

City of Monrovia



Monrovia Police Department Field Training Program

FIELD TRAINING GUIDE

Alan Sanvictores, Chief of Police

TRAINEE: _____

F.T.O.: _____

DATE: _____

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Dear Police Officer Trainee:

Congratulations on entering the Field Training Program! Your selection to this program is a direct reflection of your ability, commitment, and continued dedication to our Department, as well as to the community we serve.

The Field Training Program is designed to facilitate your transition from a new recruit in the academy environment to a full functioning police officer working in the field. This program will introduce you to patrol procedures, policies and the philosophy of the Monrovia Police Department. You will receive formal and informal training specific to your needs and the needs of our department.

All training is conducted under close supervision by a competent and dedicated Field Training Officer. You will be provided the opportunity to apply classroom instruction to actual field activities. This one-on-one style of training sets us apart from other academic endeavors.

The program will imprint attitude, style, values, and ethics that will remain with you throughout your career. It will not only develop necessary technical skills, but reflect the policing policy of our organization. You will ultimately become the most important influence on the future direction of our Department, a future that depends upon you.

I urge you to never forget that everything you do reflects directly upon your fellow officers and the proud history of the Monrovia Police Department. I have high expectations for you and what you will accomplish at this department. You will always be expected to: (1) Do what is right, (2) Do your best, and (3) Treat others as you would wish to be treated. Best wishes for a productive and successful training program.

Sincerely,

Alan Sanvictores,
Chief of Police

MONROVIA POLICE DEPARTMENT

MISSION STATEMENT

The men and women of the Monrovia Police Department believe that our fundamental duty is to serve all citizens within our boundaries with fairness, compassion, and respect.

To this end, we are committed to improving the quality of life in our community. We promote courtesy and responsiveness in dealing with the many diverse citizens we serve. We seek a partnership with our population for community advocacy, pursuing answers to root problems as well as incidents, with the goal of making our city safer for all to live, work, and recreate. We demand excellence in the quality of our law enforcement, stressing professionalism, integrity and timeliness, so that those we serve may feel secure.

From the members of our department we expect honesty, candor and a sense of pride in doing the best they can. We encourage the flow of information and exchange of ideas. We are relentless in the identification, apprehension and prosecution of criminals. We value innovation and proactive approaches in meeting our crime prevention and enforcement responsibilities, and recognize the importance of each individual's role in the organization. Through education, training and future planning, we maintain highly capable guardians of the community, and expect them to be known for their character, commitment and competence.

Above all, we remember our sworn oath to ensure the Constitutional rights of all people. We serve them with honor, treat them with dignity, and welcome their assistance in assuring the safety and security of our community.

COMMUNITY ACTIVIST POLICING (CAP)

The Monrovia Police Department is entering a new era, using a new strategy in combating crime. We call it Community Activist Policing, or C.A.P.

In order for this new strategy to become fully effective, all city departments are involved in problem solving. We also need the participation of the community, whether it is as simple as supplying the department with a piece of information, or as complex as organizing a neighborhood to combat the problem.

In the past, the Monrovia Police Department handled crime suppression in the traditional way. Officers routinely responded to calls, handling the immediate situation, without considering any long-range solutions. Community involvement or community resources were not normally used with this method.

COMMUNITY ACTIVIST POLICING AND THE COMMUNITY

As this cycle repeated itself over and over again, on a daily basis, valuable Police Department resources were drained. At times, this traditional police method created community distrust, because the root cause of the incident were seldom identified, and the basic problem remained long after the officers left the scene.

Community Activist Policing is a concept which emphasizes analysis of incidents by a task force of various city departments which determine if incidents can be grouped, and whether they are related. From that analysis, the task force becomes the "Activist Group" for the community. The task force finds solutions which draw on a wide variety of city and community resources, rather than relying on a lone officer in response to a series of separate calls. Those resources might include: code enforcement officers, building inspectors, fire services, social service agencies, churches, or volunteer groups. Emphasis is placed on community involvement whenever possible.

The strategy of Community Activist Policing is now a routine part of daily police activities, and the city has solved several long-festering problems using this approach. The concept works because everyone is working together.

We are here to help you eliminate crime and make our neighborhoods a safe and healthy place to live and work.

HOW THE COMMUNITY ACTIVIST POLICING PROGRAM WORKS

Community Activist Policing is as much a philosophy of policing, as it is a set of techniques and procedures. The approach can be applied to various types of continuing community-based problems that consume police time and resources.

All types of crimes, from disorderly behavior to drug dealing can contribute to neighborhood deterioration, fear, and insecurity. All neighborhood crimes are targets for Community Activist Policing.

1. Scanning

Identifying potential problems and determining if more attention is required.

2. Analysis

Evaluation of all information collected from all appropriate sources, on the scope, characteristics, consequences, and causes of the problem.

3. Response

Developing and implementing a solution to the problem by working with whatever public and private organizations are appropriate. This would also involve recruiting, training, and utilizing volunteers from the problem neighborhood, as needed.

4. Assessment

Determining whether the response was implemented correctly and whether it had the desired effects on the problem.

5. Maintenance

Monitoring target areas to make sure the problems do not resurface.

ROLE OF THE TRAINEE IN THE CITIZEN ACTIVIST POLICING PROGRAM

Your role as a Trainee in this program is to do everything possible to support the Mission of this organization. You will be expected and required to actively participate in the program in accordance with policy. You will be expected and required to identify problems within your beat, and to develop and assist in implementing solutions to these problems. Many of our officers actively participate in the program by attending Neighborhood Watch meetings, CAP meetings, and by supporting the program by applying directed patrol efforts to CAP target areas. Some officers have actually "adopted" certain neighborhoods in the Community, and have assumed responsibility for problems occurring in these areas. Not only do they respond to complaints from residents in this area, they assume the responsibility for creating and implementing programs, or direct patrol efforts designed to stop and solve some of these problems. Officers participating in this effort find this very challenging and rewarding. Solutions range from very simple, to very complex, and are limited only by the officer's ingenuity and imagination.

FIELD TRAINING PROGRAM OVERVIEW

While participating in the Field Training Officer Program, the trainee will be assigned by the F.T.O. Coordinator to an F.T.O. for field instruction. During the program, the trainee will receive instructions from one or more Field Training Officer (FTO).

The Field Training Program consists of five phases of training. Each phase guides the trainee through learning objectives that become increasingly more complex. The trainee will begin the program as an observer in Phase I. In Phase II, III, and IV, the trainee will act as a participant, partner, and lead officer respectively. In Phase V the trainee will act as an independent officer with the FTO evaluating his or her performance daily. The training program duration will be completed through these five phases and will vary from sixteen to twenty weeks, according to the trainee's experience, ability, and performance.

During the Field Training Program, the trainee will be guided, directed, and advised of their progress through written and oral evaluations. The trainee will be evaluated on a daily basis and at the completion of each training phase. The trainee will also evaluate the FTO's performance at the completion of each phase of training. Upon successful completion of the program, the trainee will be eligible for assignment to uniform patrol duty as a solo unit while completing the remainder of the standard probationary period.

SECTION I

ORGANIZATION OF PROGRAM GUIDE

The Field Training Guide is designed to be used by the FTO and the trainee as a basis for instruction and study for the Field Training Program. The Guide contains objectives of performance and learning. The Guide also requires the trainee to apply skills in a real-life environment with law enforcement incidents.

The Field Training Guide is as comprehensive and complete as possible. It can be used to train recent academy graduates, as well as officers who have been employed by our Department through lateral entry. Additionally, the Guide may be used to conduct remediation of field officers.

A. FORMAT OF GUIDE

The Field Training Guide has four phases of learning and a fifth where the trainee is assigned to function as a solo beat officer under the supervision of the F.T.O. At the completion of training, the trainee is temporarily placed in The Community Policing and The Detective Bureau for administrative training prior to being assigned to a shift as a solo beat officer.

Each phase has instructional topics which contain knowledge and performance based objectives. The organization of the Guide builds from basic to more complex performance requirements. The training should be conducted in the same order as listed in the guide, but the FTO may deviate from its order if a call for service applies to a particular training objective.

Comments for each learning objective will be used to document the methods of the training. Strengths and weaknesses of the trainee should be documented on the Daily and Phase Evaluations only. Examples of methods of training might include role playing, discussion, actual performance of a task, etc.

B. PHASE TRAINING DEFINED

There are five phases that comprise the Field Training Program. Each phase addresses the trainee's degree of involvement and level of responsibility. The level of both involvement and responsibility increase as the trainee progresses through each phase of training.

During each of the five phases, the trainee must successfully complete all the objectives as described in the Field Training Guide. These objectives address the skills a trainee must master to become a competent and well trained solo field officer. These skills become more complex as the trainee progresses through each training phase.

C. EVALUATIONS RECORD MAINTENANCE

Phase I is approximately two weeks in duration. The trainee will be evaluated on a daily basis and will be evaluated at the conclusion of the Phase. At the end of each phase the trainee will receive an overall evaluation based on their performance compared to a solo field officer. The trainee will be required to complete a written critique of the FTO for each particular phase of instruction.

All evaluations will be forwarded to the FTO Coordinator. After review by the Coordinator, they will be forwarded to the Assistant FTO Coordinator who maintains the Field Training Records.

Upon successful completion of the field training program, all phase evaluations and Field Training Program Guide will be maintained by the Assistant FTO Coordinator while the officer is on probationary status. Once the officer has completed probation, all phase evaluations will be returned to the employee and training guide will remain in the employee's personnel file.

D. PHASE OBJECTIVES

Each phase contains learning and performance objectives. These objectives are grouped into instructional topics. Each phase may or may not contain all instructional topics. These topics are:

1. Agency Orientation and Department Policies

Firearms Qualifications, Arrest and Control Techniques, Impact Weapons, Agency Orientation, Command Structure, Station Orientation, Community Orientation, Support Services, Department Policies, Officer Safety, Use of Force

2. Professional Responsibility

Ethics, Values, Career Survival, Community Relations, Community Activist Policing, Community Relations, Professional Demeanor

3. Communications

Radio equipment operations (frequencies and repeater system operation), Computer Systems, Computer Aided Dispatch System and Operation, and front desk operations, Radio Communication and Telecommunication

4. **Vehicle Operation**

Patrol Vehicle Inspections and Operations, Emergency Vehicle Operations and Liability, Mobile Data Computer Operations, General Maintenance.

5. **Report writing**

Report Forms, Administrative Forms, Field Notebooks, Report Writing and Procedures, and Report Dictation.

6. **Search & Seizure**

Laws of Arrest, Search Concepts, Seizure Concepts, Warrants, Search of Vehicles/ Persons and Buildings

7. **Patrol Procedures**

Patrol Techniques, Observation Skills, Preventing and Detecting Crime, Patrol Safety, Pedestrian and Vehicle Stops, Crimes in Progress, Domestic Violence and Victims of Violent Crimes, Gang Awareness, Missing Persons, Hazardous Occurrences and Major Disasters, Media Relations and Control of Prisoners and the Mentally Ill.

8. **Principal enforcement codes**

California Law, Probable Cause, Juvenile Law, ABC/ Parole and Probation, Monrovia Municipal Codes, Penal and Vehicle Code Sections, Health & Safety, Welfare & Institutions, Business & Profession

There are five additional objective areas that are evaluated. These are not directly related to the learning and performance objectives, but rather address professionalism, productivity, and effectiveness. These are included in all five phase evaluations, and are grouped under the following headings:

9. **Professional Appearance**

Uniform Appearance and Conduct, Hygiene

10. **Professional Relations**

Community Relations and Professional Demeanor, Interpersonal Skills, Communication Skills, Problems Solving Skills

11. **Initiative**

Self-Initiated Activities and Investigative Skills

12. **Decision making ability**

Sound, Timely and Informed

13. **Trainee's role**

Responsibility level

E. COMPLETION OF OBJECTIVES

Every objective that requires a trainee to perform a skill or task must be instructed and/or demonstrated by the FTO. The trainee must perform the objective at an acceptable level demonstrating competency in the area being instructed. Both the trainee and FTO will date and sign the "FTO/Trainee" box after competency is achieved.

The FTO will note how that competency was demonstrated; by either field performance, role play, written test or verbal tests. Should the trainee show an inability to demonstrate competency, the FTO shall make arraignments for remediation. The remediation shall be documented and indicated how the competency was achieved after remediation, again by noting either field performance, role play, written or verbal testing.

Once an objective is completed in the Guide and rated "acceptable", any instances of future performance regression should be appropriately addressed in the daily and phase evaluations. Successful completion of the Field Training Program is based upon acceptable performance in each performance category.

F. COMPLETION OF GUIDE

When the trainee has successfully completed the Field Training Program, the FTO will submit the completed Field Training Program Guide along with a cover memo to the FTO Coordinator for review. The trainee will then be eligible for assignment.

These documents must be submitted within two working days following successful completion of the program. The guide will be maintained in accordance with the Evaluation Record Maintenance as outlined in Section 1, Subsection C of the Field Training Program Guide.

G. ROTATION OF TRAINER/ TRAINEES

During training, the trainee may be assigned to rotate to another FTO at the direction of the Coordinator or Assistant Coordinator. The assignment to a different FTO will expose the trainee to different perspectives and styles of training. Trainees who experience difficulty with the program may improve their performance significantly after such a change.

H. FIELD TRAINING GUIDE MAINTENANCE

To ensure that performance documentation is safeguarded from loss, the original Field Training Guide and should be securely maintained by the FTO. The FTO can also use the guide to prepare or assist in planning future training topics. A copy of the Guide will be provided to the trainee at the completion of training if so desired. The trainee may use this copy for reference and study purposes.

Copies of the Daily notes/evaluations will be maintained by the FTO, and should be readily available for review by the trainee, which is strongly encouraged. Daily evaluations will be completed by the FTO for each shift the trainee works. If the trainee is absent from training on a given day due to illness, injury or any other reason, a daily evaluation will still be completed by the FTO, reflecting the reason for the absence of the trainee.

Daily evaluations will be maintained separate from the Guide, and will be submitted by the FTO to the FTO Coordinator at the completion of each training day.

I. DURATION OF TRAINING PROGRAM

The Field Training Program is designed to meet the needs of the Operations Division of the Department. The duration of training each trainee receives is determined by the trainee's experience and performance. Duration of training may vary. Average completion times range from sixteen to twenty weeks. The Field Training Officer must carefully evaluate the trainee's performance to ensure a correct training pace.

Trainees who do not respond to training can be terminated from the program at any time. This will occur at the recommendation of the FTO Coordinator.

Any trainee who fails to respond to training as it relates to officer safety, or any trainee who deviates from accepted policies and procedures related to officer safety or any other matter, may be terminated from the program in the same fashion.

SECTION II

EXPLANATION OF PHASES AND DURATIONS

A. PHASE I - OBSERVER - APPROXIMATELY TWO-THREE WEEKS

During Phase I, the trainee will be familiarized with the station, its law enforcement mission, the command structure, officer safety, ethics, use of force, patrol vehicle operations, community relations and professional demeanor, and radio communication.

The FTO will acquaint the trainee with the geography of the area and characteristics of the community. The trainee will become familiar with vehicle maintenance, inspection, and safety operation.

The trainee will primarily observe, listen, and learn. The trainee may participate on a limited basis at the direction and immediate supervision of the FTO. It is critical that the trainee take careful notes of the FTO's actions, instructions provided and of any discussions produced during this phase.

During this phase, the trainee will be evaluated on a daily basis, and there will be a phase evaluation. The trainee will also complete a critique of the FTO at the end of this phase.

B. PHASE II – PARTICIPANT- APPROXIMATELY FIVE WEEKS

During this phase, the trainee will receive instruction on leadership, California laws, search and seizure, report writing and control of persons, prisoners and mentally ill subjects. The trainee shall be exposed to our reporting writing requirements, use of proper reporting forms. The trainee will be assigned specific tasks by the FTO, and begin performing as a participant. The trainee's responsibilities will increase proportionally to his or her demonstrated abilities.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation at the completion of this training phase, and will also complete a critique of the FTO.

C. PHASE III – PARTNER- APPROXIMATELY FIVE WEEKS

During this phase, the trainee shall be exposed to patrol procedures and the level of participation and responsibility will continue to increase. The trainee will perform as a partner officer to the FTO. The trainee will be expected to take the initiative and self-assign some duties. The phase will build on the previous phase and instructions applying laws of arrest, search and seizure, use of force, fundamental investigative techniques, and booking procedures.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation at the completion of this phase, and will complete a critique of the FTO.

D. PHASE IV - LEAD OFFICER - APPROXIMATELY FIVE WEEKS

During this phase, the trainee will be expected to act as a lead officer. The trainee will direct the FTO in all patrol activities. The trainee will continue to self-assign duties and will initiate pro-active patrol methods. The trainee shall demonstrate competency during investigations, evidence collection and preservation, tactical communication, conflict resolution, traffic enforcement and application of vehicle code sections. During the phase, the trainee is expected to show an increase in self-initiated activities and encompassing what he/she has learned in all their previous phases and instructions.

At the completion of this phase, the trainee will have finished the Field Training Program instructional topics and demonstrated a competency to function as a solo officer.

The trainee will be evaluated on a daily basis in this phase. The trainee will also receive a phase evaluation by the FTO and will complete a critique of the FTO.

E. PHASE V - INDEPENDENT OFFICER - APPROXIMATELY TWO WEEKS

During this phase, the trainee will function independent of the FTO. Several methods for evaluating the trainee may be utilized by the FTO during this phase, which may include "shadowing" in another patrol car, accompanying the trainee while dressed in plain clothes, or while in uniform. The trainee will be expected to handle all calls for service with a minimum of supervision while accomplishing the mission of the Department. While there are no instructional topics during this phase, the trainee will be evaluated based upon what has been taught from the Guide and demonstrated ability to function as a solo field patrol officer.

The trainee will be evaluated on a daily basis during this phase. The trainee will receive a phase evaluation by the FTO, and will also complete a final critique of the FTO.

During this phase, the F.T.O. will provide the F.T.O. Coordinator with an approximate training completion date, so shift assignment and other matters may be resolved prior to end of training.

F. PHASE VI- COMMUNITY POLICING/ DETECTIVE BUREAU ASSIGNMENTS

During this phase, the trainee will be assigned to work with The Community Policing Bureau for two days and participate with members from that bureau to further understand the philosophy, mission and procedures. The trainee will also work with the Detective Bureau for two days to understand the filing procedures, investigative steps taken by detectives to obtain filing and understand investigation beyond the initial report. The trainee will not be evaluated during this period, but is assigned to these bureaus to understand how each bureau works with patrol. During this period the trainee is provided with their new shift assignment to function as a solo patrol officer.

SECTION III

EVALUATIONS

During the Field Training Program, the trainee will be guided, directed and advised of their progress through written standardized evaluations. The evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The evaluations shall be based on performance and not on personal opinions. The trainee performance is evaluated based on a comparison to a solo competent officer and not based on their performance according to a particular phase or level of experience. The Standardized Evaluation Guideline, located in the Appendix I portion of the guide, are examples of what defines unacceptable, acceptable and superior performance. These guidelines should facilitate and promote a fair and impartial evaluation of the trainee's performance.

The FTO's performance as a trainer will also be evaluated by the trainee and monitored by the program coordinator. This will ensure the objectives of the program are being met, and that trainees are receiving the best possible training. Copies of all the evaluations used in this program can be located in the Appendix II portion of the Guide.

A. DAILY EVALUATIONS

This method of documentation is to provide immediate feedback to the trainee about their performance. Notes should be written throughout the day and as soon as possible after each specific incident occurs. All evaluations shall be turned in by the end of the shift, which provides the trainee the opportunity to learn what they did well and what areas need improvement.

The Daily Evaluation form will be completed by the FTO at the conclusion of each training day. The daily evaluation will be read, discussed with, dated and signed by the FTO and trainee. The evaluation shall indicate how competency was demonstrated, if remediation was required and if competency was achieved after remediation and how it was demonstrated.

Daily evaluations will be maintained by the FTO Coordinator, but shall be made accessible to the FTO upon requests to assist the FTO in completing the Phase Evaluations. Once the trainee has completed all phases of training, all Daily Evaluations will be forwarded to the FTO Coordinator along with the Training Guide and any other training related documents.

If the Trainee is absent from training for what ever reason, a Daily Evaluation will still be completed by the FTO, and the reason for the absence will be noted on the form. One form is required for each day of absence.

B. PHASE EVALUATIONS

The Phase Evaluation is intended to provide the FTO and trainee with an overview of performance over the past weeks of a particular phase. The Phase Evaluation uses the same rating scale as the Daily Observation Form, except that the "N.O." (Not Observed) category has been eliminated. All areas of the evaluation must have been observed to complete this form.

The daily evaluations for this phase should be reviewed to identify any significant strengths and weaknesses; and to show trends in the trainee's performance during the phase of training. The evaluation will be read, signed, and discussed with the trainee, and signed by both the FTO and trainee.

The phase evaluation will document the duration of training that has occurred and the relative competency of the trainee. The trainee must achieve at least an "acceptable" rating in each of the rating categories prior to advancement to the next phase. A rating of 1, 2, or NRT will not appear on the phase evaluation unless the trainee's performance is so deficient that they are to be recommended for termination from the program. Several attempts at mediation will occur prior to an unacceptable rating on a phase evaluation.

C. F.T.O. CRITIQUE

An important element of the Field Training Program is evaluating the performance of the FTOs themselves. Formal feedback from each trainee will provide the basis for evaluating both the FTO's and the programs performance.

Trainees are required to complete an FTO Critique form at the completion of each training phase.

The critique will be submitted to the FTO Coordinator in a sealed envelope. ***The FTO will not have the authority to read a critique submitted by a trainee.*** The Coordinator will review each critique, and if necessary, discuss relevant issues with the FTO at a later date, or make modifications to training methods or to the program as necessary.

Trainees are encouraged to give ***honest*** responses to the critique questions. The critiques serve a very important purpose and should not be used as a tool to vent frustration or anger. They are to be used to identify training needs within the program or training methods.

D. RATING SCALE

The F.T.O.'s observations are transformed into evaluations by using a four point rating scale. The rating scale is as follows:

4 ... "Superior"

A rating of "superior" represents a trainee whose performance is significantly above that which is expected and exceeds department standards and demonstrated a competency in a particular field.

3 ... "Acceptable"

A rating of "acceptable" should not be thought of in the sense of "average". In this regard, the principle of judging a person's work should be against the objectives in the guide - not in comparison to other employees, but rather the trainee is compared to a competency solo officer's performance.

An "acceptable" rating describes good, substantial work performance. In essence, this rating says to the trainee: "Your training is progressing satisfactorily and it is appreciated. Naturally, you should at the very least, maintain this level of performance, which demonstrates competency."

2 ... "Improvement needed"

A rating of "improvement needed" is the appraisal which officially notifies the trainee that his or her performance is deficient or they are making progress and additional exposure is required. This appraisal is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, this also means that the FTO will be required to devote additional attention to assisting the trainee in making improvement. This may require remedial training, longer hours,

specialized training, or in special circumstances, possible reassignment to another training officer.

1 ... "Unacceptable"

A rating of "unacceptable" indicates performance is significantly below the expectation of standard work performance. This rating notifies the trainee the need for improvement is so great the trainee's continued employment may be in jeopardy. Such notification is normally required to support a recommendation for termination from the Field Training Program.

NRT ... "Not responding to training"

A trainee who has been rated at a level of 1 or 2, and after remediation shows no improvement in performance, will be notified that he or she is not responding to training. This rating will signify the trainee may be unable to comprehend and/or learn a given area of instruction. The Field Training Coordinator must be notified immediately whenever this rating is used.

"N.O."... "Not observed"

This is not a rating category. This category has been provided for when a certain performance objective has not been observed by the FTO on a given day of training. This category only appears on the Daily evaluation.

"Comments"

This section of the evaluation should be used to document specific strengths and weaknesses of each trainee, as well as to establish training goals for the trainee. Evidence of unusual expertise, exceptional performance, totally inappropriate behavior or unacceptable attitude are some examples.

The reverse side of any page in the manual may be used for recording training comments.

The Standardized Evaluation Guidelines define further by area of performance categories evaluated. They assist in defining what performance is either unacceptable, acceptable or superior performance. The Guidelines are located in the Appendix I of the guide.

SECTION IV

PERSONNEL ROLES

A. ROLE OF THE FIELD TRAINING OFFICER COORDINATOR

The FTO Coordinator is assigned to the Operations Division. The manager monitors training progress, and evaluates performance of the FTO, trainee, and the program.

The FTO Coordinator has the responsibility of reviewing all documentation pertaining to the training program. In the event that an "Unacceptable" or "NRT" performance rating is given, the FTO Coordinator will make a decision whether to extend training, or recommend termination of a trainee from the program. The final decision as to termination will rest with the Operations Division Commander and the Chief of Police.

The Coordinator will meet and confer with supervisory staff to determine a trainee's progress, and will also meet and confer with FTO staff for the same purpose. The Coordinator will assign trainees to their respective FTO, and will monitor the trainee's progress through the program. The Coordinator will hold periodic FTO meetings to evaluate program effectiveness, and also to discuss specific problems associated with the Field Training Program or a specific trainee. The Coordinator or his designee will also periodically review the Program in its entirety, and will modify training, the Guide, performance objectives, or evaluations as necessary.

Any changes to training, or modification of the application of this program, must occur with the approval of the FTO Coordinator. Under no circumstances will a trainee be transferred from his assigned FTO, or will the trainee be assigned to other duties, without the approval of the Coordinator.

A trainee may not reach solo, probationary status without final approval of the FTO Coordinator. After successful completion of the Program and Guide, the Coordinator will review all Phase and Daily evaluations. The Coordinator will facilitate the placement of the Guide in the trainee's personnel file, and that all evaluations have been completed in accordance to policy and the program guidelines.

B. ROLE OF THE WATCH COMMANDER

The role of the Watch Commander is to facilitate the implementation of the program at the watch level.

The Watch Commander may also identify training needs for station personnel. This may include remedial training for experienced officers or the need for specialized training for the watch.

The Watch Commander may utilize FTOs to provide roll call training if it is deemed appropriate. Any training provided by FTOs other than at roll call will require consultation with the Coordinator.

C. ROLE OF THE FIELD TRAINING OFFICER

The FTO is the essential tool used in achieving the goals of the Field Training Program. The integral parts of this goal are the training officers and their commitment towards the success of the trainee.

FTO will be selected through an oral interview process, must possess the ability to act as a mentor, role model, counselor, trainer, and supervisor and must have attended a POST approved FTO course and certified as an FTO. The FTO shall possess the skills necessary to be a reliable and an objective evaluator of a trainee's performance and shall have at least one year of patrol experience. The FTO shall possess the ability to recognize a trainee's strengths, weaknesses and identify the trainee's learning style or curve and be able to structure training suited to the trainee's learning style or curve.

The FTO's performance is also subject to evaluation. The FTO's professional and personal conduct must be exemplary. FTOs must possess, and by example demonstrate the highest level of commitment and professionalism and are required to attend a 24 hour POST certified Advance Officer Training course every three years.

FTOs must keep abreast of current law, law enforcement trends and training techniques, and therefore should be first to attend specialized training as it becomes available. It is essential FTOs meet with training staff as necessary on a periodic basis to discuss training issues and to develop future training plans for the Department. FTOs may be required to develop annual training for department personnel, such as CPR/First Aid, leadership, California laws updates, patrol procedures, ethics, professionalism, service, investigative techniques and may be required to conduct roll call training, or other training as necessary.

D. ROLE OF THE TRAINEE

Normally, the trainee will be assigned to the Operations Division at the beginning of the Field Training Program.

To ensure uniformity of procedure throughout the Department, all new officers hired by the Department must participate in this program, regardless of experience. New officers with prior patrol experience may be accelerated through the program in less time than those employees with no prior experience, but this will be taken on a case by case bases.

The trainee is a student and therefore must study, participate, and demonstrate understanding and competency as a solo field officer. While the FTO must guide and instruct the trainee, it is the trainee's responsibility to successfully complete the Field Training Program. At the beginning of the program, the trainee will be provided with a copy of the Field Training Guide. This will allow the trainee to become familiar with the objectives of the program, the contents, and the concepts of phase training. This will also allow the trainee to study during off-duty hours, which although not mandatory, is highly recommended.

Agency Orientation
and
Department Policies

AGENCY ORIENTATION/ DEPARTMENT POLICIES

SPECIFIC TRAINING

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

The trainee will meet with a member of the Range Staff and will demonstrate the ability to meet range qualifications using on and off-duty weapons prior to starting the field training program.

1.1.01 Firearms/ Weapons qualifications (range qualification with: service weapon; shotgun; Mini-14; back-up/off duty weapon)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

1.1.02 Arrest and Control techniques

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

1.1.03 Impact weapon qualification (PR-24; straight stick, Knunchuka)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

AGENCY ORIENTATION/ DEPARTMENT POLICIES

AGENCY ORIENTATION

1.1.04 **Mission Statement**
 The trainee will read the Department's Mission Statement and demonstrate a working knowledge and understanding of the Mission Statement.

Reference: Mission Statement

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

COMMAND STRUCTURE

1.1.05 The Trainee will describe and demonstrate an understanding of the department's rank and command structure, divisions and departments.

- A. Chief of Police
- B. Operations Division Commander
- C. Services Division Commander
- D. Lieutenants
 - 1. Patrol
 - 2. Detective
- E. Sergeants
 - 1. Patrol
 - 2. Detectives
 - a. Special Enforcement Team
 - b. Community Activist Policing
 - c. Career Criminal Apprehension Team
- F. Agents
- G. Officers
 - 1. Patrol
 - a. Patrol officers
 - b. Motor officers
 - c. Bicycle patrol officers
 - 2. Detectives
 - a. Special Enforcement Team

AGENCY ORIENTATION/ DEPARTMENT POLICIES

- H. Civilian employees
 - 1. Clerk-matrons
 - 2. Communication officers
 - 3. Jailers
 - 4. Secretarial pool
- I. Volunteers
 - 1. Reserve officers
 - 2. Chaplains
 - 3. Explorer Post
 - 4. Citizen volunteers

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

STATION ORIENTATION

- 1.1.06 During the Station and Related Facilities Tour, the trainee shall identify the location and general functions of each of the following:
- A. Squad room/ Community Briefing Room
 - B. Locker rooms
 - C. Staff offices
 - D. Records-public counter
 - E. Forms and miscellaneous supply rooms
 - F. Equipment room and armory-range area
 - G. Evidence storage and packaging area

 - H. Outside facilities
 - 1. Parking lots - station & city
 - 2. Police fleet fueling area
 - 3. Vehicle maintenance locations
 - 4. Car wash
 - I. Communications

AGENCY ORIENTATION/ DEPARTMENT POLICIES

J. Detective Bureau

1. Detectives
2. Special Enforcement Team (SET)
3. Community Activist Policing
4. C-CAT office
5. Personnel/Training office

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

COMMUNITY ORIENTATION/ GEOGRAPHIC LOCATIONS/ SUPPORT SERVICES

1.1.07 The trainee shall know the jurisdictional boundaries, beats, and other local facilities used.

- A. City boundaries - jurisdictions
- B. Landmarks
- C. Natural barriers - hazards - characteristics
- D. Jails
 1. Monrovia
 2. Arcadia
 3. Sierra Madre
 4. Pasadena
 5. Inmate Reception Center (IRC)/ Twin Towers
 6. LA USC Medical Center - 13th floor
 7. Eastlake Juvenile Hall
 8. Los Padrinos Juvenile Hall

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

AGENCY ORIENTATION/ DEPARTMENT POLICIES

1.1.08 The trainee shall demonstrate an understanding of our working relationship with local, state and federal agencies.

- A. Local
 - 1. LASO Temple station (including Duarte satellite station)
 - 2. Arcadia & Sierra Madre PD
 - 3. Probation
- B. State
 - 1. CHP
 - 2. DOJ
 - 3. ABC
 - 4. Fish & Game
 - 5. State Parole
- C. Federal
 - 1. FBI
 - 2. ATF
 - 3. Secret Service
 - 4. Customs - IRS
 - 5. Military Police

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

1.1.09 The trainee shall demonstrate an understanding of the agency’s working relationship with other local resources such as: schools, shelters, hospitals, courts and city departments.

- A. Community resources
 - 1. Hospitals
 - 2. Schools
 - 3. Public utilities
 - 4. Shelters
 - a. Homeless
 - b. Domestic Violence
 - 5. Drug-alcohol treatment
 - 6. Red Cross

AGENCY ORIENTATION/ DEPARTMENT POLICIES

- B. Other facilities
 - 1. DMV
 - 2. Courts
 - a. Pasadena Superior/Juvenile
 - b. Alhambra Superior
- C. Other facilities (continued)
 - 3. Dept. of Children and Family Services
 - 4. Monrovia Fire Department
 - 5. Monrovia Public Works
 - 6. Community Center
 - 7. City Hall
 - 8. Cal-trans
 - 9. ATSF Railroad Police
 - 10. Metro-Link

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

1.1.10 The trainee shall review and briefly explain the following Department Policies:

- A. Department Policies
 - 1. Section 332 – Private Persons Arrests
 - 2. Section 312 – Juvenile Arrests
 - 3. Section 313 – Abuse of Dependant Adults
 - 4. Section 1023, 1024 – Uniform and Appearance Standards
 - 5. Section 101 – Citizen Complaints
 - 6. Section 29 – Community Activist Policing
 - 7. Section 36(b) – Alarm Ordinance
 - 8. Section 410 – Party Ordinance
 - 9. Section 302 – Use of Hobble
 - 10. Section 310 – Domestic Violence

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

OFFICER SAFETY

CONTACT AND COVER (PRIMARY/ BACKUP)

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

- A. Primary responsibility dealing with situation/ suspect(s)/ victim(s)/ witness(es)/ RPs
- B. Field Interview Cards (FI's)
- 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. Watching hand movement

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

OFFICER SAFETY

1.2.03 The trainee shall discuss the roles of the contact and cover officer during and after a

pursuit, high risk vehicle stop, foot chase. These shall include:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

BODY ARMOR

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

OFFICER SURVIVAL

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

OFFICER SAFETY

CAREER SURVIVAL

1.2.07 The trainee will discuss the importance of maintaining good health and physical conditioning throughout his career to address the following:

- A. Stress
- B. Mental alertness
- C. Lower back problems
- D. Heart problems
- E. Appearance and professionalism
- F. Officer safety
- G. Injury
- H. Longevity

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (refer to department policy).
4. Officers shall conduct themselves towards 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 suspect and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.

Reference: International Association of Chiefs of Police Model Policy for Standards of Conduct

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

DECISION MAKING

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

LEGAL AND ETHICAL ISSUES:

1.4.01 The trainee will identify and describe the elements of the use of force continuum and the related policies.

- A. Use of force continuum
 - 1. Professional presence
 - 2. Verbal skills-tactical communication
 - 3. Active and passive countermeasures
 - 4. Chemicals and electronics
 - 5. Intermediate weapons
 - 6. Lethal force
- B. Canine Utilization Policy
- C. Use of Force and Firearms Policy
- D. Use of Chemical Mace Policy
- E. Concealable Weapons Policy

Reference: Section 9, 16, 34 and 44 of the Policy Manual

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

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

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

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

FORCE OPTIONS

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

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

CHEMICAL AGENTS

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

IMPACT WEAPONS

1. The trainee shall know when and how to effectively use the police baton/ impact weapon in an authorized manner.
2. The trainee shall identify the vital body points and bone edges recognized as baton/ impact weapon “target” areas, “low vs. high” areas.

USE OF FORCE

3. The trainee shall identify those body points that are potential lethal when struck by a baton/ impact weapon.
4. The trainee shall demonstrate striking techniques.

ADDITIONAL AGENCY APPROVED LESS-LETHAL WEAPONS (including Tasers, Pepper Spray and Bean Bag Weapons, Rip Hobble, Leather restraints, leg irons, Knunchuka etc.)

E. Deadly Force

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

1. Type of crime and suspect(s) involved
2. Threat to lives and innocent persons
3. Law and agency capabilities
4. Capabilities of officer's weapon

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL VEHICLE INSPECTION

The trainee will demonstrate the proper use of various safety and operational equipment within the patrol unit. The trainee will also identify the need for, and properly complete pre-shift and end-of-watch vehicle inspections.

1.5.01 The trainee shall demonstrate how to properly use the following equipment:
Emergency lighting and siren controls

- A. Siren
- B. Lights
- C. Spotlights
- D. Public address system
- E. Take-down lights
- F. Alley lights
- G. Shotgun/ Mini-14 release
- H. Bean-bag release

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

1.5.02 The trainee shall demonstrate visual and function checks of the lethal and less lethal equipment in the vehicle (Shotgun/ Bean-Bag Shotgun/ Mini-14 Rifle) and shall complete the following:

- A. Loading and unloading
- B. Inspection
- C. Operation of release
- D. Safety

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL VEHICLE OPERATION

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

FORCE OPTIONS

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

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

CHEMICAL AGENTS

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

IMPACT WEAPONS

1. The trainee shall know when and how to effectively use the police baton/ impact weapon in an authorized manner.
2. The trainee shall identify the vital body points and bone edges recognized as baton/ impact weapon “target” areas, “low vs. high” areas.

- 3. The trainee shall identify those body points that are potential lethal when struck by a baton/ impact weapon.
- 4. The trainee shall demonstrate striking techniques.

ADDITIONAL AGENCY APPROVED LESS-LETHAL WEAPONS (including Tasers, Pepper Spray and Bean Bag Weapons, Rip Hobble, Leather restraints, leg irons, Knunchuka etc.)

E. Deadly Force

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

- 1. Type of crime and suspect(s) involved
- 2. Threat to lives and innocent persons
- 3. Law and agency capabilities
- 4. Capabilities of officer’s weapon

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Patrol Vehicle Operation

PATROL VEHICLE OPERATION

PATROL VEHICLE INSPECTION

The trainee will demonstrate the proper use of various safety and operational equipment within the patrol unit. The trainee will also identify the need for, and properly complete pre-shift and end-of-watch vehicle inspections.

1.5.01 The trainee shall demonstrate how to properly use the following equipment:
Emergency lighting and siren controls

- A. Siren
- B. Lights
- C. Spotlights
- D. Public address system
- E. Take-down lights
- F. Alley lights
- G. Shotgun/ Mini-14 release
- H. Bean-bag release

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

1.5.02 The trainee shall demonstrate visual and function checks of the lethal and less lethal equipment in the vehicle (Shotgun/ Bean-Bag Shotgun/ Mini-14 Rifle) and shall complete the following:

- A. Loading and unloading
- B. Inspection
- C. Operation of release
- D. Safety

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

LEADERSHIP

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Integrity
- B. Credibility
- C. Trust
- D. Discretion
- E. Duty
- F. Loyalty
- G. Honesty

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CRIMINAL LAW

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

2.2.03 The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PROBABLE CAUSE

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.2.07 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 reason behind that decision.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

LAWS OF ARREST

2.2.08 The trainee shall recognize the laws of arrests and, given reference text, will locate the applicable sections, which include:

- A. PC 15
- B. PC 17
- C. PC 19.6 and 19.8
- D. PC 20
- E. PC 26
- F. PC 30
- G. PC 31
- H. PC 32
- I. PC 69
- J. PC 148
- K. PC 834
- L. PC 835a
- M. PC 836
 - 1. PC 836.5
 - 2. PC 837
- N. PC 840
- O. PC 841
- P. PC 844
- Q. PC 843
- R. PC 845
- S. PC 849
- T. PC 852.2
- U. PC 853.6
- V. PC 1531/1532 - [REDACTED]

Reference: Penal Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 836 PC; 40300.5 through 40302 VC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

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

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 837 PC; 847 PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 844 PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 835 PC; 843 PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 835 PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CALIFORNIA CODES AND LAWS

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: 142 PC; 836.5 PC; 847 PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

JUVENILE LAW AND PROCEDURE

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

- A. Miranda advisement
- B. 300 WIC; 305 WIC; 601WIC; 602 WIC; 625 WIC; 627 WIC; 707 WIC; and other local ordinances (including Loitering and Curfew)
- C. Laws pertaining to school, including 626 PC and sections of the Education Code (48906; 48260 through 48266, etc.)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

ADDITIONAL LAWS

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. 3056 PC
- B. 1203.2 PC

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: POST Legislative Update telecourses and CD ROMS

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

MONROVIA MUNICIPAL CODES

2.2.24 The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections, which will include the following:

A. Monrovia Municipal Codes

1. MMC 8.24-Fireworks
 - a. 8.24.010 MMC- Possession, sales or use
 - b. 8.24.020 MMC- Prohibits discharge of

2. MMC 9.08-Gambling

3. MMC 9.12-Public Consumption Alcohol
 - a. 9.12.020 MMC- Drinking in public
 - b. 9.12.030 MMC- Possession of open container

4. MMC 9.28-Curfew
 - a. 9.28.030 MMC- Daytime loitering

5. MMC 9.36-Weapons
 - a. 9.36.010 MMC- Discharge of weapons within City limits

6. MMC 9.44-Noise
 - a. 9.44.080(E) MMC- Use/ prohibiting use of power tools

 - b. 9.44.080(F) MMC- Construction noise

7. MMC 9.45-Fee's-Emergency Response (DUI Collisions)
8. MMC 9.46-Parties/Unruly Gatherings
9. MMC 9.47-False Burglary-Robbery-Fire Alarms
10. MMC 9.48-Public Lodging
11. MMC 9.52-Threats With Replica Firearms
12. MMC 9.60-Drug Loitering Ordinance

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test					Written Test
Trainee					Verbal Test					Verbal Test
Comments:										Case #:

CALIFORNIA PENAL CODES

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

Crimes Against Justice

2.2.25 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 118(a)
- B. PC 136.1
- C. PC 148.1
- D. PC 148.5
- E. PC 148.9
- F. PC 182

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against Person

2.2.26 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 187
- B. PC 192
- C. PC 203
- D. PC 207
- E. PC 211
- F. PC 220
- G. PC 242
- H. PC 243

- I. PC 245(a & b)
- J. PC 246

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Sexual Assault, Decency and Morals

2.2.27 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 261
- B. PC 261.5
- C. PC 270
- D. PC 272
- E. PC 273(a)
- F. PC 273(d)
- G. PC 273.5
- H. PC 277
- I. PC 278.5
- J. PC 286
- K. PC 288
- L. PC 288(a)
- M. PC 314

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against the Public Peace

2.2.28 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 404
- B. PC 417
- C. PC 422

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against Property

2.2.29 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 451
- B. PC 459
- C. PC 460.1
- D. PC 466
- E. PC 470
- F. PC 475
- G. PC 487
- H. PC 496
- I. PC 503
- J. PC 529
- K. PC 530.8
- L. PC 537

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Mischief, miscellaneous and general provisions

2.2.30 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 597
- B. PC 647.6
- C. PC 653
- D. PC 666

Reference: Penal Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Weapons Offenses

2.2.31 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 12021.5
- B. PC 18250(a)
- C. PC 25850(a)

Reference: Penal Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Health and Safety Code

2.2.32 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. 11350
- B. 11351
- C. 11352
- D. 11357(b)
- E. HS 11358
- F. 11359
- G. 11360
- H. 11364
- I. HS 11377
- J. HS 11550

Reference: Health and Safety Code

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Business and Professions Code

2.2.33 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. BP 4324
- B. BP 4325
- C. BP 25658
- D. BP 25661
- E. BP 25662
- F. BP 25658
- G. BP 25661
- H. BP 25662

Reference: Business and Professions Code

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SEARCH CONCEPTS

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

- A. Consent
- B. Scope of search
- C. Contemporaneous [New York v/s Belton]
- D. Probable cause
- E. Instrumentalities of a crime
- F. Contraband
- G. Knock and notice
- H. Container search doctrine

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Pat searches for weapons (Terry v/s Ohio)
- 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

2.3.04 The trainee shall discuss the limits of search when conducted with persons, vehicles, and building including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. Court filings
- B. Prosecution of suspects

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

SEIZURE CONCEPTS

- 2.3.06 The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:
- A. Preventing a suspect from swallowing evidence
 - B. Including a suspect to vomit
 - C. Extracting blood evidence from a suspect
 - D. Extracting fingerprint evidence from a suspect

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

WARRANTS

- 2.3.07 The trainee shall explain the laws and procedures for obtaining search or arrest warrants, to minimally including:
- A. Probable cause necessity
 - B. Allowing exclusions (including hot pursuits and emergency situations)
 - C. Process for obtaining warrants during and after business hours

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance	Initials:	Date:	Field Performance
F.T.O.					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance	Initials:	Date:	Field Performance
F.T.O.					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

VEHICLES

2.3.10 The trainee shall describe incidents where he/she is capable of conducting vehicle searches, which should include:

- A. Chimel decision [California-arms length]
- B. Inventory [VC 22651]
- C. Plain view -sight/scent/hearing
- D. Carroll v/s United States of America
- E. Closed container v/s locked
- F. Ross decision

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance	Initials:	Date:	Field Performance
F.T.O.					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

SEARCH AND SEIZURE

STRIP SEARCHES

2.3.11 The trainee shall describe instances when strip searches are able to be conducted, which shall include:

- A. Probable cause
- B. Approval of Watch Commander
- C. Department policy

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

REPORT FORMS

2.4.01 The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing person, DUI, found property, etc.) which shall also include the below listed forms:

- A. Dictation Format
- B. Dictation Sheets (names, property and vehicle)
- C. CHP-180
- D. Death reports
- E. Under the influence/ Driving Under the Influence
- F. Arrest-intoxication
- G. Ad Min Per Se
- H. Temporary order of suspension
- I. Traffic collision forms
- J. SWITRS manual
- K. Missing persons
- L. Medical-dental records release
- M. Suspected child abuse reporting form
- N. Suspected elder abuse reporting form
- O. WIC 5150 evaluation (72-hour evaluation)
- P. Miranda waiver
- Q. Gladys R
- R. Juvenile D.A. witness list
- S. Juvenile Arrest Investigation (JAI)
- T. CHP 187
- U. Private person’s arrest
- V. Criminal complaint (Verified Complaint)
- W. Consent to search
- X. Field interview cards
- Y. Evidence tags
- Z. LASO crime lab receipts & book

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

ADMINISTRATIVE FORMS

2.4.02 The trainee will be shown and be familiarized with each of the following investigative report forms.

- A. Citizen complaint
- B. Employee Accident Report
- C. Inter-office memorandum
- D. Press releases
- E. Overtime/ Compensatory slips
- F. Ride-along waiver and application
- G. Citation correction letter
- H. Citation dismissal
- I. Communicable disease contact form
- J. Exposure report (HazMat)
- K. Delayed Traffic Collision Report

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

FIELD NOTES AND NOTEBOOK

2.4.03 The trainee 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 supervisor
- C. Type of incident
- D. Pertinent information
- E. Names of suspects, victims, witnesses, and reporting persons

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

REPORT WRITING

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

REPORT WRITING

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

2.4.08 The trainee shall give the location of the report depository.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Accuracy
- B. Brevity
- C. Completeness
- D. Clarity
- E. Legibility/ Neatness
- F. Objectivity
- G. Grammatical and structure correctness
- H. Timely
- I. First person/ active person/ past tense

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.4.14 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filing 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.4.16 The trainee shall demonstrate he/she knows the procedures for holding reports for completion, which include:

- A. Holds for review
- B. Holds for corrections
- C. Approval for holds
- D. Location of held reports
- E. Timeline for completing reports

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

REPORT DICTATION

2.4.17 The trainee shall demonstrate he/she understands the report dictating procedures, data sheets, formats, priorities, and processing procedures, which include the following:

- A. Dictation Data Sheets
 - 1. Names
 - 2. Vehicles
 - 3. Property

- B. Format (Crime Report)
 - 1. Original report/ supplemental
 - 2. Case number
 - 3. Officer name
 - 4. Location of occurrence
 - 5. Date and time of occurrence
 - 6. Offense
 - 7. Name(s)
 - 8. Property/evidence
 - 9. Vehicle
 - 10. Partial information
 - 11. Injuries

C. Facts Narrative

1. Synopsis
2. Notification
3. Scene
4. Statements
5. Investigation
6. Conclusion
7. Recommendation
8. Subpoena List

D. Priorities

1. Priority one- juvenile in custody
2. Priority two- adults in custody
3. Priority three- all others

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

- 2.4.18 The trainee shall be familiar with the “End of Watch” requirement for reports which will include the following:
- A. Supervisor approval required
 - B. Notification of detectives if necessary
 - C. Method of holding reports
 - D. Location where held
 - E. Reasons why some reports should be completed and submitted and supplemental reports submitted later when pending investigative information is received.
 - F. In-custody reports
 - a. Completed prior to end of Watch
 - b. Time constraints
 - c. Probable Cause Declaration (McLaughlin v/s County of Riverside)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CONTROL/ SEARCHING OF PERSONS

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

HANDCUFFING

2.5.04 The trainee shall identify the purpose of 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

2.5.05 The trainee shall discuss various handcuffing principals which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principal shall minimally include:

- A. Control of 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 suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

CALIFORNIA CODES AND LAWS

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference: 142 PC; 836.5 PC; 847 PC

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

JUVENILE LAW AND PROCEDURE

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

- A. Miranda advisement
- B. 300 WIC; 305 WIC; 601WIC; 602 WIC; 625 WIC; 627 WIC; 707 WIC; and other local ordinances (including Loitering and Curfew)
- C. Laws pertaining to school, including 626 PC and sections of the Education Code (48906; 48260 through 48266, etc.)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

ADDITIONAL LAWS

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. 3056 PC
- B. 1203.2 PC

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference: POST Legislative Update telecourses and CD ROMS

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

MONROVIA MUNICIPAL CODES

2.2.24 The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections, which will include the following:

A. Monrovia Municipal Codes

1. MMC 8.24-Fireworks
 - a. 8.24.010 MMC- Possession, sales or use
 - b. 8.24.020 MMC- Prohibits discharge of

2. MMC 9.08-Gambling

3. MMC 9.12-Public Consumption Alcohol
 - a. 9.12.020 MMC- Drinking in public
 - b. 9.12.030 MMC- Possession of open container

4. MMC 9.28-Curfew
 - a. 9.28.030 MMC- Daytime loitering

5. MMC 9.36-Weapons
 - a. 9.36.010 MMC- Discharge of weapons within City limits

6. MMC 9.44-Noise
 - a. 9.44.080(E) MMC- Use/ prohibiting use of power tools

 - b. 9.44.080(F) MMC- Construction noise

7. MMC 9.45-Fee's-Emergency Response (DUI Collisions)
8. MMC 9.46-Parties/Unruly Gatherings
9. MMC 9.47-False Burglary-Robbery-Fire Alarms
10. MMC 9.48-Public Lodging
11. MMC 9.52-Threats With Replica Firearms
12. MMC 9.60-Drug Loitering Ordinance

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test					Written Test
Trainee					Verbal Test					Verbal Test
Comments:										Case #:

CALIFORNIA PENAL CODES

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

Crimes Against Justice

2.2.25 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 118(a)
- B. PC 136.1
- C. PC 148.1
- D. PC 148.5
- E. PC 148.9
- F. PC 182

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against Person

2.2.26 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 187
- B. PC 192
- C. PC 203
- D. PC 207
- E. PC 211
- F. PC 220
- G. PC 242
- H. PC 243

- I. PC 245(a & b)
- J. PC 246

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Sexual Assault, Decency and Morals

2.2.27 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 261
- B. PC 261.5
- C. PC 270
- D. PC 272
- E. PC 273(a)
- F. PC 273(d)
- G. PC 273.5
- H. PC 277
- I. PC 278.5
- J. PC 286
- K. PC 288
- L. PC 288(a)
- M. PC 314

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against the Public Peace

2.2.28 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 404
- B. PC 417
- C. PC 422

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Crimes Against Property

2.2.29 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 451
- B. PC 459
- C. PC 460.1
- D. PC 466
- E. PC 470
- F. PC 475
- G. PC 487
- H. PC 496
- I. PC 503
- J. PC 529
- K. PC 530.8
- L. PC 537

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Mischief, miscellaneous and general provisions

2.2.30 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 597
- B. PC 647.6
- C. PC 653
- D. PC 666

Reference: Penal Code Book

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

Weapons Offenses

2.2.31 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. PC 12021.5
- B. PC 18250(a)
- C. PC 25850(a)

Reference: Penal Code Book

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

Health and Safety Code

2.2.32 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. 11350
- B. 11351
- C. 11352
- D. 11357(b)
- E. HS 11358
- F. 11359
- G. 11360
- H. 11364
- I. HS 11377
- J. HS 11550

Reference: Health and Safety Code

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Business and Professions Code

2.2.33 The trainee shall research through text and be able to identify/describe the elements of the following codes:

- A. BP 4324
- B. BP 4325
- C. BP 25658
- D. BP 25661
- E. BP 25662
- F. BP 25658
- G. BP 25661
- H. BP 25662

Reference: Business and Professions Code

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Search and Seizure

SEARCH CONCEPTS

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

- A. Consent
- B. Scope of search
- C. Contemporaneous [New York v/s Belton]
- D. Probable cause
- E. Instrumentalities of a crime
- F. Contraband
- G. Knock and notice
- H. Container search doctrine

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

- A. Pat searches for weapons (Terry v/s Ohio)
- 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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.3.04 The trainee shall discuss the limits of search when conducted with persons, vehicles, and building including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Court filings
- B. Prosecution of suspects

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SEIZURE CONCEPTS

- 2.3.06 The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:
- A. Preventing a suspect from swallowing evidence
 - B. Including a suspect to vomit
 - C. Extracting blood evidence from a suspect
 - D. Extracting fingerprint evidence from a suspect

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

WARRANTS

- 2.3.07 The trainee shall explain the laws and procedures for obtaining search or arrest warrants, to minimally including:
- A. Probable cause necessity
 - B. Allowing exclusions (including hot pursuits and emergency situations)
 - C. Process for obtaining warrants during and after business hours

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

VEHICLES

2.3.10 The trainee shall describe incidents where he/she is capable of conducting vehicle searches, which should include:

- A. Chimel decision [California-arms length]
- B. Inventory [VC 22651]
- C. Plain view -sight/scent/hearing
- D. Carroll v/s United States of America
- E. Closed container v/s locked
- F. Ross decision

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

SEARCH AND SEIZURE

STRIP SEARCHES

2.3.11 The trainee shall describe instances when strip searches are able to be conducted, which shall include:

- A. Probable cause
- B. Approval of Watch Commander
- C. Department policy

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

Report Writing

REPORT FORMS

2.4.01 The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing person, DUI, found property, etc.) which shall also include the below listed forms:

- A. Dictation Format
- B. Dictation Sheets (names, property and vehicle)
- C. CHP-180
- D. Death reports
- E. Under the influence/ Driving Under the Influence
- F. Arrest-intoxication
- G. Ad Min Per Se
- H. Temporary order of suspension
- I. Traffic collision forms
- J. SWITRS manual
- K. Missing persons
- L. Medical-dental records release
- M. Suspected child abuse reporting form
- N. Suspected elder abuse reporting form
- O. WIC 5150 evaluation (72-hour evaluation)
- P. Miranda waiver
- Q. Gladys R
- R. Juvenile D.A. witness list
- S. Juvenile Arrest Investigation (JAI)
- T. CHP 187
- U. Private person’s arrest
- V. Criminal complaint (Verified Complaint)
- W. Consent to search
- X. Field interview cards
- Y. Evidence tags
- Z. LASO crime lab receipts & book

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

ADMINISTRATIVE FORMS

2.4.02 The trainee will be shown and be familiarized with each of the following investigative report forms.

- A. Citizen complaint
- B. Employee Accident Report
- C. Inter-office memorandum
- D. Press releases
- E. Overtime/ Compensatory slips
- F. Ride-along waiver and application
- G. Citation correction letter
- H. Citation dismissal
- I. Communicable disease contact form
- J. Exposure report (HazMat)
- K. Delayed Traffic Collision Report

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

FIELD NOTES AND NOTEBOOK

2.4.03 The trainee 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 supervisor
- C. Type of incident
- D. Pertinent information
- E. Names of suspects, victims, witnesses, and reporting persons

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

REPORT WRITING

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

REPORT WRITING

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

2.4.08 The trainee shall give the location of the report depository.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. Accuracy
- B. Brevity
- C. Completeness
- D. Clarity
- E. Legibility/ Neatness
- F. Objectivity
- G. Grammatical and structure correctness
- H. Timely
- I. First person/ active person/ past tense

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.4.14 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filing 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.4.16 The trainee shall demonstrate he/she knows the procedures for holding reports for completion, which include:

- A. Holds for review
- B. Holds for corrections
- C. Approval for holds
- D. Location of held reports
- E. Timeline for completing reports

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

REPORT DICTATION

2.4.17 The trainee shall demonstrate he/she understands the report dictating procedures, data sheets, formats, priorities, and processing procedures, which include the following:

- A. Dictation Data Sheets
 - 1. Names
 - 2. Vehicles
 - 3. Property
- B. Format (Crime Report)
 - 1. Original report/ supplemental
 - 2. Case number
 - 3. Officer name
 - 4. Location of occurrence
 - 5. Date and time of occurrence
 - 6. Offense
 - 7. Name(s)
 - 8. Property/evidence
 - 9. Vehicle
 - 10. Partial information
 - 11. Injuries

C. Facts Narrative

1. Synopsis
2. Notification
3. Scene
4. Statements
5. Investigation
6. Conclusion
7. Recommendation
8. Subpoena List

D. Priorities

1. Priority one- juvenile in custody
2. Priority two- adults in custody
3. Priority three- all others

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

- 2.4.18 The trainee shall be familiar with the “End of Watch” requirement for reports which will include the following:
- A. Supervisor approval required
 - B. Notification of detectives if necessary
 - C. Method of holding reports
 - D. Location where held
 - E. Reasons why some reports should be completed and submitted and supplemental reports submitted later when pending investigative information is received.
 - F. In-custody reports
 - a. Completed prior to end of Watch
 - b. Time constraints
 - c. Probable Cause Declaration (McLaughlin v/s County of Riverside)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Control of Persons, Prisoners
and the Mentally Ill

CONTROL/ SEARCHING OF PERSONS

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

HANDCUFFING

2.5.04 The trainee shall identify the purpose of 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

2.5.05 The trainee shall discuss various handcuffing principals which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principal shall minimally include:

- A. Control of 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 suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

2.5.11 The trainee shall explain the requirement for issuing property receipts.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

2.5.13 The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

TRANSPORTATION OF PRISONERS

2.5.15 The trainee shall review and explain the department’s policy regarding the transportation of prisoners. The explanation shall minimally include:

- A. Prisoners restrained with specialty devices (i.e., hobble, expectorant, shields, etc.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juvenile without adults
- D. Females
- E. Use of seat belts
- F. A search of the area in which the prisoner is about to be placed prior to transportation
- G. A search of the area where the prisoner had been after transportation
- H. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- I. Close and constant observation of the prisoner(s)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date:	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date:	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

BOOKING PRISONERS

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

- A. Miranda advisement
- B. Right to phone calls
- C. What notification are required
- D. Secure/ Non-secure detention of juvenile
- E. Strip search of juveniles
- F. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused of convicted of a crime
- G. Custody alternatives

Reference: 625 WIC; 206 WIC; 207.1 WIC; 207.2 WIC; WIC; 4030 PC; 273b PC; 626 WIC; 626.5 WIC

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date:	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

2.5.19 The trainee shall understand the basic functions, layout, organization, and staffing of the jail facility.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. Complete and accurate Pre-booking form, Receiving Sheet, and/ or Probable Cause Statement to include charges and 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.)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

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

- A. Sex
- B. Age
- C. Criminal sophistication
- D. Seriousness of offense
- E. Assaultive behavior
- F. Medical disabilities
- G. Gang affiliation
- H. Overt sexual behavior

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Search by name sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.5.26 The trainee shall review and explain methods and procedures for releasing a prisoner.

Reference: 849(b) PC

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

2.5.27 The trainee shall discuss the department's response, if any, to a jail emergency, including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PEOPLE WITH DISABILITIES

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

- A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
- B. Prohibits the arrest of an individual for behavioral manifested from 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.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

2.5.30 The trainee shall recognize and demonstrate effective communications for people 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. Repeat questions from a slightly different perspective, if necessary.
- D. Avoid questions about time, complex sequences, or reasons for behavior.
- E. Use concrete terms and idea. Avoid jargon or figures of speech.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

2.5.32 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessment 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

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

MENTAL ILLNESS CASES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.5.35 The trainee shall identify the appropriate mental health facilities used by the department for evaluation, treatment, counseling or referral.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.5.36 The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hours hold:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.5.37 The trainee shall explain procedure required of officers for safeguarding the rights of a person detained under the authority of Section 5150 WIC, 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.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

2.5.38 The trainee shall discuss appropriate alternatives 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 development disabilities agency
- E. No police action required

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

2.5.39 The trainee 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)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: _____ Date: _____	Initials: _____ Date: _____	Field Performance Role Play	Initials: _____ Date: _____	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

Patrol Procedures

POLICE PATROL TECHNIQUES

3.1.01 The trainee shall explain the principal type of police patrol (preventive, directed enforcement, etc) and their respective impacts on community relations

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.02 The trainee shall review and explain basic preventive 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. Knowledge of patrol area
- E. Maintenance of visibility and personal contact
- F. Daily individual patrol and community action plan
- G. Community Activist Policing
 - 1. Strategies
 - 2. CAP Target Areas

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

OBSERVATION SKILLS

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PREVENTING AND DETECTING CRIME

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.08 The trainee 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.)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.09 The trainee shall explain 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.14 The trainee shall be able to locate the vehicle identification (VIN) of various vehicle (i.e. auto; truck; trailer; motorcycles, and bicycles)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

ADDITIONAL PATROL SAFETY

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

- A. [REDACTED]
- B. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.17 The trainee shall explain and/or demonstrate proper methods nighttime techniques and shall include: of ways to avoid the hazards of “silhouetting,”

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PEDESTRIAN STOPS

3.1.22 The trainee shall explain the concepts of consensual encounter and probable and reasonable suspicion to stop and detain.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.23 The trainee shall explain the circumstances of making a lawful pedestrian stop. The 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.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SEARCHING PERSONS

3.1.29 The trainee shall identify and explain 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 search
- E. Body cavity search

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

- A. Consent
- B. Subsequent to arrest
- C. Based upon probable cause/ reasonable suspicion
- D. Constant alertness
- E. Maintain control and position of advantage (contact & cover)
- F. Thoroughness of the search
- G. Safeguarding weapons

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

- A. Position
- B. Stance
- C. Movement-hands
- D. Environment
- E. Multiple persons

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

VEHICLE STOPS

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

- A. Use of emergency lights
- B. Use of headlights
- C. Use of horn
- D. Use of siren
- E. Use of hand signals
- F. Use of public address system
- G. Proper use of spotlight to include:
 - 1. Not blinding the driver while the vehicle is in motion
 - 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

3.1.48 The trainee shall explain the advantage of the following procedures:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

HIGH –RISK VEHICLE STOPS

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SEARCHING VEHICLES

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

- A. Proper removal and control of occupants
- B. Consent
- C. Limitations to consent
- D. Scope of consent
 - 1. Voluntary vs. involuntary
 - 2. Burden on the people
 - 3. Weakest method in court
 - 4. Consent search form
- E. Incident to arrest

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

- A. A systematic method
- B. Inventory search
- C. Scope of search
- D. Containers
- E. Trunk/ truck bed/ hatchback
- F. Panels/ glove-box/
- G. Hidden compartments
- H. Use of K-9

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SEARCHING BUILDING/ AREAS

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.61 Given an incident, the trainee shall safely and effectively conduct a building/ area search, which should include:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]
 - 4. [REDACTED]
- E. [REDACTED]
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

HANDLING CRIMES IN PROGRESS

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]
- I. [REDACTED]
- J. [REDACTED]
- K. [REDACTED]

PATROL PROCEDURES

- L. [REDACTED]
- M. [REDACTED]
- N. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.64 The trainee shall explain the principals for a safe and effective methods for handing alarm calls, which may include:

- A. [REDACTED]
- B. [REDACTED]
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]
 - 4. [REDACTED]
- C. [REDACTED]
 - 1. [REDACTED]
 - 2. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

DOMESTIC VIOLENCE

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

- A. Difference between domestic violence and a domestic dispute
- B. Impact of domestic violence on victims, children, and the batterers
- C. Essential elements of Penal Code Sections 13700 and 13519
- D. Duty to provide maximum protection to the victim from abuse (emergency protective order)

PATROL PROCEDURES

- E. Provide safety to other persons and property
- F. Verification and enforcement of court orders (restraining and stay-away orders)
- G. Responsibilities and authority with tenancy issues related to domestic violence
- H. Determine if a crime has been committed and if arrest is mandatory
- I. Completion of appropriate documentation and required reports
- J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office
- K. Safekeeping of firearms

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

3.1.69 The trainee shall discuss mandatory custody arrest requirements.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

VICTIMS OF VIOLENT CRIME

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

- A. 12028.5 PC
- B. 12028.7 PC
- C. 12029 PC
- D. 8101 WIC

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

HATE CRIMES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.77 The trainee 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

Reference: 422.6 PC

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

GANG AWARENESS

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

3.1.84 The trainee shall identify methods that gang 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.85 The trainee shall identify gang graffiti factors significant to law enforcement, including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.86 The trainee 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

3.1.87 The trainee 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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

MISSING PERSONS

3.1.88 The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persona, both adults and juvenile.

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

3.1.89 The trainee shall explain the agency’s policy regarding search procedures for missing persons.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

FIRES

3.1.92 The trainee shall identify the following types of fires and the best methods to deal with each:

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical
- D. Combustible metals

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

3.1.93 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

- A. Request for fire department
- B. Requests 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.94 The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.95 The trainee shall recognize signs that indicate a burning building is unsafe to enter.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

3.1.96 Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safety and effectively manage the situation.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

HAZARDOUS OCCURRENCES/ MAJOR DISASTERS

3.1.97 The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS-Incident Command System and OES- Office of Emergency Services).

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

3.1.98 The trainee shall review and explain the agency’s policy on hazardous substances or chemical spills (HAZMAT).

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

3.1.99 The trainee shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Requesting need 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

BOMBS/ EXPLOSIVE DEVICES

3.1.102 The trainee shall review and explain the agency’s policy and procedures for handling explosives.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

PATROL PROCEDURES

3.1.103 The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

AIRCRAFT CRASHES

3.1.105 The trainee shall review and explain the agency’s policy in aircraft crashes.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

PATROL PROCEDURES

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

FIRST AID

3.1.107 The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.108 The trainee shall review and explain the agency’s policy on administering first aid.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

3.1.109 The trainee shall discuss why a law enforcement officer is morally, ethically and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

3.1.110 The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

SICK, INJURIES, OR DECEASED PERSONS

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

3.1.115 The trainee shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

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

Reference: Gov. Code Sec. 27491.3 & 27491c; 13 Cal. Admin. Code Section 1101

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

LOST, FOUND, AND RECOVERED PROPERTY

3.1.116 The trainee shall review and explain California law and department policies and procedure 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 System (LEDS) can assist in determining property status.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

CROWD CONTROL

3.1.117 The trainee shall explain the basic principles of crowd and riot control and shall be able to participate effective as a team member in crowd control situations.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.118 The trainee shall define and describe basic crowd and riot control formations.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.119 The trainee shall explain the use of the authorized baton/ impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaking riot gear.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

NEWS MEDIA RELATIONS

3.1.120 The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.121 The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

3.1.122 The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter area otherwise closed to the public.

Reference: Penal Code Section 409.5

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

PATROL PROCEDURES

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

- A. Statement 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 opinion valued 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CALIFORNIA PENAL CODES PERTAINING TO MEDIA RELATED ISSUES

3.1.124 The trainee will demonstrate an understanding of the laws applicable when dealing with the media, which should include:

- A. PC 402(a) - Impeding police, fire, or other officials at scene of an emergency. Prohibits persons from going into or stopping at scene of emergency to view activities of police or fire personnel.
- B. PC 409.5 - Provides authority for police to close area of an emergency to public access.
 - a. Emergency can be defined as injury, property damage, and peril to safety and property as a result of fire, explosion, airplane crashes, flooding, windstorm damage, railroad accidents, traffic accidents, power plant accidents, toxic or chemical spills, or any other natural or human-caused event.
- C. PC 409.5(d) - EXEMPTS AND EXCLUDES News Media from provisions of PC 409.5, unless area is considered a crime scene due to on-going investigation.
- D. PC 146(e) - Prohibits publication, disclosure or dissemination of the home address or phone number of police officers, their spouses or children, whether they live with officer or not. Must be made with malice or intent to obstruct justice (section includes dispatchers).

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- E. PC 832.7 and PC 832.8 - Prohibits disclosure of peace officer personnel file.
- F. PC 11142 - Prohibits unauthorized disclosure of record information (RAPS/ DMV, etc.)
- G. PC 11143 - Prohibits unauthorized receipt of record information (RAPS/ DMV, etc.).
- H. PC 13302 - Prohibits unauthorized disclosure record information from local agency.
- I. PC 13304 - Prohibits unauthorized receipt of record information from local agency.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

ADDITIONAL ISSUES PERTAINING TO MEDIA RELATED ISSUES

- 3.1.125 The trainee will demonstrate an understanding of the laws applicable when dealing with the media, and recognize when information shall not be released, which should include:
- A. Evidence Code 1070(a) - Provides for Newspersons refusal to disclose news sources.
 - B. Government Code 3303(e) - Prohibits release of peace officer's home address or phone number when accused of misconduct.
 - C. Department Policy
 - 1. Press releases only released over signature/authority of Chief of Police.
 - 2. Made be made by Watch Commander or his designee.
 - D. Disclosure will interfere with law enforcement proceedings or investigation.
 - E. Disclosure will deprive person of a fair trial.
 - F. Disclosure will constitute an unwarranted invasion of privacy.
 - G. Disclosure will reveal the identity of a confidential source.
 - H. Disclosure will reveal confidential information which could only have been provided by a confidential source.
 - I. Disclosure would reveal secret investigative techniques and/or procedures.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

HOSTAGE/ BARRICADED SUSPECT

3.1.126 The trainee shall explain and/or demonstrate tactical consideration in dealing with hostage/ barricaded suspect situations, including:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

SNIPER ATTACK

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date:	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

ANIMAL CONTROL

3.1.130 The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- A. Injured animals
- B. Dead animals
- C. Rabid animals
- D. Noisy animals

PATROL PROCEDURES

- E. Stray animals
- F. Wild animals
- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

3.1.131 The trainee 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 destroying an animal
- B. Who may destroy the animal
- C. What report should be completed
- D. How disposal of the animal is handled

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

3.1.132 Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

Investigations and Evidence

INTERVIEWING

4.1 01 The trainee shall explain the systematic steps he/she should take in preparing for an interview.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.1.02 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

- A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- B. Controlling the interview. 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.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date:	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

INVESTIGATIONS/ EVIDENCE

4.1.03 The trainee shall describe the contents of a good statement. These contents shall minimally include:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.1.04 The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/ should not be used during interviews.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.1.05 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

INVESTIGATIONS

“Cold Crimes”

4.1.06 The trainee shall demonstrate the ability to conduct through and complete preliminary investigations.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.07 The trainee shall discuss factors which must be determined when interviewing complaints, reporting persons, and witnesses.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.08 The trainee shall describe situations where the skills of an evidence technician or criminalist are required.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.09 The trainee shall property obtain all information necessary for the completion of a through preliminary investigation of a “cold” crime.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Crimes Against Property

4.1.10 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of an in-progress or fresh crimes against property. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Pursuit and/ or apprehension of suspect, if possible.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

Crimes Against Persons

4.1.12 The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.13 The trainee shall explain the steps to take while investigating the following crimes:

- A. Rape/ Sexual assault
- B. Felonious assault
- C. Robbery
- D. Kidnapping

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- A. Preserving the scene, including the restriction of unauthorized police personnel
- B. Determining the need for first aid and summoning medical assistance
- C. Identifying and apprehending suspect(s), if possible
- D. Making proper notification
- E. Locating visible physical evidence
- F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

BURDEN OF PROOF

4.1.16 The trainee shall define the terms “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

- A. Criminal guilt (Evidence Code Section 520)
- B. Corpus delicti (Evidence Code Section 550)
- C. Jurisdiction (Evidence Code Section 666)
- D. Double jeopardy as a defense (Evidence Code Section 500)
- E. Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code Sections 520; 550; 666; 500

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CONCEPTS OF EVIDENCE

4.1.17 The trainee shall recognize the concepts of evidence as defined and used in California law, including:

- A. Evidence
- B. Direct evidence
- C. Circumstantial evidence

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.18 The trainee shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- A. Fruits of a crime
- B. Instruments of a crime
- C. Contraband

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.19 The trainee shall explain the purpose 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.20 The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code 210)

- A. The evidence must be relevant to the matter in issue.
- B. The evidence must be completely presented in court
- C. The evidence must have been legally obtained.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.22 The trainee shall explain the privileged communication rule and provide examples to include:

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

Reference: Evidence Code Sections 970; 980; 950; 1030; 990

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

RULES OF EVIDENCE

4.1.23 The trainee shall describe the effects of the “exclusionary rule” upon police actions and procedures in the following areas:

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

Reference: Evidence Code and Case Law

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

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

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

Reference: Evidence Code Sections 1200; 1220

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

EVIDENCE COLLECTION AND PRESERVATION

4.1.25 The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.26 The trainee shall explain and demonstrate the methods for preserving evidence at a crime scene in fair inclement weather.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.27 The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

4.1.28 The trainee shall review and explain, as well as apply, the agency’s policies on:

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons, and explosives

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

4.1.29 The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
Trainee					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.30 The trainee shall review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory examination facilities and court.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.1.31 The trainee shall explain “chain of custody” or “ chain of evidence.”

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

LINE UPS

4.1.33 The trainee shall explain technical methods for identifying suspects, including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.1.34 The trainee 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.35 The trainee 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

SOURCES OF INFORMATION

4.1.36 The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.1.37 The trainee shall describe techniques for identifying and developing “informants” and the:

- A. [REDACTED]
- B. [REDACTED]

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.38 The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

SUBPOENAS

4.1.39 The trainee shall review and explain the agency’s practices and policies concerning the subpoena process

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.1.40 The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- A. Who may exercise the power of a subpoena
- B. Who may serve a subpoena
- C. How a subpoena is served
- D. Who is subject to the power of a subpoena
- E. What immunities from arrest are granted to a person traveling in answer to a subpoena
- F. How a subpoena is enforced

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

COURTROOM TESTIMONY AND DEAMEANOR

4.1.41 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.42 The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- A. Refreshing the officer’s memory
- B. Coordinating of efforts

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.1.43 The trainee shall identify and explain principals of effective testimony. These principals shall minimally include:

- A. Honesty
- B. Clarity
- C. Brevity
- D. Objectivity
- E. Poise

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

INVESTIGATIONS/ EVIDENCE

4.1.44 The trainee 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.1.45 The trainee shall become familiar with local courtroom security policies and procedures such as:

- A. Prisoner escort
- B. Prisoner restraint
- C. Screening of courtroom audience
- D. Disturbance procedures

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.1.46 The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Tactical Communication
and
Conflict Resolution

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

TACTICAL COMMUNICATION

4.2.01 The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal clues).

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.2.02 The trainee shall identify the benefits of a tactical communication including:

- A. Enhance safety (reduces likelihood of physical confrontation and injury)
- B. Enhance professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.2.03 The trainee shall demonstrate an ability to perform in a calm, professional demeanor while deescalating hostilities or conflicts (i.e. without resorting to physical force).

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

4.2.04 The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- A. I appreciate that, but I need to see your driver’s license.
- B. I understand that, but I need you to sign the citation.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

4.2.05 Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process:

- A. Ask (Ethical Appeal)- The subject is given an opportunity to voluntarily comply by simply being asked to comply.
- B. Set Context (Reasonable Appeal)- The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
- C. Present Options (Personal Appeal)- Explain possible options
- D. Confirm (Practice Appeal)- Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- E. Act- (Take appropriate action)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?					
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Written Test	Verbal Test	Initials:	Date	Field Performance	Role Play	Written Test	Verbal Test
F.T.O.														
Trainee														
Comments:											Case #:			

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

HANDLING DISPUTES

4.2.06 The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

- 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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.2.09 The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering from them individually.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.2.10 The trainee shall explain citizen arrest procedures to consider at disputes.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

4.2.11 The trainee shall assess and explain 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. Child Custody Orders
- F. Restraining Orders

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.2.12 Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

CIVIL DISPUTES (including Landlord/ Tenant and Labor)

4.2.13 The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

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

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.2.15 The trainee shall review and explain the agency’s policy on labor-management disputes.

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.2.16 The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

TACTICAL COMMUNICATION/ CONFLICT RESOLUTION

4.2.17 The trainee shall explain the role of the small claims court.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

REPOSSESSIONS

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Traffic

VEHICLE CODE

4.3.01 The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations, which shall include:

- A. VC 31
- B. VC 2800.1
- C. VC 2800.2
- D. VC 2800.3
- E. VC 4000(a) (1)
- F. VC 4461
- G. VC 4463
- H. VC 5200

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Antitheft Laws

4.3.02 The trainee shall research through text and be able to identify/describe the elements of the following Antitheft Laws:

- A. VC 10500
- B. VC 10501
- C. VC 10851
- D. VC 10882
- E. VC 10750

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Driver License Laws

4.3.03 The trainee shall research through text and be able to identify/describe the elements of the following driver’s license offenses:

- A. VC 12500(a)
- B. VC 12500(b)
- C. VC 12517
- D. VC 12951(a)
- E. VC 13353
- F. VC 14601

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Financial and Civil Liability Laws

4.3.04 The trainee shall research through text and be able to identify/describe the elements of the following financial and civil liability laws:

- A. VC 16020
- B. VC 16021
- C. VC 16028(a)
- D. VC 16028(c)
- E. VC 17004

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Rules of the Road

4.3.05 The trainee shall be research through text and be able to identify/describe the elements of the following rules of the road:

- A. VC 21061
- B. VC 21806
- C. VC 22651
- D. VC 23103
- E. VC 23110

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

Driving Under the Influence Laws

4.3.06 The trainee shall research through text and be able to identify/describe the elements of the following DUI laws:

- A. VC 23140
- B. VC 23152(a) and (b)
- C. VC 23153(a) and (b)
- D. VC 23223
- E. VC 23224
- F. VC 23225
- G. VC 23550(a)
- H. VC 23550.5
- I. VC 23577(a)
- J. VC 23612

Reference: Vehicle Code Book

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.07 The trainee shall be familiar with the agency Traffic Forms, which include the following:

- A. Notice to Appear
- B. Citation continuation
- C. Citation correction form
- D. Citation dismissal form
- E. Traffic Collision Report - CHP 555
- F. Traffic Collision Report - CHP 556
- G. Vehicle storage - CHP 180
- H. SWITRS Manual
- I. Notice of stored vehicle
- J. Release of stored vehicle
- K. Arrest/Investigation Report (DUI)
- L. Officers Statement
- M. Admin Per Se
- N. Verbal Notice of Suspension
- O. Emergency Billing Forms
- P. Request for re-examination of driver

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.3.08 The trainee shall define the following terms as used in the California Vehicle Code:

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

Reference:

	Instructed	Competency Demonstrated:	How Demonstrated?	Remediated	How Remediated?
	Name: Date:	Initials: Date:	Field Performance Role Play	Initials: Date	Field Performance Role Play
F.T.O.			Written Test		Written Test
Trainee			Verbal Test		Verbal Test
Comments:					Case #:

4.3.09 The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.11 The trainee shall discuss enforcement options after observation of a traffic violation, including:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.12 The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.13 The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

IMPOUNDING/ STORING VEHICLES

4.3.14 The trainee shall review and explain the agency’s policy regarding towing procedures.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.15 The trainee shall identify/ explain situations where he/she may have the authority to remove, store, and/or impounding vehicles, including:

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazards (22561(b) VC)
- C. Incident to an arrest (22651 (h) VC)
- D. Vehicle is stored for safekeeping (22651 (g) VC)
- E. Vehicle is stolen, recovered and not released in the field (22651(c) and 22653(a) VC)
- F. Vehicle is held for investigation (22655.5 VC)
- G. Vehicle is involved in hit and run (22655 or 22653(b) VC)
- H. Vehicle with VIN removed (10751 VC)
- I. Vehicle held for operation by unlicensed driver (22651(p) VC)
- J. Vehicle stored for 30 days (14602.6 VC)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

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

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

VEHICLE COLLISIONS

4.3.18 The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:

- A. Education
- B. Enforcement
- C. Proactive engineering recommendations
- D. Patrol awareness (including assisting stranded motorist)
- E. Environmental factors that detract from traffic safety
- F. Development of positive interagency relationship with road/street department, public works, planning and traffic safety commission.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?		Remediated		How Remediated?	
	Name:	Date:	Initials:	Date:	Field Performance	Role Play	Initials:	Date	Field Performance	Role Play
F.T.O.					Written Test				Written Test	
Trainee					Verbal Test				Verbal Test	
Comments:									Case #:	

4.3.19 The trainee shall explain the primary duties of an officer at any traffic accident scene, including :

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares, cones (spilled fuel)
- D. Ascertaining the need for paramedics
- E. Considering the need for tow services
- F. Determining the need for further assistance

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.20 The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.21 The trainee shall define the term vehicle collision.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.22 The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.23 The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- A. Injury accident
- B. Hit and run accident
- C. Accident involving suspected drunk driving
- D. Accident involving city property

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.24 The trainee shall define the term “primary collision factor.”

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.25 The trainee shall define the term “area of impact” and explain/ or demonstrate how the area of impact is determined at both intersections and non-intersection accidents.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.26 The trainee shall define the term “coefficient of friction” as it pertains to roadways.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.27 The trainee shall define terms relevant to traffic collision reports, to include:

- A. Accident or collision; an unintended event that causes damage, injury or death.
- B. Classification of injuries: complaint of pain, severe or other visible injury, or a fatal.
- C. Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.
- D. In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
- E. Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).
- F. Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.28 The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- A. Indications of compass direction
- B. Measurements of the scene in proportion but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determining the point of impact (P.O.I.) and the point of rest (P.O.R.)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.29 The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluid, and other related property damage
- C. Photographs of the scene

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.3.30 The trainee shall identify information to be obtained during a collision investigation interview, including:

- A. Identity of the involved parties and vehicle information
- B. Time and location of collision events
- C. Chronology of collision events
- D. Elements unique to hit and run collision, if applicable

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.31 Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

TRAFFIC CONTROL/ DIRECTION

4.3.32 The trainee shall demonstrate recognized traffic hand signals for a driver to include:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.33 The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.34 The trainee shall explain flare patterns and be able to safely light and extinguish a flare.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.35 Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

DRIVING UNDER THE INFLUENCE

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
Trainee					Role Play			Role Play
					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
Trainee					Role Play			Role Play
					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
Trainee					Role Play			Role Play
					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

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

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Field Performance			Field Performance
Trainee					Role Play			Role Play
					Written Test			Written Test
					Verbal Test			Verbal Test
Comments:								Case #:

4.3.41 Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

4.3.42 The trainee shall be familiar with the sequence of events regarding a DUI arrest/detention/ suspicion which include:

- A. Observation/Probable Cause for detention
- B. Contact with driver
- C. Observations of objective symptoms
- D. Tactical communication
- E. Dealing with argumentative suspects
- F. Standardized Field Sobriety Tests (SFST'S)
- G. Preliminary Alcohol Screening (PAS) Device
- H. Implied consent (Blood or Breath)
- I. Trombetta Advisement for chemical tests (blood or urine)
- J. Refusal to submit to chemical test
- K. Disposition of vehicle
- L. Arrest report
- M. Required forms/copy of forms for report

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated?	Remediated		How Remediated?
	Name:	Date:	Initials:	Date:	Field Performance Role Play	Initials:	Date	Field Performance Role Play
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Self-Initiated Activity

SELF-INITIATED ACTIVITY

4.4.01 The trainee shall explain the necessity of and demonstrate in the performance of self-initiated activities to minimally include:

- A. Investigative
- B. Traffic enforcement

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.4.02 Pedestrian Stops

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.4.03 Directed Patrol

- A. Gang area/ activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. Community Activist Policing

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

SELF-INITIATED ACTIVITY

4.4.04 Arrests:

- A. Misdemeanor and felony
- B. Other (i.e. Municipal Codes, traffic, warrants)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

4.4.05 Other activities:

- A. Field Interviews (FI) cards
- B. Bar checks
- C. Curfew violations
- D. Suspicious circumstances
- E. Additional activities (determined by training officers)

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play Written Test Verbal Test	Remediated		How Remediated? Field Performance Role Play Written Test Verbal Test
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.								
Trainee								
Comments:								Case #:

WATCH COMMANDER NOTIFICATIONS

4.4.06 The trainee shall be familiar with the types of calls for service or incidents which shall require notification to the Watch Commander for additional action or direction of resources, which shall include the following:

- A. Death investigations (excluding apparent natural causes)
- B. Injuries to, or by, an officer
- C. Use of force
- D. Major crime investigations
- E. Criminal investigation involving officer from another jurisdiction
- F. Requests for Detectives

SELF-INITIATED ACTIVITY

- G. Use of overtime
- H. Potential personnel complaints
- I. Civil emergency
- J. Public safety issues
- K. Officer involved TC
- L. Discharge of firearm
- M. Prisoner medical problem
- N. Employee absence from duty (tardiness/illness)
- O. Employee not appearing in court as required by subpoena

Reference:

	Instructed		Competency Demonstrated:		How Demonstrated? Field Performance Role Play	Remediated		How Remediated? Field Performance Role Play
	Name:	Date:	Initials:	Date:		Initials:	Date:	
F.T.O.					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Comments:								Case #:

Standardized Evaluation Guidelines

DAILY AND PHASE OBSERVATION REPORT STANDARDIZED EVALUATION GUIDELINES

The following scales are to assist the FTO in rating a trainee's behavior and performance in particular performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved. These rating scales in particular categories should be used for daily and phase evaluations.

1. ORIENTATION

- (1) **Unacceptable** – Demonstrates inability to properly use duty weapon, Mini-14 or shotgun in accordance with department policy. Uses too little or too much force for the given situation or is physically unable to perform the tasks given. Does not use or is unable to use proper restraint. Unaware of location on patrol and does not properly use the city map. Unable to relate present location to destination, and gets lost at times or takes too much time getting to destination.
- (3) **Acceptable** – Demonstrates ability to use duty weapon, Mini-14 or shotgun in accordance with department policy. Obtains and maintains control through the use of proper amount of force and uses restraint effectively. Is aware of location while on patrol and is able to properly use the city map. Can relate present location to destination, and arrives within reasonable amount of time using the most practical route to reach destination.
- (4) **Superior** – Demonstrates proficiency with duty weapon, Mini-14 or shotgun in accordance with department policy. Excellent knowledge and skill level in use of restraint (physical/mechanical), and is extremely adept in the proper use of force for any given situation. Remembers locations from previous calls for service and seldom needs a map. Is aware of shortcuts and utilizes them to save time, and possesses a high level of orientation to the beat and the community.

2. PROFESSIONAL RESPONSIBILITY

- (1) **Unacceptable** – Accepts and employs a standard of mediocrity (poor work habits). Has no sense of accountability and/or responsibility to department or community. Does not demonstrate strength of character by appropriate use of command presence and does not prevent/reduce conflict. Fails to show empathy.
- (3) **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 and understands differences between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
- (4) **Superior** – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust, and will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion, and consistently demonstrates trust, respect, and genuineness.

3. COMMUNICATION

- (1) **Unacceptable** – Violates policy concerning use of communication equipment, and does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language. 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. Does not pre-plan transmission, and over/under modulates when speaking on the radio. Improperly uses microphone, and speaks too rapidly or too slowly.
- (3) **Acceptable** – Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language. Copies own radio transmission and is normally aware of radio traffic directed to adjoining beats. Uses proper procedure with clear, concise, and complete transmissions, and few complaints from communication center are received.
- (4) **Superior** – Always follows proper procedure, and adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment. Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmission and uses that information to advantage. Transmits clearly, calmly, concisely, and complete in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

APPENDIX I

4. VEHICLE OPERATIONS

Evaluate trainee in the area of vehicle operation which shall cover driving skills while in en route routine calls and Code-3/ High Stress conditions.

- (1) **Unacceptable** – Frequently violates traffic laws, or has been involved in chargeable accident. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions, or uses red lights and siren unnecessarily or improperly.

- (3) **Acceptable** – Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively. Evaluates driving conditions/ situation properly. Adheres to department policies and procedures regarding Code3 pursuit enforcement driving.

- (4) **Superior** – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio. 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.

5. REPORT WRITING/ DICTATION

- (1) **Unacceptable** – Requires an excessive amount of time to complete a report, or takes three or more times the amount of time an experienced officer would take to complete the report. Fails to elicit necessary information, or is unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the reports or reports are inaccurate and/or incorrect. Reports contain excessive misspelled words. Sentence structure and/or word usage is incorrect or incomplete.

- (3) **Acceptable** – Completes report within a reasonable amount of time. Elicits most information and records same. Completes reports, organizing information in a logical manner, and reports contain the required information and details. Grammar acceptable, spelling acceptable, and errors, if present, no not distract from understanding the report, and reports contains all the proper and completed forms.

- (4) **Superior** – Completes complex reports very quickly and efficiently without assistance from FTO. Reports are complete and detailed accounts of events, written and organized so that any reader understands what occurred. Contains no spelling or grammatical errors.

APPENDIX I

6. SEARCH AND SEIZURE

- (1) **Unacceptable** – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully. Does not know how to conduct systematic or complete searches of persons, vehicles, buildings or areas.
- (3) **Acceptable** – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Completes systematic searches of persons, vehicles, building and area, and makes arrests within guidelines.
- (5) **Superior** – Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrests. Sets example of how to complete searches of persons, vehicles, buildings and area.

7. PATROL PROCEDURE

- (1) **Unacceptable** – Fails to display knowledge of department policies, procedures and regulations, and/or violates same. Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offenses committed. Fails to discern readily available evidence, or makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent, or lacks skill in collection and preserving of fingerprints, or does not protect crime scenes, or fails to identify and follow-up on obvious investigative leads.
- (3) **Acceptable** – Familiar with most commonly applied department policies, procedures and regulations, and complies with same. Follows-up proper investigatory procedures in routine cases, or is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly and connects evidence with suspect when apparent. Collects “readable” fingerprints from most surfaces when available.
- (6) **Superior** – Has an excellent working knowledge department policies, procedures and regulations, including those less known and seldom used. Always follows-up proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent, and has “Evidence Technician” level skills in the collection and identification of evidence. Collects “readable” fingerprints from any possible surface when available.

APPENDIX I

8. PRINCIPAL ENFORCEMENT CODES

- (1) **Unacceptable** – When tested answers with less than 70% accuracy, and does not know 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 dates or requires frequent cite amendments.
- (3) **Acceptable** – When tested answers with at least 70% accuracy, and recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity and correctly identifies violation(s). Provides correct court dates and require minimal cite amendments.
- (4) **Superior** – When tested answers with 100 % accuracy, and 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.

9. PROFESSIONAL APPEARANCE

- (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 regulations. Dirty shoes, weapon, and/ or equipment, or equipment is missing or inoperative. Offensive body odor and/ or breath.
- (3) **Acceptable** – Uniform neat, clean and pressed. Uniform fits and is properly worn. Weapon, leather, equipment is clean and operative. Hair within regulations, and shoes and brass are shined.
- (4) **Superior** – Uniform is neat, clean and pressed. Leather gear is shined and shoes are polished. Displays command presence.

10. PROFESSIONAL RELATIONS

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

11. INITIATIVE

- (1) **Unacceptable** – Fails to observe or avoids suspicious activity, and fails investigate those situations. Rationalizes suspicious circumstances and does not investigate.
- (3) **Acceptable** – Recognizes and identifies police-related activities. Develops cases from observed activity and displays inquisitiveness.
- (4) **Superior** – Seldom misses observed police-related activity. Maintains “Watch Bulletins” and information provided at roll call, and uses the information as “probable cause” to initiate activity. Makes quality contacts and/or arrests from observed activity by “Seeing” beyond the obvious.

APPENDIX I

12. DECISION MAKING ABILITY

- (1) **Unacceptable** – Acts without thought or good reason. Is indecisive or naïve. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations. Avoids problems/ developing his/her problem solving skills, or does not understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions, or is unable to choose alternative solutions, or does not assess a proper or effective response to the problem.
- (3) **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 and makes decisions without assistance. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problems, and is generally able to choose a solution and analyze response for further action.
- (4) **Superior** – Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance. Relates past solutions to present situations. When confronted with a problem, uses SARA (Scan-Analyze-Response-Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

13. TRAINEE'S ROLE

- (1) **Unacceptable** – Sees position as a job vs. career. Uses job to boost ego and abuses authority. Demonstrates little dedication to the principals of the profession, or is disinterested. Lacks motivation and does not attempt to improve performance.
- (3) **Acceptable** – Demonstrates an active interest in new career and in their responsibilities.
- (4) **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, and maintains knowledge through continued reading and training exposure.

Daily, Phase and FTO Evaluations

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM

Page 1

DAILY PHASE EVALUATION PHASE: 2 3 4 5 DATE _____

This Daily Phase Evaluation provides the trainee with feedback and documents performance in training objectives.

Rating Scale:

N.O... Not Observed

- 1 Unacceptable (A rating of 1 or 2, and after remediation, shows no improvement in performance, requires a written statement by the FTO. The FTO will outline the steps the FTO will take to attempt to raise the trainee's performance to an acceptable level).
2 Improvement is needed (Not performing at a competent level, but making progress or additional exposure is required to meet standards).
3 Acceptable (Meets Department Standards and is Competent).
4 Superior (Exceeds Department Standards and is Competent).

Table with 6 columns: Daily Evaluation Rating, N.O., 1, 2, 3, 4. Rows include: 1. Orientation, 2. Professional Responsibility, 3. Communications, 4. Vehicle Operations, 5. Report Writing, 6. Search and Seizure, 7. Patrol Procedure, 8. Principle Enforcement Codes, 9. Professional Appearance, 10. Professional Relations, 11. Initiative, 12. Decision Making Ability, 13. Trainee's Role.

I have reviewed this evaluation with my Field Training Officer.

I do ___ do not ___ wish to discuss this evaluation with a supervisor.

Trainee's Name: Printed Signature Date
FTO'S Name: Printed Signature Date
Watch Commander Signature Date
FTO Coordinator Signature Date

**MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION**

PHASE 2 3 4 5 DATE _____

Page 1

This phase evaluation provides the trainee with feedback and documents performance in training objectives covered on the listed phase, which has been completed by the trainee. Each area of training evaluated is listed below as well as the rating scale used.

Rating Scale:

N.O... Not Observed

- 1 Unacceptable** *(A rating of 1 or 2, and after remediation, shows no improvement in performance. This rating requires a written statement by the FTO outlining the steps the FTO will take to attempt to raise the trainee's performance to an acceptable level).*
- 2 Improvement is needed** *(Not performing at a competent level, but making progress or additional exposure is required to meet standards).*
- 3 Acceptable** *(Meets Department Standards and is Competent)*
- 4 Superior** *(Exceed Department Standards and is Competent)*

Areas of training being evaluated:

- 1. Orientation**
- 2. Professional Responsibility**
- 3. Communications**
- 4. Vehicle Operations**
- 5. Report Writing**
- 6. Search and Seizure**
- 7. Patrol Procedure**
- 8. Principle Enforcement Codes**
- 9. Professional Appearance**
- 10. Professional Relations**
- 11. Initiative**
- 12. Decision Making Ability**
- 13. Trainee's Role**

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION

PHASE 2 3 4 5 DATE _____

Page _____

ORIENTATION: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of **Orientation**.

Based upon your performance, your rating for the learning objective of orientation is:

N.O. 1 2 3 4

Comments:

(Initials) FTO____ Trainee____

PROFESSIONAL RESPONSIBILITIES: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of **Professional Responsibilities**.

Based upon your performance, your rating for the learning objective professional responsibilities is:

N.O 1 2 3 4

Comments:

(Initials) FTO____ Trainee____

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION

PHASE 2 3 4 5 DATE _____

Page _____

COMMUNICATION: This portion of the evaluation covers the trainee's performance and/or knowledge of instruction under the learning objective of **Communication**.

Based upon your performance, your rating for the learning objective of communication is:

N.O. **1** **2** **3** **4**

Comments:

(Initials) FTO____ Trainee____

VEHICLE OPERATION: This portion of the evaluation covers the trainee's performance and/or knowledge of instruction under the learning objective of **Vehicle Operation**.

Based upon your performance, your rating for the learning objective of vehicle operations is:

N.O. **1** **2** **3** **4**

Comments:

(Initials) FTO____ Trainee____

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION

PHASE 2 3 4 5 DATE _____

Page _____

REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or knowledge under the learning objective of **Report Writing**.

Based upon your performance, your rating for the learning objective of report writing is:

N.O. 1 2 3 4

Comments:

(Initials) FTO _____ Trainee _____

SEARCH AND SEIZURE: This portion of the evaluation covers the trainee's performance and/or knowledge under the learning objective of **Search and Seizure**.

Based upon your performance, your rating for the learning objective of search and seizure is:

N.O. 1 2 3 4

Comments:

(Initials) FTO _____ Trainee _____

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION

PHASE 2 3 4 5 DATE _____ Page _____

PATROL PROCEDURES: This portion of the evaluation covers the trainee's performance and/or knowledge under the learning objective of **Patrol Procedures**.

Based upon your performance, your rating for the learning objective of patrol operations is:

N.O. 1 2 3 4

Comments:

(Initials) FTO _____ Trainee _____

PRINCIPLE ENFORCEMENT CODES: This portion of the evaluation covers the trainee's performance and/or knowledge under the learning objective of **Principle Enforcement Codes**.

Based upon your performance, your rating for the learning objective of principle enforcement codes is:

N.O. 1 2 3 4

Comments:

(Initials) FTO _____ Trainee _____

**MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION**

PHASE 2 3 4 5 **DATE** _____

Page _____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, and overall appearance in accordance with Uniform Policy.

Based upon your performance, your rating for the learning objective professional appearance is:

N.O. **1** **2** **3** **4**

Comments:

(Initials) FTO _____ Trainee _____

PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence and command presence, and interpersonal relationships with fellow officers, the public, and suspects.

Based upon your performance, your rating for the learning objective professional responsibilities is:

NRT **1** **2** **3** **4**

Comments:

(Initials) FTO _____ Trainee _____

**MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION**

PHASE 2 3 4 5 **DATE** _____

Page _____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and suspects, using self directions and drive.

Based upon your performance, your rating for the learning objective initiative is:

N.O. **1** **2** **3** **4**

Comments:

(Initials) FTO _____ Trainee _____

DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely, and consistent decisions in a given situation.

Based upon your performance, your rating for the learning objective decision making ability is:

N.O. **1** **2** **3** **4**

Comments:

(Initials) FTO _____ Trainee _____

MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
PHASE EVALUATION

PHASE 2 3 4 5 DATE _____

Page _____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role assigned under each phase of training.

- 1) *Observer Officer- Phase I* 2) *Participant Officer- Phase II*
- 3) *Partner Officer- Phase III* 4) *Lead Officer- Phase IV*
- 4) *Independent Officer- Phase V*

Based upon your performance in this particular phase, your rating for the learning objective of trainee's role is:

N.O.	1	2	3	4
-------------	----------	----------	----------	----------

Comments:

(Initials) FTO _____ Trainee _____

Based on the above listed observations and observed performances, the trainee **is / is not** performing at an **acceptable level / solo officer level**.

I have reviewed this evaluation with my Field Training Officer, and I do ___ do not ___ wish to discuss this evaluation with a supervisor.

Trainee's Name:	_____	_____	_____
	Printed	Signature	Date

FTO'S Name:	_____	_____	_____
	Printed	Signature	Date

Watch Commander	_____	_____
	Signature	Date

FTO Coordinator	_____	_____
	Signature	Date

**MONROVIA POLICE DEPARTMENT FIELD TRAINING PROGRAM
FIELD TRAINING OFFICER CRITIQUE**

FTO: _____ **Training Phase** _____ **Date** _____

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

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

This critique form is confidential and will only be reviewed by the Field Training Coordinator and Assistant Coordinator. ***This evaluation should be placed in a sealed envelope and forwarded to the FTO Coordinator. The FTO will not have the authority to read the critique submitted by a trainee.***

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

Training _____% Evaluation _____%

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

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

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

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

Poor Fair Average Good Excellent

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

Poor Fair Average Good Excellent

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

Poor Fair Average Good Excellent

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

Poor Fair Average Good Excellent

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

Poor Fair Average Good Excellent

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

Poor Fair Average Good Excellent

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

Too Negative Too Critical Unfair Good Very Positive

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

Never Seldom Occasionally Usually Always

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

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

13. Were there any conflicts with the FTO's training and your academy training? YES ___
NO ___ If there were conflicts/ discrepancies, please explain.

14. Did you experience any discrepancies between FTOs YES ___ NO ___
If there were, in what context did they occur?

15. Please list any additional comments or suggestions here.

Trainee's signature _____ Date _____

**FIELD TRAINING PROGRAM
COMPLETION RECORD / COMPETENCY ATTESTATION**

Trainee/ Badge #	Date of Completion
Name of Field Training Officer	Field Training Dates (inclusive) From and To

=====

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

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

Primary Field Training Officer Signature	Date
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Field Training Program SAC Signature	Date
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=====

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

Agency/ Department Head	Date
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FIELD TRAINING PROGRAM
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Amendment

12.7.09 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

12.7.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

12.7.09 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Report Log and Notes

