

# INYO COUNTY SHERIFF'S OFFICE



## Patrol Operations Field Training Manual

## POLICY AND PROCEDURE

It is the policy of the Inyo County Sheriff's Department that all Deputy Sheriffs (Deputies) and Reserve Deputy Sheriffs (Reserve Deputies) will be assigned to the Field Training Program before assignment to the Operations Bureau. (Deputy will refer to Deputy Sheriffs or Reserve Deputy Sheriffs unless otherwise stated).

### Program Description

The Field Training Program consists of a fourteen-week program divided into four training phases for Deputies and Level One Reserves, three training phases for Level Two Reserves. The program utilizes three Field Training Officers for each trainee, as staffing permits, with the trainee returning to the first training officer for the final phase. (Refer to the "Phase Description" for further information.) This allows the Deputy to be exposed to a variety of experiences at several locations.

### Standardized Evaluation Guidelines

The task of rating and evaluating a trainee's performance is based on the Standardized Evaluation Guidelines. The guidelines define unacceptable, acceptable, and superior behavior in thirty distinct areas and serve as a means of program standardization and continuity.

### Field Training Guide

In order to improve training and ensure every trainee receives on-the-job training in every phase of police work, the Field Training Guide will be used by the Field Training Officer. This guide details items of knowledge and experience which each trainee must demonstrate an ability to perform. The Field Training Guide must be completed by the trainee and the Field Training Officers during the fourteen week program.

### Evaluations

During the fourteen week program the trainee will be evaluated on a daily, weekly, and monthly basis. Evaluations by the Field Training Officer (FTO) will be in the form of a Daily Observation Report (DOR) detailing the progress of the trainee in regard to their field training performance and completion of the Field Training Guide. The Field Training Sergeant may complete a weekly evaluation of the trainee using information from the Daily Observation Reports. At the end of each phase the FTO will complete a narrative evaluation.

Trainees are evaluated to the standard of a competent solo beat deputy, which is defined in the acceptable rating of the Standardized Evaluation Guidelines. The purpose of evaluating trainees to this standard is twofold; the first and most important is to make the trainee aware of the areas they need to improve their performance in, the second is to monitor the progress of the trainee and provide remedial training as needed. As a result of this evaluation method, evaluations of a trainee in the early phases may likely reflect less than acceptable performance in several rating areas. This, in and of itself, is not necessarily cause for concern. However, if less than acceptable ratings are received in an area for further evaluation and/or administrative action. It will be considered justification if the less than acceptable rating was received in the evaluation only phase (Phase IV).

### Daily Observation Report – DOR

During each training phase, a trainee is assigned to a Field Training Officer who will complete a daily evaluation on the DOR. The contents of the DOR will be discussed with the trainee by the FTO, both will sign the form, and it will be forwarded to the Field Training Sergeant for review. As timeliness is essential to the training and evaluation process, the DOR will be completed at the end of each shift. The FTO may request that his/her sergeant allow them adequate time at the end of the shift to complete the DOR without incurring overtime. The sergeant should grant the request if calls for service and officer safety are not compromised. When completing the DOR, the FTO's shall use the Standardized Evaluation Guidelines as the standard by which they will evaluate the trainee's performances.

### Phase Evaluation

At the end of each training phase the FTO will complete a narrative evaluation on the progress of the trainee. The narrative evaluation will be forwarded to the Field Training Sergeant for review.

The narrative evaluation will contain all pertinent information relative to the training and progress of the trainee. The narrative will follow a general guide including:

- General summation of performance in the field and completion of Field Training Guide.
- Opinion on the strong and weak points of the trainee and suggestions for improvement.
- Recommendations, including specific areas of remedial training, passing on to next phase or retraining in current phase.

The evaluation will be completed by the FTO within 5 days of a trainee moving to the next phase. Any problems noted will be brought to the attention of the Field Training Sergeant as soon as possible and prior to the completion of the narrative evaluation.

Field Training Officers will evaluate trainees according to the standards of the Standardized Evaluation Guidelines. They will keep in mind the proper ratio between training and evaluation. Evaluations will be given in an honest, straightforward, professional manner, which stresses positive as well as negative performance.

### Chain of Command

While the trainee is assigned to an FTO, all communication and directions from supervisors will be channeled through the FTO without exception. Those will avoid any discrepancies in training, allowing the FTO to be made aware of any policy and procedure changes and relaying those changes to the trainee. Also, this ensures that the FTO is aware of the progress, problems and mistakes of the trainee. The FTO will then handle reprimands for impropriety and instruct the trainee when major investigations and tasks have been assigned to them.

### FTO/Trainee Team – Considered One Man Unit

During the time that the trainee is assigned to an FTO for the fourteen week program, the FTO/trainee team will be considered a one-man unit for dispatching purposes. This includes assignment of and handling calls for service and as a backup unit.

The FTO may, at his discretion and with the approval of the Field Sergeant or Watch Commander, volunteer to handle particular calls or assignments for training purposes that the trainee may not ordinarily be exposed to during their training period. It should be emphasized that this volunteering is strictly at the discretion of the FTO, who is intimately aware of the abilities of the trainee and best suited to make such a decision during the training phase.

At the beginning of the training phase, the FTO will assure both themselves and the trainee that the trainee knows their own radio call sign and enough radio procedure to request assistance. The FTO will ensure that the trainee is physically and mentally prepared for their first call and discuss emergency situation techniques which will allow each officer to react in a compatible manner to ensure officer safety.

#### Monthly Evaluation Sessions

The field training staff (all Field Training Officers and the Field Training Sergeant) will meet at the end of each four week phase of training to assess the progress of each trainee. FTO's will have the opportunity to assist in the training and progress of each trainee and the Field Training Program in general. Any necessary information regarding a trainee can also be relayed from an FTO completing a phase of training to an FTO beginning a phase of training.

All FTO's must attend the evaluation sessions/monthly meetings unless specifically excused by the FTO sergeant. The FTO sergeant will not excuse the FTO's unless the need for nonattendance is absolutely necessary.

The Field Training Sergeant will ensure that positive as well as negative aspects of a trainee's performance are discussed. He will also control the comments so that time is not spent with repetitive examples of performances. The Field Training Sergeant will also ensure that the comments are based on direct observation and not on speculation. The FTO will not make any comments relative to the trainee's religious background, race, or sex.

#### Trainee Evaluation of FTO

At the conclusion of each four week phase of training the trainee will complete an evaluation of their FTO. This evaluation will be forwarded to the Field Training Sergeant in a sealed envelope and will be kept confidential until the trainee has been released from the Field Training Program.

#### Limbo Period

The first week of Phase I and the first day of each phase is a limbo period. During this time the trainee is not evaluated. The DOR will be marked "Limbo" in the appropriate box. The FTO will use this time to demonstrate how the job is done. During the first week of Phase I the trainee will not drive. He or she may be gradually eased into doing some tasks, but should primarily observe.

#### Solo Assignment in the FTO Program

No trainee or trainees will be allowed to work alone in a patrol car while in the program unless special permission has been obtained from the Field Training Sergeant. Prisoner transports by Reserves will be allowed once Transport Training has been successfully completed.

### Use of Non-FTO's for Field Training

Trainees will not be assigned to non-FTOs unless there is no alternative. Placing the trainee in a non-law enforcement position for a shift is the first option. The supervisor should attempt to obtain prior consent from the Field Training Sergeant before assigning a trainee to a non-FTO assignment. If time does not allow for prior permission to be obtained, the Field Training Sergeant will be advised by memorandum of the use of the non-FTO and of the specific reason for such use as soon as possible. Trainees assigned to non-FTOs are an observer only and will not be evaluated by the non-FTO.

### Code 7 and Report Writing

FTO's will not sit in a restaurant for a lengthy period of time to write reports. They will write reports or work on the Field Training Guide in this setting only while waiting for their meal.

### Signing Reports – Court Attendance

While the trainee is assigned to the Field Training Program, both the trainee and the FTO will sign all reports. The FTO is required to attend court with the trainee whenever subpoenaed on a job related law enforcement matter. The FTO will utilize the court appearances to demonstrate, train and evaluate the trainee on testifying on court and courtroom demeanor. This information is then included in the next DOR.

### Use of Scenarios

FTO's will not utilize training scenarios without the approval of the Field Training Sergeant.

Trainees will always be told when a situation is a training scenario. They will never be lead to believe a training scenario is a legitimate situation.

Loaded weapons will never be used in a training scenario.

FTOs will not attempt to manipulate any aspect of a legitimate incident in order to see how a trainee performs in the situation.

Handcuffed prisoners will never be released in order to see how the trainee would handle a physical confrontation or for any other reason other than a legitimate one.

### FTO/Trainee Relationship

The relationship between the FTO and the trainee will be a teacher/student and/or supervisor/subordinate relationship. The hallmark of this relationship will be one of mutual respect. Trainees will be treated with respect at all times and they will be expected to respect the FTO and to follow his/her directions. Trainees will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name calling or use of derogatory terms by the FTO is not acceptable. FTO's will try to not show their anger or frustration while they are working with the trainee. Remember, praise in public, correct in private.

FTO's will not associate, socialize, date or attempt to date trainees assigned to the Field Training Program. Any relationship with them shall be strictly professional. If an FTO is related to a trainee or if they have or had a special relationship with a trainee which may interfere with the work environment, the FTO Sergeant will be advised.

### FTO Review of Trainee Time Sheet

Trainees will submit their time sheet to their FTO for verification prior to submitting it to a supervisor.

### Rules of Conduct for Trainees Assigned to the FTO Program

Trainees are to be respectful to the Field Training Officers. The FTO's directions are to be accepted and followed at all times. If a trainee believes that a specific instruction or order is improper, or an evaluation is not fair, he or she may discuss it with the FTO. If the trainee is not satisfied, they may talk with the Field Training Sergeant about the situation. If the trainee is still concerned, they may ask the Field Training Sergeant for an appointment with the Field Training Commander.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the Field Training Program and the Department policy and procedures manual.

Trainees are to be prepared for all Field Training Guide assignments and are responsible for all material.

Off duty trainees assigned to the Field Training Program will not respond to calls for service. Trainees will not conduct law enforcement investigations while off duty.

Trainees will be receptive to criticism given by FTOs. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility is not acceptable.

Trainees are discouraged from participating in department social functions and other functions where Field Training Officers may be present until they have completed the Field Training Program.

All requests for vacation or compensatory time off will be submitted to and approved by the Field Training Sergeant.

### Violations of Field Training Policy

Violation of Field Training policy and rules could result in disciplinary action, to include removal from the Field Training Program, The Field Training Sergeant will document violations on a memorandum and forward it to the Field Training Commander. If appropriate, this documentation may include a statement of the disciplinary action taken or recommended by the Field Training Sergeant.

## PHASE DESCRIPTIONS

The Field Training Program has five phases. Phases I through III and IV are scheduled to be four weeks in length, but may be adjusted to accommodate the specific training needs of individual trainees. Phase IV is scheduled to be two weeks in length. The phases are structured to meet the training/performance goals of a trainee from their first week in the limbo period, to their last week working as a solo beat deputy. The phases are designed to gradually increase the responsibility and Departmental expectations of a trainee as they progress through the program. The four sections of the Field Training Guide are part of this plan, listing specific knowledge and performance goals the trainee is required to meet in each phase.

### Phase I

The first week of Phase I is the limbo period. During this first week the trainee is an observer while they become oriented to patrol. In the remaining weeks the trainee gradually takes a more active role, performing the performance objectives in the Field Training Guide. The training officer spends most of their time teaching rather than evaluating the trainee.

### Phase II

In Phase II the responsibility and expectations of the trainee increases as they progress through the program. The trainee continues to take a more active role in the patrol duties. The training officer will accordingly spend more time observing and evaluating the trainee.

### Phase III

In this phase the trainee continues to perform more of the patrol duties as they progress through the training/performance goals of the program. By the end of the phase, the trainee should be performing the majority of the patrol duties. The training officer continues to increase the time they spend observing, evaluating and giving feedback to the trainee.

### Phase IV

In Phase IV the trainee is expected to perform as a competent solo beat deputy. The FTO, in plain clothes, intervenes in field situations only when necessary. The FTO is primarily an evaluator, but may assist the trainee if needed.

### Phase V

In this final phase the trainee is assigned as a solo beat deputy. Working alone in a patrol car, they are expected to perform as a competent solo beat deputy. The trainee is evaluated at the end of the phase by their immediate supervisor.



## **STANDARDIZED EVALUATION GUIDELINES**

The following "1", "4", and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

### D.O.R. NARRATIVE SECTION FTO CHECKLIST

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

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

#### **ATTITUDE**

**1. ACCEPTANCE OF FEEDBACK–FTO/PROGRAM** – Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.

(1) Unacceptable – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.

(4) Acceptable – Accepts criticism in a positive manner and applies it to improve performance and further learning.

(7) Superior – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

**2. ATTITUDE TOWARD POLICE WORK** – Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

(1) Unacceptable – Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

(4) Acceptable – Demonstrates an active interest in new career and in their responsibilities

(7) Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills.

Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

**3. INTEGRITY/ETHICS** – Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.

(1) Unacceptable – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.

(4) Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision-making.

(7) Superior – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

**4. LEADERSHIP** - Evaluates the trainee's ability to exercise influence among people using ethical values and goals for an intended change.

(1) Unacceptable – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.

(4) Acceptable – Understands difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.

(7) Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.

#### **APPEARANCE**

**5. GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor, and equipment.

(1) Unacceptable – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.

(4) Acceptable – Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

(7) Superior – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

#### **RELATIONSHIPS**

**6. RELATIONSHIP WITH CITIZENS/COMMUNITY** - Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.

(1) Unacceptable – Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public.

Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.

(4) Acceptable - Courteous, friendly and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.  
(7) Superior - Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.

**7. RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS (SPECIFY) –**

Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

(1) Unacceptable - Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.  
(4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, superior, and peer relationships. Accepted as a member of the group.  
(7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities and respects their position. Peer group leader. Actively assists others.

**8. COMMUNITY ORGANIZING -** Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

(1) Unacceptable – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as “sole authority” and does not include the public in problem-solving process.  
(4) Acceptable – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.  
(7) Superior – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

**PERFORMANCE**

**9. DRIVING SKILL: NORMAL CONDITIONS –** Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

(1) Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.  
(4) Acceptable – Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

(7) Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.

**10. DRIVING SKILL: MODERATE/HIGH STRESS CONDITIONS** – Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

(1) Unacceptable – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.

(4) Acceptable – Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.

(7) Superior – Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.

**11. USE OF MAP BOOK: ORIENTATION/RESPONSE TIME** – Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

(1) Unacceptable – Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

(4) Acceptable – Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.

(7) Superior – Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

**12. ROUTINE FORMS: ACCURACY/COMPLETENESS** – Evaluates the trainee's ability to properly utilize departmental forms.

(1) Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

(7) Superior – Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

**13. REPORT WRITING: ORGANIZATION/DETAILS** - Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.

(1) Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report.

Report is inaccurate and/or incorrect.

(4) Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(7) Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.

**14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS** – Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

(1) Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.

(4) Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.

(7) Superior – Reports are very neat and legible. Contain no spelling or grammatical errors.

**15. REPORT WRITING: APPROPRIATE TIME USED** – Evaluates the trainee's ability to complete a report in an appropriate amount of time.

(1) Unacceptable – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced officer would take to complete the report.

(4) Acceptable – Completes reports within a reasonable amount of time.

(7) Superior – Completes complex reports very quickly and efficiently without assistance from FTO.

**16. FIELD PERFORMANCE: NON-STRESS CONDITIONS** – Evaluates the trainee's ability to perform routine, non-stress police activities.

(1) Unacceptable – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.

(4) Acceptable – Properly assesses aspects of routine situations, determines appropriate action, and takes same.

(7) Superior – Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

**17. FIELD PERFORMANCE: STRESS CONDITIONS** – Evaluates the trainee's ability to perform in moderate to high stress conditions.

(1) Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.

(4) Acceptable – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.

(7) Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

**18. INVESTIGATIVE SKILLS** – Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

(1) Unacceptable – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow-up obvious investigative leads.

(4) Acceptable – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

(7) Superior – Always follows proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

**19. INTERVIEW/INTERROGATION SKILLS** – Evaluates the trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

(1) Unacceptable – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning. Fails to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

(4) Acceptable – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.

(7) Superior – Always uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.

**20. SELF-INITIATED FIELD ACTIVITY** – Evaluates the trainee's desire and ability to observe and initiate police-related activity.

(1) Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.

(4) Acceptable – Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.

(7) Superior – Seldom misses observable police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

**21. OFFICER SAFETY: GENERAL** – Evaluates the trainee's ability to perform police tasks without injuring self or others and without exposing self or others to unreasonable danger or risk.

(1) Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:

A. Exposes weapons to suspect (handgun, baton, mace, etc.).

B. Fails to keep weapon hand free in enforcement situations.

C. Stands in front of/next to violator's vehicle door.

D. Fails to control suspect's movements.

E. Fails to use illumination when necessary or uses it improperly.

F. Does not keep violator/suspect in sight.

G. Fails to advise Communications when leaving vehicle.

H. Fails to maintain good physical condition.

I. Fails to properly maintain personal safety equipment.

J. Does not anticipate potentially dangerous situations.

K. Stands too close to passing vehicular traffic.

L. Is careless with gun and/or other weapons.

M. Fails to position vehicle properly on car stops.

N. Stands in front of door when making contact with occupants.

O. Makes poor choice of which weapon to use and when to use it.

P. Fails to cover other officers or maintain awareness of their activities.

Q. Stands between police and violator's vehicle on a car stop.

R. Fails to search police vehicle prior to duty and after transporting other than police personnel.

(4) Acceptable – Follows acceptable safety procedures. Understands and applies them.

(7) Superior – Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

## **22. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS**

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

- (1) Unacceptable – Violates officer safety practices as outlined in SEG 21 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
- (4) Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
- (7) Superior – Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.

**23. CONTROL OF CONFLICT: VOICE COMMAND** – Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

- (1) Unacceptable – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
- (4) Acceptable – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
- (7) Superior – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.

**24. CONTROL OF CONFLICT: PHYSICAL SKILL** – Evaluates the trainee's ability to use the proper level of force for the given situation.

- (1) Unacceptable – Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
- (4) Acceptable – Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
- (7) Superior – Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.



**25. PROBLEM-SOLVING/DECISION-MAKING** – Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) Unacceptable – Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.

(4) Acceptable – Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

(7) Superior – Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

**26. PROBLEM-SOLVING TECHNIQUES** – Evaluates the trainee's ability to recognize problems and generate possible solutions.

(1) Unacceptable – Avoids problems. Demonstrates a failure to understand problem solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Is unable to choose alternative solutions. Does not assess a proper or effective response to the problem.

(4) Acceptable – Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action.

(7) Superior – When confronted with a problem, uses SARA (Scan–Analyze–Respond–Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

**27. COMMUNICATIONS: APPROPRIATE USE OF CODES/PROCEDURE** – Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

(1) Unacceptable – Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.

(4) Acceptable – Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language.

(7) Superior – Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.

**28. RADIO: LISTENS AND COMPREHENDS** - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

(1) Unacceptable – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

(4) Acceptable – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

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

**29. RADIO: ARTICULATION OF TRANSMISSIONS** – Evaluates the trainee's ability to communicate with others via the telecommunications network.

(1) Unacceptable – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

(4) Acceptable – Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center re: articulation skill.

(7) Superior – Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

**30. MDT: USE/COMPREHENSION/ARTICULATION** – Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MDT.

(1) Unacceptable – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.

(4) Acceptable – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.

(7) Superior – Consistently recalls dispatch information without running summaries. Can make rarely used free format inquiries from memory. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys and in multiple administrative messages and BOLO file retrieval.

## **KNOWLEDGE**

### **31. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES –**

Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

#### **Reflected by Verbal/Written/Simulated Testing**

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

#### **Reflected in Field Performance**

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

**32. KNOWLEDGE OF CRIMINAL STATUTES –** Evaluates the trainee's knowledge of the criminal statutes (i.e., Penal, Vehicle, W & I, B & P, H & S, and all City/County Codes) and his/her ability to apply that knowledge to field situations.

#### **Reflected by Verbal/Written/Simulated Testing**

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

#### **Reflected in Field Performance**

- (1) Unacceptable – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.
- (4) Acceptable – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.
- (7) Superior – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

**33. KNOWLEDGE OF CRIMINAL PROCEDURE** – Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

**Reflected by Verbal/Written/Simulated Testing**

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

**Reflected in Field Performance**

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



# **FIELD TRAINING GUIDE**

## **PHASE ONE**

## FIELD TRAINING GUIDE

The Field Training Guide is divided into four sections, titled Phase I, Phase II, etc., to correspond to the training phases in the Field Training Program. Each section contains information you will be held responsible for knowing. Trainees may make this task easier by reviewing each section in advance to acquaint themselves with the performance objectives, then review reference material or ask their FTO about the specific performance objectives they are concerned with.

The performance objectives are listed in numerical order on the left side of the page. On the right side of the page three lines have been placed at each performance objective. The lines are titled "FTO" for Field Training Officer; "Deputy" for the Field Training Program trainee and "Date" for the date the performance objective was completed. The FTO and trainee place their initials on the appropriate line when the performance objective is instructed and demonstrated or answered.

<b>AGENCY SPECIFIC TRAINING</b>	<b>Instructor</b>	<b>Date</b>
A. Firearms Qualification		
1. Handgun	_____	_____
2. Shotgun	_____	_____
3. Rifle	_____	_____
B. Arrest and Control Techniques	_____	_____
C. Less Lethal Weapons Training		
1. Baton	_____	_____
2. O/C Spray	_____	_____
3. Taser	_____	_____

\* Instructors attach copy of certificate or score sheet to this form.

## PHASE TRAINING

### A. FIRST NIGHT CHECK LIST – F.T.O. ROLE

1. Perform visual assessment of professional appearance of the recruit, such as uniform, equipment, etc.
2. Assess the recruit's intelligence, attitude and knowledge through general conversation.
3. Develop a series of signals, a fictitious name, a key word to alert partner to a dangerous situation. Formulate and practice a response plan.

### B. PHASE I

1. F.T.O. Role
  - a.) Inform the recruit of the rules of the car, such as using the radio, code 7, business checks, etc.
  - b.) If possible, tour the various sections of the Department.
  - c.) Stress the importance of Phase I and explain that it is the foundation for all police work to come.
  - d.) Frequently demonstrate tasks.
  - e.) Be sensitive to the recruit's actions, reactions, attitudes and confusions.
  - f.) Enhance the recruit's self esteem and potential.
2. RECRUIT ROLE
  - a.) Actively participate in calls, as directed.
  - b.) Display eagerness and assertiveness.
  - c.) Take criticism graciously.
  - d.) Work to improve identified and documented deficiencies.
  - e.) Avoid the use of sick leave during training period.
  - f.) Prepare for upgrade interview.



AGENCY ORIENTATION

1.01 The Deputy shall review the organizational structure, functions, policies and procedures of the Inyo County Sheriff's Office \_\_\_\_\_

1.02 The Deputy shall review and briefly explain agency directives rules and regulations pertaining to: \_\_\_\_\_

- A. Standard of conduct on and off duty.
- B. Rules governing outside employment
- C. Regulations on the carrying of weapons on and off duty.
- D. Rules governing use of force
- E. Intersection with associated law enforcement.
- F. News media release laws, rules and regulations
- G. Security of agency facilities
- H. Any additional agency-specific directives, rules and regulations

1.03 The Deputy shall define the following: \_\_\_\_\_

- A. Beat/Squad system utilization by the Department.
- B. Squad/Shift configuration and hours of deployment.
- C. Beat Integrity.
- D. Use and Discharge of Firearms
- E. Domestic Violence
- F. Emergency Vehicle Operations
- G. Sexual Harassment (County Policy)
- H. Hate Crimes
- I. Child Abuse Investigations
- J. Any additional agency-specific General Orders

1.04 The Deputy shall give, by name, each member within his or her chain of command. \_\_\_\_\_

1.05 The Deputy will be oriented to the work area including: \_\_\_\_\_

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

DEPARTMENT EQUIPMENT

1.06 The Deputy shall know the operation of and policy regarding personal equipment, safety, equipment, and agency equipment used by officers in the field (e.g., handgun, vest, etc.) \_\_\_\_\_

1.07 The Deputy shall explain policy on uniforms and equipment damage. \_\_\_\_\_

1.08 The Deputy shall know the policy on safety equipment and what constitutes unauthorized equipment. \_\_\_\_\_

1.09 The Deputy shall demonstrate the procedures for obtaining the \_\_\_\_\_

F.T.O. Deputy Date

following items:

\_\_\_\_\_

- A. Vehicle
- B. Hand-held radio
- C. Firearms/weapons
- D. Ammunition
- E. Special vehicle equipment (fire extinguisher, first aid kit,
- F. Report forms
- G. Flares
- H. Unit assigned I.D. kits.

1.09 The Deputy shall demonstrate the proper operation of handcuffs, including how they are double locked.

\_\_\_\_\_

1.11 The Deputy shall demonstrate the proper field use of the flashlight.

\_\_\_\_\_

1.12 The Deputy shall explain the importance of always maintaining a clean and operable handgun.

\_\_\_\_\_

1.13 The Deputy shall demonstrate the proper care and operation of the Remington 870 shotgun. This shall minimally include:

\_\_\_\_\_

- A. Five point safety check:
  - 1. Safety on
  - 2. Check chamber
  - 3. Check magazine tube
  - 4. Check barrel
  - 5. Make sure safety works
- B. Loading
- C. Unloading
- D. Placing in vehicle (Cruiser Ready)
- E. Removing from vehicle

1.14 The Deputy shall demonstrate the proper care and wearing of the duty uniform.

\_\_\_\_\_

AGENCY FACILITIES

1.15 The Deputy shall discuss and understand policy on the security of the Sheriff's Department facilities.

\_\_\_\_\_

1.16 The Deputy shall point out the locations of all exits, elevators and stairways of his assigned facility including security precautions.

\_\_\_\_\_

1.17 The Deputy shall demonstrate the method of entry into the Jail, Juvenile Hall, and Communications center.

\_\_\_\_\_

1.18 The Deputy shall explain the location and general function of each unit within the Department. This will include:

\_\_\_\_\_

- A. Substations
- B. Detention Facilities
- C. Administration
- D. Search and Rescue
- E. Reserves
- F. Narcotics
- G. D.A.R.E.
- H. Detectives
- I. Training (POST, STC, FTO)
- J. Property Room
- K. S.E.D.
- L. County Garage
- M. "Crime Scene Investigators" and call out procedure
- N. K-9
- O. Mounted Unit
- P. Aero Unit
- Q. Boat Patrol

PATROL VEHICLE

1.19 The Deputy shall be familiar with the patrol vehicle and the policy Regarding non-emergency use. \_\_\_\_\_

1.20 The Deputy shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include: \_\_\_\_\_

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

1.21 The Deputy shall point out the location and describe the use of The following: \_\_\_\_\_

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

1.22 The Deputy shall review the policy regarding requests for vehicle service in the field. This explanation shall minimally include: \_\_\_\_\_

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

F.T.O. Deputy Date

1.23 Given a patrol vehicle, the Deputy will conduct a pre-shift inspection that will minimally include:

\_\_\_\_\_

- A. Visual check of exterior of the vehicle for damage and tires for wear and proper inflation.
- B. An inspection of the trunk for the spare tire, jack, tire iron flares, first aid kit.
- C. An operations check of the vehicle equipment (lights, horn, radio, etc.) and the emergency equipment (light bar, siren, shotgun, release, etc.)
- D. An inspection of the interior of the vehicle 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.

1.24 The Deputy shall explain the policy regarding the parking of patrol vehicles.

\_\_\_\_\_

- A. Sheriff's Facilities
- B. In the field

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

1.27 The Deputy shall identify the components of "defensive driving." These shall include:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

F.T.O. Deputy Date

1.29 The deputy shall discuss the effects of driver fatigue, including: \_\_\_\_\_

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

1.30 The Deputy shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies. \_\_\_\_\_

SUPPORT SERVICES

1.31 The Deputy shall identify the location and general function of each Of the following: \_\_\_\_\_

- A. County Administration Building
- B. Bishop City Hall
- C. Superior Courts
- D. District Attorney’s Office, Victim Witness Program
- E. Probation Department
- F. Health Department
- G. Coroner’s Office
- H. Hospitals and Emergency Rooms
- I. Welfare Departments
- J. Juvenile Hall
- K. County Airports
- L. I.N.E.T.
- M. State and Federal Law Enforcement Agencies, Including:
  - 1. California Highway Patrol (CHP)
  - 2. Department of Motor Vehicles (DMV)
  - 3. Federal Bureau of Investigation (FBI)
  - 4. Postal Inspectors
  - 5. Drug Enforcement Administration (DEA)
  - 6. Secret Service
  - 7. Department of Fish and Game
  - 8. D.O.J. Bureau of Narcotics Enforcement
  - 9. Alcohol Beverage Control (ABC)
  - 10. Alcohol, Tobacco and Firearms (ATF)
  - 11. California State University Police
  - 12. Immigration and Naturalization Service (INS)
  - 13. United States Marshal
  - 14. California Department of Forestry (CDF)
  - 15. United States Forest Service (USFS)
  - 16. Bureau of Land Management (BLM)
  - 17. National Park Service (NPS)
  - 18. Inyo County Marshall

1.32 The Deputy shall explain the services rendered by the fire department which may be of use to a Deputy. These services shall minimally include: \_\_\_\_\_

- A. Inhalator
- B. Vehicle accidents
- C. Critical Incidents (HAZ/MAT)
- D. Stand by on gas leaks

1.33 The Deputy shall know the location of each fire station on their beat. \_\_\_\_\_

REPORT WRITING I

1.34 The Deputy shall exhibit an understanding of the flow of completed crime or incident reports and the relative importance of the information they contain. \_\_\_\_\_

1.35 The Deputy shall give the location of the report review tray. \_\_\_\_\_

1.36 The Deputy shall describe the function of the records division in the reporting process \_\_\_\_\_

1.37 The Deputy shall describe the operation of the report review process. \_\_\_\_\_

1.38 The Deputy shall describe the function of the investigative unit(s) and the District Attorney’s Office in the reporting process. \_\_\_\_\_

1.39 The Deputy shall explain the importance of crime of incident reports by listing their various uses. These uses shall minimally Include: \_\_\_\_\_

- A. Recording facts into a permanent record.
- B. Providing coordination of follow-up activities.
- C. Providing investigative leads.
- D. Providing a source for trainee evaluation.
- E. Providing statistical data.
- F. Providing reference material.

1.40 The Deputy will identify and explain the uses of the following: \_\_\_\_\_

- A. Crime or Incident Report
- B. Supplemental Report
- C. Stolen Vehicle / Recovery Report
- D. Missing Person Report
- E. Field Arrest Data Sheet
- F. Property Record
- G. Drug Arrest Forms
- H. Child Abuse Investigation Report (DOJ form SS 8583)
- I. Admin. Per Se (DL360, DL367)
- J. Probable Cause Declaration
- K. Citation
- L. Parking Citations
- M. On-duty Injury Report

- N. Welfare and Institutions Code 5150 Report
- O. Lab Analysis Report
- P. Juvenile Detention Form (Juv. Hall / Juv. Court Petition)
- Q. Application for Juvenile Petition
- R. Field Interview Card

RADIO COMMUNICATIONS I

- 1.41 The Deputy shall become familiar with the policy and use of the Department radio. \_\_\_\_\_
- 1.42 The Deputy shall review and briefly summarize policy on communications control and coordination and radio call numbers. \_\_\_\_\_
- 1.43 The Deputy shall memorize the phonetic alphabet and the ten codes as used by the Inyo County Sheriff’s Department. \_\_\_\_\_
- 1.44 The Deputy will demonstrate and explain the proper use of the radio. \_\_\_\_\_
- A. On/Off switch, volume and squelch control
  - B. Channel selection and uses
  - C. Going “in service” and “out of service”
- 1.45 The Deputy will demonstrate how to run the following information of the radio: \_\_\_\_\_
- A. 10-27
  - B. 10-28
  - C. 10-29
  - D. A.N.I. (Soundex)
  - E. Parole/Probation Status
- 1.46 The Deputy shall properly designate his/her unit is in service over the radio. \_\_\_\_\_

COMMUNITY SERVICE

- 1.47 The Deputy shall explain the agency’s responsibilities to community service. \_\_\_\_\_
- 1.48 The Deputy shall identify roles encompassed in the Sheriff’s Department responsibility to provide community service. The roles shall minimally include: \_\_\_\_\_
- A. Protect life and property
  - B. Maintain order
  - C. Crime prevention
  - D. Public education
  - E. Enforcement of Law
  - F. Delivery of Service

F.T.O. Deputy Date

1.49 The Deputy shall discuss the primary Community Relations/Crime Prevention and how they relate with the field environment: \_\_\_\_\_  
A. Neighborhood Watch Program  
B. D.A.R.E. (Drug Abuse Resistance Education)

1.50 The Deputy shall discuss the role of the Crime Scene Investigators and their relationship to Investigations and Patrol. \_\_\_\_\_

PROFESSIONAL DEMEANOR & COMMUNICATIONS

1.51 The Deputy shall identify the basic principles of a profession and discuss the professional aspects of law enforcement. \_\_\_\_\_

1.52 The Deputy shall explain the various methods by which citizens evaluate law enforcement agencies and their officers. \_\_\_\_\_

1.53 The Deputy shall identify verbal factors, which could contribute to a negative response from the public, including: \_\_\_\_\_  
A. Profanity  
B. Derogatory language  
C. Ethnically offensive terminology

1.54 The Deputy shall identify non-verbal factors, which could contribute to a negative response from the public, including: \_\_\_\_\_  
A. Officious and disrespectful attitude  
B. Improper use of body language  
C. Improper cultural response  
D. Tone of Voice  
E. Apathy

1.55 The Deputy shall discuss why it may be beneficial to explain the reason for actions taken to inquiring citizens. \_\_\_\_\_

1.56 The Deputy shall conduct telephone conversations in a professional manner. \_\_\_\_\_

1.57 The Deputy 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: \_\_\_\_\_  
A. Community contacts  
B. Business contacts  
C. Community involvement  
D. Positive role modeling  
E. Mentoring



CULTURAL DIVERSITY

1.58 The Deputy shall explain how the cultures of the community can have an affect on the community’s relationship with his/her agency. \_\_\_\_\_

1.59 The Deputy shall identify cultural motivations and biases that may affect professional ethics and the law. \_\_\_\_\_

1.60 The Deputy shall assess and explain ways in which he/she can increase the trust of the community he/she serves. \_\_\_\_\_

RACIAL PROFILING

1.61 The Deputy shall distinguish that effective police work profiles behavior rather than race. \_\_\_\_\_

1.62 The Deputy shall recognize a peace officer shall not racially or identity profile..

1.63 The Deputy shall explain the 4<sup>th</sup> and 14<sup>th</sup> amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling. \_\_\_\_\_

1.64 The Deputy shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency. \_\_\_\_\_

1.65 The Deputy shall be able to summarize and apply the agency’s policy regarding racial profiling. \_\_\_\_\_

CRIME PREVENTION

1.66 The Deputy shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime. \_\_\_\_\_

1.67 The Deputy shall give examples of general forms of crime prevention, including: \_\_\_\_\_

- A. Advice concerning mechanical devices (alarms, locks, and target hardening)
- B. Control of conditions (lighting, access, and architecture)
- C. Public awareness
- D. Property identification
- E. Neighborhood watch programs

COMMUNITY/PROBLEM-ORIENTED POLICING

- 1.68 The Deputy 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. \_\_\_\_\_
- 1.69 The Deputy shall explain the crime triangle (offender, victim, and location). \_\_\_\_\_
- 1.70 The Deputy shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues. \_\_\_\_\_
- 1.71 The Deputy shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems. \_\_\_\_\_
- 1.72 The Deputy shall explain the agency’s problem-solving model (e.g. SARA) and be able to: \_\_\_\_\_
  - A. Learn the service needs and demands in their patrol area.
  - B. Devise ways to manage information gleaned from various community sources.
  - C. Learn how to identify crime and disorder problems **and** distinguish them from incidents.
  - D. Develop plans with citizens to address crime and disorder problems.
  - E. Work with citizens to assess the results of their efforts.

ETHICS

- 1.73 The Deputy 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. \_\_\_\_\_
- 1.74 The Deputy shall demonstrate the ability to accept responsibility for his/her activities. \_\_\_\_\_
- 1.75 The Deputy 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.

1.76 The Deputy 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. \_\_\_\_\_

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

1.78 The Deputy shall identify and discuss problems associated with some common ethical decisions, including: \_\_\_\_\_

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

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

**DECISION MAKING**

1.80 The Deputy shall explain the most common limitations of their discretionary authority, to include: \_\_\_\_\_

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

1.81 The Deputy shall identify the potential consequences of inappropriate discretionary decision making, including: \_\_\_\_\_

- A. Death or injury
- B. Additional crime

- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

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

\_\_\_\_\_

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

USE OF FORCE

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

\_\_\_\_\_

1.84 The Deputy will identify the amount of force that may be used when effecting on arrest.

\_\_\_\_\_

1.85 The Deputy shall explain the policy regarding the use of and discharge of firearms.

\_\_\_\_\_

1.86 The Deputy shall describe situations, which justify the use of deadly force and those situations, which do not justify such use.

\_\_\_\_\_

1.87 The Deputy shall explain the legal ramifications, civil liability, and the procedures to be adhered to in the use of reasonable and deadly force by a law enforcement officer.

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

CHEMICAL AGENTS

The Deputy 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.

IMPACT WEAPONS

Baton

- 1. The Deputy shall know when and how to effectively use the baton/impact weapon in an authorized manner.
- 2. The Deputy shall identify the vital body points and bone edges recognized as baton/impact weapon "target" areas.
- 3. The Deputy shall identify those body points that are potentially lethal when struck by a baton/impact weapon.

Bean Bag Gun

The Deputy 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.

TASER

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

E. The Deputy shall explain the considerations 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 Sheriff Department policy
- D. Officer's present capabilities
- E. Capabilities of officer's weapon

1.89 The Deputy 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. \_\_\_\_\_

1.90 The Deputy shall give examples of his/her actions under the following circumstances:

- A. Auto battery thief fled and refuses to stop when ordered. \_\_\_\_\_
- B. Suspect about to be arrested for a traffic warrant draws a handgun and points it at you. \_\_\_\_\_
- C. Intoxicated person throws a punch at an officer during a sobriety test. \_\_\_\_\_
- D. Juveniles refuse to yield to your lights/ siren during vehicle pursuit. \_\_\_\_\_
- E. Parolee for armed robbery refuses to stop after you interrupt him doing a grand theft. \_\_\_\_\_

1.91 Given a set of circumstances where the use of force becomes necessary, the Deputy shall exercise that degree of force, which would fall within the legal and ethical limits. \_\_\_\_\_

FIELD NOTES

1.92 The Deputy shall know the proper use of field notes in such a manner as to effectively complete a crime or incident report and to carry out the duties of a law enforcement officer. \_\_\_\_\_

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

- A. Date, day, time, vehicle number
- B. Name of partner or superior
- C. Type of incident
- D. Pertinent information
- E. Names of suspects, victims, witnesses, and reporting persons

1.94 The Deputy shall understand that the contents of field notebooks may be discoverable in a court proceeding. \_\_\_\_\_

1.95 The Deputy shall explain the necessity for maintaining notes of field activity. This explanation shall minimally include: \_\_\_\_\_

- A. Reference for further investigation
- B. Reference for suspicious subjects or activity
- C. Beat or area information
- D. Reference for future court appearance

1.96 Given an incident, the Deputy shall properly use field notes or a notebook to record pertinent information. \_\_\_\_\_

1.97 The Deputy will explain the acceptability of various forms of identification: \_\_\_\_\_

- A. Driver's license with a photo
- B. Driver's license without a photo
- C. Military I.D.
- D. Social Security Card
- E. Medi-Cal and food stamp I.D.
- F. Out-of-state I.D.
- G. Credit cards with signatures
- H. Vehicle registration
- I. Payroll stubs
- J. Check and bank books
- K. Check cashing cards
- L. Alien Registration Cards

**OFFICER SAFETY**

1.98 The Deputy shall explain and demonstrate contact officer tactics and responsibilities to include: \_\_\_\_\_

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

1.99 The Deputy shall discuss the role of the contact officer during and after a pursuit, felony car stop, or foot chase. These shall include: \_\_\_\_\_

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

1.100 The Deputy shall safely and effectively demonstrate the responsibilities of the contact officer position during: \_\_\_\_\_

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

**BODY ARMOR**

1.101 The Deputy shall discuss benefits, limitations, and characteristics of protective body armor, including: \_\_\_\_\_

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

1.102 The Deputy shall identify and explain the importance of physical, mental and emotional conditioning in officer safety. \_\_\_\_\_

- A. Concept of tactical retreat.
  - 1. Pre-planning (mental scenarios)
  - 2. Reduction of unnecessary risks (stress management, "keeping your cool")

- B. Mental conditioning
  - 1. "Will to live"
  - 2. Continue to fight, regardless of odds
  - 3. Mental alertness
  - 4. Self-confidence
- C. Physical conditioning
  - 1. Agency policy on physical fitness and officer standards
  - 2. Role of good nutrition and health
- D. Weapon retention

1.103 The Deputy shall discuss minimum personal response tactics in "sniper fire" situations:

\_\_\_\_\_

- A. Take cover
- B. Observe
- C. Warn bystanders
- D. Call for assistance
- E. Isolate and clear area

1.104 The Deputy shall discuss minimum response tactics by the driver of a vehicle in "sniper fire" situations.

\_\_\_\_\_

THE COMMUNITY

1.105 The Deputy shall explain their role of serving the community or assigned area. This explanation shall minimally include:

\_\_\_\_\_

- A. A concern for the needs of persons residing, visiting and Doing business in the beat areas.
- B. The discovery of conditions which adversely affect public Welfare. (Hazardous conditions)
- C. The security of premises.

1.106 The Deputy shall know those physical features of the assigned area necessary to assist in the achievement of law enforcement objectives.

\_\_\_\_\_

1.107 The Deputy shall know locations of physical features on their assigned beat which are important to the accomplishment of law enforcement objectives. These physical features shall minimally include:

\_\_\_\_\_

- A. Hospitals – Fires Stations
- B. Parks / Recreational Facilities
- C. Bars or other "hot spots"
- D. Homes or locations of law enforcement hazard
- E. Abandoned homes
- F. Schools
- G. Community service organizations



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1.108 The Deputy shall know the names and locations of important types of roadways on his beat. These types of roadways shall minimally include: \_\_\_\_\_

- A. Major arteries
- B. "Through" streets
- C. Dead end/one way streets
- D. Freeway entrances and exits
- E. Alleyways or other special access routes
- F. Railroad crossings
- G. Over and under passes

**BACK-UP OFFICER ROLE I**

1.109 The Deputy shall become familiar with the basic role of a back-up officer. \_\_\_\_\_

1.110 The Deputy shall explain and demonstrate cover officer tactics and responsibilities to include: \_\_\_\_\_

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

1.111 The Deputy shall discuss the role of the cover officer during and after a pursuit, felony car stop, or foot chase. These shall include: \_\_\_\_\_

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

1.112 The Deputy shall safely and effectively demonstrate the responsibilities of the cover officer position during: \_\_\_\_\_

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

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1.113 The Deputy shall discuss basic back-up officer tactics and responsibilities. These tactics shall minimally include:

\_\_\_\_\_

- A. Maintain position of advantage and control of suspects to best protect other deputies.
- B. Watch for any threats to other deputies.
- C. Awareness of anything which may endanger deputies at scene.
- D. Follows direction of primary deputy to control scene, suspects and maintain perimeter.
- E. Comply with primary deputy's requests.
- F. Miscellaneous responsibilities:
  - Radio
  - Assist in collection of evidence
  - Assist in investigation
  - Provide transportation

1.114 Given a series of hypothetical situations involving in-progress crimes, the Deputy will properly state the role of a back-up officer.

\_\_\_\_\_

LAW

1.115 The Deputy shall define certain terms as recognized in California Criminal Law. These terms shall minimally include:

\_\_\_\_\_

- A. Accessory: \_\_\_\_\_
- B. Accomplice \_\_\_\_\_
- C. Corpus delicti: \_\_\_\_\_
- D. Criminal negligence: \_\_\_\_\_
- E. Entrapment: \_\_\_\_\_
- F. General intent: \_\_\_\_\_
- G. Implied intent \_\_\_\_\_
- H. Specific intent: \_\_\_\_\_
- I. Transferred intent: \_\_\_\_\_
- J. Principal: \_\_\_\_\_
- K. Probable cause: \_\_\_\_\_
- L. Statutes and ordinances: \_\_\_\_\_
- M. Reasonable suspicion: \_\_\_\_\_

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1.116 The Deputy shall identify the elements of a "crime." These elements shall minimally include:

\_\_\_\_\_

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

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1.117 The Deputy will define the types of crimes as described in Penal Code Sections 16, 17, 18, 19, and 19c:

\_\_\_\_\_

- A. Misdemeanors: \_\_\_\_\_
- B. Felonies: \_\_\_\_\_
- C. Infractions: \_\_\_\_\_

1.118 The Deputy shall describe those persons who are legally incapable of committing a crime in the State of California

\_\_\_\_\_

1.119 The Deputy shall explain and understand the elements of the following crimes and identify the crime by its common name. These crimes shall minimally include:

\_\_\_\_\_

- A. Obstruction of justice
- B. Homicide
- C. Robbery
- D. Battery
- E. Assaults
- F. Children as victims of crimes
- G. Rape
- H. Stalking
- I. Restraining Order Violations
- J. Cruelty to Animals
- K. Disturbing the peace
- L. Burglary
- M. Trespassing
- N. ADW
- O. Kidnapping
- P. Assault to commit Mayhem, Rape, Sodomy
- Q. Discharging firearm at occupied building and vehicle
- R. Arson
- S. Vandalism
- T. Theft (including identity theft)
- U. Forgery and other checks offenses
- V. Disorderly conduct
- W. Control and use of dangerous weapons
- X. Use, possession and sales of narcotics and dangerous drugs to include under the influence and street drugs
- Y. Willfully inflict corporal injury
- Z. Battery, spouse
- AA. Victims of Sex Offense Receiving or possession of stolen property (including alteration of serial numbers)

1.120 The officer will identify the elements and be familiar with the following Alcoholic Beverage Control violations:

\_\_\_\_\_

- A. Disorderly house
- B. Serving a drunk

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- C. Unlawful consumption
- D. Sales to/purchase by minor
- E. False evidence of age
- F. Possession by minor
- G. Minor in on-sale premises

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

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

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

1.123 The Deputy shall explain a peace officer’s authority to make an arrest. \_\_\_\_\_

*Reference:* 836 PC, 40300.5 through 40302

1.124 The Deputy will describe the elements of an arrest. \_\_\_\_\_

1.125 The Deputy shall explain the various requirements related to arrests, to minimally include: \_\_\_\_\_

- A. Time of day or night that an arrest may be made
- B. The information the person arrested must be provided and at what time it must be provided
- C. What must be done with the person arrested?

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

1.127 The Deputy shall explain the requirements for advising a person of his/her Miranda rights. \_\_\_\_\_

1.128 The Deputy shall explain the requirements regarding gaining admittance into a location to make an arrest. \_\_\_\_\_

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

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1.130 The Deputy shall explain situations where legal exceptions to an arrest might exist, including: \_\_\_\_\_

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

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

- A. Miranda advisement
- B. Laws pertaining to schools
- C. Secure/None-secure detention of juveniles

1.132 The Deputy shall review and explain the laws regarding parole and probation violations, searches, and holds, including: \_\_\_\_\_

1.133 The Deputy shall recognize violations of local ordinances and, given reference text, will locate the applicable sections. \_\_\_\_\_

1.134 The Deputy shall review, explain, and/or give examples of any new/revised state legislative mandates. \_\_\_\_\_

*Reference:* POST Legislative Update Telecourses and CD ROMS

1.135 The Deputy shall describe those persons who are legally incapable of committing a crime in the state of California \_\_\_\_\_

1.136 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. \_\_\_\_\_

1 137 The Deputy shall recognize the basic rights of all persons as granted by the United States Constitution and shall, at all times, adhere to those rights. These rights shall minimally include the rights granted by the following amendments: \_\_\_\_\_

- A. First: Freedom of religion, speech press & public assembly
- B. Second:
- C. Fourth: Search & seizure only by warrant or good cause
- D. Fifth: Right to trial; no double jeopardy; no self incrimination; no punishment w/o due process; & no confiscation w/o compensation
- E. Sixth: Right to a speedy trial
- F. Eight: Excessive bail prohibited
- G. Fourteenth: Civil rights (see 18 USC, 242 – Color of law/authority)

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1.138 The Deputy shall discuss the “Ramey Decision” and how it applies in the field.

\_\_\_\_\_

## REPORT WRITING II

1.139 The Deputy will explain when a report should be taken and what type of report is required?

\_\_\_\_\_

1.140 The Deputy shall explain the qualities of a good police report. These qualities shall minimally include:

\_\_\_\_\_

- A. Accuracy
- B. Brevity
- C. Completeness
- D. Clarity
- E. Legibility/Neatness
- F. Objectivity
- G. Grammatically and structurally correct
- H. Timely
- I. First person/active voice/past tense

## RADIO COMMUNICATIONS II

1.141 The Deputy shall demonstrate knowledge of radio procedures and proper use of the radio.

\_\_\_\_\_

1.142 The Deputy shall explain procedures and techniques of radio communications, including:

\_\_\_\_\_

- A. Waiting until the air is clear before pressing the transmit button
- B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone, without “rushing the mike”.
- C. Avoiding over modulation by speaking moderately into the microphone.
- D. Knowing the meaning of “emergency traffic only”, CODE 33 and always saving routine and non-emergency transmissions until the termination of “emergency traffic only” status, Code 30.
- E. Knowing the call signs, assignments, and beat locations of other units in the area.

1.143 The Deputy shall properly make at least one vehicle and name check over the radio.

\_\_\_\_\_

# **FIELD TRAINING GUIDE**

## **PHASE TWO**

## **PHASE II**

### **1. F.TO. ROLE**

- a. Give guidance as opposed to demonstrating tasks.
- b. Evaluate the recruit's performance with the goal of increasing the skills necessary to develop proficiency in each area.
- c. Advise, document and correct trainee's deficiencies.
- d. Provide or make arrangements to provide additional remedial training in deficient areas.
- e. Coach and test the trainee for the upgrade interview.

### **2. RECRUIT ROLE**

- a. Assume responsibility for work assignments.
- b. Demonstrate enthusiasm in being exposed to new situations.
- c. Develop individual techniques, skills and habits.
- d. Seek out more complex tasks.
- e. Demonstrate a commitment of self-motivation and eagerness to work.



LEADERSHIP

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

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

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

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

PRELIMINARY INVESTIGATIONS I

Interviewing

2.04 The Deputy shall explain the systematic steps he/she should take in preparing for an interview. \_\_\_\_\_

2.05 The Deputy shall discuss basic rules in statement taking and interviewing. These shall minimally include: \_\_\_\_\_

- A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- B. Controlling the interview. Avoid rambling by the person being interviewed.
- C. Avoiding leading questions except when absolutely necessary.
- D. Putting the person being interviewed at ease.
- E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising, or making assumptions.

2.06 The Deputy shall describe the contents of a good statement. These contents shall minimally include: \_\_\_\_\_

- A. What happened?
- B. When it happened
- C. Where it happened
- D. Who it happened to
- E. How it happened
- F. Why it happened
- G. How many are involved

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2.07 The Deputy shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should not be used during interviews.	_____	_____	_____
2.08 Given a situation in which a statement should be taken, the Deputy shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.	_____	_____	_____
2.09 The Deputy shall discuss and understand the importance of conducting a thorough and complete preliminary investigation.	_____	_____	_____
2.10 The Deputy will discuss the responsibilities of the first unit upon its arrival at a crime scene.	_____	_____	_____
A. Provide for the safety of the public, themselves and their partner.			
B. Provide medical assistance.			
C. Separate and obtain information about the crime from the victim/witness			
D. Protect the crime scene			
E. Determine if additional units are needed, if so, give them assignments Such as: perimeter, interviewing, searching, transporting, etc.			
F. Broadcast pertinent information to cover units.			
G. Identify witnesses for statements.			
H. Notify special units: K-9, Air support etc.			
I. Notification of level necessary. (Sgt/Inv/Lt/Sheriff)			
2.11 The Deputy shall discuss factors, which must be determined when Interviewing complainants, reporting persons and witnesses, including:	_____	_____	_____
A. When			
B. Where			
C. What			
D. How			
E. Who (including complete suspect and/or vehicle description)			
F. How many			
G. Why			
2.12 The Deputy will discuss the circumstances when a supervisor must be notified or when a commander must be notified.	_____	_____	_____
2.13 The Deputy will understand the circumstances under which a K-9 unit should be requested.	_____	_____	_____
2.14 The Deputy shall demonstrate the ability to conduct thorough and complete preliminary investigations.	_____	_____	_____
2.15 The Deputy shall discuss factors, which must be determined when interviewing complainants, reporting persons, and witnesses.	_____	_____	_____
2.16 The Deputy shall understand situations when the skills of an evidence technician is required.	_____	_____	_____

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2.17 The Deputy shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime. \_\_\_\_\_

2.18 The Deputy will understand the circumstances under which evidence can be released in the field. \_\_\_\_\_

2.19 The Deputy will know and demonstrate his/her knowledge of how to respond to robbery alarms, bank alarms, and burglary alarms in accordance with department practices. \_\_\_\_\_

2.20 The Deputy will understand when and how Homicide proceedings will be initiated. \_\_\_\_\_

2.21 The Deputy will understand evidence collection, logging and recording. \_\_\_\_\_

**REPORT WRITING III**

2.22 Following the completion of a preliminary investigation of a "cold" crime, the Deputy shall record all pertinent information in correct format on the proper report form. \_\_\_\_\_

2.23 The Deputy shall prepare a report that minimally includes: \_\_\_\_\_

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how, and how many
- E. Properly establishing the elements of the crime(s), when appropriate

**RADIO COMMUNICATIONS III**

2.24 The Deputy shall assume general communications responsibility and shall demonstrate the ability to properly use the radio. \_\_\_\_\_

2.25 The Deputy shall take responsibility for all radio Communications. \_\_\_\_\_

2.26 Given a situation in which there is one or more suspects, the Deputy shall properly utilize the radio to complete a crime broadcast or cause a broadcast to be completed. This description shall minimally include: \_\_\_\_\_

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

- D. Weapon(s) used
- E. Vehicle used
- F. Direction(s) of flight
- G. Date and time occurred

VEHICLE CODE

2.27 The Deputy shall understand the basic California Vehicle Code laws that pertains to the operation of motor vehicles and shall be able to recognize violations.

\_\_\_\_\_

2.28 The Deputy shall define the following terms as used in the California Vehicle Code:

\_\_\_\_\_

- A. Crosswalk
- B. Darkness
- C. Driver
- D. Highway
- E. Intersection
- F. Limit line
- G. Motor vehicle
- H. Roadway
- I. School bus
- J. Sidewalk
- K. Vehicle

2.29 The Deputy shall review and explain the elements of Vehicle Code Sections giving authority to arrest.

\_\_\_\_\_

2.30 The Deputy shall identify California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

\_\_\_\_\_

- A. Vehicle registration and insurance requirements
- B. Theft of and tampering with vehicles
- C. Driver's license and identification cards including suspensions
- D. Hit and run injury, non-injury
- E. Traffic control signals
- F. Other traffic control devices
- G. Driving, overtaking and passing
- H. Right of way
- I. Pedestrians
- J. U-Turns
- K. Stopping, standing, and parking
- L. Fleeing/evading an officer
- M. Driving under the influence
- N. Reckless driving
- O. Equipment violations
- P. Seat belt violations
- Q. Other public offenses

2.31 The Deputy shall discuss enforcement options after observation of a traffic violation, including: \_\_\_\_\_

- A. Verbal warning
- B. Issuance of a citation
- C. Physical arrest

2.32 The Deputy shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame. \_\_\_\_\_

2.33 The Deputy shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear. \_\_\_\_\_

Traffic Control/Direction

2.34 The Deputy shall demonstrate recognized traffic hand signals for a driver to include: \_\_\_\_\_

- A. Stop
- B. Turn right
- C. Turn left
- D. Start
- E. Keep moving

2.35 The Deputy shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness. \_\_\_\_\_

2.36 The Deputy shall explain flare patterns and be able to safely light and extinguish a flare. \_\_\_\_\_

2.37 Given a handout or exercise depicting an accident scene, the Deputy 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. \_\_\_\_\_

Driving Under the Influence

2.38 The Deputy shall recognize and explain the common driving conditions of a suspected DUI. \_\_\_\_\_

2.39 The Deputy shall explain and demonstrate the sobriety tests used by the agency. \_\_\_\_\_

2.40 The Deputy 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. \_\_\_\_\_

2.41 The Deputy shall explain the law and agency policy regarding processing persons who refuse chemical testing. \_\_\_\_\_

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2.42 The Deputy shall identify the report forms to be used for driving under the influence cases. \_\_\_\_\_

2.43 Given a situation where a vehicle operator may be DUI, the Deputy 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. \_\_\_\_\_

**BACK-UP OFFICER ROLE II**

2.44 The Deputy shall describe the role of the back-up officer during routine pedestrian stops. This description shall minimally include: \_\_\_\_\_

- A. The initial approach
- B. Where to take a position
- C. What to watch for
- D. Radio responsibilities

2.45 The Deputy shall demonstrate the ability to use proper back up officer techniques during routine pedestrian stops. \_\_\_\_\_

2.46 The Deputy shall discuss the value of the triangular approach and position. \_\_\_\_\_

2.47 The Deputy shall discuss the value of the technique of “always watching their hands.” \_\_\_\_\_

2.48 The Deputy shall understand the tactical considerations in dealing with a subject whose hands are in pockets or otherwise concealed. \_\_\_\_\_

2.49 The Deputy shall perform the responsibilities of the back up officer in a safe and effective manner during low-risk traffic stops. \_\_\_\_\_

**DRIVING I**

2.50 The Deputy shall know and understand policy regarding driving and on-duty vehicle collisions. \_\_\_\_\_

2.51 The Deputy shall describe approved emergency driving techniques. \_\_\_\_\_

2.52 The Deputy 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. \_\_\_\_\_

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

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

2.54 The Deputy shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren \_\_\_\_\_

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

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

2.56 The Deputy will identify the information to be broadcast upon initiating a pursuit: \_\_\_\_\_

- A. Call sign and that they are in pursuit
- B. Location, direction of travel and speed
- C. Reason for pursuit
- D. Description of vehicle
- E. Supervisor Notification

**LOW RISK VEHICLE STOPS**

2.57 The Deputy shall know the potential hazards of traffic stops and will possess the ability to satisfactorily perform a safe and effective stop with due regard for a positive deputy-citizen contact. \_\_\_\_\_

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

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

2.59 The Deputy will understand the types of vehicle stops which minimally include: \_\_\_\_\_

- A. Traffic violations

- B. Investigative
- C. High risk

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

\_\_\_\_\_

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

2.61 The Deputy will understand the advantages of recording the license number and description of the vehicle prior to the stop.

\_\_\_\_\_

2.62 The Deputy will understand the potential hazards of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These should minimally include:

\_\_\_\_\_

- A. Attack from suspects
- B. Destruction or concealment of evidence
- C. Escape of occupants

2.63 The Deputy will describe the various techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

\_\_\_\_\_

- A. Use of emergency lights, equipment
- B. Use of headlights
- C. Use of horn
- D. Proper use of spotlight to include:
  - 1. Not blinding the driver while the vehicle is moving
  - 2. Illuminating the interior of the stopped vehicle
  - 3. Focusing on the rear and side mirrors to blind the occupants Of the officer's approach
  - 4. Use of two spotlights to give impression of two officers

2.64 The Deputy will demonstrate the proper distance between the Vehicle stopped and the patrol vehicle. The distance should be:

\_\_\_\_\_

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

2.65 The Deputy will understand the advantages, disadvantages and legal aspects of ordering a person to exit or remain in a vehicle during a stop.

\_\_\_\_\_



2.66 The Deputy shall identify common violator reactions upon being Stopped by an officer and shall discuss techniques for acceptably Dealing with the identified reaction. These reactions shall minimally Include: \_\_\_\_\_

- A. Embarrassment
- B. Anger
- C. Fear
- D. Rationalization or excuse for violation
- E. Refusal to sign citation

2.67 The Deputy shall explain discretion in a car stop situation by citing examples of traffic situations in which as officer feels that a warning would be more beneficial. \_\_\_\_\_

2.68 The Deputy shall explain why an officer should not argue with a violator. \_\_\_\_\_

2.69 The Deputy shall know that the required signature of a motorist on a citation is not an admission of guilt, but a promise to appear. (PTA) \_\_\_\_\_

2.70 The Deputy shall explain the advantages of the following procedures: \_\_\_\_\_

- A. Obtaining the violator's driver's license, vehicle registration (proof of insurance when applicable) as soon as possible after the stop is made.
- B. Not accepting the violator's wallet in response to a request for a driver's license.
- C. Checking the validity and authenticity of a driver's license (including picture) and vehicle registration.
- D. Checking the signature of the violator on the citation.
- E. Issuing the proper copy of the citation to the violator.
- F. Including the correct date to appear in court.

2.71 The Deputy will discuss the Vehicle Code conditions, which require a mandatory booking: \_\_\_\_\_

- A. Fails to present license or satisfactory identification.
- B. Refuses to give written promise to appear.
- C. Demands immediate appearance before a magistrate.
- D. Is charged with violating Section 23152.

2.72 Given an incident involving a traffic violation, the Deputy 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. \_\_\_\_\_

EVIDENCE COLLECTION AND PRESERVATION

2.73 The Deputy shall search a crime scene and locate physical evidence through the use of an organized method which may include: \_\_\_\_\_

- A. Strip
- B. Spiral
- C. Quadrant

2.74 The Deputy shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather. \_\_\_\_\_

2.75 The Deputy shall review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory facilities and court. \_\_\_\_\_

2.76 The Deputy shall possess the ability to preserve evidence in such a way as to ensure that it is received by an examining authority or court in as near to the condition it was found as possible. \_\_\_\_\_

2.77 The Deputy shall understand policies on: \_\_\_\_\_

- A. Handling controlled substances
- B. Depositing property, evidence and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons and explosives
- E. Blood or blood soaked items

2.78 The Deputy will explain the methods for preserving evidence at a crime scene in fair and inclement weather. \_\_\_\_\_

2.79 The Deputy will discuss the provisions of the rules, policies and procedures regarding the storage of evidence. \_\_\_\_\_

2.80 The Deputy will understand the policies and procedures regarding the taking of evidence to laboratory examination facilities and court. \_\_\_\_\_

2.81 The Deputy shall explain “chain of custody” or “chain of evidence”. \_\_\_\_\_

2.82 Given a list of evidence, the Deputy shall properly complete required property report(s) and any evidence tag(s) needed. \_\_\_\_\_

2.83 Given a crime situation in which any form of evidence is recovered, the Deputy shall collect, preserve and deliver the evidence and properly complete all necessary (property reports, evidence tags, etc.) forms in order to ensure the chain of custody. \_\_\_\_\_

REPORT WRITING IV

2.84 The Deputy shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody. \_\_\_\_\_

2.85 The Deputy will explain the difference in arresting juveniles and adults. \_\_\_\_\_

2.86 The Deputy will demonstrate the departmental adult misdemeanor citation release \_\_\_\_\_

- A. Establish identity beyond reasonable doubt
- B. Subject must sign citation
- C. Warrant and records check

2.87 The Deputy will list the circumstances, which require the booking of a misdemeanor adult suspect: \_\_\_\_\_

- A. Record of failure to appear
- B. Subject is intoxicated
- C. Subject imposes immediate threat of danger to public or officers
- D. Bench warrant
- E. Unable to provide satisfactory identification

2.88 The Deputy shall discuss those crimes in which all juveniles are photographed and fingerprinted. \_\_\_\_\_

2.89 Given an incident in which an arrest is made, the Deputy shall satisfactorily complete the appropriate report(s) involved which shall minimally include: \_\_\_\_\_

- A. The elements constituting the offence
- B. A complete documentation of reasonable probable cause to arrest.
- C. A complete description of all physical evidence, where it was found, and its disposition.
- D. A complete listing of all suspects, including whether or not they are in custody.
- E. Statements of victims, witnesses, suspects.
- F. Complete list of all property loss and damage.
- G. Detailed description of all physical injuries.

2.90 The Deputy shall demonstrate the knowledge of all proper report formats for felony and misdemeanor reports, including all investigative sub-headings. \_\_\_\_\_

RADIO COMMUNICATIONS IV

2.91 The Deputy shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include: \_\_\_\_\_

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

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

- A. Verbal control so as not to escalate the situation
- B. Control of possible escape routes
- C. Control of response of other patrol units
- D. Containment, perimeter

INFORMATION SYSTEMS/TELECOMMUNICATIONS

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

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

2.94 The Deputy shall be able to identify the law enforcement information systems used by the agency including: \_\_\_\_\_

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

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2.95 The Deputy shall identify inappropriate use(s) of law enforcement information systems according to agency policy & law. \_\_\_\_\_

BACK UP OFFICER ROLE III

2.96 The Deputy shall demonstrate proficiency in the role of the back up officer during stress situations. \_\_\_\_\_

2.97 The Deputy shall discuss the role of the back-up officer during and after high-speed pursuits and high-risk car stops. This discussion shall minimally include: \_\_\_\_\_

- A. Role of the back-up officer
- B. Radio responsibilities
- C. Shotgun responsibilities
- D. Position to assume after the vehicle is stopped
- E. Officer-to-officer communication

2.98 The Deputy shall discuss the role of the back-up officer during foot chases. \_\_\_\_\_

2.99 Given any "in-progress" call, high-speed pursuits, high risk stop or foot chase, the Deputy shall perform all back-up responsibilities in a safe and effective manner. \_\_\_\_\_

DRIVING II

2.100 The Deputy shall possess a recognition and understanding of common psychological, physiological (drugs, illness, injuries), mechanical and environmental factors which greatly affect the probability of being involved in a vehicle accident. \_\_\_\_\_

2.101 The Deputy will explain the elements of the Vehicle Code which provide exemptions to a peace officer operating an emergency vehicle under emergency situations. \_\_\_\_\_

2.102 The Deputy will explain why emergency calls do not absolve an officer from personal liability if the emergency vehicle is misused. \_\_\_\_\_

2.103 The Deputy shall explain why a good driver relies more on caution than upon the red light and siren in order to reduce chances of being involved in an accident. \_\_\_\_\_

2.104 The Deputy shall identify common driving movements or activities during which the majority of collisions involving police vehicles occur. These movements shall minimally include: \_\_\_\_\_

2.105 The Deputy shall identify the components of "defensive driving," these shall minimally include: \_\_\_\_\_

- A. Driver attitude
B. Driver skill
C. Vehicle capability
D. Consistently aware of surroundings

2.106 The Deputy shall identify driver attitudes which contribute to the occurrence of traffic accidents. These attitudes shall minimally include: \_\_\_\_\_

- A. Overconfidence
B. Impatience
C. Self-righteousness

2.107 The Deputy will identify and discuss the factors which influence the overall "stopping distance" of a vehicle. \_\_\_\_\_

- A. Driver condition
B. Vehicle condition
C. Environmental conditions
D. Roadway conditions

2.108 The Deputy will discuss vehicle speed and its effect upon vehicle capabilities. \_\_\_\_\_

2.109 The Deputy will identify the tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response. \_\_\_\_\_

- A. Do not pass on right using red lights and siren
B. Fluctuate pitch of siren
C. Drive near center of the street
D. Give motorists opportunity to yield right of way
E. Drive with due regard for public safety
F. Expect the unexpected

PEDESTRIAN STOPS

2.110 The Deputy shall demonstrate the ability to make safe and effective pedestrian contacts. \_\_\_\_\_

2.111 The Deputy shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain. \_\_\_\_\_

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2.112 The Deputy shall explain the circumstances to make a lawful pedestrian stop. This explanation shall minimally include:	_____	_____	_____
A. The existence of suspicious activity			
B. The time of day or night			
C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity			
2.113 The Deputy shall identify and discuss those tactical variables to consider when encountering a person on foot. This discussion shall minimally include determining:	_____	_____	_____
A. Whether or not to stop the person			
B. When and where to stop the person			
C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)			
2.114 The Deputy shall identify the reasons a Deputy should approach pedestrian suspects on foot rather than in the vehicle.	_____	_____	_____
2.115 The Deputy shall describe and demonstrate positions that one or two officers can take while interviewing one or more persons to minimize the possibility of attack.	_____	_____	_____
2.116 The Deputy shall explain the role and use of CLETS in determining a person's wanted status.	_____	_____	_____
2.117 The Deputy shall describe positions that one or two Deputies can take while interviewing one or more suspicious persons to minimize the possibility of attack.	_____	_____	_____
2.118 The Deputy shall properly and legibly complete the field interview card.	_____	_____	_____
2.119 Given a situation involving one or more persons on foot who are acting suspiciously, the Deputy shall, having sufficient probable cause, safely and effectively approach, contact, interview and complete a field interview card or make any other proper disposition of the person(s) contacted.	_____	_____	_____

**PRELIMINARY INVESTIGATIONS II**

2.120 The Deputy shall discuss and understand the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:	_____	_____	_____
A. Identify or description of suspect(s)			
B. Description of loss			
C. Direction of flight of suspect(s)			

- D. Possibility of weapons being involved
- E. Radio broadcast of all known and important information
- F. Pursuit and/or apprehension of suspects, if possible
- G. Time element

2.121 Given an “in-progress” or “fresh” incident involving a crime against property, the Deputy shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

\_\_\_\_\_

2.122 The Deputy shall identify at least three of the following as qualifications that must be met by a witness before he/she may testify in a criminal trial in the State of California.

\_\_\_\_\_

- A. The witness must know the difference between right and wrong
- B. The witness must possess the ability to understand
- C. The witness must possess the ability to express himself/herself
- D. With the exception of those areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge

2.123 The Deputy shall explain the privileged communication rule and provide examples to include:

\_\_\_\_\_

- A. Husband and wife
- B. Attorney and client
- C. Clergyman and confessor
- D. Physician and patient

Rules of Evidence

2.124 The Deputy shall explain the effects of the “exclusionary rule” upon police actions and procedures in the following areas:

\_\_\_\_\_

- A. Civil rights
- B. Inadmissible evidence
- C. Possibility of false arrest

2.125 The Deputy shall define the Hearsay Rule and give examples of exceptions to the rule, including:

\_\_\_\_\_

- A. Spontaneous statements
- B. Admissions
- C. Confessions
- D. Dying declarations



Line-ups

2.126 The Deputy shall explain technical methods for identifying suspects, including: \_\_\_\_\_

- A. Field show-up
- B. Photo identification
- C. Identification kit
- D. Artist’s conception

2.127 The Deputy shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups.” \_\_\_\_\_

- A. In custody
- B. In the field
- C. Photographic

2.128 The Deputy shall explain and/or demonstrate the following procedures for a photographic identification: \_\_\_\_\_

- A. Use of multiple photos
- B. Instructions to witness(es)
- C. Control of the situation
- D. Similar appearances

Sources of Information

2.129 The Deputy shall discuss the importance of identifying and developing sources of information through networking with persons in the community. \_\_\_\_\_

2.130 The Deputy shall describe techniques for identifying and developing “informants” and the: \_\_\_\_\_

- A. Hazards of divulging too much information to informants
- B. Danger of breaking confidentialities

2.131 The Deputy shall explain the types of public and private records that may be of assistance when collecting investigative information. \_\_\_\_\_

Subpoenas

2.132 The Deputy shall review and explain the agency’s practices and policies concerning the subpoena process. \_\_\_\_\_

2.133 The Deputy shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including: \_\_\_\_\_

- A. Who may exercise the power of a subpoena?
- B. Who may serve a subpoena?
- C. How a subpoena is served

- D. Who is subject to the power of a subpoena?
- E. What immunities from arrest are granted to a person traveling in answer to a subpoena?
- F. How a subpoena is enforced

DRIVING III

2.134 The Deputy shall understand the objectives of a vehicle inspection prior to driving. These objectives shall minimally include:

\_\_\_\_\_

- A. Prevention of accidents
- B. Promotion of operational efficiency
- C. Reduction of maintenance and repair costs
- D. Reporting damage prior to driving

2.135 Before driving the vehicle, the Deputy shall conduct a basic vehicle inspection to minimally ensure that:

\_\_\_\_\_

- A. Emergency equipment and the radio are working properly
- B. The vehicle is equipped with flares, first aide kit, barrier tape, etc.
- C. The tires are in good condition
- D. The shotgun is cleared and stored properly
- E. A spare tire is in the trunk and in good condition
- F. There is not visible damage or previous damage has been reported
- G. Floor areas beneath front and rear seats are clear of contraband, weapons, or items of evidence
- H. Glove box, sun visors and trunk have no items left behind by the previous operator.
- I. Spare tire, jack, tire iron

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

\_\_\_\_\_

INTERVIEWING

2.137 The Deputy shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form.

\_\_\_\_\_

2.138 The Deputy shall discuss the ramifications of the Miranda Warning and shall describe when, where, and why it should be used, with adults and juveniles.

\_\_\_\_\_

2.139 The Deputy shall describe the contents of a good statement. These contents shall minimally include:

\_\_\_\_\_

- A. What happened
- B. When it happened
- C. Where it happened
- D. Who it happened to
- E. How it happened
- F. Why it happened
- G. How many are involved

2.140 The Deputy shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

\_\_\_\_\_

- A. Asking direct and brief questions. Letting the person being interviewed do the majority of the talking.
- B. Controlling the interview. Avoiding rambling by the person being interviewed.
- C. Avoiding leading questions except when absolutely necessary.
- D. Putting the person being interviewed at ease.
- E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising, or making assumptions.
- F. Negative statements (denials, etc.)

2.141 Given a situation in which a statement should be taken, the Deputy shall properly conduct an interview and satisfactorily relate the information on the appropriate form.

\_\_\_\_\_

MISSING PERSONS

2.142 The Deputy shall review and explain the state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, both adult and juvenile.

\_\_\_\_\_

2.143 The Deputy shall explain the policy regarding search procedures for missing persons.

\_\_\_\_\_

2.144 The Deputy shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

\_\_\_\_\_

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

\_\_\_\_\_

PATROL TECHNIQUES I

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

2.147 The Deputy shall review and explain basic preventative patrol methods utilized by an officer: \_\_\_\_\_

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

2.148 The Deputy shall discuss the advantage(s) of foot patrol and bicycle patrol, including: \_\_\_\_\_

- A. Increased personal contact between police and citizens
- B. Increased observation ability
- C. Increased ability to gather information

2.149 The Deputy shall discuss the advantage(s) of motorized patrol, including: \_\_\_\_\_

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

2.150 The Deputy shall explain the importance of positive daily personal contact with citizens. \_\_\_\_\_

Observation Skills

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

Preventing & Detecting Crime

2.152 The Deputy shall explain and demonstrate techniques and procedures that improves a patrol officer’s capabilities in preventing and detecting crime. \_\_\_\_\_

2.153 The Deputy shall identify factors to be considered in becoming familiar with the community: \_\_\_\_\_

- A. General population information

- B. Appropriate geographic information
- C. Recent criminal activity
- D. Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.)

2.154 The Deputy shall explain and demonstrate how to prepare for a normal patrol shift: \_\_\_\_\_

- A. Gathering information through crime reports and briefings
- B. Gathering needed materials (i.e., report forms, citation books, etc.)
- C. Obtaining and checking equipment
- D. Planning work around identified priorities
- E. Preparing daily patrol and community action plan

2.155 The Deputy shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks. \_\_\_\_\_

2.156 The Deputy shall explain and demonstrate what an officer on nighttime patrol should be looking for: \_\_\_\_\_

- A. Broken glass
- B. Open doors and windows
- C. Pry marks
- D. Suspicious vehicles
- E. Persons on foot
- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors

2.157 The Deputy shall identify ways to determine if a parked vehicle has been recently operated. \_\_\_\_\_

2.158 The Deputy shall describe and/or demonstrate how to conduct surveillance, including: \_\_\_\_\_

- A. Invisible deployment
- B. Radio security
- C. Use of surveillance/vision devices

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

Additional Patrol Safety

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

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

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

2.162 The Deputy shall explain and/or demonstrate ways to avoid the hazards of "silhouetting." \_\_\_\_\_

2.163 The Deputy shall explain and/or demonstrate how to avoid making telltale "police noises," such as: \_\_\_\_\_

- A. Vehicle(s)
- B. Radio noises
- C. Key and whistle noises

2.164 The Deputy shall explain the importance of always keeping a subject's hands in view. \_\_\_\_\_

2.165 The Deputy shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect. \_\_\_\_\_

2.166 The Deputy shall review and explain department policies on mutual aid and jurisdiction, including: \_\_\_\_\_

- A. Use of official vehicles outside the agency's jurisdiction
- B. Responding to calls for assistance outside the agency's jurisdiction
- C. Assisting other agencies with arrests within agency jurisdiction

Handling Crimes in Progress

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

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

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

- A. Coordination of responding units
- B. Utilization of a quiet and possibly "blacked-out" approach
- C. Containment of the area

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- D. Parking and securing the vehicle
- E. Immediate contact of the informant or RP (advantages and disadvantages)
- F. Controlled search of area or location
- G. Inspection for telltale signs, footprints, barking of dogs, etc.
- H. Locate "warm" vehicles

**FIELD TRAINING GUIDE**

**PHASE THREE**



PHASE III

1. F.T.O. ROLE

- a. Scrutinize recruits performance as a single officer unit.
- b. Allow the recruit to function on own.
- c. Document and correct deficiencies.
- d. Recommend if upgrade should occur.

2. RECRUIT ROLE

- a. Demonstrate an understanding of police work.
- b. Perform assignments independently at an acceptable work level.
- c. Exhibit self-initiated activity.
- d. Display proficiency in interacting with citizens and criminals.
- e. Initiate field contacts and possess knowledge of the area.

PATROL PROCEDURES II

Hate Crimes

3.01 The Deputy shall recognize indicators of hate-related crimes including: \_\_\_\_\_

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

3.02 The Deputy shall identify and discuss the possible consequences of hate crimes including: \_\_\_\_\_

- A. Psychological effect on victim
- B. Denial of basic constitutional rights
- C. Divisiveness in the community
- D. Potential escalation of violence

3.03 The Deputy shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes. \_\_\_\_\_

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

Gang Awareness

3.05 The Deputy shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity. \_\_\_\_\_

3.06 The Deputy shall identify types of gangs that represent law enforcement concerns, including: \_\_\_\_\_

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

3.07 The Deputy shall discuss primary reasons for gang membership, including: \_\_\_\_\_

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

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3.08 The Deputy shall discuss characteristics that are common to most \_\_\_\_\_

gangs, including:

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

3.09 The Deputy shall identify methods that gangs use to distinguish their members from members of other gangs, including. \_\_\_\_\_

- A. Tattoos
- B. Attire and accessories
- C. Use of monikers
- D. Use of hand signs

3.10 The Deputy shall identify gang graffiti factors significant to law enforcement, including: \_\_\_\_\_

- A. Identifying individuals and/or a specific gang
- B. Identifying gang boundaries
- D. Indications of pending and/or past gang conflicts

3.11 The Deputy shall discuss types of criminal activities as those commonly engaged in by gangs, including: \_\_\_\_\_

- A. Sale and use of narcotics
- B. Physical violence
- C. Auto theft/burglary from vehicles

3.12 The Deputy shall explain law enforcement methods used to reduce gang activity, including: \_\_\_\_\_

- A. Identification of gang activity
- B. Coordination with allied agencies
- C. Reduction of the opportunity for criminal activities

Hazardous Occurrences/Major Disasters

3.13 The Deputy 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). \_\_\_\_\_

3.14 The Deputy shall review and explain the agency’s policy on hazardous substances or chemical spills (HAZMAT). \_\_\_\_\_

3.15 The Deputy shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including: \_\_\_\_\_

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

3.16 The Deputy shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include: \_\_\_\_\_

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid
- C. Undertaking immediate coordination with appropriate outside agencies
- D. Establishing a security perimeter
- E. Establishing ingress and egress corridors
- F. Identifying and admitting only authorized personnel
- G. Dealing with the media

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

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazards on the roadway
- D. Damage to fire hydrants
- E. Gas leaks
- F. Chemical spills
- G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
- H. Military incidents requiring police intervention

Bomb/Explosive Devices

3.18 The Deputy shall review and explain the agency's policy and procedures for handling explosives. \_\_\_\_\_

3.19 The Deputy shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include: \_\_\_\_\_

- A. Hazards of using the police radio and/or cellular phone
- B. Request for a technician or E.O.D.
- C. Isolation of the device and the area
- D. Evacuation of civilian personnel
- E. Possibility that more than one explosive device exists

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

Aircraft Crashes

3.21 The Deputy shall review and explain the agency’s policy on aircraft crashes. \_\_\_\_\_

3.22 The Deputy shall discuss factors associated with the handling of an aircraft crash, including: \_\_\_\_\_

- A. Civilian Aircraft
  - 1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate.
- B. Military Aircraft
  - 1. Military authorities are in charge
  - 2. There may be dangerous weapons issues
  - 3. There may be classified materials present
  - 4. Police cannot authorize news media to enter

Sick, Injured, or Deceased Persons

3.23 The Deputy shall review and explain department policies concerning providing aid and transportation to sick or injured persons. \_\_\_\_\_

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

- A. Apparent homicide, suicide, or occurring under suspicious circumstances
- B. Resulting from the use of dangerous or narcotic drugs
- C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- D. Apparently accidental or following an injury
- E. By disease, injury, or toxic agent during or arising from employment
- F. While not under the care of a physician during the period immediately previous to death
- G. Death related to disease that might constitute a threat to public health.

3.25 The Deputy shall review and explain legal requirements concerning the removal of a human body from the death scene, including: \_\_\_\_\_

- A. Limits to which an officer may search a dead person
- B. Legalities involved in transporting an obviously dead person in an ambulance

Lost, Found, and Recovered Property

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

- A. Property recovered by trainee
- B. Property found by citizen
- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Crowd Control

- 3.27 The Deputy 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. \_\_\_\_\_
- 3.28 The Deputy shall define and describe basic crowd and riot control formations \_\_\_\_\_
- 3.29 The Deputy shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear. \_\_\_\_\_

News Media Relations

- 3.30 The Deputy shall discuss the most common law enforcement practices as to who may release information to the news media and the notification? procedures utilized. \_\_\_\_\_
- 3.31 The Deputy shall recognize press credentials most commonly honored by law enforcement agencies. \_\_\_\_\_
- 3.32 The Deputy shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public. \_\_\_\_\_
- 3.33 The Deputy shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including: \_\_\_\_\_
- A. Statements as to the character or reputation of an accused person or prospective witness
  - B. Admissions, confessions, or alibis attributed to an accused person
  - C. Results, performance, or refusal of a suspect or witness to take any test(s)
  - D. The believed credibility of an accused person or witness
  - E. The probability of an accused person entering a guilty plea
  - F. The opinioned value of evidence against an accused person
  - G. Information prohibited by agency policy
  - H. Information that would be detrimental to the investigation of the case
  - I. Information that may jeopardize the rights of the individual

Hostage/Barricaded Suspect

- 3.34 The Deputy shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including: \_\_\_\_\_

- A. Safe approach
- B. Containment of the scene
- C. Requesting the appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.)
- D. Evacuation
- E. Communication/negotiation with the suspect

Sniper Attack

3.35 The Deputy shall explain those steps, which should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

\_\_\_\_\_

- A. Cover/Concealment
- B. Calling for assistance
- C. Isolating and clearing
- D. Determining possible location of assailants

3.36 The Deputy shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

\_\_\_\_\_

- A. Acceleration/Reversal out of “kill zone”
- B. Turning into nearest available cover
- C. Abandonment of target vehicle
- D. Awareness of possible secondary ambush

3.37 The Deputy shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:

\_\_\_\_\_

- A. Acceleration
- B. Roll-up windows
- C. Abandon vehicle (after initial flame burst, if vehicle is incapacitated)

IMPOUNDING/STORING VEHICLES

3.38 The Deputy shall review and explain the policy regarding towing procedures.

\_\_\_\_\_

3.39 The Deputy shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:

\_\_\_\_\_

- A. Vehicle is abandoned
- B. Vehicle is traffic hazard
- C. Incidental to an arrest
- D. Vehicle is stored for safekeeping
- E. Vehicle is stolen, recovered, and not released in field
- F. Vehicle is held for investigation
- G. Vehicle is involved in hit and run
- H. Vehicle with VIN removed
- I. Vehicle held for operation by unlicensed driver

FTO Deputy Date

3.40 The Deputy will explain the difference between an “impound” and a “stored” vehicle. \_\_\_\_\_

3.41 The Deputy shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property. \_\_\_\_\_

3.42 The Deputy will discuss the following consideration after locating a vehicle under suspicious circumstances, that it: \_\_\_\_\_

- A. Is an unreported stolen vehicle
- B. May have been used in a crime
- C. Was involved in a hit and run
- D. Is being vandalized

3.43 The Deputy will investigate a recovered stolen vehicle and will complete the required reports. \_\_\_\_\_

- A. Verify license and VIN
- B. Request tow if needed
- C. Notify victim, recovery condition, number of plates missing and whether an arrest was made
- D. Have removed from Stolen Vehicle System
- E. Request Technical Investigator if needed
- F. Provide Auto Theft detectives with copy

3.44 Given an incident in which a vehicle is to be impounded or stored, the Deputy shall impound or store the vehicle in an authorized manner. This shall minimally include: \_\_\_\_\_

- A. Compliance with state law
- B. Compliance with Department policy
- C. Completion of all required reports in a satisfactory manner, citing authority for storage or impound.
- D. Cause vehicle to be entered in Stolen Vehicle System as soon as possible, be specific, state stolen, stored or impound.

3.45 Given an incident in which a vehicle is to be impounded or stored, the Deputy shall impound or store the vehicle in an authorized manner. This shall minimally include: \_\_\_\_\_

- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner

**PRELIMINARY INVESTIGATIONS III**

3.46 The Deputy shall possess the knowledge and skills necessary to satisfactorily accomplish an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. \_\_\_\_\_



FTO Deputy Date

3.47 The Deputy will identify the criteria to be considered when determining the method to be utilized in responding to crimes in-progress.

\_\_\_\_\_

3.48 The Deputy shall discuss the steps to take at the following scenes:

\_\_\_\_\_

- A. Rape/Sexual assault scene
- B. Felonious assault scene
- C. Robbery scene
- D. Kidnapping scene
- E. Bank robbery

3.49 The Deputy shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

\_\_\_\_\_

- A. Preserving the scene, including the restriction of unauthorized personnel.
- B. Determining the need for first aid and summoning medical assistance.
- C. Identifying and apprehending suspect(s) if possible.
- D. Making proper notifications.
- E. Locating visible physical evidence.
- F. Locating and interviewing witnesses or possible witnesses as appropriate.
- G. Notify immediate supervisor.
- H. Determine if homicide proceedings are needed.

3.50 The Deputy will identify “tactical” considerations to be made in response to a “robbery-in-progress”:

\_\_\_\_\_

- A. Determination of response method.
- B. Preplanned deployment.
- C. Secure exits-entry into scene.
- D. Update crime broadcast.

3.51 The Deputy will identify “tactical” considerations to be made in response to a “burglary-in-progress.”

\_\_\_\_\_

3.52 The Deputy will identify procedures to be followed on responding to a prowler call.

\_\_\_\_\_

3.53 Quiet and/or blackout approach

\_\_\_\_\_

- A. Immediate contact of complainant
- B. Search of area
- C. Inspection for “tell-tale signs”
- D. Check “warm” vehicles

3.54 The Deputy will know the procedure for investigating a child abuse case.

\_\_\_\_\_

FTO Deputy Date

3.55 The Deputy will discuss the elements of the following check and credit card crimes.

\_\_\_\_\_

- A. Forgery
- B. Checks
- C. Credit cards

3.56 Given an in-progress or fresh incident involving a crime against a person, the Deputy shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

\_\_\_\_\_

### DRIVING IV

3.57 The Deputy shall review and explain the agency's policy concerning pursuits and code three driving.

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

### WARRANTS

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

\_\_\_\_\_

- A. Probable cause necessity

- B. Allowable exclusions (including hot pursuit and emergency situations)
- C. Process for obtaining warrants during and after business hours
- D. Telephonic

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

\_\_\_\_\_

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

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

\_\_\_\_\_

VICTIMS OF VIOLENT CRIMES

3.64 The Deputy shall describe 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. This description shall minimally include:

\_\_\_\_\_

- A. Who is eligible for such aid
- B. The time limitations upon the victim in filing a claim
- C. Whom to contact
- D. Refer to Victim/Witness Assistance Program of the DA's Office
- E. Record notification on report
- F. Victims of sex offense, request name not matter of public record.

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

FTO Deputy Date

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

\_\_\_\_\_

HANDLING DISPUTES

3.68 The Deputy shall be able to handle dispute situations in a safe and efficient manner.

\_\_\_\_\_

3.69 The Deputy shall explain an officer’s basic responsibilities at the scene of the dispute. These responsibilities shall minimally include:

\_\_\_\_\_

- A. Officer safety
- B. Remaining impartial
- C. Preserving the peace
- D. Determining whether or not a crime has been committed
- E. Conducting an investigation if a crime has been committed
- F. Providing safety to individuals and property
- G. Suggesting solutions to the problems
- H. Offering names of referral agencies
- I. Considering arrest as a viable alternative of a crime has been committed

3.70 The Deputy shall identify various social service organizations which are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

\_\_\_\_\_

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Humane society/SPCA
- F. Any additional city/county agencies or organizations

3.71 The Deputy shall understand the inherent dangers to an officer who enters the home of a family involved in a dispute.

\_\_\_\_\_

3.72 The Deputy will explain the advantages and disadvantages of using the following tactics in a domestic dispute.

\_\_\_\_\_

- A. Separating the involved parties
- B. Listening to both sides before making a decision
- C. Importance of remaining neutral
- D. Of arresting one party
- E. Of using children as bargaining power
- F. Of using a restraining order

FTO Deputy Date

G. Of referring to an outside agency, such as A.A., legal aid, crisis clinic, etc.

3.73 The Deputy will explain the crisis intervention method of resolving a dispute.

\_\_\_\_\_

- A. Defusing
- B. Brief interview
- C. Mediation
- D. Referral

3.74 The Deputy will state the instances when private person may make an arrest and the requirements placed upon the private person.

\_\_\_\_\_

3.75 The Deputy shall give examples of his/her actions under the following circumstances:

\_\_\_\_\_

- A. Private person makes an arrest and turns the suspect over to you
- B. Private person insists on a misdemeanor arrest you did not witness
- C. Private person makes an unlawful arrest insisting you accept their prisoner
- D. Private person warrant arrest
- E. Suspect who has been arrested demands arrest of private person

3.76 The Deputy shall discuss different techniques to use in given dispute situations. These situations shall minimally include:

\_\_\_\_\_

- A. Family disputes
- B. Neighbor disputes
- C. Juvenile disputes
- D. Loud parties
- E. Landlord/tenant disputes

3.77 Given an incident involving a dispute, the Deputy shall handle the dispute in a safe efficient, reasonable and discretionary manner.

\_\_\_\_\_

3.78 The Deputy will demonstrate the following safety factors while responding to and handling disturbance calls, including:

\_\_\_\_\_

- A. Use information received from dispatch:
  - 1. Weapons, unusual circumstances, etc.
- B. Plan simultaneous arrival with cover
- C. Park one house away from address
- D. Leave patrol locked
- E. Check the street for observers
- F. Avoid undue noise, slamming car doors, etc.
- G. Observe windows and doors while approaching
- H. Listen at the door for 10 seconds
- I. Stand to side of the door

- J. Initial knock should not be disturbing
- K. Check to see if screen door is locked
- L. Wait for citizen to come to door
- M. Look inside before entering
- N. Allow eyes to adjust before entering
- O. If serious fight in progress enter
- P. Officer closest to door goes in first
- Q. Have dogs locked in another room
- R. Remain alert to potential weapons
- S. At night, avoid illuminating house
- T. Lead officer only should use flashlight
- U. Use shadow areas at night
- V. Don't park under street lights
- W. Don't sit in car with interior lights on
- X. When parked, leave lights off unless hazard
- Y. Visually frisk disputants
- Z. Don't let disputants out of your sight
- AA. Separate disputants when necessary
- BB. Seating may stabilize physical situation
- CC. Avoid "crowding" disputants
- DD. Living rooms are safer than kitchens, bedrooms
- EE. Remain alert

3.79 The Deputy shall recognize and be able to efficiently deal with domestic violence incidents. \_\_\_\_\_

3.80 The Deputy shall review and explain the law relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders. \_\_\_\_\_

3.81 The Deputy shall explain the legal issues and the law enforcement officer's duties in response to a domestic violence situation to minimally include the: \_\_\_\_\_

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

3.82 The Deputy will explain his/her role in civil matters pertaining to child custody, property settlement, divorce proceedings. \_\_\_\_\_

FTO Deputy Date

3.83 The Deputy shall discuss the advantages and disadvantages of separating parties in a domestic violence dispute and gathering information from them individually. \_\_\_\_\_

3.84 The Deputy shall explain the differences between criminal and civil law that apply during domestic dispute situations. \_\_\_\_\_

3.85 The Deputy shall discuss mandatory custody arrest requirements. \_\_\_\_\_

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

CIVIL DISPUTES

3.87 The Deputy shall recognize and be able to effectively deal with civil disputes. \_\_\_\_\_

3.88 The Deputy shall understand the policy on handling landlord-tenant disputes. \_\_\_\_\_

3.89 The Deputy shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include: \_\_\_\_\_

- A. Evictions
- B. Lockouts
- C. Trespasses
- D. Confiscation of property

3.90 The Deputy shall understand the policy on labor-management disputes. \_\_\_\_\_

3.91 The Deputy shall explain the general rules that pertain to the repossession of items. These rules shall minimally include: \_\_\_\_\_

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a repossessioner may go
- D. When a repossession is complete

3.92 The Deputy shall explain the policy and procedure relative to typical policing problems, which occur during labor-management disputes. These problems shall minimally include: \_\_\_\_\_

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism

FTO Deputy Date

3.93 The Deputy shall explain the role of the small claim court.

\_\_\_\_\_

3.94 Given any situation involving a civil dispute, the Deputy shall assess and handle the situation in a safe and effective manner consistent with agency policy and state law.

\_\_\_\_\_

### Repossessions

3.95 The Deputy shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:

\_\_\_\_\_

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a reposessor may go
- D. When a repossession is complete

### HIGH RISK VEHICLE STOPS

3.96 The Deputy shall know how to safely and effectively stop a suspected high-risk vehicle, remove and place the occupant(s) in a position of disadvantage.

\_\_\_\_\_

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

\_\_\_\_\_

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

3.98 The Deputy shall identify and discuss issues to be considered when selecting the proper location to effect the stop. These elements shall minimally include locations which:

\_\_\_\_\_

- A. Present as little traffic hazards as possible
- B. Offer as few escape routes as possible
- C. Have as few people in area as possible
- D. Provide desirable lighting conditions

3.99 The Deputy shall understand the advantages of noting and recording the license number and description of the vehicle prior to the stop.

\_\_\_\_\_

3.100 The Deputy shall understand the potential hazards in failing to closely watch the movements of the occupants in the vehicle about to be stopped or already stopped. These hazards shall minimally include:

\_\_\_\_\_



- A. An from the suspects
- B. The destruction or concealment of evidence
- C. The escape of occupants

3.101 The Deputy shall discuss the proper positioning of the police vehicle for a high-risk vehicle stop. \_\_\_\_\_

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

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

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

3.104 The Deputy shall discuss the roles of both the primary, back-up and K-9 (if available) officer(s) before, during, and after the stop. This discussion shall minimally include which officer: \_\_\_\_\_

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

3.105 The Deputy shall discuss the advantages of using the tactic of waiting for additional back-up before approaching the vehicle or the occupants. \_\_\_\_\_

3.106 The Deputy shall understand the tactics that an officer might employ in safely stopping and approaching vehicles other than automobiles. These vehicles shall minimally include: \_\_\_\_\_

- A. Motorcycles and bicycles
- B. Campers and vans
- C. Buses and trucks

3.107 The Deputy shall explain verbal commands, which should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect: \_\_\_\_\_

- A. Keep hands in sight at all times, unless ordered otherwise
- B. Exit the vehicle (according to agency policy)

C. Assume position of disadvantage outside vehicle

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

\_\_\_\_\_

SEARCHES

3.109 The Deputy shall be able to legally, safely, and effectively conduct a search of single and multiple suspects, vehicles and buildings.

\_\_\_\_\_

3.110 The Deputy shall review and explain the following terms Relative to searches:

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

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

\_\_\_\_\_

- A. Pat searches for weapons
- B. Consent searches
- C. Probable cause searches
- D. A search warrant
- E. Plain sight
- F. Incident to arrest
- G. Exigent circumstances
- H. Probation/parole search
- I. K-9 search

3.112 The Deputy will define the “exclusionary rule” (Mapp vs. Ohio) and will explain its effect upon Sheriff actions and procedures including:

\_\_\_\_\_

- A. Court filings
- B. Prosecution of suspects

3.113 The Deputy shall discuss the “Chimel Decision” and how it applies in the field.

\_\_\_\_\_

3.114 The Deputy shall identify those items for which an officer may legally search with probable cause. These items shall minimally include:

\_\_\_\_\_

- A. Dangerous weapons
- B. Fruits of the crime
- C. Instruments of the crime
- D. Contraband
- E. Suspects
- F. Check the welfare (adult/juvenile)
- G. Additional victims

3.115 The Deputy will recognize and describe the peace officer’s right to search a person who he/she has reasonable cause to arrest. (833 P.C.) \_\_\_\_\_

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

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

3.117 The Deputy shall discuss the limits of searches when conducted with person(s), vehicles, and buildings including: \_\_\_\_\_

- A. Protective sweeps
- B. Closed containers
- C. Inventory searches

**SEARCHING PERSONS**

3.118 The Deputy shall identify and describe the basic degrees of searches of person(s). These shall minimally include: \_\_\_\_\_

- A. Visual/cursory search
- B. Pat-down search
- C. Field search (standing, kneeling, prone)
- D. Strip or skin search
- E. Body cavity search

3.119 The Deputy shall safely and effectively conduct a legal pat down search of one or more suspect(s) \_\_\_\_\_

3.120 The Deputy shall review and explain agency policy regarding searching individuals of the opposite sex. \_\_\_\_\_

3.121 The Deputy shall be able to demonstrate effective search techniques for both male and female suspects, including: \_\_\_\_\_

- A. Constant alertness, including keeping hands in view
- B. Maintaining control and position of advantage (contact & cover) 0.
- C. Standing, kneeling, and prone position searches
- D. Safeguarding of weapons

F.T.O. Deputy Date

3.122 Given an incident, including probable cause, the Deputy shall safely and effectively conduct a cursory search of single and multiple suspects.

\_\_\_\_\_

3.123 Given an incident, including probable cause, the Deputy shall safely and effectively conduct a standing, kneeling or prone search of single and multiple suspects.

\_\_\_\_\_

3.124 The Deputy shall discuss the responsibilities of the back-up officer during a search of person(s). These responsibilities shall minimally include:

\_\_\_\_\_

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

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

\_\_\_\_\_

3.126 Given an incident, the Deputy shall safely and effectively serve as a back-up officer while another Deputy conducts a search of single and multiple suspects.

\_\_\_\_\_

### SEARCHING VEHICLES

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

\_\_\_\_\_

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

3.128 Given the incident, including probable cause, the Deputy shall safely, legally and effectively conduct a search of a vehicle.

\_\_\_\_\_

### SEARCHING BUILDINGS/AREAS

3.129 The Deputy 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:

\_\_\_\_\_

- A. Containment of the building
- B. Containment of area(s) already searched
- C. Utilization of a systematic method (spiral, grid, zone, etc)
- D. Safe searching techniques

- E. Search from top down, in multi-story buildings
- F. Appropriate use of K-9 or specialized assistance

3.130 Given an incident, including probable cause, the Deputy shall safely and effectively conduct a search of a building area.

\_\_\_\_\_

HANDCUFFING

3.131 The Deputy 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.

\_\_\_\_\_

3.132 The Deputy shall be able to safely and effectively handcuff single and multiple suspects and, if necessary, transport single and multiple suspects away from the arrest scene.

\_\_\_\_\_

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

\_\_\_\_\_

- A. Attack
- B. Escape
- C. The destruction or concealment of evidence or contraband

3.134 The Deputy shall discuss various handcuffing principles which should be met on order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

\_\_\_\_\_

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspect
- E. Other approved restraint devices (waist chain, leg irons, Flex cuffs, hobbles etc.
- F. Double-locking handcuffs
- G. Pregnant females in front

TRANSPORTATION OF PRISONERS

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

\_\_\_\_\_

- A. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- B. Juveniles with/without adults
- C. Females, give mileage and location

- D. Use of seat belts
- E. A search of the area in which the prisoner is about to be placed prior to transportation
- F. A search of the area where the prisoner has been following transportation
- G. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- H. Close and constant observation of the prisoner(s)
- I. Infant – use child seat
- J. Prisoners restrained with specialty devices (i.e., hobble, expectorant shields, etc.)

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

3.137 Given an incident of prisoner transport, the Deputy shall safely and effectively control single or multiple suspects and safely remove the handcuffs. \_\_\_\_\_

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

Legal Responsibilities and Requirements with Prisoners

3.139 The Deputy shall review and explain the legal responsibilities for protecting prisoners. \_\_\_\_\_

3.140 The Deputy shall discuss the legal responsibilities for providing prisoners with shelter, food and medical care. \_\_\_\_\_

3.141 The Deputy shall review and explain prisoner’s right’s to telephone calls. \_\_\_\_\_

3.142 The Deputy shall explain the requirements for issuing property receipts. \_\_\_\_\_

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

The Deputy shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer. \_\_\_\_\_

3.145 The Deputy shall identify the provisions pertaining to assaulting a prisoner “under color of authority.” \_\_\_\_\_

People with Disabilities

3.146 The Deputy shall recognize the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairment and impacts law enforcement as follows: \_\_\_\_\_

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

3.147 The Deputy shall acknowledge that some disabilities (including retardation, cerebral palsy, epilepsy, autism, genetic disorders 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. \_\_\_\_\_

3.148 The Deputy shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include: \_\_\_\_\_

- A. Give one direction or ask one question at a time.
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat).
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers).
- D. Repeat questions from a slightly different perspective, if necessary.
- E. Avoid questions about time, complex sequence, or reasons for behavior.
- F. Use concrete terms and ideas. Avoid jargon or figures of speech.

3.149 The Deputy 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. \_\_\_\_\_

3.150 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 Deputy shall explain and demonstrate standard tactical assessments and safeguards, including: \_\_\_\_\_

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model

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

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

Booking Prisoners

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

- A. Miranda advisement
- B. Right to phone calls
- C. What notifications are required
- D. Secure/Non-secure detention of juveniles
- E. Strip search of juveniles
- F. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused or convicted of a crime
- G. Custody alternatives

3.152 The Deputy 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. \_\_\_\_\_

3.153 The Deputy shall review and explain reasons and procedures for securing his/her weapon(s) prior to entering any custody facility. \_\_\_\_\_

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

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

3.155 The Deputy shall explain how to properly book adult prisoners in conformance with agency policies, legal codes, and minimum jail standards, including \_\_\_\_\_

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



- |  | FTO   | Deputy | Date  |
|--|-------|--------|-------|
| 3.156 The Deputy shall identify other prisoners who may warrant special considerations, including:                       | _____ | _____  | _____ |
| A. Injured or sick   |       |        |       |
| B. Females (including pregnant females)  |       |        |       |
| C. Elderly   |       |        |       |
| D. Gang members or police informants   |       |        |       |
| E. Current or former police officer, judges, etc.  |       |        |       |
| F. High-profile prisoners  |       |        |       |
| G. Any other prisoner(s) who may need specialized classification housing needs   |       |        |       |
| 3.157 The Deputy shall explain the concepts of inmate classification, to include:  | _____ | _____  | _____ |
| A. Sex   |       |        |       |
| B. Age   |       |        |       |
| C. Criminal sophistication   |       |        |       |
| D. Seriousness of offense  |       |        |       |
| E. Assaultive behavior   |       |        |       |
| F. Medical disabilities  |       |        |       |
| G. Gang affiliation  |       |        |       |
| H. Overt sexual behavior   |       |        |       |
| 3.158 The Deputy shall review and explain the legalities of prisoner/inmate searches, including:                         | _____ | _____  | _____ |
| A. Search by same sex  |       |        |       |
| B. Clothed search  |       |        |       |
| C. Strip or skin search, including documentation   |       |        |       |
| 3.159 The Deputy shall review and explain methods and procedures for releasing a prisoner and non-release of a prisoner. | _____ | _____  | _____ |
| 3.160 The Deputy shall discuss his/her agency's response, if any, to a jail emergency, including:                        | _____ | _____  | _____ |
| A. Fire  |       |        |       |
| B. Earthquake  |       |        |       |
| C. Civil disorder  |       |        |       |
| D. Escape  |       |        |       |

**MENTAL ILLNESS CASES**

- |  |       |       |       |
|--|-------|-------|-------|
| 3.161 The Deputy shall know state law and agency policy regarding mental illness, and shall be able to safely and effectively deal with, control and, if necessary, take into custody mentally disturbed person(s). Additionally, the Deputy shall be able to complete the necessary report forms. | _____ | _____ | _____ |
| 3.162 The Deputy shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.  | _____ | _____ | _____ |

- 3.163 The Deputy shall identify and discuss the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold: \_\_\_\_\_

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

- 3.164 The Deputy shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include: \_\_\_\_\_

  - A. Ignoring verbal abuse
  - B. Avoiding excitement
  - C. Avoiding unnecessary deception
  - D. Requesting back-up to minimize resistance
  - E. Requesting ambulance prior to confronting subject, if necessary.
  - F. Keeping the disturbed person in sight constantly
  - G. Continual alertness
  - H. Seizing weapons for safekeeping
  - I. Learn if subject has past history of acts of violence
  - J. Is subject off medication?

- 3.165 The Deputy shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 of the Welfare and Institution Code, including: \_\_\_\_\_

  - A. The circumstances under which the person’s condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention For Evaluation and Treatment.
  - B. Advisement of Miranda rights, as appropriate, when criminal action is involved.
  - C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
  - D. The person must be informed of the officer’s name and agency and the reason the person is being detained.
  - E. If taken into custody at a residence, inform 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.

- 3.166 The Deputy shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including: \_\_\_\_\_

  - A. Urgent medical attention
  - B. Arrest
  - C. Referral for mental health services
  - D. Referral to local developmental disabilities agency
  - E. No police action required

- 3.167 The Deputy shall explain the warrant process for mentally ill persons. This discussion shall minimally include: \_\_\_\_\_

  - A. Affidavit (who makes it, where and to whom)
  - B. Notice to Appear papers
  - C. Commitment papers (warrant)

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

3.169 Given a situation involving a mentally disturbed person, the Deputy shall take all necessary precautions in dealing with the person, safely taking the person into custody (if necessary), assure safe transportation of the person and properly complete all necessary forms and reports. \_\_\_\_\_

**Control of Mentally Ill (Adults and Juveniles)**

3.170 The Deputy shall identify stigma and issues related to stigma. \_\_\_\_\_

3.171 The Deputy shall identify indicators of :

- mental illness
- intellectual disability
- substance use disorders
- neurological disorders
- traumatic brain injury
- post-traumatic stress disorder
- dementia

\_\_\_\_\_

3.172 The Deputy shall identify indicators of:

- Autism spectrum disorder
- Genetic disorders, including but not limited to, Down Syndrome

\_\_\_\_\_

3.173 The Deputy shall identify and explain conflict resolution and de-escalation techniques for potentially dangerous situations including alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities. \_\_\_\_\_

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

**FIELD TRAINING GUIDE**

**PHASE FOUR**

FIRST AID

4.01 The Deputy shall possess the knowledge and skills needed to administer necessary first aid during emergency situations. \_\_\_\_\_

4.02 The Deputy shall review and explain the agency’s policy on administering first aid. \_\_\_\_\_

4.03 The Deputy 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. \_\_\_\_\_

4.04 The Deputy shall discuss the Medic Alert Vial of Life Program, including the following: \_\_\_\_\_

- A. Medic Alert bracelet or necklace
- B. Wallet card listing personal and medical information
- C. 24-hour hot line telephone number engraved on emblem or printed on wallet card

4.05 The Deputy shall discuss why the improper application of first aid techniques could conceivably result in civil action against the Deputy and the agency. (Explain the protections of the “Fireman’s Rule.”) \_\_\_\_\_

4.06 The Deputy shall discuss first aid techniques to use in the following situations: \_\_\_\_\_

- A. Heart attack
- B. Person choking
- C. Fractures
- D. Childbirth

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

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

ANIMAL SERVICES

4.09 The Deputy shall explain the agency’s policy and procedures when confronted with different types of animal control situations and where the Animal Services stand in relationship to the chain of command in the Sheriff’s Office. These types of situations shall minimally include: \_\_\_\_\_

- A. Injured animals
- B. Dead animals
- C. Rabid animals
- D. Noisy animals
- E. Stray animals

- F. Wild animals
- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites

4.10 The Deputy shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous or injured animal must be destroyed. This explanation shall minimally include: \_\_\_\_\_

- A. Whom to notify prior to killing the animal
- B. Who may shoot the animal
- C. What report should be completed following the shooting of the animal
- D. How disposal of the dead animal is handled

4.11 Given an incident, the Deputy shall effectively assess and handle an animal control situation. \_\_\_\_\_

COURTROOM DEMEANOR

4.12 The Deputy shall possess the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice. \_\_\_\_\_

4.13 The Deputy will explain the difference in the handling of misdemeanor and felony cases within the criminal justice system, including: \_\_\_\_\_

- A. Arrest
- B. Bail
- C. Arraignment
- D. Preliminary hearing
- E. Trial
- F. Sentencing
- G. Probation
- H. Motion to Suppress

4.14 The Deputy shall explain the value of a pretrial conference with the prosecuting attorney. These values shall minimally include: \_\_\_\_\_

- A. Refreshing the officer’s memory
- B. Coordination of efforts

4.15 The Deputy shall explain the value of impressive and professional courtroom demeanor and appearance. \_\_\_\_\_

4.16 The Deputy shall identify and explain principles of effective testimony. These principles shall minimally include: \_\_\_\_\_

- A. Honesty

- B. Clarity
- C. Brevity
- D. Objectivity
- E. Poise

4.17 Given a courtroom appearance, the Deputy shall furnish testimony in a professional manner.

\_\_\_\_\_

4.18 The Deputy shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

\_\_\_\_\_

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

4.19 The Deputy shall become familiar with local courtroom security policies and procedures such as:

\_\_\_\_\_

- A. Prisoner escort
- B. Prisoner restraint
- C. Screening of courtroom audience
- D. Disturbance procedures

**Burden of Proof**

4.20 The Deputy shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

\_\_\_\_\_

- A. Criminal guilt
- B. Corpus Delecti
- C. Jurisdiction
- D. Double jeopardy as a defense
- E. Self-defense as a defense

4.21 The Deputy shall recognize the concepts of evidence as defined and used in California law, including:

\_\_\_\_\_

- A. Evidence
- B. Direct evidence
- C. Circumstantial evidence

4.22 The Deputy shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

\_\_\_\_\_

- A. Fruits of a crime

- B. Instrumentalities of a crime
- C. Contraband

4.23 The Deputy shall explain the purposes for offering evidence in court, including: \_\_\_\_\_

- A. As an item of proof
- B. To impeach a witness
- C. To rehabilitate a witness
- D. To assist in determining sentence
- E. The “Brady” Decision

4.24 The Deputy shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. \_\_\_\_\_

- A. The evidence must be relevant to the matter in issue.
- B. The evidence must be competently presented in court
- C. The evidence must have been legally obtained

FIRES

4.25 The Deputy shall identify the following types of fires and the best methods to deal with each: \_\_\_\_\_

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical
- D. Combustible metals

4.26 The Deputy shall identify and discuss the initial steps to be taken when confronted with an emergent fire in a building. These steps shall minimally include: \_\_\_\_\_

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

4.27 The Deputy shall recognize signs that indicate a burning building is unsafe to enter. \_\_\_\_\_

4.28 The Deputy shall identify and discuss the methods to maximize the safe and effective search for victims in a burning building. \_\_\_\_\_

4.29 Given a scenario or an actual incident involving fire, the Deputy shall perform all necessary steps to safely and effectively manage the situation. \_\_\_\_\_



UNUSUAL OCCURENCES

4.30 The Deputy shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include:

\_\_\_\_\_

- A. Electrical wire down
- B. Malfunctioning traffic signals
- C. Hazards on the roadway
- D. Damage to fire hydrants
- E. Gas leaks
- F. Chemical spills
- G. Conditions caused by inclement weather such as fog, Snow, ice, flooding, avalanches or earthquakes.

TACTICAL COMMUNICATIONS

4.31 The Deputy shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).

\_\_\_\_\_

4.32 The Deputy shall identify the benefits of tactical communication Including:

\_\_\_\_\_

- A. Enhanced safety (reduces likelihood of physical confrontation and injury)
- B. Enhanced professionalism (decreases citizen complaints civil liability, personal and professional stress).

4.33 The Deputy shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., generate voluntary compliance without resorting to physical force.)

\_\_\_\_\_

4.34 The Deputy shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

\_\_\_\_\_

- A. I appreciate that, but I need to see your driver’s license.
- B. I understand that, but I need you to sign the citation.

4.35 Given a scenario or an actual incident involving an uncooperative subject(s), the Deputy shall be able to generate voluntary compliance using the 5-step process:

\_\_\_\_\_

- A. Ask (Ethical Appeal)-The subject is given an opportunity to voluntarily comply by simply being asked to comply.
- B. Set Context (Reasonable Appeal)- The “why” questions are answered by the identification or explanation of the law,

policy, or rationale applies to the situation.

- C. Present Options (Personal Appeal) Explain possible options.
- D. Confirm (Practice Appeal)- Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- E. Act (Take appropriate action)

DRIVING UNDER INFLUENCE CASES

- 4.36 The Deputy shall explain the common driving indications of a suspected DUI. \_\_\_\_\_
- 4.37 The Deputy shall explain and demonstrate the sobriety test used by the agency, (including the Preliminary Alcohol Screening Device). \_\_\_\_\_
- 4.38 The Deputy shall explain the law and agency policy regarding the three chemical test, (blood or breath), 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 sample. \_\_\_\_\_
- 4.39 The Deputy shall explain the law and agency policy regarding processing persons who refuse the chemical testing. \_\_\_\_\_
- 4.40 The Deputy shall identify the report forms to be used for driving under the influence cases. \_\_\_\_\_
- 4.41 Given a situation where a vehicle operator may be DUI, the Deputy shall demonstrate the ability to conduct a field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident. \_\_\_\_\_

VEHICLE COLLISIONS

- 4.42 The Deputy shall understand an officer’s responsibilities in preventing accidents in the community. These may include: \_\_\_\_\_
  - A. Education
  - B. Enforcement
  - C. Proactive engineering recommendations
  - D. Patrol awareness (including assisting stranded motorists)
  - E. Environmental factors that detract from traffic safety
  - F. Development of positive interagency relationships with road/street department, public works, planning and traffic safety commission.

4.43 The Deputy shall explain the primary duties of an officer at any traffic accident scene. (Deputy is not traffic accident investigator). These duties shall minimally include:

\_\_\_\_\_

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares (spilled fuel)
- D. Ascertaining the need for ambulance service
- E. Considering the need for tow services
- F. Determining the need for further assistance

4.44 The Deputy shall discuss the instances when a traffic accident must be investigated by law. Discuss agency policy including officer involved accidents. These incidents shall minimally include any:

\_\_\_\_\_

- A. Injury accident
- B. Hit and run accident
- C. Accident involving suspected DUI
- D. Accident involving city, county or state property

4.45 Given a traffic accident, the Deputy shall respond in a safe, efficient, and effective manner.

\_\_\_\_\_

SELF-INITIATED ACTIVITY

4.46 The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:

\_\_\_\_\_

Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

4.47 Pedestrian Stops:

\_\_\_\_\_

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

4.48 Directed Patrol:

\_\_\_\_\_

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. COPS, POP Projects, School programs, NPEs

4.49 Arrests:

\_\_\_\_\_

- A. Misdemeanor and felony

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- B. Other (i.e., Municipal codes, local ordinances)

4.50 Other activities:

\_\_\_\_\_

- A. Field Interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances

F.T.O. Deputy Date

SOLO PERFORMANCE

4.90 The Deputy shall assume all solo responsibilities and under supervision of the Field Training Officer, shall perform all solo beat officer duties in a safe, efficient and effective manner consistent with all performance objectives set forth in this guide.

\_\_\_\_\_

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