CSU Stanislaus POLICE DEPARTMENT

FIELD TRAINING PROGRAM

TRAINING RECORD

Officer: _____

CSU Stanislaus Police Department

Training Record

Table of Contents

Section	Subject	Page #
1.	Agency Orientation/Department Policies	6
	a. Range Qualification	6
	b. Arrest/Control Qualification	6
	c. Impact Weapons Qualification	6
	d. General Orders/Policies	8-9
	e. Orientation/Campus and City Tour	10-13
2.	Officer Safety Procedures	14-15
	a. Contact/Cover	15-16
	b. Officer Survival	17-18
3.	Ethics/Decision Making	19-24
4.	Use of Force	24-26
5.	Patrol Vehicle Operations	26-33
	a. SAFE Driving	32
	b. Seatbelt Usage	33
	c. Pursuits	33
	d. Emergency Vehicle Operations	33
6.	Community Relations/ Professional Demeanor	37-45
	a. Cultural Diversity	40
	b. Racial Profiling	41
	c. Crime Prevention	44
	d. C.O.P.S.	45
7.	Radio Communications/MDC Usage	47-52
	a. 10- Code / Plain Text	52
8.	Leadership	52-55
9.	California Codes/Laws	56-66
	a. Reasonable Suspicion/Probable Cause	57
	b. Laws of Arrest	59
	c. Private Persons Arrest	61
	d. Miranda Rights	62
	e. Juvenile Law	66

10. Search and Seizure **69-72**

- **a. Searches of persons** **69**
- **b. Seizure of Property** **70**
- **c. Warrants** **71**

11. Report Writing **73-74**

- **a. Field Notes** **73**
- **b. Report Writing** **74**

12. Control/Searching of Persons **79-90**

- **a. Searches** **79**
- **b. Handcuffing** **80**
- **c. Prisoners** **81**
- **d. People with Disabilities/Mental Health** **90**

13. Patrol Procedures **96-183**

- **a. Patrol Techniques** **96**
- **b. Observation Skills** **98**
- **c. Crime Prevention** **98**
- **d. Patrol Safety** **99**
- **e. Pedestrian Stops** **103**
- **f. Vehicle Stops** **109**
- **g. Felony Traffic Stops** **115**
- **h. Searching Vehicles** **120**
- **i. Searching Buildings** **121**
- **j. Crimes in Progress** **124**
- **k. Domestic Violence** **129**
  - **i. Protective Orders** **133**
- **l. Child Abuse** **138**
- **m. Adult Abuse** **138**
- **n. Hate Crimes** **139**
- **o. Gangs** **141**
- **p. Missing Persons** **145**
- **q. Fire Calls** **147**

r. Hazardous Material/Major Disasters 150
s. Bomb Calls 155
t. Aircraft Accidents 161
u. First Aid 161
v. Sick, Injured, Deceased Persons 164
w. Lost/Found Property 165
x. Crowd Control 166
y. Media Relations 176
z. Hostage/Barricaded Suspects 177
aa. Snipers 178
bb. Animal Control 183
14. Investigations and Evidence 185-208
a. Interview and Interrogation 185
b. Preliminary Investigations 190
c. Rules of Evidence 200
d. Evidence Collection and Preservation 201
e. Line-ups 205
f. Sources of Information 206
g. Subpoenas 207
h. Courtroom Testimony and Demeanor 208
15. Tactical Communication/Conflict Resolution 211-220
a. Tactical Communication 211
b. Handling Disputes 213
c. Civil Disputes 216
d. Repossessions 220
16. Traffic 221-235
a. Vehicle Codes 221
b. Impounding/Storing Vehicles 225
c. Vehicle Collisions 228
d. Traffic Control/Directions 233
e. Driving Under the Influence 235

17. Self-Initiated Activity **244-247**

- **a. Vehicle Stops** **244**
- **b. Pedestrian/Bicycle Stops** **245**
- **c. Narcotics** **247**

18. UPD Policy Manual Sign-Off **248**

19. UPD Report Completion Sign-Off **249-250**

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

1.1 AGENCY SPECIFIC TRAINING

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

1.1.01 Firearms/Weapons Qualification (including shotgun)

Reference(s): UPD Policy #300 (Use of Force), #303 (OIS), #304 (Qualifications), #414 (Patrol Rifles)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.1.02 Arrest and Control Techniques

Reference(s): UPD Policy #301 (Less Lethal Devices), #302 (Conducted Energy Devices)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.1.03 Impact Weapons Qualification

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2 AGENCY ORIENTATION

1.2.01 Overview

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

Reference(s): UPD Policy #200 (Organizational Structure and Responsibility), #206 (Staffing Levels), Explain Current Patrol Shifts/Schedule

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.02 Agency Directives, Rules, and Regulations

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
C. Regulations on carrying weapons off duty
D. Hours of all shifts and absence reporting requirements
E. Interaction with associated law enforcement agencies
F. New media release laws, rules, and regulations
G. Security of agency facilities, cameras
H. Any additional agency specific directives, rules, and regulations

Reference(s):UPD Policy #304 (Off Duty Weapons), #317 (Conduct), #1008 (Smoking/Tobacco use) #320 (Media Relations), #1019 (Outside Employment), #322 (Mutual Aid and Outside Agency Assistance), #204 (Electronic Mail), #412 (Reporting Police Activity outside of Jurisdiction), #329 (Limited English Proficiency Services), #419 (Mobile Audio Video), #421 (Use of Audio/Video Recorders), #701 (Personal Communication Devices), #1004 (Reporting of Employee Convictions), #1005 (Drug and Alcohol Free Workplace), #1021 (Personal Appearance Standards), #1026 (Employee Speech, Expression and Social Networking)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.03 General Orders

The trainee shall review and explain department general orders related to:

A. Use of Force
B. Use and Discharge of Firearms
C. Domestic Violence
D. Emergency Vehicle Operations
E. Sexual Harassment
F. Use of Less-lethal Weapons
G. Protective Orders
H. Hate Crimes
I. Child Abuse Investigations
J. Any additional agency-specific directives, rules, and regulations
K. Title IX Notifications

Reference(s): UPD Policy #300 (Use of Force), #304 (Firearms), #307 (Domestic Violence/Protective Orders), #305 (Vehicle Pursuits), #306 (Response to Calls), SOP #17- Title IX (Sexual Harassment/Discrimination), #316 (Hate Crimes), #312 (Child Abuse)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.04 Work Area

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

A. Introduction to personnel
B. Equipment and supply locations

Reference(s): UPD Facilities

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.05 Authorized Equipment

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:

A. Authorized personal equipment

B. Safety equipment

C. Agency equipment

Reference(s): UPD Policy #1022 (Uniform/Equipment Regulations), #1011 (Body Armor)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.06 Unauthorized Equipment

The trainee shall review and explain what constitutes unauthorized equipment.

Reference(s): UPD #1022 (Equipment Regulations), #414 (Patrol Rifles)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.07 Uniforms/Equipment Damage

The trainee shall review and explain agency policy on uniforms and equipment damage. If a patrol vehicle is damage the officer will notify their supervisor verbally or by email. This may also include a memo on department letter head explaining how property was damaged (damage to patrol vehicle)

Reference(s): UPD #700 (Department Equipment)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.2.08 Procurement and Use

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

A. Vehicle
B. Hand-held radio
C. Firearms/Weapon
D. Flares / LED Markers
E. Special equipment (i.e., helmet, face shield, oleoresin capsicum (OC) spray, etc.)
F. Report forms

Reference(s): *UPD Facilities Tour*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency's jurisdiction:

A. Health Center
B. Financial Services
C. Child Development Center
D. Administration Building (MSR)
E. ASI Student Union
F. Parks, Lakes, Pergola's
G. Facilities Services
H. Village Housing Office

Reference(s): *City Tour (Listed locations below)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

New Officer City Orientation/Tour:

Medical Locations:

- Emanuel Medical Center – 825 Delbon Avenue (North Olive / Tuolumne)

Fire Stations:

- Station 1 – 541 S. Minaret
- Station 2 – 791 S. Walnut

- Station 3 – 501 E. Monte Vista Ave
- Station 4 – 2820 N. Walnut
- P.S.F. - 244 N. Broadway (Public Safety/Fire)

Bars & Hot Spots:

- Warrior Grill- CSU, Stanislaus
- Staley's Bar – 426 E. Main St.
- Red Brick Bar & Grill- 153 S. Broadway
- Piano Bar on E. Main St.
- Bars located in the 100 Block of First St.

Schools:

High Schools-

- Turlock High School – 1600 E. Canal Dr.
- Pitman High School – 2525 W. Christoffersen Parkway
- Turlock Christian School- 1619 E. Monte Vista Ave Turlock
- Roselawn High School- 312 Roselawn Rd. Turlock
- John B Allard – 350 N. Kilroy Rd Turlock

Junior Highs-

- Turlock Junior High School- N. Walnut & W. Christoffersen Prkwy
- Dutcher Elementary – Colorado and E. Hawkeye

Elementary-

- Brown Elementary – Crowell Rd / Georgetown
- Walnut Elementary – N. Walnut / W. Springer
- Denis Earl – E. Springer / N. Olive
- Medeiros- W. Springer / McKenna
- Crowell School – North Avenue / Geer

Community Services:

- Salvation Army Turlock- 893 Lander Ave. Turlock (209) 667-6091
- Women's Haven Center of Stanislaus – 301 Starr Ave. Turlock (209) 664-9131

Parks/Recreation Areas:

- Turlock Sports Complex – Kilroy, north of Pitman HS
- Pedretti Softball Park- Tegner / W. Tuolumne
- Bike Park- Panarama and W. Christofferson
- Skate Park- 300 Block of Starr Ave. Turlock

Problem Areas

1.3.02

The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

A. Bars and taverns, nightclubs, etc.
B. Local "hang outs" and/or "hot spots"
C. Known gang territories
D. Areas known for drug and alcohol activity

Reference(s): City Tour (Listed locations below)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____

CITY TOUR LOCATIONS: Bars- Hot Spots –Gang Areas –Drug Areas –

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways on campus, and in the community or assigned area, including:

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

Reference(s): City Tour

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____

Major Arteries – Explain Hundred Blocks in City. Explain even numbers on south and east side of roadways and odd numbers listed on north and west side of roadways. **Freeways –** Hwy 99, Hwy 132, and I-5.

1.3.04 Agency Jurisdiction

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

Reference(s): Campus and City Beat

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments

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

A. City Hall or County Administration Building

B. County/City Jail(s)

C. District Attorney's Office

D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)

E. Health Department and/or Coroner's Office

F. Juvenile Hall

G. Municipal, Superior, and Juvenile Courts

H. Probation Department

I. Welfare Department

J. State and Federal law enforcement agencies:

1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
2. Bureau of Narcotic Enforcement (BNE)
3. California Highway Patrol (CHP)
4. Department of Motor Vehicles (DMV)
5. Federal Bureau of Investigations (FBI)
6. Immigration and Naturalization Service (INS)
7. Railroad Police
8. Secret Service
9. US Marshall Service

K. Additional support services (e.g., Service Centers, Child Protective Service(s)

Reference(s): City Tour (Locations listed below)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

City Tour – Turlock Police Department, City Hall, Juvenile Hall, County Jail, Mental Health (Ceres / Doctors Hospital), DMV, CHP, etc.

1.4.02 Special Teams/Units

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

A. SRT SWAT

C. Search and Rescue

D. Additional agency specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

B. K-9

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

SECTION 2 OFFICER SAFETY PROCEDURES

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including:

[redacted]

Reference(s):Sections listed below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

Contact Officer Responsibilities (Primary) [redacted]

2.1.02 Cover Officer Tactics and Responsibilities

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

[redacted]

*Reference(s):*Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

Cover Officer Responsibilities (Assist) [redacted]

2.1.03 Roles During and After Pursuits and Stops

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:

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

2.1.04 Contact/Cover Officer Positions

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

2.2 BODY ARMOR

2.2.01 Protective Body Armor

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

[redacted]

Reference(s): UPD Policy #1011- (Body Armor)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

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

[redacted]

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

OFFICER SURVIVAL- [redacted]

SECTION 3 ETHICS

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

ETHICS - As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidations, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self restraint; and constantly mindful of the welfare of others. Honest in thought and deed in both my personal and office life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelations I necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession…law enforcement.

POLICE IMAGE

No other form of public service is more likely to cause ill feeling among the public it serves than the agency whose duty it is to enforce laws, restrict citizen's activities, and control conduct. Actually, it is the government agency which restricts the activities of its citizens; but, so far as the individual is concerned, the government is an abstraction. People often regard its symbol – the police officer- as the cause of their troubles and resentment is reserved for the officer and no one else.

Despite the difficulties involved, every effort must be made to create as many favorable contacts as possible between the police and the public. The constant accumulating effect created by these thousands of person-to-person contacts determines the degree of public acceptance. If a Police Department cannot gain and maintain the confidence of the citizens on campus or in the community, its effectiveness will be curtailed and its integrity and ability questioned.

High visibility of the police officer's uniform sets officers apart from the rest of society. In the eyes of the public, officers shed individuality, and acquire the identity of the group. Isolated incidents of individual misconduct or incompetence are not associated with this specific officer, but become symbolic of the entire department and profession. When an officer is carless about personal appearance, is rude or displays an improper attitude, it is thought to be a measure of the agency that permits these problems to exist.

The police officers whose actions indicate that they consider themselves above the law or acts in a rude manner, destroys public respect for not only themselves, but for other members of the department. Citizens will judge and misjudge officers according to many factors. To avoid portraying a negative image, the following is suggested:

Uniform Appearance-Citizens have more respect for an officer who has a "sharp" appearance. Officers should keep their uniforms clean, tailored, shoes shined, and leather gear maintained. Grooming shall be accordance with the departmental standards.

Driving Habits-Abide by the laws you enforce. Keep the unit at the speed limit (unless circumstances warrant otherwise). Avoid sudden lane changes; signal on all turns and lane changes; avoid parking the unit improperly, except under emergency conditions; etc. **Above all, be courteous!!**

A. **"Coffee" and "Lunch Stops"-**Avoid seeking out or taking advantage of gratuities. They will not be tolerated by this department and the public.

B. **Treatment of Citizens-**A simple rule to follow is: "Treat all citizens as you yourself would care to be treated". Your actions are constantly being viewed and judge by not only those you are dealing with directly, but by bystanders who are judging your demeanor.

C. Off –Duty Demeanor-It should always be remembered that the image you portray off-duty reflects not only on you personally, but upon the department and the law enforcement profession. Even off duty, you will be held up to public scrutiny.

The image you portray creates either a positive or a negative feeling toward law enforcement. Never forget that the less fear citizens have in a community, the more cooperation they will give to law enforcement.

3.1.02 Accepting Responsibility

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.1.03 Ethical Conduct

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

A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.

C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)

D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or overbearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.

F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.1.06 Problems Associated with Unethical Decision Making

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

A. Non-enforcement of specific laws by personal choice

B. Disproportionate enforcement targeting specific groups by personal choice

C. Acceptance of gratuities

D. Misuse of sick time, etc.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.1.07 General Orders

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

Reference(s): UPD Policy #201 (General Orders)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.2 DECISION MAKING

3.2.01 Limitations of Authority

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.2.02 Consequences of Inappropriate Discretionary Decisions

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

3.2.03 Demonstrating Decision Making

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

A. Arrest
B. Cite and release
C. Give a referral
D. Give verbal warning
E. Take no action
F. Event Number

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

1.4.02 Special Teams/Units

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

A. SRT SWAT
B. K-9
C. Search and Rescue
D. Additional agency specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____

SECTION 4 USE OF FORCE

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations

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

Reference(s): Penal Code 835, 835a, 843, 198

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

4.1.02 Agency Policy and Liability

The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.

Reference(s): UPD Policy #300 (Use of Force), #302 (Conducted Energy Devices), #303 (OIS)

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

4.1.03 Justification of Deadly Force

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

Reference(s): Penal Code 196, 198, 835a, 843

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

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. Nonverbal/police presence

B. Verbal (tactical communication)

C. Physical (weaponless)

D. Less lethal weapons, including:

1. Chemical Agents

   The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.

2. Impact Weapons

   a. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.

   b. The trainee shall identify the areas of the body recognized as baton/impact weapon "target" areas.

   c. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.

3. Additional Less-Lethal Weapons

   The trainee shall identify additional agency-approved less-lethal weapons (i.e., Stun guns, TASER®, PepperBall® 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 suspects(s) involved
2. Threat to the lives of innocent persons
3. Laws and agency policies
4. Officer's present capabilities
5. Capabilities of officer's weapon

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 5 PATROL VEHICLE OPERATIONS

5.1 PATROL VEHICLE INSPECTION

5.1.01 Purposes of Vehicle Inspections

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(s): UPD Policy #702 (Defective –Vehicle Maintenance)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.1.02 Vehicle Components

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

A. Rear door locks
B. Trunk and hood release
C. Firearms/weapon release systems
G. Radio
H. Spare tire
I. Water Life Rescue Bag / Rope in trunk

D. Emergency lights and siren switches
E. Flares / LED markers
F. First-aid equipment
J. Jack and handle
K. Engine fluid compartments and dip sticks

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.1.03 Requests for Vehicle Service

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

Reference(s): UPD Policy #702 (Vehicle Maintenance)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.1.04 Vehicle Maintenance

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

A. The procedure for regular maintenance and service of patrol vehicles
B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle
C. Completion of proper forms/documentation

Reference(s): UPD Policy #702 (Vehicle Maintenance)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.1.05 Pre-Shift Inspection

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

A. Visual check of vehicle exterior and interior for damage

B. Tires for wear and proper inflation

C. Inspection of the trunk for required equipment, cameras, recorders, Vests, EPAS

D. Operations check of the vehicle for fuel, equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)

E. Inspection of the firearms/weapons release systems

F. 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques

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
F. Turning

Reference(s): UPD Policy #306 (Officer Response to Calls), EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.2.02 Stopping Distance

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 speeds
E. Reaction time and distance
F. Braking distance
G. Knowledge of anti-lock braking system

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.2.03 Defensive Driving

The trainee shall identify the components of defensive driving, including:

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

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.2.04 Driver Attitude

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

A. Overconfidence
B. Impatience
C. "Road rage"
D. Self-righteousness

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

A. "Situation-Appropriate" – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:

1. Routine patrol vs. "Code 3" driving
2. School zone vs. rural highway driving
3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions

The trainee will understand that the "appropriateness" of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations.

B. "Focused" – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.

C. "Educated" – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

Reference(s): Listed Sections Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.3.02 Ongoing Driving Instruction/Training

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

A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training

B. Speeds officers are expected to encounter in routine and emergency driving

C. Night driving

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle. Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation. The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.3.04 Driver Fatigue

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

A. Lower visual efficiency
B. Slower reaction time
C. Reduced attentiveness
D. Memory lapses
E. Lack of awareness
F. Mood changes
G. Reduced judgment ability
H. Risk of falling asleep at the wheel

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.3.05 Driving Safely

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

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed

by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

Reference(s): UPD Policy #1010 (Seat Belts), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUITS

5.5.01 Agency Policy

The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.

Reference(s): UPD Policy #305 (Pursuits)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.5.02 Driver Tactics

The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during 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 hazards
E. Using a well planned route of travel in emergency response situations

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.5.03 Continuing vs. Terminating Pursuits

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

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

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.5.04 Handling Emergency Response or Pursuit

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

5.6 VEHICLE OPERATION LIABILITY

5.6.01 "Rules of the Road"

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

Reference(s): UPD Policy #306 (Response to Calls)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.6.02 Vehicle Code Exemptions

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

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(s): EVOC Training Section in Orientation, Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

CODE-3 DRIVING. To be termed an emergency vehicle, both the red lights and siren on a marked police vehicle must be in operation. They shall be activated whenever it is necessary to disregard provisions of Division 11 of the Vehicle Code. This exemption, granted to emergency vehicles by Section 21055 VC, does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect them from the consequences of an arbitrary exercise of the privileges granted.

1. Code-3 assignments are designated through Communications or field supervisor, with the exception of pursuing an "on view" traffic violator, or stopping a suspected or verified misdemeanor or felony suspect in a vehicle.
2. In making regular stops, an attempt should first be made to stop the vehicle by use of red lights and horn instead of the siren.
3. The purpose of the siren and the display of red lights is to gain the right of way. The right of way is never assumed.
4. When driving Code-3 **NEVER** pass another vehicle on the right, unless all traffic has stopped and is blocking your way. (Pass on the right to avoid hazard.)
5. Keep in mind that some drivers might not hear the siren or see the red lights. Individuals who are deaf can be licensed to operate a motor vehicle in this state. Closed or fogged windows, or a radio playing in the vehicles you are approaching, reduces the effectiveness of your red lights and siren.
6. Be alert for other Code-3 vehicles. Other police vehicles, an ambulance or Fire Department may be responding to the same call or another call in the same area.
7. Do not assume red lights and siren will gain you the right of way. Crossing intersections presents the greatest hazard. Slow down when approaching and crossing intersections.

8. Be aware of the speed of the police vehicle, weather conditions, road conditions and traffic flow. Remember, you are no help to the call if you are involved in a traffic collision. You can be held criminally and civilly liable for damage resulting from the negligent operation of an emergency vehicle - even with red lights and siren activated.
9. Be alert for hazards when arriving at the scene of the call.

Refer to UPD Policy #316 (Officer Response to Calls)

5.6.03 Exemption Requirements

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

Reference(s): EVOC Training Section in Orientation

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Traine								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

5.6.04 Liability for Death, Injury or Property Damage

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

A. Failure to drive with due regard for the safety of all persons

B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code Section 17004.7

C. A negligent or wrongful act or omission by an employee of a public entity

D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies

Reference(s): Vehicle Code Sections, 21056, 17001, 17004, and 17004.7

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Traine e								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 6 COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.1.02 Community Service

The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:

L. To protect life and property
M. To maintain order
N. Crime prevention
O. Public education
P. Delivery of service
Q. Enforcement of laws
R. Community partnerships, such as:
   1. Community Oriented Policing Services (COPS)
   2. Police Athletic League/Police Activities League (PAL)
   3. Drug Abuse Resistance Education (DARE)
   4. Any other agency-approved programs

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

6.2.01 Professional Principles

The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.02 Citizen Evaluations

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.03 Inappropriate Verbal Language/Communication

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

A. Profanity
B. Derogatory remarks
C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.04 Inappropriate Nonverbal Language/Communication

The trainee shall identify nonverbal 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.05 Explaining Actions to Citizens

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.06 Phone Communication

The trainee shall conduct phone conversations in a professional manner.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.2.07 Other Forms of Communication

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

A. Community contacts
B. Business contacts
C. Community involvement
D. Positive role modeling
E. Mentoring

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Cultural Diversity:

- **Constitutional Requirements-** equal treatment for all persons regardless of race, sex, ethnic background, gender, etc, - negative treatment of a certain culture can greatly effect community trust, - CSU Stanislaus is made up of many different cultures and ethnic backgrounds, and we must be sensitive to the different types of cultures we will encounter.
- **Biases can affect professional ethnics and the law-** racial profiling prohibited, possible civil/criminal penalties
- **Ways an officer can increase trust within the community-** apply laws and procedures equally, know the cultural differences on campus, keep in contact with group leaders, and treat all persons the same way you would like to be treated

6.3.02 Cultural Motivations and Biases

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.3.03 Increasing Trust within Communities

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging

The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling… is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." The trainee shall recognize that racial profiling:

A. Is prohibited by law
B. "Presents a great danger to the fundamental principles of a democratic society"
C. "Is abhorrent and cannot be tolerated"
D. Causes community distrust and harms police relations with the community
E. May have legal consequences

Reference(s):Penal Code 13519.4, UPD Policy #402 (Racial-Biased Based Profiling)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.4.02 Profiling Behavior

The trainee shall explain why effective police work profiles a person's behavior and not a person's race.

Reference(s): UPD Policy #402 (Racial-Biased Based Profiling)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.4.03 Constitutional Amendments

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

Reference(s): 4th and 14th Amendments of the U.S. Constitution, UPD Policy #402 (Racial-Biased Based Profiling)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.4.04 Community History

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

Reference(s): UPD Policy #402 (Racial-Biased Based Profiling), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

The University Police Department strives to provide law enforcement to our community without regard to the racial cultural differences of those we serve. It shall therefore be the policy and practice of this Department to provide law enforce services and to enforce the law equally and fairly without discrimination toward any individual(s) or group because of their race, ethnicity or nationality. DEFINITION-"Racial Profiling" is police initiated action which casts suspicion on an entire class of people, without any individualized suspicion of the particular person(s) involved. POLICY-The practice of Racial Profiling is illegal [Penal Code 13519.4(e)] and is not condoned by the University PD. The Department's position on this issue is that of zero tolerance. Any employee who violates any portion of this Policy will be subject to discipline up to and including termination. (a) It is the responsibility of every member of the University Police Department to prevent, report and respond appropriately to discriminatory and/or biased practices. Any employee who experiences or witnesses conduct that violates this policy, has a duty to report the incident immediately to his/her supervisor. (b) Every member of this Department engaging in a non-consensual detention shall be able to clearly articulate sufficient reasonable suspicion to justify the detention. (c) To the extent that written documentation would otherwise be completed (e.g. arrest report, FI card, etc.), the involved officer should include those facts given rise to the officer's reasonable suspicion or probable cause for the contact. 1. Nothing in this policy shall require any officer to prepare documentation of a contact which would not otherwise involve such reporting. 2. While the practice of "Racial Profiling" is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by an officer in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g. suspect description is limited to a specific race or group.) TRAINING (a) All sworn members of the University Police Department will be scheduled to attend POST approved training on the subject of "Racial Profiling." All civilian personnel, including volunteers, will attend a Multi-Cultural Diversity Class.

6.4.05 Agency Policy

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

Reference(s): UPD Policy #402 (Racial and Bias-Based Profiling)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

6.4.06 Focusing on Behavior

The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.5 CRIME PREVENTION

6.5.01 Citizen Support

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.5.02 Forms of Crime Prevention

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

A. Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)

B. Control of conditions (lighting, access, and architecture)

C. Public awareness

D. Property identification (marking, engraving, etc.)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

6.6.01 Community/Problem Oriented Policing and Community Priorities

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.6.02 The Crime Triangle

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

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

By removing one of the legs of the triangle, the crime cannot occur. It is our job to find the avenues in which this can be done. Remove the Opportunity by: naturally (development of property, vine growing over graffiti spots) Programs (neighborhood watch, VIPS) or Education of Citizens (locks, lights, alarms)

6.6.03 Working with the Community to Solve Problems

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(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Advantages- Gain Trust and cooperation of campus community, Citizens feel that the PD can and will do something, and Gain support for more officers, resources, respect.

6.6.04 Leadership in Community Developed Problem Solving

The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

6.6.05 Problem-Solving Model

The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

A. Learn the service needs and demands in their patrol area

B. Devise ways to manage information gathered 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 7 RADIO COMMUNICATION SYSTEMS

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

A. When using the police radio, consider the fact that we are being monitored by many other departments as well as the public. Our department will be judged by the business-like manner in which we give transmissions. Do not give information that will aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum.

B. Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long, or is of a sensitive nature. Again, remembering that many people monitor police frequencies these days, request channel #2 for long transmissions or special details.

C. Give all transmissions in a clear, calm, slow distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger, as these cause the voice to become distorted.

D. **Portable Radios**. The portable radios issued to field officers were designed for the purpose of providing immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field officer to become more mobile, but it allows for a prompt response should the officer put out a call for assistant. As valuable as this equipment is, it does have limitations, and it behooves each officer to know the full capabilities of the radio.

The following are important considerations when operating the portable radios:

1. It is good practice to turn on the portable radio ON or UP upon leaving the police vehicle. This ON condition allows for immediate use in times of emergency, and for the base station to contact you if immediately needed.

E. [redacted]

F. The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example GBS 055 – George, Boy, Sam 055

G. **Plain Text Communication:** When an officer communicates to either dispatch or other officers, they should use brief statements and/or descriptions. For example: when an officer arrives in the area of their call, they would advise dispatch “Visalia, Adam 400, on scene” or “Visalia, Adam 400, in the area checking.” Radio 10 codes should not be utilized when communicating.

7.1.02 Memorizing Codes

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

7.1.03 Radio Procedures and Use

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

D. Waiting until the air is clear before pressing the transmit button

E. Pressing the transmit button firmly and speaking calmly and clearly into the microphone

F. Avoiding over-modulation by speaking moderately into the microphone

G. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated

H. Knowing the call signs, assignments, and beat locations of other units in the area

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

7.1.04 Crime Broadcast

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

S. Type of incident and number of suspects

T. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics

U. Loss (if any), including approximate value and denomination of bills

V. Weapon(s) used

W. Vehicle(s) used

X. Direction(s) of flight

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

7.1.05 Vehicle Pursuit Transmission

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.1.06 Control During In-Progress Assignment

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. Establishment of perimeter and control of possible escape routes
C. Control of response of other police units

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries

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

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

Reference(s):UPD Policy #420 (Mobile Digital Computer/CLETS), #803 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.2.02 Law Enforcement Information Systems

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(s): UPD Policy #420 (Mobile Digital Computer/CLETS), #803 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.2.03 System Inquiries to Complete an Investigation

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(s):

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.2.04 Agency Policy for Use of MCTs and Laptops

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

Reference(s): UPD Policy #420 (MDT/CLETS Usage)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

7.2.05 Inappropriate Use of Information Systems

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

Reference(s): UPD Policy #420 (Mobile Digital Computer/CLETS), #803 (Protected Information)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

SECTION 8 LEADERSHIP

8.1 LEADERSHIP

8.1.01 Effective Leadership Strategies

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

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

8.1.02 Leadership Attributes

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

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

Decision Making:

Common Limitations of an Officer's Discretionary Authority- Law, Department policy and procedure, Departmental goals/objectives, Community Expectations- citizens expect a competent/fair/knowledgeable officer to provide assistance, Officer Safety- the goal is to go home safe, the badge you wear does not make you superman, it's better to step back and wait for the troops and then respond it (depending on the situation), a crook can be caught another day (don't take things personally)

Potential Consequences of Inappropriate Decision Making- Death/injury to you, your partners, citizens, suspect, Civil and Vicarious Liability, Discipline- departmental discipline ranging from verbal counseling to termination, future promotional opportunities, Embarrassment to Department, Relation to the community.

Acceptable Decisions for Various Scenarios (Calls for Service)- Arrest – book into jail or transport to UPD for release, Cite and Release at the scene, Referrals – court orders, counseling, eviction process, mental health, etc, Verbal Warnings- not demeaning or condescending, Firm but fair, explain future consequences. No Action- most common scenario, verbal skills will help you most of the time.

8.1.03 The Role of Leadership

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

Marine Corps Leadership Traits - The 14 leadership traits are qualities of thought and action which, if demonstrated in daily activities, help officers earn the respect, confidence, and loyal cooperation of other officers. It is extremely important that you understand the meaning of each leadership trait and how to develop it, so you know what goals to set as you work to become a good leader and a good follower.

JUSTICE - Definition: Justice is defined as the practice of being fair and consistent. A just person gives consideration to each situation and bases rewards or punishments on merit. Suggestions for Improvement: Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

JUDGEMENT -Definition: Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions. Suggestions for Improvement: You can improve your judgment if you avoid making rash decisions. Approach problems with a common sense attitude.

DEPENDABILITY - Definition: Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance. Suggestions for Improvement: You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

INITIATIVE - Definition: Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material of methods being available to you. Suggestions for Improvement: To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

DECISIVENESS- Definition: Decisiveness means that you are able to make good decisions without delay. Get all the facts and weight them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in clear, firm, professional manner. Suggestions for Improvement: Practice being positive in your actions instead of acting half-heartedly or changing your mind on an issue.

TACT- Definition: Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm. Suggestions for Improvement: Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.

INTEGRITY- Definition: Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else. Suggestions for Improvements: Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

ENTHUSIASM- Definition: Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. It you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges.

Suggestions for Improvement: Understanding and belief in your mission will add to your enthusiasm for your job. Try to understand why even uninteresting jobs must be done.

BEARING-Definition: Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control. Suggestions for Improvement: To develop bearing, you should hold yourself to the highest standards of personal conduct. Never be content with meeting only the minimum requirements.

UNSELFISHNESS- Definition: Unselfishness means that you avoid making yourself comfortable oa the expense of others. Be considerate of others. Give credit to those who deserve it. Suggestions for Improvement: Avoid using your position or rank for personal gain, safety, or pleasure at the expensive of others. Be considerate of others.

COURAGE- Definition: Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present. Suggestions for Improvement: You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in your daily life, force yourself to do them until you can control your reaction.

KNOWLEDGE-Definition: Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know unit's policies and keep up with current events. Suggestions for Improvement: To improve your loyalty you should show your loyalty by never discussing the problems of the Marine Corps of your unit with outsiders. Never talk about seniors unfavorably in front of you subordinates. Once a decision is made and the order is given to execute it carry out that order willingly as if it were your own.

LOYALTY- Definition: Loyalty means that you are devoted to your country, the Corps, and to your seniors, peers, and subordinates. The motto of our Corps is Semper Fidelis!, (Always Faithful). You owe unwavering loyalty up and down the chain of command, to seniors, subordinates, and peers. Suggestions for Improvement: To Improve your loyalty you should show your loyalty by never discussing the problems of the Marine Corps or your unit of outsiders. Never talk about seniors unfavorably in front of your subordinates. Once a decision is made and the order is given to execute it, carry out that order willingly as if it were your own.

ENDURANCE-Definition: Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. For example, enduring pain during a conditioning march in order to improve stamina is crucial in the development of leadership. Suggestions for Improvement: Develop your endurance by engaging in physical training that will strengthen your body. Finish every task to the best of your ability by forcing yourself to continue when you are physically tired and your mind is sluggish.

SECTION 9 CALIFORNIA CODES AND LAWS

9.1 CRIMINAL LAW

9.1.01 Terminology

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(s): Penal Code Definitions

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission
   1. –committed by any person
   2. –in violation of statutory law
   3. –for which there is punishment

Reference(s): Penal Code 15

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.1.03 Persons Legally Incapable of Committing a Crime

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

Reference(s): Penal Code 26

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.1.04 Crime Identification

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 Identify Theft
Q. Forgery and Check Offenses
R. Disorderly Conduct
S. Control and Use of Dangerous Weapons
T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

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

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.2.02 Probable Cause to Arrest

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

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer's training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.

D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.2.04 Officer's Right to Search a Person

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

Reference(s): *Search Incident to Arrest*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.2.05 Recognizing Probable Cause for Police Action

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 then explain the reasons behind that determination.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest

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

Reference(s): *Penal Code 836; Vehicle Code 40300.5 through 40302,* Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable

9.3.02 Arrest Requirements

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 when it must be provided
C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): Penal Code Sections 825; 840; 841; 848; 849; 851.5; 853.5; 853.6, Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

A. What is an arrest? PENAL CODE 834
   a. An arrest is taking a person into custody.
   b. In a case and in a manner authorized by law
   c. An arrest may be made by
      i. A peace officer (836 PC)
      ii. Or by a private person (837 PC)
B. A peace officer makes an arrest – PENAL CODE 836
   a. In obedience to a warrant
   b. Without a warrant
      i. Whenever he has reasonable cause to believe that the person to be arrested has committed a public offence in his presence.
      ii. When a person arrested has committed a felony, although not in his presence.
      iii. Whenever he has reasonable cause to believe that the person has committed a felony **whether or not a felony has, in fact, been committed.**
C. A private person may arrest another – PENAL CODE 837
   a. For a public offense committed or attempted in his presence.
   b. When a person has committed a felony, although not in his presence.
   c. When a felony has, **in fact, been committed** and he has reasonable cause for believing the person arrested to have committed it.
D. Mandatory appearance per California Vehicle Code 40302
   a. The arrested person shall be taken without delay before a magistrate in the following cases:
      i. When the person arrested fails to present California driver's license or other satisfactory evidence of his identity for examination.
      ii. When the person arrested refuses to give written promise to appear in court.
      iii. When person arrested demands an immediate appearance before a magistrate.
      iv. Or when person arrested is charged with violating Section 23152 or 23153 CVC.
E. Optional appearance per California Vehicle Code 40303
   a. When person is arrested for the following offense and not required to take the person before a magistrate, the arrested person shall, in the judgment of the officer, either be given 21 days notice to appear, or be taken before a magistrate without delay.
      i. Section 10852 or 10853, injuring or tampering with a vehicle.
      ii. Section 23103 or 23104, relating to reckless driving.

iii. Section 2800 failure to stop and submit to a vehicle inspection (misdemeanor).
iv. Section 20002 failure to stop in the event of an accident.
v. Section 23109 speed contest.
vi. Section 14601 and 14601.1 driver's license revoked or suspended.
vii. When person arrested has attempted to evade arrest.

F. Time of Arrest – PENAL CODE 840 PC
   a. An arrest for the commission of a felony may be made on any day and at any time of the day or night. An arrest for the commission of a misdemeanor or an infraction cannot be made between the hours of 10:00 p.m. of any day and 6:00a.m. of the succeeding day, unless:
      i. The arrest is made without a warrant pursuant to Section 836 or 837.
      ii. The arrest is made in a public place.
      iii. The arrest is made when the person is in custody pursuant to another lawful arrest.
      iv. The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

   NOTE: Misdemeanor warrant arrests not in the "public" (i.e., residence) may not be legal if the hours of arrest are 10:00 p.m. – 6:00 a.m.

G. Formalities when making an arrest – PENAL CODE 841
   a. Officer or citizen must inform the person to be arrested of the intention of the arrest.
   b. Cause of arrest (violation, etc.)
   c. Authority of arrest must be established (identification as a police officer).

9.3.03 Private Person Arrest

The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal.

Reference(s): PC 837; PC 847, Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

An officer is required by law (142 PC) to receive into custody a prisoner who has been arrested either lawfully or unlawfully by a private person.

A. Prior to arrest. Prior to accepting custody, the arresting person shall be advised of an alternatives to making a physical arrest. (For example: Crime Reports "by way of complaint".) if, after being advised of the alternatives, the person still insists on making a physical arrest, the officer must take custody of the arrestee.
B. Advising the arrestee. When taking custody, the officer shall advise the prisoner that the officer is not making the arrest, but merely receiving custody of the prisoner, as required by law.
C. Taking the prisoner into custody. When taking a prisoner into custody, the officer shall proceed as follows, depending on whether in the officer's opinion the arrest is lawful or unlawful.
   a. LAWFUL Private Persons Arrest

When the arrest is determined to be lawful, the officer may either:

a- Transport the arrestee to the station for where he may be released by a citation, if applicable.
b- Or transport and Book at Stanislaus County Jail.

b. UNLAWFUL Private Persons Arrest

When the arrest is determined to be unlawful, the officer shall confidentially advised the person making the arrest of the fact and shall inform him of the civil liabilities for making such a false arrest. If the party still insists on making the arrest, the officer may either:

a- Transport the arrestee to the station to be released on a citation on the charge for which he was arrested, or
b- Transport the arrestee to the station to be released on a citation for the charge more consistent with the facts of the case, or
c- Transport the arrestee to the station, where release pursuant to Penal Code Section 849 can be made, or
d- Release the arrestee in the field on a citation.

D. Reports Required

Reports are required on all private person's arrests. It is, ultimately, the officer's responsibility for the completion of the proper reports, not the private person arresting. However, private persons should be advised and assisted regarding the completion of the forms, if possible.

1. Crime report
2. Arrest report
3. Citizen Arrest form, signed by arresting citizens
4. Citizen Arrest forms are not required for juveniles

9.3.04 Miranda Rights

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

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

You may ask investigative type questions of a detained person WITHOUT advising them of their Miranda Rights. **Once the questions become accusatory, and the person is not free to leave, the suspect must be advised of his/her Miranda Rights.** (Always use the UPD Warning and Waiver Card- do not depend on your memory.)

ARRESTED JUVENILES MUST ALWAYS BE ADVISED OF THEIR RIGHTS- WHETHER QUESTIONED OR NOT.

A. Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.
    a. CONFESSION - An acknowledgment by the defendant of his guilt of the crime for which he is being tried.
    b. ADMISSION – A statement of the accused in which he admits acts pertinent to the crime and which tend, in connection with other facts, to prove his guilt.

B. [redacted]

C. Do not make use of the notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent possibly resulting in the lack of cooperation on the part of the person being interrogated. When the interrogation is complete, then record all pertinent information. In major felony cases, a written and taped statement should be obtained.

D. [redacted]

E. Do not jump to conclusion. An honest person may give some inaccurate statement which could be later be cleared up by additional interrogation or evidence.

F. [redacted]

G. Confessions obtained by threat, duress or promise are of no value and the use of “third degree methods” definitely will not be tolerated. The suspect should be subjected to only such inconveniences as are reasonable. Consider the hours of questioning, smoking, eating, making use of the rest room, etc., always bearing in mind that which is reasonable. DO NOT FORGET THE TIME ELEMENT IN BOOKING. (Too long might be termed duress.)

H. [redacted]

I. The tone of voice and the actions of the interrogator are most important. The interrogator must be thoroughly acquainted with the particular offense, and must be familiar with the “jargon” of the suspects age group of class.

J. [redacted]

K. [redacted] than give a direct statement or attempt to bluff. If not certain of a point at issue, do not question.

L. [redacted]

[redacted]

M. The interrogator should allow the suspect to do the talking, except under questioning in which a direct answer is desired. He/she should allow the suspect to "ramble" on, but should not allow the suspect to go too far afield. Each suspect should be studied, catalogued and the appropriate interrogating technique employed that best suits his personality.

N. Patience and practice are essential in becoming a good interrogator. Remember – you have an idea of what has occurred, but the suspect knows exactly what has occurred. Through the suspect, you can attain the goal desired, but only when you apply the techniques of interrogation, and keeping in mind the laws governing interrogations and the admissibility of the confessions or admissions received.

O. If a suspect who has been advised of his/her rights says he/she does not want to discuss the matter further; the questioning must stop. If he/she wants an attorney present, any further questioning must be done in the presence of an attorney.

9.3.05 Admittance onto Property

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

Reference(s): PC 844

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3.06 Allowable Use of Force

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

Reference(s): PC 835; PC 843

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3.07 Reasonable Force

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

Reference(s): PC 835

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3.08 Use of Physical Force and Deadly Force

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

Reference(s): UPD Policy #300 (Use of Force)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3.09 False Imprisonment Liability

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

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

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.3.10 Legal Exceptions to an Arrest

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

A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)

B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667; Royanin v. Battin, 55 CA 2nd 861)

C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)

Reference(s): UPD Policy #410 (Arrest or Detention of Foreign Nationals)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

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. WIC 300, WIC 305, WIC 601, WIC 602, WIC 625, WIC 627, WIC 707 and any additional local ordinances and/or curfews

C. Laws pertaining to schools, including PC 626 sections and Education Code 48906, 48260-66, etc.

D. Secure/Non-secure detention of juveniles: WIC 206, WIC 207, WIC 207.1, WIC 207.2

Reference(s): UPD Policy #309 (Temporary Custody of Juveniles)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act

The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

A. After-hours sales and/or 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(s): Business and Professions Code Sections 23000-25762

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.5.02 Probation/Parole Laws

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

A. PC 1203.2 B. PC 3056

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.5.03 Local Ordinance Violations

The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.

Reference(s): CSU, Stanislaus PD shall not cite for TMC- Turlock City Ordinance violations on campus

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Incident #: _____

Case Report #: _____
(if applicable)

Comments:

9.5.04 Constitutional Amendments Granting Individual Rights

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

A. *First Amendment* – Freedom of religion, speech, press, and public assembly

B. *Fourth Amendment* – Search and seizure only by warrant or good cause

C. *Fifth Amendment* – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation

D. *Sixth Amendment* – Right to a speedy trial

E. *Eighth Amendment* – Excessive bail prohibited

F. *Fourteenth Amendment* – Civil rights (see 18 USC § 242 – Color of law/authority)

Reference(s): United States Constitution, Bill of Rights

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.5.05 State Legislative Mandates

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

Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.

Reference(s): **California Constitution, Article I, Section 28(b)**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 10 SEARCH AND SEIZURE

10.1 SEARCH CONCEPTS

10.1.01 Terminology

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(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

A. All prisoners shall be given a thorough pat-down search prior to transportation.

10.1.02 Circumstances Allowing Legally Authorized Searches

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

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

Reference(s): *UPD Policy #308 (Search and Seizure), #900 (In Custody Searches)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Items Which May Be Legally Searched

10.1.03

The trainee shall identify 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(s): *UPD Policy #308 (Search and Seizure)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

10.1.04 Limits of Searches

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(s): *UPD Policy #308 (Search and Seizure)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

10.1.05 Exclusionary Rule

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

A. Court filings
B. Prosecution of suspects

Reference(s): *UPD Policy #308 (Search and Seizure)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

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(s): *UPD Policy #308 (Search and Seizure)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants

The trainee shall explain the laws and procedures for obtaining search and 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(s): *UPD Policy #504 (Impaired Driving and Evidence Collections)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

10.3.02 Serving Search and Arrest Warrants

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 exemptions to
E. "Signing off" warrants/return

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 11 REPORT WRITING

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes

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

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

Reference(s):UPD Policy #319 (Report Preparation), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Why are Notes Important – reports completed hours later, get details or quotes correct. **What should they include** – Make sure they will make sense to you later, full descriptions of vehicles/suspects/etc, detailed, injuries you observed or alleged. **Notes are only taken to assist you**- Brief and concise. **Warnings about Notes** – How is the victims/suspects, etc reacting to you writing down their statement, do not interrupt them if possible, during suspect interviews note taking may remind Suspect that it is an interrogation as opposed to them feeling comfortable. **Keep or Destroy Notes** – personal decision but keep in mind that notes must be kept in secure area if you keep them and they ARE discoverable in court. Department Policy allows for them to be destroyed.

11.1.02 Discoverable Contents

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

Reference(s):Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.1.03 Types of Entries

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, and vehicle number
B. Name(s) of additional personnel and supervisor
D. Pertinent information

C. Type of incident

E. Names of suspects, victims, witnesses, and reporting persons

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.1.04 Recording Pertinent Information

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports

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

Reference(s): *UPD Policy #319 (Report Preparation)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.02 Report Depository

The trainee shall give the location of the report depository.

Reference(s): *UPD Policy #802 (Records/Dispatch)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.03 Records Unit

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

Reference(s): UPD Policy #319 (Report Preparation)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.04 Investigative Units and the District Attorney's Office

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

Reference(s): UPD Policy #600 (Investigation and Prosecution)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.05 Importance of Police Reports

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

A. Recording facts into 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.1.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

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

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.07 Types of Report Forms

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

Reference(s): Review UPD Report Forms

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.08 "Cold" Crime Reports

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

F. Organizing facts in chronological order

G. Relating facts in appropriate sentence form

H. Correctly filing in all appropriate boxes

I. Properly establishing who, what, when, where, why, how, and how many

J. Properly establishing the elements of the crime(s), when appropriate

Reference(s): UPD Policy #319 (Report Preparation)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Report Writing Tips/Guidelines:

Why Do We Write Reports?

- For Prosecution and Conviction
- Document the entire incident- info for future investigations, for crime analysis, UPD Policy, To Protect yourself, Follow up by investigators, Supplemental Reports
- To Tell the Story- what happened, keep it simple
- To Refresh your recollection in court- on the witness stand, the pertinent details of the incident matter, court appearances are weeks/months later, your report is the only basis of fact in court

Why is the quality of the report important?

- Read by coworkers, supervisors, DA, investigators, Judges, University Officials V.P.'s and Presidents
- You shift supervisor will read the report, then a specialty unit supervisor/detective, these can factor into future specialty unit considerations
- Impressions- your reports are usually the ONLY impression that many people have of you
- Arrests vs. Prosecutions vs. Convictions- The goal of your report is to document the truth which if done correctly, should result in convictions a majority of the time.
- DA Request for Further- Learn from them to fix it the next report

The Report

- Who, What, When, Where and How. Write in the first person, In Closing- evidence booked and what you are requesting (to DA, CPS, detectives, etc)
- Leave out fancy words- write it like you would tell it
- Grammar- Shorter is always better, do not use run on sentences
- Spelling- use words you know how to spell, use a spell checker, be familiar with common words
- Paint a complete picture- Assume the reader knows nothing about the incident and people involved.
- Cover ALL elements of the crime
- Clarity and Brevity

Common Mistakes:

- Relationships- fail to explain the relationship between victims/witnesses/suspects/etc
- How the Victim or Witness became aware of the incident
- How did you come in contact with a witness
- Proximity – how close was the witness to the suspect, etc
- Is prosecution requested

Dictation:

- Have all information ready
- Have your notes organized
- Be familiar with the work types (in custody, cite, etc)
- Make sure you are ready to cover all the important details
- Per Policy, you MAY NOT dictate by using a Cell Phone (lost signal).

11.2.10 Completing Reports Following an Arrest

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. Elements constituting the offense
B. Complete documentation of reasonable/probable cause
C. Complete description of all physical evidence, where it was found, and its disposition
D. Complete listing of all suspects, including whether or not they are in custody

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.1.02 Search Techniques

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

D. Constant alertness, including keeping hands in view
E. Maintaining control and position of advantage
F. Standing, kneeling, and prone position searches
G. Safeguarding of weapons

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.1.03 Searching the Opposite Sex

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

Reference(s): UPD Policy #308 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Incident #: _____

Case Report #: _____
(if applicable)

Comments:

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing

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

G. Attack

H. Escape

I. Destruction or concealment of evidence or contraband

Reference(s): (Handcuffing and Restraints)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.2.02 Handcuffing/Restraint Device Principles

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

K. Control of the suspect(s) and the handcuffs

L. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms

M. Reasonable degree of tightness

N. Observation of restrained suspects

O. Other approved restraints devices (i.e. flex cuffs, hobbles, etc.)

P. Safe and controlled removal of handcuffs and other restraint devices

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.2.03 Agency Policy Regarding Handcuffing Prisoners

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.2.04 Handcuffing and Transporting Single or Multiple Suspects

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners

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

Reference(s): UPD Policy #900 (Custody Searches), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

All prisoners shall be given a thorough pat-down search prior to transportation. The following is a list of possible searches that could occur at the jail:

SEARCHING ARRESTEES IN BOOKING AREA- DEFINITIONS: Pat-Down Search- A thorough search where clothing is not removed. The search is to include wallets, purses, backpacks, etc.

12.3.02 Prisoner Provisions

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.3.03 Prisoner's Right to Make Calls

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

Reference(s): UPD Policy #900 (In Custody Searches)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

Reference(s): UPD Policy #800 (Property and Evidence)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.3.06 Willful Inhumanity or Oppression Toward Prisoners

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

Reference(s): PC 147

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

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. Search of area where prisoner is to be placed prior to transportation
G. Search of area where prisoner has been following transportation
H. Proper positioning of officer(s) and prisoner(s) within the vehicle
I. Close and constant observation of prisoner(s)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

12.4.03 Prior to Booking a Prisoner

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles

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 confinement of a child under 16 years of age with an adult accused or convicted of a crime
G. Custody alternatives

Reference(s): *Welfare & Institutions Code Sections 206, 207.1–2, 625, 626, and 626.5; Penal Code Sections 273(b)* and *PC 4030*, UPD Policy #309 (Temporary Custody of Juveniles), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

The casual encounter of an officer and a juvenile may be of tremendous importance to the juvenile and their family. What an officer says and how it was said will be remembered and repeated. There has been several CSU Students attending college recently that are as young as 16 and 17 years old living in the campus dormitory.

A juvenile's first contact with the police officer may well color their attitude toward law enforcement for the rest of their life. Young people are interested in police officers and think and talk a great deal about any contact they may have had with an officer. If the first contact is with an officer who is overbearing and who is arrogant, brow-beating or calls the juvenile names, the youth will pass on unfavorable reactions and feelings to many other people, including the next officer he or she happens to meet. The uniform, the badge, and the gun symbolize the law to most juveniles and the officer carrying this equipment must always be sure that their conduct, attitude and conversations do nothing to lessen respect of the law that is represented.

The approach of a police officer to a juvenile offender must be fitted to the individual case. It is recognized that officers cannot be expected to take any greater risk of injury to the hands of an offender because they may be a juvenile.

What is being stressed, is that the first contact between the youth and the police is very critical. If the first contact is with an officer who is firm, fair, courteous, truthful, impartial, unprejudiced and interested in the youth as a person, with or without a problem, a good foundation has been laid not only for that officer's interview or interrogation, if that is the purpose of the meeting with, but for any future contacts with other officers. The manner in which these contacts are handled most often form opinions and attitudes that remain with the juvenile throughout adulthood.

Juvenile Justice Philosophy

The Juvenile Justice System is a very complex system and the system is presently searching for ways to effectively meet societal demands. The basic philosophy of the Juvenile Law is the protection of the child and to effectively work out a program for his/her adjustment in society without dealing with punishment. In spite of the coming changes that will affect the handling of minors, this philosophy will probably remain the foundation of the Juvenile Justice System.

Watch Commander Authority to Handle Juveniles

Section 625 (Welfare and Institutions Code) states a peace officer may, without a warrant, take into temporary custody a minor under 18 years of age, when such officer has reasonable cause for believing that such minor is a person described in Sections 300, 601, or 602 (WIC). In 602 W&I cases, a minor shall be advised of his constitutional rights when taken into custody.

300 (WIC): These sections describe the jurisdiction of the court when handling dependent children under 18 years of age. **601 (WIC):** This section deals with the persistent and habitual disobedience of a person under 18 years of age. **601.1 (WIC):** This section describes a person under 18 years of age who disobeys school authority and is habitual truant. **601.2 (WIC)**: This section deals with the failure of parents or guardian to cooperate with school authorities. **602 (WIC):** This section concerns the violation of law (all laws) by a minor.

602 WIC Law Violators

602 WIC is the Welfare and Institution Code with permits police officers to take into custody juveniles who have committed crimes.

Juveniles who are arrested for any crime must be advised of their Miranda Rights. Obtaining the waiver for questioning purposes is up to the discretion of the officer.

Minors under the age of 14 are incapable of committing crimes, in the absence of clear proof that at the time of committing the act charged against them, they knew it was wrongfulness. After Mirandizing a

juvenile under 14 years of age, establish that they know the difference between right and wrong by using a form and submitting it with all the related reports.

When Mirandizing juveniles, some extra care may have to be taken to ensure that terms are understood (especially with juveniles under 14). This is accomplished by determining if they understood the meaning of lawyer, judge, court and words such as silent, appointed, etc. Indicate their explanation in your report.

A police officer can have a significant impact on a child's life. The majority of juveniles arrested for 602 WIC are arrested only once, and the impact of the one incident is enough to alter the juvenile's behavior. Your professional handling of the first time arrest of a juvenile can make a learning experience that much more significant.

Juveniles In the Need of Medical Treatment

When minors are in need of medical treatment and their parents cannot be located to give counsel, the following shall apply:

> Officers have the authority to arrest under section 625(c) Welfare and Institution Code – "a peace officer may without a warrant, take into custody a minor who is under 18 years of age, and who is found in any street or public place, suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care".

Procedure – No Medical Consent

Officers having juveniles in custody who are in need of medical attention and parental consent is not available, the following shall apply:

1. Send minor to nearest contract hospital.
2. Advise the examining doctor there is no medical consent available, and the reason. In cases of life or death dependent on treatment, the doctor may give treatment as necessary to save the life.
3. If emergency medical care is determined necessary by examining doctor, the hospital shall immediately notify CPS and provide the following information:

(NOTE: The hospital may request your assistance in contacting CPS.)

   a. Minor's age, birth date, parent's name, home address, and phone (if available).
   b. Minor's condition as diagnosed by doctor.
   c. Treatment recommended by doctor.
   d. Reasons as to why no medical consent was signed (parents not located, or parents refuse to sign).
   e. The investigating officer shall make every effort to locate the parents or legal guardian, and secure permission for any emergency arises (627 WIC).
   f. Respond to hospital requests to locate and notify a parent or guardian, even though not involved in the initial referral of the minor to the hospital.
   g. When a juvenile is taken into temporary custody as per 625(c) WIC, the investigating officer shall complete a UPD face sheet and petition, indicating the charges of 300 WIC. If placement is necessary, arrangements for same shall be made through the CPS Hotline.

601 WIC Incorrigible Juveniles

In 1977, the laws changed in how the police in California deal with juveniles who fall under 601 WIC, commonly known as incorrigible juveniles. Juveniles who are runaways fall under 601 WIC. Law enforcement agencies could no longer keep runaways or 601's detained in jail facilities except for very short periods of time. 601 juveniles cannot be detained in secure detentions (jail).

12.5.02 Jail Facility

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(s): Tour of Pretrial (Stan. Co.)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.03 Securing Weapons Prior to Entering Custody Facility

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.04 Booking Documents/Procedures

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

A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections
B. Confirm arrestee is adult versus juvenile
C. Valid court and/or warrant paperwork
D. Inmate is medically screened and has medical clearance and approval form
E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

Reference(s): *UPD Policy #334 (Child and Dependent Adult Safety), Tour of Juvenile Hall*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.05 Booking Adult Prisoners

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

A. Alcoholics
B. Narcotic/Drug Users
C. Mentally Ill
D. Sex Offenders
E. Escape Risks
F. Non-conformists
G. Civil Bookings

Reference(s): Tour of Pretrial (Stan. Co.)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.06 Other Types of Prisoners

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.07 Inmate Classification

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.08 Legalities of Prisoner/Inmate Searches

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.09 Prisoner Release

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

Reference(s): PC 849(b), UPD Policy #409 (Cite and Release Policy)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.5.10 Response to Jail Emergencies

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Incident #: _____

Case Report #: _____
(if applicable)

Comments:

12.6 PEOPLE WITH DISABILITIES

12.6.01 Americans with Disabilities Act (ADA)

The trainee shall recognize that the ADA 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(s): UPD Policy #330 (Communications with Persons with Disabilities)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, 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(s): UPD Policy #330 (Communications with Persons with Disabilities)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person 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)

D. Repeat questions from a slightly different perspective, if necessary

C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)

E. Avoid questions about time, complex sequences, or reasons for behavior

F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference(s): UPD Policy #330 (Communications with Persons with Disabilities)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.6.04 Non-compliance as a Warning Sign

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(s): UPD Policy #330 (Communications with Persons with Disabilities)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.6.05 Standard Tactical Assessments and Safeguards

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

- **T**one (Present a calm and firm demeanor/Maintain respect and dignity)
- **A**tmosphere (Reduce distractions/Respect personal space)
- **C**ommunication (Establish contact/Develop rapport)
- **T**ime (Slow down/Reassess)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy

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

Reference(s):UPD Policy #408 (Mental Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

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

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

Reference(s): UPD Policy #408 (Mental Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.03 Mental Health Facility or Regional Center

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(s): Doctors Hospital and Ceres-Mental Health

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.04 72-Hour Hold

The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.05 Required Procedures for 5150 WIC

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of §5150 Welfare & 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 the 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(s): UPD Policy #408 (Mental Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.06 Alternative methods

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(s): UPD Policy #408 (Mental Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

12.7.07 Required Documentation and/or Reports

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

A. Application for 72-Hour Detention for Evaluation and Treatment (Form)

B. Verbal admonishment and supplementary written documentation as specified

C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s): UPD Policy #408 (Mental Illness Commitments), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

As a police officer, you must be able to recognize the danger signals of the mentally ill person so you can provide medical attention which may be required. Severe mental illness is defined as psychosis, which usually can be detected by a sudden behavioral change or gradual deterioration of the personality and an alteration in the behavioral pattern of a person.

SEVERE MENTAL ILLNESS SYMPTOMS

1. Change of attitude towards friends and relatives
2. Unusual or bizarre mannerisms.
3. An increase or decrease in efficiency.
4. Argumentative or uncooperative.
5. Development of hostility to suggestions and growing hostility and distrust.
6. Disorganized thinking and morbid interest in potential tools of destruction as guns and knives.
7. Subjected to hallucinations and delusions

HANDLING THE DISTURBED PERSON

1. Find out what you can about the person
   - A. Recent change in medication
   - B. Recent release from hospital
   - C. Undergoing treatment
2. Call for assistance
3. Delay of time will serve a double purpose
   - A. Passage of time may calm them down

B. Allows time to formulate a plan of action
C. How will person be removed
D. Who will enter
E. All escape routes covered.

4. Use of Force
   A. Use as little as possible
   B. Force or harsh words may only make matters worse
   C. Attempt to assure person you will not harm them.
5. Ignore verbal abuses; remember this person is sick, confused and frightened.
6. Avoid excitement
7. Disperse large crowds
8. Do not deceive
9. Restrain and calm person down.
10. While the form of assistance may differ, always bear in mind that the help you give to a mentally ill person is just as vital as administering first aid to an injured person.

5150 WIC

REASONABLE CAUSE

1. Danger to himself/herself or others
2. Or is gravely disabled as a result of a **mental disorder**
   A. They are gravely disabled when, as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.
3. Take the subject to Doctors Medical Center/Ceres for 72 hour hold of evaluation. They will not accept someone who has been drinking or is under the influence of drugs.

   A. If the crisis worker is placing a 72 hour hold, the officer will assist designated professional persons with transportation of subject if that person is unruly or violent.
   B. If need arises, subject will be transported in police unit or in ambulance with restraints.
   C. Officer can accompany subject in ambulance if requested.

CONFISCATION OF WEAPONS

1. Pursuant to 8102 of the Welfare and Institutions Code, any peace officer shall confiscate any firearm or any other deadly weapon(s) found to be in the possession of or under the control of a person who has been either detained for the examination of his or her mental condition, or arrested for the examination of his or her mental condition. Upon confiscation of a firearm or other deadly weapon(s), the reporting officer shall provide that person with an official receipt describing the weapon(s) and its serial number. The firearm or other deadly weapon shall not be released from the custody of the CSU, Stanislaus Police Department except upon order of the Superior Court. The reporting officer shall take an incident report, citing section 8102 W&I as the reason for the confiscation

POLICE HOLDS

1. Minor Crimes
   A. Issue citation and leave at hospital
2. Felonies
   A. Subject evaluated and requires psychiatric care
   B. If 72 hour hold is placed, obtain the name of the crisis worker placing the hold, and request that this agency be notified prior to the subject being released. This should be documented in the officer's crime report.
3. Any person, who has committed a criminal and bookable offense, can be booked into jail. Notify jail staff of the person's mental state and request that mental health evaluate them prior to being released from jail.

NON-EMERGENCY SITUATIONS

1. If there is no immediate need for police action under 5150 WIC
2. Complainant advised to contact nearest mental health clinic for assistance.

12.7.08 Demonstrating Knowledge of Proper Procedure

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 13 PATROL PROCEDURES

13.1 POLICE PATROL TECHNIQUES

13.1.01 Types of Police Patrol

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.1.02 Preventive Patrol Methods

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

Y. Frequent checks and contacts with business premises

Z. Frequent checks of suspicious persons

AA. Fluctuating patrol patterns

BB. Maintenance of visibility and personal contact

CC. Daily individual patrol and community action plan

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.1.03 Foot Patrol and Bicycle Patrol

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.1.04 Motorized Patrol

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

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.1.05 Positive Daily Contacts

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

13.2 OBSERVATION SKILLS

13.2.01 Perception Skills

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.3 PREVENTING AND DETECTING CRIME

13.3.01 Crime Prevention Techniques

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

F. General population information
G. Appropriate geographic information
H. Recent criminal activity
I. Specific factors that may influence patrol functions (i.e. location of emergency hospitals, high-activity areas, community activities and events, etc.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.3.03 Preparing for a Patrol Shift

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

A. Gathering information through ARMS Log, crime reports and briefings of relieving officer
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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.3.04 Frequent Checks

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

Reference(s): "Hot Spot" Locations Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.3.05 Night Patrol

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

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.3.06 Determining if a Parked Vehicle Has Been Recently Operated

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.3.07 Conducting Surveillance

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

- [redacted]
- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.3.08 Locating Vehicle Identification Numbers

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, golf carts, trailers, motorcycles, recreation vehicles, and motor homes.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4 ADDITIONAL PATROL SAFETY

13.4.01 Plain Clothes Officers

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

- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.02 Plain-clothes and Off-duty Arrests

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

Reference(s): UPD Policy #336 (Off-Duty Law Enforcement Actions)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.03 Hazards of Silhouetting

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.04 Telltale Noises

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

- [redacted]
- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.05 Keeping Subject's Hands in View

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.06 Initiating Foot Pursuits

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.4.07 Mutual Aid and Jurisdiction

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(s): UPD Policy #322 (Outside Agency Assistance)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.5 PEDESTRIAN STOPS

13.5.01 Consensual Encounters and Reasonable Suspicion

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

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

STOP AND FRISK

A. A police officer has a right and duty to temporarily detain a citizen.
   a. Where it appears some activity on the part of the citizen is out of the ordinary, and
   b. There is some indication that the activity relates to crime, and
   c. Specific facts indicate that some criminal activity has, or will take place.
B. Mere hunch or suspicion is not itself sufficient cause to stop and question.
C. The circumstances must be such that the activity of the detained person can be distinguished from the activity of the ordinary person.
   a. The officer has a right to make a cursory search for concealed weapons under certain circumstances.
   b. Terry vs. Ohio, et al.

Officers may conduct a pat-down or limited weapons search of someone you have detained, but only of outer clothing and only If you have "specific facts" which make you feel in danger. Standard procedure is not good enough. You must reasonably suspect that the person is armed or may be armed, although you do not need to be positive. The courts are supportive of officer safety but officers must articulate a potentially dangerous situation to justify a pat-down search. The courts have ruled dealing with a suspected **dangerous** felon is definition enough. Officers must be careful not to exceed the permissible scope of the frisk. Officers are only permitted to look for weapons so your search must be limited to that purpose. If a weapon is discovered, seize it. If you are not sure and the item could be, you are permitted to search further.

HOWEVER, once you realize or decide that an object is not a weapon, you must move on. Any additional feeling, grabbing or manipulating of an item is outside the scope of a Terry pat-down for weapons and will be considered an illegal search resulting in the suppression of evidence.

CITIZEN CONTACTS

A. A police officer can approach and speak to anyone at a location where he/she has a lawful right to be, i.e., sidewalks, restaurants, parks, apartment complexes, etc. no reason is required. A police officer must realize that during these "contacts", an individual is under no obligation to stop for the officer, or even speak to the officer, if the individual does not wish to, however, if during the initial contact, articulable facts arise to justify a detention, the situation changes. Citizen contacts, if approached correctly, will withstand the scrutiny of any defense cross-examination. Remember, a citizen contact must not contain police control over an individual, but rather be an exposure to police presence at a given location.

13.5.02 Lawful Pedestrian Stop

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(s): Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.5.03 Tactical Variables

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

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.5.04 Positions When Interviewing Suspicious Person(s)

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.5.05 Field Interview Form

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

Reference(s): UPD Policy #417 (Field Interviews & Photographing of Field Detainees)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.5.06 Use of CLETS

The trainee shall explain the role and use of the California Law Enforcement Telecommunications System (CLETS) in determining a person's wanted status.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.5.07 Approach and Disposition

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.6 SEARCHING PERSONS

13.6.01 Degrees of Searches of Persons

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(s): UPD Policy # 308 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.6.02 Principles of Searches of Persons

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

[redacted]

Reference(s): UPD Policy # 308 (Search and Seizure)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.6.03 Weapons and Contraband Concealment

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.6.04 Legal Pat-down Search

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.6.05 Field Search

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

- [redacted]
- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.6.07 Serve as Backup Officer

The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7 VEHICLE STOPS

13.7.01 Types of Vehicle Stops

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

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

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Traffic Stops

[redacted]

[redacted]

13.7.02 Vehicle Stop Locations

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

[redacted]

Reference(s):Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.03 Vehicle Information Prior to Stop

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.05 Gaining Driver's Attention

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 siren
C. Use of horn
D. Use of headlights
E. Use of hand signal
F. Use of public address (PA) system
G. Proper use of spotlight to include:
   1. Not blinding the driver while vehicle is moving

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.06 Hazards of Vehicle Stops

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

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.07 Observing Vehicle Occupants

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

- [redacted]
- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.08 Directing Occupants During a Stop

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.09 Approaching Vehicles Other than Automobiles

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

A. Motorcycles and bicycles
B. Campers and vans
C. Buses
D. Trucks
E. Tractor/Trailers

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions. These reactions may include:

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.11 Do Not Argue with Violator

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.12 Discretion During Traffic Stops

The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

Reference(s): UPD Policy #505 (Traffic Citations), #505 (Traffic Citations for Juveniles)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.14 Signature is a Promise to Appear

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.7.15 Promoting a Positive Image

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 image of law enforcement.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8 FELONY/HIGH-RISK VEHICLE STOPS

13.8.01 Important Considerations

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

[redacted]

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8.02 Vehicle Positioning

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

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8.03 Ordering Suspect(s) from the Vehicle

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

[redacted]

Felony Stops

1. When conducting a felony stop, the officer of the primary unit shall determine certain factors before making the stop:

[redacted]

2. When conducting a felony stop, the following procedures shall apply as necessary.

[redacted]

Van Stops

[redacted]

13.8.04 Use of Verbal Commands

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

[redacted]

Reference(s): Sections Listed Above

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8.05 Waiting for Backup

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8.06 Roles of Primary and Backup Officer(s)

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

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.8.07 Demonstrating a Felony/High-risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.9 SEARCHING VEHICLES

13.9.01 Safe and Effective Vehicle Search

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

A. Proper control and removal of occupants

B. A systematic method of conducting a search

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.9.02 Demonstrating Vehicle Search

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.10 SEARCHING BUILDINGS/AREAS

13.10.01 Principles of a Safe and Effective Building Search

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

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 specialized assistance (K-9, air support, etc.)

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Building Searches and Tactics:

Tactical Approach

[redacted]

Establishing a Perimeter

[redacted]

Conducting a Systematic Search for Suspects

[redacted]

Confronting a Suspect

[redacted]

Searching Open Areas

[redacted]

[redacted]

13.10.02 Demonstrating Safe and Effective Building Searches

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.11 HANDLING CRIMES IN PROGRESS

13.11.01 Responding to Crimes in Progress

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

A. Proceeding directly to the scene as quickly and silently as possible
B. Proceeding directly to the scene utilizing emergency lights and/or siren
C. Proceeding to the location most likely to intercept fleeing suspects
D. Proceeding to the 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 and/or accomplices
J. Watching for fleeing suspects
K. Parking and securing vehicle
L. Apprehension of suspect(s)
M. Broadcasting additional information
N. Securing the scene

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

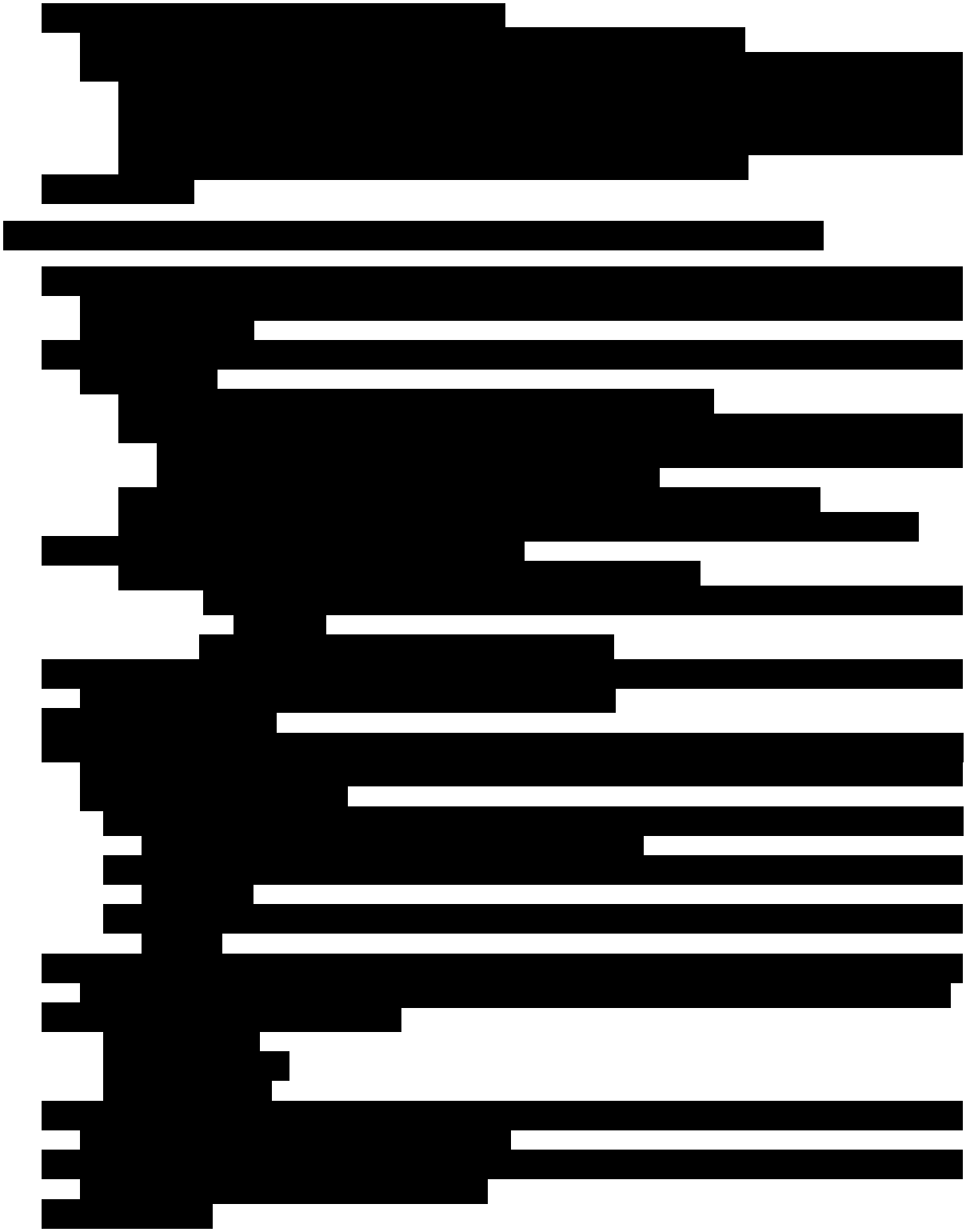
Incident #: _____

Case Report #: _____
(if applicable)

ROBBERIES IN PROGRESS

A robbery in progress can potentially be the most dangerous call that a police officer may receive. These calls are best handled in a teamwork method.

Safety of officers and citizens is of prime consideration during 211 in-progress calls. Response to 211 calls requires teamwork and communication applied in a professional manner.



This is a very critical phase in any crime investigation. Some precautions must be followed so as not to jeopardize the case in court.

[redacted]

HOW TO HANDLE BURGLARY CALLS & SEARCHES

[redacted]

[redacted]

13.11.02 Responding to Prowler Calls

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

[redacted]

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

RESPONDING TO PROWLER CALLS:

[redacted]

Summary:
Prowler calls are very dangerous to both the police and the public, for you will not know who the suspect(s) are, or why they are there. Keep Communications informed of the situation at the scene. ABOVE ALL, USE CAUTION!

13.12 DOMESTIC VIOLENCE

13.12.01 Legal Issues and Officer Duties

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 domestic dispute

B. Impact of domestic violence on victims, children, and suspects

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 active restraining orders 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. Taking temporary custody of firearms

Reference(s): UPD Policy #307 (Domestic Violence), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

FAMILY DISTURBANCES/DOMESTIC VIOLENCE

Penal Code 415 provides in part, "Every person who maliciously and willfully disturbs another person by loud and unusual noises" is guilty of disturbing the peace.

The following procedures shall be followed:

1. Proceed to the scene normally unless otherwise notified by the dispatcher. As two officers should always be sent on this type of call, arrange to meet and work as a team.

   When a two-man unit is dispatched, officers should have prearranged plans as to who will interview who, and when to separate parties. (Officers should attempt to remain within hearing distance in case a problem arises.)
2. Use caution on such calls as more officers are killed or wounded on this type of call than on any other.
3. On arrival at the scene, attempt to determine the nature of the call before entering. Remember, a primary function of the police is to protect the lives of those who might be endangered.
4. Note the condition of the room and surroundings to substantiate the possibility of a crime.
5. Calm the persons involved by separating them and talking to them one at a time, advising them as to points of law. If not an emergency, suggest that one of them leave for the night, or sleep in a separate room.

   During the course of the interviews, avoid allowing either party to leave officer's immediate presence. Many people feel threatened by officer's presence and might try to arm themselves.

6. Do not reveal informant's name or address.

7. If a private person's arrest is made, the complainant witness must sign a citizen's arrest form before the violator can be booked. If possible, avoid taking a complaint from a person who has been drinking.
8. You may want to refer involved parties to a community agency which can assist them with their particular problems.

Domestic violence involving abuse by a spouse, parent, trusted adult, or one's own child is particularly traumatic. Victims wrestle with feelings of fear, loyalty, love, guilt and shame. Victims face conflicts not experienced by those attacked by strangers.

Adults are torn between a desire to shield and help a loved one and their responsibility toward their own safety or others in the household. Children face alone the terrible truth that those who should protect them are, in fact, a source of harm. A victim of domestic violence is no less a victim than one set upon by strangers. To tolerate family violence is to allow the seeds of violence to be sown into the next generation.

ABUSE: Means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself, or another.

DOMESTIC VIOLENCE: Is abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or has had a dating or engagement relationship.

OFFICER: Means any law enforcement officer employed by a local police department or sheriff's office, consistent with Section 830.1 PC.

VICTIM: Means a person who is subject to abuse.

I. DOMESTIC VIOLENCE POLICY AND PROCEDURE

a. The University Police Department shall protect the victim and shall communicate the attitude that violent behavior is criminal and will not be tolerated.

i. When there is evidence of, or the elements exist, that indicate a crime has occurred, the officer responding to a domestic violence call shall perform a preliminary investigation.
ii. A preliminary investigation shall consist of the following:
    1. Photographs shall be taken of any visible claimed injury. Photographs should not be taken of areas wherein it is claimed that a blow was indicated, but does not show injury. It often happens that bruises do not appear for several house after a blow is inflicted. Photographs showing no injury, therefore, may be used to impeach the truthful testimony of a victim.
    2. Statements shall be obtained from the suspect wherever possible.
    3. Contact shall be made with any witnesses, neighbors, or others who might have pertinent information to provide.
    4. The parties involved shall be advised of their rights to make a private person's arrest, relevant domestic violence laws, and alternatives.
    5. Any additional investigative activities that the officer deems appropriate.
    6. All preliminary investigation reports, data, photographs, etc., shall be forwarded immediately to the Detective Division through the proper channels.
iii. Officers at the scene shall provide to the victim written notification pursuant to 13701() of Penal Code.
    1. All victims of domestic violence shall be provided the Victim's of Domestic Violence Information Sheet (UPD/Stanislaus County Handouts)
    2. Complete a Title IX document and forward it to the CSUS Coordinator

b. The existence of the elements of a crime and the willingness of the victim to sign a private person's arrest, when required, shall be the SOLE factors that determine the appropriate action. The following factors, for example, should not be used to avoid making an arrest.

   i. The marital status of the suspect and victim.
   ii. Whether or not the suspect lives on the premises with the victim.
   iii. The existence or lack of a Temporary Restraining Order or Stay Away Order.
   iv. The potential financial consequences of arrest.
   v. The complainant's history or prior complaints.
   vi. Verbal assurances that the violence will cease.
   vii. The complainant's emotional state
   viii. Non-visible injuries.
   ix. Location of incident (public or private)
   x. Speculation that the complainant may not follow through with the prosecution, or that the case may not result in a conviction.

c. The officer responding to the scene of a domestic violence call shall enforce the laws according to the following guidelines:

   i. Felony arrest. In accordance with State Law, make an arrest when there is reasonable cause to believe a felony has occurred. (273.5 PC, 245(a) PC, etc.)
   ii. Misdemeanor arrest. In accordance with State Law, make an arrest when there is reasonable cause to believe that a misdemeanor (including violations of court orders) has occurred in the officer's presence. (242 PC, 166.4 PC, 836(d) PC)
   iii. Private person's arrest. Officers will inform the victim of their right to make a private person's arrest when a crime has been committed outside the officer's presence, which does not meet the requirements for a felony arrest. The victim shall be made aware of the elements of the crime which he feels the suspect has committed. Whenever possible, such discussion shall be held out of the presence of the suspect. Officers shall accept a private person's arrest. Officers shall not dissuade victims from making a lawful private person's arrest. The law requires law enforcement to accept any and all citizen's arrests, if the elements for the crime exist.

d. Tenancy

   i. Officers shall request a person who is not in lawful possession of the premises to leave when:
      1. The complainant is in lawful possession of the premise (as exhibited by rent receipts, lease, deed, verification by apartment manager, etc.), AND
      2. The complainant has requested that the person leave the premises. The officer will stand by until the suspect removes essential belongings.
   ii. If the suspect does not leave upon request, officers shall arrest the suspect pursuant to applicable trespassing laws.
   iii. The officer should refer the complainant for a temporary restraining order or other appropriate civil remedy if the complainant requesting removal cannot show proof of lawful possession.

13.12.02	**Inherent Dangers**
	The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.
Reference(s): Sections Listed Above	

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.12.03 Separating Parties

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.12.04 Differences between Criminal Law and Civil Law

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

Reference(s): 243(e)(1) PC, 273.5 PC, UPD Policy #307 (Domestic Violence)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.12.06 Enforcement of Protective Orders

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(s):273.6 PC, UPD Policy #307 (Domestic Violence), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

II. COURT PROTECTIVE ORDERS

a. Restraining Orders. There are different types of restraining orders issued by a court in domestic violence situations. The Penal Code requires law enforcement agencies to maintain a complete systematic record of all protection orders with respect to Domestic Violence incidents, restraining orders, and proof of service in effect. This section also requires that the systematic record shall be used to inform officers responding to Domestic Violence calls of the existence, terms, and effective dates of protection orders in effect.

i. Verification of Restraining Orders. Whenever a complainant advised of the existence of a restraining order, the officer shall ascertain:

1. Whether a restraining order is on file with the department or whether complainant has a copy of restraining order on his person.
2. Whether the restraining order is still valid as to duration/time.
3. Whether a proof of service or prior notice exists or that the suspects was in court when the order was made.
4. The terms of the restraining order.

ii. Arrest criteria and enforcement procedures. A violation of a restraining order is a misdemeanor under either Penal Code Sections 273.6 or 166.4 Under Penal Code Section 836(d)PC an officer may make an arrest for this section whether or not it was made in the officer's presence or not. Arrest when there is reasonable cause to believe the subject of the restraining order has violated the order in the presence of the officer and is on file with the Police Department, and any ONE of the following conditions is met:

1. The existence of the order and proof of service on the suspect has been verified by the officer.
2. The complainant produces a valid copy of the order barring a file stamp of a court and a proof of service on the subject.

3. The existence of the order has been verified by the officer; no proof of service is required if the order reflects that the suspect was personally present in court when the order was made.
4. The existence of the order has been verified, and there is proof that the suspect has previously been admonished by an officer. When the officer verifies that a restraining order exists, but cannot verify proof of service or prior knowledge of order by suspect, the officer shall.

(1) Inform the suspect of the terms of the order.
(2) Admonish the subject of the order that the subject is not on notice and that the violation of the order will result in arrest. If the subject continues to violate the order after being advised of the terms, an arrest shall be made.
(3) If suspect complies after admonishment of the terms, the officer shall make a retrievable report showing the suspect was admonished/advised of the terms of the order, the specific terms of the order the suspect was advised about, the name of admonishing officer, time and date of admonishment. The department's copy of the restraining order will be updated to reflect the admonishment information listed above. The complainant shall be advised of the report number.
(4) In the event the suspect has left the scene of the incident, an investigation will be made to determine if a crime has been committed. The Penal Code requires that a retrievable report shall be made and complainant shall be advised of the follow-up criminal procedure and report number.

b. EMERGENCY PROTECTIVE ORDER

i. Use of Emergency Protective Orders. The Emergency Protective Order is not designed to supersede current laws covering domestic violence. Conversely, Section 546 of the code of Civil Procedure is designed to assist officers in those domestic violence incidents where current law does not provide an alternate form of protection to the victim. Therefore, officers should make use of the Emergency Protective Order only under the following circumstances.

1. When a victim refuses to prosecute in a misdemeanor offense, yet desires temporary protection until a restraining order can be obtained.
2. Where no criminal offense has occurred, yet the victim desires temporary protection and can show reasonable grounds to believe that immediate and present danger of domestic violence exists.
3. When an arrest has been made, yet there is a likelihood that the arrestee could be released prior to the next business day of the court (i.e., holidays and weekends).
4. In other special instances where incurred domestic violence laws would not provide an alternate action.
5. Only in such incidents where a Protective Order does not currently exist.
6. This order is only available by a family or household member, based upon the person's allegation of a recent incident of abuse, or threat of abuse by that FAMILY or HOUSEHOLD member.
   Note: All Patrol Division officers will carry adequate copies of both the EPO and the application, and initiate as outlined in this supplement.

ii. Issuance of Emergency Protective Orders

In all incidents where an Emergency Protective Order is desired, such orders shall receive approval of an on-call judge, commissioner, or referee of the court of the County of Stanislaus. Prior to such approval of the court, officers shall:

1. Describe the circumstances involved in the incident to the on-duty watch commander or field supervisor.

2. Upon advising the watch commander or field supervisor, the officer shall complete the ex-parte Protective Order, listing the grounds for its issuance.
3. Contact shall be made with the on-call judge, commissioner, or referee of the Municipal Court or Superior Court, to explain the circumstances present in the incident.
   Note: The responsible officer, will contact the University Police Department/TPD Dispatch telephone, advising them to contact the next available judge in rotation, to call the responding officer at the most available telephone number for disposition of the EPO. In NO EVENT will the judge's phone number or address be given out over the radio, or to any parties involved in this particular process. DO NOT call the judges from the citizen's phone.
4. If approval of the order is received, the officer shall sign the order as prescribed by the department.
   Note: It is imperative that the issuing officer complete the application for an Emergency Protective Order prior to having contact with the judge. Having the application completed prior to contact with the judge will expedite the process and will alleviate the use of unnecessary time.
5. If approval is denied, the officer shall list the name of judge, commissioner, or referee and note on the order that approval was denied and the reason for denial if given.

iii. Emergency Protective Orders Statements
Upon approval of an Emergency Protective Order by the judge, commissioner, or referee of the Superior Court, the officer shall read the Protective Order statement to the protected party and the restrained party, if present. In the event that the restrained party is absent, the officer shall take any reasonable steps (due diligence) to contact the restrained party for service of the order. The absence of the restrained party will not invalidate the order. However, the officer should read the order to the restrained party prior to enforcement of the order.

iv. Oral Service
To be used only in the event of extenuating circumstances. The officer must seek supervisor approval for the utilization of oral service as it relates to the EPO. In the event the officer receives approval through his supervisor to issue and oral order, that officer will be responsible to sign off the Emergency Protective Order which will be retained in the University Police Department Dispatch. After the order is signed off by the officer who issued the oral order, said document will be turned over to UPD dispatch for entry.

v. Dissemination of the Order
The Emergency Protective Order shall be filed with the department. Copies shall be provided to both parties of the incident, if possible. The original shall be mailed as soon as possible to the Superior Court Clerk of the County of Stanislaus.

vi. Expiration of Emergency Protective Orders
The Emergency Protective Order can be issued ANY time.

vii. Filing the Document.
If a crime has occurred, a CRIMINAL REPORT shall be written to accompany the completed EPO application forms. All forms shall carry the same report number. If a crime has not occurred, and the EPO is written, an incident report should be written to accompany the completed EPO and application forms.

viii. Dissemination of Copies
The officer shall turn in the criminal or incident report and all undistributed EPO and application forms with his/her regular paperwork at the end of the tour of duty. The watch commander/field supervisor will cause a copy to be made of the EPO to be filed in dispatch until the order expires.
Note: Copy Distribution

a. White copy/original – Dispatch will forward to Records for mailing to court.
b. Canary- The initiating officer shall carry the unserved document with him/her during their tour of duty. If not served by the end of the shift, officer will turn in with fresh paper to dispatch.
c. Pink- Officer shall give to protected person.
d. Goldenrod – Will be turned in with normal paperwork and routed through administrative channels. Contact your immediate supervisor in the event you should have questions regarding utilization of the EPO process.

c. STAY-AWAY ORDERS

Are issued in a criminal case where the probability of victim intimidation exists and violation of such order is a misdemeanor under Penal Code Section 166.4. In domestic violence incidents where a person advises an officer that a stay-away order has been issued, the officer should attempt to ascertain if such an order is valid, and the terms of the order.

1. Verification of Stay-Away Orders
   a. Requests the victim to show a copy of the order (victims are requested to carry the order with them at all times). Verify that the suspect is under the court jurisdiction, or
   b. Verify through the department that a stay-away order has been issued against the suspect Ascertain the terms of the order.
2. Arrest criteria and enforcement procedures: The Code of Civil Procedures requires that when the order has been verified, officers shall effect an arrest if the suspect has violated terms of the order. The report shall note the specific violations of the order, and the victim shall be given the report number for reference pursuant to the Penal Code.
   a. A violation of the order is a violation of the Penal Code Section 166.4. This charge can be added to other charges such as assault or battery.
   b. An act of victim intimidation relating to the court proceedings is a violation of Penal Code Section 136. Examples of intimidation include:
      i. Attempting to prevent or dissuade a victim from attending or giving testimony at any proceeding is a misdemeanor.
      ii. Using force, or expressing or implying threat of force or violence related to the court proceeding is a felony.

d. WHEN ORDER IS NOT VERIFIABLE

When the victim is not in possession of the Temporary Restraining Order or Stay-Away Order, and/or in cases of computer error, officers may not be able to confirm the order's validity.

1. In such cases, the Penal Code requires that officers write a report and give the victim the report number.
2. When an order is not verifiable through the verification procedures, officers shall advise the victim of the right to make a private person's arrest for the appropriate violation.

III. REPORTING

Officers shall write a report in all incidents of domestic violence. Penal Code Section 13710 requires such report shall be identified on its face (in Crime/incident box) on the Crime Report as a Domestic Violence incident and be retrievable. Circle "DV" on the top line.

Officers shall identify, in the report whether or not weapons were involved. Officers shall provide the victim with the report number, or if not immediately available, explain to the victim how the number may be obtained.

IV. VICTIM ASSISTANCE

a. Officers shall assist in obtaining appropriate medical attention if a complainant claims injury, whether visible or not.
b. Officers shall assist in making arrangements to transport the victim to an alternate shelter if the victim expresses a concern for safety or the officer determines a need exists.
c. Officers shall stand by for a reasonable amount of time when a complainant requests police assistance while removing essential items of personal property.
d. Officers shall explain legal options available to the victim including the Private Person's Arrest process, Temporary Restraining Orders, Emergency Protective Orders, and Stay-Away Orders, and in cases of arrest, the follow-up procedures and ensuing criminal proceedings.
e. Officers shall advise the victim of the available community resources and the State Victim Assistance Program.

V. OFFICER SAFETY

Officers will exercise reasonable care for the safety of officers and parties involved, and no provisions of this policy or procedures shall supersede that responsibility. Domestic Violence cases are all too common and pose the greatest threat to an officer's safety. Officers should recognize that high emotional states, violence, children and long histories of abuse are consistent in these cases.

13.12.07 Handling Domestic Violence Incident

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.13 VICTIMS OF VIOLENT CRIME

13.13.01 Notification of Victim Assistance

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

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

Reference(s):UPD Policy #315 (Victim and Witness Assistance)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.13.02 Crimes Against Children

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

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

Reference(s): UPD Policy #312 (Child Abuse)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.13.03 Crimes Against the Elderly

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

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

Reference(s): UPD Policy #312 (Adult Abuse)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.13.04 Confiscating Weapons

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

A. Recognizing prohibited weapons subject to confiscation
B. Temporary custody of weapons at domestic violence incidents
C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (5150 WIC)
D. Issuance of receipt for confiscated weapons
E. Holding time, and other laws related to confiscation of weapons

Reference(s): 16590 PC, 18010 (a)-(c) PC, 18250 PC, 18255 PC, 18265 PC, and 8102 W&I, UPD Policy #408 (Mental Illness Commitments)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.14 HATE CRIMES

13.14.01 Hate Crime Indicators

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

A. Anti-religious slurs and symbols
B. Slurs regarding gender and/or biological sex
C. Racist symbols
D. Racial and ethnic slurs
E. Hate-group symbols
F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members

Reference(s): UPD Policy #316 (Hate Crimes)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.14.02 Consequences of Hate Crimes

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. Community divisiveness
D. Potential escalation of violence

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.14.03 Enforcement Requirements

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

Reference(s): UPD Policy #316 (Hate Crimes)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.14.04 Handling Hate Crimes

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.15 GANG AWARENESS

13.15.01 Characteristics and Recognizing Gangs

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(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including

A. Street gangs
B. Motorcycle gangs
C. Prison gangs
D. Cult/ritualistic gangs

Reference(s): Sections Listed Below, UPD Policy #418 (Criminal Street Gangs)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

This portion of the training manual is designed to introduce you to street gangs. The information you will be given will hopefully help you in identifying gang members, familiarize you with the types of crimes committed by gang members, and give you some ideas on how to appropriately handle your contacts with gang members in the field:

Street Gang Defined

A denotable group of persons, typically young males, who:

A. Are generally perceived as distinct by their neighborhood, school or law enforcement.
B. Recognize themselves as a distinct group invariably with a group name.
C. Work toward unlawful or anti-social means.

Gang Crime Incident

Requirements: A criminal act motivated by the gang relationship committed for the:

A. Benefit of
B. At the direction of
C. Or in association with any STREET GANG

Criminal Street Gang Defined

An ongoing organization association or group of three or more persons, whether formal or informal,

A. Having as one of its PRIMARY activities the commission of one or more of the following
   1. ADW (245)
   2. Robbery (211)
   3. Homicide or manslaughter (187)
   4. Sale or possession for sale of narcotics (11054-11058)
   5. Shooting at an inhabited dwelling or occupied motor vehicle (246)
   6. Arson (450)
   7. Witness or victim intimidation (136.1)
   8. Grand theft of any vehicle (487h)
   9. Discharging or permitting discharge of a firearm from a motor vehicle (12034)
   10. Burglary (459)(459.5)
   11. Rape (261)
   12. Looting (463)
   13. Money laundering (186.10)

14. Kidnapping (207)
15. Mayhem (203)
16. Aggravated mayhem (205)
17. Torture (206)
18. Felony extortion (518)
19. Felony vandalism (594)
20. Carjacking (215)
21. Sale, delivery or transfer of a firearm (12072)
22. Possession of a pistol, revolver, or other firearm capable of being concealed upon the person in violation of (12101)

B. Which has a common name or common identifying sign or symbol.
C. Whose members individually or collectively engage in or have engaged in a pattern of criminal street gang activity

Selection Criteria Used To Identify Gang Members

An individual is identified as a gang member based on verifying at least three of the following criteria and is currently involved in criminal activity:

A. Admits gang membership or association
B. Is observed to associate on a regular basis with known gang members
C. Has tattoos indicating gang membership
D. Wears gang clothing, symbols, etc. to identify with a specific gang
E. Is in a photograph with known gang members and/or using gang-related hand signs
F. Name is on a gang document, hit list or gang related signs
G. Is identified as a gang member by a reliable source
H. Arrested in the company of identified gang members or associates
I. Corresponds with known gang members or writes and/or receives correspondence about gang activities
J. Writes about gangs (graffiti) on walls, paper, etc.

Graffiti

Graffiti is the newspaper of the gangs and is used to announce deaths, retaliations, wars, membership roles and other important information. The following list of common graffiti which you may see throughout the valley.

X3	13
X4	14
X5	15
Turloco	Turlock
Sur	South
C/K	Crip Killer
B/K	Blood Killer
SCRAP	Insult to Southern Gang member
SLOB	Insult to Northern Gang member
X OUT	Crossing out rival graffiti
R.I.P.	Rest In Peace
Norte	North
CON SAFOS OR C/S	What will you do about it?
187	Kill/Killed

Gangs are becoming prevalent in our city and we need to increase our awareness of their activities and presence. We have had numerous contacts with the “hard-core” (lives for the gang) and the “associates” (uses the gang to gain a reputation.) Keep in mind the approaches to contact with gang members. At times, a low key approach will work the best, especially if it is information you seek. If gang suppression is the goal, then a more firm, no nonsense approach is called for. Each situation must be judged on its own merits. Above all else, be careful and never let your guard down.

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

E. Peer pressure
F. Common Interest
G. Protection/Safety
H. Familial and/or generational influence

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.15.04 Common Characteristics of Gangs

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

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.15.05 Methods Gangs Use to Distinguish Themselves

The trainee shall indentify 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(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.15.06 Gang Graffiti

The trainee shall indentify gang graffiti factors significant to law enforcement, including:

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

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

A. Sale and use of narcotics
B. Crimes involving physical violence
C. Auto thefts and vehicle burglaries
D. Other theft-related crimes

Reference(s): *Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.15.08 Reducing Gang Activity

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

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

D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (Penal Code 186.22)

Reference(s): Sections Listed Above, UPD Policy #418 (Criminal Street Gangs)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.16 MISSING PERSONS

13.16.01 Requirements for Handling Missing Persons

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

Reference(s): Penal Code Sections 784.5 PC, 14205(a)-(c), 14206(a)(1), and 14207(a)-(c), UPD Policy #313 (Missing Persons)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.16.02 Search Procedures

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

Reference(s): UPD Policy #313 (Missing Persons)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.16.04 Amber Alert

The trainee shall review and explain the criteria and initiation process for an Amber Alert.

Reference(s): UPD Policy #314 (Amber Alerts)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.16.05 Handling a Missing Person Incident

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.17 Fires

13.17.01 Types of Fires

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(s): UPD SOP #8 (Response to Fires on campus) Turlock Fire Department Orientation Training

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

Interactions on Scene with Fire/Police Personnel

Structure Fires – Don't be a hero, smoke is very toxic and the heat will be intense

Don't Break windows or doors- this allows more oxygen to the fire and may make the situation worse

Don't Park in front of the address (or a Fire Hydrant) – hinders fire operations, you will get blocked in (out of service)

Plan for Traffic Control – setting this up early will make the scene for emergency personnel safer

Always watch for possible downed electrical power lines – power lines may separate from the house or power poles and may make it difficult to see when walking through smoke

Given an Update on conditions if possible on your arrival – How much fire? Where is the structure located? Is it a house or business? Is everyone out of the structure? When at the DORMS, update fire with apartment location (Village Phase III, Room #252) Do not reset alarm panel until Fire Personnel give the "All Clear" to reset alarm panel on any location on campus.

Carbon Monoxide- People inside non-responsive- Silent Killer

Never Let anyone go back inside a burning structure

Scan Faces in the Crowd- the fire maybe be an arson and the suspect may be watching

Don't remove any equipment off the Fire Trucks

Fire Extinguisher Usage- Point, Aim, Squeeze, Sweep (from perimeter of fire to inside fire)

Medical Aid Calls

Don't Park in Front of Address

Give Update if Possible

Call in Fire/Ambulance if Staging

Hazardous Material Responses

Fire will establish areas known as zones

Remember for your safety – Up hill, Up wind, Up stream

If you respond in and are contaminated – You will be part of the incident

Help with – sheltering in place, evacuations, setting up large perimeters

Vehicle Collisions

Fires are Rare

Perceived Smoke may be air bag deployment

13.17.02 Initial Steps at a Building Fire

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 the fire department
B. Request for additional law enforcement assistance if needed
C. Immediate evacuation of any occupants
D. Isolation of the immediate area
E. Establishment of a perimeter for crowd control

Reference(s): UPD SOP #8 (Response to Fires on campus) Turlock Fire Department Orientation Training

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.17.03 Search for Victims

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

Reference(s) UPD SOP #8 (Response to Fires on campus) Turlock Fire Department Orientation Training

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.17.04 Building Unsafe to Enter

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

Reference(s): UPD SOP #8 (Response to Fires on campus) Turlock Fire Department Orientation Training

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

HANDLING FIRE CALLS

1. Use a caution while responding to a fire call, as the Fire Department will be responding Code-3, possibly from multiple stations and directions.
2. The first unit on the scene should immediately assess the situation and, if necessary, request additional resources for crowd and traffic control. A field supervisor should be advised and if it is a major incident, a command post should be established. If possible, speak with Fire Department personnel to ascertain their command post location.
3. Officers should keep in mind fires may be arson or set to conceal another more serious crime. Officers should watch for suspicious persons or vehicles around the fire scene. Officers should also keep their eyes open for possible items of evidence, or witnesses.
4. Officers have a responsibility to assist the Fire Department and to protect the public; this means keeping foot and vehicular traffic out of the area and the streets open, accessible for additional Fire Department personnel. Officers should establish a perimeter, at a safe distance from the scene, and keep all non-emergency persons outside of the perimeter. If necessary, officers should handle the evacuation of hereby homes and/or businesses.
5. The news media should be directed to the command post, prior to entry into the fire scene, unless you are otherwise directed by supervision.
6. If the fire is of a criminal or suspicious nature, the Fire Department is responsible for the investigation. The responsibility for writing a crime report rests with the Fire Department.
7. In the even a body or bodies are found in the location, the fire scene should be handled as a homicide scene until facts establish the death(s) is/are not a homicide. A supervisor must be notified. For further information, refer to the Training Guide sections covering homicides, and crime scenes.

13.17.05 Handling a Fire Incident

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

13.18.01 Responsibilities and Actions Required

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 the Incident Command System (ICS) and Office of Emergency Services (OES).

Reference(s): UPD Policy #405 (Hazardous Material Response), #403 (Crime and Disaster Scene Integrity)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Hazardous Materials Policy and Procedures

13.18.02

The trainee shall review and explain the agency's policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).

Reference(s): UPD Policy #405 (Hazardous Material Response)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

A. Recognition
B. Safety/Isolation/Area containment
C. Notification of proper authorities
D. Basic first responder limitations

Reference(s): UPD Policy #405 (Hazardous Material Response)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.18.04 Major Accident/Disaster Scene

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 secure perimeter
E. Establishing safe ingress and egress corridors
F. Advising additional units of potential hazards (i.e. large roadway spills, wind direction of fumes/gases, etc.)
G. Identifying and admitting only authorized personnel
H. Dealing with the media

Reference(s):UPD Policy #403 (Crime and Disaster Scene Integrity), #324 (Major Incident Notification),

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.18.05 Unusual Occurrences

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

A. Downed electrical wires
B. Malfunctioning traffic signals
C. Roadway hazards
D. Damaged 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
I. Wildland-Urban Interface fires

Reference(s): UPD Policy #403 (Crime and Disaster Scene Integrity), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

MAJOR INCIDENT RESPONSES

Response to a major incident – be it a disaster, an officer shot, a barricaded suspect, or a hostage situation – is often one of the most difficult assignments a field officer can be called upon to handle. Confusion of various degrees will always exist during the handling of these calls, and it is the management of confusion that usually results in a successful conclusion. A starting point is the mental

preparation while responding to a scene of a major incident, and after arrival and as time permits, the development of a plan before a course of action is undertaken:

In most major responses, the first unit at the scene must:

A. Containment
   1. Deploying units is essential. If a supervisor is not on scene, start directing units where they should go.

B. Set up a command post
   1. This can be temporarily located and moved at a later time
   2. Often your initial response to the call places the command post too close to the action to be effective. Advise the responding supervisor where the best place for a permanent command post is
   3. Critical to success in attaining a solution to a major incident will be a strong command and control. The senior officer in the first unit at the scene should take charge of the situation until relieved by a sergeant of person of higher rank. There will be no shifting of command to a more senior officer as this adds to confusion. Prior to being relieved of command, the officer in charge shall be certain the supervisor assuming control understands all the facts of the incident. Conversely, it is incumbent upon the supervisor to have all available information.

      An officer in charge, regardless of rank, may, within reason, order any of the Department's resources. Participation in the problem causes lack of control. Officer in charge should not participate in the incident until relieved of command.

C. Ascertain the extent of the problem
   1. Type of situation
      a. Natural disaster
      b. Hostage situation
      c. Barricaded suspect
      d. Sniper, etc.
      e. Plane crash
      f. Officer involved shooting
   2. Extent of the situation
      a. Injuries
      b. Hostages
      c. Number of suspects or persons involved
      d. Able to reach the scene
   3. Extent of further hazard
      a. Direct incoming units to assigned positions clear of Kill Zones, etc.
   4. Immediate needs
      a. Additional personnel
         (1) Supervisor
         (2) SWAT Team
         (3) Hostage Negotiator
         (4) Traffic control
         (5) Crowd control
         (6) Containment officers
         (7) Helicopter
         (8) K-9
         (9) Rapid Response Team
         (10) EOC – Emergency Operation Center
         (11) Outside personnel – Mutual Aid
      b. Ambulance
      c. Fire Department/Paramedics
      d. Special Equipment
         (1) Supervisor must request

D. Communications
   1. Advise station of situation and needs
   2. Maintain communication

E. Outside agencies
   1. Often outside agencies will respond to a major incident. They should not be used to handle the actual call. If needed, use them for perimeter, traffic and pedestrian control.
   2. Intermixing causes loss of command and control

F. The basic concepts of responses to major incidents are simple:
   1. Contain
   2. Control
   3. Communicate
   4. Coordinator

   If these principles are followed, it is more likely the incident will be handled successfully.

GUIDELINES FOR COMMAND AT UNUSUAL OCCURANCES

I. Information
   A. The UPD policy contains provisions describing command responsibility and tactical guidelines at hostage situations. It primarily deals with guidelines for initial officer/supervisor responses at such scenes.
   B. The UPD policy contains provisions for the alert and mobilization of the Special Weapons and Tactics Team (SWAT)
   C. It contains provisions for general tactics and responsibilities of initial officers/supervisors at scenes involving possible sniper or barricaded subjects

II. Incident Commander
   A. Command of department resources at a police situation rests with the ranking supervisor
   B. The designated department supervisor (the SWAT commander) will assume command and is designated as the “Incident Commander” (field commander).
   C. The “Incident Commander” at the scene of any hostage, barricaded subject, or major unusual occurrence scene (i.e. riot, etc.) will generally be responsible command of the overall coordination of the incident and departmental resources by the following guidelines:
      1. Obtaining current information from on-scene officers.
      2. Establishing policy for handling situation
      3. Evaluate situation and plan for variable conditions
      4. Establish command post
      5. Evaluate the need for crowd control and evacuation routes
      6. Cause notification of special units and/or other agencies who may have specialized training expertise
      7. Determine personnel needs and coordinate their activities
      8. Determine equipment needs
      9. Establish mobilization location and response route
      10. Establish press release location
      11. Plan for relief of personnel
      12. Critique situation throughout the situation
      13. After situation is handled debrief and critique for positive and negative feedback.

      Note: The “Incident Commander” must first concern themself with evacuating the injured and those in direct line of fire, cordoning the area, maintaining control of the area, and directing units responding to scene. Generally, SWAT personnel would be directed to assume responsibility for apprehending the subject(s).

III. Officer-In-Charge of SWAT
   A. Special Weapons and Tactics Team (SWAT) Officer-in-Charge will generally be responsible for:
      1. Establish communication with field commander and coordinate activities
      2. Provide staff support to Incident Commander
      3. As directed, make assignments to personnel on SWAT team

4. Evaluate crowd control variable
5. Arranging for special equipment
6. Controlling inner and outer perimeter
7. Controlling assault and SWAT tactics
8. Deploying the use of chemical agents

Note: In no event can authorization for the use of chemical agents be given by an officer below the rank of sergeant. In crowd control or riot control situations, a watch commander or acting watch commander or higher must authorize use of chemical agents.

IV. Hostage Negotiation Team Commander

A. The designated supervisor will generally be responsible for the following:

1. Establish direct communications with Incidental Commander.
   a. Obtaining current on-scene information.
2. Evaluate personnel needs for hostage team, plan for relief
3. Assign negotiators
4. Establish negotiation plan
5. Coordinate/communicate negotiation program with Incident Commander.

13.18.06 Handling of Hazardous Occurrence/Major Disaster

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.19 BOMBS/EXPLOSIVE DEVICES

13.19.01 Agency Policy and Procedures

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

Reference(s): UPD Policy #407 (Response to Bomb Calls), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

BOMB THREATS

Bomb threats are becoming more and more of a problem for police agencies throughout the country. On any bomb threat where you are dispatched as the handling unit, always remember, “Don’t touch it if it looks suspicious.” In all bomb calls, a field supervisor will be notified.

Bomb Threats and Arson

A. Procedure

The following general guidelines shall apply regarding calls concerning bomb threats. The procedure set forth may necessarily be changed and innovations may be included to ensure the final objectives of the department regarding the safety of persons and property.

Explosives

On an explosion, the State Fire Marshall/Fire Department arson investigator shall have the responsibility of the initial investigation until the cause of the explosion can be determined.

Final responsibility for investigations of all explosions shall be:

A. The Police Department shall have the responsibility for final investigation of any explosion caused by a detonating device such as dynamite, pipe bomb, etc.
B. Notify the Bomb Squad.
C. The detective and arson investigator shall assist each other and work together as required.

General Procedures

The Fire Department Arson Investigator shall be responsible for the collection and preservation of all evidence in regard to explosions, or incendiary fires or devices.

A. Any evidence recorded at the scene of an explosion or arson by the Police Department shall be surrendered to the arson investigator for safekeeping
B. No evidence shall be moved or disturbed by any personnel other than the investigating officer or personnel directed to do so by the investigating officer.
C. When a detective is dispatched as requested by the arson investigator, an Evidence Technician should also be dispatched.
D. The arson investigator shall complete the crime report. A copy of this report shall be directed to the Police Department within 24 hours.
E. The Police Department will assist the Fire Department in protecting the scene of an arson as well as directing traffic and coordinating activity at the scene and writing crime scene log.
F. The Fire Department shall have the responsibility of final investigation of all other explosions such as natural gas, flammable liquids, etc.

Guidelines For Calls Relating To Bomb Threat/Explosive Devices

Whenever a call is received indicating that a bomb threat has been made, there is usually a reaction among the persons occupying the structure where the bomb is reportedly about to detonate. If the organization of personnel and equipment allocated to such calls has been established for the systematic handling of bomb threat calls, the reaction will be one of systematic search and evaluation of the problem within a reasonably short period of time. If there have not been pre-planned arrangements by the private and/or public agency for handling such calls, the matter may result in extreme confusion for all concerned persons.

Guidelines for assignments and procedures are prepared in order to expeditiously and safely handle bomb threats. This will minimize the risk to all persons concerned and assure that the call is processed in the most efficient manner possible under the circumstances.

This procedure provides <u>basic</u> guidelines necessary for police action to be taken by officers assigned to bomb or explosive calls.

I. Dispatch Operator/Desk Officer Responsibilities
   A. Where a suspected bomb/explosive device has been reported but has not been located. (Exception: Procedures for schools are contained in Section III.B)
      1. <u>All calls</u> concerning potential bombs/explosive devices shall be recorded in a manner similar to calls currently classified as “emergency type” calls.
      2. A marked police unit shall be immediately dispatched to the location involved. Dispatch by code only – 148.1 PC. (Bomb Threat)
      3. Keep the reporting party on the line. Determine, if possible, the reason for suspicion that an explosive device may be present.

a. Whenever the reporting party has received a call or notification from an anonymous person, complete the call slip thoroughly and try to additionally determine the following:
(1) When is the bomb going to explode?
(2) Where is the bomb right now?
(3) What kind of bomb is it?
(4) What does it look like?
(5) Why was the bomb placed?
b. Sex of caller
c. Approximate age
d. Race (when possible)
e. Accent (if any)
f. Speech impediments or peculiar voice characteristics (i.e. drunk, slow, slurred, stuttering, rapid, etc.)
(1) Attitude of caller (i.e. calm, excited, apparently rehearsed, etc.)
g. Where are they calling from

4 If the call is received directly by the Police Department, the Dispatcher or Desk Officer receiving the call shall ensure that all information in 3 (a) through (f) above is obtained.

B. Where a suspected bomb/explosive device has been located.
(Exception: Procedure for schools are contained in Section III.B)

1. All calls concerning potential bombs/explosive devices shall be recorded in a manner similar to calls currently classified as "emergency type" calls.
2. When the reporting party indicates that a bomb or explosive has been located, a marked unit shall be immediately dispatched to the location. An attempt should be made to keep the reporting party on the phone while officers are responding. (Dispatch by code only – 148.9.) Turn off electronic equipment prior to arrival.
3. Attempt to get as much information as is possible from the reporting party concerning the location and characteristics of the device. Advise units responding of all pertinent details necessary for the protection of the officer and the public.
4. The reporting person should be advised to isolate the concerned area and take all available precautions pending the arrival of the officers responding.
a. Have any persons present in immediate are of suspected device leave the area immediately.
b. Have pertinent information forwarded to their supervisors and/or management personnel.
5. In all cases of an actual or suspected device, the watch commander shall be notified immediately. The Stanislaus County Bomb Squad shall be notified and requested to respond and handle the scene.

C. Where a bomb/explosive device has exploded.

1. When the reporting party indicated a bomb or explosive device has been detonated, a marked until shall be immediately dispatched to the location. An attempt should be made to keep the reporting party on the phone while officers responding. Turn off electronic equipment for secondary.
2. Notify the Stanislaus County Bomb Squad
a. Upon arrival, the watch commander assumes responsibility for all scenes where an actual explosion/detonation has occurred.
3. Attempt to get as much information as is possible from the reporting party concerning the location and characteristics of the explosion. Advise units responding of all pertinent details necessary for their protection and the protection of the public.

II. Assigned Field Officer's Responsibility

A. Where a suspected bomb or explosive has been located.
(Exception: Procedures for schools are contained in Section III.B.)

1. Upon initial arrival at the location, the assigned officer's first concern is the protection of human life, then the protection of concerned property.
    a. The assigned officer shall be responsible for the assignment and coordination of personnel responding to the scene, unless relieved by a supervisor.
2. After clearing all occupants from the immediate area (300 feet or more), the officer should attempt to view the area of the explosive device from a location that will afford maximum protection in the event of a high order detonation.
    a. The 300 feet clearance must be observed and often times plant/business managers can assist with a cordon of the area.
    b. In all matters concerning a hazardous type device, field patrol officers will be responsible for perimeter security in the immediate area surrounding the known or suspected device.
    c. The assigned officer or police supervisor shall order building evacuation only if a device or suspected device is located.
3. Advise the supervisor as soon as practical of existing circumstances and any additional personnel or equipment necessary to contain the area involved.
    a. Often, this may involve motor units for traffic control.
4. The watch commander shall request Fire Department personnel to respond and stand by when necessary (300 foot perimeter) until such time as the device is rendered safe or otherwise disposed of.
5. In all cases whereby the Stanislaus County Bomb Squad responds to the scene of a known suspect hazardous device, the responsibility for control, and/or removal of a device from the area lies full with the members of the Stanislaus County Bomb Squad.
    a. If any type of device is located, the watch commander or an officer directed, by him will immediately make notification via land telephone to paramedic units to respond and stand by in the event immediate first aid becomes necessary.
    b. If a suspected device is located, the assigned police officer shall be responsible for obtaining complete preliminary information (i.e. witness statements, calling party, persons present, etc.) and relaying this information to the Bomb Squad as soon as possible.
    c. Remember: Under no conditions should an officer touch or handle the suspected device. An officer's primary responsibility at this time is safety to the public as well as himself.
6. Often times a hazardous device may be constructed in such a way that is will be detonated by utilizing a radio frequency.
    a. All responding units should cease radio transmissions at least four (4) blocks in any direction from the known or suspected device.
    b. In any case whereby communications are essential to handle the situation, those necessary communications should be handled via telephone (public or private). Landline or Nextel's are to be use.

B. Where a bomb/explosive has been detonated.
1. In all incidents of a detonated or exploded device, police officers responding will be responsible for perimeter security in the immediate area surrounding the scene.
2. Upon arrival, watch commander will assume responsibility for all scenes where an actual explosion detonation has occurred.
    a. The responding patrol officer's primary responsibility at the scene is the safety to the public, himself and protection of the scene until relieved.

C. Field procedure where a bomb has been reported – but not located.
1. Follow guidelines described in Section II of this order, where applicable and/or necessary.

2. Initial preliminary police reports (including arrests, collection of evidence, critical crime reports, etc.) shall be the responsibility of the assigned field officer.
    a. A detailed report shall be submitted of all bomb threat/explosive device incidents, whether or not an actual device has been located.
3. When time is a critical factor, the assigned officer should use discretion in the search for the reported device (i.e. allowing employees to search, pending arrival of sufficient officers to accompany then a in #5 below.)
    a. A key person who is thoroughly familiar with the involved structure or property should be requested to assist in the search if practical and/or possible.
4. Whenever a search will be conducted immediately, the officer assigned shall notify the watch commander of all action to be taken.
5. When time is not a critical factor, the actual search of a building should be coordinated between the assigned officer(s) and personnel of the building concerned.
6. Where a large number of employees are involved, evacuation of the building shall be at the discretion of a company executive and, in no case, will the assigned officer direct an evacuation.

III. Watch Commander's Responsibility

A. The watch commander shall evaluate each such reported incident and disseminate appropriate information to the news media as deemed necessary.
    1. If the universities (PIO) Press Relations Officer is available or on the scene, he/she shall assume this responsibility and the news coordination.
    2. In all cases of an actual or suspected hazardous device, explosion or detonation, the watch commander shall have the responsibility of notification of the Stanislaus County Bomb Squad.

B. Whenever a report of a bomb threat is received at the University Police Department regarding a devise on the CSUS campus or the following procedure shall be followed by the officer in charge.
    1. If the report was not received from university officials, the chief or watch commander shall ensure that university officials are immediately notified of the incident. (The President's office and cabinet if possible.)
    2. The Turlock Fire Department shall be notified and advised of the circumstances. Whenever a report of a bomb explosion/detonation or suspected device is received at the University Police Department, the Police watch commander will ensure that sufficient police patrol units have been dispatched to the area for perimeter security and or evacuations

IV. Additional Procedures to be observed by Field Officers

A. Marked units shall not be directed nor respond to the area of any school unless directed to do so by the field supervisor or senior responsible officer.

B. Officers should make every effort to be as inconspicuous as possible in view of existing conditions at the scene.

C. Whenever the university is the scene of a suspected hazardous device, the search of the school premises shall be the responsibility of the university police department.
    1. If a search of the premises becomes necessary, the University Police will be responsible for designating personnel to conduct the search.
    2. CSUS University Administrators will be responsible for determining if the necessity for an evacuation of the school or any part of it exists.

D. Officers will not enter any classroom or place where there is a student activity unless specifically requested to do so, thus eliminating the known presence of police officers.

13.19.02 Tactical Considerations

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

[redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.19.03 Handling of Bomb Scene

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.20 AIRCRAFT CRASHES

13.20.01 Agency Policy

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.20.02 Tactical Considerations

The trainee shall discuss factors associated with the handling of an aircraft crash, including:

A. Civil Aviation/Non-Military 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.21 FIRST AID

13.21.01 Knowledge and Skills

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.21.02 Agency Policy

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

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

An Officer has an obligation to render first aid when the circumstances allow taking into consideration scene security and other associated factors. An Officer should not provide a level of first aid beyond what his/her training provided. If the person is conscious, an Officer should request consent prior to administering any level of first aid. If the person is unconscious, consent is implied. In most situations where first aid is necessary, requesting for fire and ambulance to respond is appropriate. The perishable skill of first aid application will be reviewed according to agency and POST requirements.

The primary objective in responding to an injury accident or rescue call is to provide care for the injured. A secondary purpose is to assure the community that such care will be provided rapidly and effectively whether by the Police, the Fire Department, or other emergency units. The Paramedics' philosophy is to stabilize the victim as much as possible at the scene, then have them transported to the hospital. The Paramedics are best trained and equipped to handle medical emergencies. It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedics' assistance.

WHEN TO REQUEST PARAMEDICS

The paramedics wish to be called for the following injuries or circumstances (even when victim initially refuses medical treatment):

1. All head injuries
2. Abdominal injuries
3. Chest Injuries
4. When victim loses consciousness
5. Symptoms of shock are present
6. All heart attacks
7. Broken legs and arms (e.g. when a femur breaks, the victim will lose two or more units of blood, and may possibly go into shock).
8. When circumstances surrounding injury warrant.
    a. The circumstances if the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred (e.g. if the damage in a traffic collision is major and the steering wheel is bent or broken) even if the victim states that he is not injured. The victim may be in a state of shock and in fact, seriously injured. Call for the paramedics when any doubt exists.

If the police arrive at a scene of an injury before other dispatched units or the paramedics, the officer should advise Police Dispatch of prevailing conditions such as:

1. Heart cases - Any known history regarding the heart condition of the victim
2. Bleeding – How bad and from what area of the body
3. Unconscious – Possible cause and is the victim breathing
4. Traffic collision with injuries – The number injured, infant/toddler

5. Man Down –
   a. A child or an adult
   b. A drunk or a seizure
   c. A coronary or an overdose

13.21.03 Proficiency Requirements

The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

Reference(s): 1797.183 H&S; 13518 PC

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.21.04 Potential Consequences of Improper Application

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.21.05 Handling a First Aid Emergency

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.21.06 Occupational Exposure to Blood and Airborne Pathogens

The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens (i.e., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB).

Reference(s): UPD Policy #1007 (Communicable Diseases)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.22 SICK, INJURED, OR DECEASED PERSONS

13.22.01 Providing Aid and Transportation

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

Reference(s): UPD SOP #9 (Medical Transports)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

A. Apparent homicide, suicide, or occurring under suspicious circumstances

B. Resulting from the use of dangerous or narcotic drugs

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 prior to death

C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody

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

Reference(s): *UPD Policy #325 (Death Investigations), Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a 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(s): *Government Code 27491.3; Title 13 California Code of Regulations 1100.2(f),* *UPD Policy #325 (Death Investigations), Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.23 LOST, FOUND, AND RECOVERED PROPERTY

13.23.01 Disposition of Property Other Than Evidence

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

A. Property recovered by officer

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.

E. Complete a File Card, list of property, when and where property was found

Reference(s): *UPD Policy #800 (Property Procedures)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24 CROWD CONTROL

13.24.01 First Amendment Rights

The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24.02 Agency Philosophy and Law Enforcement Objective

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

Reference(s):UPD Policy #401 (Event Management and Crowd Control) UPD SOP #7 (Freedom of Speech) Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24.03 Maintaining Objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual's rights to free speech and assembly.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

USE OF FORCE IN RESPONSE TO INCIDENTS INVOLVING CROWDS

**The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

AGENCY-ISSUED RIOT EQUIPMENT

**The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other gear/equipment).

FIRST AMENDMENT RIGHTS

**The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

**The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

**The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

**The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual's rights to free speech and assembly.

CROWD MANAGEMENT

**The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

AGENCY POLICY AND PHILOSOPHY FOR CROWD MANAGEMENT SITUATIONS

**The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include the following:

1. Crowd Management at large planned/organized gatherings
    A. Protests/Demonstrations/First Amendment activities
    B. Labor disputes
    C. Concerts
    D. Sporting events/celebrations
    E. Holiday celebrations
    F. Cultural programs

G. Religious gatherings
H. Community activities

2. Incident Planning
   A. Establishing a command post
   B. Coordination of resources
   C. Planning, preparation, and coordination with event promoters
   D. Deploying sufficient personnel with proper equipment
   E. Establishment of a unified chain of command
   F. Establishment of rules of conduct for the crowd, law enforcement, media, etc.
   G. Preparing to handle multiple arrests
   H. Planning and coordinating the response of medical personnel or additional resources, if needed.
   I. Making contingency plans for response if a riot situation ensues
   J. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
   K. Authorized/designated law enforcement personnel interacting with the media
3. Containment
   A. Establishment of a flexible and controllable perimeter for the crowd, whenever possible
   B. Using officers to control the entry and exit of the crowd within the perimeter

CROWD CONTROL INCIDENTS

**The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.

AGENCY POLICY AND PHILOSOPHY FOR CROWD CONTROL SITUATIONS

**The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

1. Isolation and containment
   A. Establishment of a perimeter around the crowd
   B. Consideration of barricades and placement of additional personnel to maintain the perimeter
   C. In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd
2. Law enforcement presence
   A. Coordination of resources
   B. Communication
   C. Deploying sufficient personnel with proper equipment
   D. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
   E. Use of force options
   F. Law enforcement documenting its own response (video/audio)
   G. Making selective arrests (arrest teams/communication)
   H. Establishment of a unified chain of command
   I. Preparing to handle multiple arrests
   J. Planning and coordinating the response of medical personnel or additional resources, if needed
   K. Authorized/designated law enforcement personnel interacting with media

CROWD DISPERSAL

**The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

CLARITY OF PURPOSE, OBJECTIVE, MISSION, AND POLICY

**The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to IMMEDIATELY contact a supervisor to obtain clarification.

RIOT CONTROL

**The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

1. Specific operational tactics/formations
2. Additional resources, equipment, and personnel that may be required for a response
3. Assignment of specific tasks
4. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
5. Dispersal orders
6. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc. This items listed could be deployed by CRU- CSU Critical Response Unit)
7. Clarity on the agency policy for the use of deadly force

**The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

1. Containment
    A. Flexible outer perimeter controlling ingress and egress of the crowd
    B. Denying access and preventing others from joining the existing crowd
2. Isolation
    A. Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse
3. Dispersal
    A. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress
4. Restoration of order
    A. Medical aid
    B. Detention, arrest, cite and release, transportation
    C. Criminal investigation
    D. Authorized/designated law enforcement personnel interacting with the media

LAW ENFORCEMENT CONDUCT IN RESPONSE TO CROWD SITUATIONS

**The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident

safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

13.24.04 Restoring Order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.05 Crowd Management Incidents

The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies. If possible located and establish report with those in charge of the protest, demonstrators, etc.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.06 Agency Philosophy and Policies for Crowd Management Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

A. Crowd Management at large planned/organized gatherings
   1. Protests/Demonstrations/First Amendment activities
   2. Labor disputes
   3. Concerts
   4. Sporting events/celebrations
   5. Holiday celebrations

6. Cultural programs
7. Religious gatherings
8. Community activities
9. Occupying of a campus building

B. Incident Planning
1. Establishing a command post
2. Coordination of resources
3. Planning, preparation, and coordination with event promoters
4. Deploying sufficient personnel with proper equipment
5. Establishing a unified chain of command
6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
7. Preparing to handle multiple arrests
8. Planning and coordinating the response of medical personnel or additional resources, if needed.
9. Making contingency plans for response if a riot situation ensues
10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
11. Authorized/designated law enforcement personnel interacting with the media
12. Request assistance from Allied Agencies / Critical Response Unit – CRU

C. Containment
1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
2. Using officers to control the entry and exit of the crowd within the perimeter

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.07 Crowd Control Incidents

The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.08 Agency Philosophy and Policies for Crowd Control Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

A. Isolation and containment
   1. Establishment of a perimeter around the crowd
   2. Consideration of barricades and placement of additional personnel to maintain the perimeter
   3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd

B. Law enforcement presence
   1. Coordination of resources
   2. Communication
   3. Deploying sufficient personnel with proper equipment
   4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
   5. Use of force options
   6. Law enforcement documentation of its own response (video/audio)
   7. Making selective arrests (arrest teams/communication)
   8. Establishing a unified chain of command
   9. Preparing to handle multiple arrests
   10. Planning and coordinating the response of medical personnel or additional resources, if needed
   11. Authorized/designated law enforcement personnel interacting with media

Reference(s): UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.09 Crowd Dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.10 Clarity of Purpose, Objective, Mission, and Policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

A. Specific operational tactics and basic formations
B. Additional resources, equipment, and personnel that may be required for a response
C. Assignment of specific tasks
D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
E. Dispersal orders
F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
G. Clarity on the agency policy for the use of deadly force

Reference(s): UPD Policy #401 (Event Management and Crowd Control), UPD SOP #7 (Freedom of Speech) Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.24.12 Agency Philosophy and Policies for Riot Control Situations

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

A. Containment
   1. Flexible outer perimeter controlling ingress and egress of the crowd
   2. Denying access and preventing others from joining the existing crowd
B. Isolation
   1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse
C. Dispersal
   1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress
D. Restoration of order
   1. Medical aid
   2. Detention, arrest, cite and release, transportation of arrestees
   3. Criminal investigation
   4. Authorized/designated law enforcement personnel interacting with the media

Reference(s): UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24.13 Law Enforcement Conduct

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

Reference(s): *UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24.14 Use of Force in Response to Incidents Involving Crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

Reference(s): *UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

13.24.15 Agency-Issued Riot Equipment

trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other equipment).

Reference(s): *UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

13.25 NEWS MEDIA RELATIONS

13.25.01 Common Practices for Release of Information

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. Clear through the Chief of Police or Campus Official- PIO

Reference(s): UPD Policy #320 (News Media Relations)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.25.02 Credentials

The trainee shall recognize press credentials and license plates most commonly honored by law enforcement agencies.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.25.03 Media Access to Areas Closed to the Public

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

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

Reference(s):UPD Policy #803 (Protected Information), #320 (News Media Relations)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

13.26.01 Tactical Considerations

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

[redacted]

Reference(s): UPD Policy #406 (Hostage and Barricade Incidents)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.27 SNIPER ATTACK

13.27.01 Initial Response to Attack

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

[redacted]

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

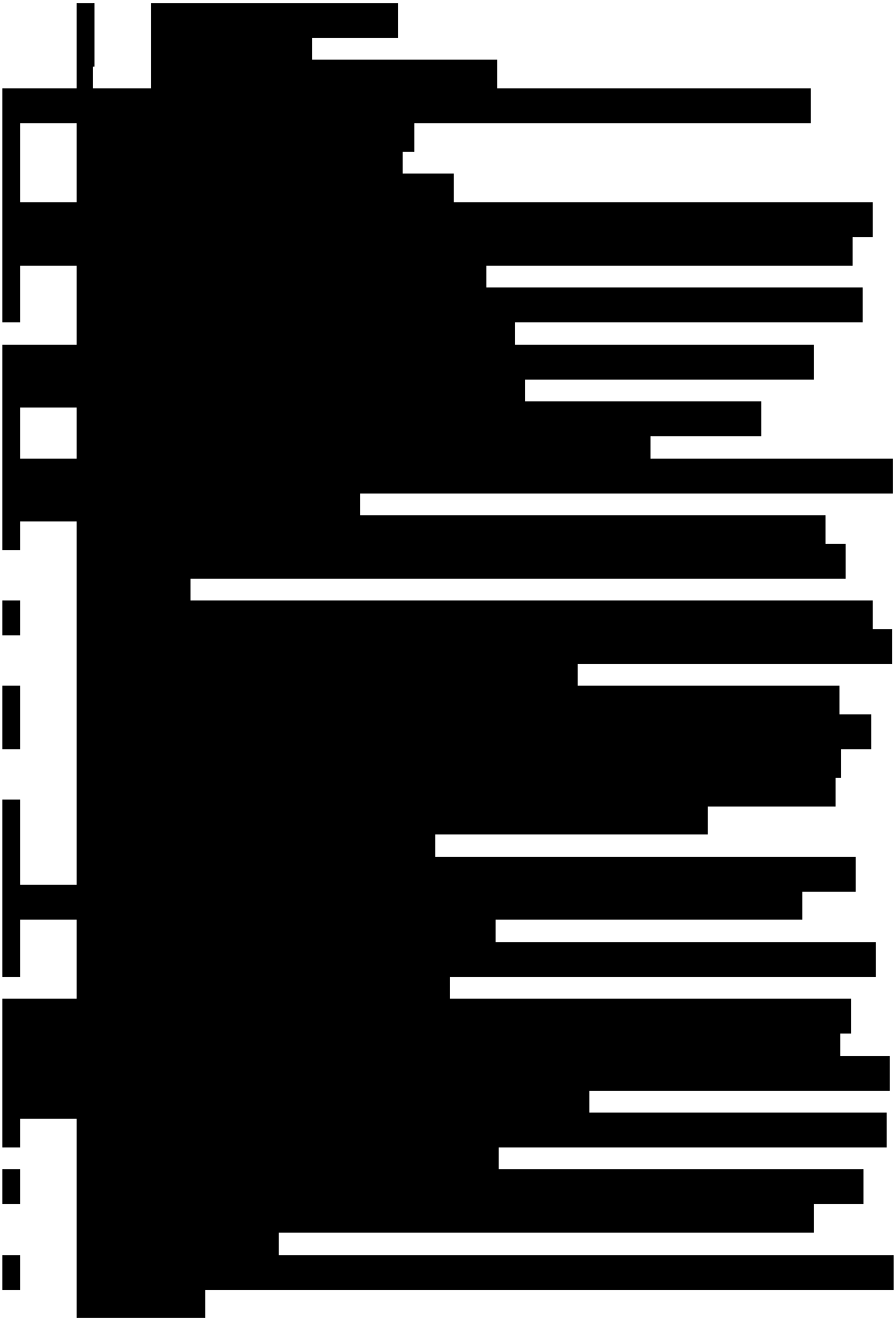
Incident #: _____

Case Report #: _____
(if applicable)

The violent "sniping" or "ambush" activities of an individual or a group of individuals pose an extremely serious threat to any university community. This community threat is not only expressed as a danger to lives and safety of its members, but to the campuses psychological well-being as well.

To deal with sniping-type incidents, the policy of the department shall be:

[redacted]



[redacted]

13.27.02 Tactical Actions by Driver Under Attack

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

[redacted]

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

[redacted]

B. Types of Ambush

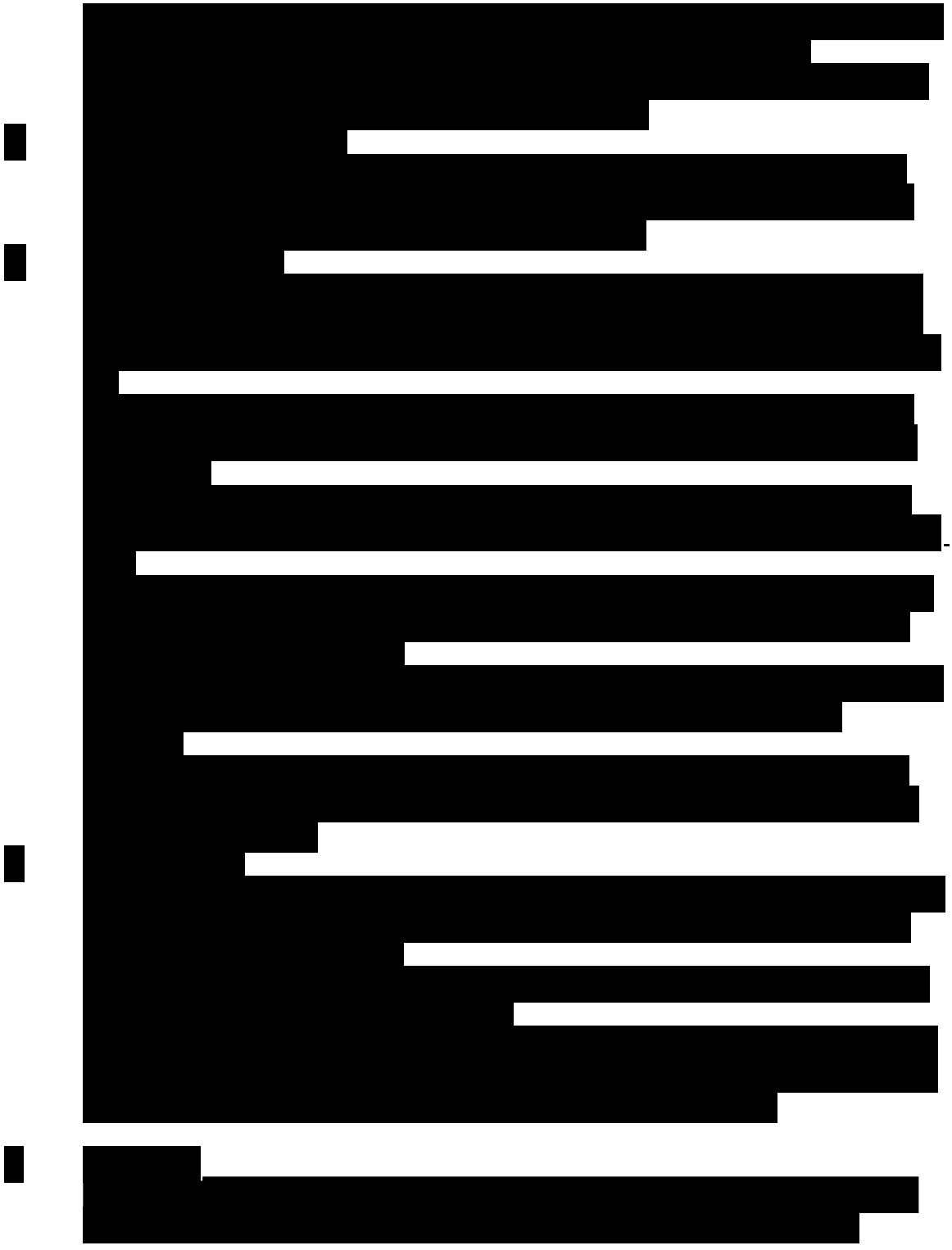
C. Essentials for a Successful Ambush

D. What to Expect in an Ambush

Counter-Ambush

A. The Best Way to Avoid an Ambush

B. Counter Ambush Actions



13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedure

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:
   1. dead
   2. injured
   3. noisy
   4. rabid
   5. strays
   6. wild

B. Nuisances created by unsanitary keeping of animals

C. Protective custody of animals

D. Animal bites

E. Aggressive Ducks

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

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

A. CSUS PD will notify Turlock Animal Control 24/7 for any vicious, dangerous, sick or injured animal that needs to be put down.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation. If a subject is bit by an animal, They will call animal control to quarantine the animal if the rabies shots are not up to date. The officer will also notify the Rabies Control Center and advise them of the file number and owner of the animal if known. This information will be added to the Rabies Control Form and attached to the police report.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 14 INVESTIGATIONS/EVIDENCE

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

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

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.1.02 Taking Statements

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

[redacted]

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.1.03 Contents of a Good Statement

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

D. What happened
E. When it happened
F. Where it happened
G. Who it happened to
H. How it happened
I. Why it happened
J. How many people were involved
K. Who else was involved

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

14.1.04 Miranda Warning

The trainee shall explain the ramifications of issuing the Miranda warning and describe when, and why it should or should not be used during interrogations.

Reference(s): *Sections Listed Below*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

14.1.05 Conducting an Interview

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

As Patrol officers, we all realize the importance of the Crime Report. It is the basis for which all investigations are followed up, the basis by which court cases are built (or disregarded). It is the source of information and description for our fellow officers. It is the department's permanent record of incidents which the department has handled. The list should be even longer, but suffice it to say, it is essential to our job. It is also essential that it be accurate and understandable. To accomplish this, you must be able to discover what took place and be able to relate to others what took place by using the Crime Report. Those two activities should dictate your technique in interviewing and taking notes of these interviews.

WHAT TOOK PLACE?

If you have been given an assignment with a specific code from Communications, you may already have a direction to proceed with your interview. However, you shouldn't presume that the information you have been given is completely accurate. After all, the dispatcher is receiving the information from a second party, and the dispatcher may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude to all assignments. Your first objective in your interview is:

[redacted]

All of this information should be sought by you during the interview(s). The progression may not follow this exactly (it most likely won't), and you may not always have each and every one of these questions answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Obtaining this isn't always easy, and it will not always be obtained in the same way. You are dealing with people, and every person is somewhat different than the other. They see the same incidents differently and they all react differently to police officers and will, therefore, need to be approached in a manner which best suits them and you. We are all different too, which necessitates that there is no single best approach.

These are, however, some approaches that must be avoided:

TAKING NOTES OF YOUR INTERVIEW

This is the next step in preparing your Crime Report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner.

Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for, and in such a manner that when you look at it, you recognize what you see. Hopefully, the following format will aid you in accomplishing this:

WHO?	**HOW?**
WHAT?	**WHY?**
WHEN?	**VEHICLE?**
WHERE?	**PROPERTY?**

If you can assemble your notes in this manner, you will have what you need to complete a report and to help you recall incidents at a later date. The best of memories can use a little help. If you have taken proper notes, your memory will be much better served than someone who takes haphazed notes or none at all.

Note taking will also include recording things other than conversations. Such things are diagrams and personal observations will be in order here. As long as the notes are kept in some order, and as long as you keep in mind the objectives of taking notes (namely, compiling information so that it may be shared and reported). You should put whatever you deem important down in your notebook.

INTERVIEWING/INTERROGATION

[redacted]

Q. These are two considerations when interviewing or interrogating relating to advising of Miranda Rights.
    a. Is the field officer conducting a field investigation to determine if a detained person is a suspect of a known or suspect crime?
    b. Is the field officer or investigator conducting an interrogation following a suspect's arrest, seeking a confession, an admission, or any other information to establish the suspect(s) involvement?

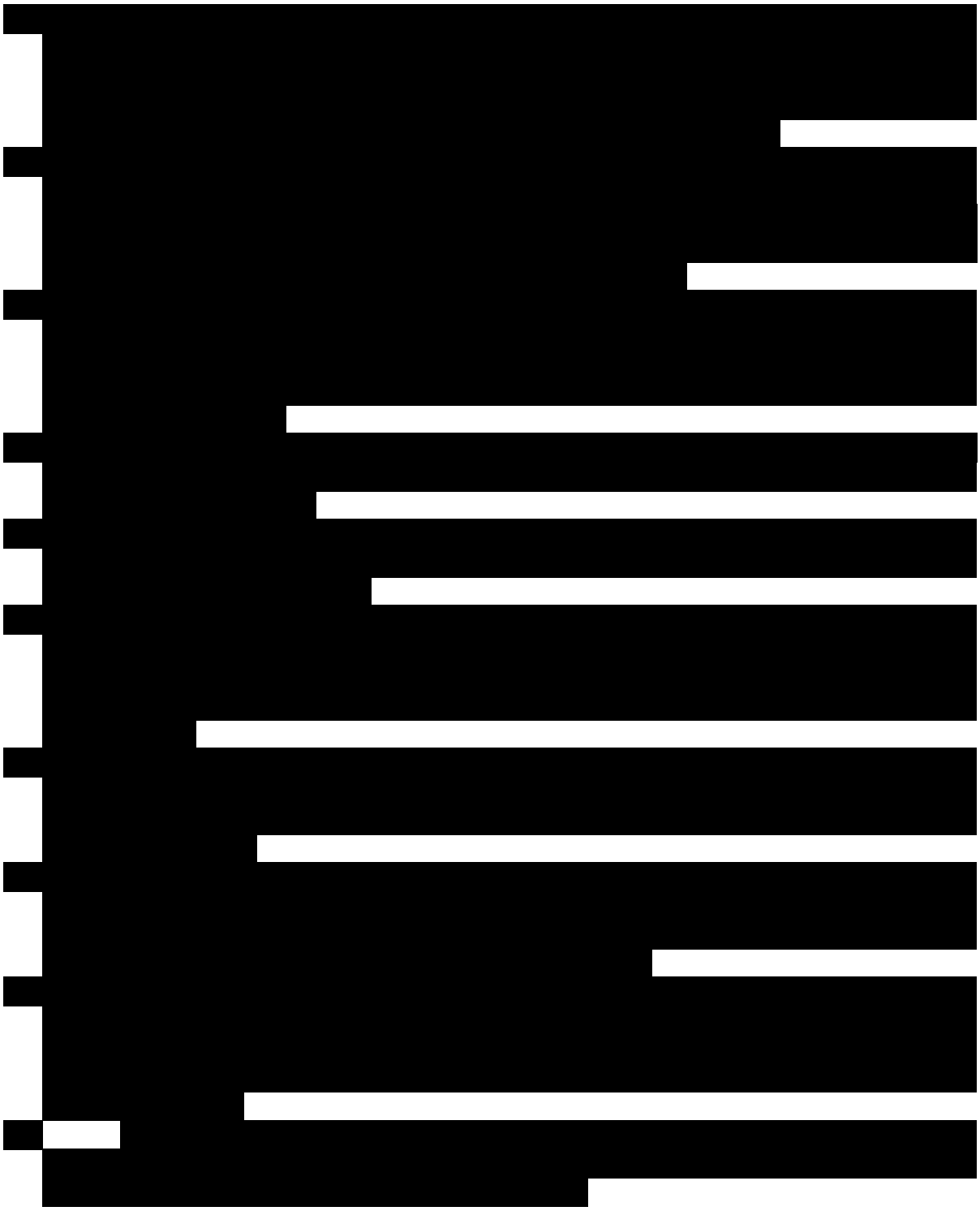
R. FIELD INVESTIGATION

You may ask investigative type questions of a detained person WITHOUT advising them of their Miranda Rights. **Once the questions become accusatory, and the person is not free to leave, the suspect must be advised of his/her Miranda Rights.** (Always use the Warning and Waiver Card- do not depend on your memory.)

ARRESTED JUVENILES MUST ALWAYS BE ADVISED OF THEIR RIGHTS- WHETHER QUESTIONED OR NOT.

S. Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.
    a. CONFESSION - An acknowledgment by the defendant of his guilt of the crime for which he is being tried.
    b. ADMISSION – A statement of the accused in which he admits acts pertinent to the crime and which tend, in connection with other facts, to prove his guilt.

[redacted]



14.2 PRELIMINARY INVESTIGATION

14.2.01 Investigating Cold Crimes

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.2.02 Crimes Against Property

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:

J. Identity or description of suspect(s)
K. Description of loss
L. Direction of flight of suspect(s)
M. Possibility of weapons being involved
N. Radio broadcasts of all known and important information
O. Conducting a witness check
P. Pursuit and/or apprehension of suspects, if possible

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

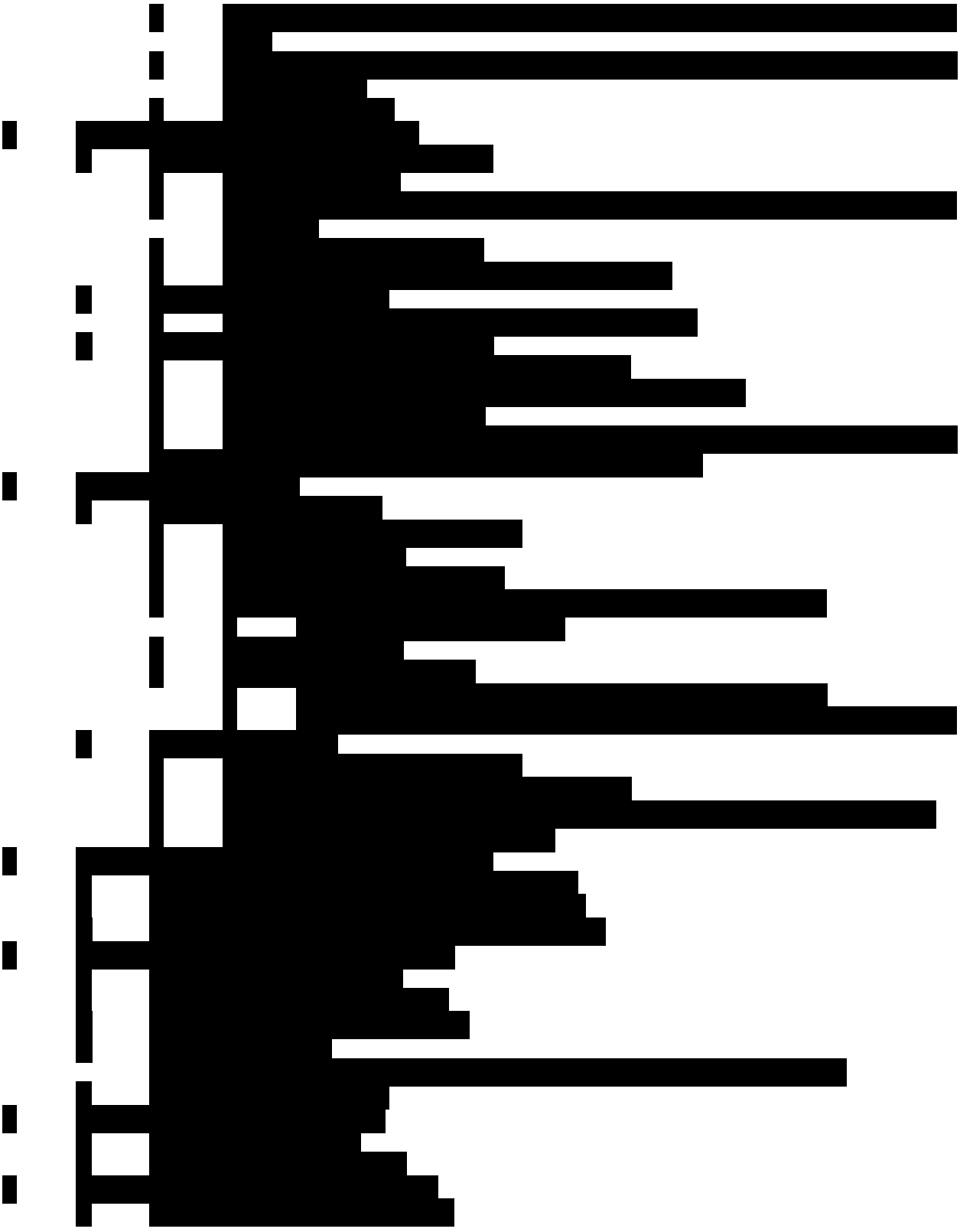
Incident #: _____

Case Report #: _____
(if applicable)

HOW TO HANDLE BURGLARY CALLS & SEARCHES

1. How notified of a burglary in progress.
   A. Alarm (Silent or Audible) – Alarm company notifies Communications, which in turn dispatches appropriate unit(s).
   B. Alarm – A neighbor or passer-by calls or a patrol unit observes the alarm.
   C. Scout Alarm – Broadcast directly to units, and dispatch on channel #2.
   D. An eyewitness or victim notifies police.
   E. A passing patrol unit observes a burglary in progress.

REMEMBER: A burglary in progress call represents a potential hazard to responding officers. There may be an armed suspect or suspects that you trap at the scene, or other suspects are providing counter surveillance.



REMEMBER: In the case of a good burglary, you may now have a trapped felon – Use **CAUTION**.
A canine unit can complete the search more effectively and with less risk. Use them if available.

STOLEN AUTO REPORTS

Upon responding to a call of a stolen auto, there are a few procedures that you should consider other than just taking down the information contained on the report for CHP 180. The following will hopefully help you do the job easier and do it complete.

As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment. This gives you an opportunity to look for the vehicle on your way to the location. More than once, a "victim" has thought his vehicle was stolen, only to discover that he had parked it one or two blocks away from where he thought it was. Also, this information helps you to begin to fill out the report.

When taking the information from the victim, make sure you get all the facts that the form requires, keeping the following in mind:

1. Has the victim failed to keep the payments current on the vehicle? Is it possible that the vehicle has been repossessed?
2. If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with.
3. Be sure the vehicle has not been embezzled, rather than stolen. If it is an embezzlement, explain to the victim about the difference between a stolen and embezzled vehicle.

As with any complaint you are assigned, develop some sort of rapport with the victim. Remember, you are not some kind of report taking machine, but rather you are a police officer who has been summoned by someone who needs your help. If you do a good job in taking these types of reports, you will improve your ability to do other more complicated ones. You will also be promoting a more positive image of the department to the public.

Be sure that the person reporting the vehicle as stolen is responsible for the vehicle. In most cases, a stolen vehicle report should not be taken from someone other than the registered owner (R/O). If the R/O is not on scene, all attempts should be made to verify the connection of the reporting party (R/P) to the vehicle. When in doubt, the vehicle should not be entered into the Stolen Vehicle System (SVS). Remember, once an officer takes the stolen vehicle report and it is entered into SVS, any law enforcement officer will likely conduct a felony traffic stop on that vehicle when located, if occupied. Due caution should be taken by the officer to determine the authenticity of the report to avoid potential situations later.

Upon clearing the call, Communications will usually request information verifying the registered owner and details of the stolen vehicle, i.e., color, number of doors, etc.

Initiate a stolen vehicle broadcast with pertinent information: make, model, year, color, doors, license, outstanding features, time of theft.

Mark the Dispatcher's call sign and time of entry on the report in the bottom lined area of page one.

14.2.03 Handling Crimes Against Property

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.2.04 Crimes Against Persons

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. These responsibilities should minimally include:

A. Identity or description of suspect(s)
B. Description of injury and/or loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s): Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

HANDLING ASSAULT CASES-Your response to an assault case differs depending upon whether the assault is occurring now, has just occurred or had occurred some time ago. Upon receiving the call, you should ascertain when the assault occurred.

An "in-progress" situation demands information on your way to the incident, if it is available. Information such as description of suspect(s), weapons, etc., are crucial in effecting an arrest at the scene. If the incident has just occurred, not only do you need the above information, but also a direction and means of escape. Request a warrant check on person(s) if dispatch has enough information.

Upon arrival, your first concern is the welfare of the victim. If medical attention is needed, request an ambulance. Render any assistance you can until the arrival of the ambulance. If your victim is comfortable, you will be more able to get necessary information for your report and/or subsequent apprehension of the suspect.

Preserve the scene as much as possible. Frequently, this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is a physical evidence present, secure it – especially weapons.

Obtain all the information of the incident as quickly and as thoroughly as possible from as many sources as possible. Often officers will take too shallow of an interest in an assault case. However, more than one assault case was escalated to the seriousness of a homicide. If the victim is hospitalized, include the victim's condition in your report.

Take photographs of the victim's injuries. Don't hesitate to ask for other units in the field to aid in your search for the suspect(s).

Many victims of assaults delay reporting them to the police out of fear. These cases are as serious as a crime in progress. A crime has been committed and your job is to make your request as thorough and concise as possible. This may in turn result in the apprehension of the suspect.

HANDLING RAPE CASES-Victims of rape cases are most often severely traumatized. How they will hold up under the strain of an investigation is often dependent on the first officer's contact with the victim. While we are often most interested in the fact that a law has been broken, rape victims feel violated far beyond anything having to do with laws. It is critical for police officers responding to a rape victim to be sensitive to her/his needs and her/his mental health in addition to issues of law. Responding officers should be patient, caring and recognize that the mental state of the victim may inhibit her from being as cooperative as victims of other crimes. This does not mean that the victim does not want to cooperate fully, they just may not be able to at the initial contact. The entire investigative process may depend on your first contact with the victim. Make sure to contact the Title IX coordinator and advise them that UPD is investigating an assault. No other information needs to be given until the investigation has been concluded by the investigating officer.

In the initial interview, remember the various elements of the numerous associated offenses:

A. **261 PC- Rape**
   1. Sexual intercourse, not wife or perpetrator when done with:
      a. Female under 18 years
      b. Females incapable of consent due to mental condition
      c. Unconscious of the actual nature of the act
      d. False belief that man is her husband
      e. Contact Rape Crises for assistance with the victim

B. **263 PC-Any penetration, however slight is sufficient**

C. **207 PC-Kidnapping**
   1. Transporting against will or with false promises.

D. **211 PC-Robbery**
   1. Taking personal property by force or fear.

E. **220 PC-Assault with the intent to commit:**
   1. Rape
   2. Sodomy
   3. Mayhem
   4. Robbery
   5. Grand Theft

F. **286 PC-Sodomy**
   1. Sexual contact between penis of person and anis of another.

G. **288 PC-Sexual assault with child under 14 years.**

H. **288 PC-Oral copulation**

I. **Evidence**
   1. Victim should be transported to the hospital for a medical examination if exigent circumstances exist.
   2. Contact and update your supervisor prior to requesting a SART. Rape Crisis and SART (Sexual Abuse Response Team) nurses will be called, at your request, when you determine a sexual assault has actually occurred, within 72hours and physical evidence is present.
   3. The SART nurse will process the victim and call Communications upon completion of the sexual assault kit.
   4. Upon picking up the kit from the hospital, it will be returned to UPD and an evidence report will be filled out, and the kit placed into UPD evidence. (Refrigerate for processing by Investigations Unit.)

J. **Rape Crisis Hotlines**
   Officers should have resource numbers and pamphlets available to refer to the victim.

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

I. Rape/Sexual assault
J. Robbery
K. Kidnapping
L. Child Abuse
M. Elder Abuse
N. Felonious assault

Reference(s): Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.2.07 Serious Injury or Death Scenes

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:

O. Preserving the scene, including the restriction of unauthorized police personnel
P. Determining the need for first aid and summoning medical assistance
Q. Identifying and apprehending suspect(s), if possible
R. Making proper notifications
S. Locating visible physical evidence
T. Locating and interviewing witnesses or possible witnesses as appropriate

Reference(s): UPD Policy #325 (Death Investigations), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.2.08 Evidence Technicians/Criminalists

The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.

Reference(s): UPD Policy #800 (Property Procedures), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

HOW TO HANDLE EVIDENCE

One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of a crime.

Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court.

In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary police officers and members of the press.

After securing a scene, make sure that all entrances and exits are secured. (At the scene of a major crime, e.g., murder, it is the responsibility of the first officer on scene to start and maintain a *Major Crime Scene Entry Log* until relieved of such duty.)

These are three basic sources of physical evidence:

- The crime scene
- The victim
- The suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime.

Physical evidence helps to corroborate a victim or witness statement in court, the prosecutor would like to have as much evidence as possible and appropriate.

COLLECTING EVIDENCE

The Evidence Technician is there to assist in the processing of evidence, not for the preliminary investigation of the scene. Your investigation should determine if an Evidence Technician is really required. An Evidence Technician should not be used merely to collect property that is normally your responsibility to book.

Much of evidence collection is “common sense”.

1. Look for evidence that helps to prove a crime or helps to identify the suspect(s).
2. If evidence found at crime scene does not belong to the victim and it requires processing, recover the evidence and HOLD FOR PRINTS.
3. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
4. If you think the item needs printing, package it and transport it to the evidence lockers, marking bags and inventory slip in bold letter “Hold for Prints”. We can then notify Stanislaus County ID or Turlock Police ID technicians to assist us with processing the prints.

EVIDENCE COLLECTION AND PRESERVATION METHODS

1. The officer observing the evidence is responsible for booking the item into evidence. The exception is when responsibility is assumed by the investigator or other specialist at the scene.
2. Guns: if there is a need to fingerprint a weapon hold it for the Evidence Technician. Not all guns need processing (i.e., gun recovered from a suspect's waistband).

If you recover a gun that requires processing, carefully unload it in a way not to disturb possible prints (into a gun barrel if available). Package the rounds in a separate bag. Protect the gun for prints in a paper bag and cause it to be transported to the evidence locker.

3. Gunshot residue (GSR)

If GSR testing is needed, bag the suspect's hands with paper bags until testing can be conducted by a trained officer. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.

4. Wet or Damp Evidence

Air dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the package material with the message "CAUTION: BLOOD".

5. Paper

Use a sheet or check protector if possible, then place into an evidence envelope or paper bag.

6. Footprints

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

7. Flammable items and firecrackers

Contact Turlock Police Department for assistance.

Evidence preservation is the responsibility of the initial locating officer. An Evidence Technician will provide specialized expertise in the recovery of physical evidence. Many situations can be handled through common sense and application of department policy. (Assistance from Turlock Police Detectives / Technician if needed)

14.2.09 Preliminary Investigations

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof

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

A. Criminal Guilt
B. Corpus delicti
C. Jurisdiction
D. Double jeopardy as a defense
E. Self-defense as a defense
F. Insanity as a defense

Reference(s): Evidence Code Sections 500, 520, 522, 550, and 666.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.4 CONCEPTS OF EVIDENCE

14.4.01 Evidence Definition and Types

The trainee shall review the term "evidence" as defined by California law, and recognize the various concepts of evidence, including:

A. Direct evidence
B. Indirect/Circumstantial evidence

Reference(s): Evidence Code Sections 140 and 410.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

A. Fruits of a crime
B. Instrumentalities of a crime
C. Contraband

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	

FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.4.03 Purpose of Evidence

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

A. Be relevant to the matter in issue
B. Be competently presented in court
C. Have been legally obtained

Reference(s): 210 Evidence Code

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California

A. Know the difference between right and wrong
B. Understand his/her duty to tell the truth
C. Possess the ability to express himself/herself concerning the matter to be understood
D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule

Reference(s): 701 Evidence Code

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.4.06 Privileged Communication

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

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

Reference(s): Evidence Code sections 950, 970, 980, 990, and 1030

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.5.02 Hearsay Rule

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(s): Evidence Code sections 1200 and 1220.

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6 EVIDENCE COLLECTION AND PRESERVATION

14.6.01 Locating Physical Evidence

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

A. Strip B. Quadrant C. Spiral

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

HOW TO HANDLE EVIDENCE

One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of a crime.

Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court.

In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary police officers and members of the press.

After securing a scene, make sure that all entrances and exits are secured. (At the scene of a major crime, e.g., murder, it is the responsibility of the first officer on scene to start and maintain a *Major Crime Scene Entry Log* until relieved of such duty.)

These are three basic sources of physical evidence:

- The crime scene
- The victim
- The suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime.

Physical evidence helps to corroborate a victim or witness statement in court, the prosecutor would like to have as much evidence as possible and appropriate.

COLLECTING EVIDENCE

The Evidence Technician is there to assist in the processing of evidence, not for the preliminary investigation of the scene. Your investigation should determine if an Evidence Technician is really required. An Evidence Technician should not be used merely to collect property that is normally your responsibility to book.

Much of evidence collection is "common sense".

5. Look for evidence that helps to prove a crime or helps to identify the suspect(s).
6. If evidence found at crime scene does not belong to the victim and it requires processing, recover the evidence and HOLD FOR PRINTS.
7. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
8. If you think the item needs printing, package it and transport it to the evidence lockers, marking bags and inventory slip in bold letter "Hold For Prints".

WHEN TO CALL FOR EVIDENCE TECHNICIAN

1. Usually, if detectives are called out to a crime scene, an Evidence Technician will also be required. The request should be coordinated through a field supervisor.
2. There are other scene where an Evidence Technician is required, but it is not imperative than an immediate response be made. With proper investigation and preservation, most crime scenes can wait a few hours.

EVIDENCE COLLECTION AND PRESERVATION METHODS

8. The officer observing the evidence is responsible for booking the item into evidence. The exception is when responsibility is assumed by the investigator or other specialist at the scene.
9. Guns: if there is a need to fingerprint a weapon hold it for the Evidence Technician. Not all guns need processing (i.e., gun recovered from a suspect's waistband).

If you recover a gun that requires processing, carefully unload it in a way not to disturb possible prints. Package the rounds in a separate bag. Protect the gun for prints in a paper bag and cause it to be transported to the evidence locker.

Note: If the gun cannon be unloaded without disturbing fingerprints, place same in a secure location at the station and tag same as "LOADED". The gun should then be transported to the evidence locker as soon as possible.

10. Gunshot residue (GSR)

If GSR testing is needed, bag the suspect's hands with paper bags until testing can be conducted by a trained officer. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.

11. Wet or Damp Evidence

Air dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the package material with the message "CAUTION: BLOOD".

12. Paper

Use a sheet or check protector if possible, then place into an evidence envelope or paper bag.

13. Footprints

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

14. Flammable items and firecrackers

Contact Turlock Fire Department for assistance.

15. Miscellaneous Information

The Evidence Technician vehicles are equipped with high resolution digital cameras, lighting, fingerprinting equipment, blood evidence collection kits, barricade tape, miscellaneous small tools and other equipment for handling major crime scenes.

Evidence preservation is the responsibility of the initial locating officer. An Evidence Technician will provide specialized expertise in the recovery of physical evidence. Many situations can be handled through common sense and application of department policy.

14.6.02 Weather Conditions

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

A. Handling controlled substances
B. Depositing property, evidence, and money
D. Depositing firearms, miscellaneous weapons, and explosives

C. Calling out Crime Scene Investigators and/or detectives to process a crime scene.

E. Withdrawing and returning property

Reference(s): UPD Policy #800 (Property Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.05 Storage of Evidence

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

Reference(s): UPD Policy #800 (Property Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.06 Taking Evidence to Laboratories and Court

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

Reference(s): UPD Policy #800 (Property Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.07 Chain of Custody/Evidence

The trainee shall explain the meaning of "chain of custody" or "chain of evidence."

Reference(s):

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.6.08 Demonstrate Handling of Evidence

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 document the chain of custody.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.7 LINEUPS

14.7.01 Methods for Identifying Suspects

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.7.02 Agency Policy and Procedures

The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

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

Reference(s): UPD Policy #604 (Eyewitness Identifications)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
B. Witness instructions
C. Control of the situation
D. Similar appearances

Reference(s): UPD Policy #604 (Eyewitness Identifications)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.8 SOURCES OF INFORMATION

14.8.01 Networking with the Community

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.8.02 Informants

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

A. Hazards of divulging too much information to informants

B. Danger of breaking confidentialities

Reference(s): *UPD Policy #603 (Confidential Informants)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.8.02 Public and Private Records

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.9 SUBPOENAS

14.8.01 Definition, Authority, and Immunities

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.9.02 Agency Practices

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

Reference(s): UPD Policy #321 (Court Appearance and Subpoenas)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Subpoena Services- Service in Briefing, automatically on call for date, may receive an email or phone call regarding appearance, Subpoena Release requests, Traffic Court-Mandatory Appearance (no on call status), Parole Subpoenas, Public Defender/Defense Attorney Subpoenas, Subpoenas from previous agency (Laterals/Out of the area), Court Attire, Parking Procedures, Jury Trial Subpoenas (trailing to following days until released).

14.10 COURTROOM TESTIMONY AND DEMEANOR

14.10.01 Professional Demeanor and Appearance

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

Reference(s): UPD Policy #321 (Court Appearance and Subpoenas)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.10.02 Pre-trial Conference

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.10.03 Principles of Effective Testimony

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
B. Offensive
C. Threatening
D. Argumentative
E. Overly friendly

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

14.10.05 Courtroom Security Policies and Procedures

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(s): UPD Policy #321 (Court Appearance and Subpoenas), Tour of City (Court House Procedures)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer
B. Irreparable damage to the officer's credibility (Brady List)
C. Irreparable damage to the prosecution of a case
D. May result in civil actions against the agency

Reference(s): Penal Code 118.1; Brady v. Maryland, 373 U.S. 83 (1963)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____
Case Report #: _____
(if applicable)

14.10.07 Courtroom Testimony Preparation and Demonstration

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

15.1 TACTICAL COMMUNICATION

15.1.01 Verbal and Nonverbal cues

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

JJ. Enhanced safety (reduced likelihood of physical confrontation and injury)

KK. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.03 Demonstration of Tactical Communication

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 violence)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.04 Deflection Techniques

The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" should be professional language that is goal directed. Examples might include:

Q. *"I appreciate that, but I need to see your driver's license, vehicle registration, and proof of insurance."*

R. *"I understand that, but I need you to move your vehicle."*

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.05 Five-step Process for Generating Voluntary Compliance

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-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. For example, *"Is there anything I can say to gain your cooperation at this time?"*

E. **Act** *(Take appropriate action)*

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute

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

E. Providing safety to individuals and property

F. Suggesting solutions to the problem

C. Determining whether or not a crime has been committed

D. Conducting an investigation if a crime has been committed.

G. Offering appropriate referrals

H. Considering arrest as a reasonable alternative if a crime has been committed

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.2.02 Social Service Organizations

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/Society for the Prevention of Cruelty to Animals (SPCA)

F. Any additional city/county agencies or organizations

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.03 Inherent Dangers to Officers

The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.04 Separating Parties in a Dispute

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.1.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

Reference(s): UPD Policy #327 (Private Persons Arrests), Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

PRIVATE PERSONS ARREST

An officer is required by law (142 PC) to receive into custody a prisoner who has been arrested either lawfully or unlawfully by a private person.

E. Prior to arrest. Prior to accepting custody, the arresting person shall be advised of an alternatives to making a physical arrest. (For example: Crime Reports "by way of complaint".) if, after being advised of the alternatives, the person still insists on making a physical arrest, the officer must take custody of the arrestee.

F. Advising the arrestee. When taking custody, the officer shall advise the prisoner that the officer is not making the arrest, but merely receiving custody of the prisoner, as required by law.

G. Taking the prisoner into custody. When taking a prisoner into custody, the officer shall proceed as follows, depending on whether in the officer's opinion the arrest is lawful or unlawful.

a. LAWFUL Private Persons Arrest

When the arrest is determined to be lawful, the officer may either:

a- Transport the arrestee to the station for booking.
b- Transport the arrestee to the station, where he may be released by a citation, if applicable.
c- Book at Stan Co Jail

b. UNLAWFUL Private Persons Arrest

When the arrest is determined to be unlawful, the officer shall confidentially advised the person making the arrest of the fact and shall inform him of the civil liabilities for making such a false arrest. If the party still insists on making the arrest, the officer may either:

a- Transport the arrestee to the station to be released on a citation on the charge for which he was arrested, or
b- Transport the arrestee to the station to be released on a citation for the charge more consistent with the facts of the case, or
c- Transport the arrestee to the station, where release pursuant to Penal Code Section 849 can be made, or
d- Release the arrestee in the field on a citation.

H. Reports Required

Reports are required on all private persons arrests. It is, ultimately, the officer's responsibility for the completion of the proper reports, not the private person arresting. However, private persons should be advised and assisted regarding the completion of the forms, if possible.

5. Crime report
6. Arrest report
7. Citizen Arrest form, signed by arresting citizens

Citizen Arrest forms are not required for juveniles

15.2.06 Use of Different Techniques

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 dispute
D. Loud parties/Loud noise
E. Dorm Roommates

Reference(s):

	Received Instruction	Competency Demonstrated	How Demonstrated?	Remedial Training	How Remediated?

	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.2.07 Handling a Dispute Situation

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.3 CIVIL DISPUTES

15.3.01 Agency Policy on Landlord-Tenant Disputes

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

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

LANDLORD – TENANT DISPUTES

The police officer's role as a keeper of the peace requires that he/she deal with all areas of human conflict, including the handling of landlord-tenant disputes. Although the traditional practice of Police Departments has been to regard landlord-tenant conflicts as civil only, very often such disputes involve a misdemeanor violation of the Penal Code or result in some type of violence. The police officer should try to avoid arrest and achieve a lasting solution to the dispute by explaining to the parties what conduct is now lawful and by suggesting alternative solutions that are lawful.

UNLAWFUL CONDUCT BY THE LANDLORD

A. Tenant lockout – PC 418

B. Seizure of tenant's property – CA Civil Code 51816(a)

C. Removal of door or windows – PC 594

D. Termination of services – CA Civil Code 789.3

E. Trespass

The landlord may enter an apartment or rental dwelling without tenant's consent only in the following situations:

1. In an emergency
2. To make necessary repairs or agreed on repairs, or to show apartment to prospective tenants, purchasers, workman or contractors, or mortgage holders.
3. When tenant has moved out
4. When a court order authorizing entry is in effect

Section (1) provides for entry at any time if emergency conditions exist, e.g. smoke, leaking water, etc.
Section (2) during normal business hours with reasonable notice to tenant.

Note: Any section in a lease which denies tenant the right to possession or allows unreasonable entry by landlord is void.

F. Response

If the officer has responded to a tenant's complaint that his landlord has:

1. Locked him out,
2. Seized his property,
3. Removed the doors or windows to his premises,
4. Interfered with the use of his utilities, or
5. Unreasonably trespassed on his premises,

The officer can often successfully resolve the dispute by:

1. Informing the landlord that he has probably committed a misdemeanor violation by his act, and…
2. Briefly explaining to the landlord that if he has legal grounds for evicting his tenant, he should bring an unlawful detainer action against him.

G. Eviction

The best legal way for a landlord to evict a tenant is by bringing an unlawful detainer action in court. There are several steps in this proceeding.

1. Notice
   a. If the tenant has violated any of the conditions of his lease or rental agreement (e.g. he failed to pay his rent when it was due, he is keeping a pet when this is specifically prohibited), the landlord must give the tenant a three-day written notice to either correct the condition or move, prior to bringing an action in court to evict him. This means that if the tenant who is behind in his rent pays the total rent due within the three-day period, the landlord cannot have him evicted.
   b. In addition, a landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement. To do this, the landlord must first serve the tenant with a written notice instructing him to vacate in 60 days.

H. Service of Notices

1. A 60-day notice must be served in one of these ways:
   a. Handed to tenant personally.
   b. Handed to fairly grown-up child or adult on the premises and a copy sent to tenant by mail.
   c. If no one is home, the notice may be posted in a conspicuous place and a copy sent by mail.

I. Unlawful Detainer Action

If the tenant has been properly served with a 3 or 30 day notice and he does not comply with it, the landlord can bring court action to evict him. The landlord initiates this action by filing an "unlawful detainer" complaint with either the Municipal or the Small Claims Court.

J. Landlord Requirements

The landlord must fulfill the following refinements and must maintain:

1. A structure that is weatherproof, waterproof, and rodent proof
2. A workable plumbing system
3. One working toilet, bathtub, and bathroom sink
4. One working kitchen sink
5. Adequate heating facilities

6. Safe electrical wiring
7. Adequate garbage and trash storage and removal facilities

Note: The landlord cannot waive these requirements by placing the burden to repair these facilities on the tenants part of the conditions of the lease.

15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes

The trainee shall identify and explain California law (civil and criminal) 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.3.03 Agency Policy on Labor-Management Disputes

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

Reference(s): UPD Policy #401 (Event Management and Crowd Control), Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.3.04 Policing Problems During Labor-Management Disputes

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
E. Trespasses

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

DEMONSTRATIONS AND LABOR DISPUTES

Reference California Penal Code, Sections: 404, 404.6, 405(a), 406, 407, 409, 726, 727, 415, 416, 602(1), 416, 6021, 602(j).

As a police officer, our primary concern at any demonstration, or labor dispute, is to maintain the peace. This can be accomplished by the carful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

Police Actions at the Scene of a Disturbance

Each officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

1. Act in unison and only on command by the officer or supervisor in charge.
2. When you act, act with restraint, temper your actions, keeping in mind that the cameras are on you.
3. Once you have a person down and are restraining them do not use unnecessary force, it's sure to make the news and then we become the focus of the story. Do not over-react.

Individual Breaches of Peace

At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity, it is no basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested, if the acts are, however, malicious or violent, then there is no need to warn prior to arrest.

At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. if these circumstances occur, a warning should be given as prescribed in Section 726 of the Penal Code (Riot Act). Other applicable sections such as 407, 408 PC (Unlawful Assembly), 404 PC (Riot) are not uncommon violations. Remember, to have a riot the elements preclude the use of force or violence by two or more people acting together and without authority of law.

Picketing

1. Picketing should not interfere with persons passing in and out of building or on sidewalks. If it does, it is illegal.
2. Persuasive picketing is not illegal, but the pickets are not allowed by law to interfere with the ingress and egress of the customers to the establishment.
3. If pickets occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important, however, that proper warning via 726 PC be given so as to allow persons not involved to leave.
4. When officers arrive at a picket line, the picket "Captain" should be identified and spoken to prior to contacting the management side.
5. Established ground rules should be communicated to the picket leaders.

Arrests

When making numerous arrests, officers should fill out arrest information forms immediately, be photographed with suspects, and attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.

Conclusion. Although specialized units (CSUS CRU, SWAT, Press/Labor Relations Officer) may be handling demonstrations and labor disputes, it is imperative that officers familiarize themselves with the necessary procedures for handling demonstrations. Officers must maintain their composure during demonstrations. Sometimes this will mean taking significant verbal abuse. An officer's behavior can prevent a minor incident from escalating into a major one.

15.3.05 Small Claims Court

The trainee shall explain the role of the small claims court relative to civil disputes.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.3.06 Handling a Civil Dispute

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

SECTION 16 TRAFFIC

16.1 VEHICLE CODES

16.1.01 Vehicle Code Laws

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(s):Sections Listed Below								
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

ISSUING TRAFFIC & PARKING CITATIONS

In the great majority of traffic collisions, a violation of some traffic regulation is the cause of the accident. To achieve compliance with traffic regulations by the public, and thus reduce the possible incidents of traffic collisions, it is necessary to enforce traffic laws.

Law enforcement officers have a duty by statute to arrest (or cite) persons who commit traffic violations in their presence.

INITIAL TRAFFIC STOP

The first 60 seconds is the critical time period. Always **be alert for any danger or possibility of danger.** Any traffic stop could become a "life or death" situation. It is one of the most potentially dangerous incidents an officer may encounter in his/her duties. He/She is dealing with an unknown violator and the act of issuing traffic cites can easily become too "routine" of an act, thereby lessening the officer's awareness of possible danger.

VIOLATOR CONTACT

Proceed in a positive manner, taking into consideration persons with varying degrees of shock, fear, nervousness and most important – temperament. Avoid lecturing, but explain the violation. The officer's tone of voice, choice of words, posture and attitude have a great bearing on the public's acceptance of law enforcement. Be alert to the fact that a traffic violator may be a fleeing felon. Extra care should be taken during the hours of darkness.

1. Obtain the driver's license, insurance and registration.
2. State the elements of the offense, giving a brief explanation of the violation. Do not enter into a long discussion or argument of the case.
3. Move to the police unit to complete the citation from a position of advantage, keeping aware of the violator's actions.
4. Make the decision to admonish or cite on the facts and not the attitude of the violator.

COMPLETING THE CITATION

1. Fill in appropriate spaces on citation accurately and completely.
2. Set "Date of Appearance" in accordance with Department Policy.
3. Show violations of Vehicle Code number with subsection, i.e.VC 21453- A with a brief explanation of violation. Example: "Failed to stop for red traffic signal".
4. Show approximate speed and lawful speed of the zone on all speeding violations. Fill in all speed boxes.

5. Proof Read your work, Sign the citation and write in your ID number.
6. Keep information to a minimum, give pertinent facts. No changes will be made on the citation unless such changes can be made on the violator's copy. Vehicle Code Section 40505 prohibits any additions or deletions on a citation delivered to a magistrate if the same information does not appear on the violator's copy.
7. The violator's signature is required on the citation. If the violator refuses to sign the citation, request a field supervisor. The violator must sign or be booked into jail. An explanation that the signature is a promise to appear and not an admission of guilt will usually reduce incidents of this kind.
8. Place absentee parking citations under the windshield wiper of the vehicle.
9. Person's driving on a suspended or revoked license should be cited for it if the service codes prove the violator had prior knowledge (cite 14601(a) VC with prior history OR 14601.1(a) VC without prior history). If there is no official knowledge, cite for 12500(a) VC, unlicensed driver. Both violations can be issued on a citation with a brief statement of the violation. When necessary, confiscate the driver's license and complete DMV 310 Form.
10. Most traffic violators are law abiding citizens and their only contact with the Police Department will be with a police officer during a traffic stop. We should make this experience a learning process, and not one that will result in a bad public image.

CITATION ERRORS

1. When voiding a citation, write "void" across the citation. Attach all copies, except the book copy (yellow).
2. If citation errors are discovered after the citation has been issued complete a "notice of Amended Citation", indicating the correction that is needed. Attach copy of citation.

SERVICE CODES

Codes	Description
A	Mailed – not returned unclaimed
B	Served – signed document on file
C	Served – signed receipt returned
D	Personal service document on file
E	Personal service by court or law enforcement agency
F	Personal service by public institution
G	Personal service by penal institution
H	Acknowledged – no signature
I	Returned unclaimed
J	Written notice served by officer
K	Refused
L	Deceased
M	Verbal notice document on file

Knowledge	B, C, D, E, F, G, H, J, K, M	/OR/	No Knowledge	A, I, L

16.1.02 Vehicle Code Terminology

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

LL. Crosswalk	PP. Intersection	TT. School bus
MM. Darkness	QQ. Limit line	UU. Sidewalk
NN. Driver	RR. Motor vehicle	VV. Vehicle
OO. Highway	SS. Roadway	WW. Pedestrian

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.1.03 Vehicle Code Authority to Arrest

The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.1.04 Common Vehicle Code Violations

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

S. Vehicle registration and insurance requirements
T. Theft of and tampering with vehicles
U. Driver's license and identification cards including suspensions
V. Hit and run
W. Traffic control signals
X. Other traffic control devices
Y. Driving, overtaking, and passing
Z. Right of way
AA. Pedestrians
BB. U-turns
CC. Stopping, standing, and parking
DD. Driving under the influence
EE. Equipment violations
FF. Fleeing/evading an officer
GG. Reckless driving
HH. Seatbelt violations
II. Other public offenses

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

F. Verbal warning
G. Issuing a citation
H. Physical Arrest

Reference(s): UPD Policy #505 (Traffic Citations)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

16.1.07 Promise to Appear

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows

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

Reference(s): UPD Policy #502 (Vehicle Towing and Release), #506 (Disabled Vehicles) UPD SOP#11 Immobilizing of Vehicles for citations

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

16.2.02 Towing Authorities

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

A. Abandoned vehicles (22669(a) CVC)
B. Traffic hazards (22651(b) CVC)
C. Incident to an arrest (22651(h) CVC)
D. Stored for safekeeping (22651(g) CVC)
F. Held for investigation (22655.5 CVC)
G. Involved in hit and run (22655 CVC or 22653(b) CVC)
H. VIN removed (10751 CVC)
I. Held for operation by unlicensed driver (22651(p)CVC

E. Stolen, recovered, and not released in the field (22651(c) and 22653(a) CVC)

J. Vehicle with 5 or more unpaid cites 22651.2 CVC (SOP #11)

Reference(s): CSUS SOP #11

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.2.03 Impounds From Public or Private Property

The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

TOWING PROCEDURES

VEHICLES THAT SHOULD BE TOWED

A. Vehicles in a serious crime

B. Investigation Hold
   1. Reasonable cause to believe the vehicle has been involved in a Hit and Run, and the driver failed to comply with provisions 20002 CVC and including 20006 CVC.
   2. Hold must be released after 48 hours if owner demands release.

C. Arrest Tow

D. Recovered/Stolen Auto if unable to contact owner
   1. Confirmation from Communications where you are and required information on vehicle.
   2. Then advise Communications where you are and required information on vehicle.

E. Hazard Tow
   1. CVC 22669(a) – Abandoned vehicle on highway.

F. Overtime Abandoned Vehicle Parking
   1. Standing 72hours or more on street or highway.
   2. Tag with abandoned vehicle tag, documenting odometer and valve stem placement.
   3. Administration will send letter to registered owner.
   4. Ten days after date of letter, car can be towed if odometer and valve stems in the same position.
   5. Storage authority for CHP 180 would be CVC 22669(a)/CVC 25224 for such a tow.

G. Parking Prohibited
   1. Check to see if signs are properly posted.

2. Issue parking citation.

H. Incapacitated Driver Tow
   1. Driver unable to move vehicle due to involvement in traffic collision or other injuries.
   2. Attempt to move off highway.

I. Tow-Away Zone
   1. Stopping – Standing or Parking Prohibited.
   2. Attempt to move off highway.

J. Private Property Tow
   1. Vehicle used in crime.
   2. Embezzled vehicle.
   3. Recovered stolen vehicle OR
   4. When property is properly posted, police can keep the peace while owner of property tows the vehicle.

VEHICLES THAT MAY BE TOWED

A. Driveway blocking or parking – Cite 22500(c) CVC
B. Fire hydrant parking – Cite 22514 CVC
C. Blocking railroad tracks – Cite 22521 CVC
D. Parking more than 18 inches from curb – Cite 22502 CVC Tow if it is a hazard to other vehicles.

ORDERING A TOW

A. Contact dispatch and request a tow either owner's request, or officer's request. Dispatch will use a rotation tow list unless owner specifically requests a tow agency.
B. Give location.
C. If necessary, give vehicle description and license number.
D. Advise of special tow requirements (motorcycle, dollies, etc.)

CANCELING A TOW

A. Advise dispatch as soon as possible to cancel if tow has not arrived, and place the tow company back on top of rotation tow list.
B. If tow has arrived and vehicle is picked up, the driver must deal with tow truck driver for his/her fee.

COMPLETING CHP 180 FORM

A. Fill in the blanks.
B. Accurately mark damages.
C. Indicate reason for tow.
D. Visible property inventory

Note: Mopeds require a tow and CHP 180.

16.2.04	**Handling a Vehicle Impound/Storage**
	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: E. Compliance with state law F. Compliance with agency policy G. Completion of all required reports in a satisfactory manner
Reference(s):	

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3 VEHICLE COLLISIONS

16.3.01 Preventing Accidents

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 inter-agency relationships with Facilities road/street department, public works, planning, and traffic safety commission.

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

E. Determining injuries and need for emergency first aid treatment
F. Protecting the scene, including persons and property involved
H. Ascertaining the need for medics/ambulance service
I. Considering the need for tow services
J. Determining the need for further assistance

G. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

HANDLING TRAFFIC ACCIDENT CALLS

I. **Responding to the Traffic Accident Scene**
- A. Determine the best route to the scene – consider certain routes may be blocked by traffic.
- B. Be aware of other emergency vehicles responding to same scene

II. **Arrival at the Scene**
- A. Position the police unit for maximum safety of persons in traffic. Take into consideration that the police unit may be used as a traffic control device. Use of reflective Vests.
- B. Work with assisting officers. Delegate responsibilities (traffic control, scene sketch, etc.)
- C. Determine what assistance is required (tow trucks, motors, etc.) and request same as soon as possible
- D. If hit and run, or a possible fatality, advise communications
- E. Set flare pattern, if needed. First check for gasoline spillage or other inflammables; i.e. butane, propane in campers, etc.

III. **Flare, LED Light, or Cone Pattern**

The following are basic rules for setting out flare patterns at traffic accident scenes:
- A. Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists
- B. Don't use too many flares (may blind oncoming drivers or fumes may overcome officers).
- C. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
- D. If necessary to block off entire street, be certain that a detour is available. Utilize other units and advise dispatch
- E. If the problem will take a long period of time, stack flares. DO NOT light flares near gas leaks.
- F. When problem is complete, extinguish all flares.

[redacted]

V. **Taking the Accident Report**

(Briefly covered – look at Collision Investigation Manual for more detailed information).

Traffic Accident Report (CHP Form 555 and 556, pages 1-4)
- A. At least five pages shall be taken when the accident occurs on a highway or on any property which is publically maintained and open for use by the public for vehicular traffic, or private property when the following circumstances exist:
  1. Fatalities involved
  2. Injuries are so severe that there is a likelihood it will become a fatality
  3. An injury is suffered which requires immediate medical treatment to the injured party
  4. Complaint of pain by driver or passenger

VI. **Property Damage Only (PDO)**
- A. A Property Damage Only report should be taken in all traffic collisions that do not require forms 555 or 556. A simple rule of thumb to use is when there are no injuries involved.

B. In general, non-injury traffic collisions will be handled by the involved parties exchanging information. An officer may provide an "accident-driver information sheet" to assist in the exchange of information.

C. A report may be completed in some circumstances such as:
   1. Unlicensed driver
   2. Un-insured driver
   3. Hit and Run
   4. City vehicle involved, etc.

16.3.03 Agency Policy Regarding Collision Investigations

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

Reference(s): UPD Policy #501 (Traffic Collision Reporting)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.04 Removing Vehicles from the Highway

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.05 Mandatory Investigations

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 accidents

C. Accidents involving suspected drunk drivers

B. Hit and run accidents

D. Accident involving city, county, or state property

Reference(s): UPD Policy #501 (Traffic Collision Reporting)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

A. ***Accident or Collision*** – An unintentional event that causes damage, injury, or death

B. ***Area of Impact*** – the geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface.

C. ***Classification of Injuries*** – Complaint of pain, fatal injury, severe injury, and other visible injuries.

D. ***Coefficient of Friction*** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface

E. ***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

F. ***In transport*** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from to place to another

G. ***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)

H. ***Primary Collision Factor*** – the one element or driving action, which in the officer's opinion best describes the primary or main cause of the collision.

I. ***Witness*** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

A. Indications of compass direction
B. Measurement of the scene in proportion, but not necessarily to scale
C. Use of appropriate illustrations
D. Determining the area of impact and the point of rest

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.09 Collision Investigation Information

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.3.10 Handling a Traffic Collision

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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

E. Stop
F. Start
G. Keep moving
H. Turn right
I. Turn left
J. Make a U-turn

Reference(s):Sections Listed Below

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.4.02 Directing Traffic Using a Flashlight

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform			☐ Field Perform

Trainee					☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Role Play ☐ Written Test ☐ Verbal Test

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.4.03 Use of Flares

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.4.04 Demonstrating Appropriate Traffic Control

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 presences of flammable materials and traffic flow.

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.5 DRIVING UNDER THE INFLUENCE

16.5.01 Recognizing Suspected DUI Drivers

The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence (DUI).

Reference(s):Sections Listed Below								
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								
Comments:						Incident #: _____ Case Report #: _____ *(if applicable)*		

DUI INVESTIGATION

Reason for Contact

Officers usually encounter DUI drivers when they are involved in traffic collision, stopped for another violation, or observed driving erratically. Absent a collision or chargeable violation, it is good practice to observe these indicators of impaired driving.

A few examples include:

1. Drifting within a lane.
2. Stopping over the limit line or way behind it (impaired depth perception).
3. Driving unusually slow or varying speed repeatedly.
4. Difficulty negotiating turns.
5. Braking for no apparent reason (especially approaching green light intersections)
6. Slow reaction time to signals, traffic conditions, etc.

Contact Observations

Use all your senses when observing the driver's behavior, attitude, and physical condition. Look for evidence of drug or alcohol use. Record signs and symptoms of impairment in your arrest report. Examples include, but not limited to:

1. Odor of an alcoholic beverage on the driver's breath or from the vehicle.
2. Drunken behavior.
3. Slurred speech.
4. Bloodshot and/or watery eyes, droopy eyelids.
5. Slow responses and deliberate or fumbling movements.
6. Rapid speech and movements (possible stimulant drugs).
7. Mood swings or sudden emotional changes.
8. Open containers of an alcoholic beverage or evidence of drugs.
9. Non-responsive, blank stare, and/or muscle rigidity – caution, maybe PCP!
10. Bizarre behavior or statements that do not make sense (may be hallucinogenic drugs).

Interview Questions:

Ask the driver questions to ascertain if there are personal or medical causes for symptoms of impairment you may see, and to establish the driver's abilities and conditions so you can fairly evaluate their performance of the Standardized Field Sobriety tests. If an opinion has not been formed as to whether a crime has been committed, or if the driver was involved in a criminal act, these questions should not conflict with their Constitutional Rights. Include the following questions:

1. Have you been drinking today?
2. How much have you had to drink?
3. When did you have your first drink?
4. When did you have your last drink?

5. Do you feel the effects of the drinks?
6. From where were you driving/
7. To where were you driving?
8. Why are you driving?
9. When did you last eat?
10. What did you eat?
11. When did you last sleep?
12. How long did you sleep?
13. Are you sick, injured, diabetic or epileptic?
14. Are taking any drugs or medication?
15. Is there anything mechanically wrong with your car?
16. Who was driving?
17. How far did you go in school?
18. Is there a reason why you are driving?

Standard Field Sobriety Tests (SFST's):

Physical impairment is not the greatest danger of driving under the influence. The mental acuity, essential to processing the multiple tasks of driving, is effected at much lower levels of intoxication. For this reason, the following tests focus more heavily on divided attention impairment than on coordination and balance. Other tests may not accurately and fairly determine a subject's impairment, or may only reveal a "drunk" driver and not an impaired driver. Conduct the tests in a well illuminated area, on a smooth and level surface. Explain and demonstrate each test clearly. It is important the person understands, so you can properly and fairly evaluate their performance. Use all four tests in the order listed or explain the reason for any deviation.

FST Instructions:

A. ***Horizontal Gaze Nystagmus (HGN) *(Standardized FST)***

The driver stands with their feet together (heels and toes touching), hands down at sides. The driver holds their head still and follows the tip of your finger, pen or stimulus with their eyes only while you move it back and forth approximately 12-15" in front of their face.

1. Lack of smooth pursuit in both eyes (two clues).
2. HGN at maximum deviation in both eyes (two clues).
3. HGN with an angle of onset prior to 45 **degrees** in both eyes (two clues).

B. ***Rhomberg *(Not a standardized FST)***

The driver stands with their feet together (heels and toes touching), hands down at sides, head tilted back, eyes closed and mentally estimates 30 seconds. During this test note the following.

1. Starts too soon.
2. Sway (back and forth side to side)
3. The actual time elapsed versus the driver's estimation.
4. Eyes open during the test.
5. Head lowered down from the tilted back position.
6. Feet separated.
7. Arms raise for balance.

C. ***Walk and turn test *(Standardized FST)***

Starting position: The driver places their left foot on a straight line and places the right foot directly in front of the left foot touching heel to toe. The driver keeps their arms down at the side and is told not to start but maintain that position while you explain and demonstrate the test.

The driver is instructed that when you say begin, they take nine steps forward walking along the straight line touching heel to toe with each step and counting each step out loud. When they reach the ninth step, the driver turns around on their front foot and uses the back foot to take small steps until they are facing the opposite direction (180 degrees). Driver is then told to take nine steps back walking along the straight line still touching heel to toe with each step and counting each step out loud. Driver is told to keep their arms down at the side the entire test and once the test has started driver is not to stop until it's completed. The test should then be demonstrated and the driver should be asked if they understand the test.

Note the possibility of the eight standardized clues.

Instruction stage:

1. Unable to maintain the starting position (note how many times they lose balance).
2. Starts the test to soon.

Walking stage:

3. Stops walking during the test.
4. Steps of the line.
5. Fails to touch heel to toe.
6. Raise arms for assistance
7. Wrong number of steps.
8. Improper turn.

D. ***One leg stand *(Standardized FST)***

The driver stands in front of you with their feet together (heels and toes touching) and hands down at sides. The driver will lift one of their legs approximately six inches off the ground, point the toe forward, look at the foot and count out loud 1-1000, 2-1000, 3-1000 and so on until you tell them to stop. While performing this test the driver is told to keep their arms down at their sides and keep both legs straight. This test should be performed for 30 seconds. The test should be demonstrated and the driver should be asked if they understand the test.

Note the possibility of the four standardized clues:

1. Sway while balancing.
2. Puts foot down (note how many times).
3. Hops (note how many times).
4. Raises arms away from body.

E. ***Finger to nose *(Not a standardized FST)***

The driver stands in front of you with feet together (heels and toes touching) and hands down at sides. The driver is then directed to tilt their head back, close their eyes, make each hand into a fist and extend the index fingers. This is the starting position. They are told at the command of either left or right they are to take the tip of that index finger and touch the tip of their nose and then bring it back to the starting position. The command order should be left, right, left, right, right, and left. Note the following:

1. The exact position the tip of the finger touches the face on each attempt.
2. Eyes open during the test.
3. Arms raised out to side versus in front.
4. Head lowered down from the tilted back position.
5. Instructions not followed, i.e. hand
   not brought back to starting position or using wrong hand.

F. ***Preliminary Alcohol Screen test (PAS)***

The PAS test should be performed after all the other FST's. The driver should be advised of the PAS admonition prior to administering the test.

Opinion

Form you opinion **based on the totality** of your observations:

1. Driving.
2. Objective symptoms.
3. Responses to questions.
4. Eye signs.
5. SFST's.

Toxicology

After arresting the driver, advise them per 23157 CVC, which gives them a choice of blood or breath test for determining their blood alcohol content (BAC).

Blood - Sample taken by Emanuel or Doctors Hospitals.
Breath - Use PBET Attached Printout with report.

If you suspect the arrestee is under the influence of drugs, or a combination of drugs and alcohol, obtain a blood sample. If the arrestee requests a breath test, you are obligated to give it to them, pursuant to 23175(a)(2)(B) CVC. After completion of the breath test, request that the arrestee give a blood test. The arrestee is obligated to provide one of them per 23157(a)(2)(C) CVC. Trombetta advisement (includes statement in narrative) 23157.5 CVC.

Forced Blood Draws

In the event that DUI suspect refuses to provide either a breath or blood sample after repeated attempts to gain compliance, notify the field supervisor of the pending refusal. The following procedure has been implemented to obtain a search warrant in order to obtain evidence (blood draw) for the criminal case.

The Missouri v. McNeely case requires law enforcement to obtain a search warrant to draw blood from a NON-compliant person.

Traffic Collisions

A misdemeanor DUI suspect (no injuries to anyone else, or the suspected driver did not cause the collision), being treated at a hospital, may be arrested for 23152(A) CVC, a blood sample collected without giving the choice of another test, and issued a misdemeanor citation on a UPD booking sheet. Note: The arrestee is "in custody" only for purposes of collecting a blood sample and is financially responsible for medical treatment of collision related injuries.

If the DUI violation is a felony (the driver caused the collision and some other person suffered minor or moderate injuries), and the suspect is going to be in the hospital for an extended period, collect a blood sample as evidence. Charges can be filed later, by way of complaint.

DUI Cite & Release Program

It is the policy of this department to cite and release drivers arrested for misdemeanor DUI under Department Order No. 3220.3. On March 1, 1988, the California Attorney General issued a formal Opinion (#87-802) regarding the citing and release of misdemeanor DUI arrestees. The Attorney General's conclusion is summarized as follows:

Penal Code Section 853.6 gives the peace officer the authority to release a person arrested under one or more of the circumstances listed in Section 40302 and 40303 of the Vehicle Code.

This allows peace officers to release the person arrested for DUI by issuing the person a notice to appear in court and accepting the person's written promise to appear.

Where a person is arrested for DUI of an alcoholic beverage and released upon a written promise to appear in court, the arresting officer would not, without additional facts being established, be liable for injury caused by the person after his/her release.

I. Procedure

A. This cite and release program differs from traditional arrest procedures only in that the prisoner is not booked and housed. In most cases, not all, the prisoner is to be transported to the Police Department and released from there. There are, of course, exceptions. This might include a release at a hospital due to the arrestee's injuries. Such releases require the approval of the watch commander prior to the release of the arrestee.

B. The decision to cite and release will be made by the arresting officer subject to the concurrence of the watch commander, after taking into consideration the following factors:
   1. The arrestee has proper identification.
   2. The arrestee has no prior DUI conviction.
   3. The arrestee is cooperative and not violent.
   4. The arrestee is no a danger to him/herself and others.
   5. The arrestee is not under the influence of a drug other than alcohol.
   6. There is a good reason to believe the arrestee will appear in court at a later date.
   7. There are no outstanding warrants for the arrestee.
   8. A responsible adult is available and willing to accept the arrestee.
   9. The arrestee agrees to be released to a responsible person.
   10. The arrestee agrees to abide by the conditions of his/her release.

C. The following criteria may be used to determine whether a person is qualified to accept responsibility of an arrestee.
   1. The person shall be an adult (18 years or older).
   2. The person shall have proper identification.
   3. The person shall not be under the influence of alcohol or any other drug.
   4. The person shall respond within a reasonable time to assume responsibility of the arrestee
   5. The person agrees to the provisions of and signs the DUI cite and release admonishment form.

D. When and if the above-listed conditions are met, the arresting officer shall perform the following functions:
   1. Issue a misdemeanor booking cite with a court date, and have the arrestee sign the citation.
   2. Read the arrestee and the responsible person the condition of the DUI cite and release admonishment form.
   3. Have the responsible person sign the DUI cite and release admonishment form, attach it to the arrest narrative and release the arrestee to his/her care.

4 Arrestee will not be released without the signature of the responsible person. If the responsible person refuses to sign the form, write "refused" in place of the signature. Attach the form to the arrest narrative, and book the arrestee.

5. Indicate in the arrest narrative that the arrestee was cited and released, the location of the release and the name of the responsible person.

E. Remember, the concept of a cite and release program for DUI arrestees is for the benefit of the Police Department, and is not a right to be demanded by and arrestee.

REPORTS

(See 23136 CVC and 23140 CVC Procedures)

A. Booking of Juvenile Contact
B. Arrest Report
C. Officer's Statement 13353.2 CVC (DMV form #DS367) – Complete whenever:
   1. The breath test results are .08% or higher
   2. You expect the results of blood or urine test will be .08% or higher
   3. The arrestee refuses to submit to any chemical test.
      (Notify Field Supervisor prior to obtaining forced blood.)

Confiscate the driver's California license or California ID card and attach it to this form or explain if the license is not in possession. Do not confiscate an out of state license, but still complete the form.

D. Chemical Test Refusal and Drug Admonition (page two of DMV form #DS367) – Complete this form if the arrestee refuses or fails to complete a blood alcohol test. For suspected drug influence, it is a refusal if the arrestee does not provide a blood or urine sample, even if they completed a breath test. Note: You must articulate your reasons for suspecting drug influence. After refusal, but within three hours of the violation, if the arrestee requests a test, and you become aware of the request, you must administer a test.

E. Administrative Per Se: Order of Suspension/Revocation: Temporary License Endorsement (DL 360) – Complete this triplicate form in an arrestee has (or is suspected of having) a blood alcohol content (BAC) of .08% or higher or if they refuse to complete a chemical test for alcohol or drugs. In all cases, give the arrestee the third copy and advise it is their temporary license and they should read the instructions. Record breath test results next to the breath test paragraph. For unlicensed or suspended license drivers, record the applicable code section, on the top of the form, before removing the arrestee's copy. Follow the same procedure for drivers licensed out of state.

F. Checklist and Test Record Card – Use this form for administering a breath test. Follow the checklist step by step.

G. Property Report – Use this form if there is urine sample or other evidence.

ASSOCIATED VIOLATION

23140(a) CVC — It is illegal for any person under 18 years, with a BAC of .05% or more, to drive a vehicle

23152(a) CVC — It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle.

23152(b) CVC — It is unlawful for any person who has a BAC of .08% or more to drive a vehicle.

23152(c) CVC	It is unlawful for any person who is addicted to the use of any drug to drive a vehicle. (This does not apply to a person participating in an approved methadone maintenance program.)
23152(d) CVC	It is unlawful for any person who has a .04% BAC to drive a commercial vehicle, as defined in Section 15210.
23153(a) CVC	(Felony) A violation of 23152(a), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any other person.
23153(d) CVC	(Felony) A violation of 23152(d), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any other person.
23175(a) CVC	This is a felony enhancement for a misdemeanor DUI arrest (23152 CVC). If a person has three or more prior convictions, within 7 years for violations of 23103 (reckless), 23152, or 23153 CVC, or any combination thereof, (making this at least the fourth arrest), the person is booked as a felon and the bail in enhanced.
23208(a) CVC	Any person who drives a vehicle 30 miles per hour over the maximum, prima facie, or posted speed limit on a freeway, or 20 or more miles per hour over the maximum prima facie, or posted speed limit on any other street or highway, and in a manner prohibited by Section 23013 (reckless driving), during the commission of a violation of Section 23152 or 23153, shall be punished by an additional and consecutive term of 60 days in the county jail, upon conviction. Note: Recommend this enhancement in your arrest report.
21200.5 CVC	DUI, on a bicycle: $250.00 maximum fine.

0.05% BAC, Under 21 – 23140(c) CVC

Authority: It is unlawful for a person under the age of 21 years, who has a 0.05% BAC or more, by weight or alcohol in his/her blood, to drive a vehicle.

Procedure: When an officer comes into contact with a driver who is under 21 years of age, whom the officer suspects has consumed an alcoholic beverage, a thorough DUI investigation shall be conducted. If a DUI investigation results in the arrest of a driver for 23152/23153 CVC, the officer may also request prosecution for violation of 23140 VC.

If it is determined that the driver's BAC is 0.05% to 0.07%, the driver shall be cited for violation of 23140 CVC. The driver is cited on a UPD Notice to Appear, and it is prepared utilizing the appropriate court dates and court location. The vehicle cannot be towed for a violation of 23140(a) CVC.

The following paperwork shall be completed for a violation of 23140 CVC:

1. The officer shall issue a temporary driver's license (DMV DS360) and take possession of the driver's valid California driver's license.
2. Complete DMV DS367 (Officer's Statement).
3. Issue a Notice to Appear, citing 23140 VC (infraction) and obtain a UPD case number for documentation.

0.01% BAC – Under Age 21 Years Enforcement Policy

Policy: When an officer comes into contact with a driver who is under 21 years of age whom the officer suspects has consumed an alcoholic beverage, a thorough investigation shall be conducted. As a last field sobriety test (FST), the driver shall be advised of the requirements to submit to a PAS device test, if one is

"immediately available". (Note: "Immediately available" means in the officer's general location or within a reasonable distance.)

Refer to separate policy/procedures on dealing with persons in violation of Section 23140 CVC and/or 23152/23153 CVC. A violation of 23136 VC is only subject to civil penalties.

Procedures:

1. If a PAS device is not "immediately available", Sections 23136 VC and 23137 VC do not apply.
2. If a PAS device is "immediately available",
   - A. At the conclusion of the FST's, the driver shall be admonished that he/she is required to submit to a PAS test. If the driver submits to a PAS test and the results show 0.01% BAC or greater, or if the driver refuses to take the PAS test, a one-year suspension of their driving privilege will occur (the admonishment is located on form DS367, Officers Statements, revised 4/95).
   - B. If no violation of Sections 23140 VC or 23152/23153 VC exists, the officer shall take possession of the driver's valid California license. The driver shall be issued a temporary driver's license endorsement (DS360A for 0.01% BAC). The officer shall complete Form DS367 (Officer's Statement).
   - C. At the termination of the enforcement contact, the officer may tow and store driver's vehicle pursuant to 22651(h).2 CVC by authority of 23137 CVC. The driver shall be ordered not to drive again until there is no alcohol in his/her system.
     - (1) The officer shall use sound professional judgment in determining the appropriate release disposition for the driver. Depending upon the location and time of the enforcement contact, the driver and vehicle may be released to a licensed passenger (if under 21 years of age and has not consumed any alcohol, of if over 21 years of age and is not under the influence), released to a parent or guardian, transported to a safe place or allowed to call for a ride.
     - (2) If the driver has been ordered not to drive and is stopped again and still has a measurable amount of alcohol in his/her system, as a measured by a PAS test, the driver may be cited/arrested for 2800 CVC, failure to obey a lawful order from a peace officer.
   - D. If a minor driver is arrested for DUI, and after a breath test is obtained by Intoxilyzer and is determined not to be under the influence, the Intoxilyzer evidentiary test may be considered a PAS test for purposes of sections 23136/23137 CVC. However, 23140 CVC may apply if 0.05% BAC was measured by Intoxilyzer.
3. Forms required for enforcement of 23136 (a) CVC
   - A. Officer completes DMV DS360A (0.01% BAC, under age 21). Driver is provided with a third copy
   - B. Officer completes DMV DS367, Officer's Statement, including preliminary alcohol screening test section of 367A.
   - C. Officer shall attach driver's license to above forms for DMV processing.

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

Reference(s):Sections Listed Above

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.5.03 Chemical Tests

The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.

Reference(s):UPD Policy #504(Impaired Driving and Evidence Collection)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.5.04 Chemical Test Refusals

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

Reference(s): UPD Policy #504 (Impaired Driving and Evidence Collection),

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

16.5.05 DUI Report Forms

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

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, 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(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

SECTION 17 SELF-INITIATED ACTIVITY

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

A. Investigative stops
B. Traffic enforcement

Reference(s): *UPD Policy #400 (Patrol Function)*

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:	Incident #: _____ Case Report #: _____ *(if applicable)*

PATROL ACTIVITY

Patrol is defined by police authorities as the "eyes and ears of the Police Department". It is generally the initial contact between the police and the public, affording an excellent opportunity for good public relations.

A. The types of patrol defined as:
   1. Foot
   2. Auto
   3. Fixed or stationary

4. Stakeouts
5. Bicycle

B. The purpose of police patrol is as follows:
   1. Prevention of crime
   2. Enforcement of laws and ordinances
   3. Preservation of the peace
   4. Detect and arrest violators of the law
   5. Protect life and property

C. Preparation for patrol begins at briefing. In briefings, wanted bulletins, teletypes, departmental orders, special instructions and some in service training are covered.

D. The appearance and demeanor of a police officer is all important. If he looks and acts like he knows what he is doing, he will be generally accepted at face value by the public.

E. Before going on patrol, the police vehicle shall be checked. The mechanical condition of lights, brakes tires and signaling devises should be tested, along with a check of red lights. The trunk compartment should be checked for flares/cones, vest, camera, first-aid kit, etc. Any vehicle defects shall be reported, and the unit taken out of service if the condition is serious.

F. Before leaving the police lot, seat belts shall be fastened per Departmental Policy.

G. Immediately after going in service, the officer should fist check out his entire beat. Attention should be directed toward special problems and hazards, such as new road construction and potential trouble spots.

H. A patrol car attracts attention and should be driven in a prudent manner at all times. When driving in a slow manner, stay to the right and do not permit traffic to form a parade behind you. Pull to the curb and stop. This will also allow the officer to observe any suspicious vehicles to the rear.

I. Officers shall be available for radio calls at the times when in service. When out of the unit on normal patrol duties, the portable radio should be on and monitored for emergency calls.

J. Traffic enforcement is not the primary responsibility of a patrol car officer; however, citations should be issued to violators when observed.

17.1.02 Pedestrian Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:

L. Suspicious persons
M. Consensual encounters
N. Enforcement of pedestrian related violations

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

A. Gang area / Gang activities
B. DUI enforcement
C. Illegal vendors
D. Pattern crime
E. COPS / POP projects / School programs / NPEs

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

17.1.04 Arrests

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:

A. Misdemeanors
B. Felonies
C. Others (e.g. Municipal codes, local ordinances)

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

A. Field interview (FI) cards
B. Bar checks
E. Additional agency-specific activities
1. Vehicle/Bicycle/Pedestrian Stops

	C. Curfew violators	2. Narcotics	
	D. Suspicious circumstances	3.	

Reference(s):

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Name	Date	Name	Date		Name	Date	
FTO					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee								

Comments:

Incident #: _____

Case Report #: _____
(if applicable)

Narcotics –

Identification- Methamphetamine, Cocaine, Heroin, Marijuana, Hash Oil, Bath Salts, Spice, Prescriptions

Methods of Consumption- Oral, Snort, Smoke, Inject

Possession vs. Possession for Sales – Quantity and Packaging

Paraphernalia & Indicia

Presumptive Testing & DOJ Packaging

Asset Forfeiture – Minimum $ amounts, Vehicles, Notify Narcotics through supervisor

Report Writing

Medical Marijuana- Defense Only, Distribution, Cultivation, Consumption, City Ordinances

CSU Stanislaus Police Department

Policy Manual Sign-Off

At the beginning of the Field Training Program, each Trainee will receive an electronic copy of the most current UPD Policy Manual. The Trainee will also be shown how to access the most current electronic Policy Manual. Throughout the Field Training Program, the Trainee shall review the listed most current Policy Manual Sections with a Field Training Officer. Once reviewed, the Trainee will acknowledge they understand each section by signing off below.

Section Covered/Received	FTO	Trainee	Date
1. Copy of Policy Manual (electronic)	_____	_____	_____
2. Access to Policy Manual	_____	_____	_____
3. Use of Force – Policy #300	_____	_____	_____
4. Officer Involved Shooting – Policy #303	_____	_____	_____
5. Handcuffing- Policy #301	_____	_____	_____
6. Less Lethal Control Devices – Policy #308	_____	_____	_____
7. Conducted Energy Device – Policy #302	_____	_____	_____
8. Vehicle Pursuits – Policy # 305	_____	_____	_____
9. Officer Response to Calls – Policy #306	_____	_____	_____
10. Off-Duty Actions – Policy #336	_____	_____	_____
11. Social Networking – Policy #1026	_____	_____	_____

CSU, Stanislaus Police Department

FTP Report Completion Checklist

The following listed reports or forms should be completed by the trainee during the field training period. The FTO should record the case number and their initials when the report or form is completed. If a report or form has not been completed by the end of the FTO program, they should be covered "verbally." The section should then be signed off, stating "verbal", along with the FTOs initials.

Incident	Case Number	FTO
187 PC – Murder		
Unattended Death		
211 PC – Robbery		
242 PC – Battery		
245 PC – ADW		
261 PC – Rape		
273(a) PC – Child Abuse		
273.5 PC – Spousal Assault		
Emergency Protective Order (E.P.O.)		
836 Arrest Packet		
Domestic Violence – Incident		
288 PC – Child Molest		
487 PC – Grand Theft		
488 PC – Stolen License Plates		
459 PC – Burglary (Residential)		
459 PC – Burglary (Commercial)		
Assist Outside Agency (A.O.A.)		
601 W&I – Runaway Juvenile		
Missing Endangered		
Returned Runaway Juvenile		
Voluntary Missing Adult		
10851 VC – Stolen Vehicle		
10851 VC – Recovered Stolen Vehicle		

Incident	Case Number	FTO
CHP 180 – Towed Vehicle		
Traffic Accident – PDO		
Traffic Accident – Injury		
837 PC – Citizen's Arrest		

Juvenile Petition	_____	_____
Misdemeanor Citation	_____	_____
23152 VC – DUI Cite Out	_____	_____
11550 H&S – UTI	_____	_____
Narcotics Arrest	_____	_____
647(f)/849(b) PC – Public Intox	_____	_____
Warrant Arrest – Booked	_____	_____
Warrant Arrest – Cite Out	_____	_____
3056 PC – Parole Hold	_____	_____
Found Property	_____	_____
5150 Hold	_____	_____
F.I. Card	_____	_____
Alarm Citation	_____	_____
Parking Citation	_____	_____
Traffic Citation	_____	_____
Admin Citations	_____	_____
Crime Lab Request	_____	_____
Overtime Slip	_____	_____
Time-Off Slip	_____	_____
Major Crime Scene Log	_____	_____
Vehicle Repair Form	_____	_____