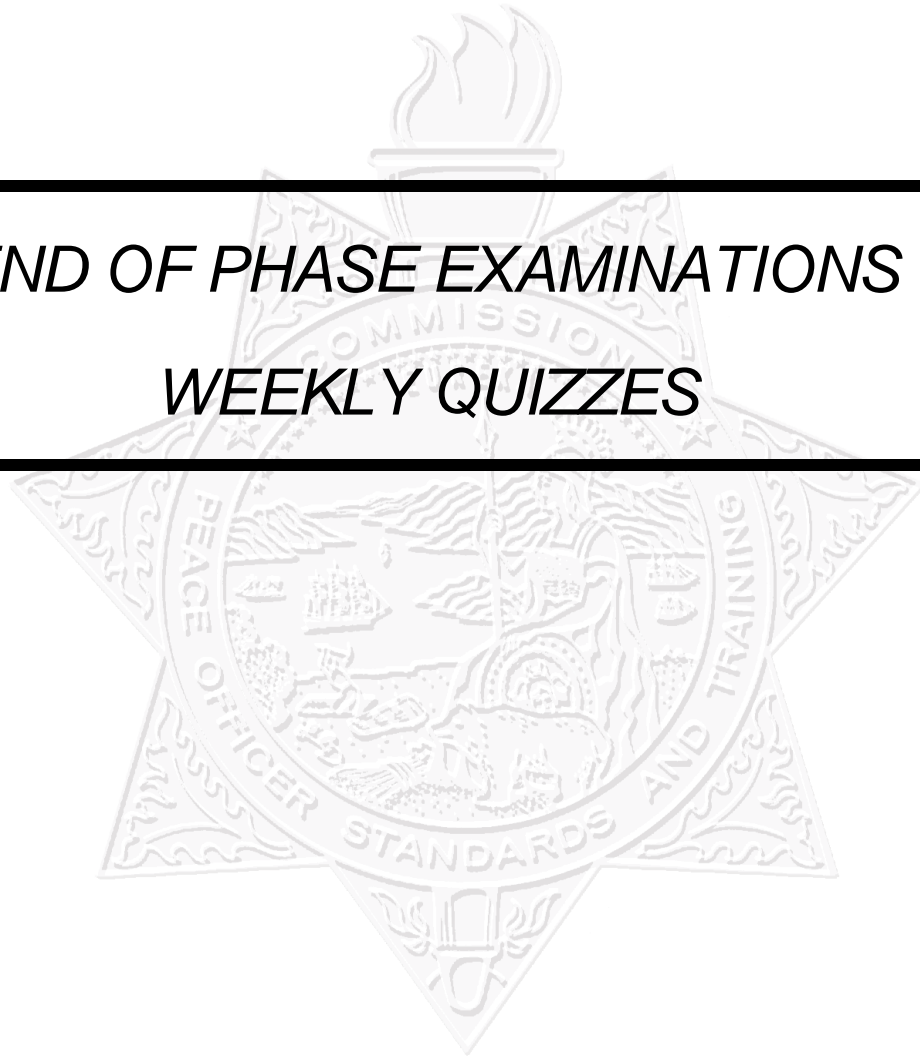

SIMI VALLEY POLICE DEPARTMENT

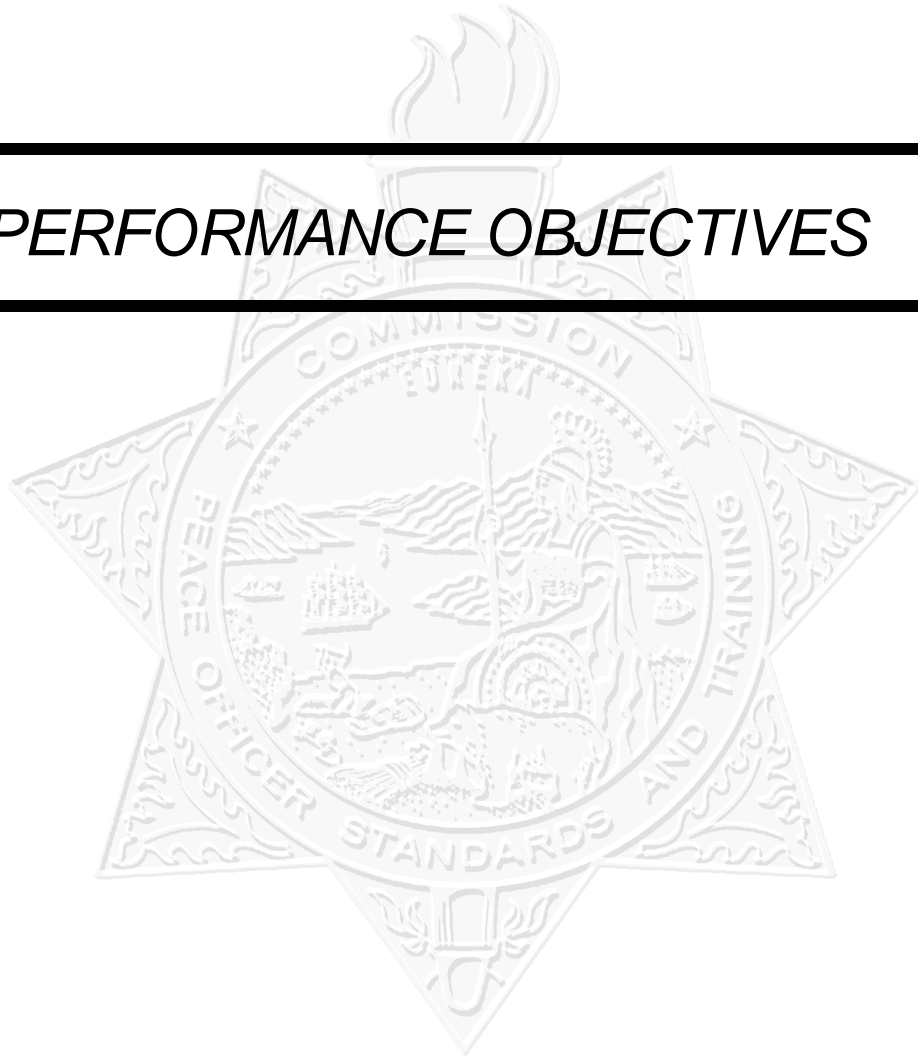
FIELD TRAINING PROGRAM MANUAL



END OF PHASE EXAMINATIONS
WEEKLY QUIZZES



PERFORMANCE OBJECTIVES



FIELD TRAINING PROGRAM

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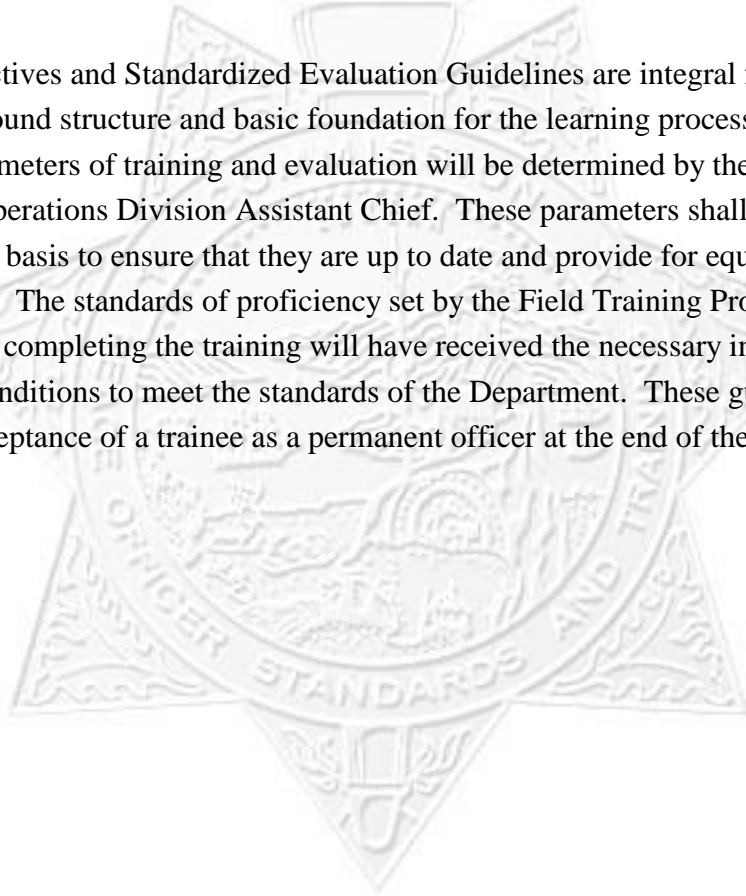
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FIELD TRAINING PROGRAM POLICY STATEMENT

The Simi Valley Police Department, in keeping with the strictest levels of performance requirements, must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained police officers shall remain a fundamental goal of the Department.

The Field Training Program has been developed and implemented to meet this responsibility. This program will remain a functional support unit assigned to the Operations Division, and shall receive staff support from the Training Section, Auxiliary Services Unit.

The Performance Objectives and Standardized Evaluation Guidelines are integral features of the program, providing a sound structure and basic foundation for the learning process that each trainee will undergo. The parameters of training and evaluation will be determined by the Program Staff in conjunction with the Operations Division Assistant Chief. These parameters shall be carefully scrutinized on a regular basis to ensure that they are up to date and provide for equal and standardized training and evaluation. The standards of proficiency set by the Field Training Program are meant to ensure that each officer completing the training will have received the necessary instructions and guidance under field conditions to meet the standards of the Department. These guidelines also serve as standards for the acceptance of a trainee as a permanent officer at the end of the probationary period.

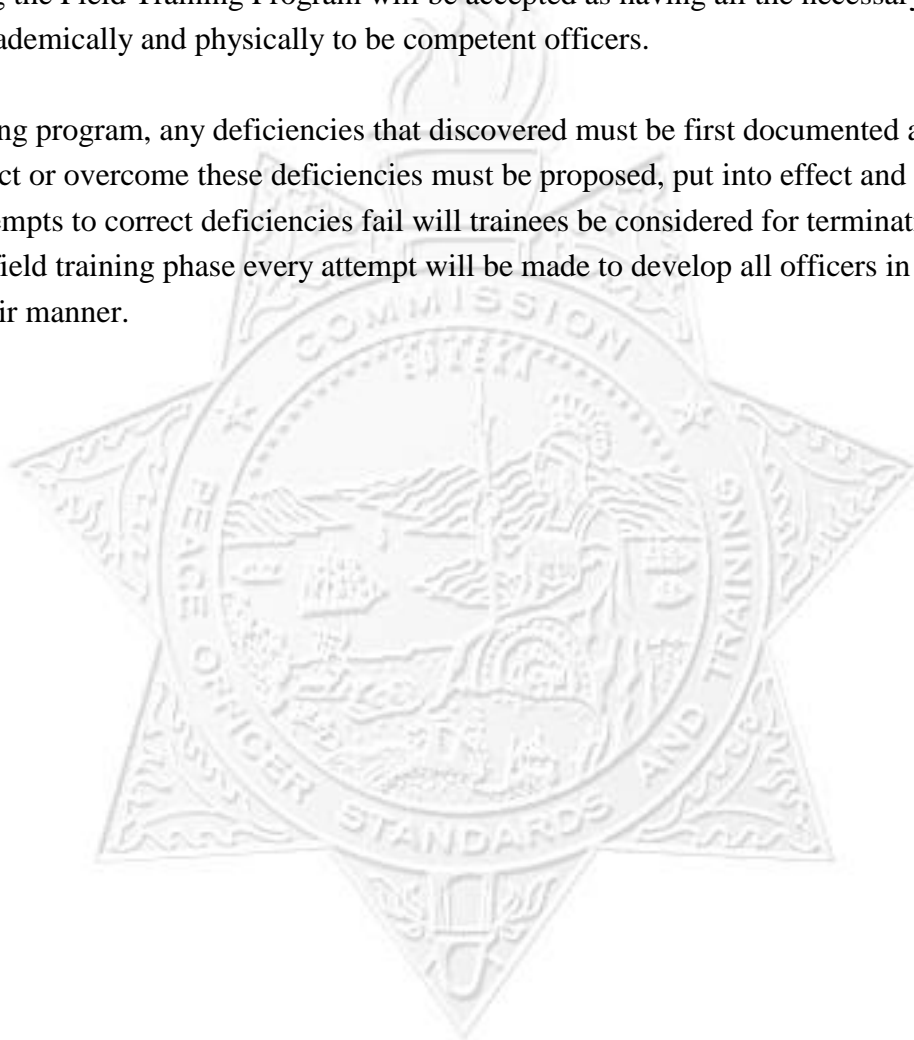


FIELD TRAINING PROGRAM PHILOSOPHY STATEMENT

This program is designed on the concept of “screening in” rather than “screening out” trainee officers. A brief explanation of the foregoing statement is as follows:

Trainees entering the Field Training Program will be accepted as having all the necessary qualifications academically and physically to be competent officers.

During the training program, any deficiencies that discovered must be first documented and then attempts to correct or overcome these deficiencies must be proposed, put into effect and documented. Only if these attempts to correct deficiencies fail will trainees be considered for termination. Throughout the field training phase every attempt will be made to develop all officers in a thorough, consistent and fair manner.



FIELD TRAINING PROGRAM GOALS AND OBJECTIVES

The Simi Valley Police Department Field Training Program has been designed and implemented so that the following objectives may be met:

1. To produce a highly trained and positively motivated police officer capable of meeting or exceeding standards of performance required by the Simi Valley Police Department.
2. To provide equal and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
3. To build on the foundation of knowledge given at the police academy, thereby creating an environment in which the trainee may develop new skills as well as increase proficiency in those acquired in the academic setting.
4. To improve the Department screening process by providing on-the-job observation of each trainee's performance.
5. To establish an appraisal system which is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of probationary officer performance.
6. To establish career paths within the Department by providing qualified officers with additional training and opportunities to develop leadership skills.
7. To ultimately increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

FIELD TRAINING PROGRAM

TRAINING PROGRAM OVERVIEW

The Field Training Program is 18 weeks in length and divided into four specific phases as outlined below.

Phase I is four weeks in length. It consists of the orientation period followed by several weeks of instruction and training. During this time, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. FTOs assigned to Phase I responsibility are identified as the "Primary FTO". The important elements of this phase are the molding of the trainee's attitude toward the experienced officers and making it clear that the program is not "just something else they have to get through." The FTO's function as a role model is particularly important here. A great deal of the trainee's ultimate success will hinge on his or her attitude toward the training program and on the image projected by the FTO.

Phase II is somewhat more complex than the first phase. This phase is four weeks in length. It is expected trainees will begin handling calls for service with less input required from their FTO. It is now that they begin to master the skills at hand. The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of the workload, guarding against under or over loading.

Phase III is six weeks in length. It is characterized by advanced training and the polishing of those skills obtained earlier. Trainees will be expected to handle all patrol details, save those they have not yet been exposed to, without assistance. They should be initiating all patrol activities on their own. During Phase III, less training is provided in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

Phase IV is the final phase. This phase is four weeks in length. The last two weeks is an evaluation only phase. An important aspect of this phase is the trainee's return to his or her primary FTO for evaluation. This is done so that the FTO who originally observed the trainee will be able to evaluate the final product and compare performance levels. During the last two weeks, the primary FTO will observe the actions of the trainee from a ride-along position while wearing plain clothes. The FTO will not take any action except in instances where their intervention is necessary. This FTO intervention should occur under the following circumstances:

- 1) Officer Safety: If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, then the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
- 2) Illegal and Unethical Activity: The FTO must ensure that the trainee's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
- 3) Embarrassment to a Citizen, the Agency, or the FTO: The FTO should not allow an incident to reach the point where a citizen or the FTO becomes embarrassed by the trainee's actions. The FTO must not allow the trainee to embarrass or bring discredit to the Agency at any time.

If, at any time, it is determined the trainee has demonstrated a pattern of difficulty or inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training or be terminated from the program.

The consistency and standardization of phase training are essential to the success of the Field Training Program. Standardized training provides for uniform application of policy, procedure, and law throughout the agency. Consistency in training ultimately provides for fair and impartial treatment of all citizens by agency members.

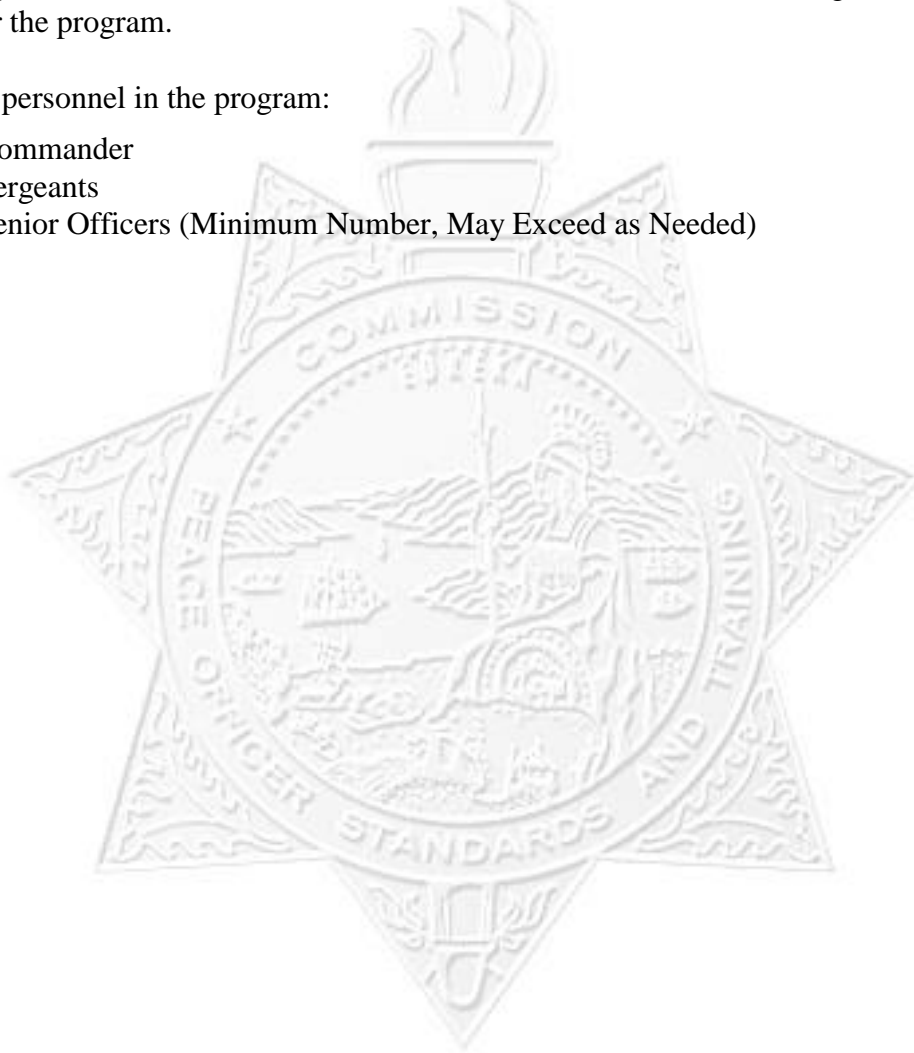


FIELD TRAINING PROGRAM STAFFING

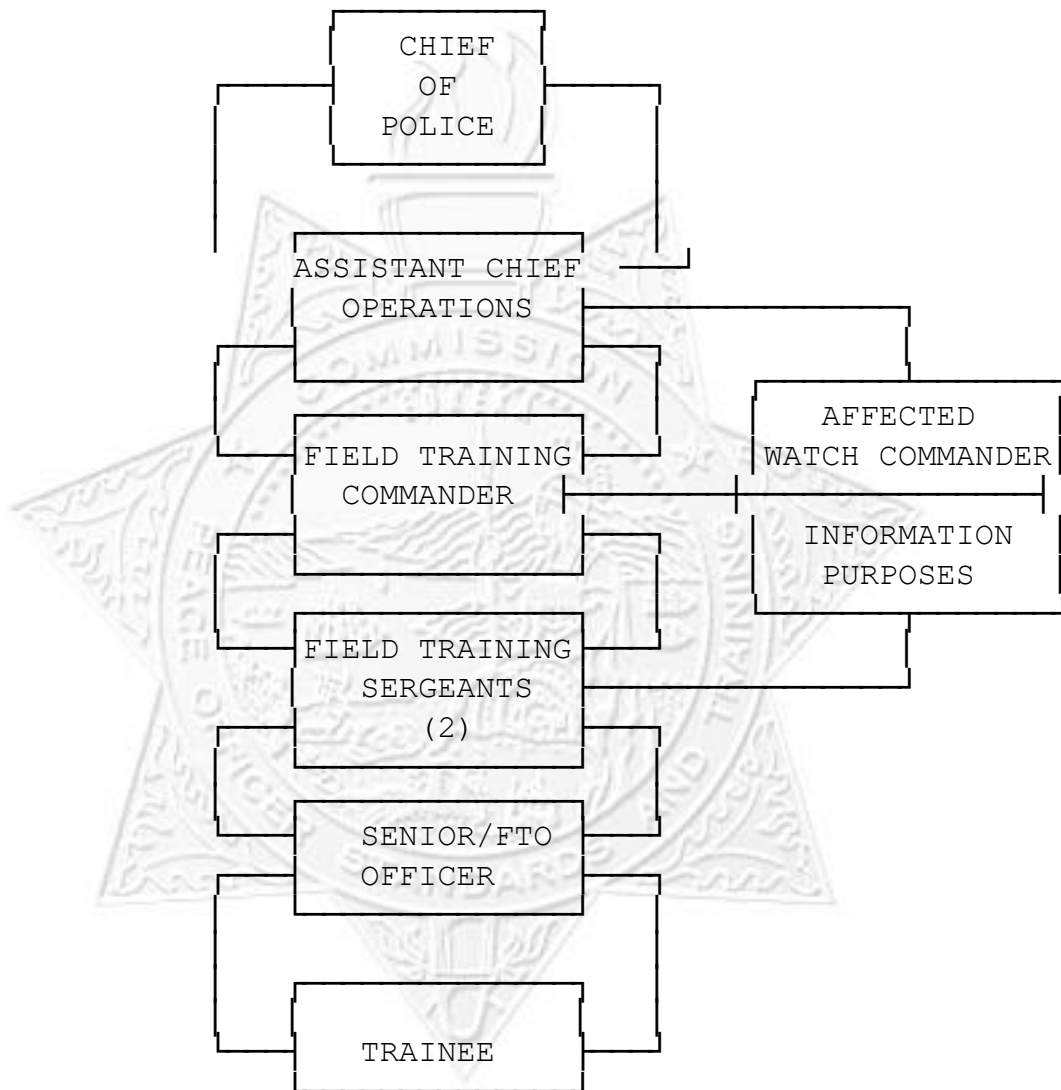
The overall administration of the project will be the responsibility of the Operations Division in conjunction with the Training Section of the Administrative Services Unit. The Field Training Commander has direct responsibility for the program.

Total authorized personnel in the program:

- 1 Commander
- 2 Sergeants
- 6 Senior Officers (Minimum Number, May Exceed as Needed)



FIELD TRAINING PROGRAM CHAIN OF COMMAND



FIELD TRAINING PROGRAM

ROLE/EXPECTATIONS OF THE FIELD TRAINING PROGRAM

COMMANDER

The Field Training Commander is responsible for the Field Training Program and will report directly to the Operations Division Assistant Chief, concerning the administration of the program. The Field Training Commander will maintain all records relating to the trainee's development. This will include daily evaluations, end of phase evaluations, and any other paperwork pertaining to the trainees. He will also maintain Field Training files and other related files, as needed. The Field Training Commander will be responsible for calling staff meetings as he feels they are needed. When the Field Training Commander has received the monthly reports from the Field Training Sergeant, he will compile a brief report concerning the progress of the trainees in the program. This report will be forwarded to the Operations Division Assistant Chief. During the period when no trainees are assigned to the Field Training Program, it shall be the Field Training Commander's responsibility to review and evaluate the program and to implement any organizational changes.

The Field Training Commander shall have functional supervision over all FTO's and SAC's concerning the program. He must ensure that the training and evaluation processes are accomplished and that the required documentation is completed. Such documentation shall address deficient, acceptable and exemplary performance. The documentation must include those remedial solutions suggested in order to overcome any observed deficiencies. The Field Training Commander must monitor the overall training and evaluation of trainees to ensure that a personality conflict between the Senior Officer and the trainee does not arise and that the Senior Officer maintains objectivity throughout his contact with the trainee.

The Field Training Commander shall be a Watch Commander and will be selected by the Operations Division Assistant Chief, subject to the approval of the Chief of Police.

FIELD TRAINING PROGRAM

ROLE/EXPECTATIONS OF THE FIELD TRAINING PROGRAM SUPERVISOR/ADMINISTRATOR/COORDINATOR (SAC)

Role of the Field Training Program SAC

The role of the Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) is to ensure that the standards and objectives of the department's field training program are adhered to. The FTP SAC assists the PTL in administration and supervision of the program. To meet these requirements, the FTP SAC must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer's training progress. In administering the program, the FTP SAC is responsible for ensuring that the department's program is in compliance with the minimum standards established by POST. FTP SACs must be trained in the various components of the program and should have influence within the department. The FTP SAC is expected to protect and promote the department's field training program through the following:

Expectations of the Field Training Program SAC

Observation

While it is not necessary to routinely respond to calls that are assigned to a training team, a FTP SAC should, in the course of his/her duties, observe the trainee perform. Since the FTP SAC is responsible for providing feedback to both team members, the interaction between the trainee and his/her FTO should also be observed.

The FTP SAC shall review and approve all Daily Observation Reports and End of Phase Reports, as well as all other trainee and/or FTO generated work product requiring supervisory approval.

Feedback

Direct feedback from a FTP SAC to the trainee can have a significant impact (sometimes officers can recall these incidents throughout their entire careers); therefore, it should be done judiciously. To praise a trainee, or both the trainee and the FTO, openly for an incident of good performance, will serve to positively reinforce the program. Negative comments on the trainee's performance should be made to the FTO privately, while giving support to his/her role in bringing the trainee's performance up to an acceptable level.

Counsel

Just as a FTP SAC would assess and guide officers in their other law enforcement duties, he/she must often counsel the FTO through the training process. A personal style that the FTO has may have an adverse impact on trainees, or other issues such as a personal relationship, favors, or a serious conflict with a trainee must be detected and remedied.

Trainee Assignments

The FTP SAC should have an overview of the training progress of each trainee in the program and the assignment status of each FTO. To effectively manage trainee assignments requires planning and a working knowledge of vacation schedules, special assignments, or training courses that the FTOs could be assigned to during a training cycle/phase. The FTP SAC should also be in a position to cross administrative lines (shifts, platoons, etc.) for the purpose of making FTO/trainee assignments that meet the needs of the trainee. To maintain the integrity of the program, the assignment of trainees to FTOs should remain with the FTP SAC.

Extending/Terminating Trainees in the Program

Based on the recommendation of the FTO and a review of trainee performance and evaluation reports, the FTP SAC should have the authority to extend field training for a trainee **who is responding** to remedial efforts. Conversely, the FTP SAC, in accordance with the department's policy, should make a recommendation for termination of employment for a trainee who is not responding to remedial training efforts.

Program and FTO Evaluation

The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs. Meeting with the trainees and/or reviewing evaluation instruments can accomplish this. The FTP SAC must ensure that FTOs understand the FTO evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation to each FTO on his/her performance as a Field Training Officer.

Academy Liaison

In order to closely ally field training with the Regular Basic Course (Academy), the FTP SAC should carefully analyze how both are organized, administered, and evaluated. Insight on special training needs of individual trainees can be gained by contacting academy staff.

FTP SAC Selection Process

FTP SAC's are Sergeants assigned to Field Operations. Selection for this position is conducted pursuant to S.V.P.D. Department Policy 1000, Recruitment and Selection.



FIELD TRAINING PROGRAM

ROLE/EXPECTATIONS OF FIELD TRAINING OFFICERS

Role of the Field Training Officer

Field Training Officers (FTOs) have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, while trainees closely watch, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide trainees through a comprehensive curriculum that requires the blending of knowledge and skills, and the good judgment of when, where, and how to apply them.

The essentials of the FTO's role are that he/she applies the techniques of coaching by providing a role model to follow and giving encouragement and direction to the trainee to apply what has been taught. The FTO must follow that up by giving feedback on the trainee's performance. It is important that this assessment have a positive impact on the performance of the trainee. The FTO's appraisal of the trainee's abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques and methodologies to meet the needs of the trainee in rectifying any performance deficiencies.

The system that effectively identifies and selects qualified personnel to be FTOs will more often produce technically competent and active officers because patrol supervisors and commanders generally focus on these attributes and recommend officers who have them. It follows that the system will select FTOs who not only set very high standards for themselves but for the trainees as well. In discussing the role of the FTO, although high standards are desirable, the trainee must measure up to the standards that the department sets for the field training program, not higher standards set by the FTO.

FTOs must be flexible and able to change as the challenges change; otherwise, the trainee, the program, and the department will suffer. A bad FTO can disrupt the entire training process and potentially destroy the department. A great deal of trust and responsibility go with this assignment and good FTOs can make major positive impacts within their department.

Expectations of Field Training Officers

Teacher/Trainer

Any officer who becomes a Field Training Officer must have a passion for teaching. The most obvious function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual

conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTOs are often selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTOs should be willing to accept the responsibility for the progress of the trainee, or lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee's performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the trainee's state of mind. The trainee's problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and his/her success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee. The sooner trainees know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into this field training program so that the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with effective training, he/she will successfully complete the field training program.

FTO training methods should be conducive to producing a successful trainee. Ineffective training methods can seriously alter a trainee's self image. The use of loud, profane speech or humiliation tactics is not acceptable conduct. These methods do not contribute to the learning environment.

FTOs should reinforce positive attributes and accomplishments instead of downgrading weaknesses. Trainees respond more quickly to positive statements than to negative ones. Above all, within the limits of good judgment, FTOs should use realistic and established training methods that are conducive to the trainee's temperament, needs, and development as a patrol officer.

FTOs must conduct themselves in a professional manner at all times. They must teach and reinforce department policy and procedures. FTOs who focus on values and teach real life lessons will have a profound impact on the trainee's success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance. FTOs with a true desire to teach are often more concerned about their contribution to the success of each trainee **and** the program than any compensation or recognition they might receive.

Role Model

FTOs must be positive role models! They must lead by example exhibiting integrity, honesty, and ethical behavior. Maintaining a professional demeanor and appearance; adhering to department rules and regulations; supporting the department's vision, mission, and values; adhering to program guidelines in terms of policies and confidentiality; and having a positive attitude toward the department, the training program, the job, and the trainee accomplish the best aspects of role modeling. FTOs dedicated to the goals and success of the field training program will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.

During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important to communication because trainees are not likely to share their ideas, questions, or feelings unless they feel their FTO is open or empathetic to them.

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees are not likely to develop when they feel or are told that success is not possible. Trainees need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success. There is nothing more disconcerting than facing a "stacked deck." Everyone needs to know that they have a chance to succeed. FTOs should expect trainees to succeed.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed in that: 1) the trainee should not be stereotyped or be discriminated against, and 2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

What FTOs expect from their trainees and how they (the trainees) are treated largely determines the trainees' success in the program. Trainees, more often than not, perform at a level they believe is expected of them. The expectation of an event can actually make it happen in field training. FTOs cannot avoid the cycle of events that stem from low expectations by merely hiding their feelings toward the trainee. It is virtually impossible to do this in that messages are constantly being conveyed through actions, mannerisms, expressions, tone of voice, and omissions. FTOs will often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or

disinterest. What is critical in the communication of expectations is often not what the FTO says but how the FTO behaves.

The goals of the program, the department, the trainee, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

Evaluator

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the field training program. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence. If FTOs cannot evaluate, they cannot train. Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, End of Phase Reports, remedial training, evaluation sessions, and verbal feedback. The principle element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (SEGs) when completing the Daily Observation Reports (DORs) and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.

FTOs should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee's performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.

Leader

FTOs should exemplify the department's vision, mission, and values in the program and the community. FTOs should share responsibility with their trainee, delegating through problem-solving, and training him/her to engage in pre-planning. The FTO must develop and utilize multiple resources.

FTOs are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding him/her accountable for his/her own success in the training program. Trainees will want to succeed because of the FTO's leadership.

FIELD TRAINING PROGRAM

ROLE/EXPECTATIONS OF TRAINEES

Role of the Trainee

The role of the field training program trainee is to demonstrate the ability to perform at a solo uniformed patrol officer level by the end of the program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the trainee's life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must simply give their best effort each and every moment they are assigned to the program.

Expectations of Trainees

Trainees are to be respectful to their FTOs and other program staff. The FTO's direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTP SAC. If the trainee still has a concern or problem, the trainee may ask the FTP SAC to set up a meeting with the FTP Commander. The FTP SAC shall notify the FTP Commander, and a meeting shall be scheduled.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the department manuals.

Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. **Trainees are expected to make mistakes.** They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off duty, trainees should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Trainees will receive evaluations (Daily Observation Reports and End of Phase Reports). Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their

part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field training program itself.

Trainees' relationships with field training program staff, other trainees, and co-workers shall be respectful and strictly professional, both on and off duty, while they are in the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the department head or field training program commanding officer is aware of the relationship. Department policy regarding these issues should be fully explained and followed.



SENIOR OFFICER (FIELD TRAINING OFFICER) PROMOTIONAL (SELECTION) PROCESS

The Field Training Program is authorized ten (10) Senior Officers on a full-time basis. These officers will be assigned to Patrol and Traffic. In addition, three (3) officers may be designated as Alternate Senior Officers and will function as Senior Officers when the need arises.

The following assignment process will be adhered to when filling any additional vacancies which may occur within the program.

1. The City Personnel Officer will publish a memo announcing the promotional process (refer to attachment).
2. Officers meeting the stated qualifications will be requested to submit an employment application to the Department of General Services (Personnel). The application shall contain all application materials including resumes, commendations, letters of reference, etc.

To be appointed, officers must pass the promotional process which is based upon a written examination (pass/fail), a promotability rating (weight 90%) and a earned credit review (weight 10%). A minimum passing score of 70% is required for each area to be considered eligible. Certification will be based on examination of composite scores and from that an eligibility list will be completed and posted.

Appointments made to the Senior Officer position will be made from an established promotional eligibility list the same as with other ranks within the Police Department in accordance with the provisions of Policy 6 of the City of Simi Valley Employee's Manual.

1. The **Senior Officer** position is a quasi-supervisor assignment and is considered a promotion and a rank above that of Police Officer and below that of Sergeant.
2. With the rank of **Senior Officer** comes additional compensation in accordance with the negotiated contract. This compensation will be considered part of the base salary and will be included when calculating future salary increases.
3. Any **Senior Officer** may be required to alternate shift assignments during a training period to accommodate the Field Training Program. Such changes will be directed by the Field Training Supervisor with the concurrence of the Operations Division Assistant Chief.
4. A **Senior Officer** may be assigned to other Senior Officer duties by the Chief of Police, or his designee, when the needs of the Department so require.

The promotion to that of Senior Officer will not preclude the officer from taking advantage of other job assignments within the Department or promotional opportunities as they may occur.

SPO Promotional Process documents may be found in Department Policy 1003, Special Assignments and Promotions



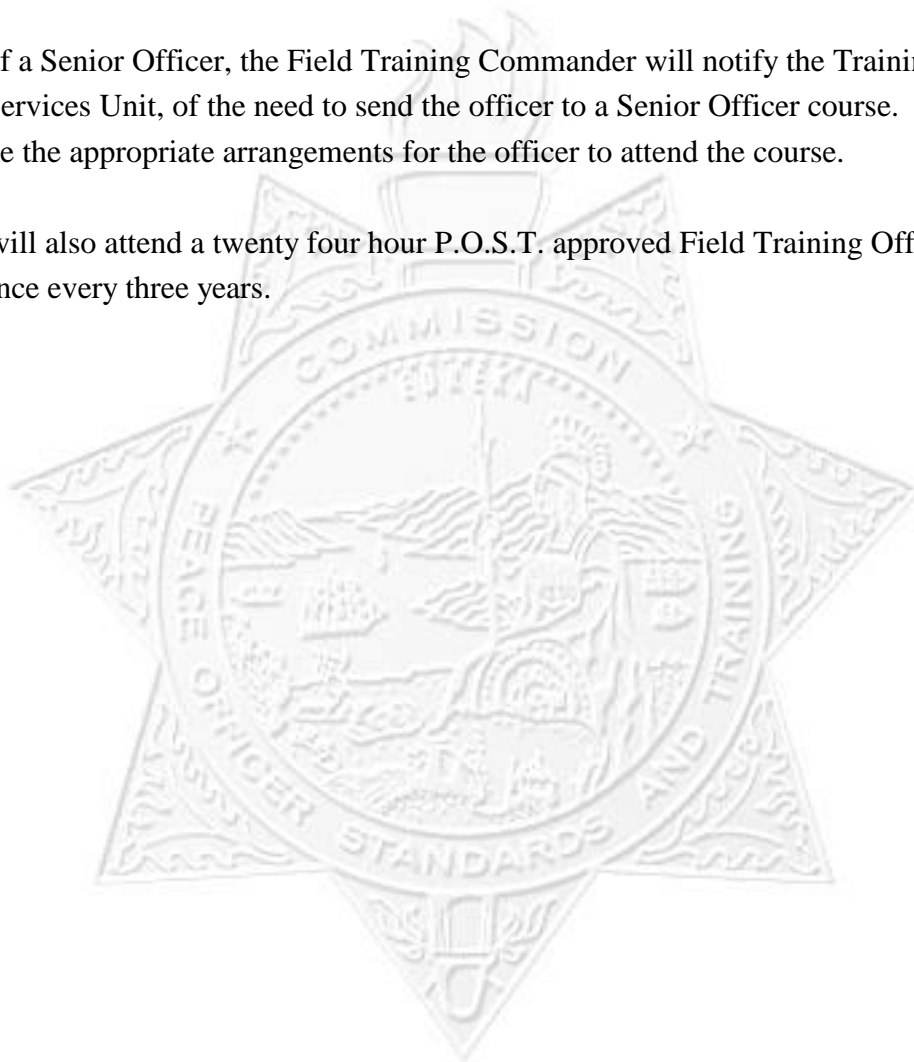
FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER TRAINING COURSE

A Senior Officer/Field Training Officer will be sent to a P.O.S.T. Certified Field Training Officer Course as soon as practical after his/her appointment to the program. Failure to satisfactorily complete the course will result in the removal of the officer from the Senior Officer Program.

Upon selection of a Senior Officer, the Field Training Commander will notify the Training Section, Administrative Services Unit, of the need to send the officer to a Senior Officer course. The Training Section will make the appropriate arrangements for the officer to attend the course.

Senior Officers will also attend a twenty four hour P.O.S.T. approved Field Training Officer Update Course at least once every three years.



FIELD TRAINING PROGRAM TRAINEE ASSIGNMENT PROCEDURE

Upon hiring a Police Officer, the Background Investigator shall immediately notify the Field Training Commander of the date the new officer is to be hired. At the time of notification, the Background Investigator will furnish a "New Police Officer Profile" to the Field Training Sergeant (see attached). The profile will contain a synopsis of the officer's background including: personal data, experience, education, etc.

The Field Training Commander will, with the assistance of the Field Training Sergeants, select the Senior Officers to train the new employee. Upon the selection, the Field Training Commander will notify the following:

1. Assistant Chief, Operations Division
2. Field Training Officer
3. Affected Watch Commander
4. Background Investigator
 - a. The Background Investigator shall inform the new Police Officer of the Assignment.

A Field Training Sergeant will then meet with the assigned Senior Officer. The Field Training Sergeant shall review the "New Police Officer Profile" for the new employee with the Senior Officer and initiate an evaluation schedule for the new employee (see attached).

FIELD TRAINING PROGRAM NEW POLICE OFFICER PROFILE

Date:

From: Detectives Tom Chapple and Brian Young, Background Investigators

To: Field Training Program Sergeants John Adamczyk and Roy Walker

Trainee Name:

Date of Hire:

Anticipated Field Training Program Start Date:

City of Residence:

Age: Married:

Previous Law Enforcement Experience:

Entry Level – Academy:

Education:

Military:

Comments:

FIELD TRAINING PROGRAM

PHASE TRAINING

Phase training is a process designed to achieve the following goals:

1. A systematic, performance objective based approach to field training.
2. A means of ensuring trainee capability in performing basic tasks/skills necessary for competent operation in a single officer unit.
3. The prevention of unnecessary duplication of training as trainees transfer from one Senior Officer to another.
4. Consistency in the method by which certain basic patrol skills are taught to new officers.
5. An early detection of weaknesses in an officer's performance and specific documentation of training given to overcome these weaknesses.

Recognizing that the random occurrence of events in the field does not allow for systematic learning, phase training overcomes this process by providing basic, objective-oriented training.

Certain tasks/skills considered necessary for effective and safe operation in a single officer unit have been identified. They have been incorporated into four phases. Their inclusion by phase has been based on the following criteria; earlier training phases include situations that have been identified as high in frequency of occurrence, or low in frequency of occurrence and serious in consequence of error. For example, the issuing of traffic warnings is one of the most commonly engaged in patrol practices. However, any errors involved can be quickly corrected. Felony vehicle stops, on the other hand, occur very rarely. Here however, the consequences of error can be death. Phase training has incorporated situations paralleling the above into the earliest periods of training, and more complex patrol skills into the later phases.

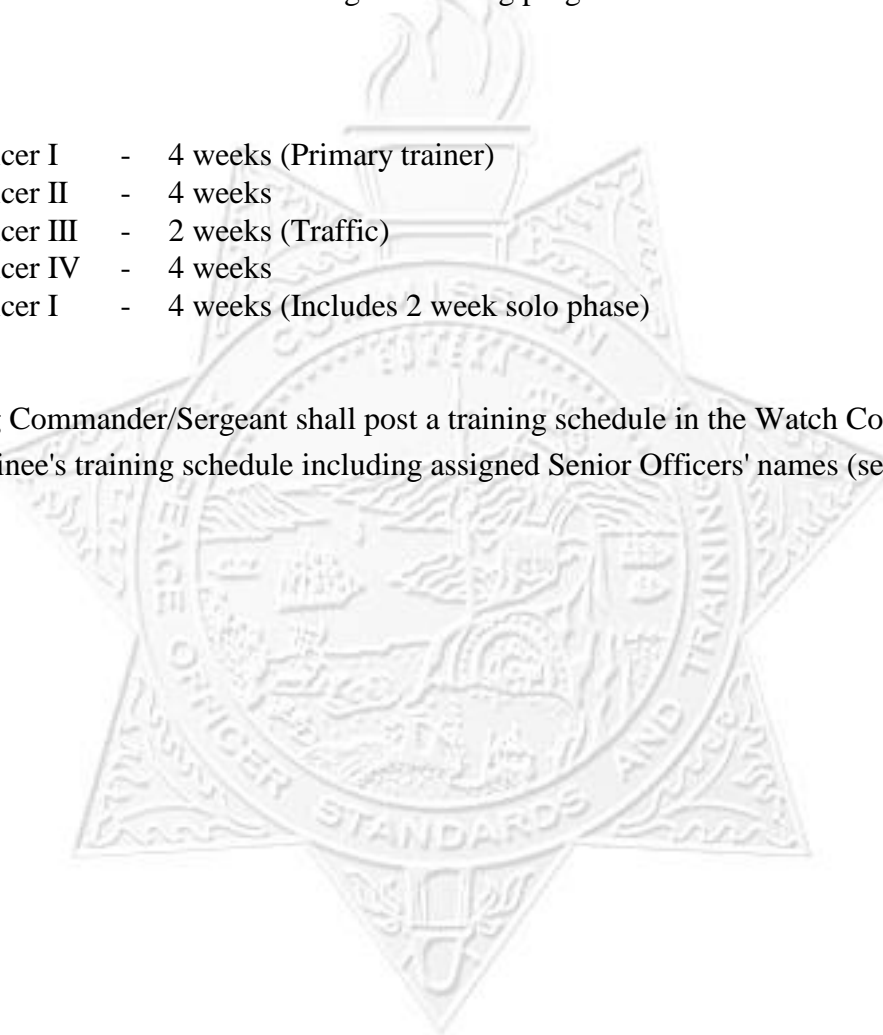
Phase I	Phase II	Phase III	Phase IV
FTO "A" PRIMARY FTO	FTO "B"	FTO "C"	FTO "A" PRIMARY FTO
<ul style="list-style-type: none"> • Orientation (no evaluation) • Daily Evaluations • Weekly Progress Reports • End of Phase Report 	<ul style="list-style-type: none"> • Daily Evaluations • Weekly Progress Reports • End of Phase Report 	<ul style="list-style-type: none"> • Daily Evaluations • Weekly Progress Reports • End of Phase Report 	<ul style="list-style-type: none"> • Daily Evaluations • Weekly Progress Reports • End of Phase Report • Completion Record/Competency Attestation

FIELD TRAINING PROGRAM TRAINEE ROTATION SCHEDULE

An integral part of the Field Training Program is that all training is consistent. In addition, the trainee should be exposed to more than one training officer in order to obtain a broad exposure to different practices and procedures. In order to accomplish this, each trainee shall be exposed to all watches and be assigned to a number of Senior Officers during the training program. The normal rotation for training will be as follows:

- Senior Officer I - 4 weeks (Primary trainer)
- Senior Officer II - 4 weeks
- Senior Officer III - 2 weeks (Traffic)
- Senior Officer IV - 4 weeks
- Senior Officer I - 4 weeks (Includes 2 week solo phase)

The Field Training Commander/Sergeant shall post a training schedule in the Watch Commander's Office indicating each trainee's training schedule including assigned Senior Officers' names (see attached).



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FIELD TRAINING PROGRAM

TRAINING/EVALUATION SCHEDULE - LATERAL LEVEL

TRAINEE: _____ I.D.# _____

HIRE DATE: _____ F.T. START DATE: _____

SENIOR OFFICERS:

1. _____ I.D.# _____ SHIFT _____
2. _____ I.D.# _____ SHIFT _____
3. _____ I.D.# _____ SHIFT _____
4. _____ I.D.# _____ SHIFT _____
5. _____ I.D.# _____ SHIFT _____

TRAINING ROTATION SCHEDULE

ROTATION	1	2	3	4	5
DATES	-	-	-	-	-
DATE EVAL RECEIVED					
PROGRESS* <small>Below/on/ above schedule</small>					

EXTENDED: NO [] YES [] EXTENSION PERIOD: _____

COMPLETED TRAINING: _____
DATE

RESIGNED/TERMINATED: _____
DATE

Field Training Commander

Field Training Sergeant

Intentionally Left Blank



FIELD TRAINING PROGRAM

ENTRY LEVEL - 18 WEEK TRAINING CHART

Effective Date _____

Trainee/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

TRAINEE ASSIGNED TO SENIOR OFFICER:

Watch I

1A _____

Watch II

2A _____

2B _____

Watch III

3A _____

3B _____

Traffic

T _____

FIELD TRAINING PROGRAM PROCEDURE FOR TRAINEE TERMINATION

The following procedures will be adhered to when recommending termination of a trainee.

If, during any phase of the Field Training Program, it is concluded that a trainee should be considered for termination, it then becomes necessary that all memoranda having a bearing on the eventual decision be gathered. A report summarizing the trainee's performance shall be directed to the Field Training Sergeants. The report shall reflect both the positive as well as the negative aspects of the trainee's performance and shall include conclusions concerning retention or dismissal. The Field Training Sergeants will review the report for accuracy and completeness and then shall forward the report, along with a recommendation, to the Field Training Commander.

Although a Senior Officer is encouraged to continually keep his trainee apprised of his level of performance, it is not the Senior Officer's role to notify the trainee of his pending termination, even though the Senior Officer may initiate the action.

The Field Training Commander will submit all reports along with a termination memo (see attached), to the Assistant Chief, Operations Division. Upon concurrence of the Assistant Chief with the recommendation for termination, the reports will be forwarded to the Chief of Police. Should the Chief of Police concur with the recommendation for termination, the Operations Assistant Chief will have the responsibility to notify the trainee.

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: FAILURE TO COMPLETE PROBATIONARY PERIOD

Policy No. 7 of the City Employee's Manual states that, "The work and conduct of probationary employees will be subject to close scrutiny and evaluation, and if found to be below standards satisfactory to the appointing authority, the appropriate Department Head may dismiss the probationer at any time during the probationary period."

Policy No. 7 also states, "The probationary period shall be considered to be a working test period, during which an employee is required to demonstrate his/her fitness for the position to which he/she is appointed by the actual performance of the duties of the position.

Pursuant to these policies, this is to inform you that you will be terminated from your position of Police Officer in the Police Department effective _____, due to your failure to satisfactorily complete your probationary period.

A copy of the referenced Policy No. 7 is attached for your information.

Chief of Police, Steve Shorts

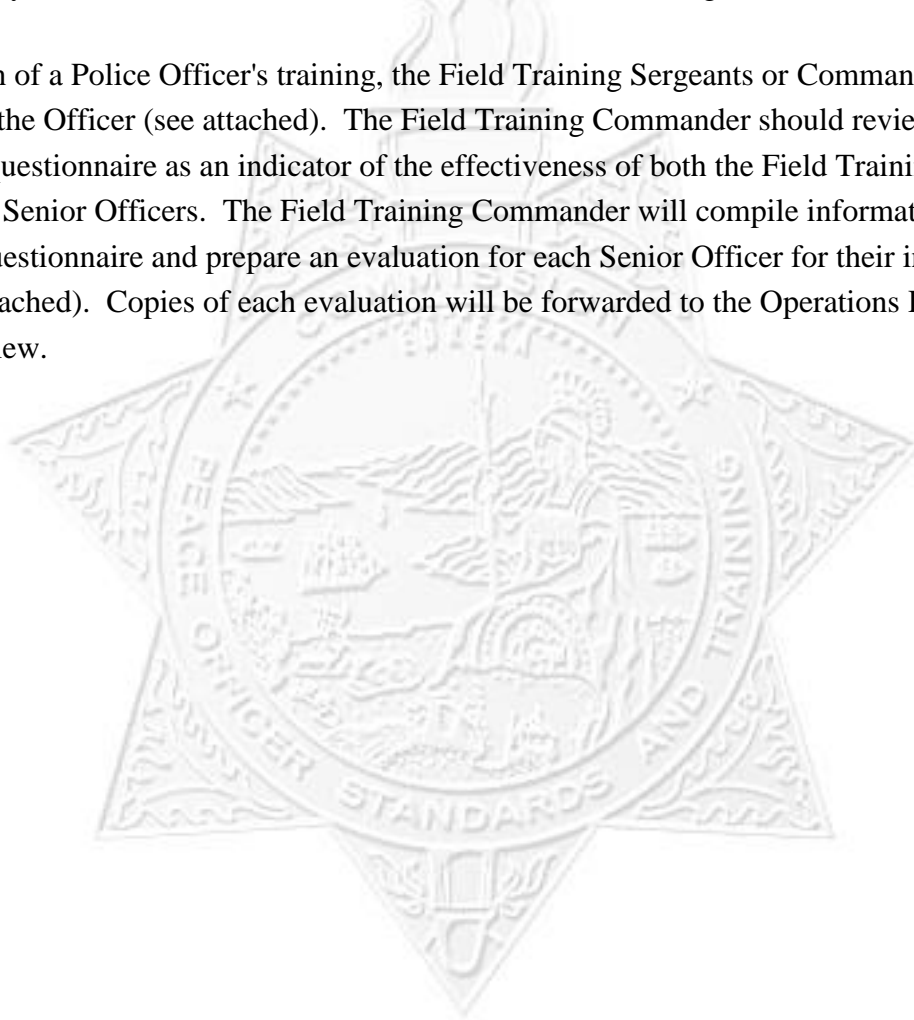
I have read the above memorandum and I have received a copy.

Trainee

FIELD TRAINING PROGRAM EVALUATION QUESTIONNAIRE

In order to continuously evaluate and improve the Field Training Program, a mechanism must be established by which feedback is obtained concerning the effectiveness of the program. One method the Field Training Commander should utilize is the review of a new Senior Officer's performance evaluations over the first few years of service. The second method shall be obtaining feedback from the trainee.

Upon completion of a Police Officer's training, the Field Training Sergeants or Commander shall furnish a questionnaire to the Officer (see attached). The Field Training Commander should review the information provided in the questionnaire as an indicator of the effectiveness of both the Field Training Program and of the individual Senior Officers. The Field Training Commander will compile information received on the completed questionnaire and prepare an evaluation for each Senior Officer for their information and feedback (see attached). Copies of each evaluation will be forwarded to the Operations Division Assistant Chief for his review.



FIELD TRAINING PROGRAM

FIELD TRAINING PROGRAM CRITIQUE FORM

The Field Training Program personnel are determined to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP SAC.

YES NO 1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?
Please comment: _____

YES NO 2. Was the length of the program adequate?
Please comment: _____

YES NO 3. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?
Please comment: _____

YES NO 4. Were there any areas of training you felt were ignored which should have been included or extended?
If so, which areas? _____

YES NO 5. Was the instruction and training provided by the FTOs generally consistent with one another?
Please comment: _____

YES NO 6. Do you feel the evaluations in the Field Training Program (DORs, End of Phase Reports, Weekly Tests, Phase Tests) were necessary for your development as a police officer?
 Please comment: _____

YES NO 7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?
 Please comment: _____

YES NO 8. Do you feel there was sufficient time available for special activities such as COPS projects or other beat activities?
 Please comment: _____

9. Upon completion of the Field Training Program, do you feel you were proficient in each of the following areas?

- | | | | |
|----|---|-----|----|
| A. | Department Policies and Procedures | YES | NO |
| B. | Patrol Vehicle Operations | YES | NO |
| C. | Officer Safety | YES | NO |
| D. | Report Writing | YES | NO |
| E. | Codes and Law | YES | NO |
| F. | Patrol Procedures | YES | NO |
| G. | Handcuffing & Searching Techniques | YES | NO |
| H. | Use of Force | YES | NO |
| I. | Traffic (including DUI & Accident Inv.) | YES | NO |
| J. | Search and Seizure | YES | NO |
| K. | Radio Procedures | YES | NO |
| L. | Investigations and Evidence | YES | NO |
| M. | Conflict Resolution | YES | NO |
| N. | POP | YES | NO |
| O. | Courtroom Procedures | YES | NO |

10. Are there any changes that need to be made to improve the program?

11. Use the space below to add anything that may not have been covered above.



FIELD TRAINING PROGRAM

FTO CRITIQUE FORM

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your comment in each category is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide, the better the picture we will have of each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content (not your identity) of the feedback will be relayed to the FTOs to assist with improving training methods.

This critique is for FTO: _____ Phase: _____

1. The Field Training Program's emphasis is on both training **and** evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area. (Example: Training 50% - Evaluation 50%; Training 70% - Evaluation 30%; etc.)

Training _____% Evaluation _____%

2. Using percentages, indicate how you perceived your FTO related to you.

I am one of a number of recruits _____% I am an individual _____%

Circle the response below that best answers the question or comment.

3. What type of role model was the FTO for you?

POOR FAIR AVERAGE GOOD EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

5. Rate the FTO's knowledge of the training material covered.

POOR FAIR AVERAGE GOOD EXCELLENT

6. How would you describe the FTO's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc?

POOR FAIR AVERAGE GOOD EXCELLENT

7. Rate the FTO's ability to communicate with you.

POOR FAIR AVERAGE GOOD EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in rating you.

POOR FAIR AVERAGE GOOD EXCELLENT

9. Describe the FTO's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE TOO CRITICAL UNFAIR GOOD VERY POSITIVE

10. Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

11. List the area(s) you consider to be the FTO's greatest strengths (i.e. training skills, officer safety tactics, codes and law knowledge, report writing, etc.).

12. List the area(s) in which you feel the FTO needs improvement.

13. Were there any conflicts with the FTO's training and your academy training? YES ___ NO ___
If there were conflicts/discrepancies, please explain.

14. Did you experience any discrepancies between FTOs? YES___ NO___
If yes, in what context did they occur?

15. Please list any additional comments or suggestions here.



Trainee Signature

Date

FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER PERFORMANCE RATING SURVEY

DATE:

TO: Senior Officer _____

FROM: Commander. _____, Field Training Program Manager

SUBJECT: PERFORMANCE RATING SURVEY

In an effort to ensure that the Field Training Program and the Senior Officers themselves always maintain the highest possible level of skill, performance, and interest, an evaluation program is essential. Trainees who participate in the Field Training Program are asked to complete an evaluation on each of the Senior Officers responsible for their training. This information is then forwarded to the FTP/SAC and passed on to each Senior Officer. The following is an overall composite of what the last group of trainees had to say about the training you provided them.

1. Overall ability as a police officer. _____
2. Knowledge of training material covered. _____
3. Ability to relate to trainee. _____
4. Ability to relate to others. _____
5. Overall interest in imparting training material and information. _____
6. Ability to rate you honestly, objectively, and fairly. _____
7. Ability to set an example to trainee and others as a Senior Officer. _____
8. Overall attitude toward job and that of being a Senior Officer. _____

The areas the trainee felt that you performed the best were:

The areas the trainee felt you needed improvement in were:

Supervisory comments :

JOB SPECIFIC - SENIOR OFFICER (FIELD TRAINING OFFICER)

Employee Name: _____

Evaluation Period: _____

Annual

End of Deployment

Change of Assignment

RATING GUIDE

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Partially Meet Expectations
- 1 Unsatisfactory
- N/A Rating criteria does not apply to the employee.

CRITICAL TASKS

RATING

Control of field situations.	
Evaluates objectively.	
Training ability.	
Sets proper example.	
Exposes trainee to a diversity of situations.	

FREQUENT OR OTHER PERFORMANCE TASKS

Completion of Daily Observation Reports (DOR).	
Completes program related training assignments.	
Identifies and remediates performance deficiencies.	
Documents exemplary or substandard performance.	

KNOWLEDGE

Training techniques.	
Report review process.	
Payroll procedures.	

Employee's Signature

Date

Rater's Signature (Supervisor)

Date

FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER ROLE/OVERVIEW

The following is designed to outline the basic principles and procedures which will serve as a model for the Field Training Officers to follow. The primary goal of the program will be to train all trainees in a more consistent and effective manner throughout the Department. This will provide the Simi Valley Police Department and the citizens of our community with a more aware and well trained officer, one who is better able to handle a wide range of situations with both confidence and insight. To achieve this end, the Field Training Officers must understand, believe in, and support the mission and values set forth by the Department.

In attaining this goal, several objectives will be met:

1. A closer liaison between academy instruction and field procedures will be achieved.
2. The expectations of Senior Officers and trainees will be made known so that both can strive for a better and more productive relationship.
3. Specific guidelines will be set forth throughout the manual and will be adhered to as closely as possible, thus ensuring consistency of training quality. Realizing however, that many situations are of a unique nature, each must be evaluated and handled in the best manner possible according to the particular set of circumstances.

The entry level Field Training Program is 18 weeks in length and divided into four specific phases. Phase I will be four weeks in length and will be covering basic tasks. Phase II will be four weeks in length and develop more involved tasks. Phase III will be six weeks in length and strive towards trainee independence. Phase IV will be four weeks long and the trainee will be approaching independence. This phase will be for final evaluation and polishing of techniques. In this phase the trainee will return to the F.T.O. he was initially assigned to.

During the training program, any deficiencies that are discovered must be documented and then attempts to correct or overcome these deficiencies must be proposed, put into effect, and documented. Only if these attempts to correct deficiencies fail will trainee officers be considered for termination. Throughout the field training phase every attempt will be made to develop all officers in a thorough, consistent and fair manner.

The overall administration of the project will be the responsibility of the Operations Division in conjunction with the Training Unit.

To aid the Field Training Officer in evaluating the trainee officer, daily and monthly (Biweekly in the case of Traffic training) evaluation forms were devised. The daily evaluation form will be filled out daily and submitted to the Field Training Program Sergeant for approval. The monthly (biweekly for Traffic) evaluation is designed to combine daily observations with trend analysis to come up with future goal planning for the trainee. It is to be a total overview of the past four weeks (2 weeks for Traffic) and will be submitted within 7 days of the rating period.



FIELD TRAINING PROGRAM

DAILY OBSERVATION REPORTS

A "Daily Observation Report" completed by the Field Training Officer at the end of each Watch provides the essential information to ensure administrative control over the relative progress of each recruit officer. Observations made by the Senior Officer are entered on the form along a 7-point continuum, "not acceptable by Training Program standards (1)," to "superior by Training Program standards (7)." Midpoint on the scale is "minimum acceptable level (4)." Specific narrative comments are required for all ratings of "2" or less, or "6" or more.

Acceptability or non-acceptability by Training Program standards is evaluated in terms of satisfactory patrol officer performance. For rating purposes a satisfactory patrol officer is a recruit who can work safely and skillfully after completing the academy and field training program. Standards for acceptable or non-acceptable performances are defined in greater detail in the Standardized Evaluation Guidelines Section.

The Daily Observation Report form includes five distinct areas (Attitude, Appearance, Relationships, Performance and Knowledge), which are further sub-divided into thirty-three Measurable behaviors, as listed on the Daily Observation Report.

In addition to specific narrative comments for behavior rated either "2" or less and "6" or more, the Training Officer is required to identify and describe the "Most Satisfactory" and the "Least Satisfactory" performance of the duty day. The basis for this requirement is that some duty days may not result in performance which deserved either "2" or less or "6" or more ratings; thus, no written statements are mandatory for future evaluation. Likewise, on duty days which result in one or more "2" or less, "6" or more rating, the Training Officer should select that particular performance which he thinks best describes the "Most Satisfactory", and the "Least Satisfactory" performances. Training Officers are strongly encouraged to make additional comments they feel would aid in the evaluation of the recruit.

A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS _____

THE LEAST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER: _____

DOCUMENTATION OF PERFORMANCE AND COMMENTS:

CATEGORY

WRITE ANY FURTHER COMMENTS ON NARRATIVE CONTINUATION FORM

TRAINEE'S SIGNATURE

DATE

FTO'S SIGNATURE

DATE

FTP SAC'S SIGNATURE

DATE

- | | | | |
|--|-----------------------------------|------------------------------|-------------------|
| 1. SET THE STAGE/SCENE | 4. USE LISTS AS APPROPRIATE | 7. THINK REMEDIAL | 10. DON'T PREDICT |
| 2. CONSIDER VERBATIM QUOTES | 5. REPORT FACTS/AVOID CONCLUSIONS | 8. QUANTIFY WHEN APPROPRIATE | |
| 3. CRITIQUE PERFORMANCE/NOT THE PERSON | 6. CHECK SPELLING/GRAMMAR, ETC. | 9. REMEMBER YOUR AUDIENCE | |

FIELD TRAINING PROGRAM

STANDARDIZED EVALUATION GUIDELINES

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

ATTITUDE

- 1. ACCEPTANCE OF FEEDBACK - FTO/PROGRAM** - Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.
 - (1) Unacceptable - Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
 - (4) Acceptable - Accepts criticism in a positive manner and applies it to improve performance and further learning.
 - (7) Superior - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

- 2. ATTITUDE TOWARD POLICE WORK** - Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.
 - (1) Unacceptable - Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.
 - (4) Acceptable - Demonstrates an active interest in new career and in their responsibilities
 - (7) Superior - Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

- 3. INTEGRITY/ETHICS** - Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.
 - (1) Unacceptable – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.
 - (4) Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision-making.

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

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

- (1) Unacceptable – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.
- (4) Acceptable – Understands difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
- (7) Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.

APPEARANCE

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

- (1) Unacceptable - Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.
- (4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment are clean and operative. Hair within regulations. Shoes and brass are shined.
- (7) Superior - Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

RELATIONSHIPS

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

- (1) Unacceptable - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.

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

7. RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS (SPECIFY) - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

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

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

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

PERFORMANCE

9. **DRIVING SKILL: NORMAL CONDITIONS** - Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.
- (1) Unacceptable - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
 - (4) Acceptable - Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.
 - (7) Superior - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.
10. **DRIVING SKILL: MODERATE/HIGH STRESS CONDITIONS** - Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.
- (1) Unacceptable - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.
 - (4) Acceptable - Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.
 - (7) Superior - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.
11. **USE OF MAP: ORIENTATION/RESPONSE TIME** - Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.
- (1) Unacceptable - Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
 - (4) Acceptable - Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
 - (7) Superior - Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

- 12. ROUTINE FORMS: ACCURACY/COMPLETENESS** - Evaluates the trainee's ability to properly utilize departmental forms.
- (1) Unacceptable - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
 - (4) Acceptable - Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.
 - (7) Superior - Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.
- 13. REPORT WRITING: ORGANIZATION/DETAILS** - Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.
- (1) Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect.
 - (4) Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.
 - (7) Superior - Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.
- 14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS** - Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.
- (1) Unacceptable - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.
 - (4) Acceptable - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.
 - (7) Superior - Reports are very neat and legible. Contain no spelling or grammatical errors.

- 15. REPORT WRITING: APPROPRIATE TIME USED** - Evaluates the trainee's ability to complete a report in an appropriate amount of time.
- (1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced officer would take to complete the report.
 - (4) Acceptable - Completes reports within a reasonable amount of time.
 - (7) Superior - Completes complex reports very quickly and efficiently without assistance from FTO.
- 16. FIELD PERFORMANCE: NON-STRESS CONDITIONS** - Evaluates the trainee's ability to perform routine, non-stress police activities.
- (1) Unacceptable - Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.
 - (4) Acceptable - Properly assesses aspects of routine situations, determines appropriate action, and takes same.
 - (7) Superior - Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.
- 17. FIELD PERFORMANCE: STRESS CONDITIONS** - Evaluates the trainee's ability to perform in moderate to high stress conditions.
- (1) Unacceptable - Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.
 - (4) Acceptable - Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.
 - (7) Superior - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

- 18. INVESTIGATIVE SKILLS** - Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.
- (1) Unacceptable - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow-up obvious investigative leads.
 - (4) Acceptable - Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
 - (7) Superior - Always follows proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.
- 19. INTERVIEW/INTERROGATION SKILLS** - Evaluates the trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.
- (1) Unacceptable - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning. Fails to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.
 - (4) Acceptable - Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.
 - (7) Superior - Always uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.
- 20. SELF-INITIATED FIELD ACTIVITY** - Evaluates the trainee's desire and ability to observe and initiate police-related activity.
- (1) Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.

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

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

- (1) Unacceptable - Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:
 - A. Exposes weapons to suspect (handgun, baton, mace, etc.).
 - B. Fails to keep weapon hand free in enforcement situations.
 - C. Stands in front of/next to violator's vehicle door.
 - D. Fails to control suspect's movements.
 - E. Fails to use illumination when necessary or uses it improperly.
 - F. Does not keep violator/suspect in sight.
 - G. Fails to advise Communications when leaving vehicle.
 - H. Fails to maintain good physical condition.
 - I. Fails to properly maintain personal safety equipment.
 - J. Does not anticipate potentially dangerous situations.
 - K. Stands too close to passing vehicular traffic.
 - L. Is careless with gun and/or other weapons.
 - M. Fails to position vehicle properly on car stops.
 - N. Stands in front of door when making contact with occupants.
 - O. Makes poor choice of which weapon to use and when to use it.
 - P. Fails to cover other officers or maintain awareness of their activities.
 - Q. Stands between police and violator's vehicle on a car stop.
 - R. Fails to search police vehicle prior to duty and after transporting other than police personnel.
- (4) Acceptable - Follows acceptable safety procedures. Understands and applies them.
- (7) Superior - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

- 22. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS** - Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.
- (1) Unacceptable - Violates officer safety practices as outlined in SEG 21 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
 - (4) Acceptable - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
 - (7) Superior - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.
- 23. CONTROL OF CONFLICT: VOICE COMMAND** - Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.
- (1) Unacceptable - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
 - (4) Acceptable - Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
 - (7) Superior - Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.
- 24. CONTROL OF CONFLICT: PHYSICAL SKILL** - Evaluates the trainee's ability to use the proper level of force for the given situation.
- (1) Unacceptable - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
 - (4) Acceptable - Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
 - (7) Superior - Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.

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

- (1) Unacceptable - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.
- (4) Acceptable - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
- (7) Superior - Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

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

- (1) Unacceptable – Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Is unable to choose alternative solutions. Does not assess a proper or effective response to the problem.
- (4) Acceptable – Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action.
- (7) Superior – When confronted with a problem, uses SARA (Scan – Analyze – Respond - Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

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

- (1) Unacceptable - Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.
- (4) Acceptable - Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language.
- (7) Superior - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.

- 28. RADIO: LISTENS AND COMPREHENDS** - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.
- (1) Unacceptable - Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.
 - (4) Acceptable - Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.
 - (7) Superior - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.
- 29. RADIO: ARTICULATION OF TRANSMISSIONS** - Evaluates the trainee's ability to communicate with others via the telecommunications network.
- (1) Unacceptable - Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
 - (4) Acceptable - Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center re: articulation skill.
 - (7) Superior - Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.
- 30. MDT: USE/COMPREHENSION/ARTICULATION** - Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MDT.
- (1) Unacceptable – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.
 - (4) Acceptable – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.

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

KNOWLEDGE

- 31. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** - Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

-Reflected by Verbal/Written/Simulated Testing-

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

-Reflected in Field Performance-

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

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

Reflected by Verbal/Written/Simulated Testing

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

-Reflected in Field Performance-

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

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

-Reflected by Verbal/Written/Simulated Testing-

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

-Reflected in Field Performance-

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

(Adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department)

COMMON PERFORMANCE EVALUATION ERRORS

If the objectivity of the evaluation process is called into question, it is most likely because one or more FTOs did not follow the guidelines or standards established by the department. It may be that one or more of the following “errors” entered into the evaluation process.

The **ERROR OF LENIENCY** occurs when the FTO assigns scores beyond those that are deserved. In a field training program, this often occurs because the FTO introduces the variable of “experience” or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate but considers it “OK” given the amount of experience the trainee has had. The same performance, seen several weeks later, may result in the awarding of an “Unacceptable” score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Remember... **Whatever rating scale a department chooses, all trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as “acceptable” or “competent.”**

The **ERROR OF PERSONAL BIAS** (also called the “Halo” or “Horns” effect) occurs when the FTO allows personal feelings about the employee to affect the ratings. Particular “likes” or “dislikes” limit appraisal objectivity. What is rated in the field training program is whether or not an individual can safely, effectively, and competently do the job as described...that’s all!

The **ERROR OF CENTRAL TENDENCY** is seen when the FTO routinely “bunches” scores toward the center of the rating scale. This error is often present in field training programs when departments using the numeric scale require written comments for scores of 1, 2, 6, and 7. Some FTOs, not wishing to take the time to document, will assign scores of 3, 4, or 5 routinely to avoid the “mandatory” reporting rule. Central tendency errors also occur when the FTO does not give close attention to performance and, to be on the “safe side,” or to avoid any controversy, rates in the middle of the scale. Many departments using the numeric scale require only that scores of “1” and “7” be documented which allows for more latitude in the scoring.

The **ERROR OF RELATED TRAITS** happens when the FTO gives the same rating to traits that he/she considers related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.

The **ERROR OF EVENT BIAS** comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the “Halo” or “Horns” effect.

“NO ROOKIE EVER GETS A 7” (or Exceeds Standards, Superior, etc) is a belief too often expressed. The SEGs and rating descriptions should be based on real life experiences and should not reflect artificial standards. While it may be difficult for many trainees to perform at a “Superior” level in a number of categories, that score could be attainable for some. There is no place for unrealistic expectations/goals in a job-related performance evaluation system.

The **ERROR OF “ROOM TO GROW”** occurs when the FTO, wanting to “motivate” the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that he/she deserves, there may be a loss, rather than a gain, in terms of motivation.

The **ERROR OF AVERAGING SCORES.** FTOs who assign a score based on an average of the trainee’s performance for the day have selected a score that is not accurate. For example, a trainee, stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that “on the average” the trainee obeys traffic signals and an acceptable rating is given. It is not acceptable to go through a red light but the score suggests to the trainee that it is “OK.” Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

FTOs are often uncomfortable about giving an “Unacceptable” rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluation requires that the FTO acknowledge the mistake(s) by assigning a score *less than* “Acceptable.” The FTO **must** give the trainee an “Unacceptable” rating in an area regardless of how minor or infrequent the mistake(s) when weighed against the trainee’s otherwise good performance. The FTO will mediate any hard feelings on the part of the trainee by adding documentation that acknowledges the good performance as well as the mistake.

Finally, there are other errors that trainers must guard against. These are biases that have a tendency to influence us when rating the performance of another. Taking into account a trainee’s standing in the academy class; relationship to another member of the department; the presence or absence of educational achievement; age, gender, race or sexual orientation; physical appearance; etc., are only a few of a person’s characteristics that dilute objectivity. Performance-related evaluations tend to be more objective and to center on *what* the individual does rather than *who* the individual is. Employees want their performance, not their personality, discussed during a performance review. In this way, defensiveness on the part of the trainee will diminish, and the FTO will be able to avoid these common appraisal errors.

The only measure that FTOs should use when evaluating the behavior and performance of a trainee is the department’s Standardized Evaluation Guidelines or Evaluation “Scale.”

Evaluation Comments/Narratives/Documentation

To make the most effective use of the narrative portions of written evaluations, it is important for the FTO to remember four “goals” of documentation. To provide meaningful evaluation, the documentation should be:

1. CLEAR
2. CONCISE
3. COMPLETE
4. CORRECT

The following suggestions will support the FTO in accomplishing the documentation goals.

1. **Set the stage.**

Provide a description of the situation or conditions that are present when the trainee performs. This will allow the reader to more fully understand what occurred.

Example: The trainee, using excellent defensive driving techniques, brought an 80 mph, high-speed chase to a successful halt.

2. **Use verbatim quotes.**

It is sometimes clearer to report what was said rather than attempt to describe the effect of the words.

Example: The trainee, when logging an arrestee's property and finding \$535 in his wallet, remarked, "Where does a low life jerk like you get this much money?" This angered the arrestee and resulted in a physical confrontation.

3. **Report the facts — avoid conclusions.**

Report what occurred. Do not include your interpretation of why something occurred. In the example below, there are several possible reasons why the trainee is not making the traffic stops other than a lack of motivation or confidence.

Example: The trainee lacks motivation or confidence. Despite training in vehicle violation stops, the trainee, although admitting that he saw the violation, had to be told to make these stops on five separate occasions.

4. **Remember your audience.**

When writing your evaluation(s), consider who may be reading the report. In addition to the trainee, your report may be read by your supervisor, department head, an attorney representing your department or the trainee, an arbitrator, or judge. These readers will form opinions of your abilities based on what they read.

5. **Watch your grammar, spelling, and legibility. Avoid slang, jargon, and swearing.**

Not everyone who will be reading your evaluation(s) understands radio codes and penal code sections. Explain any code sections used. Be professional and model your expectations.

6. **Speak to performance, not personality.**

Criticize the act, not the person. Criticizing the person brings about defensiveness. While more difficult to do in written vs. verbal form, the “Impersonal” style of documentation relieves some of the stress.

Example: Rather than write “You did a poor job of handling the disturbance call...” try “Trainee Jones did a poor job of handling...” etc.

7. **Use lists, if appropriate.**

The use of a “list” approach will sometimes save time and space.

Example: The trainee, when asked, failed to accurately identify the following ten code definitions: 10-7, 10-8, 10-16, 10-27, 10-28, 1029, 10-35, and 10-62.

8. **Think remedial.**

What has been tried? How did it work? What will you try next? Document your training plans and the results thereof.

9. **Use quantification whenever possible.**

Quantification or the documentation of a standard that is familiar to every reader adds clarity to the documentation.

Example: It took Bill five tries to successfully complete a burglary report. See attached.

10. **Do not predict.**

Avoid statements such as “I am sure that Ann, with a little more effort, will be able to master the radio,” or “Charlie’s skills will no doubt improve as the weeks go by.” Rather than make statements of this nature, the FTO should write what the behavior should produce; i.e., “When Bill can complete reports of this nature within 30 minutes or less, he will be performing at an acceptable level.” Predictions set up false expectations.

If FTOs can write acceptable reports, they should be able to write acceptable evaluation narratives. One way to keep documentation of this type in perspective is to write as though telling a story to a close friend or co-worker who was not present when the behavior was observed. Would all the details be included or just generalities? When in doubt, reread what’s written and ask if you REALLY know what happened from what was written. Another approach is to have another FTO or supervisor read the narrative. Do they have any questions? If so, the documentation may need more work.

Discussing Evaluations

The FTO and trainee’s discussion of evaluations is a particularly important aspect of the field training program. Merely completing the evaluation and having the trainee sign it will not achieve the objectives of a proper evaluation.

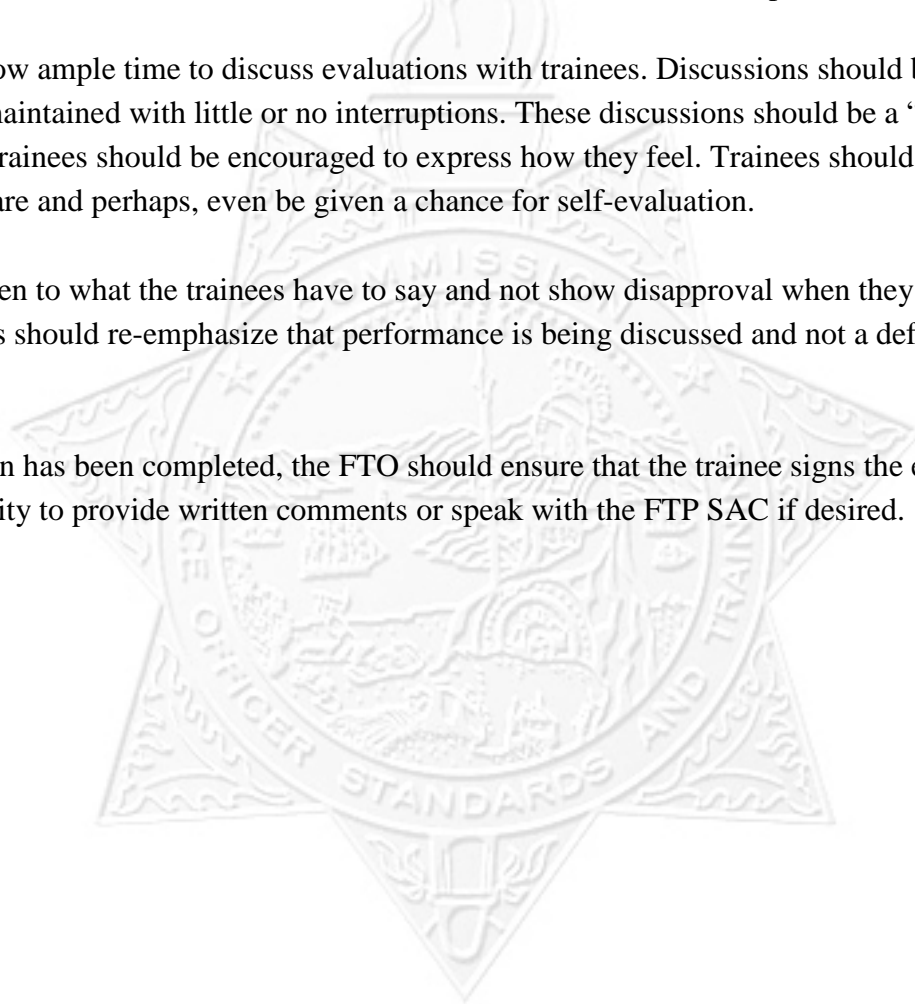
The performance evaluation must:

1. Be understood by the trainee. This does not mean the trainee has to be in agreement with the entire evaluation, just that he/she understands it.
2. Be the basis for plans to help the trainee improve performance as needed.
3. Give the trainee recognition for strong points and acceptable performance as well as call attention to weak areas and/or deficient performance.

FTOs should allow ample time to discuss evaluations with trainees. Discussions should be held where privacy can be maintained with little or no interruptions. These discussions should be a “two-way conversation.” Trainees should be encouraged to express how they feel. Trainees should be encouraged to be more self-aware and perhaps, even be given a chance for self-evaluation.

FTOs should listen to what the trainees have to say and not show disapproval when they do respond to the evaluation. FTOs should re-emphasize that performance is being discussed and not a defense of the evaluation.

Once a discussion has been completed, the FTO should ensure that the trainee signs the evaluation and has the opportunity to provide written comments or speak with the FTP SAC if desired.



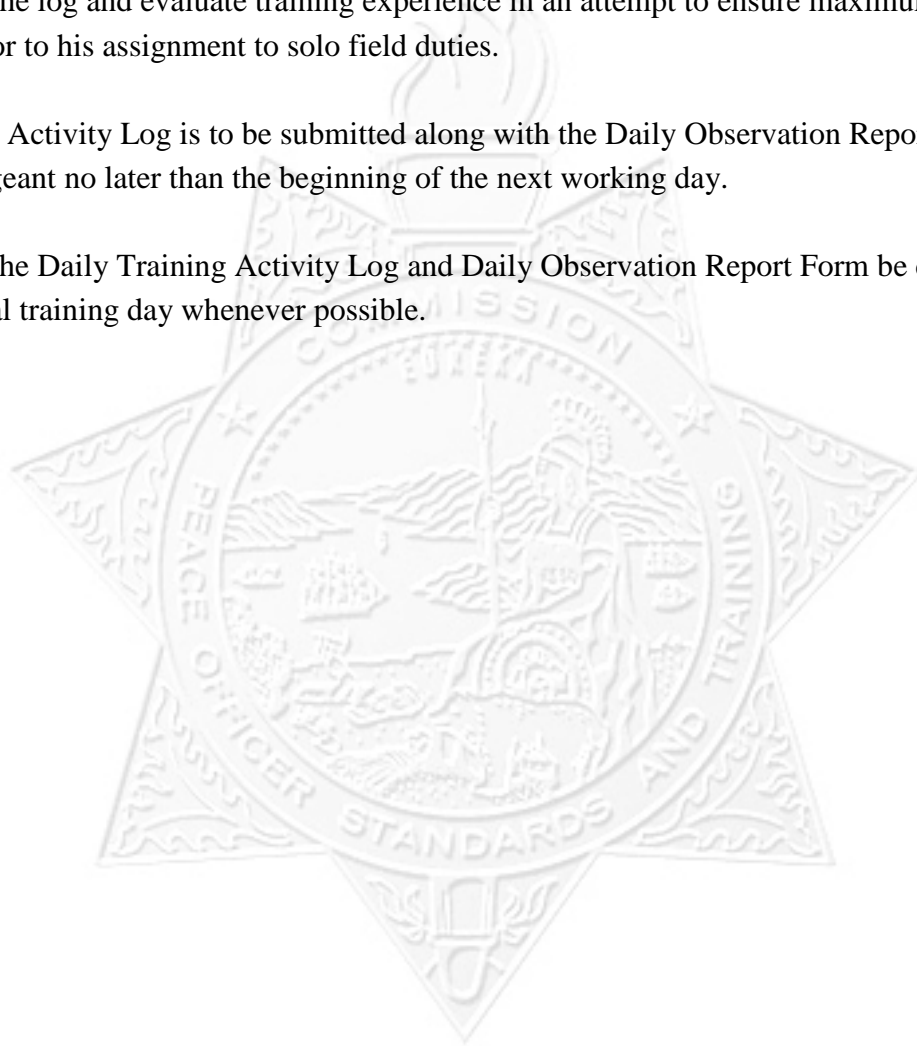
FIELD TRAINING PROGRAM DAILY TRAINING ACTIVITY LOG

In order to better access training progress, the Daily Training Activity Log is to be used during a new officer's training period.

The log is a reflection of all activities (assigned as well as self-initiated) performed during the shift. The objective is to use the log and evaluate training experience in an attempt to ensure maximum exposure for the new officer prior to his assignment to solo field duties.

The Daily Training Activity Log is to be submitted along with the Daily Observation Report Form to the Field Training Sergeant no later than the beginning of the next working day.

It is preferred that the Daily Training Activity Log and Daily Observation Report Form be completed at the end of the actual training day whenever possible.



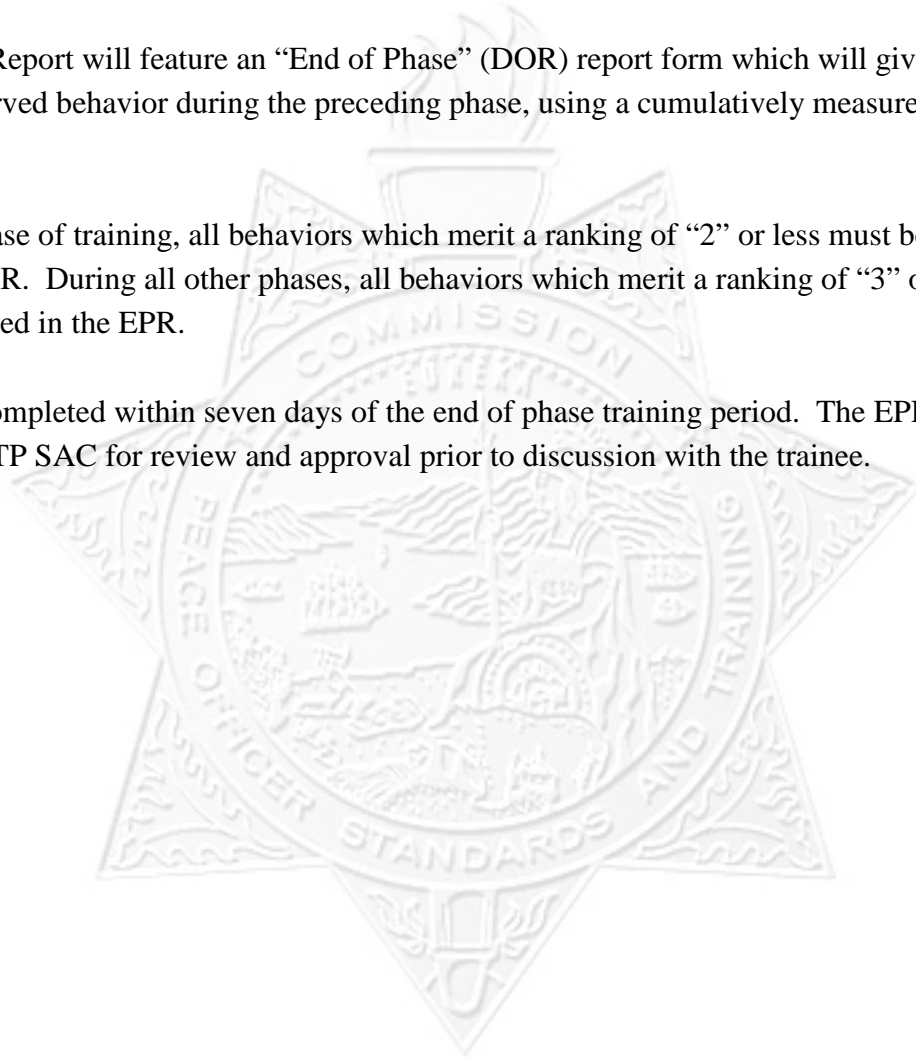
FIELD TRAINING PROGRAM END OF PHASE REPORT EVALUATION GUIDELINES

The End of Phase Report is designed to combine the daily observations with trend analysis to come up with future goal planning for the trainee. It is to be a total overview of the past four weeks (two weeks in the case of Traffic training). The End of Phase Report is to serve as the cumulative progress measure for the preceding training phase.

The End of Phase Report will feature an “End of Phase” (DOR) report form which will give a numerical ranking of all observed behavior during the preceding phase, using a cumulatively measured weighted system.

During the first phase of training, all behaviors which merit a ranking of “2” or less must be specifically discussed in the EPR. During all other phases, all behaviors which merit a ranking of “3” or less must be specifically discussed in the EPR.

The EPR will be completed within seven days of the end of phase training period. The EPR will be forwarded to the FTP SAC for review and approval prior to discussion with the trainee.



FIELD TRAINING PROGRAM END OF PHASE REPORT (EPR)

Trainee

FTO

Phase: _____ **Date Phase Began:** _____ **Date Phase Ended:** _____

Significant Strengths:

1. _____

2. _____

3. _____

Significant Weaknesses:

1. _____

2. _____

3. _____

Additional Training/Remedial Efforts: (attach additional sheets, if necessary)

Optional Comments:

This trainee is in the _____ week of training. In my judgment, this trainee is actually in the _____ week of training in terms of performance.

The trainee **is / is not** performing at a solo patrol officer level.

Trainee Signature (Name, Badge #, and Date)

FTO Signature (Name, Badge #, and Date)

FTP SAC Signature (Name, Badge #, and Date)

FIELD TRAINING PROGRAM

REMEDIAL TRAINING STRATEGIES

Most FTOs will report that training is an “ongoing” process that is the result of the natural interactions between themselves and the trainee. Simple comments such as “keep your gun hand clear” or “this word is spelled...” often take place simultaneously to the observed mistake. Some training may have to take place at another time or location away from the actual event. What is important to remember is that; 1) a mistake or performance deficiency **must** be corrected, and 2) that correction should come as **soon** as practical after the behavior without interfering with the department’s service responsibilities. Most performance mistakes are relatively simple to fix and are corrected almost immediately. The problems that do not seem to go away, or are repeated, call for a more formal approach known as remedial training.

Remedial training is defined as: **A correction or review of previously taught information or procedures.** “Previously taught” should not include any training that the trainee may have received in the Regular Basic Course (Academy). Remedial training becomes necessary when the trainee’s job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention that should have corrected and improved the job performance.

While the FTO’s role is to help the trainee overcome performance deficiencies and give him/her every opportunity to learn and perform, some performance deficiencies have as their root cause something that the FTO cannot correct. Examples might be immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear. These are attitudinal based and are occasionally so deeply ingrained in the trainee’s behavioral package that they cannot be overcome. It would be wrong to automatically assume that a failure to perform well is linked to one of these reasons. It is more likely that inexperience and an absence of sufficient practice has led to the problem. Remedial training should begin as soon as the ongoing deficiency is noted.

Since formal remedial training may require an extended stay in the field training program, there are several steps the FTO can take when trying to resolve the deficiency:

1. Being as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.
2. Reflect on, and determine, what has been tried and found to be effective with similar performance problems.
3. Develop a plan which clearly identifies what the new officer is expected to accomplish, under what conditions, within what time frame, and using what resources.
4. Implement the plan and evaluate its success. If the desired level of performance (goal) was not achieved, return to step one.

Consider using a Remedial Training Assignment Worksheet when developing a remedial plan. Be sure to document the plan, the FTO's efforts, and the results.

Remedial Training Strategies

The following section is designed to assist FTOs in recognizing and correcting training deficiencies and/or performance problems. It describes some of the commonly reported trainee problems and offers strategies for resolving them. For any identified deficiency/problem, the types of remedial training strategies are limited only by imagination and feasibility; however, no training should be dangerous, demeaning, harassing, or expose the department to liability. Department policies, procedures, or safety standards must never be violated for the sake of training.

The following strategies can be appropriate for assisting trainees in gaining proficiency with items in the field training program guide or in designing written training plans.

Role Plays and Scenarios

These can be used for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a training exercise, not an actual event.
2. No loaded weapons should ever be used in field training scenarios.
3. Notification of other potentially involved parties (i.e., dispatch, neighboring departments, patrol and/or field training supervisors, etc).
4. Choice of location (so as not to involve unknowing citizens or other officers).
5. Selection of role players who understand the win-win philosophy (If the trainees do it right, they win!).

Role Reversals

Similar to role plays, here the FTO reverses roles with the trainee. The trainee then watches the FTO perform a task in the same incorrect manner that the trainee did earlier. The trainee is then required to critique the FTO and offer suggestions for improvement.

Commentary Driving

The trainee is advised to maintain a running commentary of what is observed while operating the vehicle (in the case of Driving Skills) or while acting as either the driver or passenger (in the case of Patrol

Observation and Orientation Skills).

When Driving Skills are being taught, the trainee's recitation should focus on street/traffic conditions, traffic control devices, and defensive driving information. When Patrol Observation is being taught, the trainee should direct his/her attention to people and things that would be of police interest. The intent of this training is to move the trainee from "looking" as a civilian to "seeing" as a police officer does. When Orientation Skills are being taught, the trainee provides a commentary of the: 1) direction of travel, 2) location by intersection, and 3) identification of landmarks.

Verbalization

This technique is useful for those trainees who routinely know what to do but once subjected to stressful situations are unable to perform the required task(s).

Trainees are instructed to talk out their thoughts. If they are en route to a call, they must describe the call to the FTO, tell how they will get there and, once there, what their actions will be. In this way, they must organize their thoughts and present them to the FTO in a clear and logical manner.

An important benefit for trainees from this exercise is not only the "putting in order" of their thoughts and actions but also the slowing of their thought processes and prevention of "overload." By having them "talk out" their thoughts, their thinking will revert to a slower, more understandable pace. This process should have a calming effect and reduce stress.

Flash Cards

Having trainees make flash cards enhances the learning process by using more than one learning style. Flash cards are particularly effective with subjects such as Radio Codes, Orientation Skills, Vehicle or Criminal Statutes and Elements, and Spelling.

Spelling Quizzes

The FTO keeps track of words that are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, he/she may wish to practice writing the words a number of times.

Self-Evaluations

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a DOR at the end. The DOR should be labeled "Self-Evaluation." As with the FTO's evaluation, both parties review and compare their DORs at the end of the shift.

Directing Traffic

1. FTO draws diagrams for trainee to place self, flow of traffic, ideal locations for fire and medical response, etc.
2. Shut down an intersection and let trainee practice. Start with quiet intersections and build to busier.
3. Have trainee speak with other FTOs, traffic officer, etc.
4. Have trainee speak with fire and medical responders for their perspective(s).
5. Request assignments for these types of calls.

Traffic Stops

1. Role play, in a parking lot, using other FTOs and vehicles.
2. Videos
 - a. Professionally made.
 - b. Film trainees in action so they can watch themselves.
3. Have trainee speak/ride with a traffic officer, etc.
4. FTO draws diagram for the trainee to place self, vehicle positions, ideal locations for stop, etc
5. Use miniature cars for placement.
6. Develop a checklist - first written, then mental.
7. Verbal and written quizzing on traffic codes and elements.
8. Have trainee practice completing citations and warnings on copied blank forms.

Report Writing

1. Use report writing exercises.
2. Pull some good and bad reports as examples. Be sure to remove the author's name.
3. Interview detectives, instructors, attorneys, and judges as to what they think makes a good report.

4. Have trainee enroll in a writing class.
5. Have trainee obtain and read library books on the subject.
6. Develop checklist to include elements of crimes for the more common calls.
7. Suggest trainee purchase a speller.
8. Have trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence.
9. Have trainee spend time working with an in-house expert or academy instructor.

DUI

1. Role reversal with FTO making actual stops and trainee doing the critique.
2. Role plays in a parking lot using other FTOs and vehicles.
3. Videos
 - a. Professionally made.
 - b. Film trainees in action so they can watch themselves.
 - c. Previous DUI arrests.
4. Interview DUI officers, instructors, and attorneys.
5. Review old DUI reports.
6. Review actual case law at library.
7. Have trainee ride with a traffic officer.
8. Develop a checklist for procedures and forms.

Courtroom Demeanor

1. Interview detectives, instructors, attorneys and judges as to what they think makes a good witness.
2. Have trainee observe a trial.
3. Conduct a mock trial.

4. Have trainee perform a courtroom role play, using one of his/her citations or arrests.

Investigative Procedures

1. Interview detectives, instructors, and attorneys as to what they think makes a good investigation.
2. Verbal and written quizzes on elements of crimes.
3. Have trainee spend some time with an I.D. technician.
4. Tour a crime laboratory.
5. Follow one of the trainee's cases through with the assigned detective.
6. Create a mock crime scene.

High Risk Stops

1. Practice visualization techniques.
2. Role plays with trainee as officer and suspect, in daylight and darkness.
3. FTO draws diagrams for trainee to place self, vehicle positions, ideal locations for stop, etc.
4. Develop a checklist for verbal commands.

Domestic Disputes

1. Use models (dolls, playhouse, etc.) for placement.
2. Role play using other FTOs.
3. Interviews with victim's advocate or groups.
4. Attend an Order of Protection hearing.
5. Request assignments for these types of calls.

Orientation Skills

1. Give trainee a copy of a map that contains the streets but no names. Trainee fills in the names.

2. Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
3. Throughout shift ask trainee, "Where are we now?"
4. Give the trainee addresses, transparencies, and a marker. Have trainee trace the route to the location.
5. Have trainee obtain and study overhead maps from highway department or run maps from the fire department.
6. Demonstrate efficient ways to use the Thomas Guide, including checking the index.

Radio Procedures and Codes

1. Role plays
 - a. What is going on with other officers?
 - b. Sample sentences/codes.
 - c. Describe scenario. Ask trainee how to say it on the radio.
2. Obtain a tape recorder that you and the trainee use as a radio in role plays.
3. Have trainee speak in codes rather than plain text/English.
4. Assign trainee to a shift in Communications to work with a dispatcher. Have trainee log the codes and then decipher into plain text/English, turning in the final product.
5. Have trainee listen to a scanner.
6. Have trainee read all license plates phonetically.
7. Listen to old communications tapes.

Accident Investigation

1. Have trainee ride with an accident investigator.
2. Develop a checklist for steps in completing an accident report.
3. Review past reports and diagrams.
4. Create a scenario and have the trainee draw a diagram.
5. Request assignments for these types of calls.

6. Using crayon attached to the corners of a block, show tire skids, etc.
7. Visit driving track skid pan.
8. Observe an autopsy for occupant injuries, etc.
9. Visit a junkyard for damage estimates, etc.

Rapport with Citizens

1. Increase exposure to public.
 - a. Business contact card file.
 - b. Traffic stops.
 - c. Neighborhood watch and crime prevention meetings.
 - d. Front desk.
2. Have trainee spend a shift with a public information officer.
3. Role plays.
4. Videotape trainee's contacts. Have trainee review and critique performance.
5. Assign trainee to work with a department volunteer.

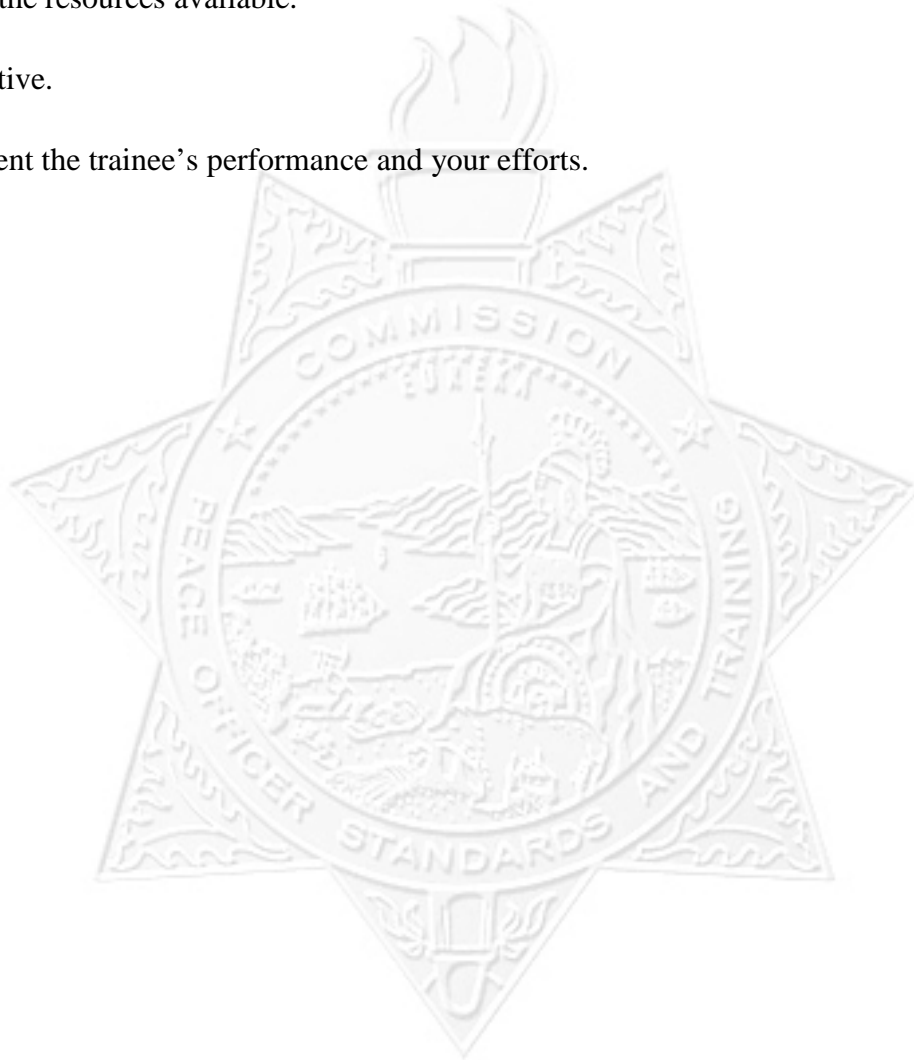
Total Confusion

1. Have trainee complete a self-evaluation.
2. Develop a flow chart of basic tasks.
3. Have trainee speak with and/or observe FTOs, sergeants, and/or staff psychologist.
4. Flash cards.
5. Read past case reports.
6. Role play simple tasks.
7. Have trainee list his/her perceptions of the job.

Summary

For remedial training strategies, always remember to:

1. Diagnose the true problem.
2. Provide feedback.
3. Use all the resources available.
4. Be creative.
5. Document the trainee's performance and your efforts.



FIELD TRAINING PROGRAM REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Trainee: _____ Date: _____ Week #: _____

Your FTO has identified one or more areas of deficient performance that need your immediate attention for improvement. You will be expected to fully complete the training assignment listed below by _____.
Date

PERFORMANCE DEFICIENCIES:

Define the problem specifically giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT

Describe the specific assignments given to the trainee to correct the above problem. *[FTO will describe the specific assignment given the trainee to correct the above-described problem(s). Assignment will be given in terms of specific performance goals; i.e., practice self-initiated car stops daily (for 4 shifts) resulting in, at least, 4 F.I.s and 2 citations per shift. Trainee will be expected to perform at a satisfactory level in identified area(s).]*

Trainee Signature: _____ FTO Signature: _____

ASSIGNMENT COMPLETION:

1. Has the trainee satisfactorily completed the training plan?
Yes [] No []
2. Is the trainee now performing at a competent level?
Yes [] No []
3. Has an additional assignment been given?
Yes [] No []

COMMENTS:

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the trainee's continued substandard performance. Additional REMEDIAL TRAINING WORKSHEETS should be generated outlining a follow-up training plan.

** It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the trainee's next FTO so that follow-up can be monitored.

Trainee Signature: _____ Date: _____

FTO Signature: _____ Date: _____

FTP SAC Signature: _____ Date: _____

FIELD TRAINING PROGRAM REPORT WRITING LOG

In order to access the trainee's writing experiences, a Report Writing Log will be maintained. All reports written by the Field Training Officer and/or trainee will be documented on the log. The log will be maintained in the trainee's Field Training Manual, Report Writing section.

Copies of selected reports may be kept in the Manual in order to serve as future exemplars for the trainee.



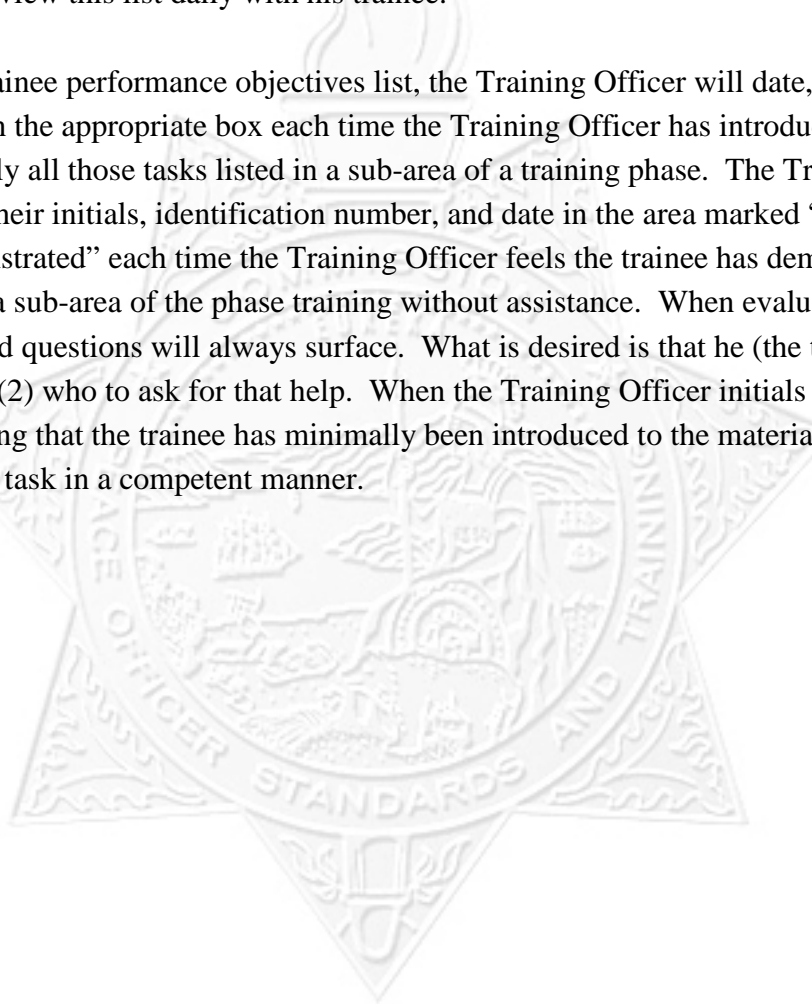
FIELD TRAINING PROGRAM

EXPLANATION OF PERFORMANCE OBJECTIVES LIST

The required trainee performance objectives list was established to show those items that must be mastered before a trainee is considered qualified to enter the field as a one-officer unit.

The trainee is required to carry this document with him during the entire time he is in field training. The Training Officer will review this list daily with his trainee.

In using the required trainee performance objectives list, the Training Officer will date, initial, and put his identification number in the appropriate box each time the Training Officer has introduced and demonstrated completely all those tasks listed in a sub-area of a training phase. The Training Officer and trainee will also place their initials, identification number, and date in the area marked "training provided and competency demonstrated" each time the Training Officer feels the trainee has demonstrated he is competent in handling a sub-area of the phase training without assistance. When evaluating the trainee as competent, keep in mind questions will always surface. What is desired is that he (the trainee) will know: (1) to ask for help, and (2) who to ask for that help. When the Training Officer initials the sign-off boxes in a sub-area, he is saying that the trainee has minimally been introduced to the material and is ideally capable of handling the task in a competent manner.

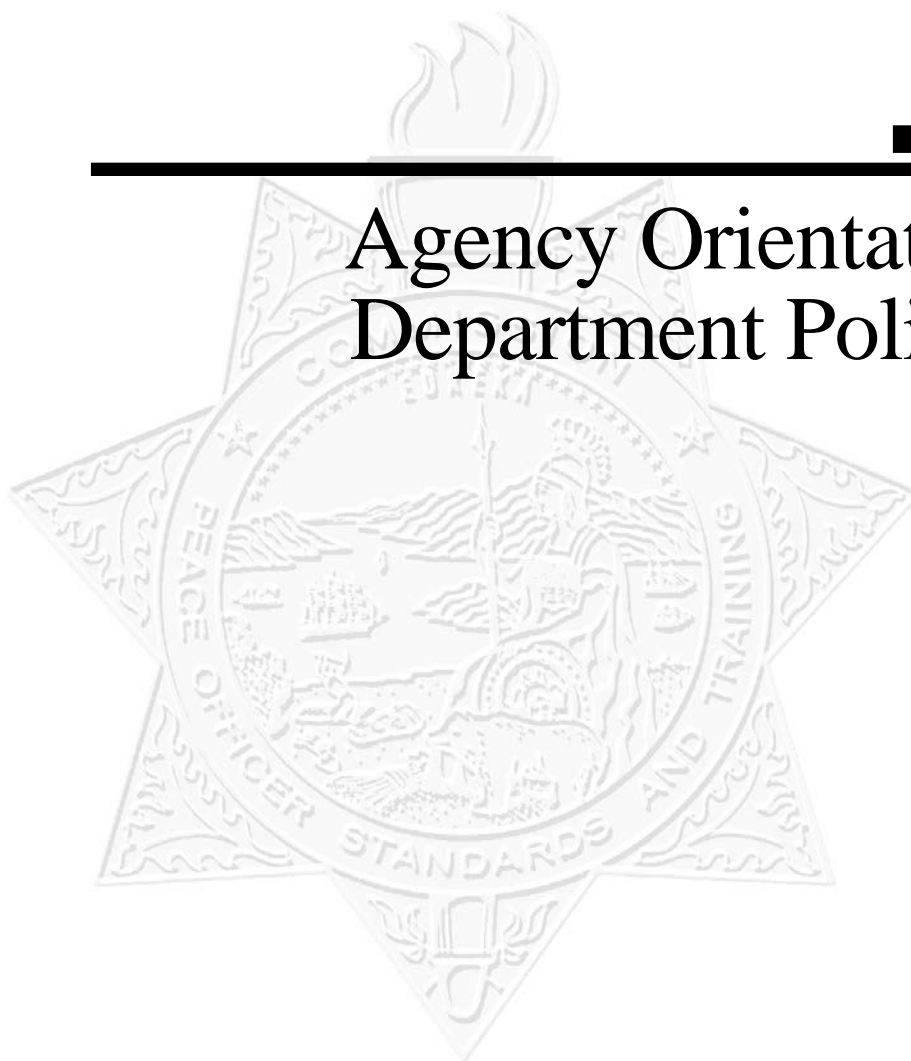


PERFORMANCE OBJECTIVES

<u>PHASE I</u>	<u>PHASE II</u>	<u>PHASE III</u>	<u>PHASE IV</u>
<p>ORIENTATION/ DEPARTMENT POLICIES</p> <p>OFFICER SAFETY</p> <p>ETHICS</p> <p>USE OF FORCE</p> <p>PATROL VEHICLE OPERATIONS</p> <p>COMMUNITY RELATIONS/ PROFESSIONAL DEMEANOR</p> <p>RADIO COMMUNICATION</p>	<p>LEADERSHIP</p> <p>CALIFORNIA CODES and LAW</p> <p>SEARCH AND SEIZURE</p> <p>REPORT WRITING</p> <p>CONTROL OF PERSONS/ PRISONERS/ MENTALLY ILL</p> <p>PATROL PROCEDURES PART 1</p>	<p>PATROL PROCEDURES PART 2</p> <p>INVESTIGATIONS</p> <p>TACTICAL COMMUNICATION CONFLICT RESOLUTION</p> <p>TRAFFIC</p>	<p>SELF-INITIATED ACTIVITY</p> <p>PRIMARY FTO OBS. PHASE</p>

■ FTP

Agency Orientation/ Department Policies



AGENCY ORIENTATION / DEPARTMENT POLICIES

AGENCY-SPECIFIC TRAINING

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

1.1.01 Firearms/Weapons qualification

Reference: D.O. 300 Use of Force, 306 Firearms, 306.10 Firearms Qualification Standards, 303.9 (Sage) Kinetic Energy Projectile Guidelines

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

1.1.02 Arrest and control techniques

Reference: D.O. 1012 Seat Belts / 302 Handcuffing and Restraints / 304.7 Electronic Control Device / 900 Temporary Custody of Adults

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

1.1.03 Impact weapon qualification

Reference: Police Academy / D.O. 303 Control Devices and Techniques

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

AGENCY ORIENTATION

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

Reference: SVPD D.O., City of Simi Valley Employee Manual. SVPD D.O. 200 Organizational Structure and Responsibility, 320 Standards of Conduct

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:



AGENCY ORIENTATION / DEPARTMENT POLICIES

- 1.1.05 The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to:
- A. Standard of conduct on and off duty (values, ethics, principles) – D.O. 320, Department Mission Statement, Philosophy Statement and Division Goals and Objectives
 - B. Rules of Outside Employment D.O. 1019
 - C. Regulations on carrying weapons off duty – D.O. 306.3.6
 - D. Hours of all shifts and absence reporting requirements – P.B.O. 501 Organizational Structure D.O. 1008 Annual Leave
 - E. Interaction with associated law enforcement agencies – D.O. 326 Outside Agency Assistance
 - F. News media release laws, rules and regulations – D.O. 323 Media Relations
 - G. Security of agency facilities – D.O. 346 Department Security
 - H. Records Access – P.B.O. 812 Records Bureau Access
 - I. Criminal Offender Records – P.B.O. 806 / P.B.O. 813 Records Purge and Retention
 - J. E-Mail/Voice Mail – D.O. 203 Electronic Mail and Voicemail
 - K. Cellular Telephones – D.O. 701 Personal communication Devices

Reference: See above listed

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

- 1.1.06 The trainee shall review and explain department General Orders related to:
- A. Use of Force – D.O. 300
 - B. Use and Discharge of Firearms – D.O. 306
 - C. Domestic Violence – D.O. 310 Ventura County Domestic Violence Protocol Manual
 - D. Emergency Vehicle Operations – D.O. 307 / 308, (pursuits-response to calls), 501 (collisions)
 - E. Sexual Harassment – City Policy 33, City Employees Manual, City Affirmative Action Pgm
 - F. Use of Less-Lethal Weapons – D.O. 303 Control Devices and Techniques
 - G. Protective Orders – D.O. 310 Domestic Violence, Ventura County Domestic Violence Protocol Manual
 - H. Hate Crimes – SVPD Training Bulletin 2001-04, D.O. 319
 - I. Child Abuse Investigations – D.O. 315
 - J. Sexual Assault Investigations / Victims – D.O. 601
 - K. Missing and Runaway Investigations – D.O. 316
 - L. Death Investigations – D.O. 329
 - M. Adult Abuse – D.O. 313

Reference: See above listed

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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AGENCY ORIENTATION / DEPARTMENT POLICIES

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

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

Reference: SVPD D.O. 200 Organization Structure and Responsibility,

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 700 Injuries and Damage to Police Equipment, D.O. 501 Traffic Collision Reporting, D.O. 703 Vehicle Use, D.O. 700 Department Owned and Personal Property

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.09 The trainee shall review and explain what constitutes unauthorized equipment.

Reference: SVPD D.O. 1022 Uniform Regulations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: D.O. 700 Department Owned and Personal Property (Issuance and Replacement),

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

AGENCY ORIENTATION / DEPARTMENT POLICIES

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

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

Reference: SVPD Patrol Unit Order P.B.O. 508 Issuing of Specialized Equipment, P.B.O. 509 Required Equipment

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

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

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

Reference: MDT Map

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Major arteries
- B. “Through streets”

AGENCY ORIENTATION / DEPARTMENT POLICIES

- C. Dead-end streets
- D. Freeways
- E. Fire trails or other special access routes

Reference: MDT Map, Map Handout

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: MDT Map, SVPV Beat Map

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SUPPORT SERVICES

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

- A. City Hall
- B. Municipal, Superior, and Juvenile Courts
- C. District Attorney's Office
- D. Probation Department
- E. Coroner's Office
- F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments)
- G. Jail (EVSO), Jail (Ventura Main)
- H. Welfare Department
- I. Juvenile Hall
- J. State and Federal law enforcement agencies, including:
 1. California Highway Patrol – CHP
 2. Department of Motor Vehicles – DMV
 3. Federal Bureau of Investigations – FBI
 4. Postal Inspectors
 5. Bureau of Narcotic Enforcement – BNE
 6. Secret Service
 7. Immigration and Naturalization Service – INS

AGENCY ORIENTATION / DEPARTMENT POLICIES

8. Bureau of Alcohol, Tobacco, and Firearms – ATF
9. Military Police
10. US Marshall Service
11. Railroad Police (LASO for Metrolink)

Reference: MDT Map

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. SWAT/CNT Deployments – D.O. 404
- B. Canines – D.O. 309
- C. Special Enforcement Section (SES)- P.B.O. 902
- D. Special Problems Section (SPS)- P.B.O. 904
- D. Off Road Enforcement – P.B.O. 1003
- E. Criminal Organizations (Intelligence) – D.O. 419
- F. Mental Illness Commitments D.O. 409
- G. Helicopter
- H. Search and Rescue
- I. Rancho Simi Park District Park Rangers – 2017 Training Bulletin
- J. Crime Scene Protocol – P.B.O. 420

Reference: See above listed

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:



■ FTP

Officer Safety

OFFICER SAFETY

CONTACT AND COVER (PRIMARY/BACKUP)

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

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
- B. Records incident information (FIs) – P.B.O. 521 Use of Street Checks
- C. Performs pat down and custody search of suspect(s)
- D. Issues all citations
- E. Recovers evidence and contraband
- F. Handles routine radio communications
- G. Relays pertinent information to cover officer and medical personnel
- H. Watches hand movement

Reference: See above listed

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Radio responsibilities – D.O. 307.4.5 (Vehicle Pursuits)
- B. Firearms/Weapons systems – D.O. 307.8.3 (Vehicle Pursuits)
- C. Position to assume after the vehicle or person is stopped
- D. Officer-to-officer communication

Reference: SVPD D.O. 307 Vehicle Pursuits

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
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1.2.04 The trainee shall safely and effectively demonstrate the responsibilities of **both** the contact and cover officer positions during:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

BODY ARMOR

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

- A. Benefits for wearing
- B. Types of body armor

- C. Level of protection against firearms
- D. Level of protection against knives and other penetrating weapons

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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OFFICER SURVIVAL

1.2.06 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:

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

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■ FTP

Ethics

ETHICS

ETHICS

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

Reference: SVPD D.O. 320 Standards of Conduct, Philosophy Statement and Division Goals and Objectives, Department Mission Statement

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.3.03 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (SVPD D.O. 314 Discriminatory Harassment, City Employees Manual –Policy 32, City Affirmative Action Program)
4. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
5. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

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

Reference: International Association of Chiefs of Police Model Policy for Standards of Conduct, SVPD P.O.U. 320 Rules of Conduct

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Comments:								Case/Report No.:

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

Reference: SVPD P.U.O. 320 Rules of Conduct, P.U.O. 1011 Personnel Complaints

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 320 Standards of Conduct, D.O. 1011 Personnel Complaints

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

ETHICS

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

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

Reference: City Employees Manual

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Comments:								Case/Report No.:

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

Reference: SVPD D.O. 320 Standards of Conduct, D.O. 341 Off-Duty Law Enforcement Actions

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DECISION MAKING

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

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

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

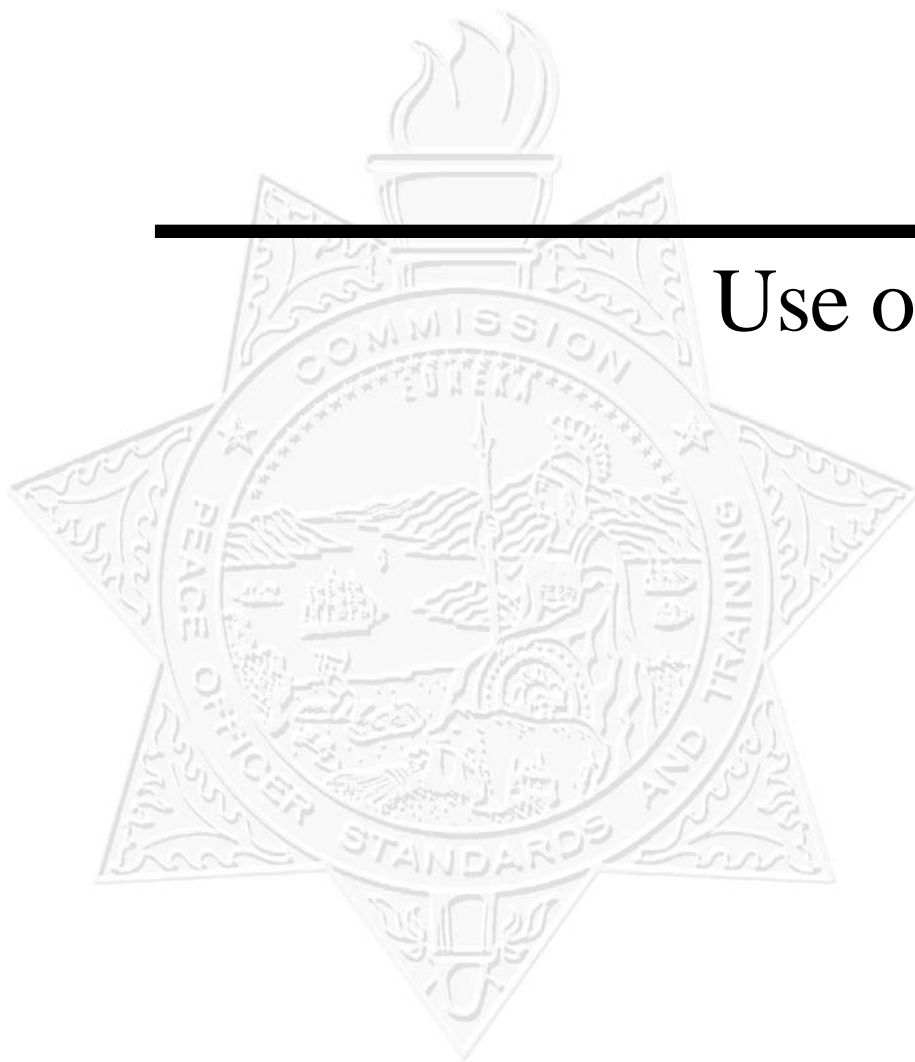
- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:



■ FTP

Use of Force

USE OF FORCE

LEGAL AND ETHICAL ISSUES

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

Reference: 835 PC; 835a PC; 843 PC; 198 PC, SVPD D.O. 300 Use of Force

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

Reference: SVPD D.O. 300 Use of Force

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: 196 PC; 198 PC; 835a PC; 843 PC. SVPD D.O. 300 Use of Force

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

FORCE OPTIONS

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

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

CHEMICAL AGENTS

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

IMPACT WEAPONS

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

ADDITIONAL AGENCY APPROVED LESS-LETHAL WEAPONS: Use of the 37MM Less Lethal Weapon

E. Deadly force

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

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

Reference: SVPD D.O. 300 Use of Force, D.O. 303 Control Devices and Techniques

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■ FTP

Patrol Vehicle Operations



PATROL VEHICLE INSPECTION

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

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

Reference: SVP.D. D.O. 703 Vehicle Use, SVPD Vehicle Damage Report Log, City Incident Report

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.5.02 The trainee shall point out the location and describe the use of the following:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.5.03 The trainee shall explain agency policy regarding requests for vehicle service in the field.

PATROL VEHICLE OPERATIONS

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.5.04 The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include:

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

Reference: SVPD Vehicle Repair Request Log, Unit Status Board

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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1.5.05 The trainee shall conduct a patrol vehicle pre-shift inspection, to include:

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

Reference: SVPD D.O. 703 Vehicle Use (General Inspections)

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PATROL VEHICLE OPERATION SAFETY

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

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

Reference: SVPD D.O. 308 Officer Response to Calls / Emergency Vehicle Operation

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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1.5.08 The trainee shall identify the components of “defensive driving.” These shall include:

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

Reference: SVPD D.O. 1012 Seat Belts

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PATROL VEHICLE OPERATIONS

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

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

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Trainee								
Comments:								Case/Report No.:

SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

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

- 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 (e.g., routine patrol vs. code three driving, school zone vs. rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). The trainee will understand that the “appropriateness” of his or her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
- B. **“Focused”** addresses the many concerns related to roadway position/conditions, distraction, 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 gleaned in these areas to his or her daily driving habits.

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Trainee								
Comments:								Case/Report No.:

IMPORTANCE OF CONTINUED TRAINING IN RELATION TO SAFE DRIVING

1.05.09.02 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
- D. Use of interference vehicle(s) to simulate actual roadway conditions

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Comments:								Case/Report No.:

UNDERSTANDING THE DANGERS AND CONSEQUENCES OF DRIVING IN A MANNER INAPPROPRIATE FOR CONDITIONS, OR BEYOND THE CAPABILITES OF THE DRIVER OR VEHICLE

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

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PATROL VEHICLE OPERATIONS

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USE OF SEATBELTS DURING ROUTINE AND EMERGENCY DRIVING CONDITIONS, AND TACTICAL SEATBELT REMOVAL

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

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

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

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Comments:								Case/Report No.:

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

Reference: Section 21052, 21056 CVC

PATROL VEHICLE OPERATIONS

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EMERGENCY VEHICLE OPERATIONS/PURSUIITS

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

Reference: SVPD D.O. 307 Vehicle Pursuits / D.O. 308 Officer Response to Calls - Emergency Vehicle Operation, Section 21055 CVC

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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

PATROL VEHICLE OPERATIONS

Reference: SVPD P.U.O. 307 Pursuits, Section 815.2(a) Government Code

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Trainee								
Comments:								Case/Report No.:

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

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE OPERATION LIABILITY

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

Reference: Section 21052 CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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PATROL VEHICLE OPERATIONS

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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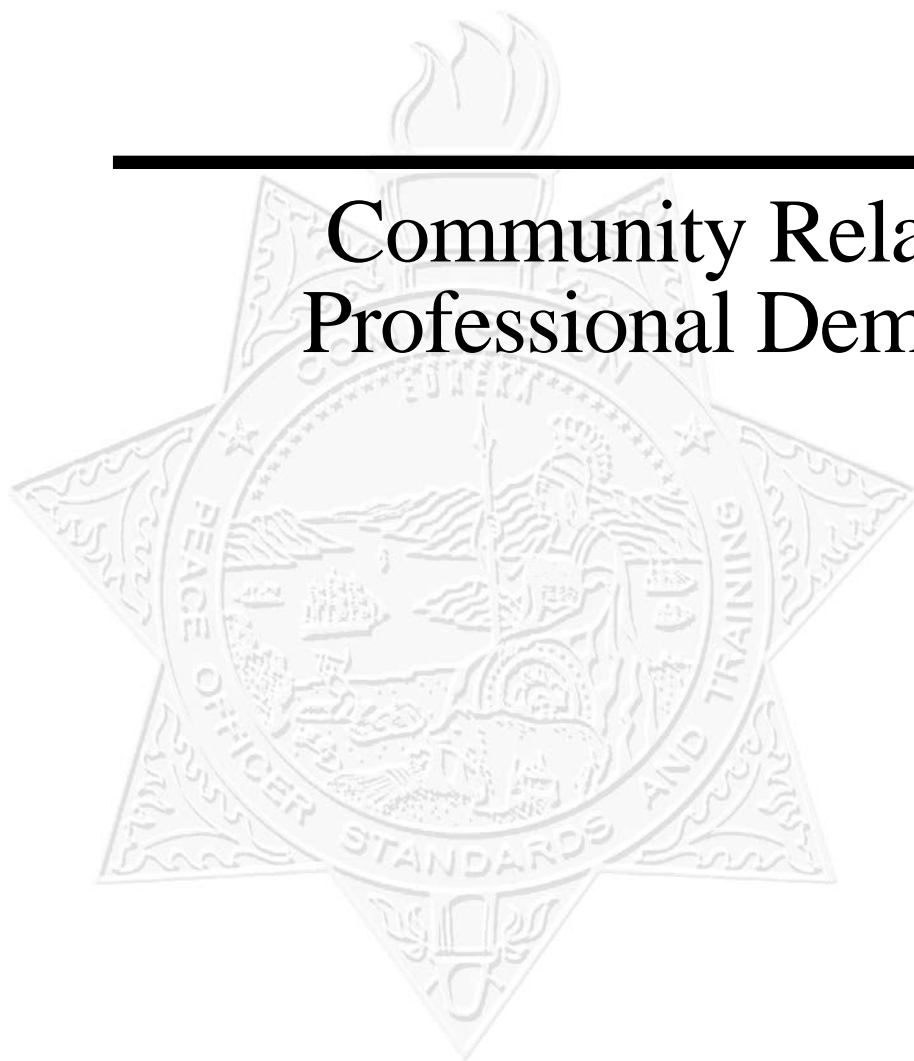
1.5.19 The trainee shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Community Relations/ Professional Demeanor



COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

COMMUNITY RELATIONS AND SERVICE

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

Reference: D.O. Mission Statement, Philosophy Statement and Division Goals and Objectives

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

- A. Protect life and property
- B. Maintain order
- C. *Crime prevention*
- D. Public education
- E. Delivery of service
- F. Enforcement of law(s)
- G. Community partnerships, such as:
 1. DARE
 2. EXPLORERS
 3. CITIZENS ON PATROL
 4. VOLUNTEERS
 5. CERT TEAM
 6. CITIZENS ACADEMY
 7. POLICE FOUNDATION
 8. CHAPLAIN PROGRAM
 9. RIDE A LONG PROGRAM
 10. LEADERSHIP SIMI VALLEY

Reference: SVPD D.O. 336 Chaplains, D.O. 340 Volunteer Program, SVPD D.O 405 Ride-Along Policy

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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COMMUNITY RELATIONS / PROFESSIONAL Demeanor

PROFESSIONAL Demeanor AND COMMUNICATIONS

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

Reference: SVPD D.O. 320 Standards of Conduct

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 1011 Personnel Complaints

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.6.05 The trainee shall identify verbal factors which could contribute to a negative response from the public, including:

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

Reference: SVPD D.O. 320 Standards of Conduct

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

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

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

Reference: SVPD D.O. 320 Standards of Conduct

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.6.08 The trainee shall conduct telephone conversations in a professional manner.

Reference: SVPD D.O. 320 Standards of Conduct (320.5.5)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CULTURAL DIVERSITY

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

RACIAL PROFILING

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

Reference: POST Guide, Racial Profiling, D.O. 401 Biased-Based Policing

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: POST Guide, Racial Profiling, D.O. 401 Biased-Based Policing

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

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

Reference: POST Guide, Racial Profiling. D.O. 401 Biased-Based Policing

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: Police Department Historical Accounts/Newspaper Articles (Police Department Library)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

CRIME PREVENTION

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

Reference: SVPD Crime Prevention Officers (Residential and Business)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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1.6.19 The trainee shall give examples of general forms of crime prevention, including:

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

Reference: SVPD Crime Prevention Officers (Residential and Business)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

COMMUNITY/PROBLEM-ORIENTED POLICING

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

Reference: SVPD Special Operations Bureau

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.6.21 The trainee shall explain the crime triangle (offender, victim, and location).

COMMUNITY RELATIONS / PROFESSIONAL Demeanor

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.6.22 The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

Reference: SVPD Special Operations Bureau

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD Neighborhood Watch via SVPD Special Problems Section

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
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Radio Communications



RADIO COMMUNICATIONS

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

Reference: SVPD D.O. 801 Communications Bureau (Radio Procedures), P.B.O. 325 Dispatching Calls for Service

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 801 Communications Bureau (Radio Procedures)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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1.7.03 The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

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

Reference: SVPD D.O. 801 Communications Bureau (Radio Procedures)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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RADIO COMMUNICATIONS

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 307 Vehicle Pursuits

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.7.06 Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

INFORMATION SYSTEMS/TELECOMMUNICATIONS

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

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

Reference: NCIC Operating Manual, CJIS Manual, CLETS Manual, VCJIS Manual, SVPD D.O. 421 Mobile Data Terminal Use

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

1.7.08 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)

RADIO COMMUNICATIONS

- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)

Reference: NCIC Operating Manual, CJIS Manual, CLETS Manual, VCJIS Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

1.7.09 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: NCIC Operating Manual, CJIS Manual, CLETS Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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1.7.10 The trainee shall review and explain agency policy regarding the proper use and/or misuse of Mobile Data Terminals (MDT's) and on-board laptop computers.

Reference: SVPD D.O. 421 Mobile Data Terminal Use - Operation and Use of Mobile Work Stations, Versaterm

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

Reference: SVPD D.O. 321 Information Technology Use, D.O. 323 Media Relations, P.B.O. 814 Report Release Guidelines, CLETS Manual, 637 PC, 641 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Leadership

LEADERSHIP

LEADERSHIP

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

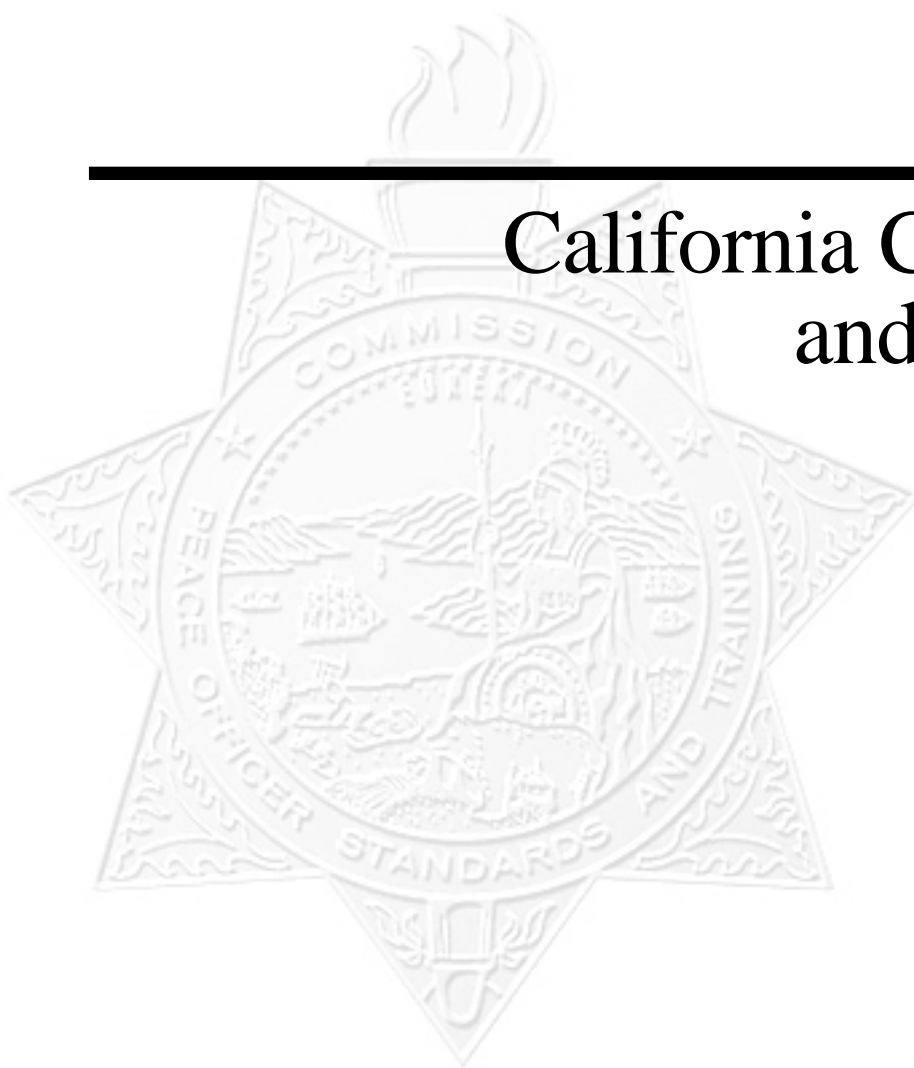
2.8.03 The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.

Reference: P.U.O. Department Mission Statement, Philosophy Statement and Division Goals and Objectives

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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California Codes and Law



CRIMINAL LAW

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

- A. Accessory – 32 PC
- B. Accomplice – 31 PC
- C. Criminal negligence
- D. Corpus delicti
- E. Entrapment
- F. Implied intent
- G. Principal – 31 PC
- H. Specific intent
- I. Transferred intent

Reference: Penal Code, Legal Sourcebook

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: 15 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.9.03 The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).

Reference: SVPD Report Writing Form “Penal Code Section 26 – Wrongfulness of Actions Committed by Minors” (Questionnaire form)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: Penal Code, Health and Safety Code

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

REASONABLE SUSPICION/PROBABLE CAUSE

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

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

Reference: California Legal Guidelines - Penal Code

2.9.05.01 “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 cause” exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.
- 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.

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2.9.05.02 The trainee shall identify and explain how “probable cause” is used in an arrest 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.

CALIFORNIA CODES AND LAW

- 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. See California Penal Code and Peace Officers' Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.
- D. See California Penal Code and Peace Officers' Legal Sourcebook for statutes on accepting a private person's arrest.

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Comments:								Case/Report No.:

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

Reference: California Legal Guidelines - Penal Code, Terry vs. Ohio, 392 US 1 (1968)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

Reference: California Legal Guidelines – Penal Code

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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LAWS OF ARREST

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

Reference: 836 PC; 40300.5 through 40302 VC

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

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

Reference: 837 PC; 847 PC, SVPD Training Bulletin 2003-04 Duty to Accept Citizens Arrest / D.O. 331 Private Persons Arrest

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CALIFORNIA CODES AND LAW

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

Reference: Legal Guidelines – Penal Code, SVPD D.O. 312 Temporary Custody of Juveniles, SVPD Training Bulletin 2003-14 Miranda and Civil Liability, 2000-13 Questioning Suspects Outside of Miranda

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.9.12 The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference: 844 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.9.13 The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference: 835 PC; 843 PC

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

Reference: 835 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.9.15 The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

Reference: SVPD D.O. 300 Use of Force, Reference 835a P.C.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.9.16 The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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2.9.17 The trainee shall explain situations where legal exceptions to an arrest might exist, including:

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

Reference: SVPD D.O. 411 Foreign Diplomatic and Consular Representatives

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CALIFORNIA CODES AND LAW

JUVENILE LAW AND PROCEDURE

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

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

Reference: SVPD D.O. 312 Temporary Custody of Juveniles

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Trainee								
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ADDITIONAL LAWS

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

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

Reference: ABC Manual

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Trainee								
Comments:								Case/Report No.:

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

- A. 3056 PC
- B. 1203.2 PC

Reference: SVPD Training Bulletin 1998-11 Parole Searches

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Trainee								
Comments:								Case/Report No.:

2.9.21 The trainee shall recognize violations of the Simi Valley Municipal Code and, given reference text, will locate the applicable sections.

- A. 5-3.01 SVMC Alcoholic Beverages
- B. 6-1.501 SVMC Animal Nuisances
- C. 6-5.01 SVMC Transient Campsites
- D. 5-14.01 SVMC Curfew Restrictions Parental Supervision of Minors
- E. 5-22.01 SVMC Weapons
- F. 5-31.03 SVMC Graffiti
- G. 5-12.02 SVMC Solicitors, near schools 5-12.18 SVMC
- H. 5-16.02 SVMC Noise
- I. 5-37.101 SVMC Public Nudity
- J. 4-9.401 SVMC Parking residential zones, general restrictions 4-9.402 SVMC, vehicles for sale 4-9.302 SVMC
- K. 10-1.03 SVMC Parks, prohibited acts
- L. 5-33.03 SVMC Parties, noise. Notice of Disturbance 5-33.14 SVMC
- M. 5-23.02 SVMC Smoking prohibited in public places
- N. 5-39.03 SVMC Aggressive Solicitations
- O. 5-25.01 SVMC Trespassing, Rules of Conduct

Reference: Simi Valley Municipal Code, SVPD Training Bulletin 2004-04 Regulating Aggressive Solicitations, 1995-014 Municipal Code Enforcement – Solicitors, 1999-09 Transient Campsite Ordinance

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CALIFORNIA CODES AND LAW

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

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

Reference: Legal Guidelines – Penal Code, Legal Sourcebook

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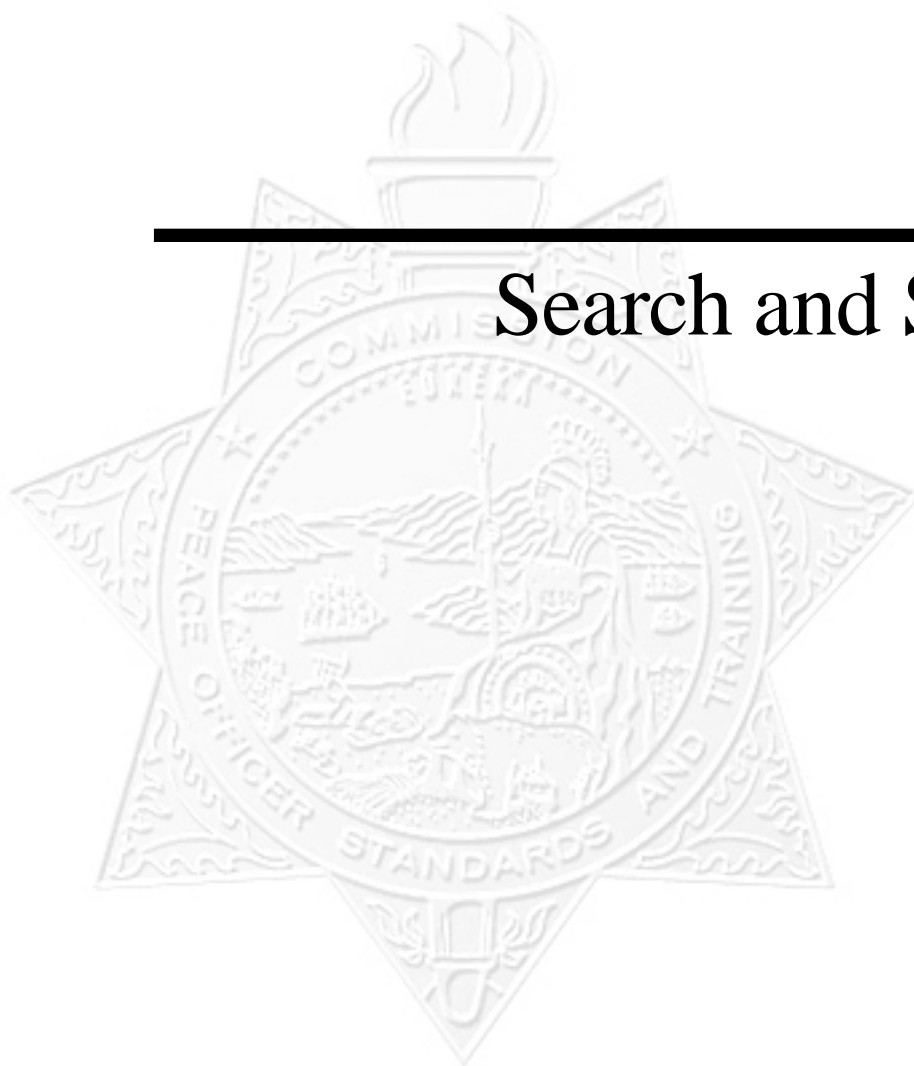
2.9.23 The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference: POST Legislative Update Telecourses and CD ROMS

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Search and Seizure



SEARCH AND SEIZURE

SEARCH CONCEPTS

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

- A. Consent
- B. Scope of searches
- C. Contemporaneous
- D. Probable cause – 836 PC
- E. Instrumentalities of a crime
- F. Contraband
- G. Knock and notice – 1531 PC
- H. Container search doctrine – 4th Amendment, U.S. vs Ross US 798 (1982)

Reference: Legal Guidelines – Penal Code, 836(a), 1531 PC

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Trainee								
Comments:								Case/Report No.:

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

- A. Pat searches for weapons – 833 PC
- B. Consent searches
- C. Probable cause searches
- D. A search warrant – 1523 PC
- E. Plain sight
- F. Incident to arrest
- G. Exigent circumstances
- H. Probation/parole search – 3067 PC

Reference: Legal Guidelines – Penal Code, 833, 1523, 3067 PC, Legal Sourcebook

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Trainee								
Comments:								Case/Report No.:

SEARCH AND SEIZURE

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

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

Reference: Legal Guidelines – Penal Code, Legal Sourcebook

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: Legal Guidelines – Penal Code, Legal Sourcebook

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

- A. Court filings
- B. Prosecution of suspects

Reference: Legal Guidelines – Penal Code, 1538.5 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

SEIZURE CONCEPTS

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

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

Reference: SVPD D.O. 504 Impaired Driving / 504.6.2 Forced Blood Sample, SVPD D.O. 901 Custodial Searches (Strip, Visual Body Cavity and Physical Body Cavity Searches)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

SEARCH AND SEIZURE

WARRANTS

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

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

Reference: 817, 1525 PC, Legal Guidelines – Penal Code

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Trainee								
Comments:								Case/Report No.:

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

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

Reference: 840, 1533, 1534, 1537 PC

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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD P.B.O. 514 Criminal Investigation, D.O. 606 Warrant Service (Procedures)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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Report Writing



REPORT WRITING

FIELD NOTES AND NOTEBOOK

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

Reference: 1054.1. PC

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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

REPORT WRITING

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPORT WRITING

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

Reference: SVPD D.O. 322 Report Preparation / 600.4.1 Officer Responsibility

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD P.B.O. 812 Records Bureau Access (Check Out Procedures)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

REPORT WRITING

Reference: SVPD Report Writing Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 322 Report Preparation / 600.4.1 Officer Responsibility

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

2.11.13 The trainee shall prepare a report that minimally includes:

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

- D. Properly establishing who, what, when, where, why, how and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference: SVPD D.O. 322 Report Preparation / 600.4.1 Officer Responsibility

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

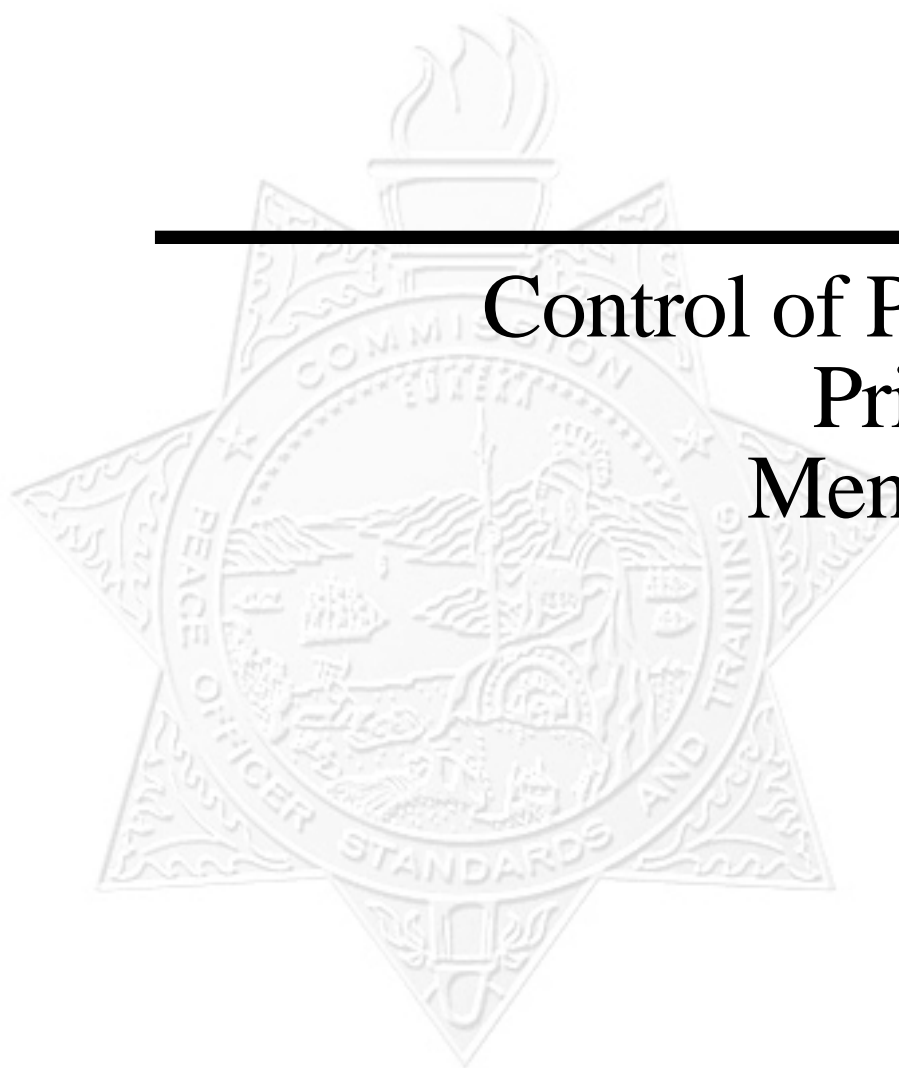
- A. The elements constituting the offense
- B. A complete documentation of reasonable/probable cause to arrest
- C. A complete description of all physical evidence, where it was found, and its disposition
- D. A complete listing of all suspects, including whether or not they are in custody.

Reference: SVPD D.O. 322 Report Preparation / 600.4.1 Officer Responsibility

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

■ FTP

Control of Persons/ Prisoners/ Mentally Ill



CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

CONTROL / SEARCHING OF PERSONS

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

Reference: SVPD D.O. 300 Use of Force / 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 311 Search and Seizure (Search Protocol) D.O. 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

HANDCUFFING

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

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

Reference: SVPD D.O. 900 Temporary Custody of Adults, D.O. 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 300 Use of Force, D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

Reference: SVPD D.O. 300 Use of Force, D.O. 901 Custodial Searches, D.O. 302 Handcuffing and Restraints, D.O. 900 Temporary custody of Adults, D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 302 Handcuffing and Restraints, D.O. 901 Custodial Searches (Arrest and Transportation of Prisoners)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

Reference: SVPD D.O. 900 Temporary Custody of Adults

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 802 Property and Evidence, SVPD Training Bulletin 2001-01 Safekeeping Receipt

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

TRANSPORTATION OF PRISONERS

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

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

Reference: SVPD D.O. 703 Vehicle Use, D.O. 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

Reference: SVPD D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults, P.B.O. 424 Arrest and Transportation of Prisoners, D.O. 900 Temporary Custody of Adults (Operation of Detention Facility), SVPD Intake Health Screening Form (PD192), VCSO Intake Health Screening Form (SO-32)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

BOOKING PRISONERS

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

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

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W&I; 626.5 W&I, SVPD D.O. 312 Temporary Custody of Juveniles (Booking Procedures), D.O. Temporary Custody of Adults (Operation of Detention Facility), D.O. 901 Custodial Searches, P.B.O. 424 Transportation of Prisoners

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 900 Temporary Custody of Adults, D.O. 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

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

Reference: SVPD D.O. 901 Custodial Searches, 900 Temporary Custody of Adults (Operation of Detention Facility), Application for Bail/O.R. Release Form (SO-265), SVPD Intake Health Screening Form (PD192), VCSO Intake Health Screening Form (SO-32), SVPD Training Bulletin 1999-13 Temporary Holding Facility Procedures

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: D.O. 900 Temporary Custody of Adults

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

- A. Sex
- B. Age
- C. Criminal sophistication
- D. Seriousness of offense
- E. Assaultive behavior

- F. Medical disabilities
- G. Gang Affiliation
- H. Overt sexual behavior

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 900 Temporary Custody of Adults, D.O. 901 Custodial Searches

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (900.10.1)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

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

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PEOPLE WITH DISABILITIES

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

- A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
- B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
- C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
- D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

Reference: SVPD D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

2.12.30 The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.32 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

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

Atmosphere (Reduce distractions/Respect personal space)

Communication (Establish contact/Develop rapport)

Time (Slow down/Reassess)

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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MENTAL ILLNESS CASES

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

Reference: SVPD D.O. 409 Mental Illness Commitments, SVPD Training Bulletin 2003-01 Ventura County Behavioral Health Policies and Procedures, 2003-03 Crisis Intervention Team

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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- 2.12.34 The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting ambulance prior to confronting subject, if necessary

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping

Reference: SVPD D.O. 409 Mental Illness Commitments – 5150/8102 WIC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.35 The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

Reference: Simi Hospital

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.36 The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:

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

Reference: SVPD D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment.
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved.
- C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
- D. The person must be informed of the officer's name and agency and the reason the person is being detained.
- E. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Reference: SVPD D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.38 The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

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

Reference: SVPD D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.40 The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.

Reference: SVPD D.O. 409 Mental Illness Commitments

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.12.41 Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

Reference: SVPD P.B.O. 424 Transportation of Prisoners, D.O. 409 Mental Illness Commitments, D.O. 409.7 Documentation

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

2.12.42 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and de-escalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

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■ FTP

Patrol Procedures



PATROL PROCEDURES

POLICE PATROL TECHNIQUES

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

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

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

Reference: SVPD D.O. 402 Briefing Training, P.B.O. 502 Watch Guidelines

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.03 The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

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

Reference: SVPD Special Enforcement Detail, Special Problems Section

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.04 The trainee shall discuss the advantage(s) of motorized patrol, including:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.05 The trainee shall explain the importance of positive daily personal contact with citizens.

Reference: SVPD P.B.O. 502 Watch Guidelines

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OBSERVATION SKILLS

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

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PATROL PROCEDURES

PREVENTING AND DETECTING CRIME

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

Reference: SVPD Crime Prevention Officer (Business and Residential)

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.09 The trainee shall explain and demonstrate how to prepare for a normal patrol shift:

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

Reference: SVPD D.O. 402 Briefing Training, P.B.O. 502 Watch Guidelines

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.10 The trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks.

Reference: P.B.O. 904 SVPD Special Problems Section

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

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

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

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PATROL PROCEDURES

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

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

Reference: SVPD P.B.O. 508 Issuing of Specialized Patrol Equipment

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.14 The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., auto, trucks, trailers, motorcycles, and bicycles)

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ADDITIONAL PATROL SAFETY

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.16 The trainee shall explain and/or demonstrate how to react to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.

Reference: SVPD D.O. 341 Off Duty Law enforcement Actions, D.O. 320 Standards of Conduct

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

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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PATROL PROCEDURES

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

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

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

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

Reference: SVPD D.O. 341 Off-Duty Law Enforcement Actions, D.O. 307 Vehicle Pursuits, D.O. 412 Rapid Response and Deployment, SVPD Training Bulletin 1998-04 Memorandum of Understanding, Law Enforcement Service - Metrolink

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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PEDESTRIAN STOPS

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

Reference: Legal Guidelines – Penal Code, Legal Sourcebook

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.23 The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

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

Reference: Legal Guidelines – Penal Code

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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2.13.24 The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

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

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PATROL PROCEDURES

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

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2.13.26 The trainee shall properly and legibly complete the field interview (FI) report form.
Reference: SVPD P.B.O. 521 Use of Street Checks (FI Card)

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2.13.27 The trainee shall explain the role and use of CLETS in determining a person’s wanted status.
Reference: CLETS Operating Manual

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2.13.28 Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s).
Reference: SVPD P.B.O. 521 Use of Street Checks (FI Card)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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SEARCHING PERSONS

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

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

Reference: 4030 PC, SVPD D.O. 901 Custodial Searches (Strip/Body Cavity Searches)

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

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

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PATROL PROCEDURES

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

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

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Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE STOPS

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 308 Officer Response to Calls

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: 40302b CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 521 Use of Street Checks (Traffic Warning Card), D.O. 500 Traffic Function and Responsibility (Enforcement Guidelines)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

2.13.48 The trainee shall explain the advantages of the following procedures:

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

Reference: SVPD D.O. 500 Traffic Function and Responsibility, D.O. 505 Traffic Citations (Notice to Appear Procedure)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 40500 CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL PROCEDURES

FELONY/HIGH-RISK VEHICLE STOPS

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

- A. Seriousness of the crime(s)
- B. Availability of back-up
- C. Location at which to make the stop
- D. Tactics to be used after making the stop
- E. Number of suspects involved
- F. Placement of second, third and subsequent units at the stop itself
- G. Placement of additional units away from the stop to control traffic (to provide additional safety for the stop itself)
- H. Use of Public Address system
- I. Use of additional resources – K-9 units, air support units

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEARCHING VEHICLES

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEARCHING BUILDINGS/AREAS

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

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

Reference: SVPD D.O. 309 Canines, SVPD Training Bulletin 1997-15 High Risk Building Searches

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: See 2.13.60

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HANDLING CRIMES IN PROGRESS

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

- A. Proceeding directly to scene as quickly and silently as possible
- B. Proceeding directly to scene utilizing emergency lights and/or siren
- C. Proceeding to the location most likely to intercept fleeing suspects
- D. Proceeding to scene and coordinating arrival and/or deployment with other units
- E. Distance to location
- F. Availability of assisting units
- G. Nature of crime
- H. Traffic and environmental conditions
- I. Concern for possible lookouts
- J. Use of additional resources – K-9 units, air support units
- K. Watch for fleeing suspects
- L. Parking and securing vehicle
- M. Apprehension of suspect(s)
- N. Broadcasting additional information
- O. Securing the scene

Reference: SVPD P.U.O. 308 Officer Response to Calls (Emergency Vehicle Operation)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL PROCEDURES

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DOMESTIC VIOLENCE

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

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

Reference: Domestic Violence Investigation Protocol Manual, SVPD D.O. 310 Domestic Violence, D.O. 310.6 Domestic Violence Follow Up, 13702 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: Domestic Violence Investigation Protocol Manual, SVPD D.O. 310 Domestic Violence

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: Domestic Violence Investigation Protocol Manual, SVPD D.O. 310 Domestic Violence

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 273.5, 243e1, 273.6, 166.4 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.13.68 The trainee shall discuss mandatory custody arrest requirements.

Reference: Domestic Violence Investigation Protocol Manual, 273.5, 243e1, 847PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL PROCEDURES

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

Reference: Domestic Violence Investigation Protocol Manual, SVPD D.O. 310 Domestic Violence

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

VICTIMS OF VIOLENT CRIME

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

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

Reference: SVPD D.O. 310 Domestic Violence (Victims of Violent Crimes), SVPD Brochure "Important Information for Victims of Violent Crimes"

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD P.B.O. 514 Criminal Investigations, D.O. 601 Sexual Assault Investigations, D.O. 315 Child Abuse, SVPD Brochure "Information for Victims of Sexual Assault", SVPD Training Bulletin 2004-06 Child Abuse Reporting Pursuant to 11169 PC – Suspect Notification

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 313 Adult Abuse (Reporting), Protocol for Investigation and Prosecution of Elder and Dependent Adult Abuse, D.O. 338 Child and Dependent Adult Safety, SVPD Training Bulletin 1998-01 Safe Shelter Program (Elder Abuse)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. 12028.5 PC
- B. 12028.7 PC
- C. 12029 PC
- D. 8102 WIC

Reference: SVPD D.O. 802 Property and Evidence, D.O. 802.4 Packaging of Property (Firearms) / 8102 WIC, D.O. 409 Mental Illness Commitments

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HATE CRIMES

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

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

Reference: SVPD D.O. 319 Hate Crimes, P.B.O. 514 Criminal Investigations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 422.6 PC, SVPD P.B.O. 514 Criminal Investigations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

GANG AWARENESS

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

Reference: SVPD P.B.O. 518 Documentation of Gang Activity, P.B.O. 904 Special Problem Section

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD P.B.O. 518 Documentation of Gang Activity, P.B.O. 904 Special Problem Section, SVPD Training Bulletin 1992-01 Outlaw Motorcycle Gangs in the U.S., 1992-02 Overview of Asian Gangs

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

PATROL PROCEDURES

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD P.B.O. 518 Documentation of Gang Activity

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

3.13.84 The trainee shall identify gang graffiti factors significant to law enforcement, including:

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

Reference: SVPD P.B.O. 518 Documentation of Gang Activity

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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3.13.85 The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Identification of gang activity
- B. Coordination with allied agencies
- C. Reduction of the opportunity for criminal activities
- D. Requesting the District Attorney to consider criminal street gang enhancement charges (PC 186.22) when gang members are arrested

Reference: SVPD Special Operations Unit, Crime Analysis Unit, SVPD P.B.O. 518 Documentation of Gang Activity

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
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PATROL PROCEDURES

MISSING PERSONS

3.13.87 The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, both adult and juvenile. In addition, the trainee will also review and explain the criteria and initiation process for an Amber Alert.

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC, SVPD D.O. 316 Missing Persons (Runaway Investigations), D.O. 317 Public Alerts (Amber Alert-Juveniles Procedures)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 316 Missing Persons (Runaway Investigations)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 316 Missing Persons

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRES

3.13.91 The trainee shall identify the following types of fires and the best methods to deal with each:

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical
- D. Combustible metals

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.13.92 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

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

Reference: SVPD Training Bulletin 93-29 Fire Response

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD Training Bulletin 93-25 The Police – Fire Connection

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

3.13.96 The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System and OES – Officer of Emergency Services).

Reference: SVPD D.O. 412 Rapid Response and Deployment Policy, D.O. 326 Outside Agency Assistance (Mutual Aid Requests), The Law Enforcement Guide to Emergency Operations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 412 Rapid Response and Deployment Policy, SVPD Training Bulletin 2001-16 Patrol Response to a Biological Agent Contamination Incident, 1991-18 Hazardous Materials Incidents, Emergency Response Guidebook

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.13.98 The trainee shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

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

Reference: Emergency Response Guidebook, SVPD Training Bulletin 2004-03 Law Enforcement Decontamination Kits

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: SVPD D.O. 501 Traffic Collision Reporting, CHP Collision Investigation Manual, SVPD D.O. 323 Media Relations, D.O. 412 Rapid Response and Deployment Policy (Unusual Occurrence Management)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.13.100 The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

PATROL PROCEDURES

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

*Reference: SVPD Training Bulletin 1995-04 Emergency Response Guidebooks, 1991-18
Hazardous Materials Incidents*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

BOMBS/EXPLOSIVE DEVICES

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

*Reference: SVPD Training Bulletin 1992-08 Bomb Calls and Found Explosives, 2004-02
Response to a Suicide/Homicide Bombing Scene*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: See 3.13.101

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								

Comments:	Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Comments:								Case/Report No.:

AIRCRAFT CRASHES

3.13.104 The trainee shall review and explain the agency’s policy on aircraft crashes. P.U.O. 415 Aircraft Accidents

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

3.13.105 The trainee shall discuss factors associated with the handling of an aircraft crash, including:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

FIRST AID

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

PATROL PROCEDURES

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.13.108 The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.13.109 The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play
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Comments:								Case/Report No.:

3.13.111 The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)

Reference: SVPD D.O. 1009 Communicable Diseases

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SICK, INJURED, OR DECEASED PERSONS

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

Reference: SVPD D.O. 433 Medical Aid and Response (Transportation of Persons Not in Police Custody)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.13.113 The trainee shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

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

Reference: SVPD D.O. 329 Death Investigation, D.O. 900 Temporary Custody of Adults (Operation of Detention Facility)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								

PATROL PROCEDURES

Comments:	Case/Report No.:

3.13.114 The trainee shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

LOST, FOUND, AND RECOVERED PROPERTY

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

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

Reference: SVPD D.O. 802 Property and Evidence

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

CROWD CONTROL

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

Reference: D.O. 349 Mobile Field Force

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

Comments:	Case/Report No.:

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

Reference: SVPD Training Bulletin 1993-04 Squad Formations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

**USE OF FORCE IN RESPONSE TO INCIDENTS INVOLVING CROWDS / MOBILE FIELD FORCE:
P.U.O. 349 Mobile Field Force**

3.13.118 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.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

AGENCY-ISSUED RIOT EQUIPMENT

3.13.118.01 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).

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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FIRST AMENDMENT RIGHTS

PATROL PROCEDURES

- 3.13.118.02 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.
- 3.13.118.03 The trainee will explain the concept of restoring order, with an understanding that 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.
- 3.13.118.04 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 the law, without infringing on an individual or group's First Amendment rights of free speech and assembly.
- 3.13.118.05 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.

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CROWD MANAGEMENT

- 3.13.118.06 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.

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AGENCY POLICY AND PHILOSOPHY FOR CROWD MANAGEMENT SITUATIONS

- 3.13.118.07 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:

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

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. Establishment of a unified chain of command
6. Establishment of 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

C. Containment

1. Establishment of 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

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CROWD CONTROL INCIDENTS

3.13.118.09 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

PATROL PROCEDURES

3.13.118.09 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. In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid 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 documenting its own response (video/audio)
7. Making selective arrests (arrest teams/communication)
8. Establishment of 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

CROWD DISPERSAL

3.13.118.10 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

3.13.118.11 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.

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RIOT CONTROL

3.13.118.12 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/formations
- B. Additional resources, equipment, and personnel that may be required for 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, bean-bag rounds, Taser, etc.)
- G. Clarity on the agency policy for the use of deadly force

3.13.118.13 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 feel vulnerable and 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 support and control crowd movement, ingress, and egress
- D. Restoration of order
 - 1. Medical aid
 - 2. Detention, arrest, cite and release, transportation
 - 3. Criminal investigation
 - 4. Authorized/designated law enforcement personnel interacting with the media

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LAW ENFORCEMENT CONDUCT IN RESPONSE TO CROWD SITUATIONS

3.13.118.14 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

PATROL PROCEDURES

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

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NEWS MEDIA RELATIONS

3.13.119 The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference: SVPD D.O. 323 Media Relations (News Media Releases)

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

Reference: SVPD D.O. 323 Media Relations (News Media Releases)

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

Reference: Penal Code Section 409.5

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3.13.122 The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including:

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

Reference: SVPD D.O. 323 Media Relations, 323.5 News Media Relations Procedure, D.O. 805 Records Maintenance and Release

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HOSTAGE/BARRICADED SUSPECT

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

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

Reference: SVPD D.O. 404 SWAT/CNT Deployments

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SNIPER ATTACK

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

- A. Cover/Concealment

PATROL PROCEDURES

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

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

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

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

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

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ANIMAL CONTROL

3.13.127 The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- A. Injured animals
- B. Dead animals

- C. Rabid animals
- D. Noisy animals – 5-16.02 SVMC
- E. Stray animals
- F. Wild animals
- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites

Reference: SVPD Training Bulletin 1997-02 Use of Animal Capture Sticks, SVMC 5-16.02 Unlawful Acts - Public Nuisance (Noise Ordinance)

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- 3.13.128 The trainee shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:
- A. Whom to notify prior to killing the animal
 - B. Who may shoot the animal
 - C. What report should be completed following the shooting of the animal
 - D. How disposal of the dead animal is handled

Reference: SVPD D.O. 300 Use of Force

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

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■ FTP

Investigations/ Evidence

INVESTIGATIONS / EVIDENCE

INTERVIEWING / INTERROGATION

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

Reference: SVPD Training Bulletin 2004-16 Multi Disciplinary Interview Center (MDIC)

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3.14.02 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

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

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3.14.03 The trainee shall describe the contents of a good statement. These contents shall minimally include:

- A. What happened
- B. When it happened
- C. Where it happened
- D. Who it happened to

INVESTIGATIONS / EVIDENCE

- E. How it happened
- F. Why it happened
- G. How many are involved

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3.14.04 The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interrogations.

Reference: SVPD Training Bulletin 2003-14 Miranda and Civil Liability, 2000-13 Questioning Outside of Miranda

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3.14.05 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

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INVESTIGATIONS

“Cold” Crimes

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

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

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

Reference: SVPD P.B.O. 420 Crime Scene Protocol

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INVESTIGATIONS / EVIDENCE

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

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Crimes Against Property

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

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Pursuit and/or apprehension of suspects, if possible.

Reference: SVPD P.B.O. 514 Criminal Investigation / D.O. 600 Investigation and Prosecution

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

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Crimes Against Persons

3.14.12 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

Reference: SVPD P.B.O. 514 Criminal Investigation

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3.14.13 The trainee shall explain the steps to take while investigating the following crimes:

- A. Rape/Sexual assault – D.O. 601 Sexual Assault Investigations
- B. Felonious assault – P.B.O. 414 Aggravated Assault Investigation
- C. Robbery – P.B.O. 417 Robbery Investigation
- D. Kidnapping

Reference: SVPD P.B.O. 514 Criminal Investigation, D.O. 601 Sexual Assault Investigation, See above listed

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

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

Reference: SVPD P.B.O. 514 Criminal Investigation, D.O. 329 Death Investigation, Injured Persons

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INVESTIGATIONS / EVIDENCE

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

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BURDEN OF PROOF

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

- A. Criminal guilt (Evidence Code Section 520)
- B. Corpus delicti (Evidence Code Section 550)
- C. Jurisdiction (Evidence Code Section 666)
- D. Double jeopardy as a defense (Evidence Code Section 500)
- E. Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code sections 520; 550; 666; 500; 500; PC 687

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CONCEPTS OF EVIDENCE

3.14.17 The trainee shall recognize the concepts of evidence as defined and used in California law, including:

- A. Evidence
- B. Direct evidence
- C. Circumstantial evidence

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Trainee								
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3.14.18 The trainee shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- A. Fruits of a crime
- B. Instrumentalities of a crime
- C. Contraband

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Trainee								
Comments:								Case/Report No.:

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

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

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INVESTIGATIONS / EVIDENCE

3.14.20 The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code Section 210)

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

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

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

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3.14.22 The trainee shall explain the privileged communication rule and provide examples to include:

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

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

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RULES OF EVIDENCE

3.14.23 The trainee shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:

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

Reference: Evidence Code; Case Law

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

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

Reference: Evidence Code sections 1200; 1220

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EVIDENCE COLLECTION AND PRESERVATION

3.14.25 The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

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

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INVESTIGATIONS / EVIDENCE

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

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3.14.27 The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.

Reference: SVPD Property and Evidence Packaging Manual

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3.14.28 The trainee shall review and explain, as well as apply, the agency's policies on:

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons, and explosives

Reference: SVPD D.O. 802 Property and Evidence, SVPD Training Bulletin 1999-08 Evidence Requiring Refrigeration, SVPD Property and Evidence Packaging Manual

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

Reference: SVPD D.O. 802 Property and Evidence

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3.14.30 The trainee shall review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory examination facilities and court. The discussion will include a review of the agency’s policy on calling out Crime Scene Investigators and/or detectives to process a crime scene.

Reference: SVPD D.O. 802 Property and Evidence, P.B.O. 420 Crime Scene Protocol

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3.14.31 The trainee shall explain “chain of custody” or “chain of evidence.”

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

Reference: SVPD D.O. 802 Property and Evidence

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LINE UPS

3.14.33 The trainee shall explain technical methods for identifying suspects, including:

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

INVESTIGATIONS / EVIDENCE

Reference: D.O. 604 Eyewitness Identification, D.O. 323 Media Relations (Dissemination of Crime Information)

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3.14.34 The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups:”

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

Reference: D.O. 604 Eyewitness Identification “Photographic Line-Up Instructions Form”

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3.14.35 The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

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

Reference: D.O. 604 Eyewitness Identification “Photographic Line-Up Instructions Form”

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SOURCES OF INFORMATION

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

INVESTIGATIONS / EVIDENCE

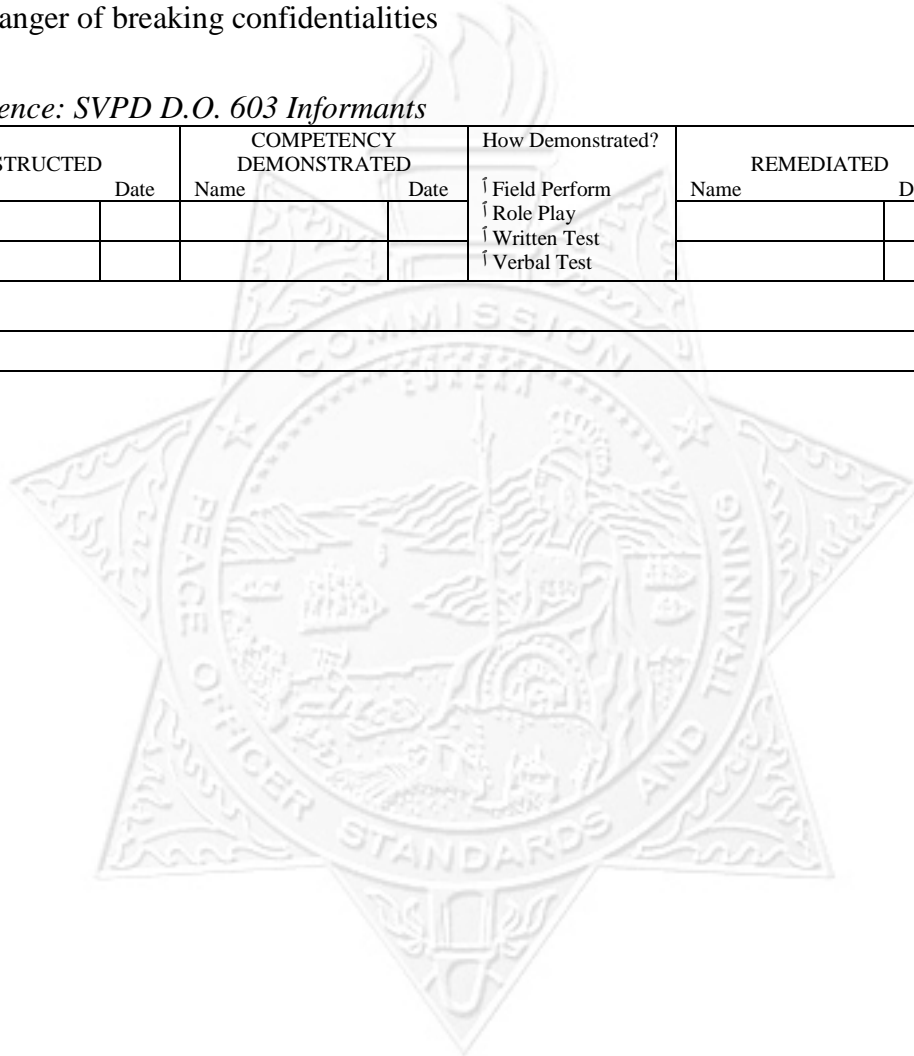
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3.14.37 The trainee shall describe techniques for identifying and developing “informants” and the:

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

Reference: SVPD D.O. 603 Informants

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INVESTIGATIONS / EVIDENCE

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

Reference: CLETS, CJIS, NCIC Manuals, Reverse Phone Directory, Reverse ANI (Dispatch)

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SUBPOENAS

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

Reference: SVPD D.O. 324 Subpoenas and Court Appearances, P.B.O 816 Subpoena Deces Tecum

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- 3.14.40 The trainee shall define the term "subpoena" and describe the authority and immunities associated with the subpoena, including:

- A. Who may exercise the power of a subpoena
- B. Who may serve a subpoena
- C. How a subpoena is served
- D. Who is subject to the power of a subpoena
- E. What immunities from arrest are granted to a person traveling in answer to a subpoena
- F. How a subpoena is enforced

Reference: SVPD P.B.O. 816 Subpoena Duces Tecum / D.O. 324 Subpoenas and Court Appearances

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COURTROOM TESTIMONY AND Demeanor

3.14.41 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance. This discussion will also cover the fact that perjury in court and officers falsifying police reports are felony crimes that can result in both criminal and civil actions against the officer, and civil actions against the agency.

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3.14.42 The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- A. Refreshing the officer’s memory
- B. Coordination of efforts

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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3.14.43 The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

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

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3.14.44 The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

INVESTIGATIONS / EVIDENCE

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

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3.14.45 The trainee shall become familiar with local courtroom security policies and procedures such as:

- A. Prisoner escort
- B. Prisoner restraint
- C. Screening of courtroom audience
- D. Disturbance procedures

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3.14.46 The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

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■ FTP

Tactical Communications/ Conflict Resolution



TACTICAL COMMUNICATION

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

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

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

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

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TACTICAL COMMUNICATION / CONFLICT RESOLUTION

3.15.04 The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- A. I appreciate that, but I need to see your driver’s license.
- B. I understand that, but I need you to sign the citation.

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3.15.05 Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process:

- A. Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- B. Set Context (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
- C. Present Options (Personal Appeal) – Explain possible options
- D. Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- E. ACT – (Take appropriate action)

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HANDLING DISPUTES

3.15.06 The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

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

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

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Humane society/SPCA
- F. Numerous, varied Health and Human Services – Refer to Directory of Health and Human Services throughout Ventura County

Reference: “Blue Book” – Directory of Health and Human Services throughout Ventura County

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TACTICAL COMMUNICATION / CONFLICT RESOLUTION

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

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

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

Reference: 837 PC, SVPD Training Bulletin 2003-004 Duty to Accept Citizen Arrests

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3.15.11 The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- A. Family disputes
- B. Neighbor disputes
- C. Juvenile disputes
- D. Loud parties

Reference: SVPD Municipal Code 5-33.08 notice of Disturbance, D.O. 310 Domestic Violence

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TACTICAL COMMUNICATION / CONFLICT RESOLUTION

3.15.12 Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

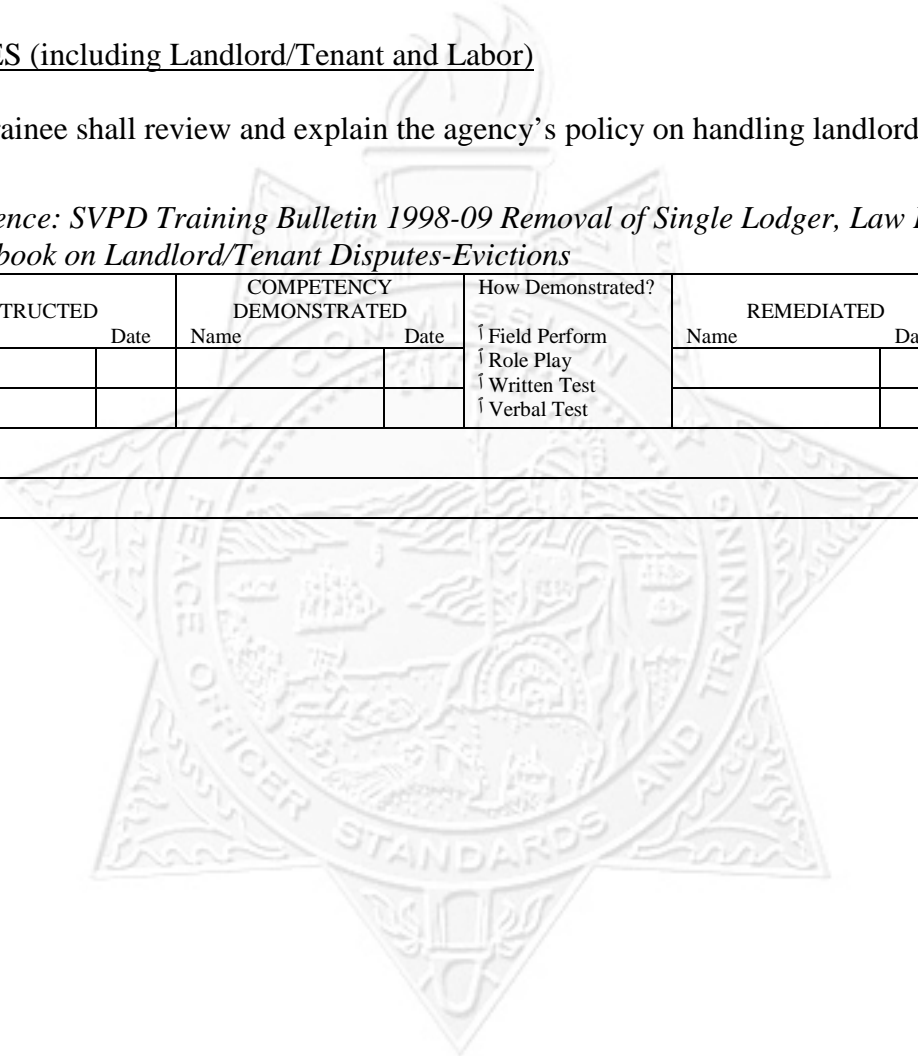
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CIVIL DISPUTES (including Landlord/Tenant and Labor)

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

Reference: SVPD Training Bulletin 1998-09 Removal of Single Lodger, Law Enforcement Handbook on Landlord/Tenant Disputes-Evictions

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TACTICAL COMMUNICATION / CONFLICT RESOLUTION

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

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

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

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

Reference: SVPD Training Bulletin 2003-18 Labor Dispute Guidelines and Policy

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3.15.16 The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

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

Reference: 647c PC

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TACTICAL COMMUNICATION / CONFLICT RESOLUTION

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPOSSESSIONS

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

■ FTP

Traffic



VEHICLE CODE

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.02 The trainee shall define the following terms as used in the California Vehicle Code:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 40300.5 through 40303; 40305 – Emphasize 40302 CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.05 The trainee shall discuss enforcement options after observation of a traffic violation, including:

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

Reference: SVPD Traffic Warning Card, 40300-40303 CVC, SVPD D.O. 505 Traffic Citations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 505 Traffic Citations, P.B.O. 803 Traffic Citation Processing

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.07 The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.

Reference: 40504 CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

IMPOUNDING/STORING VEHICLES

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazard (22651(b) VC)
- C. Incidental to an arrest (22651(h) VC)
- D. Vehicle is stored for safekeeping (22651 (g) VC)
- E. Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC)
- F. Vehicle is held for investigation (22655.5 VC)
- G. Vehicle is involved in hit and run (22655 or 22653(b) VC)
- H. Vehicle with VIN removed (10751 VC)
- I. Vehicle held for operation by unlicensed driver (22651(p) VC)

Reference: See above

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform	REMEDIED		How Remediated? ↑ Field Perform
	Name	Date	Name	Date		Name	Date	

TRAFFIC

F.T.O.					↑ Role Play ↑ Written Test ↑ Verbal Test			↑ Role Play ↑ Written Test ↑ Verbal Test
Trainee								
Comments:								Case/Report No.:

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

Reference: 22669 CVC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

- 3.16.11 Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

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

Reference: SVPD Report Writing Manual, SVPD D.O. 503 Vehicle Impound Hearings

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE COLLISIONS

- 3.16.12 The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:

- A. Education
- B. Enforcement
- C. Proactive engineering recommendations
- D. Patrol awareness (including assisting stranded motorists)
- E. Environmental factors that detract from traffic safety
- F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play
	Name	Date	Name	Date		Name	Date	
F.T.O.								

Trainee					↑ Written Test ↑ Verbal Test			↑ Written Test ↑ Verbal Test
Comments:								Case/Report No.:

3.16.13 The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares (spilled fuel)
- D. Ascertaining the need for ambulance service
- E. Considering the need for tow services
- F. Determining the need for further assistance

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 501 Traffic Collision Reporting, CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.15 The trainee shall define the term vehicle collision.

Reference: CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD Training Bulletin 2001-03 Traffic Breaks

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform	REMEDIED		How Remediated? ↑ Field Perform
	Name	Date	Name	Date		Name	Date	

TRAFFIC

F.T.O.					↑ Role Play ↑ Written Test			↑ Role Play ↑ Written Test
Trainee					↑ Verbal Test			↑ Verbal Test
Comments:								Case/Report No.:

3.16.17 The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- A. Injury accident
- B. Hit and run accident
- C. Accident involving suspected drunk driving
- D. Accident involving city, county, or state property

Reference: SVPD D.O. 501 Traffic Collision Reporting, CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Accident or collision: an unintended event that causes damage, death or injury.
- B. Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- C. Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.
- D. In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
- E. Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).
- F. Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

Reference: SVPD D.O. 501 Traffic Collision Reporting, CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.22 The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- A. Indications of compass direction
- B. Measurements of the scene in proportion but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determine the point of impact (A.O.I.) and the point of rest (P.O.R.)

Reference: CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC

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3.16.23 The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluids, and other related property damage
- C. Photographs of the scene

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.24 The trainee shall identify information to be obtained during a collision investigation interview, including:

- A. Identity of the involved parties and vehicle information
- B. Time and location of collision events
- C. Chronology of collision events
- D. Elements unique to hit and run collisions, if applicable

Reference: CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: SVPD D.O. 501 Traffic Collision Reporting, CHP Collision Investigation Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC CONTROL/DIRECTION

3.16.26 The trainee shall demonstrate recognized traffic hand signals for a driver to include:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.29 Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC

DRIVING UNDER THE INFLUENCE

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.16.32 The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.

Reference: SVPD D.O. 504 Impaired Driving, D.O. 504.6.2 Forced Blood Sample

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: D.O. 504 Impaired Driving (Forced Blood Test)

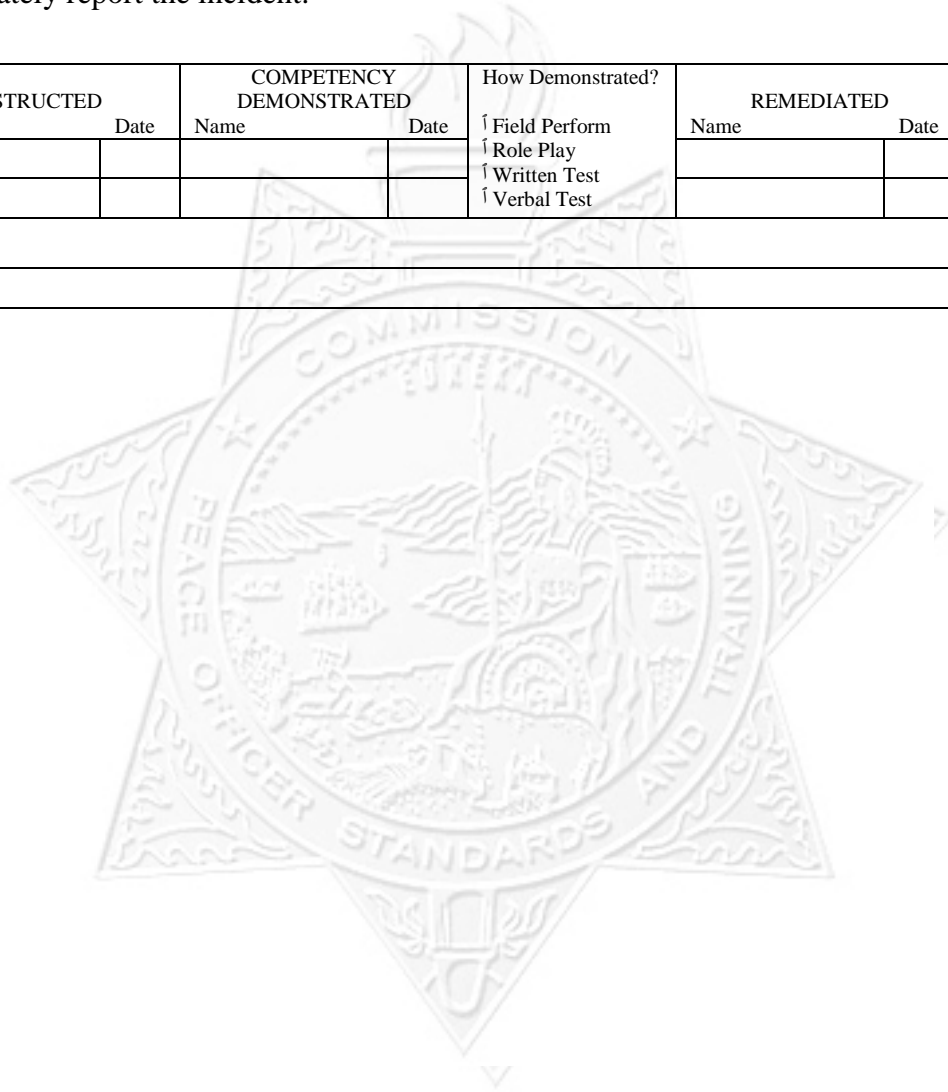
	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

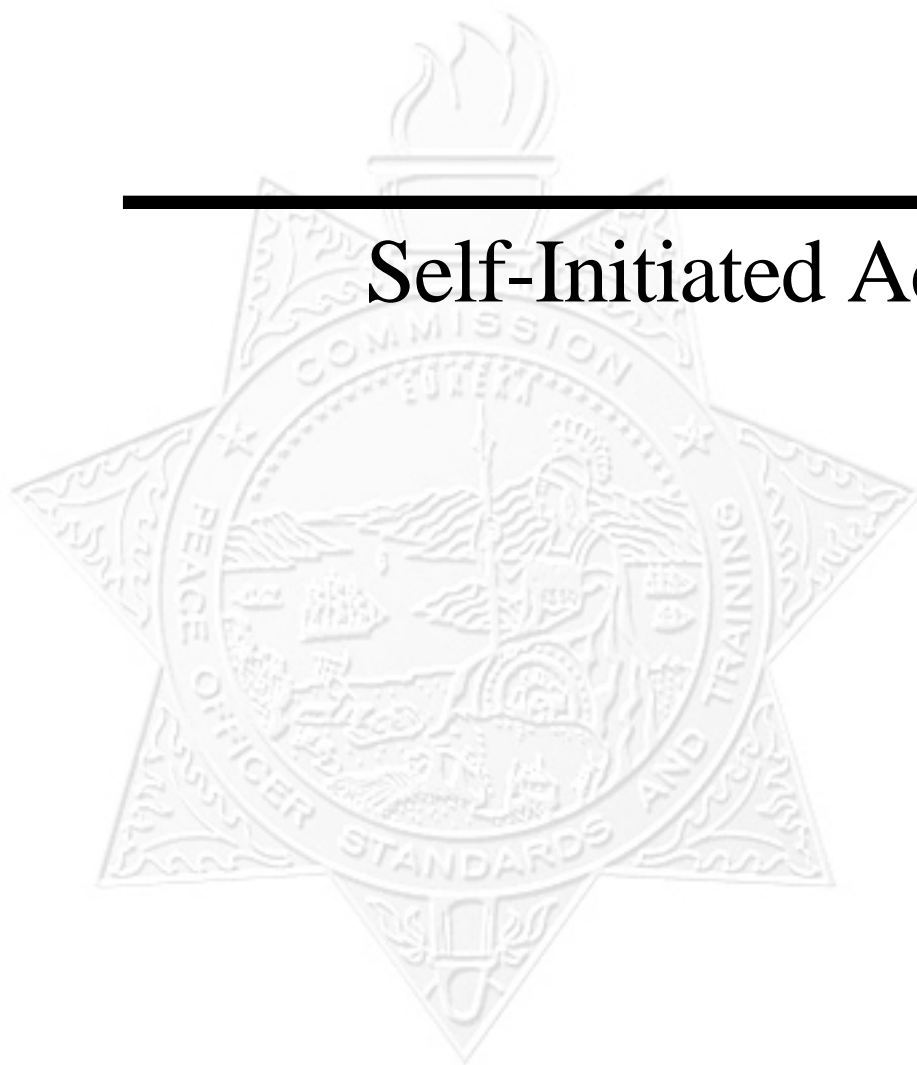
3.16.35 Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:



■ FTP

Self-Initiated Activity



SELF-INITIATED ACTIVITY

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:

4.17.01 Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.17.02 Pedestrian Stops:

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.17.03 Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. COPS, POP Projects, School programs

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SELF-INITIATED ACTIVITY

4.17.04 Arrests:

- A. Misdemeanor and felony
- B. City of Simi Valley Municipal Code – Misdemeanor and Infraction

Reference: City of Simi Valley Municipal Code

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.17.05 Other activities:

- A. Street Checks
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. Truants
- F. Vacation Checks
- G. Extra Patrol Checks

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.: