

Suisun City Police Department Field Training Outline – SB 978

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

1.1.01 Firearms/Weapons qualification

Reference: Policy 312.4

1.1.02 Arrest and control techniques

Reference: Policy 300

1.1.03 Impact weapon qualification

Reference: Policy 308

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

Reference: Policy Manual, City Rules & Regulations

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

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Rules governing outside employment [Policy 1040]
- C. Regulations on carrying weapons off duty [Policy 312]
- D. Hours of all shifts and absence reporting requirements [Policy 1014]
- E. Interaction with associated law enforcement agencies
- F. News media release laws, rules and regulations [Policy 346]
- G. Security of agency facilities [Policy 207]
- H. Any additional agency specific directives, rules and regulations

Reference: Policy Manual, City Administrative Directives, City Rules and Regulations

1.1.06 The trainee shall review and explain department General Orders related to:

- A. Use of Force - Policy 300
- B. Use and Discharge of Firearms – Policy 304
- C. Domestic Violence – Policy 320
- D. Emergency Vehicle Operations and Pursuits – Policy 316, Policy 314
- E. Sexual Harassment – Policy 328
- F. Use of Less-Lethal Weapons – Policy 308
- G. Protective Orders – Policy 320, Policy 326.4.4
- H. Hate Crimes – Policy 338
- I. Child Abuse Investigations – Policy 330
- J. Missing persons Investigations – Policy 332

Reference: See Above

1.1.07 The trainee shall be oriented to the work area, including:

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

Reference: Policy 700

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

Reference: Policy 700

1.1.09 The trainee shall review and explain the agency's policy on safety equipment and what constitutes unauthorized equipment.

Reference: Policy 700

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

Reference: Policy 700

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

- A. Vehicle
- B. Hand-held radio
- C. Firearms/Weapons
- D. Ammunition
- E. Special equipment (i.e., helmet, mace, gas mask, etc.)
- F. Report forms
- G. Flares

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

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

- A. Hospital(s)
- B. Firehouse(s)
- C. Bars and "hot" spots
- D. Schools
- E. Community service organizations
- F. Park and recreation areas
- G. Hazardous material/priority locations (WMD potential targets, etc.)

Reference: City Map

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

- A. Major arteries
- B. "Through streets"
- C. Dead-end streets
- D. Freeways
- E. Fire trails or other special access routes

Reference: City Map

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

Reference: City Map, Beat Map

SUPPORT SERVICES

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

- A. City Hall or County Administration Building

- B. Municipal, Superior, and Juvenile Courts
- C. District Attorney's Office
- D. Probation Department
- E. Health Department and/or Coroner's Office
- F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments)
- G. County/City Jail(s)
- H. Welfare Department
- I. Juvenile Hall
- J. State and Federal law enforcement agencies, including:
 - 1. California Highway Patrol – CHP
 - 2. Department of Motor Vehicles – DMV
 - 3. Federal Bureau of Investigations – FBI
 - 4. Postal Inspectors
 - 5. Bureau of Narcotic Enforcement – BNE
 - 6. Secret Service
 - 7. Immigration and Naturalization Service – INS
 - 8. Bureau of Alcohol, Tobacco, and Firearms – ATF
 - 9. Military Police
 - 10. US Marshall Service
 - 11. Railroad Police
- K. Additional support services (Service Centers, Child Protective Services, etc.)

Reference:

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

- A. SRT/SWAT
- B. K-9
- C. Search and Rescue
- D. Major Crimes Unit

Reference: Policy 318, Policy 325.1.2

Patrol Vehicle Operations

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated

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

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

Reference:

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

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

Reference:

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

Reference:

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

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

Reference:

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

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

Reference:

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

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

Reference:

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

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

Reference:

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

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

Reference:

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

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

Reference:

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

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

Reference:

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

Reference:

EMERGENCY VEHICLE OPERATIONS/PURSUIITS

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

Reference:

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

- A. Slowing for intersections
- B. Careful observation at cross streets

- C. Caution when passing other vehicles
- D. Constant alertness for any unforeseen hazard
- E. Using a well-planned route of travel in emergency response situations

Reference:

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

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

Reference:

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

Reference:

VEHICLE OPERATION LIABILITY

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

Reference: 21052 VC

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

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

Reference:

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

Reference:

Officer Safety

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play

Written Test
Verbal Test
Remediated?

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. Records incident information (FIs)
- C. Performs pat down and custody search of suspect(s)
- D. Issues all citations
- E. Recovers evidence and contraband
- F. Handles routine radio communications
- G. Relays pertinent information to cover officer and medical personnel
- H. Watches hand movement

Reference:

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:

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

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

Reference:

1.2.04 The trainee shall safely 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, felony stop, and/or foot chase

Reference:

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

Reference:

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. Agency policy on physical fitness and officer standards
 - 2. Role of good health and nutrition
- D. Weapon retention

Reference:

Control of Persons/Prisoners/Mentally III

FTO Initials
Trainee Initials
Field Performance Test
Role Play
Written Test
Verbal Test
Remediated?

CONTROL / SEARCHING OF PERSONS

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

Reference:

2.12.02 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. Safeguarding of weapons

Reference:

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

Reference:

HANDCUFFING

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

- A. Attack
- B. Escape
- C. The destruction or concealment of evidence or contraband

Reference:

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

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

Reference:

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

Reference:

2.12.07 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:

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

Reference:

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

Reference:

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

Reference:

2.12.11 The trainee shall explain the requirements for issuing property receipts.

Reference:

2.12.12 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:

2.12.13 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:

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

Reference:

TRANSPORTATION OF PRISONERS

2.12.15 The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This 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. Juveniles with/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 has been following 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:

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

Reference:

2.12.17 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:

BOOKING PRISONERS

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

- A. Miranda advisement
- B. Right to phone calls
- C. What notifications are required
- D. Secure/Non-secure detention of juveniles
- E. Strip search of juveniles

- F. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused or convicted of a crime
- G. Custody alternatives

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W

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

Reference:

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

Reference:

2.12.21 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:

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

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

Reference:

2.12.23 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:

2.12.24 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:

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

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

Reference:

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

Reference:

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

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

Reference:

PEOPLE WITH DISABILITIES

2.12.28 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 manifestations of a disability that is not criminal in nature.
- C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
- D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

Reference:

2.12.29 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 developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

Reference:

2.12.30 The trainee shall recognize and demonstrate effective communications for persons with cognitive

impairments, to minimally include:

- A. Give one direction or ask one question at a time.
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat).
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers).
- D. Repeat questions from a slightly different perspective, if necessary.
- E. Avoid questions about time, complex sequences, or reasons for behavior.
- F. Use concrete terms and ideas. Avoid jargon or figures of speech.

Reference:

2.12.31 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 is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Reference:

2.12.32 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 assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model

Tone (Present a calm and firm demeanor/Maintain respect and dignity)

Atmosphere (Reduce distractions/Respect personal space)

Communication (Establish contact/Develop rapport)

Time (Slow down/Reassess)

Reference: POST Field Guide – Police response to people with mental illness or developmental disability

MENTAL ILLNESS CASES

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

Reference:

2.12.34 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:

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

Reference:

2.12.36 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-hour hold:

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

Reference:

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

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention For Evaluation and Treatment.
- 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:

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

- A. Urgent medical attention
- B. Arrest
- C. Referral for mental health services
- D. Referral to local developmental disabilities agency
- E. No police action required

Reference:

2.12.39 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:

2.12.40 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:

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

Reference:

Use Of Force

FTO Initials
Trainee Initials
Field Performance Test
Role Play
Written Test
Verbal Test
Remediated?

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

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

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

Reference: Policy 300; Policy 304

1.4.03 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

4.04 The trainee shall explain the agency's policy regarding the discharge of firearms.

Reference: Policy 304

FORCE OPTIONS

1.4.04 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.
3. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.

ADDITIONAL AGENCY APPROVED LESS-LETHAL WEAPONS (including Stun Guns, Tasers, Pepper Ball and/or Bean Bag Weapons, 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 the lives of innocent persons
3. Law and agency policy
4. Officer’s present capabilities
5. Capabilities of officer’s weapon

Reference: Policy 300; Policy 308; Policy 309

Radio Communications

FTO Initials
Trainee Initials
Field Performance Test
Role Play
Written Test
Verbal Test
Remediated?

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

Reference: Policy 802.3

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

Reference: Solano County Uniform Radio Codes

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

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

Reference: Policy 802.3.1

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

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

Reference:

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

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

Reference: Policy 314

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

- A. Voice control so as not to escalate the situation
- B. Control of possible escape routes and establishment of perimeter
- C. Control of response of other police units

Reference:

1.7.07 The trainee shall be able to demonstrate proficiency in using the police radio:

- A. To properly designate his or her unit in service
- B. To make vehicle and name checks
- C. During situations involving stress

Reference:

INFORMATION SYSTEMS/TELECOMMUNICATIONS

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

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

Reference:

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

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

Reference:

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

- A. Wanted persons
- B. Property, vehicles, and firearms
- C. Criminal histories
- D. DMV information
- E. Miscellaneous information

Reference:

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

Reference:

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

Reference: Policy 342 , City Administrative Directive #8

Community Relations/Professional Demeanor

FTO Initials
Trainee Initials
Field Performance Test
Role Play
Written Test
Verbal Test
Remediated?

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

Reference: Policy Manual (Chief's Preface)

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

- A. Protect life and property
- B. Maintain order
- C. Crime prevention
- D. Public education
- E. Delivery of service
- F. Enforcement of law(s)
- G. Community partnerships, such as:
 - 1. COPS
 - 2. PAL
 - 3. DARE
 - 4. Community Policing philosophy, "Community Partners," Beat Assignments, Community Policing Services Programs, Problem-Oriented-Policing, implementation of the SARA Model.

Reference: Policy Manual (Code of Ethics and General Standards of Conduct)

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

Reference: Policy Manual (Code of Ethics and General Standards of Conduct)

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

Reference:

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

- A. Profanity
- B. Derogatory language
- C. Ethnically offensive terminology

Reference:

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

- A. Officious and disrespectful attitude
- B. Improper use of body language
- C. Improper cultural response

Reference:

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

Reference:

1.6.08 The trainee shall conduct telephone conversations in a professional manner.

Reference:

1.6.09 The trainee shall be able to communicate with the following types of persons:

- A. Hostile
- B. Angry
- C. Hysterical
- D. Drunk
- E. Mentally ill
- F. Developmentally disabled
- G. In Shock
- H. Sick or Injured
- I. Depressed
- J. Very Young
- K. Very old
- L. Recipient of Death Notification

- M. Racist
- N. Culturally different

Reference:

CULTURAL DIVERSITY

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

Reference:

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

Reference:

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

Reference:

RACIAL PROFILING

1.6.13 The trainee shall distinguish that effective police work profiles behavior rather than race.

Reference: Policy 402

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

Reference: Policy 402

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

Reference: Policy 402

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

Reference:

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

Reference: Policy 402

CRIME PREVENTION

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

Reference: Policy 400

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

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

Reference: Policy 400

COMMUNITY/PROBLEM-ORIENTED POLICING

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

Reference:

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

Reference:

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

Reference:

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

Reference:

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

- A. Learn the service needs and demands in their patrol area.
- B. Devise ways to manage information gleaned from various community sources.
- C. Learn how to identify crime and disorder problems and distinguish them from incidents.
- D. Develop plans with citizens to address crime and disorder problems.
- E. Work with citizens to assess the results of their efforts.

Reference:

Report Writing

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated?

FIELD NOTES AND NOTEBOOK

2.11.01 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:

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

Reference:

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

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

Reference:

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

Reference:

REPORT WRITING

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

Reference:

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

Reference:

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

Reference:

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

Reference:

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

- A. Recording facts to a 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:

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

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

Reference:

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

Reference:

2.11.12 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:

2.11.13 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:

2.11.14. 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:

California Codes and Laws

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated?

CRIMINAL LAW

2.9.01 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:

2.9.02 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:

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

Reference:

2.9.04 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 crimes shall minimally include California laws pertaining to:

- A. Obstruction of justice
- B. Homicide
- C. Robbery

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

Reference:

PROBABLE CAUSE

2.9.05 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:

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

Reference:

2.9.07 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 reasons behind that decision.

Reference:

LAWS OF ARREST

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

Reference: 836 PC; 40300.5 through 40302

2.9.09 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

2.9.10 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

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

Reference:

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

Reference: 844 PC

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

Reference: 835 PC; 843 PC

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

Reference: 835 PC

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

Reference:

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

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

2.9.17 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, US Const.) (Art. 4, Section 2, Cal. Const.)

Reference:

JUVENILE LAW AND PROCEDURE

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

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

Reference:

ADDITIONAL LAWS

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

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

Reference:

2.9.20 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:

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

Reference:

2.9.22 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)

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

Reference: POST Legislative Update Telecourses and CD ROMS

Search and Seizure

FTO Initials
Trainee Initials
Field Performance Test
Role Play
Written Test
Verbal Test
Remediated?

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

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

Reference:

2.10.02 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
- 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:

2.10.03 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:

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

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

Reference:

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

- A. Court filings
- B. Prosecution of suspects

Reference:

SEIZURE CONCEPTS

2.10.06 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. Inducing a suspect to vomit
- C. Extracting blood evidence from a suspect
- D. Extracting fingerprint evidence from a suspect

Reference:

WARRANTS

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

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

Reference:

2.10.08 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:

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

Reference:

Investigations and Evidence

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated?

3.14.01 The trainee shall explain the systematic steps he/she should take in preparing for an interview.

Reference:

3.14.02 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:

3.14.03 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:

3.14.04 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:

3.14.05 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:

INVESTIGATIONS

“Cold” Crimes

3.14.06 The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

Reference:

3.14.07 The trainee shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.

Reference:

3.14.08 The trainee shall describe situations where the skills of an evidence technician or criminalist are required.

Reference:

3.14.09 The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.

Reference:

CRIMES AGAINST PROPERTY

3.14.10 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- 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 suspects, if possible.

Reference:

3.14.11 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 report(s).

Reference:

CRIMES AGAINST PERSONS

3.14.12 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:

3.14.13 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:

3.14.14 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 notifications
- E. Locating visible physical evidence
- F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference:

3.14.15 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 report(s).

Reference:

BURDEN OF PROOF

3.14.16 The trainee shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

- 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; 500

CONCEPTS OF EVIDENCE

3.14.17 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:

3.14.18 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. Instrumentalities of a crime
- C. Contraband

Reference:

3.14.19 The trainee shall explain the purposes for offering evidence in court, including:

- A. As an item of proof
- B. To impeach a witness
- C. To rehabilitate a witness
- D. To assist in determining sentence

Reference:

3.14.20 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 Section 210)

- A. The evidence must be relevant to the matter in issue
- B. The evidence must be competently presented in court
- C. The evidence must have been legally obtained

Reference:

3.14.21 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 areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge

Reference:

3.14.22 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

RULES OF EVIDENCE

3.14.23 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; Case Law

3.14.24 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

EVIDENCE COLLECTION AND PRESERVATION

3.14.25 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:

3.14.26 The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

Reference:

3.14.27 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:

3.14.28 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:

3.14.29 The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.

Reference:

3.14.30 The trainee shall review and explain the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.

Reference:

3.14.31 The trainee shall explain "chain of custody" or "chain of evidence."

Reference:

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

Reference:

LINE UPS

3.14.33 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:

3.14.34 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:

3.14.35 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:

SOURCES OF INFORMATION

3.14.36 The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

Reference:

3.14.37 The trainee shall describe techniques for identifying and developing "informants" and the:

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

Reference:

3.14.38 The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

Reference:

SUBPOENAS

3.14.39 The trainee shall review and explain the agency's practices and policies concerning the subpoena process.

3.14.40 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:

COURTROOM TESTIMONY AND Demeanor

3.14.41 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference:

3.14.42 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. Coordination of efforts

Reference:

3.14.43 The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- A. Honesty
- B. Clarity
- C. Brevity
- D. Objectivity
- E. Poise

Reference:

3.14.44 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:

3.14.45 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:

3.14.46 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:

Patrol Procedures

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated?

POLICE PATROL TECHNIQUES

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

Reference:

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

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

Reference:

2.13.03 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:

2.13.03 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

2.13.04 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:

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

Reference:

OBSERVATION SKILLS

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

Reference:

PREVENTING AND DETECTING CRIME

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

Reference:

2.13.08 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:

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

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

Reference:

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

Reference:

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

- A. Broken glass
- B. Open doors and windows

- C. Pry marks
- D. Suspicious vehicles
- E. Persons on foot
- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors

Reference:

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

Reference:

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

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

Reference:

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

Reference:

ADDITIONAL PATROL SAFETY

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

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

Reference:

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

Reference:

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

Reference:

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

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

Reference:

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

Reference:

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

Reference:

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

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

Reference:

PEDESTRIAN STOPS

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

Reference:

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

- A. The existence of suspicious activity
- B. The time of day or night
- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

Reference:

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

- A. Whether or not to stop the person
- B. When and where to stop the person
- C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

Reference:

2.13.25 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:

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

Reference:

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

Reference:

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

Reference:

SEARCHING PERSONS

2.13.29 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: 4030 PC

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

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

Reference:

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

Reference:

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

Reference:

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

Reference:

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

- A. Protecting the searching 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:

2.13.35 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:

VEHICLE STOPS

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

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

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

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

Reference:

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

Reference:

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

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

Reference:

2.13.40 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 moving
 - 2. Illuminating the interior of the stopped vehicle
 - 3. Focusing on the rear and side mirrors to blind the occupants of the officer's approach

Reference:

2.13.41 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:

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

- A. Attack from suspects

- B. Destruction or concealment of evidence
- C. Escape of occupants

Reference:

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

Reference:

2.13.44 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:

2.13.45 The trainee shall identify common violator 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:

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

Reference:

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

Reference:

2.13.48 The trainee shall explain the advantages 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:

2.13.48 The trainee shall explain the advantages 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:

2.13.49 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 (PTA).

Reference:

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

Reference:

FELONY/HIGH-RISK VEHICLE STOPS

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

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

Reference:

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

Reference:

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

Reference:

2.13.54 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 agency policy)
- C. Assume position of disadvantage outside the vehicle

Reference:

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

Reference:

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

- A. Has the radio responsibilities
- B. Assumes the shotgun responsibilities, if applicable
- C. Communicates to the occupants

D. Searches the occupants and/or the vehicle

Reference:

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

Reference:

SEARCHING VEHICLES

2.13.58 The trainee shall identify and explain principles of a safe and effective search of a vehicle.

These principles shall minimally include:

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

Reference:

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

Reference:

SEARCHING BUILDINGS/AREAS

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

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

Reference:

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

Reference:

HANDLING CRIMES IN PROGRESS

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

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

- L. Apprehension of suspect(s)
- M. Broadcasting additional information
- N. Securing the scene

Reference:

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

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

Reference:

DOMESTIC VIOLENCE

3.13.64 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)
- E. Provide safety to other persons and property
- F. Verification and enforcement of court orders (restraining and stay-away orders)
- G. Responsibility and authority with tenancy issues related to domestic violence
- H. Determine if a crime has been committed and if arrest is mandatory
- I. Completion of appropriate documentation and required reports
- J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office
- K. The safekeeping of firearms

Reference:

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

Reference:

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

Reference:

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

Reference:

3.13.68 The trainee shall discuss mandatory custody arrest requirements.

3.13.69 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:

3.13.70 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:

VICTIMS OF VIOLENT CRIME

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

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

Reference:

3.13.72 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:

3.13.73 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:

3.13.74 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. 8102 W & I

Reference:

HATE CRIMES

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

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

Reference:

3.13.76 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:

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

Reference: 422.6 PC

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

Reference:

GANG AWARENESS

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

Reference:

3.13.80 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:

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

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

Reference:

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

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

Reference:

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

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

Reference:

3.13.84 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. Indications of pending and/or past gang conflicts

Reference:

3.13.85 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:

3.13.86 The trainee shall explain law enforcement methods used to reduce gang activity, including:

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

Reference:

MISSING PERSONS

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

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC

3.13.88 The trainee shall explain the agency's policy regarding search procedures for missing persons.

Reference:

3.13.89 The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.

Reference:

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

Reference:

FIRES

3.13.91 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:

3.13.92 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. Request for further law enforcement assistance, if necessary
- C. Immediate evacuation of any occupants
- D. Isolation of the immediate area
- E. Establishment of a perimeter for crowd control

Reference:

3.13.93 The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

Reference:

3.13.94 The trainee shall recognize signs that indicate a burning building is unsafe to enter.

Reference:

3.13.95 Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.

Reference:

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

3.13.96 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:

3.13.97 The trainee shall review and explain the agency's policy on hazardous substances or chemical spills (HAZMAT).

Reference:

3.13.98 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:

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

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid

- C. Undertaking immediate coordination with appropriate outside agencies
- D. Establishing a security perimeter
- E. Establishing ingress and egress corridors
- F. Identifying and admitting only authorized personnel
- G. Dealing with the media

Reference:

3.13.100 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 on the roadway
- D. Damage to fire hydrants
- E. Gas leaks
- F. Chemical spills
- G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
- H. Military incidents requiring police intervention

Reference:

BOMBS/EXPLOSIVE DEVICES

3.13.101 The trainee shall review and explain the agency's policy and procedures for handling explosives.

Reference:

3.13.102 The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

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

Reference:

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

Reference:

AIRCRAFT CRASHES

3.13.104 The trainee shall review and explain the agency's policy on aircraft crashes.

Reference:

3.13.105 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:

FIRST AID

3.13.106 The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference:

3.13.107 The trainee shall review and explain the agency's policy on administering first aid.

Reference:

3.13.108 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:

3.13.109 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:

3.13.110 Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference:

3.13.111 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:

SICK, INJURED, OR DECEASED PERSONS

3.13.112 The trainee shall review and explain department policies concerning providing aid and transportation to sick or injured persons.

Reference:

3.13.113 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 care of a physician during the period immediately previous to death

G. Death related to disease that might constitute a threat to public health.

Reference:

3.13.114 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 obviously dead person in an ambulance

Reference: Gov. Code Sec. 27491.3 & 27491c; 13 Cal. Admin. Code, Section 1101

LOST, FOUND, AND RECOVERED PROPERTY

3.13.115 The trainee shall review and explain California law and department policies and procedures concerning the disposition of property other than evidence including:

A. Property recovered by trainee

B. Property found by citizen

C. Property (real or personal) of injured, ill, or deceased persons

D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference:

CROWD CONTROL

3.13.116 The trainee shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.

Reference:

3.13.117 The trainee shall define and describe basic crowd and riot control formations.

Reference:

3.13.118 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 remaining riot gear.

Reference:

NEWS MEDIA RELATIONS

3.13.119 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:

3.13.120 The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference:

3.13.121 The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference: Penal Code Section 409.5

3.13.122 The trainee shall discuss types of information that could prejudice the rights of an individual if

furnished to the news media, including:

- A. Statements as to the character or reputation of an accused person or prospective witness
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Results, performance, or refusal of a suspect or witness to take any test(s)
- D. The believed credibility of an accused person or witness
- E. The probability of an accused person entering a guilty plea
- F. The opinioned value of evidence against an accused person
- G. Information prohibited by agency policy
- H. Information that would be detrimental to the investigation of the case
- I. Information that may jeopardize the rights of the individual

Reference:

HOSTAGE/BARRICADED SUSPECT

3.13.123 The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including:

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

Reference:

SNIPER ATTACK

3.13.124 The trainee shall explain those steps which should be immediately taken when confronted with a "set-up", ambush, or sniper situation including:

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

Reference:

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

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

Reference:

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

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

Reference:

ANIMAL CONTROL

3.13.127 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
- E. Stray animals
- F. Wild animals
- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites

Reference:

3.13.128 The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:

- A. Whom to notify prior to killing the animal
- B. Who may shoot the animal
- C. What report should be completed following the shooting of the animal
- D. How disposal of the dead animal is handled

Reference:

3.13.129 Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference:

Tactical Communications/Conflict Resolution

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play
- Written Test
- Verbal Test
- Remediated?

TACTICAL COMMUNICATION

3.15.01 The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).

3.15.02 The trainee shall identify the benefits of tactical communication including:

- A. Enhanced safety (reduces likelihood of physical confrontation and injury)
- B. Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

Reference:

3.15.03 The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical force).

Reference:

3.15.04 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:

3.15.05 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:

HANDLING DISPUTES

3.15.06 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:

3.15.07 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:

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

Reference:

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

Reference:

3.15.10 The trainee shall explain citizen arrest procedures to consider at disputes.

Reference:

3.15.11 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

Reference:

3.15.12 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:

CIVIL DISPUTES (including Landlord/Tenant and Labor)

3.15.13 The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

Reference:

3.15.14 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. Trespasses
- D. Confiscation of property

Reference: Civil Code sections 1861a; 1161, 1161a, and 1162; 1946

3.15.15 The trainee shall review and explain the agency's policy on labor-management disputes.

Reference:

3.15.16 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:

3.15.17 The trainee shall explain the role of the small claims court.

Reference:

3.15.18 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:

REPOSSESSIONS

3.15.19 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 reposessor may go
- D. When a repossession is complete

Reference:

Traffic

- FTO Initials
- Trainee Initials
- Field Performance Test
- Role Play

Written Test
Verbal Test
Remediated?

VEHICLE CODE

3.16.01 The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference:

3.16.02 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
- H. Roadway
- I. School bus
- J. Sidewalk
- K. Vehicle

Reference:

3.16.03 The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.

Reference: 40300.5 through 40303; 40305

3.16.04 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:

3.16.05 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:

3.16.06 The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.

Reference:

3.16.07 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:

IMPOUNDING/STORING VEHICLES

3.16.08 The trainee shall review and explain the agency's policy regarding towing procedures.

Reference:

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

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazard (22651(b) VC)
- C. Incidental to an arrest (22651(h) VC)
- D. Vehicle is stored for safekeeping (22651 (g) VC)
- E. Vehicle is stolen, recovered, and not released in 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)

Reference: See above

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

3.16.11 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. Completion of all required reports in a satisfactory manner

Reference:

VEHICLE COLLISIONS

3.16.12 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 motorists)
- E. Environmental factors that detract from traffic safety
- F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

Reference:

3.16.13 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 (spilled fuel)
- D. Ascertaining the need for ambulance service
- E. Considering the need for tow services
- F. Determining the need for further assistance

Reference:

3.16.14 The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.

Reference:

3.16.15 The trainee shall define the term vehicle collision.

Reference:

3.16.16 The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.

3.16.17 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, county, or state property

Reference:

3.16.18 The trainee shall define the term “primary collision factor.”

Reference:

3.16.19 The trainee shall define the term “area of impact” and explain and/or demonstrate how area of impact is determined at both intersection and non-intersection accidents.

Reference:

3.16.20 The trainee shall define the term “coefficient of friction” as it pertains to roadways.

Reference:

3.16.21 The trainee shall define terms relevant to traffic collision reports, to include:

- A. Accident or collision: an unintended event that causes damage, death or injury.
- B. Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- 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:

3.16.22 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. Determine the point of impact (P.O.I.) and the point of rest (P.O.R.)

3.16.23 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, fluids, and other related property damage
- C. Photographs of the scene

Reference:

3.16.24 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 collisions, if applicable

Reference:

3.16.25 Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference:

TRAFFIC CONTROL/DIRECTION

3.16.26 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:

3.16.27 The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference:

3.16.28 The trainee shall explain flare patterns and be able to safely light and extinguish a flare.

Reference:

3.16.29 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:

DRIVING UNDER THE INFLUENCE

3.16.30 The trainee shall recognize and explain the common driving conditions of a suspected DUI.

Reference:

3.16.31 The trainee shall explain and demonstrate the sobriety tests used by the agency.

Reference:

3.16.32 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:

3.16.33 The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference:

3.16.34 The trainee shall identify the report forms to be used for driving under the influence cases.

Reference:

3.16.35 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: