference: [Residence Halls Handbook](#)

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Officer Safety

Contact and Cover (Primary / Backup)

1.2.1 Contact officer tactics

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

1. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
2. Records incident information (FIs)
3. Performs pat down and custody search of suspect(s)
4. Issues all citations
5. Recovers evidence and contraband
6. Handles routine radio communications
7. Relays pertinent information to cover officer and medical personnel
8. Watches hand movement

Reference: Department Policies §420, §422.6, §440, §500, §516, §802.3, §804, and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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1.2.2 Cover officer tactics

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

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

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1.2.3 Situational contact and cover officer roles

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

1. Radio responsibilities
2. Firearms/weapons systems
3. Position to assume after the vehicle or person is stopped
4. Officer-to-officer communication

Reference: Department Policy §314.3.4

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1.2.4 Contact and cover officer demonstrations

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

1. Calls for service
2. "In-progress" calls
3. Pedestrian stops
4. Traffic stops
5. High-speed pursuit, felony stop, and/or foot chase

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COMMENTS:					

Body Armor

1.2.5 Body armor discussion

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

1. Benefits for wearing
2. Types of body armor
3. Level of protection against firearms
4. Level of protection against knives and other penetrating weapons

Reference: Department Policy §1024

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Officer Survival

1.2.6 Importance of conditioning

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

1. Concept of tactical retreat
 - a. Pre-planning (mental scenarios)
 - b. Reduction of unnecessary risks (stress management, “keeping your cool”)
2. Mental conditioning
 - a. Will to live
 - b. Continue to fight, regardless of odds
 - c. Mental alertness
 - d. Self-confidence
3. Physical conditioning
 - a. Agency policy on physical fitness and officer standards
 - b. Role of good health and nutrition
4. Weapon retention
5. Employee Assistance Programs
 - a. Counseling through Human Resources and/or contracted professionals
 - b. Critical incident stress debriefings
 - c. Law Enforcement Chaplains
 - d. Peer counseling

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Ethics

Moral Principles

1.3.1 Ethical Standards

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

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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1.3.2 Personal Responsibility

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

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1.3.3 Ethical Conduct

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

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

Reference: International Association of Chiefs of Police Model Policy for Standards of Conduct; Department Policy §340.3.5

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1.3.4 Duty to Intervene

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

Reference: Department Policy §104.1.1 and §340.1; Law Enforcement Code of Ethics

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1.3.5 Handling officer misconduct

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

Reference: Department Policy §1020

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1.3.6 Common ethical decisions

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

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

Reference: Department Policy §340

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1.3.7 On- and off-duty conduct

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

Reference: Department Policy §340.3.5

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COMMENTS:					

Decision Making

1.3.08 Limits of discretionary authority

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

1. Law
2. Departmental policy and procedure
3. Departmental goals and objectives
4. Community expectations
5. Officer safety

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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1.3.9 Consequences of inappropriate discretionary decision making

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

1. Death or injury
2. Additional crime
3. Civil and vicarious liability
4. Discipline
5. Embarrassment to department
6. Relationship with the community

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

1.3.10 Application of discretionary decision making

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

1. Arrest
2. Cite and Release
3. Referral
4. Verbal warning
5. No action

Reference: Department Policy §420 (esp. §420.2.1)

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Use of Force

Legal and Ethical Issues

1.4.1 Use of force and reasonable force

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

Reference: 835 PC; 835a PC; 843 PC; 198 PC; Department Policy §300

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1.4.2 Use of force considerations

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

Reference: Department Policy §300

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COMMENTS:					

1.4.3 Justified v. unjustified use of deadly force

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

Reference: 196 PC; 198 PC; 835a PC; 843 PC; Department Policy §300.4

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Force Options

1.4.4 Force options

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

1. Non-verbal/police presence
2. Verbal (Tactical communication)
3. Physical (Weaponless)
4. Less lethal weapons, including:

- a. Chemical Agents

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

- b. Impact Weapons

- i. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
- ii. The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon “target” areas.
- iii. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.

- c. Additional agency approved less-lethal weapons (including Stun Guns, Tasers, Pepper Ball and/or Bean Bag Weapons, etc.)

5. Deadly force

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

- a. Type of crime and suspect(s) involved
- b. Threat to the lives of innocent persons
- c. Law and agency policy
- d. Officer’s present capabilities
- e. Capabilities of officer’s weapon

Reference: Department Policy §300

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Patrol Vehicle Operations

Patrol Vehicle Inspection

1.5.1 Purpose of pre-operational inspection

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

1. Prevention of accidents
2. Promotion of operational efficiency
3. Reduction of maintenance and repair costs
4. Location of contraband, evidence, or property

Reference: Department Policy §706.2

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1.5.2 Equipment: location and use

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

1. Rear door locks
2. Trunk and hood release
3. Firearms/Weapon release systems
4. Emergency lights and siren switches
5. Flares
6. First aid equipment
7. Radio
8. Spare tire release
9. Jack and handle
10. Spare tire
11. Engine fluid compartments and dip sticks

Reference: Department Policy §706.6

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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.3 Requests for vehicle service

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.5.4 Vehicle maintenance policy

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

1. The procedure for regular maintenance and service of patrol vehicles
2. The procedure for turning in a damaged or mechanically deficient vehicle for repair
3. The proper documentation to be completed

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.5.5 Pre-shift vehicle inspection

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

1. Visual check of vehicle exterior for damage and the tires for wear and proper inflation
2. An inspection of the trunk for the spare tire and required equipment
3. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.)
4. An inspection of the firearms/weapons and release systems
5. An inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift

Reference: Department Policy §706.2 and §704.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Patrol Vehicle Operational Safety

1.5.6 Approved driving techniques

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

1. Backing
2. Parking
3. Right-of-way violations
4. Passing
5. Excessive speed

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.5.7 Factors: stopping distance

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

1. Driver condition
2. Vehicle condition
3. Environmental conditions, including road surfaces
4. Vehicle speed
5. Reaction time and distance
6. Braking distance
7. Knowledge of anti-lock braking systems

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.8 Defensive driving

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

1. Driver attitude
2. Driver skill
3. Vehicle capability
4. Seat belt usage

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

1.5.9 Driver attitudes

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

1. Over-confidence
2. Impatience (including “road rage”)
3. Self-righteousness

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.9.1 Situation-appropriate, focused, educated (safe) driving

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

1. **“Situation-Appropriate”** refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol-driving environment (e.g., routine patrol vs. code three driving, school zone vs. rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). The trainee will understand that the “appropriateness” of his or her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
2. **“Focused”** addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.
3. **“Educated”** refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gleaned in these areas to his or her daily driving habits.

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COMMENTS:					

1.5.9.2 Importance of continued training relation to safe driving

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

1. Use of law enforcement driving simulators in addition to Emergency Vehicle Operations Courses (EVOC) in ongoing and in-service training
2. Speeds officers are expected to encounter in routine and emergency driving
3. Night driving
4. Use of interference vehicle(s) to simulate actual roadway conditions

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.9.3 Understanding the dangers and consequences of driving in a manner inappropriate for conditions, or beyond the capabilities of the driver or vehicle

The trainee will be made aware of the fact routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles.

In the years 2003 to 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate to the FTO the importance of safe driving. The trainee will continually demonstrate safe driving practices in routine and emergency vehicle operations throughout the field training program in preparation for continued safe driving practices throughout his or her law enforcement career.

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COMMENTS:					

1.5.9.4 Use of seatbelts during routine and emergency driving conditions, and tactical seatbelt removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO, if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt, if applicable) to ensure the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

Reference: Department Policy §1022

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.10 Driver fatigue

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

1. Lower visual efficiency
2. Slower reaction time

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.5.11 Proper driving

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Emergency Vehicle Operations / Pursuits

1.5.12 Code 3 and pursuit policies

The trainee shall review and explain the agency’s policy concerning pursuits and code-three driving.

Reference: Department Policy §314, §316 and §1022

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.13 Tactical driving

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

1. Slowing for intersections
2. Careful observation at cross streets
3. Caution when passing other vehicles
4. Constant alertness for any unforeseen hazard
5. Using a well-planned route of travel in emergency response situations

Reference: Department Policy §314 and §316

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.5.14 Pursuit factors: continue or abandon pursuit

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

1. Amount of other traffic, both vehicular and pedestrian
2. Road hazards and road conditions
3. Environmental conditions
4. Capability and condition of patrol vehicle and driver
5. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property

Reference: Department Policy §314 and §316

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.15 Emergency response or pursuit driving

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

Reference: Department Policy §314 and §316

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle Operation Liability

1.5.16 Non-emergency driving requirements

The trainee shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same “rules of the road” as any other driver.

Reference: 21052 VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.5.17 Emergency vehicle exemptions

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

1. Responding to an emergency call
2. Engaged in a rescue operation
3. In pursuit of a violator
4. Responding to a fire alarm

Reference: 21055 VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.5.18 Red lights and siren exemption requirements

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

Reference: 21055(b) VC and 21807 VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.5.19 Code 3 and liability considerations

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

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

Reference: 21056 VC, 17004.7 VC, 17001 VC, and 17004 VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Community Relations / Professional Demeanor

Community Relations and Service

1.6.1 Community service responsibilities

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

Reference: Department Policy §410

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.6.2 Community service roles

The trainee shall identify roles encompassed in the agency's responsibilities to provide community service. Those roles may include:

1. Protect life and property
2. Maintain order
3. Crime prevention
4. Public education
5. Delivery of service
6. Enforcement of law(s)
7. Community partnerships, such as:
 - a. COPS
 - b. PAL
 - c. DARE
 - d. Any other agency-specific programs

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Professional Demeanor and Communications

1.6.3 Law enforcement profession

The trainee shall identify the basic principles of a profession and discuss the professional aspects of law enforcement.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.6.4 Citizens' perspectives

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.5 Verbal factors and response

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

1. Profanity
2. Derogatory language
3. Ethnically offensive terminology

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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.6.6 Non-verbal factors and response

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

1. Officious and disrespectful attitude
2. Improper use of body language
3. Improper cultural response

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.6.7 Benefits through explanation

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

1.6.8.1 Professional telephone use

The trainee shall conduct telephone conversations in a professional manner.

Reference: Department Policy §342

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.6.8.2 Department computer use

The trainee shall use department computer systems and software in an acceptable manner.

Reference: Department Policy §342

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.09 Effective public communication

The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This can be demonstrated through:

1. Community contacts
2. Business contacts
3. Community involvement
4. Positive role modeling
5. Mentoring

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Cultural Diversity

1.6.10 Culture and agency relationship

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

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.6.11 Cultural considerations on ethics and the law

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.12 Building community trust

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

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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Racial Profiling

1.6.13 Behavior profiling

The trainee shall demonstrate the ability to perform effective police work, focusing on behavior rather than race, and will recognize and be able to explain why effective police work profiles a person’s behavior and not the race of the individual. The trainee will be made aware of PC 13519.4, which states, “A law enforcement officer shall not engage in racial profiling.”

Reference: Department Policy §402, §13519.4 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.6.14 Racial profiling law

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

Reference: §13519.4 PC; Department Policy §402

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.15 4th and 14th U.S. Constitution Amendments

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

Reference: Department Policy §402

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.16 Community history

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.17 Racial profiling policy

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

Reference: Department Policy §402

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crime Prevention

1.6.18 Gaining citizen support and participation

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.19 Crime prevention examples

The trainee shall give examples of general forms of crime prevention, including:

1. Advice concerning mechanical devices (alarms, locks, and target hardening)
2. Control of conditions (lighting, access, and architecture)
3. Public awareness
4. Property identification
5. Neighborhood watch programs

Reference: Department Policy §400.1.1(b)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Community / Problem-Oriented Policing

1.6.20 Community/problem-oriented policing

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

Reference: Department Policy §400.1.1(f) & (h)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.6.21 Crime triangle

The trainee shall explain the crime triangle (offender, victim, and location).

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.22 Advantages of working with community

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.23 Application of community-oriented policing

The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.6.24 Problem-solving model

The trainee shall explain the agency’s problem-solving model (e.g. SARA) and be able to:

1. Learn the service needs and demands in their patrol area.
2. Devise ways to manage information gleaned from various community sources.
3. Learn how to identify crime and disorder problems and distinguish them from incidents.
4. Develop plans with citizens to address crime and disorder problems.
5. Work with citizens to assess the results of their efforts.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Communications

Radio Communications

1.7.1 Communication protocols

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

Reference: Department Policy §802.3.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.7.2 Radio codes

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

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.7.3 Radio procedures and use

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.7.4 Crime broadcast

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

1. Type of incident and number of suspects
2. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
3. Loss (if any), including approximate value and denomination of bills
4. Weapon(s) used
5. Vehicle(s) used
6. Direction(s) of flight

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.7.5 Pursuit communications

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

1. Identification of the vehicle in pursuit
2. What the vehicle or occupant(s) is wanted for
3. Complete description of the vehicle, including license number
4. Number of occupants and possibility of weapons
5. Direction of travel
6. Approximate speed
7. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
8. Necessity for backup and number of units needed
9. Location of stop

Reference: Department Policy §314.3.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.7.6 In-progress incident communications

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

1. Voice control so as not to escalate the situation
2. Control of possible escape routes and establishment of perimeter
3. Control of response of other police units

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Information Systems / Telecommunications

1.7.07 Inquiries

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

1. To locate information on lost, stolen, or recovered property (including vehicles)
2. To establish probable cause for a search or an arrest
3. To verify the validity of a warrant
4. To verify the validity of a driver's license , vehicle registration, or occupational license
5. To determine if a person is wanted
6. To determine the status of a person on parole or probation
7. To report or locate a missing person

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.7.8 Information systems

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

1. Automated Property System (APS)
2. Stolen Vehicle System (SVS)
3. Wanted Persons System (WPS)
4. Automated Firearms System (AFS)
5. Domestic Violence Restraining Order System (DVROS)
6. Missing Unidentified Person System (MUPS)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.7.9 Minimum information requirements

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

1. Wanted persons
2. Property, vehicles, and firearms
3. Criminal histories
4. DMV information
5. Miscellaneous information

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

1.7.10 Use of mobile systems

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

Reference: Department Policy §342

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

1.7.11 Use of information systems

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

Reference: Department Policy §342

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Phase II Curriculum

Leadership

Principles of Leadership

2.8.01 Effective leadership strategies

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.8.02 Leadership competencies

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

2.8.03 Leadership role

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

California Codes and Law

Criminal Law

2.9.01 Legal terms

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

1. Accessory
2. Accomplice
3. Criminal negligence
4. *Corpus delicti*
5. Entrapment
6. Implied intent
7. Principal
8. Specific intent
9. Transferred intent

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.2 Elements of a crime

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

1. Any act or omission
2. By a person
3. In violation of statutory law
4. For which there is punishment

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.3 Persons incapable of crime

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

Reference: 26 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.4 Determining crime, class and code

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

1. Obstruction of justice
2. Homicide
3. Robbery
4. Assaults
5. Criminal threats (formerly Terrorist threats)
6. Stalking
7. Restraining order violations
8. Cruelty to animals
9. Crimes against children
10. Sex crimes
11. Disturbing the peace
12. Burglary
13. Trespassing
14. Arson
15. Vandalism
16. Theft (including Identity Theft)
17. Forgery and check offenses
18. Disorderly conduct
19. Control and use of dangerous weapons
20. Use, possession, and sales of dangerous drugs (including under the influence)
21. Receiving or possession of stolen property (including alteration of serial numbers)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
] I Δ D Δ R] F Δ R Δ W Δ V] C Δ R Δ S
] I Δ D Δ R] F Δ R Δ W Δ V] C Δ R Δ S
] I Δ D Δ R] F Δ R Δ W Δ V] C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Probable Cause

2.9.5 Reasonable suspicion

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.5.1 Reasonable suspicion / probable cause

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.5.2 Probable cause to arrest

The trainee shall identify and explain how “probable cause” is used in an arrest for felonies and misdemeanors:

1. For a felony, an officer may arrest with a warrant, or without a warrant if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer’s presence.
2. For a misdemeanor, an officer may arrest with a warrant, or without a warrant if the officer has probable cause to believe the misdemeanor was committed in the officer’s presence.
3. See California Penal Code and Peace Officers’ Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer’s presence.
4. See California Penal Code and Peace Officers’ Legal Sourcebook for statutes on accepting a private person’s arrest.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.6 Search incident to arrest

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.7 Probable Cause

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Laws of Arrest

2.9.8 Authority to arrest

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.9 Arrest requirements

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

1. Time of day or night that an arrest may be made
2. The information the person arrested must be provided and at what time it must be provided
3. What must be done with the person arrested

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.10 Private person arrest

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

Reference: 837 PC; 847 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.11 Miranda

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.12 Entering to arrest

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

Reference: 844 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.13 Force to arrest

The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference: 835 PC; 843 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.14 Reasonable force

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

Reference: 835 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.15 Use of force

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.16 Liability

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.17 Legal exceptions to an arrest

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

1. Diplomatic immunity
2. Stale misdemeanor rule
3. Congressional exceptions

Reference: 22 U.S. Const. 252; Hill v. Levy, 117 CA 2nd, 667; Roynin v. Battin, 55 CA 2nd 861; Art. 1, Section 6, US Const.; and Art. 4, Section 2, Cal. Const.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Juvenile Law and Procedure

2.9.18 Juvenile offender considerations

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

1. Miranda advisement
2. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I; and any additional local ordinances/curfews
3. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.
4. Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Additional Laws

2.9.19 ABC Laws

The trainee shall recognize violations of the Alcoholic Beverage Control Act and, given a copy of that act, will locate the applicable sections including those prohibiting:

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.20 Parole and probation violations, searches and holds

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

1. 3056 PC
2. 1203.2 PC

Reference: 3056 PC and 1203.2 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.21 Local ordinances and regulations

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.9.22 Constitutional rights

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.9.23 Legislative mandates

The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference: POST Legislative Update Telecourses and CD ROMs

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Search and Seizure

Search Concepts

2.10.01 Search terms

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

1. Consent
2. Scope of searches
3. Contemporaneous
4. Probable cause
5. Instrumentalities of a crime
6. Contraband
7. Knock and notice
8. Container search doctrine

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.10.2 Authorized searches

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

1. Pat searches for weapons
2. Consent searches
3. Probable cause searches
4. A search warrant
5. Plain sight
6. Incident to arrest
7. Exigent circumstances
8. Probation/parole search

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.10.3 Legal search items

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

1. Dangerous weapons
2. Fruits of the crime
3. Instruments of the crime
4. Contraband
5. Suspects
6. Additional victims

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.10.4 Search limits

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

1. Protective sweeps
2. Closed containers
3. Inventory searches

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.10.5 Exclusionary rule

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

1. Court filings
2. Prosecution of suspects

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Seizure Concepts

2.10.6 Seizure of evidence

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

1. Preventing a suspect from swallowing evidence
2. Inducing a suspect to vomit
3. Extracting blood evidence from a suspect
4. Extracting fingerprint evidence from a suspect

Reference: Department Policy §322

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Warrants

2.10.7 Search and arrest warrants

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

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

Reference: Department Policy §322.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.10.8 Warrant service

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

1. Hours of service for felony arrest warrants
2. Hours of service for misdemeanor arrest warrants
3. Hours of service for search warrants
4. Knock and notice for search warrants and exceptions to
5. "Signing off" warrants/return

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.10.9 Obtaining and serving a warrant

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Report Writing

Field Notes and Notebook

2.11.1 Note taking

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

1. Date, day, time, vehicle number
2. Name of partner or supervisor
3. Type of incident
4. Pertinent information
5. Names of suspects, victims, witnesses, and reporting persons

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.2 Notes and discovery

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.3 Purpose of notes

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

1. Reference for future investigation
2. Reference for future court appearance
3. Beat or area information

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.11.4 Field notes usage

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.5 Report narrative: flow and information

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

Reference: Department Policy §344

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.6 Completed reports depository

The trainee shall give the location of the report depository.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.7 Records unit functions

The trainee shall describe the function for the records unit in the reporting process.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.11.8 Investigative unit and District Attorney’s Office functions

The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.9 Importance of police reports

The trainee shall discuss the importance of police reports, including these uses:

1. Recording facts to a permanent record
2. Providing coordination of follow-up activities
3. Providing investigative leads
4. Providing statistical data
5. Providing a source for trainee evaluation
6. Providing reference material

Reference: Department Policy §344

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.11.10 Qualities of a good report

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

1. Accuracy
2. Brevity
3. Completeness
4. Clarity
5. Legibility/Neatness
6. Objectivity
7. Grammatical and structural correctness
8. Timely
9. First person/active voice/past tense

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.11 Report forms

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.12 Report form usage

Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.11.13 Report preparation

The trainee shall prepare a report that minimally includes:

1. Organizing facts in chronological order
2. Relating facts in appropriate sentence form
3. Correctly filing in all appropriate boxes
4. Properly establishing who, what, when, where, why, how and how many
5. Properly establishing the elements of the crime(s), when appropriate

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.11.14. Arrest report

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Control of Persons, Prisoners and Mentally Ill

Control / Searching of Persons

2.12.1 Suspect control

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

Reference: Department Policy §306, §308 and §322

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.2 Search techniques

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

1. Constant alertness, including keeping hands in view
2. Maintaining control and position of advantage
3. Standing, kneeling, and prone position searches
4. Safeguarding of weapons

Reference: Department Policy §308

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.3 Searching opposite gender

The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

Reference: Department Policy §322.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Handcuffing

2.12.4 Purposes of handcuffing

The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent:

1. Attack
2. Escape
3. The destruction or concealment of evidence or contraband

Reference: Department Policy §306

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.5 Principles of handcuffing

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:

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

Reference: Department Policy §306

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.6 Handcuffing policy

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

Reference: Department Policy §306, §306.3.2, §324.4.1, §370.4.2(c), §418.3.1, and §514.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.07 Handcuffing usage and prisoner escort

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

Reference: Department Policy §306

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Legal Responsibilities and Requirements with Prisoners

2.12.08 Protecting prisoners

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

Reference: Department Policy §324.4.2 and §324.4.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.9 Provisioning prisoners

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

Reference: Department Policy §324.3.1(b)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.10 Prisoner's right to telephone

The trainee shall review and explain prisoner's rights to telephone calls.

Reference: Department Policy §324.3.1(e)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.11 Property receipts

The trainee shall explain the requirements for issuing property receipts.

Reference: Department Policy §418.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.12 Rights and privileges of prisoners

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.13 Unlawful treatment of prisoners

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.

Reference: 147 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.14 Assault of prisoner by officer

The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner “under color of authority.”

Reference: 149 PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Transportation of Prisoners

2.12.15 Prisoner transport

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

1. Prisoners restrained with specialty devices (i.e., hobble, expectorant shields, etc.)
2. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
3. Juveniles with/without adults
4. Females
5. Use of seat belts
6. A search of the area in which the prisoner is about to be placed prior to transportation
7. A search of the area where the prisoner has been following transportation
8. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
9. Close and constant observation of the prisoner(s)

Reference: Department Policy §306 and §1022.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.16 Handcuff and transport prisoner

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

Reference: Department Policy §306 and §1022.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.17 Prisoner medical clearance

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

Reference: Department Policy §300.3.4(d) and §300.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Booking Prisoners

2.12.18 Juvenile booking

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

1. Miranda advisement
2. Right to phone calls
3. What notifications are required
4. Secure/Non-secure detention of juveniles
5. Strip search of juveniles
6. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused or convicted of a crime
7. Custody alternatives

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W&I; 626.5 W&I; Department Policy §324.4.7

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.19 Jail facility tour

The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.20 Weapon security at custody facility

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

Reference: Department Policy §312.3.1(e)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.21 Booking documentation

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

1. Complete and accurate Pre-booking form, Receiving Sheet, and/or Probable Cause Statement to include charges and sub-sections
2. Confirm arrestee is adult versus juvenile
3. Valid court and/or warrant paperwork
4. Inmate is medically screened and has medical clearance/approval form
5. Physical condition as to injuries and/or current medical problems (DT's, heart problems, etc.)

Reference: Department Policy §420.3.3 and §420.3.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.22 Adult booking

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

1. Alcoholics
2. Narcotic/Drug users
3. Mentally ill
4. Sex offenders
5. Escape risks
6. Non-conformists
7. Civil bookings

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.23 Prisoners with special considerations

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

1. Injured or sick
2. Females (including pregnant females)
3. Elderly
4. Gang members or police informants
5. Current or former police officers, judges, etc.
6. High-profile prisoners
7. Any other prisoner(s) who may need specialized classification/housing needs

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.24 Inmate classification

The trainee shall explain the concept of inmate classification, to include:

1. Sex
2. Age
3. Criminal sophistication
4. Seriousness of offense
5. Assaultive behavior
6. Medical disabilities
7. Gang Affiliation
8. Overt sexual behavior

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.25 Prisoner searches

The trainee shall review and explain the legalities of prisoner/inmate searches, including:

1. Search by same sex
2. Clothed search
3. Strip or skin search, including documentation

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.26 Prisoner release

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

Reference: 849(b) PC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.27 Jail emergency response

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

1. Fire
2. Earthquake
3. Civil disorder
4. Escape

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

People with Disabilities

2.12.28 Americans with Disabilities Act considerations

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.

Reference: Department Policy §370

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.29 Disabilities: recognition considerations and behavior issues

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.30 Communicating with the impaired

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 you expect (avoid questions with yes/no answers).
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.

Reference: Department Policy §370

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.31 The impaired and non-compliance

The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Reference: Department Policy §370

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.32 Officer safety and the impaired

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:

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
6. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
7. Atmosphere (Reduce distractions/Respect personal space)
8. Communication (Establish contact/Develop rapport)
9. Time (Slow down/Reassess)

Reference: POST Field Guide – Police response to people with mental illness or developmental disability; Department Policy §370

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Mental Illness Cases

2.12.33 Mental illness law and policy

The trainee shall review and explain state law and agency policy regarding mental illness cases.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.34 Mental illness considerations

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

1. Ignoring verbal abuse
2. Avoiding excitement
3. Avoiding unnecessary deception
4. Requesting backup to minimize resistance
5. Requesting ambulance prior to confronting subject, if necessary
6. Keeping the disturbed person in sight constantly
7. Continual alertness
8. Seizing firearms for safekeeping

Reference: Department Policy §370 and §418.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.35 Mental health resources/facilities

The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.36 Mental health commitment

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:

1. Danger to himself/herself
2. Danger to others
3. Gravely disabled

Reference: 5150 W&I; Department Policy §418

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.37 5150 W&I Procedures

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 of the Welfare and Institutions Code, including:

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 and agency and the reason the person is being detained.
5. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Reference: Department Policy §418

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.38 Alternative non-5150 W&I options

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is not appropriate, including:

1. Urgent medical attention
2. Arrest
3. Referral for mental health services
4. Referral to local developmental disabilities agency
5. No police action required

Reference: Department Policy §418

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.39 Warrant process for mentally ill persons

The trainee shall explain the documentation for detaining and placing mentally ill persons. This discussion shall minimally include:

1. Required documentation on the §5150 WIC form
2. Verbal admonishment and supplementary written documentation as specified in §5157 WIC
3. Any additional agency-specific documentation or additional mental health facility documentation as may be required by agency policy or Memorandum of Understanding
4. Any additional agency policies and procedures related to the detention and placement of mentally ill persons

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.12.40 Mental health agencies and forms

The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.12.41 Handling mental health call for service

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

Reference: Department Policy §418

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Patrol Procedures

Police Patrol Techniques

2.13.1 Patrol types

The trainee shall explain the principle types of police patrol (preventative, directed enforcement, etc.) and their respective impacts on community relations.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.2 Preventative patrol methods

The trainee shall review and explain basic preventative patrol methods utilized by an officer:

1. Frequent checks and contacts with business premises
2. Frequent checks of suspicious persons
3. Fluctuating patrol patterns
4. Maintenance of visibility and personal contact
5. Daily individual patrol and community action plan

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.3 Alternative patrol benefits

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

1. Increased personal contact between police and citizens
2. Increased observation ability
3. Increased ability to gather information

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.4 Motorized patrol benefits

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

1. Increased speed and mobility
2. Increased conspicuousness
3. Availability of additional equipment
4. Increased transportation capability
5. Decreased response time
6. Communications

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.5 Benefits of positive citizen contacts

The trainee shall explain the importance of positive daily personal contact with citizens.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Observation Skills

2.13.6 Improving perception skills

The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Preventing and Detecting Crime

2.13.7 Patrol techniques and procedures

The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.8 Community factors

The trainee shall identify factors to be considered in becoming familiar with the community:

1. General population information
2. Appropriate geographic information
3. Recent criminal activity
4. Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.9 Preparation for patrol shift

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

1. Gathering information through crime reports and briefings
2. Gathering needed materials (i.e., report forms, citation books, etc.)
3. Obtaining and checking equipment
4. Planning work around identified priorities
5. Preparing daily patrol and community action plan

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.10 Frequent patrol areas

The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.11 Nighttime patrol considerations

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

1. Broken glass
2. Open doors and windows
3. Pry marks
4. Suspicious vehicles
5. Persons on foot
6. Differences in normal lighting (on or off)
7. Unusual sounds
8. Access to rooftop or upper floors

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
 Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
 Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.12 Identifying recently operated vehicles

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.13 Conducting surveillance

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

1. Invisible deployment
2. Radio security
3. Use of surveillance/vision devices

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.14 VIN and serial number locations

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., auto, trucks, trailers, motorcycles, and bicycles)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Additional Patrol Safety

2.13.15 Encountering plain clothes officers

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.16 Plain clothes encounter with officers

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.17 Silhouetting

The trainee shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.18 Police noises

The trainee shall explain and/or demonstrate how to avoid making telltale “police noises,” such as:

1. Vehicle(s)
2. Radio noises
3. Key and whistle noises

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.19 Subject’s hands

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.20 Foot pursuit

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

Reference: Department Policy §458

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.21 Mutual aid and jurisdiction

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

1. Use of official vehicles outside the agency's jurisdiction
2. Responding to calls for assistance outside the agency's jurisdiction
3. Assisting other agencies with arrests within agency jurisdiction

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Pedestrian Stops

2.13.22 Consensual encounter v. stop and detain

The trainee shall explain the concepts of consensual encounter and reasonable suspicion to stop and detain. The trainee will then explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.23 Pedestrian stop

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

1. The existence of suspicious activity
2. The time of day or night
3. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.24 Tactical considerations: pedestrian encounter

The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

1. Whether or not to stop the person
2. When and where to stop the person
3. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.25 Officer positioning

The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.26 Field interview

The trainee shall properly and legibly complete the field interview (FI) report form.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.27 Determining wanted status

The trainee shall explain the role and use of CLETS in determining a person's wanted status.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.28 Pedestrian stop and interview

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Searching Persons

2.13.29 Degrees of search

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

- Visual/cursory search
- Pat-down search
- Field search (standing, kneeling, prone)
- Strip search
- Body cavity search

Reference: Department Policy §322 and §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Principles of search

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

- Constant alertness
- Maintain control and position of advantage (contact & cover) C.
- Thoroughness of the search
- Safeguarding weapons

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Places people hide weapons/contraband

The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Pat-down search usage

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Field search usage

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Back-up officer role during search

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

The responsibilities should minimally include:

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.35 Back-up officer

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle Stops

Vehicle stops, types

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

- Traffic violations
- Investigative
- High risk

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Vehicle stop location considerations

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle license and description

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Initiation of stop, distance between vehicles

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

Obtaining driver attention

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Hazards of vehicle stop

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Observation of vehicle occupants

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle occupants: remain in v. order to exit

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Stopping non-automobiles

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Common violator reactions

The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:

- Embarrassment
- Anger
- Fear
- Rationalization or excuse for violation
- Refusal to sign citation

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Officer demeanor

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

Reference: Department Policy §1058.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Officer discretion

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic stop methods and advantages

The trainee shall explain the advantages of the following procedures:

- Obtaining the violator’s driver’s license, vehicle registration, and proof of insurance as soon as possible after the stop is made
- Not accepting the violator’s wallet in response to a request for a driver’s license
- Checking the validity and authenticity of a driver’s license (including picture) and vehicle registration
- Checking the signature of the violator on the citation
- Issuing the proper copy of the citation to the violator

Reference: Department Policy §368.4.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Citation signature, purpose

The trainee shall recognize that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA).

Reference: Department Policy §4.20.1 through §4.20.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Marketing through traffic enforcement

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive police image.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Felony / High-Risk Vehicle Stops

Felony/high-risk vehicle stop considerations

The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

- 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
- Placement of second, third, and subsequent units at the stop itself
- Placement of additional units away from the stop to control traffic (to provide additional safety for the stop itself)
- Use of Public Address system
- Use of additional resources – K-9 units, air support units, *etc., etc.*

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Patrol vehicle positioning

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Removal of suspect(s) prior to approach

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Verbal commands

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Advantages of waiting for back-up

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

Reference: Department Policy §458.3 and §802.2.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Roles of primary and back-up officer(s)

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Application of felony/high-risk vehicle stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Searching Vehicles

2.13.58 Principles of search

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

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

Reference: Department Policy §902

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.59 Conduct search

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

Reference: Department Policy §322.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Searching Buildings / Areas

Principles of search

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

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

Reference: Department Policy §322

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Conduct search

Given an incident, the trainee shall safely and effectively conduct a building/area search.

Reference: Department Policy §322

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Handling Crimes in Progress

Response considerations

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

- Proceeding directly to scene as quickly and silently as possible
- Proceeding directly to scene utilizing emergency lights and/or siren
- Proceeding to the location most likely to intercept fleeing suspects
- Proceeding to scene and coordinating arrival and/or deployment with other units
- Distance to location
- Availability of assisting units
- Nature of crime
- Traffic and environmental conditions
- Concern for possible lookouts
- Watch for fleeing suspects
- Parking and securing vehicle
- Apprehension of suspect(s)
- Broadcasting additional information
- Securing the scene
- Use of additional resources – K-9 units, air support units, *etc., etc.*

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Prowler call, policy and procedures

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Domestic Violence

Duties in response to domestic violence

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

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

Reference: Department Policy §316

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Dangers of domestic violence calls

The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
 Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
 Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Separating parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Criminal and civil law regarding domestic violence

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

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Mandatory custody arrest

The trainee shall discuss mandatory custody arrest requirements.

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Active orders: restraining, stay-away and emergency protective

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

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.70 Handling domestic violence incident

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

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Victims of Violent Crime

2.13.71 Notification requirements and assistance

The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:

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

Reference: Department Policy §320

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crimes against children

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

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

Reference: Department Policy §344.2.2 and §810.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Crimes against elders

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

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

Reference: Department Policy §326 and §810.3.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

Firearms confiscation

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

1. 12028.5 PC
2. 12028.7 PC
3. 12029 PC
4. 8102 W & I

Reference: Department Policy §418.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Hate Crimes

Hate-related crime indicators

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

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

Reference: Department Policy §338.1 through §338.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Consequences

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

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

Reference: Department Policy §338.1 through §338.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Hate crimes policy and mandates

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

Reference: 422.6 PC and Department Policy §338.1 through §338.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Handling hate crimes

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

Reference: Department Policy §338.1 through §338.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Gang Awareness

Gangs: officer safety and considerations

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Gang types

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Reasons people join gangs

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

- Peer pressure
- Common interest
- Protection/Safety

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Gang characteristics

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

- Cohesiveness
- Code of silence
- Rivalries
- Revenge

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Methods of identification

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Gang graffiti

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Common criminal gang activities

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.86 Methods to reduce gang activity

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

- Identification of gang activity
- Coordination with allied agencies
- Reduction of the opportunity for criminal activities
- Requesting the District Attorney to consider criminal street gang enhancement charges (§186.22 PC) when gang members are arrested

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Missing Persons

2.13.87 Policy and law

The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, both adult and juvenile. In addition, the trainee will also review and explain the criteria and initiation process for an Amber Alert.

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC and Department Policy §332

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.89 Home and area search

The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

Reference: Department Policy §406.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.90 Handling missing person report

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

Reference: Department Policy §332 and §822.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Fires

2.13.91 Types and methods to extinguish

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

- Dry combustibles
- Flammable liquids
- Electrical
- Combustible metals

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Structure fire response

The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

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

Reference: Department Policy §416

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Search methods

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Determining if building is unsafe to enter

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Managing and fire incident

Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Hazardous Occurrences / Major Disasters

2.13.96 Responsibilities and actions

The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System and OES – Office of Emergency Services).

Reference: Department Policy §416.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.97 HazMat spill policy

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

First-responder responsibilities and considerations

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

- Recognition
- Safety/Isolation/Areacontainment
- Notification to proper agencies
- Basic first-responder limitations

Reference: Department Policy §326.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

First-responder responsibilities

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

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

Reference: Department Policy §326.4.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Procedures for unusual or hazardous incidents

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Bombs / Explosive Devices

2.13.101 Explosives handling policy

The trainee shall review and explain the agency’s policy and procedures for handling explosives.

Reference: Department Policy §416

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.102 Tactical considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

- Hazards of using the police radio and/or cellular phone
- Request for a technician or E.O.D.
- Isolation of the device and the area
- Evacuation of civilian personnel
- Possibility that more than one explosive device exists

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.103 Handling an unusual or hazardous incident

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

Reference: Department Policy §416

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Aircraft Crashes

2.13.104 Agency policy

The trainee shall review and explain the agency's policy on aircraft crashes.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Factors

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

Civilian Aircraft

Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate.

Military Aircraft

Military authorities are in charge
There may be dangerous weapons issues
There may be classified materials present
Police cannot authorize news media to enter

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

First Aid

Knowledge and skills

The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference: Department Policy §406

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Policy

The trainee shall review and explain the agency’s policy on administering first aid.

Reference: Department Policy §406

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Requirements to maintain proficiency

The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

Reference: Department Policy §406

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Liability considerations

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Administering first aid technique(s)

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

Reference: Department Policy §406

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Blood and airborne pathogens exposure plan

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Sick, Injured, or Deceased Persons

2.13.112 Transportation policy

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

Reference: Department Policy §418

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

2.13.113 Death investigations; jurisdiction

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

- Apparent homicide, suicide, or occurring under suspicious circumstances
- Resulting from the use of dangerous or narcotic drugs
- The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- Apparently accidental or following an injury
- By disease, injury, or toxic agent during or arising from employment
- While not under the care of a physician during the period immediately previous to death
- Death related to disease that might constitute a threat to public health.

Reference: Department Policy §360

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes:
Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

2.13.114 Legal requirements

The trainee shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

- Limits to which an officer may search a dead person
- Legalities involved in transporting an obviously dead person in an ambulance

Reference: Department Policy §360.2.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Lost, Found, and Recovered Property

2.13.115 Policies and procedures

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

- Property recovered by trainee
- Property found by citizen
- Property (real or personal) of injured, ill, or deceased persons
- How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference: Department Policy 344.2.2(e) and 804

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crowd Control

Crowd and riot control tactics

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Crowd and riot control formations

The trainee shall define and describe basic crowd and riot control formations.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Use of force in response to incidents involving crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Agency-issued riot equipment

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (*i.e.*, helmets, gas mask, shields, flex cuffs, and other gear/equipment).

Reference: Department Policy 308.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

First Amendment Rights

The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual’s right to free speech and assembly, while also protecting the lives and property of all people.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Restoring order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Maintaining order

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement’s objective is to control the situation and prevent violations of law, without infringing on an individual or group’s First Amendment rights of free speech and assembly.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Duty and objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual’s rights to free speech and assembly.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Crowd management

The trainee will understand and be able to explain that “crowd management” deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crowd management situations

The trainee will identify and explain the agency’s philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include the following:

- Crowd Management at large planned/organized gatherings
 - Protests/Demonstrations/First Amendment activities
 - Labor disputes
 - Concerts
 - Sporting events/celebrations
 - Holiday celebrations
 - Cultural programs
 - Religious gatherings
 - Community activities
- Incident Planning
 - Establishing a command post
 - Coordination of resources
 - Planning, preparation, and coordination with event promoters
 - Deploying sufficient personnel with proper equipment
 - Establishment of a unified chain of command
 - Establishment of rules of conduct for the crowd, law enforcement, media, etc.
 - Preparing to handle multiple arrests
 - Planning and coordinating the response of medical personnel or additional resources, if needed
 - Making contingency plans for response if a riot situation ensues
 - The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
 - Authorized/designated law enforcement personnel interacting with the media
- Containment
 - Establishment of a flexible and controllable perimeter for the crowd, whenever possible
 - Using officers to control the entry and exit of the crowd within the perimeter

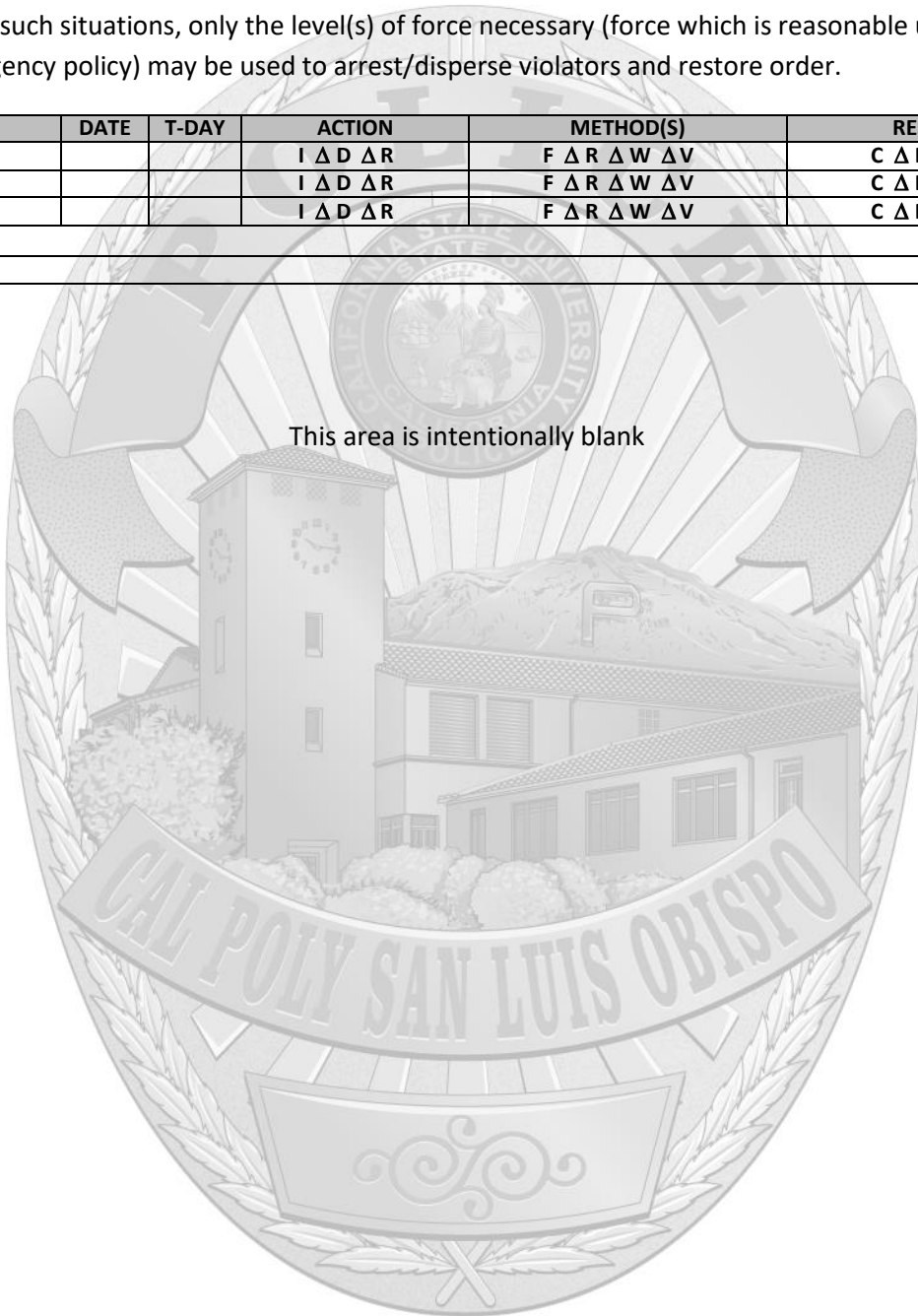
FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crowd control incidents

The trainee will understand and be able to explain that a “crowd control” situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					



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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crowd control methods

The trainee will identify and explain the agency’s philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

Isolation and containment

- Establishment of a perimeter around the crowd
- Consideration of barricades and placement of additional personnel to maintain the perimeter
- In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd

Law enforcement presence

- Coordination of resources
- Communication
- Deploying sufficient personnel with proper equipment
- The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
- Use of force options
- Law enforcement documenting its own response (video/audio)
- Making selective arrests (arrest teams/communication)
- Establishment of a unified chain of command
- Preparing to handle multiple arrests
- Planning and coordinating the response of medical personnel or additional resources, if needed
- Authorized/designated law enforcement personnel interacting with media

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crowd dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3-13.118.11 Clarity of purpose, objective, mission and policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Riot control

The trainee will understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

- Specific operational tactics/formations
- Additional resources, equipment, and personnel that may be required for a response
- Assignment of specific tasks
- Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
- Dispersal orders
- Clarity on agency policies and guidelines for the use of less-lethal force (*i.e.* chemical agents, baton, bean-bag rounds, Taser, *etc.*)
- Clarity on the agency policy for the use of deadly force

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Riot control

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

Containment

- Flexible outer perimeter controlling ingress and egress of the crowd
- Denying access and preventing others from joining the existing crowd

Isolation

- Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse

Dispersal

- Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress

Restoration of order

- Medical aid
- Detention, arrest, cite and release, transportation
- Criminal investigation
- Authorized/designated law enforcement personnel interacting with the media

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Law enforcement conduct in response to crowd situations

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

News Media Relations

Release of information and notification

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference: Department Policy 346.1, 346.2, 346.2.1, 346.3.1 and 346.4

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Press credentials

The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference: Department Policy 346.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Press access

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference: Department Policy 346.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Rights of an individual v. rights of the press

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

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

Reference: Department Policy 346.2.1, 346.4, and 346.4.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Hostage / Barricaded Suspect

Tactical considerations

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including:

- Safe approach
- Containment of the scene
- Requesting the appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.)
- Evacuation
- Communication/negotiation with the suspect

Reference: Department Policy 414.1, 414.2 and 414.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes:
Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Sniper Attack

Immediate steps

The trainee shall explain those steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

- Cover/Concealment
- Calling for assistance
- Isolating and clearing
- Determining possible location of assailants

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Tactical actions

The trainee shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- Acceleration/Reversal out of “kill zone”
- Turning into nearest available cover
- Abandonment of target vehicle
- Awareness of possible secondary ambush

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Tactical actions

The trainee shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:

- Acceleration
- Roll-up windows
- Abandon vehicle (after initial flame burst, if vehicle is incapacitated)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Animal Control

2.13.127 Policy and procedure

The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- Injured animals
- Dead animals
- Rabid animals
- Noisy animals
- Stray animals
- Wild animals
- Nuisances created by unsanitary keeping of animals
- Protective custody of animals
- Animal bites

Reference: Department Policy 312.6 and 312.6.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Destruction of animal

The trainee shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:

- Whom to notify prior to killing the animal
- Who may shoot the animal
- What report should be completed following the shooting of the animal
- How disposal of the dead animal is handled

Reference: Department Policy 312.6 and 312.6.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Animal control

Given an incident, the trainee shall effectively assess and handle an animal control situation.

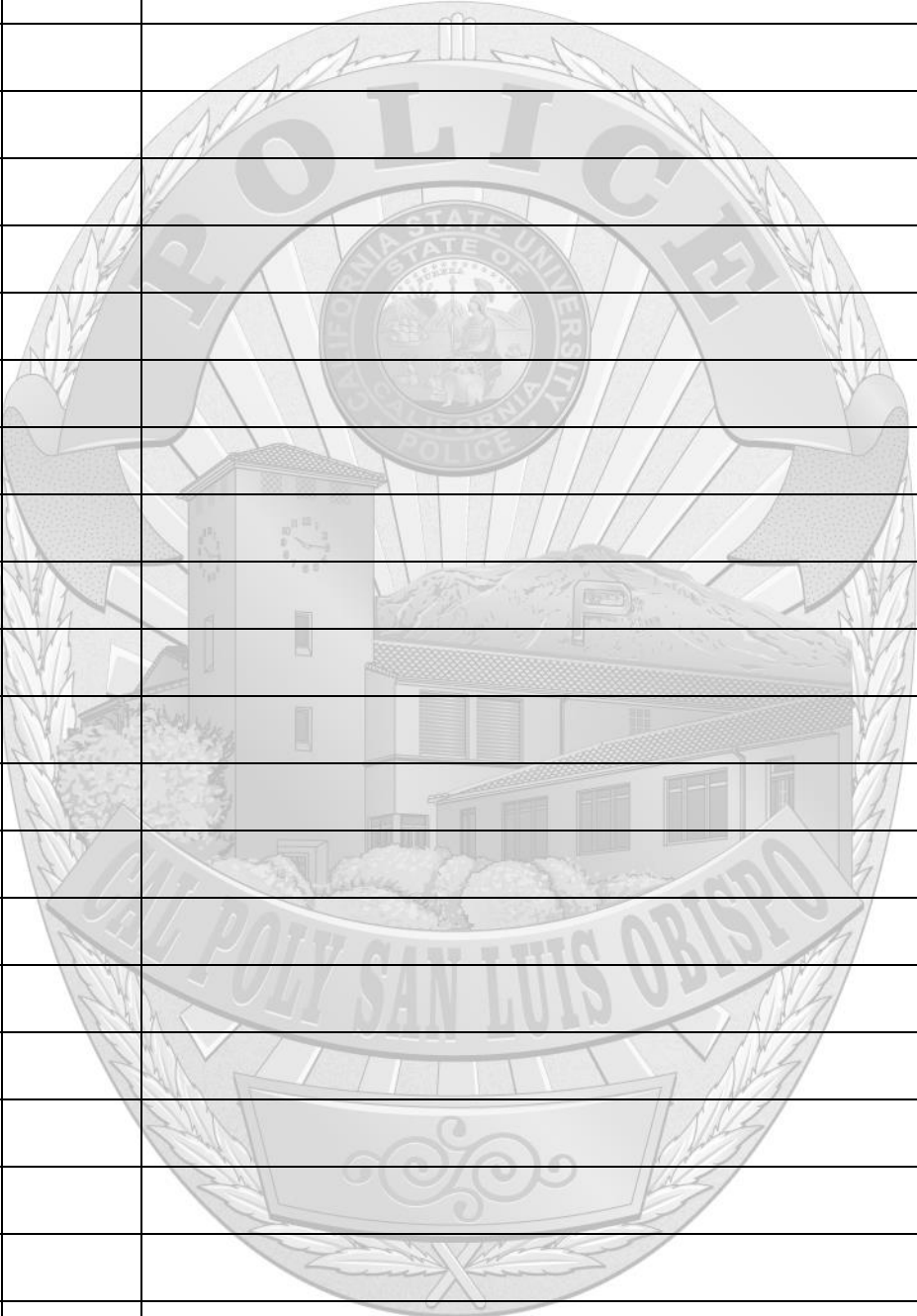
FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Additional Phase Notes

Date	FTO	Notes



The watermark is a large, semi-transparent seal of the California State University Police Department. It features a central circular emblem with the text 'CALIFORNIA STATE UNIVERSITY POLICE' around its perimeter. The seal is set against a background of a building and a banner that reads 'SAN LUIS OBISPO'. The entire seal is encircled by a laurel wreath.

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
 Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
 Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Additional Phase Notes

Date	FTO	Notes

Additional Phase Notes

Date	FTO	Notes

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Additional Phase Notes

Date	FTO	Notes

Table Codes:

Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

California State University Police Department
Field Training Program: Curriculum and Evaluation Guide

Additional Phase Notes

Date	FTO	Notes

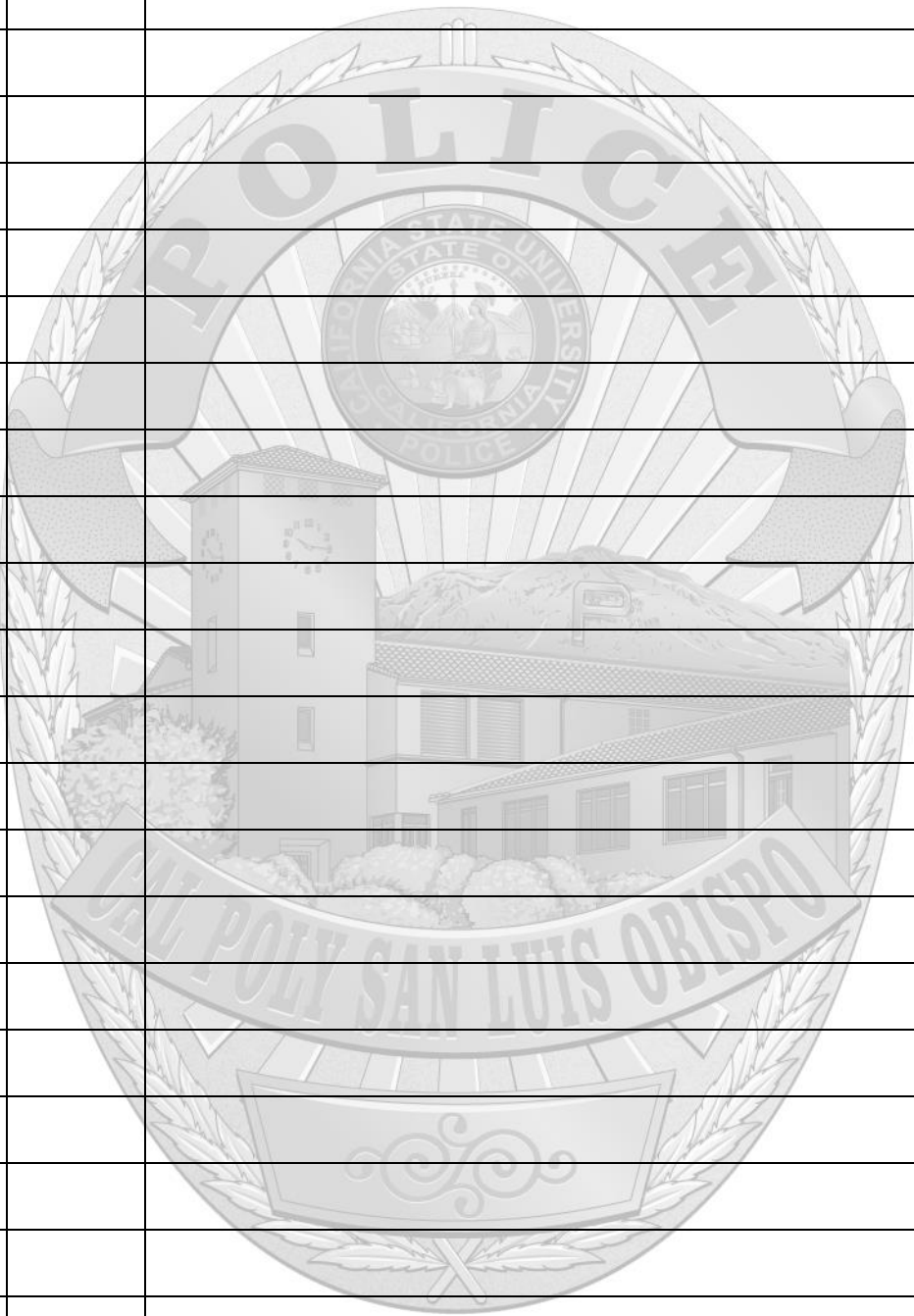


Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment



Table Codes:

Action: (I)nstruction, (D)emonstration & (R)emediation;

Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;

Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Phase III Curriculum

Investigations / Evidence

Interviewing

3.14.01 Interview and interrogation preparation

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.14.02 Rules in statement taking and interviewing

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

- Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- Controlling the interview. Avoid rambling by the person being interviewed.
- Avoiding leading questions except when absolutely necessary.
- Putting the person being interviewed at ease.
- Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Contents of a good statement

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Miranda

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Interview practical

Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Investigations

"Cold" Crimes

Preliminary investigation

The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Factors to determine

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence technician/criminalist

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Preliminary investigation practical

The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
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Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Crimes Against Property

Officer's responsibilities

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Investigation practical

Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Crimes Against Persons

Preliminary investigation and reporting

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Investigative steps

The trainee shall explain the steps to take while investigating the following crimes:

- Rape/Sexual assault
- Felonious assault
- Robbery
- Kidnapping

Reference: Department Policy 602.2

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Serious injury/death scene: initial steps

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

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

Reference: Department Policy 360

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Investigation of crime against person

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Burden of Proof

3.14.16 Burden of proof

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

- Criminal guilt (Evidence Code Section 520)
- Corpus delicti* (Evidence Code Section 550)
- Jurisdiction (Evidence Code Section 666)
- Double jeopardy as a defense (Evidence Code Section 500)
- Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code sections 520; 550; 666; 500; 500

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Concepts of Evidence

Evidence concepts

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

- Evidence
- Direct evidence
- Circumstantial evidence Reference:

Evidence Code 140, 410, 600

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence types

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Court use of evidence

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

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Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Evidence qualification

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court.

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

Reference: 210 Evidence Code

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
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COMMENTS:					

Witness qualifications

The trainee shall identify at least three of the following as qualifications that must be met by a witness before he/she may testify in a criminal trial in the State of California.

- The witness must know the difference between right and wrong
- The witness must possess the ability to understand
- The witness must possess the ability to express himself/herself
- With the exception of those areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Privileged communication rule

The trainee shall explain the privileged communication rule and provide examples to include:

- Husband and wife
- Attorney and client
- Clergyman and confessor
- Physician and patient

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Rules of Evidence

Exclusionary rule

The trainee shall describe the effects of the “exclusionary rule” upon police actions and procedures in the following areas:

- Civil rights
- Inadmissible evidence
- Possibility of false arrest

Reference: Evidence Code; Case Law

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

- Spontaneous statements
- Admissions
- Confessions
- Dying declarations

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence Collection and Preservation

Locating and identifying evidence

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- Strip
- Spiral
- Quadrant

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence protection

The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Evidence preservation

The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Property and evidence handling

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

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

Reference: Department Policy 804 and 804.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence storage

The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.

Reference: Department Policy 804 and 804.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Transferring evidence for court or processing

The trainee shall review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory examination facilities and court. The discussion will include a review of the agency’s policy on calling out crime scene investigators and/or detectives to process a crime scene.

Reference: Department Policy 804 and 804.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Chain of custody and chain of evidence

The trainee shall explain “chain of custody” or “chain of evidence.”

Reference: Department Policy 804 and 804.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Evidence collection and processing

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to ensure the chain of custody.

Reference: Department Policy 804 and 814

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Line Ups

Suspect identification

The trainee shall explain technical methods for identifying suspects, including:

- Field show-up
- Photo identification
- Identification kit
- Artist's conception Reference:

Department Policy 600.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

“Line ups” policy and procedures

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

- In custody
- In the field
- Photographic

Reference: Department Policy 600.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Photographic identification

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

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

Reference: Department Policy 600.5

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Sources of Information

3.14.36 Identifying and developing sources of information

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.14.37 Identifying and developing informants

The trainee shall describe techniques for identifying and developing “informants” and the:

- Hazards of divulging too much information to informants
- Danger of breaking confidentialities

Reference: Department Policy 608

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

3.14.38 Public and private records

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

Reference: Department Policy 810 and 812

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Subpoenas

3.14.39 Subpoena policies and practices

The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

Reference: Department Policy 348

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.14.40 Subpoena authorities and immunities

The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- Who may exercise the power of a subpoena
- Who may serve a subpoena
- How a subpoena is served
- Who is subject to the power of a subpoena
- What immunities from arrest are granted to a person traveling in answer to a subpoena
- How a subpoena is enforced

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
 Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
 Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Courtroom Testimony and Demeanor

Courtroom demeanor and appearance

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance. This discussion will also cover the fact that perjury in court and officers falsifying police reports are felony crimes that can result in both criminal and civil actions against the officer, and civil actions against the agency.

Reference: Department Policy 348.5, 348.5.2 and 348.6

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Pre-trial conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- Refreshing the officer's memory
- Coordination of efforts

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Principles of effective testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- Honesty
- Clarity
- Brevity
- Objectivity
- Poise

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Courtroom testimony

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

- Irate
- Offensive
- Threatening
- Argumentative
- Overly friendly

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Courtroom policies and procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

- Prisoner escort
- Prisoner restraint
- Screening of courtroom audience
- Disturbance procedures

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Prepare and provide courtroom testimony

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.

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			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Tactical Communications / Conflict Resolution

Tactical Communication

Demeanor and communication

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Tactical communication benefits

The trainee shall identify the benefits of tactical communication including:

Enhanced safety (reduces likelihood of physical confrontation and injury)

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

De-escalation and professional demeanor

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Deflection techniques

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

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

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

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Gaining voluntary compliance

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

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

Set Context (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation

Present Options (Personal Appeal) – Explain possible options

Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”

ACT – (Take appropriate action)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Handling Disputes

Dispute responsibilities

The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- Remaining impartial
- Preserving the peace
- Determining whether or not a crime has been committed
- Conducting an investigation if a crime has been committed
- Providing safety to individuals and property
- Suggesting solutions to the problem
- Offering names of referral agencies
- Considering arrest as a viable alternative if a crime has been committed

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Public assistance resources

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- Public health
- Alcohol problems
- Family counseling and child guidance
- Drug problems
- Humane society/SPCA
- Any additional city/county agencies or organizations

Reference: Local resources hot sheet

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

Officer safety at family disputes

The trainee shall explain the inherent dangers to an officer who enters the home of a family involved in a dispute.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Physically separating parties

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Citizen arrest procedures

The trainee shall explain citizen arrest procedures to consider at disputes.

Reference: Department Policy 364

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Managing disputes

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- Family disputes
- Neighbor disputes
- Juvenile disputes
- Loud parties

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.15.12 Dispute call

Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Civil Disputes (Including Landlord / Tenant and Labor)

3.15.13 Landlord-tenant dispute policy

The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
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COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Landlord-tenant disputes procedures

The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

- Evictions
- Lockouts
- Trespasses
- Confiscation of property

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Labor management dispute policies

The trainee shall review and explain the agency’s policy on labor-management disputes.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Labor management dispute procedures

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- Obstruction of ingress or egress
- Blocking of sidewalks and roadways
- Outside agitators
- Violence and vandalism

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Small claims court

The trainee shall explain the role of the small claims court.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.15.18 Handling civil disputes

Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Repossessions

Repossession

The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:

- What property is subject to repossession
- Who may make a repossession
- To what lengths a reposessor may go
- When a repossession is complete

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

Traffic

Vehicle Code

Recognize vehicle law violations

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference: California Vehicle Code and Quick Code

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle Code terms/definitions

The trainee shall define the following terms as used in the California Vehicle Code:

- Crosswalk
- Darkness
- Driver
- Highway
- Intersection
- Limit line
- Motor vehicle
- Roadway
- School bus
- Sidewalk
- Vehicle

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Vehicle codes granting authority to arrest

The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.

Reference: 40300.5 through 40303 VC; 40305 VC

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Common Vehicle Codes

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

- Vehicle registration and insurance requirements
- Theft of and tampering with vehicles
- Driver’s licenses and identification cards including suspensions
- Hit and run
- Traffic control signals
- Other traffic control devices
- Driving, overtaking, and passing
- Right-of-way
- Pedestrians
- U-Turns
- Stopping, standing, and parking
- Driving under the influence
- Other public offenses
- Equipment violations
- Fleeing/evading an officer
- Reckless driving
- Seat belt violations

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic enforcement options

The trainee shall discuss enforcement options after observation of a traffic violation, including:

- Verbal warning
- Issuance of a citation
- Physical arrest

Reference: Department Policy 420.2.1

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Citation issuance

The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.

Reference: Department Policy 420, 516 and 500.2.2

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Citation signature requirement

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Impounding / Storing Vehicles

Tow policy

The trainee shall review and explain the agency's policy regarding towing procedures.

Reference: Department Policy 510

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Authority to tow

The trainee shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:

- Vehicle is abandoned (22669(a) VC)
- Vehicle is a traffic hazard (22651(b) VC)
- Incidental to an arrest (22651(h) VC)
- Vehicle is stored for safekeeping (22651 (g) VC)
- Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC)
- Vehicle is held for investigation (22655.5 VC)
- Vehicle is involved in hit and run (22655 or 22653(b) VC)
- Vehicle with VIN removed (10751 VC)
- Vehicle held for operation by unlicensed driver (22651(p) VC)

Reference: Department Policy 510

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Tow from private/public property

The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.

Reference: Department Policy 510

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle towing

Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

- Compliance with state law
- Compliance with agency policy
- Completion of all required reports in a satisfactory manner

Reference: Department Policy 510

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Vehicle Collisions

Collision prevention

The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:

- Education
- Enforcement
- Proactive engineering recommendations
- Patrol awareness (including assisting stranded motorists)
- Environmental factors that detract from traffic safety
- Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Duties of officer at scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- Determining injuries and need for emergency first aid treatment
- Protecting the scene, including persons and property involved
- Appropriate use of flares (spilled fuel)
- Ascertaining the need for ambulance service
- Considering the need for tow services
- Determining the need for further assistance

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic collision investigation policy

The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Vehicle collision

The trainee shall define the term vehicle collision.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Movement of vehicles at rest

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic collision reporting requirements

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- Injury accident
- Hit and run accident
- Accident involving suspected drunk driving
- Accident involving city, county, or state property

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Primary collision factor

The trainee shall define the term “primary collision factor.”

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Area of impact

The trainee shall define the term “area of impact” and explain and/or demonstrate how area of impact is determined at both intersection and non-intersection accidents.

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Coefficient of friction

The trainee shall define the term “coefficient of friction” as it pertains to roadways.

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Traffic collision terms

The trainee shall define terms relevant to traffic collision reports, to include:

- Accident or collision: an unintended event that causes damage, death or injury.
- Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.
- In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
- Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).
- Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Factual diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- Indications of compass direction
- Measurements of the scene in proportion but not necessarily to scale
- Use of appropriate illustrations
- Determine the point of impact (P.O.I.) and the point of rest (P.O.R.)

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Traffic collision: physical evidence

The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:

- Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- Debris, glass, vehicle parts, fluids, and other related property damage
- Photographs of the scene

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic collision investigation

The trainee shall identify information to be obtained during a collision investigation interview, including:

- Identity of the involved parties and vehicle information
- Time and location of collision events
- Chronology of collision events
- Elements unique to hit and run collisions, if applicable

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Traffic collision response, investigation and reporting

Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference: Traffic Collision Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic Control / Direction

Traffic direction (day)

The trainee shall demonstrate recognized traffic hand signals for a driver to include:

- Stop
- Turn right
- Turn left
- Start
- Keep moving

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Traffic direction (night)

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Flare usage

The trainee shall explain flare patterns and be able to safely light and extinguish a flare.

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Traffic control at scene

Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Driving Under the Influence

3.16.30 DUI driving indicators

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

Reference: Handbook

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

3.16.31 Field sobriety tests

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

Reference: CHP 202S

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Chemical test laws and policy

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

Reference: Department Policy 514 and 526; PAS Admonition; Implied Consent Advisement (23612VC)

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Chemical test refusal options

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

Reference: Department Policy 514 and 514.3

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

DUI forms

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

Reference: Report Writing Manual

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

DUI investigation

Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference: Department Policy 514 and CHP202S

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Self-Initiated Activity

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

4.17.01 Vehicle Stops

- Investigative
- Traffic enforcement

Reference: Department Policy 400

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Contacts

- Pedestrian Stops
- Suspicious persons
- Consensual encounters
- Traffic enforcement Reference:

Department Policy 440.2

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Directed Patrol

- Gang area/activities
- Pattern crimes
- DUI enforcement
- COPS, POP Projects, School programs, NPES
- Illegal vendors

Reference: Department Policy 400

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Arrests

- Misdemeanor and felony
- Other (i.e., Municipal codes, local ordinances)

Reference: Department Policy 422.5.2

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

General and specific patrol functions

Field Interviews

Bar checks

Suspicious circumstances

Additional agency-specific activities (list):

Fire alarm/pre-alarm activations

Foot patrol: campus dorms, University Union, library, populated campus areas, etc.

Outlying area patrol

Community outreach/consensual contacts

Bicycle and skateboard enforcement

Reference: Department Policy 400

FTO	DATE	T-DAY	ACTION	METHOD(S)	RESULT
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
			I Δ D Δ R	F Δ R Δ W Δ V	C Δ R Δ S
COMMENTS:					

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Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Phase Notes

This table may be used for daily notes for the purposes of completing the Daily Observation Report. Indicate multiple entries for a given date by checking subsequent Date and FTO cells.

Date	FTO	Notes

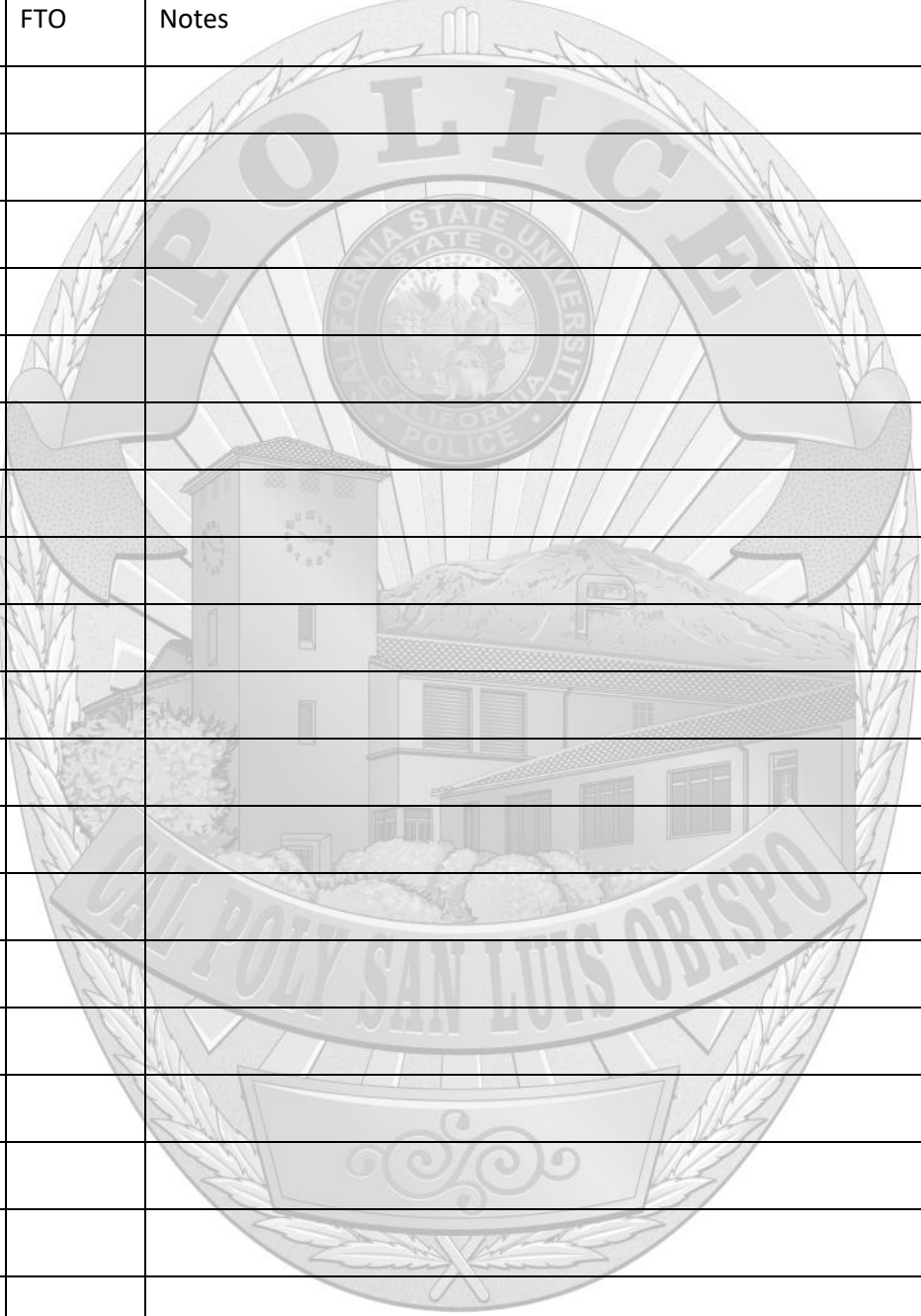


Table Codes:
Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emEDIATE & (S)upervisor Referral – R/S require comment

Additional Phase Notes

Date	FTO	Notes

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment

Additional Phase Notes

Date	FTO	Notes

Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment



Table Codes: Action: (I)nstruction, (D)emonstration & (R)emediation;
Methods: (F)ield Performance, (R)ole Play & Tested: (W)ritten / (V)erbal;
Result: (C)ompetent, (R)emediate & (S)upervisor Referral – R/S require comment